



## SEDGWICK COUNTY, KANSAS

### *DIVISION OF FINANCE*

### **Purchasing Department**

| 525 N. Main, Suite 823 | Wichita, KS 67203 | Telephone (316) 660-7255 | Fax (316) 383-7055 |

### **Request for Information # 09-0110 ELECTRONIC CHECK CONVERSION**

April 13, 2009

#### **1.0 Background Information**

The Sedgwick County Treasurer's office currently processes all checks received for deposit from various County departments and the main Auto License location. These checks are processed on a remittance processor and deposited to our bank via armored car service.

The Sedgwick County Treasurer's also has three Auto License sub-station locations; these checks are not processed on the remittance processor. Clerks' complete individual deposits for these checks and they are deposited to our bank via armored car service.

The Sedgwick County Treasurer's office is seeking a cost effective solution for the Treasurer's Main office and Auto License Offices for electronic conversion of paper checks using Check 21.

The current remittance processor is a NCR ITran180. The County's' standard for imaging is Hyland OnBase. Sedgwick County Financials are processed using SAP. The current Tax Administration System solution is Manatron GRM.

#### **2.0 Objectives**

The purpose of this Request for Information (RFI) is to obtain information on the availability, capability, and functionality of Electronic Check Conversion solutions utilizing Check 21 which are currently on the market. A project committee will be creating a list of functional requirements which will form the basis of a request for proposal (RFP) that will be issued later this year. The project committee will use information received as a result of this RFI to assist in the functional requirements definition process.

Any information submitted in response to this RFI will be considered during the development of the RFP. Any response to this RFI does not guarantee that the information offered will be integrated into the RFP, nor shall it prohibit any vendor from receiving or responding to the RFP when and if it is issued. The

lack of a response to the RFI will not preclude a vendor from participating in the RFP process.

Specific objectives the County intends to accomplish through this RFI are as follows:

- Identify current technologies that are functional, user friendly and efficient.
- Identify vendors who offer solutions for Electronic check Conversion utilizing Check 21.
- Identify other organizations which have successfully implemented similar systems and learn from their experiences.
- Identify what integration is available and how integration with other systems works.
- Identify the level of effort that will be required for implementation, training and maintenance.
- Identify the level of funding that will be necessary for this project.
- Reduce costs associated with paper checks.

### **3.0 Additional Information**

- 3.1 Selection Criteria:** Provide suggested selection criteria that have enabled agencies to select the system that best meets their needs.
- 3.2 Delivery Time:** Provide an estimate regarding time required after a purchase order (PO) is issued until system is fully operational.
- 3.3 System Cost:** Provide a budgetary cost estimate for products described in your response.

### **4.0 Responses**

- 4.1 Inquiries:** Inquiries of a technical nature may be directed to:

Greg Gann, IT Project Manager  
[ggann@sedgwick.gov](mailto:ggann@sedgwick.gov)

AND

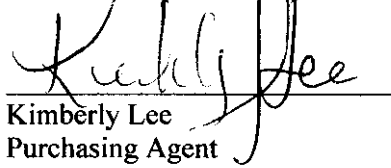
Kimberly Lee, Purchasing Agent  
[klee@sedgwick.gov](mailto:klee@sedgwick.gov)

- 4.2 Submission:** Provide three (3) copies of the requested information, along with any supplementary materials. The responses will be provided to the project committee for their review.

Responses to this document must be received no later than  
**5:00 PM, CDT, May 1, 2009.**

Responses should be sent to: Kimberly Lee  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203.

**4.3 Format:** Information should be organized in the format and information sequence found in this document.



Kimberly Lee  
Purchasing Agent