

McHenry County Government Center
Purchasing Department
Catherine Link, CPPB, Director of Purchasing
2200 N Seminary Avenue
Administration Building Room 200
Woodstock, IL 60098
Phone: 815-334-4818
Fax: 815-334-4680

October 25, 2011

ADDENDUM #1

RFQ #11-54

**Permitting System Software and Related Services
due November 1, 2011 at 2:00PM (CST)**

Additions & Clarifications to BID

Question #1:	RFP page 24 indicates 25 back office users and 5 field users for Planning and Development. RFP page 26 states X back office and field users for Environmental Health. How many named back office users and field users in Environmental Health does the County expect to use the new system?
Response #1:	Environmental Health has approximately 24 office users and 20 field users.
Question #2:	Requirement 7G on RFP page 17 states "Provide ability to integrate with SQL Server Reporting Services and Crystal Reports". a. How many reports does the County desire as part of this implementation? (The definition of a report is any document emitted by the system including letters, citations, permits statistical reports, etc.) b. Please describe the County's report writing resources. c. As part of the training protocol, does the County want to be trained in report writing and development; and if so, what percentages of reports does the County wish the vendor to write as part of the implementation? (For example, vendor writes 20 reports, the County is trained to write 30 reports.)
Response #2:	a. There is no set number of reports that the County requires, however, the County does desire to query the system to run management reports regarding number of permits in queue, number of permits issues by date range, auto-generating letters for expired permits, preformatted letters for violations, inspection reports. b. Information Technologies has some report writing resources. The Department of Planning and Development has minimal resources. c. Yes, and see "a".

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

Question #3:	Requirement 1 on RFP page 18 and the Addendum list the data types that must be imported into the new system. Please provide detail on these data sources: a. What format is the DevNet data in? b. What is the approximate size of each? c. How many data fields are involved?
Response #3:	a. SQL Server Database b. There are 1,000s of permit files. Since 1990, the County has issues approximately 50,000 permits. c. Approximately 150 data fields per permit
Question #4:	Does the County have resources to put the legacy data into a prescribed format, and then participate in the conversion process in the new system?
Response #4:	The County has the ability to export the “legacy data” (all of which is stored in DevNet) and the County will be able to participate in the conversion process.
Question #5:	What version of Hyland InBase is currently in place? What version of Cogsdale Performance Series is currently in place?
Response #5:	Hyland OnBase is 11.0 Cogsdale Performance Series is 3.1
Question #6:	What is the budget range for this project?
Response #6:	Information not available at this time.
Question #7:	What vendor systems has the County seen or had demonstrated in the past year relative to this?
Response #7:	Information not available at this time.
Question #8:	Requirement #10 on RFP pages 17-18 lists the required interfaces. What is frequency of each interface (batch or real time), and can these systems use web services?
Response #8:	The County does batch updates and could accommodate using the web.
Question #9:	Will there be a dedicated Project Manager(s), and if so, will the Project Manager(s) be from the City or an outside consultant? To whom will the Project manager(s) report? How many dedicated City staff will be assigned to the duration of this system implementation and in what roles?
Response #9:	Yes, there will be a dedicated Project Manager and the PM will be from within McHenry County. The PM will more than likely report to the Director of Planning and Development. Each function division will have a staff member assigned to the project team throughout the implementation process.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

Question #10:	Does the County currently have Adobe Acrobat X licenses or Adobe Acrobat 9 licenses that can be upgraded to Acrobat X? If so, do all the plan review personnel have licenses allocated to them for Acrobat Pro? If not, does the County have a volume price agreement of government rate agreement for the Adobe suite of products?
Response #10:	The County has Acrobat X. The Plans Reviewers do NOT have Pro. If Pro is required for your proposal, please include the cost of obtaining the software in your proposal. If the County is able to more cheaply acquire the software via other means, it will do so at the appropriate time.
Question #11:	In how many environments will the system be installed (e.g., Development, Test, Production, etc.)?
Response #11:	Most likely Test and Production.
Question #12:	To aid vendors in completing the cost tables and forms, will the County please provide the RFP in MS Word?
Response #12:	All our documents are provided in PDF format only.
Question #13:	To allow vendors sufficient time to develop comprehensive proposals, will the County please consider granting a 3-week extension?
Response #13:	No. There will be no extension
Question #14:	Is a Notice of Intent to Bid required for this RFP? If so, will you please provide the required form?
Response #14:	Yes. The form is available on our web site. www.co.mchenry.il.us
Question #15:	Will you please clarify the number of concurrent users? <ul style="list-style-type: none"> • Cost Proposal for Planning and Development • Page 24 - "System Software for 25 users" • Page 24 - "Field Automation for 5 inspectors" • Are the 5 inspectors included in the 25 system software users or are these additional users? • Cost Proposal for Environmental Health • Page 25 - "System Software for X users" • Page 25 - "Field automation for X users" • Will you advise number of concurrent users? • Are these in addition to the user numbers for Planning and Development?
Response #15:	Within Planning and Development, the 5 inspectors are included in the 25 total system users. Environmental Health has 24 office staff and 20 field staff. Key staff in both agencies will need to be in the system all the time. Other staff may be in the system less often. We do not have a firm estimate of the number of concurrent users.
Question #16:	How many total users will require training?
Response #16:	Approximately 50. Alternatively, the Vendor can train a set number of users, who will in turn train the rest of the staff.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

Question #17:	How many files will need converted from Dev/Net?
Response #17:	IT was unable to provide an exact number. There are 1,000s of permit files in DevNet.
Question #18:	How many files will need converted from MS Excel?
Response #18:	There are roughly 15 Excel files that will need to be converted.
Question #19:	Does the County have a budget for purposes of this RFP? If so, what is it?
Response #19:	Information not available at this time.
Question #20:	The pricing sheet specifies 25 users. Is this the total number of named users requiring access to the system, and training on how to use the system? If so, does the County have an estimate of how many "concurrent" user licenses are required?
Response #20:	See Response #15
Question #21:	How many County users requiring access to the system are involved in issuing hotel/motel licenses and liquor licenses?
Response #21:	10
Question #22:	Does the County wish to provide the ability to apply for licenses online and/or renew licenses online?
Response #22:	Yes
Question #23:	For the 5 inspectors in the field, what mobile platform is currently used (or which platform would like to be used)?
Response #23:	No current platform and no preference.
Question #24:	Will the inspectors in the field have internet access, or will they require the ability to work in a disconnected state?
Response #24:	Depends on cost. Most likely a daily update upon returning from the field.
Question #25:	Given that responses to vendor questions will not be available until October 28 th , will the County considering extending the November 1 due date?
Response #25:	No. there will be no extension.
Question #26:	Please state the total number of users that will use the new system.
Response #26:	See Response #15
Question #27:	Please itemize the above total number of users in the following designations: a. General users (Permit, Planning, Zoning, Public Works, Engineering, Fire, etc) b. Field Inspectors c. System Administrators d. Management Dashboard users
Response #27:	a. 50 b. 25 c. 10 d. 10
Question #28:	Has the County viewed software demonstrations from any potential vendors regarding this RFP in the past two years? If so which vendors/systems has the County viewed?
Response #28:	Information not available at this time.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

Question #29:	Does the County currently have an electronic payments vendor (Merchant Services Account) for taking credit card or debit payments online? If so Who?
Response #29:	The Department does not currently accept online payments. We utilize Associated Merchant Services (First Data) for our in office credit card transactions.
Question #30:	Does the County have a preexisting preference towards internally hosted verses external cloud hosted deployment options?
Response #30:	There are no preexisting preferences.
Question #31:	Does the County have any cloud software services already being hosted on the Windows Azure platform?
Response #31:	No.
Question #32:	“Data Conversion” How many data sources exist from the DevNet system? What type of database is it in? Are the Excel spreadsheets all in a similar format with similar tables and consistent design? How many records are in each data source?
Response #32:	See Response #3
Question #33:	Acknowledging the today’s challenging economy, we intend to propose the best system for McHenry County that aligns with your fiscal goals. To that end, please clarify the scope of this project in terms of budget.
Response #33:	Information not available at this time.
Question #34:	Has an anticipated budget amount already been approved for this project?
Response #34:	Information not available at this time.
Question #35:	Is the County exempt from paying sales tax?
Response #35:	Yes, the County is Tax Exempt.
Question #36:	Does the County IT department host a DMZ (de-militarized zone) firewall that could allow controlled access into the Counties local area network from off-site?
Response #36:	Yes
Question #37:	Is the County interested in using an IVR phone system interfaced with the permitting and tracking system for touch phone data entry? If so would this be implemented in a future phase or in the first phase?
Response #37:	Possibly interested, but we be in a future phase. Not a priority.
Question #38:	Page 24 states a page limitation of 10 pages for the technical specifications section (10 pages maximum. Additional technical specifications may be attached) followed by a 5 page limitation for work plan and implementation schedule section (5 pages maximum, additional diagrams may be attached) Is there a total page limit for the entire proposal? How many pages of “additional technical specifications” and “additional diagrams” are allowed?
Response #38:	Except as outline in the RFP, there is no total page limit.
Question #39:	Is it okay to include other sections in the proposal for “product description,” “company profile,” etc..?
Response #39:	Yes.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

Question #40:	<p>We wish to add this concern. The extremely short amount of time between your scheduled date for answering questions and your required submittal date for vendor proposals creates an unfair advantage to those vendors close enough to hand-deliver their proposals. Proposals that have to be mailed will have to ship prior to your date of publishing answers to questions. Shipped proposals will not have the same benefit of information afforded to those proposals that can avoid the loss of time to shipping and still benefit from the new information revealed in the Q&A.</p> <p>Will you please provide the questions earlier or extend the required submittal date?</p>
Response #40:	There will be no extensions to the submittal date.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**