

Sebastopol Electronic Permitting System RFP Questions and Answers

Below are questions received as of January 5, 2021, 12:30 pm.

1. The cover letter says the due date is January 8th, the schedule under 3.2 says the due date is January 8th but the paragraph under 3.1 says January 5th...Which date should we use?

The due date is January 8th, and the deadline for questions is January 5th.

2. Could you provide a budget range the City expects or will be required to spend on this project?

The City anticipates the initial cost to be between \$20,000 - \$70,000. The ongoing maintenance fee will be paid through the City's Technology fee. The City will evaluate proposals based on both up-front and on-going costs.

3. How many permit types/processes under each department are you currently managing? Please provide a full list of record types to be configured in the system.

The Planning department process approximately 45 permit types.

The Building Department has 5 subtypes of permits.

Public Works has 2-3 types of permits.

Engineering has 3-4 types of permits.

4. Please provide your fee schedule

User Fee Schedule

https://www.ci.sebastopol.ca.us/sebastopolsite/media/documents/water_swew_utility/resolution-number-6313-2020-user-fee-and-requaltory-fees-adopted-2020.pdf?ext=.pdf

5. Have the funds been allocated for this project?

The City has received an SB2 Grant (the total grant is \$160,000 and includes several projects) and the City has a Technology Fund to fund on-going costs.

6. Can you elaborate on your integration needs? What tools need to be integrated?

The software should integrate with ArcGIS. The permitting software shall allow automated updating of property address and owner information from the County Assessor, which is also updated in the GIS system by Santa Rosa (<https://maps.srcity.org/Html5Viewer/Index.html?viewer=sebastopol#>).

A Citizen portal will need to integrate with the City's Website.

Software must directly integrate with credit card processor and contain cash register functionality for processing of payments. Payment processing must contain audit mechanism to track payment overrides and nuanced user rights that limit users who can override payment structures. Integration with the City's current processors is preferred (Springbrook for financial software and Authorized.net for credit card processing). (See FP for additional information)

7. Can you describe your current data sources and Data Conversion needs?

Current records are kept on Excel Sheets. Historic records will be pdf and will be uploaded over time by city staff.

8. You mentioned that you have 6 regular users and 6-10 infrequent users, can you describe what you mean by infrequent users?

Infrequent users would be individuals who may not work within the software on a regular basis but need to occasionally review items or add a review status. (once a week users)

9. Have you seen any product demonstrations related to Permitting System in the recent years?

Yes, the City has had multiple product demonstrations in recent years.

10. For Training would you like the quote to follow a train the trainer methodology or are you expecting the selected vendor to train all end users?

The City would like to have quote for both training options.

11. In the In the Standard Agreement, we assume the City of Sebastopol is the Grantee and the IT company would be the Contractor.

- a. Correct?
- b. How do the terms in Exhibit D apply to the Contractor?

a. Correct, the City is the Grantee, and the IT company would be the contractor or subcontractor and a Third-Party Contractor.

b. Any terms / conditions referencing contractors/subcontractors or Third-party contractor apply to the Contractor selected. This includes any applicable items in Exhibit D PGP Terms and Conditions to support the city's requirements for reporting, accounting, audits, as well as compliance with all State and Federal laws, etc. (non-discrimination, etc.).