



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

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

REQUEST FOR PROPOSAL
#16-0059
TRAINING REGISTER SOFTWARE

May 27, 2016

PURPOSE

Sedgwick County, Kansas, will be accepting proposals for Training Register Software. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

SUBMITTALS

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or USB) of the Bid Response Form with any supplementary materials to:

ATTN: Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main St., Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m., CDT, Tuesday June 28, 2016. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m., on the due date.

QUESTIONS AND CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at email kara.kingsley@sedgwick.gov. Questions are due **in writing** no later than 5 p.m. on June 10, 2016. Any questions of a substantive nature will be responded to in addendum form to be sent to all vendors no later than 5 p.m. on June 17, 2016.

Kara Kingsley
Purchasing Agent

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1. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following background information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meetings with vendors after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

2. Background

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The current training register software is located on an aging operating system that will soon be unsupported. The current software vendor is a one person shop and is not upgrading the product to accommodate the aging hardware. If the software is moved to a newer operating system the vendor will not support the product.

3. Scope Of Service and Requirements

The purpose of this Requirements Document is to provide the high-level customer requirements for the Training Register software. The primary goal of this solicitation is to provide a tool for staff to self-enroll or unenroll in a provided class. The application needs to track all of Sedgwick County training to date and to be able to schedule other events without training to be tracked. An example might be an annual health screening, certifications.

a. **Features & Functionality:**

- i. **Event Tracking**-Sedgwick County needs ability to organize all information training and certification in a central repository, including security features to limit access and share information with departments.

The software needs to be able to schedule classes, rooms and instructors, reoccurring or varying schedules

- Example: a 4 week class that meets every Monday at 10:00 or a 4 week class that meets on Monday at 10:00 then next week is Tuesday at 10:00, the next 2 weeks is Thursday at 9:00.

The software needs to retain training history and to be able to provide multiple reports from canned reports, Ad Hoc reports, or by a dashboard scenario.

The software needs to set class size and provide a waiting list for a specific class and if a spot opens provide the waiting list name to update the enrollment.

The software needs to schedule events (not like a class) that allow multiple meeting times for the same event like an annual health screening.

Provide instructors with the capability to provide materials, prior to a class.

The software needs to have the capability to schedule diverse subject matter.

The software needs to provide a catalog or library to hold training materials that the ends users can access for their required class.

Provide a certificate for a group of set classes and provide the certificate upon successful completion of required courses.

When completing the class roster, we need to be able to flag employees that did not attend.

- ii. **Web Module**-The software needs to have module capable of connecting to website to all users to enroll, drop classes, review training schedule and transcripts.

The software must be able to do multiple tasks concurrently.

The software must be able to allow multiple connections.

- iii. **Security**-The software needs to have the capability to set various security levels for Administrators, supervisors, end users.

The software integrates with active directory.

The software needs to restrict the access permissions to allow supervisors to see the transcripts for staff in their area.

- iv. **Import & Export Features**-The software needs to be able to import new employees from a third party product.

The software needs ability to export data from within the application into other products.

- Examples: Excel, PDF, text, etc.

- v. **Reports**-An enrollment roster report is a must.

The end users supervisor needs to be able to pull reports about an employee.

End users (from a web site) can print different reports for their schedules, history, etc. Provide reports of No Shows, Cancellations, and completions for a class or individual.

Report	* New Report	Requestor	Frequency
List Supervisors			
List Training Admin			
Schedule of User			
Training Record of User			
Missed Training of Users			
Class Catalog			
Scheduled Dates			

Report	* New Report	Requestor	Frequency
Waiting List			
Completed Training			
Training Calendar			
Enrollment Roster			
Confirmation Letter			
Required Training Summary			
Completed Evaluation			
Incomplete Evaluation			
User with specific skills			
Security Rights of Users			
Import Utility			
Export Utility			

- vi. **System**-The software needs to be able to be supported on current technology standards and future OS releases.

Environments/Platforms

- Client Operating Systems of Window 7-10, 32 or 64 bit environment
- Browser Compatibility – Internet Explorer 10+, Firefox, Chrome
- MS Office suite 2010-2016
- MS Server 64-Bit 2012
- Sql2012 and Sql2014
- Support a virtual server environment-Preferably written in HTML5

The software needs ability to export training to outlook schedule or ability to send alerts and reminders for training.

- Examples: Upcoming classes, missed classes, overdue training modules.

The software needs to be able to produce electronic training evaluation forms.

The software needs group training in various categories.

The software needs audit trail of what updates have been made and by what user.

b. Interface Requirements

- i. List the interface requirements and ALL the effected applications.
- See examples in table below.

Interfaces			
Content	Sender	Receiver	Frequency
Employees	SAP	Software	Weekly or real-time
Supervisors	SAP	Software	Weekly or real-time

c. Levels of security

- Application Admin
- Departmental Admin
- Instructor
- Web Module-End User

4. Selection Criteria

The selection process will be based on responses to this Request for Proposal and any interviews or product demonstrations required to verify the ability of respondents/products to meet the requirements in accordance with this document. The committee will base its decision on the following:

- a. Vendor's ability to meet all Request for Proposal Conditions, miscellaneous instructions and qualifications as outlined herein.
- b. Overall quality of the vendor's proposal.
- c. Overall quality of the proposed system.
- d. Qualified staff
- e. Methodology to accomplish tasks
- f. Training Register Software to meet or exceed all requirements outlined herein.

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY COMPANY AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE COMPLETION OF THE REQUEST FOR PROPOSAL PROCESS, OTHER THAN THE EMPLOYEES IDENTIFIED IN THIS DOCUMENT. SUCH ACTIVITY MAY BE CAUSE FOR DISQUALIFICATION OF CONSIDERATION FOR AWARD OF THIS PROJECT.

Sedgwick County, Kansas reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations. Sedgwick County also reserves the right to not award this contract.

5. Required Response Content

All proposal submissions shall include the following:

- a. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
- b. The names of the staff members who will work on the project, including a listing of their work experience on similar projects.
- c. The firm's relevant experience on similar projects.
- d. At minimum, four (4) professional references with addresses, telephone numbers, and email addresses of contact persons where similar work has been completed within the last three years.
- e. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
- f. A description of the type of assistance that will be sought from County staff, including assistance required from the county to lessen the costs of this project.
- g. Detailed response to Section 3. Scope of Work and Requirements.
- h. An estimated total project fee, as well as service hours, for the elements described in the "Scope of Work" section. The county reserves the right to negotiate the final fees and the proposed scope of work as deemed to be its best interest.
- i. Service and support cost structure, provide options for normal business hours support (M-F, 8a-5p), emergency support rates and pricing for items such as on-site technical assistance, additional training beyond project implementation, hourly consulting rates after project completion, etc. Maintenance and Support

structure should include a not to exceed percentage increase escalator, the county is desirous of a not to exceed 5% escalation schedule for the term of the maintenance agreement.

- j. A tentative timeline that includes project milestones as well as a final completion date for the deliverables.

6. Contract Period, Termination and Payment Terms

A contract will be entered into upon approval from the Board of County Commissioners and signed legal contract. The contract will continue until all services are completed upon agreement of both parties. A maintenance contract will take effect following final completion of the project.

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted proposer to provide acceptable services and reports as delineated in the response to this document, or if determined that services can be provided by County or other sources.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion or delivery of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Receipt of a detailed invoice, emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127. All Payment and invoice provisions can be found at: http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

7. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact Kara Kingsley, kara.kingsley@sedgwick.gov, to confirm any and all dates.

Distribution of Request for Proposal to interested parties	May 27, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	June 10, 2016
Addendum Issued	June 17, 2016
Sealed Proposal due before 1:45pm CDT	June 28, 2016
Evaluation Period	June 28 – July , 2016
Board of Bids and Contracts Recommendation	July 28, 2016
Board of County Commission Award	August 3, 2016

8. Insurance

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
Professional Liability If required	

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

9. Indemnification

To the fullest extent of the law, the Provider, its subcontractors, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractors, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

10. Confidential Matters and data Ownership

The successful proposer agrees all data, records and information of The Counties, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of The Counties. The successful proposer agrees all such data, records, plans and information of The Counties constitutes at all times proprietary information of The Counties. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect The Counties' proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

11. Proposal Conditions

All times indicated in this solicitation document are central standard/central daylight as applicable. In submitting a response to this Request for Bid, vendors hereby understand the following as applicable:
http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

12. General Contract Provisions

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable:
http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Sedgwick County Non-Employee Information Technology Usage Agreement

Anyone who is not a Sedgwick County employee that will access Sedgwick County information technology in the course of their work for Sedgwick County ("Non-employee personnel") are required to sign this document before accessing any Sedgwick County information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice

1. Non-employee personnel have no expectation of privacy in any electronic communications, use of Sedgwick County property, or Internet access. Sedgwick County reserves the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee personnel shall use only accounts authorized by the Sedgwick County Chief Information Officer (SCCIO).
3. Non-employee personnel may access only those resources for which they are specifically authorized.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following.
 - a. Passwords shall remain confidential.
 - b. Passwords shall be changed at least every 90 days.
 - c. Passwords shall be at least seven characters long.
 - d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, *A, B*, (ii) English lower case letters, *a, b*, (iii) Westernized Arabic numerals, *0,1,2*, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
 - e. Passwords shall not contain your user name or any part of your full name.
 - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Non-employee personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Non-employee personnel may not leave their workstation logged onto the network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. All installed software must have been approved in writing in advance by the SCCIO.
9. Non-employee personnel shall execute only applications that pertain to their specific contract work.
10. Non-employee personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (316-660-9811).
11. Non-employee personnel shall promptly notify the SCCIO if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the SCCIO.
13. Non-employee personnel shall not install or use any type of encryption device or software on any Sedgwick County hardware, which has not been approved in writing in advance by the SCCIO.
14. Non-employee personnel shall not attach any device to the Sedgwick County network or attach any device to any device attached to the Sedgwick County Network without prior written approval in advance from the SCCIO.
15. Non-employee personnel may not remove any computer hardware, data or software from a Sedgwick County building for any reason, without prior written approval from the SCCIO.
16. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Sedgwick County hardware.
17. Non-employee personnel shall not attach any network or phone cables to any Sedgwick County device without written approval from the SCCIO.
18. Non-employee personnel may not copy any data and/or software from any Sedgwick County resource for personal or unauthorized use.
19. Non-employee personnel may not utilize Sedgwick County computer systems or networks for any of the following reasons:
 - a. Game playing;
 - b. Internet surfing not required for their work activity;
 - c. Non-related work activity; or
 - d. Any illegal activity.
 - e. Downloading of files from non-County resources. If files are needed for your work, contact Sedgwick County DIO IT personnel.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the SCCIO.
21. Non-employee personnel may not give out any Sedgwick County computer information to anyone. Exception: other authorized non-employee personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media that does or did contain Sedgwick County data shall be erased or destroyed prior to disposal, according to existing Sedgwick County Standards..
23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the SCCIO. Non-employee personnel may not modify any Sedgwick County computer data without the written approval in advance of the data owner.
24. Non-employee personnel shall not attempt to obtain, use or distribute Sedgwick County system or user passwords.
25. Non-employee personnel shall not attempt to obtain or distribute door passcodes/passkeys to secured rooms at any Sedgwick County facility for which they are not authorized.
26. All equipment issued to non-employee personnel will be returned in good condition to Sedgwick County upon termination of the Sedgwick County/non-employee Personnel relationship.
27. Non-employee personnel may not use Sedgwick County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
28. Non-employee personnel are prohibited from causing Sedgwick County personnel to break copyright laws.
29. Use by non-employee personnel of any Sedgwick County information technology will acknowledge acceptance of the above-referenced policies. Any non-employee who violates any of these policies shall be subject to disciplinary action, including total removal from the Sedgwick County project as well as being subject to Kansas civil and criminal liability. Disciplinary action may include Sedgwick County requesting the non-employee be considered for demotion, suspension and termination.

Non-employee personnel signature

Date

Company/Agency name (Print)

Non-employee personnel name (Print)

Purpose (State the reason you are signing this form)

Non-employee personnel phone number

Sedgwick County Sponsor & phone number (Print employee name and department)

PROPOSAL RESPONSE FORM

#16-0059

TRAINING REGISTER SOFTWARE

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

___ African American (05) ___ Asian Pacific (10) ___ Subcontinent Asian (15) ___ Hispanic (20)

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

___ Not Minority -Woman Owned (50) ___ African American-Woman Owned (55)

___ Asian Pacific-Woman Owned (60) ___ Subcontinent Asian-Woman Owned (65) ___ Hispanic Woman Owned (70)

___ Native American-Woman Owned (75) ___ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor’s responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____