



City of Tacoma

Tacoma Power

Accela Electrical Permitting Transition and Enhancement

RFP Specification No. IT22-0309F

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on September 21, 2022. The answers to the received questions, along with questions and answers from the pre-proposal meeting, are provided below and posted to the City's website at www.TacomaPurchasing.org: Navigate to *Current Contracting Opportunities / Services*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Do you plan to share the recording of today's video?

Answer 1: Yes, it will be posted at tacomapurchasing.org alongside the specification.

Question 2: We saw that paid sick leave must be offered by the vendor. As a Canadian company, that is not applicable. Could we still bid? Is there any limitation on a foreign company bidding?

Answer 2: Paid sick leave is the preference of the City and if it is not applicable to a vendor from outside the US, we would encourage you to respond. Vendors would be required to work City of Tacoma hours while working on the project. There is additional information on vendors from outside the US in the Terms and Conditions attached to the specification in Appendix C.

Question 3: The scope of work is only for inspections, not licensing, correct?

Answer 3: Correct

Question 4: What Electronic Plan Review is currently in place?

Answer 4: Adobe Pro DC with the Accela Electronic Document Review (AEDR) plugin is being used.

Question 5: Any chance that answers to QA will be available ahead of time?

Answer 5: Answers will be delivered all at once after deadline for questions and once the SMEs have a chance to adequately address them.

Question 6: What is the interpretation of real time SAP review?

Question 7:

Answer 7: An example is when an inspector completes an inspection in the field and the inspection status is updated in Accela. There may be follow-on action that needs to be immediately sent to SAP, like real time creation of notification so other workgroups can list edit and assign the follow-on work.

Question 8: Are you currently using APO or XAPO with Accela?

Answer 8: Selectron: the IVR allows for inspection management and payments. We also use SelecTXT for texting inspection management by customers.

Question 9: Could we have the list of permit types available?

Answer 9: Permit types are in the RFP.

Question 10: Designing, developing, delivering change management plan and implementation of that were included in the RFP. Is that part of the SOW?

Answer 10: We don't have an assigned resource for that currently and therefore would be interested in hearing if vendors can provide any or all of that service in addition to standard Project Management duties.

Question 11: Where are business licenses available?

Answer 11: Business Licenses are available in SAP. Accela would need to be able to talk to SAP to retrieve those as a business license is required for the issuance of some permits.

Question 12: Any future implementations that we could address in our response?

Answer 12: At this time we're only interested in the implementations outlined in the RFP. However, it is possible we could use Bluebeam or a product like it in the future but that is outside the scope of this project.

Question 13: You already have the Accela licenses?

Answer 13: Yes, we work directly with Accela to purchase the licenses and do not anticipate other licenses being necessary.

Question 14: There is a list of vendors that have downloaded the RFP. Is there a list online of those that intend to bid?

Answer 14: No. That list is only those that have registered to be notified of any changes to the bid. There was not intention to bid issued so a list of those that will be bidding is not available.

Questions Received Via Email

Question 15: It appears that the RFP is dedicated to permitting expansion and not licensing. Can you please confirm that a licensing mechanism is not required?

Answer 15: Answered during the meeting, see question 3.

Question 16: The city has listed current user interfaces for integrations. Does the city have future integrations that the vendor can include in the response for reference?

Answer 16: Answered during the meeting, see question 12.

Question 17: Regarding Paid Sick Leave offered from the vendor employer, can you please confirm this can include a Canadian based organization?

Answer 17: Answered during the meeting, see question 2.

Question 18: The RFP states an estimate of \$185,000.00 US for this project. Is it the total maximum budget or can it change if required?

Answer 18: This dollar figure is an educated estimate based on cost of similar previously executed projects and the scope of this project. Final contract value will be decided during contract negotiations following award. Pricing is one of the criteria upon which submittals will be evaluated.

Question 19: After review of Appendix D (AS-IS and to TO-BE) diagrams, we would like to further understand where the data of the business licenses is pulled from for verification purposes. Can you please share a list of the internal system or platform used to verify a business and or professional license?

Answer 19: Answered during the meeting, see question 11.

Question 20: Regarding Data Conversation, can the city please share the sources and types of data that will be required for conversion?

Answer 20: The source data is SAP Plant Maintenance (PM) module and we are only converting open permits, which are work orders.