



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

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### **ADDENDUM #1 RFP #25-0069 SHERIFF'S OFFICE MANAGEMENT OF OFF-DUTY PROGRAMS**

September 15, 2025

The following is to ensure that vendors have complete information prior to submitting a *Request for Proposal*. Here are some clarifications regarding the Sheriff's Office Management of Off-Duty Programs:

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

- 1. Could you please tell us how many sworn officers you have and also could you please offer an estimate of the annual number of detailed hours the Sheriff's Office provides to the community?**

*Approximately 200 sworn. There is really no way to track the amount of time worked due to multiple assignments and different requests along with multiple venues.*

- 2. Do you want the solution to integrate with any other technology e.g. an on-duty scheduling system?**

*No. The only technology will be for the off-duty scheduling.*

- 3. Is the matrix that will determine the number of officers required per detail available for review now before submissions are made?**

*No.*

- 4. Do you ever share jobs with other nearby agencies when you need the help to cover an event?**

*Yes.*

- 5. Will the successful vendor be expected to guarantee staffing for every event?**

*No. If there is not enough volunteers then the event will not be worked.*

- 6. Is there an implementation deadline? For instance the program must be fully live and functional by January 1, 2026?**

*No.*

- 7. Is your program run in-house today and would you have any interest in a proposal for a software-only solution?**

*The program is run in-house. There is no interest in a software solution.*

**8. Are there any functions you wish to keep in-house? For example, running off-duty wages through your payroll system?**

*The vendor that wins the contract will be responsible for the payment to the deputies and then collecting the money from the entity hiring for the job. At this time, there will not be payment run through the payroll system.*

**9. You ask to confirm Umbrella and Automobile insurance. Will we also need to confirm Cyber Liability?**

*I don't believe there is a need for Cyber Liability at this point.*

**10. How are deputies to be paid for off-duty work? Will the vendor pay them directly or through the county payroll system?**

*The contracted service will be responsible for payment to the deputy at the time of work. It will be the vendors responsibility to get the payment for the service and will not be going through the county payroll system.*

**11. What are the current rates for off-duty employment?**

*The current rate of pay is \$50.00 an hour with a four (4) hour minimum. This pay may be adjusted during the contract at the discretion of the Sheriff's Office.*

**12. What are your off-duty hourly rates, exclusive of any additional fees?**

*\$50.00 an hour with four (4) hour minimum. This can change at the discretion of administration.*

**13. Are there any additional fees we should be aware of, such as vehicle, administrative, or other charges?**

*Not at this time.*

**14. Do your rates vary depending on the type of assignment?**

*The only variance would be if the assignment cannot be filled and the entity wants to increase pay rate to fill the position. Part-time jobs do not filter through payroll.*

**15. Approximately how many off-duty hours does the department coordinate per year?**

*There is not a way to track the current hours due to all the different venues operating and the variance of requests. Numbers and hours also vary due to the events.*

**16. How many support agencies do you have to assist with events on campus?**

*Unknown what this means since there is no mention of a "Campus" in the request.*

Firms interested in submitting a *Request for Proposal*, must respond with complete information and deliver on or before 1:45 pm CDT, September 23, 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."**



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Lee Barrier, NIGP-CPP  
Senior Purchasing Agent

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