



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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[https://www.sedgwickCounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickCounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL

RFP #24-0037

**RISE WITH SAP S/4HANA CLOUD PRIVATE EDITION, PREMIUM AND SAP ARIBA SNAP BUYING
IMPLEMENTATION PARTNER**

July 10, 2024

Sedgwick County, Kansas (hereinafter referred to as “County”) is seeking a firm or firms to be the implementation partner for Rise with SAP S/4HANA Cloud Private Edition, Premium and SAP Ariba SNAP Buying. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within this Request for Proposal. Responses are due no later than 1:45 pm CDT, August 27, 2024.

All contact concerning this solicitation shall be made through the Purchasing Department. Proposers shall not contact County employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications, and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Lee Barrier
Purchasing Agent

LB/ch

RFP #24-0037

Sedgwick County...Working for you

Table of Contents

- I. [About this Document](#)
- II. [Background](#)
- III. [Project Objectives](#)
- IV. [Submittals](#)
- V. [Scope of Work](#)
- VI. [Sedgwick County's Responsibilities](#)
- VII. [Proposal Terms](#)
 - A. [Questions and Contact Information](#)
 - B. [Minimum Firm Qualifications](#)
 - C. [Evaluation 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](#)
- VIII. [Required Response Content](#)
- IX. [Response Form](#)

I. 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. 68, 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 an implementation partner'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 implementation partners, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified implementation partner 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.

II. 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 514,000 persons. It is the 16th largest in area with 1,008 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.

Sedgwick County currently uses SAP ECC 6.0 EHP 8 in conjunction with SAP SRM 7.0 EHP 2 with Procurement for Public Sector (PPS), for our ERP financial system. SAP has been in use since 2002. The current system includes a Production tier and three (3) non-production tiers all residing on-premise servers. We will be purchasing Rise with SAP S/4HANA Cloud Private Edition, Premium (S/4HANA) directly from SAP and have contracted with Phoenix Business Consulting for the purchase of SAP Ariba SNAP Buying (Ariba SNAP Buying). The goal is to minimize changes for our users when migrating from ECC to S/4HANA.

The county is using Classic Ledger with Special Purpose Ledger for Document Splitting. Former Budgeting is used for Public Sector Funds Management. Standard and custom workflows are used for approvals. Numerous departments rely heavily on FMEQ and Document Splitting reporting. The Vendor and Customer tables are separate, and the county has not made the switch to Business Partners. The Unicode conversion will be completed prior to the start of the S/4HANA project.

The county implemented SRM/PPS Extended Classic in 2013 to meet its procurement needs. This allows users to create shopping carts from a web browser by accessing external punch-out catalogs, an internal catalog supported by SAP MDM, or by describing the product they want to purchase without the use of a catalog. Shopping Carts are then forwarded via workflow to an authorized approver. Once approved, shopping carts are used to create Purchase Orders either automatically or manually depending on whether it was created from a catalog or not. The county uses the commodity codes standard NIGP.

Purchase Orders are replicated in the backend ECC system along with Goods Receipts and Goods Returns. Contracts are created and maintained only in SRM. Suppliers, however, originate in ECC and are replicated in SRM. The county will be implementing Ariba SNAP Buying as part of the S/4HANA implementation to replace the SRM/PPS procurement functionality.

In 2019 and 2020, Sedgwick County implemented and went live with SuccessFactors Employee Central and Employee Central Payroll along with other SuccessFactors Modules. The county transferred their historical personnel administration, organizational management, and payroll data into SuccessFactors from ECC. To allow for a seamless transition, custom integrations were created to continue to allow Employee Central Payroll to communicate with the financial and budget modules in ECC to create payment documents, journal entries, posting documents, and to initiate workflow for mileage reimbursement. There were ALE integrations created to transfer costing information to SuccessFactors from ECC as well as integrations to pass personnel information to ECC to create employee vendor records. These custom integrations allowed processes used when personnel administration, payroll, and organizational management were together in ECC with the financial system, to continue to be used now that the systems had been separated. Sedgwick County would have the same expectation with the S/4HANA integrations with SuccessFactors.

The county has SAP BW 7.5 installed which is interfacing with the ECC Financial and SRM systems. Sedgwick has approximately 125 delivered data sources and 45 custom data sources (35 that are ECC and 10 for SRM) that supply data to the SAP BW system. All these data sources will need to continue to work and interface with the S/4HANA Private Cloud system.

Vendors	15,000*
Customers	4,500*
Direct Pay and PO Invoices	10,000*
Purchase Orders Spend	\$14,000,000.00*
Total amount paid to Vendors	\$14,000,000.00*

*Note that these values are estimated

III. Project Objectives

The county is seeking proposals for professional services to partner with the county’s Finance and IT departments to implement Rise with SAP S4/HANA Private Cloud Edition, Premium using the Brownfield approach and SAP Ariba SNAP Buying. The following objectives have been identified for this contract:

1. The implementation partner should meet the parameters, conditions, and mandatory requirements presented in this document.
2. The implementation partner shall develop a project plan that provides guidance regarding the solution design, avoids known pitfalls, provides recommendations and accelerators to improve timelines, and that will ensure a successful migration.
3. The implementation partner shall provide implementation services meeting the professional goals of Sedgwick County and the specified timeline set in place to complete the implementation project.
4. The implementation partner shall have the expertise and knowledge to lead Sedgwick County through the implementation delivering efficient, high-quality work.
5. The implementation partner should have the ability to make changes within the project plan, when unknown situations occur, and still maintain a successful implementation.
6. The implementation partner chosen will have the best proven “track-record” in performance, service, and customer satisfaction and shall establish contract pricing for support, implementation, and training with Sedgwick County utilizing payment with milestones.
7. The implementation partner shall provide the implementation solution that has the most advantageous overall cost to the county.
8. The implementation partner shall have a high level of integrity, be engaged, and committed fully to the success of the S/4HANA and Ariba SNAP Buying migration and implementations.

IV. 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 with an electronic response, the RFP number must be entered in the subject line and email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Lee Barrier
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, August 27, 2024**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CDT on the due date**. No information other than the respondent's name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these proposals are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm.**

All prospective Implementation Partners will need to agree to a non-disclosure agreement with the county.

V. Scope of Work

The items listed in this section are requirements for completion of services under this contract. The implementation partner shall furnish labor, parts, material, and equipment necessary to perform the following:

A. Project Requirements

- Implement Rise with SAP S/4HANA Cloud Private Edition, Premium (S/4HANA) using a Brownfield approach.
- Implement Ariba SNAP Buying with \$300,000,000.00 spend cap.
- Provide a project manager full-time at 100% to manage the project from start to finish.
- Use the SAP GUI. (The Fiori interface will not be utilized initially unless required by a specific transaction.)
- Develop a project plan, with key milestones and durations, including known pitfalls and recommendations/accelerators to improve the timeline and ensure a successful migration. The goal is to start the implementation with the selected partner in October 2024 with a go live goal of October 2025.
- Develop a data migration plan and transformation process. The selected implementation partner will be responsible for testing and validation of all data which includes change logs and workflow history.
- Develop and implement an end user training plan including documentation. The county prefers training be done on-site via a train-the-trainer approach.
- Provide knowledge transfer and support documentation for the Sedgwick County ERP team.
- Configure, migrate, and test Business Partner-Customer/Vendor Integration.

- Retain Sedgwick County employees as vendors with their current employee vendor number unless an alternative solution can be provided by the implementation partner. (Sedgwick County Employees are currently set up as vendors so that the Accounts Payables department can reimburse mileage expenses.)
- Provide configuration and testing of Ariba SNAP Buying to integrate with S/4HANA as a replacement for the county's current SRM/PPS Procurement Solution. Functionality will include shopping carts, workflow approval by users in different departments/Purchasing staff, purchase orders, order confirmations, contracts, internal catalogs, punch-out catalogs, free-text shopping carts, and all integrations between systems including required backend document numbers. Internal catalogs are automatically generated by the system from manually entered contracts. Contracts are published on an external facing website.
- Upgrade from Classic Ledger with document splitting to Universal Journal with document splitting. The implementation will need to include upgrading from Classic Ledger to Universal Journal without requiring the county to create a project to upgrade to the New GL in ECC 6.0 prior to migrating to S/4HANA. The final solution must include document splitting as part of the Universal Journal to continue to support our fund accounting requirements.
- Upgrade from Former Budgeting to BCS (Budgeting Control System) Budgeting prior to the transition to S/4HANA. In addition, provide expert advice and guidance on the Funds Management Government settings in BCS.
- Include the following:
 - Funds Management Government settings, with Budget Load, Release, Transfer with 2-level workflow approval
 - Mass Budget Load and Release with no workflow
 - The Budget Availability Check is critical and occurs numerous times during the procurement process.
- Ensure the report FMEQ -> 002 -> ZBUDGET-ACT is duplicated to match the functionality of this current custom FMEQ report (critical). Additionally, there are at least seven (7) additional custom FMEQ reports that must be duplicated. (See attached Budget documentation.)
- Ensure One-Time-Vendor functionality performs like the current ECC system. (See attached One-Time-Vendor documentation.)
- Ensure Tax Delinquency Check functionality performs the same as the current ECC System. The state of Kansas requires us to do a Tax Delinquency Check on all invoices prior to payment. (See attached Tax Delinquent document).
- Maintain current interface functionality. Interfaces include but are not limited to the following:
 - Custom interfaces that use flat files, RFC and IDOC. These interfaces create Direct Pay documents (regular and One-Time-Vendors), Journal Entries, Employee Vendors, and Controlled Assets. ECC Checks are updated with the date cashed. Budget Load and Release documents are created in mass. Data is extracted from ECC, for example, Positive Pay and ACH bank files.
 - Standard and custom integrations between ECC and SRM (PI) as well as between SRM and Punch-Out/MDM Catalogs (S25RM Contracts) must be replicated to/from Ariba SNAP Buying.
 - Custom interfaces between ECC and SAP HR systems (SuccessFactors (EC) and Employee Central Payroll (ECP)). ECC Fund Centers, Cost Centers, Internal Orders and Commitment Items are sent to ECP. ECP employees are sent to ECC as Employee Vendors. ECP Payroll creates ECC Journal Entries and Direct Pay documents. (Interface work between SuccessFactors and S/4HANA will require working with the county's SAP Partner for SuccessFactors.)
 - ArchiveLink integration with OnBase for financial document storage.
 - Activate necessary delivered interfaces/data sources and build custom interfaces/data sources that extract data from ECC Financial and SRM systems into the BW system. Some contain custom views, ABAP programs, tables, and function modules that would also need to be rebuilt.
 - ECC interfaces with GRM via Web Service Call to create A/R Payment documents.
- Replicate multiple custom programs and reports in the new system. (There are approximately 100 custom programs of which approximately 40 are for interfaces).
- Provide expert advice/guidance on changes to workflow. (See attached custom Workflow documentation.)
- Provide expert advice/guidance on financial reporting solutions.

- Retain as much historical data as possible. (Implementation Partner will aid with data clean-up.)
- Provide expert advice/guidance on system best practices for Capital Assets.
- Provide expert advice/guidance on planning for response to possible cybersecurity threats, including security breaches, with regard to managing data and restoring system access and functionality in case of an event.
- If New Asset Accounting configuration is required as part of S/4HANA, we will need expert advice/guidance to navigate the changes. We may also need expert advice/guidance in restructuring our Capital Asset configuration to follow best practices.
- Provide expert guidance integrating S/4HANA with Ariba SNAP Buying while maintaining the current warehouse provisioning process flow. The county currently supports two (2) warehouses. Each warehouse has a nightly MRP job that's executed in ECC for the purpose of identifying materials that need to be replenished. Purchase Requests are created for each material with a quantity below the reorder point. The Purchase Requests are then sent to the SRM system where they are used to create a Shopping Cart (a budget check is not performed against MRP created shopping carts). From that point, the process is similar to a manually created Shopping Cart. The expectation is that the same process flow will be implemented in the new system. Additionally, Sedgwick County does not currently use the Material Ledger functionality but will rely upon the implementation partner's expertise in determining whether this ledger is a requirement of S/4HANA and if so, how it should be implemented.
- Provide guidance and expertise to clean-up SPAU. The work is not anticipated to take a lot of effort.
- The county is aware that it may be difficult for Implementation Partners to provide an accurate response to this RFP without a detailed analysis of our current ERP system. The county is also aware that many Implementation Partners have developed custom or proprietary analysis tools to help them respond to requests such as this.
 1. The county will have a sandbox system that is specifically for this purpose.
 2. The sandbox system will only be available upon request and a time will need to be scheduled by each respondent for access.
 3. The only access to the county's sandbox will be for use of an analysis tool. That tool will have to be run by a Sedgwick County staff member.
 4. The analysis tool or software must package all collected or extracted data as part of the analysis and download it into a file that Sedgwick County will review to ensure that no protected or private data is being collected or extracted. Sedgwick County will approve what data can be retained in the file as part of the download. No data of any kind will be allowed to be transferred by any means through the analysis tool or captured and retained in the analysis tool or software itself.
 5. If proprietary analysis software is used, Sedgwick County will not retain any copies of the analysis software after the analysis is complete. The sandbox system will be restored from the original system back up to remove any trace of the respondent's tool or software.
 6. Each respondent submitting an analysis tool or software will need to sign a non-disclosure agreement with Sedgwick County.

B. Project Management

Include the following information in this subsection: Describe the approach to managing the implementation of the proposed system, addressing at a minimum the following components of project management:

1. Project communications
2. Schedule management
3. Issue management
4. Scope management
5. Risk management
6. Quality assurance

Statement of Work that breaks down the system implementation by tasks and delineates responsibilities within each task. Tasks should include configuration, testing and interface development, and deployment. Address project management services including creating and maintaining a detailed deployment plan, along with a detailed task list.

Realistic and readable implementation project schedule that starts at contract signing. The schedule should describe tasks to be performed by the county as well as by the implementation partner.

Describe how the implementation partner will help the county, or other external customers, who interface with the county information systems, identify potential changes in business processes because of changes in application software.

C. Training

In this subsection, the implementation partner should describe how they would provide the following types of training programs, along with appropriate documentation. The county prefers an on-site train-the-trainer model during which county ERP staff and SMEs will be trained.

A training program for county's project implementation team that includes the training necessary to understand the overall system architecture, interface configurations, data import/export capabilities, and workflow configuration options, etc.

A training program for application administrators that includes the training necessary to configure, tailor, monitor, and administer the technical and functional aspects of the system.

A training solution to support the training of end-users in the functionality of the various proposed system modules.

1. Identify who and how many resources require training.
2. Identify the timing of the training.
3. Describe the equipment and software needed at the training facility.
4. Identify any required content for training materials to be provided to trainees.
5. Identify any experience/skill requirements for the individual(s) delivering the training.)

Post implementation training.

Multimedia presentations and documentation of training made available following actual training (e.g., PowerPoint presentations, videos, etc.).

A training program that accounts for end users on shift work and may not be available during normal training hours.

D. Cost of Work

All costs for each item referred to in the proposal must be identified in this subsection. While overall costs may be dependent on the county purchasing all components of the proposal, costs should be broken out by component and noted in the appropriate sectioned response.

Costs must be unbundled and separately listed. Proposals that do not detail specific costs will be considered non-responsive.

The implementation partner shall bear the onus of any cost related errors.

All interface costs must be included. Note that the costs associated with interfaces shall include all costs associated with the development, testing, and deployment of the defined interface.

The county reserves the right to conduct negotiations with implementation partners on pricing and payment terms.

Costs proposals should include the following components:

Implementation Costs – Describe and list all costs that would be associated with implementation of the system, including but not limited to the following:

1. Installation of Hardware/Software
2. System Integration
3. Project Management
4. Training
5. Data Conversion
6. Travel
7. Any other costs (please describe)

Optional Costs – Describe and list all optional cost items associated with the system.

Total One-Time Costs – Present a summary of all one-time costs for the system.

Recurring Costs – Provide a 10 year cost schedule that presents the annual cost for maintenance and service warranty. Include options to renew after 10 years.

Payment Schedule – Provide a proposed payment schedule.

E. Project Status Reporting

Weekly written status reports shall be submitted to the Department Project Manager. These status reports should outline:

1. Overall summarization of the project progress;
2. Deliverables achieved;
3. Deliverables remaining, progress, and expected delivery on each; and
4. Issues and concerns affecting specific deliverables and the project schedule or any other aspect of the project.

F. Acceptance Testing

The implementation partner will perform basic acceptance testing before end user testing is initiated and will work with the department to create an acceptance testing plan. Both parties shall agree to the plan in writing and the plan must be completed prior to county acceptance of the solution.

Sedgwick County has Basis and ABAP resources and does not expect to need significant consulting support in this area; however, implementation partners responding to this request should have these resources available within their organization and include a bucket of hours for support when needed in their proposal. Sedgwick County will provide a Basis full-time staff member at 60%. Sedgwick County will provide an ABAP full-time staff member at 60%.

The county will provide three (3) full-time ERP staff members at 75% to assist with the project.

Security Role creation and updates will be the responsibility of Sedgwick County with support, if necessary, from the selected implementation partner. Sedgwick County will provide a Security Administrator full-time staff member at 60%. Any and all security information must be documented and provided to Sedgwick County.

Sedgwick County will assign an internal project manager to work with the implementation partner's project manager to ensure tasks and milestones are completed on time.

Employee training and organizational change management efforts will be a shared responsibility between Sedgwick County and the selected implementation partner.

VI. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements, or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make audits at various points of the project. The Implementation Partner agrees to openly participate in said audits and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Lee Barrier at Lee.Barrier@sedgwick.gov by 5:00 pm CDT, August 12, 2024. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickCounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, August 19, 2024. Firms are responsible for checking the website and acknowledging any addenda on their proposal 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 Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Have a minimum of five (5) years of experience supporting Rise with SAP S/4HANA Private Cloud Edition Premium and Ariba SNAP Buying or Ariba SNAP for public sector organizations, specifically in the areas of financial accounting, budget, fund accounting and procurement; it is preferred that the Proposer will have experience working with public sector organizations of similar size/complexity as Sedgwick County.
2. Have an understanding of industry standards and best practices.
3. Have experience successfully managing and completing Public Sector Implementation projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and County government experience is desired; however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
A. Ability and competence to perform the proposal requirements including: 1. Qualifications and capability of persons who would be assigned to perform the required services. 2. Experience supporting Rise with SAP S/4HANA Cloud Private Edition, Premium and SAP Ariba SNAP Buying or Ariba SNAP for public sector organizations. 3. Experience working with or in the public sector specifically in the areas of financial accounting, budgeting, fund accounting, and procurement.	40
B. Ability to provide a clear and detailed comprehensive plan and timeline that meets all the stated requirements.	25
C. Record of performance on similar implementation projects including feedback from references.	15
D. Firms economic and technical resources, stability, and longevity in the market.	10
E. Price*	10
Total Points	100

*Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. $\$38,000.00 \text{ divided by } \$50,000.00 = .76$ $.76 * 10$ 7.6 points
- B. $\$38,000.00 \text{ divided by } \$38,000.00 = 1.00$ $1.00 * 10$ 10 points
- C. $\$38,000.00 \text{ divided by } \$49,000.00 = .77$ $.77 * 10$ 7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation, shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

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

Distribution of Request for Proposal to interested parties	July 10, 2024
Questions and Clarifications submitted in writing	August 12, 2024
Addendum Issued	August 19, 2024
Sealed Proposal due before 1:45 pm CDT	August 27, 2024
Evaluation Period	August 27, 2024 - September 24, 2024
Board of Bids and Contracts Recommendation	October 3, 2024
Board of County Commission Award	October 9, 2024

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of one (1) year and two (2) one (1) year options to renew.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

https://www.sedgwickCounty.org/media/39239/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** 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 (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
"Cyber/ Network Security and Privacy Liability Insurance in an amount of not less than \$1,000,000 combined single limit to cover civil, regulatory and statutory damages, contractual damage, as well as data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as confidential information of Client or Client's clients."	
<input checked="" type="checkbox"/> Required/ <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Technology Errors & Omissions Liability: The coverage shall include any obligations to indemnify for failure to perform professional services, with Minimum limits of \$1,000,000 each claim and general aggregate. <input checked="" type="checkbox"/> Required/ <input type="checkbox"/> Not Required	
Each Claim Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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

<https://www.sedgwickCounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickCounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickCounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickCounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.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 be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies implementing similar projects, as well as details on size/complexity of agencies' financial systems.
4. At minimum, **three (3)** professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) 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. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Sample of agreement.
9. Those responses that do not include all required forms/items may be deemed non-responsive.
10. Non-Employee User Agreement.
11. Acknowledge receipt of Business Associate Addendum.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #24-0037**

Rise with SAP S/4HANA Cloud Private Edition, Premium and SAP Ariba SNAP Buying Implementation Partner

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 _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

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

Partnership _____ Other (Describe): _____

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

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

_____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

_____ Native American (25) _____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55) _____ Asian Pacific-Woman Owned (60)

_____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70) _____ Native American-Woman Owned (75)

_____ Other – Woman Owned (80) – Please specify _____

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

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/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 proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

RFP #24-0037

Sedgwick County...Working for you

**REQUEST FOR PROPOSAL
RFP #24-0037**

Consistent with the guidance provided in Section 1 of this Request for Proposal, Sedgwick County is subject to the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). As such, portions, and potentially all, of your proposal may become accessible to the public through records requests even if it is not awarded the contract.

If you are claiming some of the submitted documentation should not be disclosed, indicate the associated information and the basis for such claims of privilege in the spaces below. In the event records requests are submitted for information identified as privileged, proprietary or confidential, Sedgwick County may attempt to coordinate a response and would expect for you to be available to defend your claims in court. Failure to provide information in the spaces below shall constitute a waiver of any claims of violation of privileged, proprietary or confidential information resulting from the production of these records, regardless of other language or claims within your Response.

PRIVILEGE LOG		
Page and/or Section of Information Not Subject to Disclosure	Description of Information that You Claim are Privileged or Confidential. Do not include specific details, but rather categories or general descriptions of the information in question.	Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale

Sedgwick County Non-Employee Information Technology Usage Agreement

Anyone that is not a Sedgwick County employee who 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 (CIO).
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 eight 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. Non-employee personnel shall maintain a log, left with the computer, of all software loaded onto any Sedgwick County computer. The software must have been approved in writing in advance by the CIO.
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 County Helpdesk 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 County Helpdesk.
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 CIO.
14. Non-employee personnel shall not attach any device to the Sedgwick County network without prior written approval in advance from the CIO.
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 CIO.
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 CIO.
18. Non-employee personnel may not copy any data and/or software from any Sedgwick County resource for personal 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-work related activity.
 - d. Any illegal activity.
 - e. Downloading of files from non-County resources. If files are needed for your work, contact Sedgwick County 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 CIO.
21. Non-employee personnel may not give out any Sedgwick County computer information to anyone. Exception: other 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 shall be erased or destroyed prior to disposal.
23. All portable media used must be FIPS 140-2 compliant media encrypted with hardware encryption using AES 256 algorithm.
24. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the CIO.
25. Non-employee personnel shall not attempt to obtain or distribute Sedgwick County system or user passwords.
26. 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.
27. 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.
28. Non-employee personnel may not use Sedgwick County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
29. Non-employee personnel are prohibited from causing Sedgwick County to break copyright laws.
30. 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's signature

Date

Company's/Agency's name, printed

Non-employee personnel's name, printed

Purpose – reason you are signing the form

Revision Date: 12/13/2018

Sedgwick County Sponsor – employee and department