



**ADDENDUM #6**  
**ITB/RFP NUMBER: 2017024-IT-P**  
**Permitting Software RFP**

DATE: October 7, 2016

TO: All Potential Bidders/Offerors

City of Harrisonburg's Permitting Software RFP, is modified as follows:

1. Question: The first area is regarding the issuance of a "Paper/Posted Permit". Does the city desire to issue a printed Permit Issuance for posting vs an "electronic permit" that can be view on-line? If a paper permit is required, does the city wish to allow the contractor(s) to print the permits themselves, once approved, or pick up a printed permit on City "Paper" for posting?

Answer: The City would like to have a hard copy of the permit that would be suitable for posting. We do not want the ability for the contractor to print out the permit since they must come into the office. The permit will probably require a physical signature from staff.

2. Question: Question regards the workflows at the end of the RFP. We would like to confirm that the flows shown in the RFP are the current state and not the end state.

Answer: The workflow shown in the RFP is the current workflow.

3. Question: Under the Technical Requirements, if we are proposing a hosted solution what "response code" should be used for these items?

1.2 Server  
1.3 Database  
1.12 Desktop

Answer:

1.2 Server – N/A  
1.3 Database – N/A  
1.12 Desktop – End user desktops are all Windows 7 or above. Proposed solution should be compatible whether vendor hosted or city hosted.

4. Question: Question twenty in Addendum 2. Is Zoning Code Enforcement to be considered under this scope of work, or under a future scope?

Answer: The primary focus of this software is to obtain a system that will provide a permits, plan review, and inspections software for Building Inspections. Since Building Inspections has a component of property maintenance, which is similar to zoning enforcement, it was envisioned that the system could perform what is necessary for zoning enforcement as well. However, the primary focus is for the Building Inspections Division.

5. Question: Does the City wish to use Tyler Cashiering as its principal cashiering/receipts software?

Answer: Tyler Cashiering is the Treasurers record for payments received. Using the Tyler Interface is not required, but an export of payments would be necessary to put into Tyler for balancing work. A layout would be provided as part of implementation.

6. Question: The RFP states that shortlist meetings (if required) will be done via webinar/teleconference. We would prefer to do this in person if shortlisted. Can this be changed?

Answer: The purpose of the teleconference is to discuss the scope and set up the demonstrations with the shortlisted vendors. The demonstrations themselves will be in person onsite.

7. Question: Regarding data conversion, can a copy of a subset of the INFORMIX-SE database be provided so we may better evaluate the conversion effort?

Answer: We will export the data in a flat text file, we will provide as complete a set of data as possible, but we cannot provide the data dictionary for a competitor's product.

8. Question: The requirements matrix asks for IVR system, does the City have a current IVR vendor in place today?

Answer: See Addendum #2, question #5 and Addendum #3, question #1.

9. Question: Can the City list any vendors who have provided demonstrations to the City of permitting systems in the past 12 months?

Answer: CityWorks PLL

10. Question: On Page 8 of the RFP, it states that the City will conduct pre-demonstrations via teleconference on November 4? Will additional onsite demonstrations of shortlisted vendors be expected as well?

Answer: Refer to question 6.

11. Question: On page 4 of the RFP it lists the dates of the software presentations as November 2016. Will the City work with shortlisted vendors if onsite presentation requests conflict with a vendor's existing commitments?

Answer: Yes

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager