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FINANCE DEPARTMENT
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**ADDENDUM #1
RFP #19-0043
MOTOR VEHICLE KIOSK**

June 21, 2019

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *Motor Vehicle Kiosk* for the *Treasurer's Office*.

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

1. Question: How many kiosks are required?

Answer: Initially, 2 kiosks with the potential of up to 10 based upon successful acceptance of the devices by our citizens.

2. Question: Are they to be deployed into DMV offices?

Answer: No.

3. Question: How will the DMV registration renewal data be accessed at the kiosk?

Answer: See RFP proposal.

4. Question: Will you provide the data same as Johnson County or will we have access to the database you maintain?

Answer: Same database as Johnson County (State of Kansas).

5. Question: Does language need to be audible in both English & Spanish?

Answer: Yes, both English and Spanish are required.

6. Question: Merchant account will be provided by Sedgewick County, correct?

Answer: Yes.

7. Question: What documents will be scanned?

Answer: Renewal notice barcodes.

8. Question: What are the document sizes that will be scanned?

Answer: Documents will not be scanned – barcode on renewals will need to be scanned. Document size is 8.5 x 11.

9. Question: What is the size of the decal and does each decal require any details to be printed on it?

Answer: Current KS decal.

10. Question: Can you provide an image of a representative decal?

Answer: Yes.

11. Question: Is there a specific make of decal dispenser/printer that you currently use and prefer?

Answer: Decals are currently provided by the State of Kansas. Decal dispenser/printers should provide compatible results to that of the State of Kansas printed decal.

12. Question: What are the requirements for printing the registration information and/or receipt?

Answer: Registration information provided by State of Kansas.

13. Question: What is the expected volume of use for the kiosks?

Answer: Unknown at this time; Pilot Program.

14. Question: How many vehicle registrations/renewals do you anticipate being made on the kiosks?

Answer: Renewals only. Unknown number.

15. Question: What is the cost for the vehicle registration and renewal?

Answer: Varies based on type/age/value of vehicle.

16. Question: How many kiosks does the county anticipate rolling out?

Answer: 5-10.

17. Question: How many during pilot?

Answer: 1 or 2.

18. Question: And ultimately how many?

Answer: Up to 10.

19. Question: Does the County anticipate using the kiosks for other functions and/or other types of payments?

Answer: Yes, at a later date we are hoping to add other payments.

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

Answer: No.

21. Question: Will we need to come over there for meetings?

Answer: If shortlisted perhaps a demo, training, Install, and Implementation/go-live.

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

Answer: No.

23. Question: Do you have the Kiosk locations?

Answer: Not sure on locations.

24. Question: Will wall /floor electrical outlets need to be installed?

Answer: We will hire County contracted vendors for data and power.

25. Question: Will the government staff require training on the equipment and software?

Answer: Yes.

26. Question: Will the Contractor manage the data and provide that back to the government or will the government use its own staff to manage?

Answer: County will manage the data.

27. Question: How will the Contractor invoice the government monthly for the equipment, software/license and service? Will you provide a cost template to price out each piece?

Answer: Invoice billed to Sedgwick County Division of Finance.

28. Question: What are the payment terms, net 30 days?

Answer: Most likely, Yes.

29. Question: Will there be any need for outdoor KIOSKs?

Answer: No.

30. Question: What integrations are available with the State's Motor Vehicle? Example (.csv or api)

Answer: .PDF

31. Question: How will the renewal be processed on the State's Motor Vehicle system? Will we have access to integrate to update the registration information or are you intending on getting a list and keying these on the State's Motor Vehicle system.

Answer: A file will be provided by the State with each months renewals.

32. Question: Please supply a sample of the registration that will need to be printed from the KIOSK?

Answer: Please provide us with your solution – since we have not determined the type of registration the customer will receive.

33. Question: Does the registration have 1 or 2 decals?

Answer: No decals ... a receipt will be printed as proof of purchase. A file will be accessed through the kiosk for Tag staff to process manually through the State system. County staff will produce decals and mail to customers. We may or may not require decals to be printed.

34. Question: The RFP states that the County reserves the right to select the gateway/merchant provider, while also requiring the Vendor to provide credit/debit card readers. Combining these two options will force a PCI recertification that will take considerable time and be quite costly. Will the County allow us to provide our own fully PCI certified solution which includes the readers and the gateway/merchant provider?

Answer: You may pitch your own solution but the County does have PCI compliant vendors we currently use for both Tag and County functions.

35. Question: In what timeframe will the Vendor be provided the “.CSV” file and in what timeframe/format will the county require data for the files processed at a kiosk?

Answer: It would be our expectation that our customers could expect a reasonable processing time from beginning to end while using the kiosk. Data used by the kiosk is managed by the State of Kansas. Every effort to provide real time access to data would be made.

36. Question: Is the County open to “piggy-backing” this contract to other counties in Kansas, which may have a desire for the same solution?

Answer: Any solution presented by the vendor is for specifically for Sedgwick County’s application per the terms of the RFP. Sedgwick County has not entered into any agreements with other Kansas Counties. That said, if the vendor wishes to present a similar solution to other counties they would be free to do so.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, July 9, 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

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