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FINANCE DEPARTMENT
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ADDENDUM 1
19-0052
CAD Consultant

June 13, 2019

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *CAD Consultant* for the *Emergency Communications*.

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

Question: What is the County's expectation of "participate and provide guidance in the design and implementation process"? Does the County require full time Project Management services or does the County request project oversight based on best practices?

Answer: The County is not requesting full time Project Management, rather project oversight based on best practices. We are looking for somebody to help with the selection, design, and implementation of a new CAD system. Somebody with industry knowledge that can assist in selecting the best system for Sedgwick County and provide an outside perspective based on experience and industry knowledge.

Question: Has the County developed requirements and an RFP for the replacement CAD system, or is the development of these within scope of the Contractor's work? If the County has already developed the RFP, has it been issued to the marketplace? Has the County received proposals in response to the RFP?

Answer: The RFP requirements are developed and the RFP has been issued. You may view the CAD RFP here (<https://www.sedgwickcounty.org/media/55274/19-0001.pdf>). Note that the RFP is for a CAD, RMS, and JMS product. The expectation is that the selected consultant or firm would only be assisting with the CAD portion of this project. The RFP is still open for response.

Question: Has the County identified a proposal review methodology (i.e., scoring, vendor selection criteria), or will the Contractor develop this with the County within the scope of the project?

Answer: A proposal review methodology has been developed and is defined in the issued RFP.

Question: In our experience, there are several instances in which onsite presence of the Contractor may not serve to be valuable. Can the County please describe what flexibility there may be in the onsite requirement?

Answer: As the project develops there will be communication, and agreement, between the County and the vendor on what can be completed or attended remotely vs. what should be done on site. There will be an RFP review process that can be completed remotely. Respondents will be short listed and brought in for onsite demonstrations, of which a consultant would be expected to attend the portion of the demonstration that pertains to CAD (1 to 2 day demo anticipated). After demos there will be another short list of vendors created and site visits will be conducted to view systems that are using that product. It would be preferred that the CAD consultant attend the site visit but not required. Once a vendor is selected then the majority of work completed by the consultant could be done remotely. The frequency or duration of those remote meetings would be dependent on the pace of the project and any issues that arise. The County is anticipating bi-weekly or monthly meetings with the Consultant, along with email communication, during that implementation period. The Consultant would be expected to be on-site for several days during go live of the new system to provide input and direction for issues that arise. After go live the Consultant should be available for remote meetings during the first 6 month after the system is live.

Question: Is the County seeking guidance with the contract negotiation process once a CAD vendor has been selected?

Answer: Yes, the County is.

Question: In Component e. Reasonableness of Cost and Price, can the County please define how cost is to be represented in the proposal (e.g., hourly rates with estimated hours by service; firm fixed price by deliverable; firm fixed price for the engagement)?

Answer: The County is open to different pricing models, dependent on what the respondent feels is the best approach to effectively manage this project and the County's expectations of the vendor in the most efficient way. An example of a pricing model could include an hourly rate for consulting staff and a "total not-to-exceed" cost for the entire contract.

Question: In Component e. Reasonableness of Cost and Price: If a fixed price cost is required, can the County please define the duration of the service described on Page 4 as "Participate and provide guidance in the design and implementation process once a CAD vendor is selected"?

Answer: The duration of the service will be dependent on when the new CAD system is live in Sedgwick County. The goal is for a new system to be online by summer of 2021.

Question: In lieu of a company uniform or company ID badge, could the County provide a temporary "Contractor" identification?

Answer: Yes.

Question: Will the County consider modifications to the General Provisions and terms of the RFP that are consistent with industry standards for professional services agreements for the requested services? Such modifications would be identified as exceptions in our proposal and would include, but not necessarily be limited to, requests for: inclusion of a limitation of liability; modification of the indemnification obligations, and modification of the hold harmless language.

Answer: Please submit your proposal with the requested changes to Terms and Conditions written out in detail. We will consider this along with your proposal document.

Question: Will consultants be expected to conduct interviews and observe existing operations to identify user needs and requirements for a new system? If not, how have the requirements for the new system been developed?

Answer: The requirements for the new system have been identified based on evaluation of current user needs and requirements, along with industry standards. The consultant is to assist in acquiring and implementing a system that best meets user needs and requirements while offering feedback for workflows and opportunities for efficiency based on industry knowledge.

Question: Will consultants be expected to write the RFP for the new CAD system, or does the County plan to write it and task the consultant to review and advise in its finalization?

Answer: The RFP has been written and issued. The Consultant would assist in the review of RFP responses and implementation of the selected system.

Question: Has the County been working with a consultant previously on the CAD project? If so, who?

Answer: No.

Question: What is the current CAD system used by the County?

Answer: Northrup Grumman Command Point.

Question: Which agencies will be involved in the project? Who are the members of the SCEC team?

Answer: Sedgwick County Emergency Communications (SCEC) is the agency implementing the CAD system. There are 31 agencies who use the CAD system through their receiving dispatching services from SCEC. The RFP evaluation team consists of SCEC staff, Sedgwick County IT Staff, and three public safety agency representatives. Implementation will consist of working with various agencies but the Consultant will work through SCEC for those communications.

Question: On Page 4, Section V. Scope of Work, the RFP states “Provide most work under the resultant Contract on site at county specified facilities, Monday through Friday, 8am - 5pm. The Consultant is not required to provide services on county-recognized holidays. Any request for work to be performed outside of normal business hours will be made with appropriate notice.” Will the County confirm this is only a requirement when the consultant is scheduled to be working on-site and that firms are able to provide services off-site/remotely, as needed, to recognize cost efficiencies for the County?

Answer: Yes, that is correct. There will be opportunities to attend meetings or provide services remotely, which would be acceptable and expected.

Question: We understand that RFP#19-0001 was issued on May 8, 2019 for a CAD, RMS and JMS solution, while RFP #19-0052 is only for a CAD consultant. Can the County confirm it is only seeking consulting services for CAD and that JMS and RMS are not included?

Answer: Yes, that is correct. The selected consultant would only be providing consulting services for the CAD portion of the project defined in RFP 19-0001.

Question: As the consultant is tasked to “evaluate and assess proposed CAD systems in relation to current and future needs for the Sedgwick County public safety system,” and “participate and provide guidance in the RFP review process,” does the County anticipate having the Consultant review the requirements of RFP #19-001 to ensure no requirements are missing that are needed to evaluate responses and determine the best solution for the County?

Answer: The CAD consultant will need to review the CAD requirements of RFP 19-0001 to determine which responding vendor best meets those requirements. If during that review it is identified that there are requirements missing, the consultant would help identify those in order to issue follow up questions to responding vendors as appropriate.

Question: Whether companies from Outside USA can apply for this (like, from India or Canada)?

Answer: Yes, companies from outside of the USA may apply as long as they are eligible to work in the United States.

Question: Whether we need to come over there for meetings?

Answer: Yes, there are onsite meetings that will require in-person attendance. Most meetings at the beginning of the project will be on-site and in person attendance would be preferred or required.

Question: Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?

Answer: Some tasks could be performed remotely, whether from outside or inside of the USA. Other tasks, such as attendance at vendor demos, would require on-site, in person attendance.

Firms interested in submitting a **proposal**, must respond with complete information and **deliver on or before 1:45 p.m. CDT, July 2, 2019**. 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.”



Josh Lauber
Purchasing Agent – Buyer

JL/hp