



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 #24-0015

WEBSITE ACCESSIBILITY COMPLIANCE AND AUDITING SOFTWARE

October 11, 2024

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding *RFP #24-0015 Website Accessibility Compliance and Auditing Software*

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

- 1. Scope of Accessibility: Does the county expect the solution to only handle web and PDF content or should it also address multimedia content, such as video and audio accessibility?**

We are only requiring web and PDF content for this proposal. Video and audio accessibility checks would be an optional feature and not a requirement.

- 2. Customization of Reports: Are there specific formats or compliance guidelines the county expects for the automated reports or can vendors propose a standard reporting format?**

The vendor can propose a report format that identifies pages which do not meet WCAG 2.2 detecting all levels of accessibility (A, AA, AAA) and ARIA standards.

- 3. Page Expansion: If the number of web pages or documents increases significantly beyond the 8,000 pages and 23,850 documents, how would the county like vendors to handle additional scanning capacity?**

We do not anticipate a "significant" increase in 2025. We are anticipating and are hopeful for a decrease in 2025.

- 4. Manual Scans: How often does the county anticipate needing manual scans and for what specific scenarios?**

A manual scan would be needed on a few minor occasions where a page was significantly low on the accessibility score and we needed to verify that it was fixed.

- 5. Remediation: Will the county handle the remediation of accessibility issues identified by the auditing software or is the vendor expected to provide remediation services?**

The county will handle remediation of accessibility issues.

- 6. Consultation on Complex Issues: If complex accessibility issues arise, does the county expect the vendor to provide consultation on how to address these problems or will the county manage that internally?**

Consultation for complex accessibility issues would be an added benefit but not a requirement for the vendor.

7. Preferred Hosting: The RFP mentions a preference for hosted solutions. Can the county clarify its cloud hosting requirements (e.g., specific cloud service providers or certifications like FedRAMP or SOC 2)?

Any hosted solution should maintain data within the continental United States. If AWS services are used, AWS GovCloud is preferred. Multiple hosting options can be offered in the proposal if preferred by the vendor.

8. Integration with Current Systems: Are there any existing web or content management systems that the solution must integrate with (e.g., WordPress, Drupal, etc.)?

Integration with our CMS system Umbraco would be a benefit but not a requirement.

9. Security Standards: Are there additional security frameworks, beyond HIPAA and CJIS, that vendors should be aware of when proposing the solution?

There are no additional security frameworks to be aware of.

10. Training Preferences: Is the county open to different types of training programs (e.g., in-person, virtual, self-paced) or does it have a strong preference for one format over another?

We are open to all types of training.

11. Go-Live Expectations: Does the county have a target go-live date or timeframe in mind for full implementation?

The county would like the system to be implemented by end of December of 2024

12. Renewal Options: The contract period is three (3) years but would the county prefer options for multi-year renewals and if so, how should this be reflected in the proposal?

The county is not seeking multi-year renewal options at this time.

13. Service Level Expectations: Can the county provide more detailed expectations for service levels, particularly around response and resolution times for critical issues?

Please provide the best service levels and response times you can offer.

14. How many people do you want to extend the license to?

10 to begin with. Please clarify if there is cost to add additional users at a later time.

15. How many domains will be tested under the A11Y tool?

Two (2) Domains.

16. Will it be okay if we share our HIPAA BAA and you review that?

You may submit your HIPAA BAA for review

17. Where are the documents located? Are they publicly available on URLs?

The documents are located at <https://www.sedgwickcounty.org/> and are publicly available.

18. Are we expecting to crawl and discover the pages to scan or do we have a list of know URLs, or a combination?

Crawl and discover.

19. What are the reporting requirements? Is there a desired level of detail, retention, and report distribution requirements?

The report would need to identify pages which do not meet WCAG 2.2 detecting all levels of accessibility (A, AA, AAA) and ARIA standards. If the user cannot identify a location on the page where accessibility requirements are not met in the software, then the report would not need to identify this.

20. Are all the 23,850 "documents" in PDF format?

Most of the documents are in PDF format. Some documents may be in Excel or Word.

21. What kind of data conversion is necessary? (V.B.xi)

Data conversion would only be required if your software needed another format to review accessibility compliance.

22. What is driving the need for HIPAA and PCI compliance? Are there documents that contain secure and personal information that would be scanned? (F)

There should not be any documents with HIPAA or PCI. In the event someone accidentally uploads HIPAA or PCI documents or your software intercepts a document, we would expect secure connections.

23. What is driving the 5-nines availability requirement? (V.B.iii e)

This is the preferred availability of the system. If the solution proposed would be down more often for upgrades, etc. please describe these downtimes in your proposal. We understand there will be upgrades periodically.

24. V.A.3 describes a minimum set. What is the maximum expected?

Our minimum set is our current number of pages that need scanned. We do not anticipate needing more than 8,050 pages and 24,000 documents in 2025.

Firms interested in submitting a **proposal** must respond with complete information and **deliver on or before 1:45 pm CDT, October 29, 2024**. Late **proposals** will not be accepted and will not receive consideration for final award.

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



Buyer Name
Purchasing Agent

LB/ch