



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

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**ADDENDUM #1**  
**RFI # 25-0040**  
**RECORDS MANAGEMENT SOFTWARE FOR THE CLERK TRANSFER RECORD**

June 11, 2025

The following is to ensure that vendors have complete information prior to submitting a ***Request for Information***. Here are some clarifications regarding the RFI for Records Management Software for the Clerk Transfer Record for the ***Clerk's Office***:

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

**The timeline for RFI 25-0040 has been revised:**

**Questions will be responded to via addendum on Friday, June 20, 2025, by 5:00 pm CST.**

**RFI responses will now be due Tuesday, July 1, 2025, by 1:45 pm CST.**

Firms interested in submitting a ***Request for Information***, must respond with complete information and **deliver on or before 1:45 pm CST, Tuesday July 1, 2025**. Late responses will not be accepted and will not receive consideration for final award.

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

Lee Barrier, NIGP-CPP  
Senior Purchasing Agent

LB/ks

*RFI # 25-0040*