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BID # 2015-63
LAND USE PERMIT CASE SYSTEM RFP
WILL COUNTY, ILLINOIS

SEPTEMBER 24, 2015
ADDENDUM 3

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We received the following questions regarding the bid listed above:

Question # 1: Is the County interested in obtaining optional pricing on our Public Web module which will allow the public and contractors to apply for a permit online, request an inspection, pay a fee, etc.?

Answer # 1: Yes, although the County anticipated that this would be a standard feature.

Question # 2: Will the County grant an extension for submission of the RFP response by another four weeks?

Answer # 2: See Addendum 2, Question & Answer # 1.

Question # 3: Did the County evaluate solutions that could meet its requirements through vendor demonstrations leading up to the RFP release? If so, what types and names of solutions and vendors were evaluated (vendor-hosted and on-premise)?

Answer # 3: No. There were presentations for a failed previous bid. See attached Resolution # 14-32 for status of that bid.

Question # 4: Did the County use any vendor(s) to help develop the RFP? If so, will the County please share the name of the vendor(s)?

Answer # 4: No vendor was used.

Question # 5: Does the County have a budget allocated for this project? If so, will the County provide the dollar amount?

Answer # 5: The County does not have a specific dollar amount set aside for this project. However, funds are limited and fiscal constraint is a large issue.

Question # 6: What is the duration of the contract?

Answer # 6: Normally three years, renewable.

Question # 7: As per Section 5 of the RFP on page 11, do you want to know the total number of licensed users accessing the proposed solution? Also, no amount of customer references with contact details has been stated, would the County accept up to three (3) customer references?

Answer # 7: We want to know the total number of jurisdictions utilizing your product. Three references is customary and sufficient.

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Question # 8: In Addendum No. 1, Q/A#1, the County states that there are '13 occasional field users,' please explain under what circumstances makes these individuals 'occasional users'?

Answer # 8: It's not that they are occasional users, its that they are occasional FIELD users. These are people who primarily function in the office, but on occasion will work from the field.

Question # 9: In Addendum No. 2, Q/A#3, is Visual FoxPro the maker of the 'LIPS system?' If not, please state who is and the current version.

Answer # 9: No, Visual FoxPro is not the maker. The system was developed using Foxpro for Windows, which is now in Version 2.6a

Question # 10: What is the County's desired implementation timeframe (project start to go-live).

Answer # 10: There is no specified implementation timeline, but obviously this is a legacy system and it needs to be replaced in a very timely fashion.

Question # 11: Please confirm that all the functional, technical and interface requirements have been defined in the RFP.

Answer # 11: The RFP is clear.

Question # 12: **Portal** - Does the County require a public-facing portal? If so, what capabilities should this portal provide (i.e permit applications, inspection requests)?

Answer # 12: If your system requires a public facing portal to address any or all of Section 3, parts 2, 4, 6, and 12, then the answer is yes.

Question # 13: **Mobile/Offline** - Will the County need off-line inspection capability for remote areas, as part of this project or at a later date?

Answer # 13: This is possible and the ability to do so is clearly preferable.

Question # 14a: **Payment/Fees/Accounting** - Is the County considering using card readers at the counter for payment processing? If so, would this need to be part of this project, or at a later date?

Answer # 14a: Yes, the County is anticipating this. We already have card processing, but if its integrated this is a considerable advantage. We currently utilize GovPay.net

Question # 14b: **Payment/Fees/Accounting** - To understand your fee types, please provide a copy of your current fee schedule.

Answer # 14b: Please see the attached fee schedule. Click on this link to view the building fees: [http://www.amlegal.com/nxt/gateway.dll/Illinois/willcounty_il/willcountyillinoiscodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:willcounty_il](http://www.amlegal.com/nxt/gateway.dll/Illinois/willcounty_il/willcountyillinoiscodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:willcounty_il).

Question # 14c: **Payment/Fees/Accounting** - What is the County's current payment gateway?

Answer # 14c: GovPay.net

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Question # 15a: **Samples** - What type of permits do you currently work with, and could we get samples or copies? How many permits are issued per year?

Answer # 15a: 2,000 building permits. Roughly 25 temporary use permits. Various permits and forms: <http://www.willcountyllinois.com/County-Offices/Economic-Development/Land-Use/Development-Review>.

Question # 15b: **Samples** - Could we get sample lists of your current inspections being performed? How many inspections are performed per year?

Answer # 15b: Roughly 4,000 building inspections. Forms and applications are available here: <http://www.willcountyllinois.com/County-Offices/Economic-Development/Land-Use/Building-Division>.

Question # 15c: **Samples** - Could we also get samples of permit/license applications and forms the State will want to incorporate in the new system?

Answer # 15c: Forms and applications are available here: <http://www.willcountyllinois.com/County-Offices/Economic-Development/Land-Use/Building-Division>.

Secretary of State Zoning Form Here: http://www.cyberdriveillinois.com/publications/pdf_publications/vsd481.pdf.

Question # 16: I see the County uses MS Outlook for email. Are you interested in having a quote for Exchange Server integration with our software program?

Answer # 16: If the price is not included in the base price, please note that and provide a price as an option. If it is included in the base please clearly note that.

Question # 17: Under the "Sealed Proposals" section on page 3 of the RFP, it states respondents must submit 1 Original and 5 Copies. Whereas under the "Procedures" section on page 4 of the RFP, it states respondents submit 1 Original and 4 Copies. Please advise which is the correct quantity for the number of Copies submitted.

Answer # 17: Please submit One (1) complete original and five (5) copies, clearly marked, and one (1) electronic copy, either cd or flash drive.

Question # 18: Under the "Procedures" section on page 4 of the RFP, Point 1. references the section "Response to RFP" and yet I have searched for those exact words in the RFP and cannot find the section. Could you please highlight the page that contains this section?

Answer # 18: Your entire submittal is considered your "Response to RFP" and means you have followed all directions, answered all questions and included all documents required to be a qualified, responsive bid.

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Question # 19: The Review process talks about the References. What would be the scoring criteria and weightage to the reference given? Is it mandatory to have references only from Illinois counties and Will county municipalities? Are references from other State/Commercial clients eligible for scoring/evaluation?

Answer # 19: Review of References is part of the second stage of the selection process. The criteria are not part of this RFP. It is NOT mandatory to have references only from Illinois counties or Will County municipalities. All bidder's current customers will be accepted as references.

Question # 20: We are backed up by Performance Bond by State of Ohio. Would this be applicable for the bond requirements?

Answer # 20: Any company that issues bonds in Illinois has to be authorized to do so in conformance with the requirements set for in the Illinois Insurance Code. So while the company does not necessarily have to be located in Illinois they do have to be licensed in Illinois.