



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE**

**Purchasing Department**

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[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp)

**ADDENDUM #1  
RFP #21-0046  
ORGANIZATIONAL DIVERSITY & INCLUSION CONSULTANT**

July 27, 2021

The following is to ensure that proposers have complete information prior to submitting a proposal response. Here are clarifications regarding our request.

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

- 1. Would the county allow the work to be performed virtually—especially considering the COVID - 19 pandemic?**

*Answer: For some of the work, some of the sessions with employees will have to be in person.*

- 2. Will the county accept an MBE certification with the State of Missouri or the National Minority Supplier Development Council (aka NMSDC)? If not, which MBE certification is acceptable to the county?**

*Answer: The county will accept your MBE certification regardless of state.*

- 3. Does the county prefer consultants located in Kansas?**

*Answer: The county will consider all offered proposals.*

- 4. Will the county work with consultants located outside of Kansas on this project?**

*Answer: Yes.*

- 5. Will the county pay for travel expenses?**

*Answer: All travel expenses should be included in proposal costs.*

- 6. Does advantageous overall cost mean lowest price/bid, or does it mean the best value?**

*Answer: The county is looking for best value with cost factoring into the evaluation.*

**7. Does the county have a prior DEI Plan?**

*Answer: No.*

**8. When was the last time the county developed its strategic plan? Will the consultant have access to the county's strategic plan?**

*Answer: December 2019. Yes, go to this link: <https://www.sedgwickcounty.org/manager/strategic-plan/>*

**9. Of the 2,500 employees, how many are in management/leadership roles?**

*Answer: 250 supervisors and managers plus 40+ department heads.*

**10. How many people are considered to be senior/executive management?**

*Answer: Seven (7).*

**11. RFP Page 5; Section VI: What is meant by providing information, as legally allowed, in possession of the county, which relates to the county's requirements or is relevant to this project?**

*Answer: The county will provide any information which relates to this project and its requirements as allowed by law.*

**12. RFP Page 8; Section VII - Confidential Matters and Data Ownership: When we collect data regarding DEI topics, we mention to employees that the information shared with us is confidential and anonymized to protect them. This means we do not share raw data, names, any identifiable information with the client when providing reports; we aggregate the data to protect employees. This ensures better results when collecting data. The RFP states all data belongs to the county. Does this mean we would have to provide the county with raw data, e.g., our notes, raw survey data, etc., that might identify what employees shared during focus groups, interviews, conversations, surveys, etc.?**

*Answer: Yes.*

**13. What is driving the need for DEI consulting services in the county?**

*Answer: When the county tried to fill the position of a Diversity and Inclusion Officer, it became challenging to fill with the required education and experience.*

**14. What are the county's COVID-19 protocols to ensure the safety of its employees and vendors/consultants?**

*Answer: Cleaning of facilities and optional mask wearing in facilities.*

**15. When does the county expect the project to be completed?**

*Answer: In the next nine (9) months to one (1) year.*

Submittals are due **NO LATER THAN 1:45 pm CDT, Tuesday, August 10, 2021**. Late proposals will not be accepted and will not be considered for award recommendation.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.**

*Joseph Thomas*

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JT/lj