



ADDENDUM NO. 2

Date: January 22, 2018

Bid Date: January 31, 2018
at 3:00 P.M. (Local Time)

Bid Name: Enterprise Permitting & Land Management Software

Bid No.: DODX-180049-GD

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), January 24, 2018. Questions may be submitted as follows:
Email: dykemangb@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Gayle Dykeman
2. Please find attached:
 - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.

The following are answers/clarifications to questions received.

3. Question: How many staff members will be using the system? Our pricing is based on named-users. If you can provide this list by department that would also be helpful.
Answer: Code Enforcement 20 (estimate)
Planning & Building 50 (estimate)
4. Question: Please confirm if the price proposal should be in a separate sealed envelope.
Answer: Price proposals do not need to be in a separate envelope.
5. Question: It is mentioned on page 2 that a Corporate Seal is needed on the proposal and if one isn't available the proposal is to be notarized. One the "Proposal Response Form" there is a place for the corporate Seal and/or someone to "Attest". Is it acceptable to have another employee (VP) attest to the signature of the Proposer or does he need to have the document notarized?
Answer: The document should be notarized.

6. Question: Is the Procurement Division Survey to be completed ONLY if we are NOT bidding or does the form need to be completed and included in our response?
Answer: The Procurement Division Survey is to be completed ONLY if you are NOT bidding.
7. Question: Which financial system does the City currently use that this software would need to interface with?
Answer: iNovah but Billing and Collections is looking to upgrade JetPay for online payments ie landlord, planning, business tax
8. Question: How many users (city-staff) will need access to the system?
Answer: Please refer to question 3.
9. Question: How many users (city-staff) work primarily in the field (i.e. building inspectors, code enforcement officers, engineering site inspectors, etc.)?
Answer: An estimate of 40 users will use the software in the field.
10. Question: Which financial system does the City currently use that this software would need to interface with?
Answer: Please refer to question 7.
11. Question: Does the City plan on replacing ProjectDox or integrating with it?
Answer: Integrate with ProjectDox
12. Question: What is the Synovia integration requirement – What is Synovia?
Answer: The Synovia integration requirement involves routing inspections using GPS. Synovia is the vendor that the Department currently uses to track our fleet.
13. Question: What does the city currently use for IVR?
Answer: The Department does not currently use IVR.
14. Question: Will the City continue to use Innoprise for Financials?
Answer: The City doesn't use Innoprise for Financials; it uses CGI Advantage.
15. Question: What does the City currently use of online payments?
Answer: Innoprise's Citizens Access portal with JetPay.
16. Question: What EDMS does the city currently use?
Answer: The City currently uses a hybrid of Hummingbird, but is looking at other options.
17. Question: Was the BDS and eWacker data converted to Innoprise and therefore we are only converting from Innoprise?
Answer: The BDS and eWacker data was not converted to Innoprise; all three systems will need to be converted to the new system.
18. Question: Is the City also looking for a Code Enforcement solution as part of this RFP?
Answer: Yes

19. Question: How many named users (In office) are required?

Answer: Approximately 70 users in office.

20. Question: How many named mobile users are required?

Answer: Code Enforcement 17 (estimate)
Building 21 (estimate)

21. Question: Is there a specific requirements matrix vendors are to compete as part of this RFP?

Answer: No

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.