



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE

*Purchasing Department*

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM 1  
RFB #22-0048  
TEMPORARY IT PROJECT MANAGER**

June 17, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the bid for Temporary IT Project Manager for Sedgwick County Division of Information Technology.

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

**1. Do we need to provide proposed project manager's resume and contact details along with the Bid response?**

*Answer: Yes. Any additional information you can provide about a proposed resource would be helpful.*

**2. In the Minimum Firm Qualification section of RFB it says "Bidders shall: 1. Have proper certification(s) or license(s) for the services/product specified in this document.". What certification or license is referred here? Is this project manager's certification (like PMP) or firm's certification?**

*Answer: Yes. Project Management Professional (PMP) or any certification or license associated with Project Management services or SAP Business ByDesign is requested.*

**3. We did not find clear instructions regarding the proposal response content. We understand that required forms need to be attached along with the proposal.**

*Answer: Please submit proposed rates along with required forms.*

**4. How about Firms history and experience in providing similar project management services, client references, client engagement processes, reporting etc....**

*Answer: Please provide as much information as possible about your firm and your proposed resource.*

**5. How many vendors do you intend to award for this contract?**

*Answer: One. It is for a single position/individual.*

**6. Can you please provide us with an estimated or NTE budget allocated for this contract?**

*Answer: There is not a budget specified, but an anticipated work time of 20-30 hours per week through the end of the year.*

**7. What is the job location of a proposed candidate?**

*Answer: Our location is in South Central Kansas (city of Wichita) but it is anticipated that most if not all work will be performed remotely. If on-site work is required, Sedgwick County would pay for travel, lodging, etc.*

**8. Is this a new contract or are there any incumbents? If yes, could you please let us know the incumbent name and also, is the incumbent eligible to submit the proposal again?**

*Answer: This is a new contract.*

**9. Are there any pain points or issues with the current vendor(s), If any?**

*Answer: N/A*

**10. Could you please share the previous spending on this contract, if any?**

*Answer: N/A*

**11. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?**

*Answer: No.*

**12. If the proposed candidate is not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?**

*Answer: No.*

**13. Are hourly rate ranges acceptable for proposed personnel?**

*Answer: Yes, but a specific hourly rate would be preferred.*

**14. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?**

*Answer: It is anticipated that most, if not all, work will be performed remotely.*

**15. What will be the mode of interview if conducted, via virtual or in-person?**

*Answer: Virtual.*

**16. Do we need to submit an actual candidate resume or sample resume?**

*Answer: Please submit actual candidate resumes.*

**17. How many candidate resumes can we submit? How many positions are required currently?**

*Answer: Multiple submissions are fine, but there is only one position.*

**18. How many people are currently working onsite and offsite?**

*Answer: All project team members work remotely.*

**19. Could you please provide the list of holidays?**

*Answer: Please see below.*

*New Year's Day Friday, December 31, 2021 (observed)*

*Martin Luther King Jr. Day Monday, January 17, 2022*

*Presidents' Day Monday, February 21, 2022*

*Memorial Day Monday, May 30, 2022*

*Independence Day Monday, July 4, 2022*

*Labor Day Monday, September 5, 2022*

*Veterans Day Friday, November 11, 2022*

*Thanksgiving Day Thursday, November 24, 2022*

*Day after Thanksgiving Friday, November 25, 2022*

*Christmas Day Monday, December 26, 2022*

**20. Are there any mandated Paid Time Off, Vacation, etc.?**

*Answer: No.*

**21. Do we need to submit a Sample Invoice right away with response, as it is mentioned as item required to be submitted along with response:**

- 1. Any exclusions clearly delineated.**
- 2. Sample invoice (where applicable).**
- 3. Completed and signed Bid Response Form.**
- 4. Proof of insurance**
- 5. Those responses that do not include all required forms/items may be deemed non-responsive.**

*Answer: Yes.*

**22. Who should be the certificate holder to be listed in the Certificate of Insurance to be submitted with response?**

*Answer: Liability insurance coverage must be considered as primary and not as excess insurance. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided prior to award of contract. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (must be acknowledged on the bid/proposal response form).*

**23. Do you have a local preference?**

*Answer: No.*

**24. Where shall we put our bid price? I did not see a place on the Bid Response Sheet.**

*Answer: Please provide pricing in your submission.*

**25. How shall our bid be quoted? 1. As an hourly bill rate, or 2. A pay rate/bill rate, or 3. A markup on a county-provided pay rate?**

*Answer: a specific hourly rate would be preferred.*

**26. How will the timesheet be submitted and approved i.e. portal or email or timesheet template?**

*Answer: Email is the preferred method.*

**27. What is the billing and payment terms and conditions for this project, i.e. monthly or any other defined with NET days?**

*Answer: Billing = monthly; Payment = net 30*

**28. What will be the duration of the project, 6 months or any other defined?**

*Answer: Approximately 6 months. Project go live is 1/1/2023.*

**29. Do you accept any Visa status candidates, or only US citizens and Green cardholders as W2, C2C or 1099?**

*Answer: Only US citizens.*

**30. Any education or certification required for IT PM, i.e. a bachelor's degree or PM certification?**

*Answer: Project Management Professional (PMP) or any certification or license associated with Project Management services or SAP Business ByDesign is requested.*

**31. Please clarify if the response should ONLY be submitted to the address mentioned in the "RFB #22- 0048" document, or if another copy should also be submitted to the address mentioned in the "Request for Bid Conditions". Please review the information below for reference:**

*Answer: The Purchasing Department has recently moved from its location at the Sedgwick County Courthouse to the new location at 100 N. Broadway, Suite 610. Due to this transition, in order to ensure that your bid responses are properly processed, we will require ALL responses to be submitted electronically during the month of June to the Purchasing Department at [purchasing@sedgwick.gov](mailto:purchasing@sedgwick.gov). If you have any questions or difficulties, please contact Purchasing at 316-660-7255.*

**32. Appendix B (Fees), mentioned below, could not be found in any of the documents – while the fees were incorporated in the proceeding sentence, can you please indicate if the rest of the information should be reviewed prior to submitting a bid, and if so, provide the document?**

**a) General Contractual Provisions - Section 3. Compensation: County agrees to pay and Contractor agrees to accept as compensation for goods and services provided pursuant to this Agreement the fees set forth in Appendix B (Fees), attached hereto and incorporated herein by reference. These fees include all of Contractor's time, labor and equipment, travel, and all other expenses associated with the provision of goods, equipment and/or services, and shall be the sole compensation rendered to Contractor hereunder.**

*Answer: These fees refer to the fees that the bid respondent quotes the county for their services.*

**33. Is there a pricing form we should complete?**

*Answer: No.*

**34. Have you already selected a third party consultant? If so, can you please share who it is?**

*Answer: Phoenix Business Inc.*

**35. For any requested exclusions/modifications to terms, is there a specific format or form?**

*Answer: There is no specific format or form.*

**36. Other than the Minimum Firm Qualifications and Required Content, are there any other specific questions/response format to illustrate capabilities?**

*Answer: No.*

**PLEASE NOTE, IN ORDER TO FACILITATE THE PROJECT AS SOON AS POSSIBLE, THE DUE DATE FOR BID RESPONSES HAS BEEN MOVED UP TO JUNE 28, 2022.**

Firms interested in submitting a *bid*, must respond with complete information and **deliver on or before 1:45 pm CDT, JUNE 28, 2022**. Late *bids* will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *BID* RESPONSE PAGE.”**



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Lee Barrier  
Purchasing Agent