



ADDENDUM NO. 4

Date: January 26, 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. 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.
- b) A copy of Attachment A

The following are answers/clarifications to questions received after the non-mandatory pre-bid conference.

1. Question: On the RFP, section II, subheading B (Minimum Requirements [page 9]), bullet point 4A states "...and links with voice recognition for phone requests for inspections". Later in the same section (page 10, Section 4 [Integrated], bullet A), "telephone voice recognition software" is listed as a desired integration feature. However, on Addendum 2, question 13 you state that the department is not currently using IVR. Is the intent of the RFP to include IVR in the quote and as part of the solution? If not, please explain or expand on the RFP wording for bullet 4A on page 9.

Answer: We would like the system to be compatible with two-way integration to a voice recognition software, but it could end up being a third party provider of the IVR software. It would be ideal if the solution included IVR, but it's only mandatory that there would be compatibility.

2. Question: For data conversions, the RFP lists 3 data sources (Innoprise, BDS, and eWacker). For each data source, please provide the following:
 - Approximately how many records will be converted from each system? This information is unknown, best guess is between 6-8000 records per year from 1987 to present.
 - How many tables in each data source will be used for the conversion effort? This information is unknown
 - Approximately how many fields will be brought over in the conversion from each system? This information is unknown.

- What database engine is each data source using? BDS is using DOS, E-Wacker uses Foxpro, and Innoprise is using Windows
- How will the proposing vendor access the data (data dump, VPN, etc.) for conversion? This information is unknown
- Does the City have a data source expert (or support personnel), or will the proposing vendor have to work with the OEM? Not at this time. OEM is not available. We do have config manuals for both older systems. Innoprise is still in existence for subject matter.

Answer: See responses underlined and in red above

3. Question: How many reports is your system currently providing? How many reports are to be re-created in the proposed system?

Answer: There are 100 reports, however not all reports are active. We would like a report generator that can be configured by staff, access the database and develop the reports based on the needs of the department.

4. Question: How many reports, if any, should be printable from the field?

Answer: Inspector routes, daily workload and inspection reports with a few additional reports to be determined during project discovery.

5. Question: Of the 41 permit types listed for Planning, how many different business processes do these permits follow? Does each have a unique process, or do several permit types have the same process steps?

Answer: ProjectDox has consolidated many of our *review* processes but in terms of business processes the answer is more nuanced. Many of our permits have unique business processes (i.e. page 2 and 3 of the fee schedule) but the majority of our work begins in a similar fashion but then follows more unique paths as each project moves through the workflow. So, some of our permit processes may have the same Steps 1, 2, 3, but different Steps 4 and 5.

6. Question: Of the 141 permit types listed for Building, how many different business processes do these permits follow? Does each have a unique process, or do several permit types have the same process steps?

Answer: There are several permits that may have the same business processes, however there are many different processes for each permit type.

7. Question: The RFP lists the Planning and Building record/permit types. Please provide a list of the Code Enforcement record types used by the City and indicate if any are planned for sunset.

Answer:

There are approximately 90 code enforcement record types being used in Innoprise. At this point, there has not been any discussion about sunseting any of these code enforcement permits. Please see specific permit types provided by the Code Enforcement Division below:

Notice of Violation

Notice of Violation – Building Regulations

Special Magistrate Hearing Forms

Case Continuance Request

Case Drop Request

Request for Hearing

Affidavit of Hand Delivery – Notice of Violation – no Special Magistrate Hearing

Affidavit of Post – City Hall – Notice of Violation

Affidavit of Hand Delivery

Affidavit of Post Property and City Hall

Affidavit of Compliance

Affidavit of Non-Compliance

Case Continuance

Drop Case

Certificate of Abatement

Chapter 13

Courtesy notice of overgrowth

Notice of Violation

Notice of Repeat Violation

Chapter 23

Courtesy Notice – Newspaper, Magazine, or Periodical Box in Right-of-Way

Notice of Violation

Notice of Repeat Violation

Chapter 26

Notice of Violation

Notice of Repeat Violation

Chapter 27

Notice of Violation

Chapter 30

Intent to Inspect – Over Occupancy

Notice of Violation – Land Development Code

Courtesy Warning – Prohibited Signs

Notice of Repeat Violation – Land Development Code

Commercial Building Code

Notice of Violation

Dangerous Building -16-19

Notice of Violation – Dangerous Building and/or Hazardous Land

Affidavit of Posting – Demolition Order

Notice of Violation – Dangerous Building/Hazardous Land - Demo

Notice of Violation – Hazardous Land

Driveway Documents

Driveway Implementation approval

Driveway Implementation disapproval

Driveway Implementation

Driveway Maintenance Courtesy Letter

Non-conforming Off Street Parking Plan Request

Off Street Parking Plan Request

Extension of Time Request Form

Service of Process

Gainesville Police Department Service of Process

Sheriff's Service of Process

Home Occupation

Home Occupation Permit

Home Occupation Permit Inspection Report

Home Occupation Permit Renewal Letter

Landlord Documents

Affidavit of Post – Notice of Violation

Affidavit of Post - SM Hearing – LLP

Affidavit of Compliance – SM Hearing

Affidavit of Non-Compliance – SM Hearing

Case Continuance Request – SM Hearing

Drop Request – SM Hearing

Request for Hearing

Notice of Violation

Public Records Request Letter

Special Event Permit

Special Event Receipt

UF Special Event Parking Permit

UF Special Event Parking Permit Receipt

Vision Triangle

Notice of Violation – Vision Triangle

Special Magistrate Letters and Legal Documents

Findings of Fact, Conclusions of Law and Order, Order Imposing Fine and Costs

Authorized Enforcement - Lien for Yard Maintenance Chronology

Partial release of Lien

Compliance Letter – Fine Owed

Compliance Letter – Cost Only Owed

Compliance Letter – No Fines or Costs

Cover Letter

Dismissal Letter

Landlord Permit Cycle Ended Compliance Letter – Fee Owed

Non-Compliance Letter – Ownership Change

Non-Compliance Letter - Fines

Non-Compliance Letter - Property has fines

Notice of Intent to Sue

Order of Dismissal

Order to Continue

Reduction/Rescission Request Form

Reduction/Rescission Receipt Letter

Reduction/Rescission Chronology

Release of Lien

Release of Lien Letter

Repeat Violator Letter

Non-Compliance Letter

Non-Compliance Letter – Yard Maintenance

Notice of Hearing and Letter

Lien Filed Letter – Yard Maintenance

Lien Letter Filed

8. Question: Of the Code Enforcement record types, how many business processes do these records follow? Does each have a unique process, or do several record types have the same process steps?

Answer: Code Enforcement generally follows two business processes: enforcement and permitting. The enforcement process can be somewhat complicated depending on the issue type, steps needed to resolve, and issues specific to each case. These variables determine the records used and the overall number of steps involved. The Codes permitting process is fairly simple and includes application submission, a multi department review and the issuing of the permit.

9. Question: Page 17 of the RFP refers to Attachment A for References however there is no attachment A included. Can this be sent to us?

Answer: The form is attached to this Addendum #4

10. Question: Has the City of Gainesville met with other vendors to provide the services they are looking for?

Answer: Aside from demos, the City of Gainesville has not met with any other vendors to discuss services.

11. Question: Who were the team members that put this RFP together (roles)?

Answer: Senior Buyer, Strategic Planning Manager, Planning Technician, Building Official, Director of the Department of Doing, IT Project Manager, Customer Support Specialist, Code Enforcement Manger, & Fire Protection Specialist.

12. Question: Who will be on the reviewing team for this proposal – which department heads?

Answer: IT Project Manager, Director of the Department of Doing, Strategic Planning Manager, Director of Citizen-Centered Gainesville

13. Question: What is the duration of the project?

Answer: We anticipate +/-18 months.

14. Question: What is the format of data in BDS, eWacker and Innoprise that needs to be migrated to the new system?

Answer: We are unsure of what you are looking for in this question, but we've provided screenshots of permits and interfaces from each of the three legacy systems.

15. Question: Can City please share more details on the use of BDS and eWacker?

Answer: Currently these legacy systems are used to identify permits and plans associated with a given project. The information is used to respond to public records requests, which could include everything from owner to contractor to permit dates, dates of actions on the permit, types of inspections, results of inspections, name of inspectors. Contractor records to include license information and insurance documentation. Attachments which include the whole array of documents used in permitting and inspection.

16. Question: What is the total number of permits that the City of Gainesville wants to be migrated and incorporated in its future solution?

Answer: Approximately 248,000

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 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. 4 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.

**Attachment A
BUSINESS REFERENCES**

BIDDER: _____

PROJECT: Enterprise Permitting & Land Management Software

BID#: DODX-180049-GD

BID DUE DATE: January 31, 2018

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years. You may include photos or other pertinent information.

#1 Project dates (i.e. 6/2009 to 9/2009): _____ Project Amount \$_____

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#2 Project dates (i.e. 6/2009 to 9/2009): _____ Project Amount \$_____

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#3 Project dates (i.e. 6/2009 to 9/2009): _____ Project Amount \$_____

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#4 Project dates (i.e. 6/2009 to 9/2009): _____ Project Amount \$_____

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#5 Project dates (i.e. 6/2009 to 9/2009): _____ Project Amount \$_____

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____