



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

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<http://sedgwickcountv.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#16-0025
STRATEGIC PLANNING
Addendum #1

March 15, 2016

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Strategic Planning for Sedgwick County.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Has a budget for the project been determined?

Answer: No established budget at this time.

2. Does the process envision that the Board of County Commissioners be engaged in the development of the strategic plan?

Answer: We envision the Commissioners being involved in the process of gathering information prior to the retreat, the retreat itself, follow-up input after the retreat and development of the strategic plan.

3. Referring to the organizational chart on page 4 of the RFP, is the focus of this RFP just on those agencies/organizations under the County Commissioners and County Manager and not the organizations under the separately elected officials?

Answer: Yes, however input from elected officials will be incorporated into any strategic plan development.

4. What is the timeline for completing the project, once the selection process is complete?

Answer: Once selected, it is expected that the awarded proposer will provide the completed project by or before July 1, 2016.

5. Section 7 of the *Request For Proposal Conditions* document referenced in Section 11 of the RFP states “Proposer must return the entire document with any supplementary materials to....” Do we need to include the County’s RFP document as part of our proposal?

Answer: No.

6. Section 16A of the *General Contract Provisions* document referenced in Section 12 of the RFP further references performance specified in an “Appendix B which covers the specific purpose, goals and objectives of this agreement.” Can you explain whether this Appendix B exists and if so, how we can access it? If it doesn’t exist, should we then assume that the RFP contains the specific purpose, goals and objectives the County expects?

Answer: This RFP does not contain an Appendix B. Therefore, all proposers should assume that the necessary and expected purpose(s), goals and objectives required by the County are contained within the RFP itself.

7. Who has the County Manager identified to participate in the actual retreat sessions? Does this include all of his Direct Reports plus Commissioners? Any other elected officials (e.g., Sheriff, County Clerk)? If participants have not been identified yet, are there any participants who are required participants?

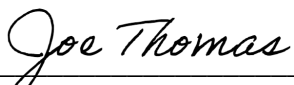
Answer: Participants involved in actual retreat sessions have not all been identified, however, the County Manager and his Direct Reports, County Commissioners, appointed officials and other elected officials will attend.

8. What key groups of citizens or external stakeholders are expected to be engaged in this process?

Answer: It is expected that 2 focus groups of external representative agencies and citizens will be conducted with specific details of invitees to be determined at a future date.

Firms interested in submitting a proposal, must respond with complete information and **deliver on or before 1:45 p.m. CDT, Tuesday, March 22, 2016**. Late proposals will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE



Joe Thomas, CPSM, C.P.M.
Purchasing Director