



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR INFORMATION
RFI #22-2071
AUTOMATED CASH PAYMENT SYSTEM**

October 31, 2022

This is a **Request for Information (RFI)** and it is neither a Request for Bid (RFB) nor a Request for Proposal (RFP). This request is for information and planning purposes and shall not be construed as a solicitation or as any kind of obligation on the part of Sedgwick County. A solicitation for services has not been developed yet, so please do not request a copy of a solicitation at this time. This Request for Information (RFI) is intended to gain information from providers regarding the services described in this document. Providers may also be contacted to discuss their responses.

Any information collected through this RFI process may or may not be used in the future to develop a solicitation for proposals or bids. Providing a response to Sedgwick County does not in any way give an advantage to any particular provider.

Sedgwick County will not award a contract on the basis of responses nor otherwise pay for the preparation of any information submitted or the county's use of such information from this request. Sedgwick County will not critique responses and the RFI should not be used by interested parties to market their products/services. Proprietary information is not being solicited; however, if proprietary information is submitted it will be subject to open records statutes. Responses will be separated from and have no bearing on subsequent evaluations of proposals submitted in response to any resulting RFB or RFP process.

Firms interested in submitting an e-mail response should do so by or before **Monday, November 21, 2022 by 5:00 PM CST** to Joseph Thomas at Joseph.Thomas@sedgwick.gov. Late responses will not be accepted.

Sincerely,

Joseph Thomas

**Joe Thomas
Director of Purchasing**

JT/lj

Table of Contents

- I. [About this Document](#)
- II. [Background](#)
- III. [Project Objectives](#)
- IV. [Scope of Services](#)
- V. [Required Response Content](#)

I. About this Document

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II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide a more efficient process in paying witnesses and jurors for the District Attorney's Office. The following objectives have been identified for this contract:

1. Acquire a kiosk payment system or other innovative approach meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing for maintenance, support and professional service hours with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
3. Acquire a system with the most advantageous overall cost to the county.

IV. Scope of Services

Sedgwick County working with the District Attorney's Office is looking for a more efficient process of paying witnesses and jurors other than with paper checks. The county is looking for various options involving an automated cash payment system using kiosks or other innovative methodologies.

A. Request for Information Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Section at (316) 660-7265 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	October 31, 2022
Questions and Clarifications submitted via email	November 7, 2022
Questions Answered	November 14, 2022
Request for Information due Date on or before	November 21, 2022

V. **Required Response Content**

Responses shall be submitted using the suggested format as follows:

Part A – Introduce Your Organization

Please tell us who you are and provide your contact information. Who owns your organization? What is your level of interest?

Part B – Capabilities and Experience

Does your organization have the appropriate experience and capabilities to address the county's requirements?

Part C – Comments on the Scope of Services

Please provide details regarding all items listed and provide any additional information that would distinguish your organization in addressing the needs of the county in providing an automated cash payment system.

Part D – Responses to the Following Questions

Please respond to the following questions and provide additional information pertinent to this RFI:

- What different approaches do you recommend besides what is listed in the Scope of Services that you have found to be effective?
- Do you have suggestions that would allow the county to gain the most innovative approach while minimizing the overall cost?
- What suggestions do you have that would make this a seamless process?
- How would you attract and maintain customers utilizing your product?
- What product options would you provide?
- What is your approach to problem solving?
- Provide examples of agencies or customers currently using any referenced product.

SUBMITTALS are due via email **NO LATER THAN Monday, November 21, 2022 by 5:00 PM CST.**