CITY OF KINGMAN

PERMITTING, PLANNING, AND LICENSING SOFTWARE

FIN24-005

RESPONSES TO PROPOSER QUESTIONS

16. Question: How many mobile users (licensed, not public) will access the system, usually this is your inspectors.

Answer: For mobile only users (not including all primary licensed users) we estimate we will need a minimum of 14 users.

17. Question: P. 13, question 28 refers to unlimited custom reports. Is this referring to training so you can use the system to run unlimited custom reports or are you asking us to create an unlimited amount of custom reports every year? Do you currently have a list of reports that you'd like or a reporting system that you use now?

Answer: This refers to the system having the ability to create unlimited custom reports as well as providing training on how to run custom reports. It also refers to providing ongoing support when City staff encounters issues with creating reports. We currently have 305 reports but we do not foresee needing all of them. We will compile and provide a list of required reports to the selected proposer upon project kick-off.

18. Question: All historical data including information must be migrated to the new system as part of implementation. A SQL backup (.bak file) will be provided from the existing database.

- o **How many tables are included in the SQL database?**
  Answer: 459 tables
- o **How many records are included in the database?**
  Answer: ==PENDING RESPONSE=Still working to compile this data==
- o **What information would you like to import into new platform?**
  Answer: All historical data
- o **How many files exist in the database?**
  Answer: ==PENDING RESPONSE=Still working to compile this data==
- o **Does the city have the ability to provide a query or export from the SQL?**
  Answer: Yes, based upon management approval

19. Question: The system must include deployment for mobile use. Additionally, the system must provide continued operation of mobile activities if network or cellular connectivity is lost.
- **What devices do field inspectors/staff have available to them out on the field?**
- **What operating system?**
- **Do staff have mobile printers available on the field?**

Answer:

- Currently just the MDTs (Ruggedized Laptops)
- Currently Windows 10 Pro
- Yes

Response Date: May 15, 2024

20. Question: The system must include robust standard reports, detailed, and summary reports and the ability to build custom ad-hoc reports and must provide a method to query data and create custom reports, pulling data from any field within the database. The system must also allow for those queries and reports to be saved for the individual user as well as other users

- **Is the City using Microsoft PowerBI or another third party report builder? We have an organic report builder, just want to clarify if anything else is used.**

Answer: No, we currently use Crystal Reports.

21. Question: Land management system capable of interfacing with GIS and/or the County Assessor's office. The land management system must be able to manage/track the following:

- **How often is the City GIS updated from the County Assessor's office data? Ownership information etc.**
- **Are there forms that you would like to integrate to the County Assessor's GIS vs the City owned instance? And vice versa? Where some forms won't need to be connected to the County but affirmative to the City?**

Answer:
- Updated weekly – manual download – working on a script which will enable increasing that.
- We download what we need from the County to our city GIS and republish our services to our software. As to Forms, there should be none that would need to go to the County.

22. Question: Describe the interface, if any, between the proposed system and Email.

- **Is the city in a MS 365 environment?**

Answer: No, we currently use MS Office 2019 and MS Exchange 2010.

23. Question: How many reports does the City anticipate needing?
Answer: The current software currently has 305 standard and custom reports. The City may not need as many reports with a new system, depending on what information the standard reports offer; many of the current Trakit reports are custom.

- **Although the City can build reports after training. How many of the custom reports that are live critical would you like the vendor to build for go-live?**

Answer:

- Development Services: A minimum of 15

Response Date: May 15, 2024

- City Clerk: 0
- Engineering: 7
- Licensing: 17 this includes both reports and forms such as:

Licensing Custom Forms
Business License Form
Business License – Mobile Food Vendor – Form
Dog License Form
Peddler/Solicitor License Form
Short Term/Vacation Rental Permit Form
Temporary Transfer Form
License Enforcement Form
Payment Receipt Form [PER LICENSE TYPE]
Renewal Notice Form [PER LICENSE TYPE]

Licensing Custom Reports
Monthly Renewal Step 1 – Preview
Monthly Renewal Step 2 - Process
Active Licenses - By Issued Date
Licenses by Issued Date - Regardless of Current Status
Dog Licenses by Altered Status

Permitting Forms
Utility Application Form

Permitting Reports
Payments by Account – Selected Accounts

Development Services Reports
- Permits Finaled – with Fees, Values, and Names

24. **Question: Due to the date for City to respond to questions being close to the ship date for our response (May 24), is the City open to extending the RFP due date another week to accommodate the finalizing of the RFP for any pending questions that may not be answered until May 28th? We are keeping in mind the holiday as well. We want to make sure that we capture all information provided and account for any details that might impact the response.**

Answer: No, the City has not considered extending the deadlines. The City will do its best to respond to questions as quickly as possible so as to not hold up the submittal of a response.

Response Date: May 15, 2024

25. Question: Two proposals are mentioned in the RFP: Technical Proposal and Cost Proposal. Would you like for these to be two separate documents or can they both be on the same document/PDF?

Answer: Either option will work. If they are included in the same document/PDF they should be clearly identified.

26. Question: Is the City willing to evaluate Saas Cloud Hosted Systems?

Answer: Yes

27. Question: Will the City accept electronic signatures for the original hard copy submission?

Answer: Certified electronic official signatures will be accepted.