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DIVISION OF FINANCE
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ADDENDUM 1
RFP #21-0005
VIRTUAL CAREER DEVELOPMENT TRAINING COURSES

February 19, 2021

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal to provide Virtual Career Development Training Courses.

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

1. Are these trainings expected to be done live with an instructor, as in a webinar or virtual classroom?

Answer: Yes – the courses referenced in this RFP are all to be instructor-led, delivered online.

2. Are organizations outside of Kansas allowed to submit a response? Will they be considered as a viable vendor?

Answer: Organizations outside the State of Kansas are allowed to submit a response and will be considered according to the terms and conditions outlined in the RFP. We do not have a local preference.

3. Being outside of the state of Kansas, will an organization be required to register in the state in order to do business with the county?

Answer: Organizations MUST be registered to do business in the state of Kansas in order to be awarded a contract by Sedgwick County.

4. How many vendors are currently delivering courses in support of the work described in this RFP?

Answer: Prior to 2020, the courses were delivered by five (5) different vendors in a face-to-face environment. They were not offered in 2020 due to the pandemic.

5. How will Sedgwick County measure the success of these courses?

Answer: Employees complete surveys regarding each course. The categories include:

- *Knowledge of the Subject*
- *Clear Communication*
- *Effectively Answering Questions*
- *Delivery Style*
- *Overall Rating of Course*

6. What is the anticipated budget for this RFP?

Answer: There is no pre-determined budget for this RFP.

7. Will the vendor have access to attendees after the training for follow up purposes or to provide additional support?

Answer: Vendors are provided with copies of the evaluations submitted by employees who attended their course(s). Other access to attendees will need to be approved by Employee Development. .

8. If these courses are currently being delivered by vendors, what is the existing price range per course?

Answer: These courses are not currently being delivered, and as this is the first time they will be delivered online, we do not have an existing price range per course.

9. Must the vendor have a physical location in either Sedgwick County or the state of Kansas?

Answer: No.

10. How many individual courses were delivered to employees in the past two (2) years?

Answer: Prior to the pandemic, we offered more vendor courses that were delivered twice annually in a face-to-face format. As we move to an online platform, we anticipate offering the courses in this RFP three (3) times annually.

11. How will students access the training courses? (e.g., from within a county training portal, video conferencing platform provided by the vendor, etc.)

Answer: Sedgwick County utilizes our own Zoom account.

12. The cover letter of the RFP states solicitations are due “Thursday, March 2, 2021” – March 2, 2021 is a Tuesday, please confirm whether the due date is Tuesday March 2, or Thursday March 4, 2021.

Answer: The correct date is Tuesday, March 2, 2021.

13. From Section V. Scope of Work: The terms “Course” and “Class” seem to be used interchangeably in the introductory paragraph – please clarify if a “course” is a compilation of the “classes”, or if each Course identified in V. A. “General Courses” (e.g. “Interpersonal skills in the Work place”, “Maximizing Your Full Potential”, etc.) and V. B. “Supervisory Courses” are to be viewed as individual courses.

Answer: A course is not a compilation. Each titled course is an individual item and is to be considered independent of all other courses.

14. From Section VII. Proposal Terms, B. Minimum Firm Qualifications, e.: It states “Available to facilitate course up to three (3) times annually. – Reference Question 1 above, is “Course” a full execution of all classes listed in General or Supervisory, or is the expectation only 3 courses (e.g. “Interpersonal skills in the Work place”, “Maximizing Your Full Potential”, etc.) will be executed per year?”

Answer: A vendor will need to be available to facilitate each course bid upon three (3) times annually.

15. From Section VII. Proposal Terms, B. Minimum Firm Qualifications, e.: If the answer to Question 2 above is “Course is all classes referenced”, does Sedgwick County intend to facilitate the “General” and “Supervisory” courses 3 times annually for each course?

Answer: Yes, our intent is to deliver each course in V. A. and V. B. three (3) times annually.

16. From Section VII. Proposal Terms, B. Minimum Firm Qualifications, C. – O. appear to be requirements for execution, not necessarily firm qualifications. Is it expected that vendors attest that their offering will meet those requirements?

Answer: Yes, our intent is that vendors attest their offering will meet those requirements.

17. Does Sedgwick County currently utilize a learning management system or web-hosting platform, or is it vendor provided for this solicitation?

Answer: Sedgwick County utilizes our own Zoom account.

18. What are the minimum technology specifications that class/course participants are expected to have (e.g. PC/Mobile device, internet access, email, phone, etc.)? Are these items provided by Sedgwick County?

Answer: Employees are required to have both audio and video access (i.e. computer, tablet, phone, etc.) from a private location, and are required to keep their cameras on for the duration of the course other than for breaks.

19. From Section VII. Proposal Terms, E. “Contract Period and Payment Terms”: Does Sedgwick County expect/approve price escalation year over year, or is the price set by the vendor for year 1, expected for year 2, and option years 3 & 4?

Answer: The price set by the vendor remains the same for year 1, year 2, and option years 3 & 4, if renewed.

20. Are there page or content limits for the vendor submission to the RFP?

Answer: There is no page limit, but we ask that vendors limit content to addressing the specific requests in the RFP.

21. Does Sedgwick County intend to weight any firm-qualifiers (e.g. woman owned/veteran owned small business, Sedgwick County-based, etc.) in the Evaluation Criteria Component(s) (“... most advantageous and prudent methodology and cost to county”)?

Answer: Yes.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 p.m. CST, Tuesday, March 2, 2021**. 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.”



Britt Rosencutter
Buyer

BR/ch/lj