

ZONING AND LAND USE CASE MANAGEMENT SYSTEM

Question and Answer Matrix for RFP-CD-02-2016 Addendum 2



Question and Answer Matrix
Zoning and Land Use Case Management System
RFP CD-02-2016

Questions Due: December 16, 2016

Vendor	Vendor Questions	City of Commerce City's response to Questions;
<p>Harriet Spain, MPH SunGard Public Sector 713-206-6807 harriet.spain@sungardps.com</p> <p>Tracy Bierman Tracy.Bierman@Sungardps.com</p> <p>Karen Colvin Karen.Colvin@Sungardps.com</p>	<ol style="list-style-type: none"> 1. Is the City's preference to host the solution at the City or have the SunGard host? If SunGard hosted, is the City interested in owning the licensing or a system provided as Service (subscription fee)? 2. If the City prefers an On-Premise or Hosted (with Licensing) solution how many <u>concurrent</u> users are estimated for the following TRAKiT components? If none, please mark none. <ul style="list-style-type: none"> ✓ Community Development (Land, Permit, Project, Code, Citizen Response Management) ✓ Business License ✓ Provide details on license types and renewal process (if applicable) 3. If the City prefers a SunGard Hosted (SaaS solution – no licensing) how many <u>named</u> users are estimated for the following TRAKiT components? If none, please mark none. <ul style="list-style-type: none"> ✓ Community Development (Land, Permit, Project, Code, Citizen Response Management) ✓ Business License <p>Provide details on license types and renewal process (if applicable)</p> 	<p>City's Response to Questions 1, 2, and 3</p> <p>The City has a strategic cloud first strategy. We are open to both an on-premise and hosted solutions. The vendor should make the best proposal for their product. It is acceptable to respond with both solutions with a discussion and recommendation from the vendor.</p> <p>RFP states 16 users for named desktop/notebook Solution users</p>

	<p>4. Would the City like the following modules included in the pricing? If so, please mark all that apply.</p> <ul style="list-style-type: none"> ➤ Citizen Access Portal ➤ Would you like citizens to be able to pay for permits, projects online? ➤ GIS Integration ➤ Please desired some functionality, if applicable? ➤ Please confirm the City has ArcGIS Server 10.1 or above. ➤ Mobile Inspection ➤ What is the device of choice (i.e. iPads, etc.)? Are their areas where connectivity is an issue? ➤ Civic Engagement Mobile Application ➤ Integrated IVR for inspection requests ➤ Electronic Plan Review ➤ How many <u>named/total</u> users? ➤ Does the City own any Bluebeam licenses? If so, how many? 	<p>4. Citizen Access Portal- Yes</p> <p>GIS Integration- Yes, all staff is utilizing at least ArcGIS 10.1</p> <p>Mobile Device- Could include cell phones, tablets, notebooks, etc. Staff is not aware of any areas with limited connectivity.</p> <p>Civic Engagement Mobile App- Yes</p> <p>Integrated IVR- No</p> <p>Electronic Plan Review- Yes, the RFP states there will be 16 named staff persons utilizing this resource.</p> <p>Bluebeam- Currently the City of Commerce City does not have any Bluebeam software licenses.</p>
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	<p>5. How many <u>total</u> users will need training?</p> <p>6. What departments will be using the system?</p> <p>7. Using the departments defined in question #4, please state data conversion desired for each department and what system each department's data is coming from.</p> <p>8. Does the City utilize central cashiering or do you allow payments to be made at the various counters i.e. Permit counter?</p> <p>9. Does the City want integration with the financial solution? If so, what finance system is the City using?</p> <p>10. Does the City have a document management system that you would like integration to? What level of integration is required (direction)?</p> <p>11. Are there any other 3rd party systems that the City is interested in an interface for? Any details that you can provide are helpful.</p> <ul style="list-style-type: none"> ➤ What is the name of the system? ➤ Why is the integration needed with regards to the desired functionality? • What data needs to be communicated between the two systems and in which direction? 	<p>5. The RFP states that there will be 16 staff members as named users. They will all need training.</p> <p>6. The RFP states that the following divisions and departments will be utilizing this software: Planning, Building, Code Enforcement, Economic Development, Public Works, and Parks, Recreation and Golf.</p> <p>7. Planning is currently utilizing an excel spreadsheet and an old access database. No other department data needs to be transferred.</p> <p>8. The City allows payment to occur in various departments.</p> <p>9. This is not currently a requirement, but something the City would consider.</p> <p>10. This is not currently a requirement, but something the City would consider.</p> <p>11. Integration with Active Directory for username and passwords. Prefer ADFS and SAML integration.</p>
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	<p>12. Does the City have the IT staff and local hardware to support an on premise solution?</p> <p>13. Is the City budgeted for this project and if so, what is the desired budget range or cap?</p> <p>14. Will the City exclude the Proposed Agreement from the response's 30-page limit?</p>	<p>12. The City has a data center and VMware environment that can be scaled to support an on premise solution. The City has IT staff that can support an on premise solution.</p> <p>13. The City does have this project budgeted. The City has not released its budget amount as it desires to have the various responders provide their responses based on their knowledge and expertise of their various systems.</p> <p>14. Yes, you may exclude the Proposed Agreement from the Response's 30 page limit.</p>
<p>Karen Farris Paladin Data</p> <p>Karen Ferris, CF APMP Business Development Executive SMARTGOV Paladin Data Systems p: 360.394.5971 m: 360.633.5928 Web: palaindata.com Email: kferris@paladindata.com</p>	<p>We have one question. How many users will use the digital markup?</p>	<p>According to the RFP, the City estimates that 16 staff members will be utilizing this software.</p>

Jerry Davenport The Davenport Group

Jerry P Davenport, AICP, MRP, JD
President
The Davenport Group USA, Ltd
719-219-9829 (direct)
800-640-0373 x111

In reviewing the proposal, our staff noticed that you want the proposal to be under 30 pages.

What does not count in the 30 pages? (I put some estimates next to the items)

1. Cover Letter? (1-2 pages)
2. Methodology (3-5 pages)
3. Deliverables (1-2 pages)
 - a. Attachment B (9 pages)
4. Project Schedule (1 page)
5. Implementation Plan (5 pages)
6. Staffing (6 pages for 2 resumes; 1 page summary of 5 persons assigned to your project)
7. References (3) – (3 pages)
8. Project Costs (1 page)
9. Proposed Agreement (27 pages) Maintenance and Support Agreement (6 pages)

10. Title Sheet? (1 page)
11. Table of Contents? (1-2 pages)
12. Addendum Acknowledgement (1 page)

We usually include an Introduction to LAMA with lots of screen shots.

It might be tough for you to review submissions without having any idea what the programs look like.

Should we include this as an attachment? (I assume that you wouldn't need this if you had already seen the vendor's program.)

You may exclude the proposed agreement and maintenance and support agreement from the proposal's 30 page limit. In addition, attachment B may also be excluded. You may submit electronic copies of screen shots on a thumb drive or CD to help you in your response.

Ron Schlitzkus

Senior Business Development
Executive, SMG
Accela

O: 503.820.6287 ext 836287

M: 503.508.7364

rschlitzkus@accela.com

Question 1 – Can we get a copy of the Excel Spreadsheet you are currently using?

Question 2 – How many in Progress records do you have?

1. We don't have a way to give out our current excel spreadsheet, due to its size and information contained within.

2. As it relates to "in progress records", is this referring to active cases? At the end of October we had 95 active cases.