



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

<http://www.sedgwickcountv.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#15-0066
ELECTRONIC WAIT LINE MANAGEMENT SYSTEM

June 24, 2015

Dear Vendors,

Sedgwick County is seeking an electronic wait line management system for four (4) Tag Office locations. If your firm is interested in submitting a response please do so in accordance with the instructions contained within the attached Request for Proposal.

Kimberly Evans
Purchasing Agent

Table of Contents

- I. Purpose and Objectives**
- II. Submittals**
- III. About this Document**
- IV. Background**
- V. Scope of Work**
- VI. Sedgwick County's Responsibilities**
- VII. Proposal Terms**
 - A. Questions and Contact Information**
 - B. Minimum Firm Qualifications**
 - C. Selection Criteria**
 - D. Request for Proposal Timeline**
 - E. Contract Period and Payment Terms**
 - F. Insurance Requirements**
 - G. Indemnification**
 - H. Confidential Matters and Data Ownership**
 - I. Proposal Conditions**
 - J. General Contract Provisions**
- VIII. Required Response Content**
- IX. Proposal Response Form**

END OF SECTION

I. Purpose and Objectives

Sedgwick County, Kansas (hereinafter referred to as “Sedgwick County” or “County”), is seeking an electronic wait line management solution. The contractor shall provide web-based customer check-in services for the County of Sedgwick Tag Offices. The county is seeking a hosted environment with no additional server hardware to be required by the county.

All hardware proposed in the RFP must be non-proprietary including kiosks with paper tickets available off the shelf. The county reserves the right to purchase required hardware utilizing county contracted vendors. Proposers should submit general system requirements for all hardware in the event the county exercises the option to purchase outside this agreement.

II. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and one (1) electronic copy of the entire proposal document with any supplementary materials to:

Kimberly Evans
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, JULY 21, 2015**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date. No information other than the respondent’s name will be disclosed at bid opening.

III. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor’s approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

IV. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas’ 105 counties with a population estimated at more than 503,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

V. Scope of Work

The Contractor's service must provide or have the capability to provide the following:

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
1.	<i>On-Line Access</i> – Ability for a resident to go on-line from their home computer to view the wait times for each type of transaction at the 4 Tag Office locations.				
2.	<i>On-Line Access</i> – Ability for a resident to go on-line from their home computer and place himself in the wait line for a specific transaction at a specific location and for a specific time.				
3.	<i>On-Line Access</i> – Ability for a resident to indicate on-line from their home computer any special accommodations they require, e.g. hearing impaired, foreign language, wheel chair accessible station only.				
4.	<i>On-Line Access</i> – Once the customer has been placed in line from a computer, they should have the ability to enter their cell phone number, email address, or other contact information which would be used to contact them indicating when they should return to the Tag Office.				
5.	The system shall offer a kiosk entry system that is placed strategically at the Tag Office (to be highly visible) for customers to use to begin their transaction.				
6.	The kiosk should be ADA compliant.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
7.	The system shall allow the customer to enter any special accommodations they require at the kiosk e.g. hearing impaired, foreign language, wheel chair accessible station only				
8.	The system shall indicate the wait times for each transaction type.				
9.	The system shall allow the customer or Tag Office employee to choose (reserve) the time of their appointment, up to 30-days in advance.				
10.	The system shall allow customers to enter their cell phone number, email address or other contact information (at the kiosk) which will be used to contact them and indicate when they should return to the Tag Office.				
11.	The system shall issue a ticket (from the kiosk) to each customer based on the transaction type selected. The ticket should include the date and time.				
12.	The system shall direct customers to the correct cashier when they are called using audio and/or visual indicators.				
13.	The system shall provide visible/audible feedback to customers regarding wait times, next customer to be called, which window/cashier to go to, directional arrows, and audible number calling indicating number and station/cashier number.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
14.	The system shall have the ability to initially configure 2 transaction types, at a minimum, with the ability to add up to 1 additional type.				
15.	The system shall be configurable to allow an administrator to enter messages that would be displayed based on transaction type, to give specific information to the customer(s). e.g. Customer chooses “Renewal” a message would display listing the required documentation the customer will need to supply for that transaction.				
16.	The system shall have the ability to configure special accommodation choices to present to the customer to include at a minimum; Spanish, TTY (hearing impaired), wheel chair accessible.				
17.	The system shall have the ability to tie the “wait line” number to the customer once they are at the station, this will allow tracking wait times at the customer level. (cashier should not need to manually enter the ticket number)				
18.	The system shall have the ability to configure the time frame to allow the customer to respond to his cell phone alert before he is placed back in line.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
19.	The system shall have the ability to dynamically insert customers that depart for vehicle inspections or additional requirements, into the queue based on management criteria.				
20.	The system shall be capable of dynamically re-assigning staff to different transaction types based on wait times as customers enter the queue.				
21.	The system shall allow the customer to indicate (via cell phone, email address, or other contact information) if they want to be placed farther back in line.				
22.	The system shall allow the customer to indicate (via cell phone, email address, or other contact information) if they want to be deleted from the wait line.				
23.	The system shall allow the customers to place themselves in more than one transaction line, e.g. renewals vs. title work.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
24.	The system shall have a “dashboard” for management to track wait/processing times, as well as allow managers to re-assign transaction types to individual cashiers/stations to support balanced wait times.				
25.	The system shall have the ability to allow the customer to enter additional information based on the transaction chosen.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
26.	The system shall archive wait time statistics for trend analysis.				
27.	The system shall be capable of tracking the following statistics, at a minimum, by transaction type or by total number: Peak times Average times Station average				
28.	The system shall be capable of generating ad hoc reports based on any of the wait line statistics within the system.				
29.	The system shall export report information into Microsoft applications: (Word, Excel).				
30.	The system shall allow management access to reporting information via the internet.				
31.	The system shall track wait times and processing times for customers at multiple Tag Office locations.				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
32.	The system shall provide administrative functions that are secured from unauthorized access and have the ability to assign and modify security roles for the following groups: <ul style="list-style-type: none"> • Department Administrators • Management Group • Internal Users (Tag Office Cashiers) • Public Users (On-line or at the kiosk) 				

Requirement Number	Business/Functional Requirement Description	Included	Work Around	Not Available	Comments
34.	Shall be compatible with current Windows desktop operating system (Primarily Windows 7/8.1) and previous version.				
35.	Shall be compatible with Microsoft supported versions of Internet Explorer, IE 9 is the oldest supported version at the county.				
36.	The system shall utilize industry best practices for IT Security and data protection.				
37.	It is preferred any web based application be written to not need vulnerable add-ons such as Java, Flash or Adobe Reader if possible.				
38.	All communications shall be over an encrypted connection.				
39.	Any vendor remote support connections will adhere to Sedgwick County standards for remote access.				

VI. Sedgwick County's Responsibility

The county will be responsible for:

- Providing a contact person within the county IT department for any work requirements involved in integrating the solution to work within the county environment.
- Providing a contact person within the Treasurer's/Tag Office for the duration of the project.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kimberly Evans at kimberly.j.evans@sedgwick.gov by 5:00 p.m. (CDT) Monday June 29, 2015. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <http://www.sedgwickcounty.org/finance/purchasing.asp>, under view current RFQs and RFPs to the right of the RFP number by 5:00 p.m. (CDT) Thursday July 2, 2015. Vendors are responsible for checking the web site and acknowledging any addendums on their response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided as part of your response. Firms must:

1. Have the capacity to acquire all required insurances.

2. Have all the licenses and certifications necessary to perform the requested services.
3. Have provided services similar to those specified in this RFP, preferably for public sector entities, a minimum of 2 (two) years experience providing these services is required.
4. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the county account.
5. Provide four (4) references verifying exemplary service. These references MUST have received services similar to those proposed under this RFP. Provide the business name, address, contact name, email address, phone number, length of service contract for each site, and a brief description of products/services provided.
6. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
7. Wear company uniform or ID badge for identification purposes while on county property.
8. The county reserves the right to require background checks of any personnel assigned by the successful proposer to perform services under this contract.

C. Selection Criteria

The selection process will be based on the responses to this *Request for Proposal* and any proposal review sessions. Vendors shall note that the lowest price proposed may not have a direct bearing on the final selection of a firm to provide the specified services. A committee comprised of members of the Sedgwick County Treasurer, DIO-IT and the Purchasing Department, will judge each proposer’s response as determined by meeting the following criteria:

1. Ability to meet all *Request for Proposal* Mandatory Requirements as outlined herein and the clarity, completeness and comprehensiveness of the proposal.
2. Proposing the products and services which will best address the county’s objectives and Mandatory Requirements as set forth in this document.
3. Proposing the solution at the most advantageous cost to the county.
4. Provide references verifying exemplary service levels for similar services.

The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

D. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact Kimberly Evans Kimberly.J.Evans@sedgwick.gov or the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	June 24, 2015
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	June 29, 2015
Addendum Issued	July 2, 2015
Sealed Proposal due before 1:45pm CDT	July 21, 2015
Evaluation Period	July 22-August 26, 2015
Board of Bids and Contracts Recommendation	August 27, 2015
Board of County Commission Award	September 2, 2015

E. Contract Period and Payment Terms

A contract will be entered into upon approval from the Board of County Commissioners and signed legal contract. The contract will continue until all services are completed upon agreement of both parties. A maintenance contract will take effect following final completion of the project.

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted proposer to provide acceptable services and reports as delineated in the response to this document, or if determined that services can be provided by County or other sources.

PAYMENT AND INVOICE PROVISIONS

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. Insurance Requirements

Worker's Compensation:	
Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

I. Proposal Conditions

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

J. General Contract Provisions

http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2013.pdf

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will work on the project, including a listing of their work experience on similar projects.
3. The firm's relevant experience on similar projects.
4. At minimum, four (4) professional references with addresses, telephone numbers, and email addresses of contact persons where similar work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the county to lessen the costs of this project.
7. Detailed response to Section V. Scope of Work.
8. An estimated total project fee, as well as service hours, for the elements described in the "Scope of Work" section. The county reserves the right to negotiate the final fees and the proposed scope of work as deemed to be its best interest.
9. Service and support cost structure, provide options for normal business hours support (M-F, 8a-5p), emergency support rates and pricing for items such as on-site technical assistance, additional training beyond project implementation, hourly consulting rates after project completion, etc. Maintenance and Support structure should include a not to exceed percentage increase escalator, the county is desirous of a not to exceed 5% escalation schedule for the term of the maintenance agreement.
10. A tentative timeline that includes project milestones as well as a final completion date for the deliverables.
11. A signed Sedgwick County Non-Employee Information Technology Usage Agreement (found at the end of this document).

IX. Proposal Response Form Page

**REQUEST FOR PROPOSAL
#15-0066
ELECTRONIC WAIT LINE MANAGEMENT SYSTEM**

The undersigned, on behalf of the Proposer , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

LLC _____ LLP _____ Not For Profit Corporation _____ Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business: _____ Minority-Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman-Owned Business _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

Sedgwick County Non-Employee Information Technology Usage Agreement

Anyone who is not a Sedgwick County employee that will access Sedgwick County information technology in the course of their work for Sedgwick County ("Non-employee personnel") are required to sign this document before accessing any Sedgwick County information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by Sedgwick County.

1. Non-employee personnel have no expectation of privacy in any electronic communications, use of Sedgwick County property, or Internet access. Sedgwick County reserves the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee personnel shall use only accounts authorized by the Sedgwick County Chief Information Officer (SCCIO).
3. Non-employee personnel may access only those resources for which they are specifically authorized.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following.
 - a. Passwords shall remain confidential.
 - b. Passwords shall be changed at least every 90 days.
 - c. Passwords shall be at least seven characters long.
 - d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, A, B, (ii) English lower case letters, a, b, (iii) Westernized Arabic numerals, 0,1,2, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
 - e. Passwords shall not contain your user name or any part of your full name.
 - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Non-employee personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Non-employee personnel may not leave their workstation logged onto the network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. All installed software must have been approved in writing in advance by the SCCIO.
9. Non-employee personnel shall execute only applications that pertain to their specific contract work.
10. Non-employee personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (316-660-9811).
11. Non-employee personnel shall promptly notify the SCCIO if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the SCCIO.
13. Non-employee personnel shall not install or use any type of encryption device or software on any Sedgwick County hardware, which has not been approved in writing in advance by the SCCIO.
14. Non-employee personnel shall not attach any device to the Sedgwick County network or attach any device to any device attached to the Sedgwick County Network without prior written approval in advance from the SCCIO.
15. Non-employee personnel may not remove any computer hardware, data or software from a Sedgwick County building for any reason, without prior written approval from the SCCIO.
16. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Sedgwick County hardware.
17. Non-employee personnel shall not attach any network or phone cables to any Sedgwick County device without written approval from the SCCIO.
18. Non-employee personnel may not copy any data and/or software from any Sedgwick County resource for personal or unauthorized use.
19. Non-employee personnel may not utilize Sedgwick County computer systems or networks for any of the following reasons:
 - a. Game playing;
 - b. Internet surfing not required for their work activity;
 - c. Non-related work activity; or
 - d. Any illegal activity.
 - e. Downloading of files from non-County resources. If files are needed for your work, contact Sedgwick County DIO IT personnel.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the SCCIO.
21. Non-employee personnel may not give out any Sedgwick County computer information to anyone. Exception: other authorized non-employee personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media that does or did contain Sedgwick County data shall be erased or destroyed prior to disposal, according to existing Sedgwick County Standards..
23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the SCCIO. Non-employee personnel may not modify any Sedgwick County computer data without the written approval in advance of the data owner.
24. Non-employee personnel shall not attempt to obtain, use or distribute Sedgwick County system or user passwords.
25. Non-employee personnel shall not attempt to obtain or distribute door passcodes/passkeys to secured rooms at any Sedgwick County facility for which they are not authorized.
26. All equipment issued to non-employee personnel will be returned in good condition to Sedgwick County upon termination of the Sedgwick County/non-employee Personnel relationship.
27. Non-employee personnel may not use Sedgwick County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
28. Non-employee personnel are prohibited from causing Sedgwick County personnel to break copyright laws.
29. Use by non-employee personnel of any Sedgwick County information technology will acknowledge acceptance of the above-referenced policies. Any non-employee who violates any of these policies shall be subject to disciplinary action, including total removal from the Sedgwick County project as well as being subject to Kansas civil and criminal liability. Disciplinary action may include Sedgwick County requesting the non-employee be considered for demotion, suspension and termination.

Non-employee personnel <u>signature</u>	Date	Company/Agency name (Print)
Non-employee personnel <u>name</u> (Print)	Purpose (State the reason you are signing this form)	
Non-employee personnel <u>phone number</u>	Sedgwick County Sponsor & <u>phone number</u> (Print employee name and department)	