Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

December 22, 2021

ADDENDUM #2
RFP# 2022-0086-GM/KE
ONLINE PERMITTING AND
WORKFLOW SYSTEM

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment No. 1: Pre-Proposal sign-in sheet

****Proposal due date is extended from January 6, 2022
to January 13, 2022.****

CLARIFICATION:

This solicitation is a qualification-based Request for Proposal (RFP). The initial phase of the RFP will be to short-list qualified Offerors based on the level of responses received specific to the criteria factors listed in the RFP. Santa Fe County is not seeking a software solution in the short-list phase.

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1. How many named users will need access to the system? Any access in the field?

   ANSWER: Approximately 30-35. Access in the field will be needed.

2. Is the County looking for Electronic Plans Review as well?

   ANSWER: Yes

3. Is there a list of business requirements other than the Scope of Work included in the RFP?

    ANSWER: No

4. Is it the County's intent to replace the current AS400 system with the new system?

    ANSWER: No

5. Does the County currently use ArcGIS Server for GIS?

    ANSWER: Yes

6. What does the County currently use for online payment processing?

    ANSWER: Paymentus, but majority of payments are made in person.

7. What is the County's current financial solution? Has a budget been allocated for this project? If so what is the budget? Is there points allocated to a cost proposal?

    ANSWER: The County has allocated for this project. At this time a cost proposal is not being requested and there are no points associated with the cost.

8. Can you provide a list of all your license types and associated fees?

    ANSWER: Detailed information will be provided to the selected vendor.

9. Can the County confirm that the entire RFP package consists of only the single 37 page main RFP document?

    ANSWER: YES at this time, any addendum issued will also become part of the RFP Package. There are two Addendums to this RFP.

10. Would the County be open to multi-year contracts? Would the County be open to procuring services from multiple parties?

    ANSWER: The County terms are for one year with amendments yearly. The County allows for sub-contractors for services a vendor cannot provide.

11. When using the designated Dropbox listed in the RFP must a vendor also deliver a hard copy to the County?

    ANSWER: No, please only use one form of delivery. The Dropbox method is preferred by the County.

12. If the services provided uses a cloud-based SaaS system, will their terms be accepted in the County's Agreement?

    ANSWER: Please refer to page 15 of the RFP C 16.

13. What is the County's preferred timeline for deploying a working solution?

ANSWER: Within 3 months from when the contract is awarded

14. Does the County currently use other technologies for its workflow, maintenance of planning or building data, or public-facing tools?

ANSWER: We use AS400 to log and track permits and projects. We have an internal workflow system for some types of applications.

15. Does the County maintain digital zoning data?

ANSWER: Yes

16. Does the County provide permitting for residential, multi-family and commercial developments?

ANSWER: Yes

17. Please provide the annual revenue generated by fees and annual number of applications / renewals processed by the County. What is the total number of active certificate / permit holders?

ANSWER: Annual revenues vary depending on the types and number of application. The number of applications has varied over the last several years based on the economy. This year we have process close to 1,000 permits.

18. How many different or distinct certificate / permit application types will be supported in this solution?

ANSWER: Approximately 25

Please add this Addendum #2 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Offerors are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at kkemery@santafecountynm.gov.

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