



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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www.sedgwickcounty.org/finance/purchasing.asp

**ADDENDUM 1
RFP #20-0071
SENIOR SHOPPING & DELIVERY SERVICE**

December 22, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Senior Shopping & Delivery Service for the Department on Aging.

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

Section VII Proposal Terms: Page 5 under C. Evaluation Criteria

- 1. What methods will be used to evaluate each component and assign points: Cost/Project Design/Vendor Qualifications/Experience/References?**

Each member of the review team will review and score each proposal based on the evaluation criteria listed in the RFP.

- 2. COMMERCIAL CRIME COVERAGE; we do not currently carry \$1 million of Commercial Crime Coverage. Our current carrier is reluctant to raise our coverage to \$1 million as we are a non-profit with a \$2.5 million budget and 38 staff. This means we have to shop around for that coverage and may not have it in place by December 29, 2020 when this application is due. Is this something we can add if we receive the grant? Current limit is \$100,000.00 with Berkley Human Services. It is okay to waive this insurance coverage?**

The RFP states the vendor will "collect payment for goods purchased," which indicates a potential crime since the vendor's employees handle collected funds from senior citizens. That being said, crime coverage only covers the employer (so in this case the vendor) so it really is a risk for the employer (vendor). If the vendor provides the county indemnity and will take responsibility for the actions of their employees, then they (the vendor) will be responsible regardless. Therefore, in this situation, a waiver would be considered.

Section VIII Required Response Content: Page 9 Item 2

3. **Are we allowed to elaborate on our experience of providing this service currently? I assume we work the questions under Section VII Proposal Terms: Page 5 under B. Minimum Firm Qualifications into this narrative?**

You are able to include any information that is relevant to your ability to provide this service.

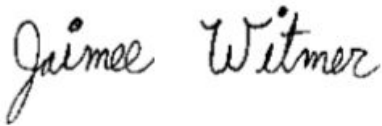
Section V Scope of Work: Page 4

4. **“Sedgwick County will pay the service fee for the ordering and delivery of items” – can we get clarification on what this means? Is it included in the awarded money, no upcharges or fee scale for delivery to the clients?**

This will be included in the funds awarded.

Firms interested in submitting a proposal *must* respond with complete information and **deliver on or before 1:45 pm CST, Tuesday, December 29, 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.”



Jaimee Witmer
Buyer

JW/ch