



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
Purchasing Department  
Joseph Thomas, Purchasing Director  
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Phone: 316 660-7255 Fax: 316 383-7055  
<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1  
#15-0108  
CAREER DEVELOPMENT TRAINING COURSES

December 8, 2015

In order to ensure vendors have access to complete information prior to submitting a response, Sedgwick County issues a written addendum regarding all questions and requests for clarification received. The following questions have been received to date regarding the above mentioned solicitation.

1. **Are you expecting to award this to a single vendor that can offer all the training or can vendors bid on individual training topics?** *Each vendor may bid on the topics they can provide. We typically divide the courses among several vendors and are not specifically looking for a single vendor to provide all the training.*
2. **Is it a requirement for us to be registered in KS to respond to this training request and do business with the Division of Finance?** *Not to respond, but if awarded, then yes (prior to award).*
3. **Can we list as a reference a current employee of Sedgwick County?** *Please do not use current Sedgwick County employees as a reference.*
4. **Will the trainings be once a year at the end of the year or on a monthly basis?** *Each of the courses will be offered two times per year, with the exception of the Cultural Awareness Training, which will be offered monthly. We will offer the other courses once during January – June and again July – December. Specific dates for each class are coordinated with the selected vendor.*
5. **Will you consider out-of-state bids?** *We will consider out of state bids, but the vendor would have to be able to provide the training onsite.*
6. **Do you have an established or preferred vendor?** *Our current contracted vendors are; Jim Maddox, Leader Systems, Austin Peters Group Inc., Audrey Curtis Hane, and Butler County Community College.*
7. **What is the overall budget for the proposed courses?** *We are currently expending \$25,500 for these courses.*
8. **In the General Contract Provisions (referring to the link on page 10) there are a few items we will not be able to agree to and will require negotiations/modifications. We need to know how you would like us to handle this. Would you like us to indicate there will be terms we cannot accept? If so, do we need to specify which items? Or would it be better if someone from our contracting department spoke with someone there in your office?** *Please include in your response any comments about the General Contract Provisions you may have. But, negotiations will be done with the awarded vendor.*

9. **Are you interested in our onsite facilitator led workshops, or DVD for classroom training for your onsite trainers?** *Onsite, facilitator led courses.*
10. **All course descriptions list the learner time as a "minimum of" - let us know the maximum for each of the courses.** *The maximum for any course, with the exception of Cultural Awareness would be 8 total hours, with 7 hours in class and a 1-hour lunch break. With Cultural Awareness, the maximum would be 3 hours, as it is taught in conjunction with another HR facilitated course.*
11. **There's a check off Yes or No for "Registered to do business in the state of Kansas - does this mean have a sales tax account or is there a business licensing that we're not familiar with?"** *Sedgwick County requires all applicable contracted vendors to be of good standing with State of Kansas. Please follow the link to find out more information on Certificates of Good Standing; [http://www.kssos.org/other/certificate\\_good\\_standing.html](http://www.kssos.org/other/certificate_good_standing.html)*
12. *On page seven, item b. Supervisory Courses, Cultural Awareness is listed as one of the courses; this is a mistake and should have been listed under item a. General courses.*

All addenda will be posted to the Sedgwick County Purchasing website, <http://sedgwickcounty.org/finance/purchasing.asp> no later than the date and time posted on the Request for Proposal document. **Vendors are responsible for checking the website and acknowledging any addenda on the Proposal Response Form.**



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Kara Kingsley  
Purchasing Agent