



DIVISION OF FINANCE – PURCHASING DEPARTMENT

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ADDENDUM #1 RFP #24-0056 PAYMENT SERVICES

10/7/2024

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding the proposal for *Payment Services* for *various department(s)*.

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

- 1. To enable the contractor to propose the best value solution, will the county provide the following metrics for each program?**

Number of checks issued for from 2023 – YTD 2024:

*In 2023 we issued a total of 34,720 non-payroll related checks.
So far in 2024, we've issued 27,581 non-payroll related checks.*

Frequency of payments:

*Varies depending on reason for issuance.
Ranges from 2,660 to 3,371 total issued per month in 2023, and 2,698 to 3,447 total issued per month in 2024.*

Average payment amount:

For 2023, it was \$1,099.96 and for 2024 so far it is \$1,010.37 (but they range from \$0.10 to millions).

- 2. Please provide a definition of the following:**

ROD & RSVP payments:

*ROD = Register of Deeds (refunds/overpayment amounts issued via check).
RSVP = Sedgwick County's Volunteer program. Volunteers are provided mileage reimbursement checks.*

- 3. Does the county anticipate allowing the contractor to charge minimal card usage fees? For example, using the card at an out-of-network ATM.**

We would like to avoid the charging of any additional fees, as we are searching for a better alternative than check issuance that does not come with fees if cashed or deposited with the issuing bank. However, we are open to any and all solutions.

4. **The link for Proposal Terms and Conditions does not work (<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>). Please provide bidders with the appropriate link and/or file.**

<https://www.sedgwickcounty.org/media/31338/proposal-tc.pdf>

5. **Does the county want to setup a branded website to facilitate the payments or maintain your own website?**

We would be open to a branded website solution in order to facilitate the payments, if set up and serviced regularly by the vendor.

6. **What electronic methods of payment are required? (i.e., RTP, Same Day ACH, Next Day ACH, Zelle, Push-to-Cards)**

We are open to any and all solutions. Same day payment functionality is required, but most payments, next day is appropriate.

7. **What is the expected monthly or annual volume?**

See answer to question 1, we expend the trend line to follow previous patterns.

8. **How frequent are the payments? Are they one-time or infrequent or are they very frequent?**

Varies depending on reason for issuance. Most payments are one-time.

9. **Does the county have a link to find the State of Kansas UEI number?**

Yes it can be found on Sam.gov.

10. **Number of cards you expect to issue?**

Use of payment cards depends on response from vendor relating to functionality, integration, and overall replacement of check issuance. It will vary depending on reason for check issuance. We have not committed to a payment card solution in particular as of yet, just a replacement process for check issuance in certain instances.

11. **Total dollars loaded to those cards on an annual basis?**

See answer to question 10.

12. **Average \$ load per card?**

See answer to question 10.

13. Is there a current program in place or is this a new project you want to begin?

This would be a new project/process intended to decrease the amount of physical checks issued by the county.

14. Payments made to court witnesses:

Number of individuals paid last 12 months: 1,378

Total dollars disbursed the last 12 months: \$30,035.14

Average number of payments an individual receives: 1 check

15. Payments made to court jurors:

Number of individuals paid last 12 months: 9,276

Total dollars disbursed the last 12 months: \$381,992.72

Average number of payments an individual receives: 1 check

16. Treasurer Tax refunds:

Number of individuals paid last 12 months: 1,705

Total dollars disbursed the last 12 months: \$2,277,958.49

Average number of payments an individual receives: 1 check

17. Auto or Tag Refunds:

Number of individuals paid last 12 months: 13,301

Total dollars disbursed the last 12 months: \$1,543,298.28

Average number of payments an individual receives: 1 check

18. EMS Refunds & Reimbursements:

Number of individuals paid last 12 months: 383

Total dollars disbursed the last 12 months: \$175,082.12

Average number of payments an individual receives: 1 check

19. Poll-worker Payments:

Number of individuals paid last 12 months: 354

Total dollars disbursed the last 12 months: \$9,162.62

Average number of payments an individual receives: 2 checks

20. ROD & RSVP payments:

Number of individuals paid last 12 months: *ROD: 94, RSVP: 65*

Total dollars disbursed the last 12 months: *ROD: \$5,602.25, RSVP: \$7,075.19*

Average number of payments an individual receives: *ROD: 2 checks, RSVP: 5 checks*

21. What software system is currently in place that will require us to integrate with the county?

Currently we utilize the financial software of SAP ECC, but we are preparing to integrate to SAP S/4HANA Cloud.

22. What is the anticipated start date?

Depends on integration needs. If solution needs to fully integrate with our financial software, then official start date will need to be pushed to the end of 2025. If we are able to integrate the new solution using interface files or a similar approach, then the start date can begin as soon as a proposal is accepted.

23. The paragraph below indicates that the county can cancel at any time with a 30-day written notice. This leads me to believe that you are looking for pre-engineered, prefabricated kiosks that would be leased by the county. Am I correct in this assumption?

E. Contract Period and Payment Terms A contractual period will begin following the Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of one (1) year with three (3) one (1) year options to renew. County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

We are open to any and all solutions. We do not have any specific kiosks or solutions in mind at this time.

24. Volumes: Can you please provide estimated monthly payment volumes for the scenarios presented and any opinions on future trends that may increase or decrease these volumes?

See answer to question 1, we expend the trend line to follow previous patterns.

25. Kiosks: If the county were to select a kiosk-enabled solution, approximately how many kiosks would be required (indoor and outdoor)?

Without knowing specifics of functionality and ease of use, it is hard to determine this exactly. We do know that if we were to implement a kiosk solution, they would most likely be indoor.

26. Proposal length: Are there any preferences / requirements for the length (pages) of the proposal?

No.

27. Integrations: Can you please provide a list of systems that may need to be integrated with the payment solution (for example: ERP, CRM, Microsoft AD, Data Repositories, etc.)?

See answer to question #21.

28. Future functionality: Is it envisioned that the disbursement solution could be used to accept payments for the county services at some point in the future?

No, the county utilizes a separate vendor (MSB) for receiving payments.

29. Webmaster: Does the county manage all relevant websites or will there be a requirement to work with a third-party for payment service integration?

While the county IT department does manage all relevant websites, we would like to utilize a 3rd party for payment service integration if it is determined the best solution requires it.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, October 22, 2024**. 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.”



Tammy Culley
Purchasing Agent

TC / ks