



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**

**RFP #23-0011**

**POST-MORTEM FORENSIC TOXICOLOGY TESTING SERVICES**

February 14, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Post-Mortem Forensic Toxicology Testing Services.

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

- 1. Section V Scope of Work, Item D, bullet #8: Would the county consider changing the wording to, “Notify RFSC within 72 hours of any actual breach of data security involving RFSC casework. Per client request and within a reasonable timeframe, further provide the root cause analysis, corrective action taken and preventative measures underway for the breach associated to the RFSC casework.”**

*Answer: Yes, we can change to 72 hours.*

- 2. Section VIII Required Response Content #7a CVs: Will it be acceptable to provide brief biographies for these positions and CVs only for our Laboratory Director and Senior Vice President of Forensic Sciences, with all other CVs available upon request?**

*Answer: Yes, the biographies are acceptable.*

- 3. Section VIII Required Response Content #7e Training manuals: Would it be acceptable to provide a list of all the SOPs we have with the understanding that individual SOPs can be made available upon request, or a complete review of SOPs can be done by Sedgwick County onsite upon award of contract?**

*Answer: 7e is a request for information about the training program. While I understand certain analysts may only be trained/qualified for certain assays involving a specific SOP, we are interested in what the training entails. Required literature, written exams and/or competency testing. An overview of the program(s) would be acceptable.*

- 4. Section VII Required Response Content #3 and #7h References: This appears to be a duplicate request. Please confirm that respondents are to provide just 3 (three) references (with points of contact).**

*Answer: Yes, unfortunately, this is a duplicate request and 7h should be omitted.*

**5. Section VII Proposal Terms E Contract period and payment terms:**

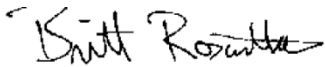
- a. Please confirm the initial contract period is through December 31, 2023 with the right to renew the contract annually through December 31, 2025.**
- b. Will price increases be allowed after the first contract term ends on December 31, 2023?**
- c. If yes, should price increases be based upon the Consumer Price Index?**

*Answer: The current funding supports the project through 2025, so the suggested term is acceptable. Sedgwick County acknowledges that price increases may occur for year 2024 and year 2025, and the county intends to accept reasonable increases, which will be mutually agreed upon by both parties. If the Consumer Price Index is the standard by which a vendor wishes to base pricing, that information can be included with the service proposal.*

Firms interested in submitting a bid, must respond with complete information and **deliver on or before 1:45 pm CST Tuesday, February 28, 2023**. 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.”**

Sincerely,



Britt Rosencutter  
Purchasing Agent

BR/ks