

City of
SHELBYVILLE
Tennessee

September 8, 2022

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **ONLINE PERMITTING AND LICENSING SYSTEM TO MANAGE DEVELOPMENT RELATED APPLICATIONS**.

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M., September 29, 2022**. Proposals should be submitted in sealed envelopes marked "**ONLINE PERMITTING AND LICENSING SYSTEM TO MANAGE DEVELOPMENT RELATED APPLICATIONS - 2022**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Thursday, September 29, 2022 at 2:00 P.M. at City Hall, 201 N. Spring Street. Award of the proposal may possibly be made at the next scheduled City Council Meeting. (October 13, 2022)

MINIMUM SPECIFICATIONS:

Scope: Assist to configure and run a hosted Permit and Licensing system for the City of Shelbyville including:

- A fully hosted, turn-key, web-based permitting and licensing system that is accessible to City staff and applicants
- Application and permit/licensing tracking
- Application and business licensing tracking
- Application and event permit tracking
- Planning items (variances, rezoning, specific use permits)
- Inspection management with online scheduling
- Applications review and comment capabilities for

annexation requests, rezoning applications, site plans and subdivision applications

- Cloud hosting, maintenance and ongoing customer support with regularly scheduled updates and added functionality
- Application portal that generates a list of requirements based on project type and zoning specific to each applicant's needs
- Fee collection and/or Ecommerce integration
- Custom application workflows based on permit/license types
- Customizable reporting features
- Data migration and hosting from legacy system
- Outside agency (power company) access to workflows
- Alerts to internal and external stakeholders
- GIS integration and monthly maintenance
- Onsite training for staff and administrators
- Annual software licenses with unlimited users
- On-site training 1-2 days

Select City staff will have administrator level permissions to be able to configure options, users, forms, data fields and other functions.

All City staff will have access and certain permissions to perform their job functions in the new online format from a desktop or iPad browser.

Applicants will be able to create an account, submit applications, follow the interactive process from start to finish via the online portal.

Please include in your proposal:

- 1) Clear and complete description of all software functions
- 2) Implementation process - including dates and/or time frame
- 3) Provide a software services agreement if required
- 4) Training and support provided ongoing
- 5) Clearly state the terms and termination requirements
- 6) Clearly state the warranty and insurance provided

7) Estimate of annual expense for the next five years

Successful bidder will coordinate implementation process with Planning Director Waleed Albakry, 931-684-9001.

Successful bidder must provide proof of business license and liability insurance. Successful bidder must also provide proof of workers compensation insurance if required.

Please note any variations to these requirements on submitted proposal.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal. The City of Shelbyville reserves the right to reject any and all proposals.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Any questions may be directed to Director Waleed Albakry of the Shelbyville Planning Department, 931-684-9001, or Lori Saddler, 931-684-2691.

All bid/proposal submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.

Lori Saddler
Purchasing/IT Director