



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>

ADDENDUM 1
RFP #20-0015
ELECTION MANAGEMENT SOFTWARE

February 14, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *Election Management Software* for the *Sedgwick County Election Office*.

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

Question: In section VIII below, I did not see any additional documents for #11 in the RFP. Could you please provide the Acknowledge receipt of Business Associate Addendum form?

VIII. Required Response Content

All proposal submissions shall include the following:

1. 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.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies.
4. At minimum, **three (3)** professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
5. 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.
6. 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.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Sample of software license agreement and sample of support agreement.
9. Those responses that do not include all required forms/items may be deemed non-responsive.
10. Non-Employee User Agreement.
11. **Acknowledge receipt of Business Associate Addendum.**

Answer: Please find attached.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CST, February 25, 2020**. 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
Senior Buyer
JL/ch