

TOWN OF JUNO BEACH

ADDENDUM NO. 2

REQUEST FOR PROPOSAL - Building Permits, Inspections, Code Enforcement and Business Tax Receipt Software and Hardware Solution

Thursday, February 15, 2018

SUBJECT: **FINAL**-Answers to Questions and Requests

Q: How many named users will need access to the software?

A: Permitting Users? 6 named users, 1-2 public users.

Mobile Inspectors? 3 mobile inspectors

Code Enforcement Users? 2 code inspectors

Business Tax Users? 2 business tax users

Q: Is the Town open to a cloud hosted solution

A: YES

Q: How many and what departments are included in this RFP that will be processing applications for permits, licenses, complaints (not tied to a permit or license) that are in scope for this project? Can the Town please provide a list of departments, application types.

A: All applications will be run within the Planning and Zoning Department, the number of users will be as follows:

Permitting Users? 6 named users, 1-2 public users.

Mobile Inspectors? 3 mobile inspectors

Code Enforcement Users? 2 code inspectors

Business Tax Users? 2 business tax users

Q: Is the Town interested in migrating any of your historical records from the legacy systems to the new platform?

A: YES.

Q: What does that data comprise? Permit, Inspection, Fees --- More? (Please list all business process elements (tables) required for migration)

A: Typical building permit information such as address, work description, fees (paid and due), Inspections performed and comments, and PDF attachments. Code Enforcement Data such as property addresses with Notice of Violations, PDF attachments

Q: What format can the data be provided in? (SQL?)

A: SQL (currently running Energov, desktop version)

Q: How many separate data sets will there be Will the Town ensure the data is clean and a unique identifier across all data sets can be used to ensure records are affixed the proper location?

A: We will work with vendor to accomplish this.

Q: Is the Town interested in any integrations? Please provide details (i.e. Address Database, GIS, Finance, Contractor Licensing, other?)

A: YES, as much as reasonably attainable; Address Database, Contractor Licensing, Building Permit, Code Enforcement. We DO NOT intend to integrate FINANCE, GIS or other departments?

Q: How will the Town wish to handle address, parcel & owner (APO) information? Local dataset?

Other data source? Please list. Will you wish to have an integrated solution that will provide updates on the APO information on a scheduled basis

A: Palm Beach County Property Appraiser data source

- Q: Has the Town seen any presentations of products related to this RFP in the last 12 months?
If yes, what products have you seen?
- A: Yes, MyGov, EnerGov, BSA Software, 84 Works.
- Q: Has the Town had any external guidance on the creation of this RFP?
- A: No. We merged a few other governmental RFPs to create ours.
- Q: Will the Town have staff available for this project? Please provide any details regarding.
- A: We will have designated P&Z staff to assist with the design, implementation, etc.
- Q: Is this a budgeted project? If so what has been budgeted
- A: We currently have \$30,000 budgeted for this project.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Proposals will be given consideration. All such changes and interpretations will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Proposers prior to the established Proposal opening date. Submission of a Proposal constitutes acknowledgment by the Proposer of the receipt of addenda. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each Proposer to verify that he has received all addenda issued before Proposals are opened. No authorization is allowed by Town personnel to interpret, or give information as to Proposal requirements in addition to that which is contained in the written Proposal document and addenda.