



Administrative Services Department Procurement

2330 McCulloch Blvd N. | Lake Havasu City | Arizona 86403-5950
928.854.0799 | purchasing.lhcaz.gov

Request for Proposals Land Management Software System P22-DS-500227 ADDENDUM NO. 02 4/25/2022

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be taken into account in preparing submissions:

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, May 18, 2022**, at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

| ITEM | ACTION | PAGE/ SECTION | DESCRIPTION or ISSUE |
|------|--------|---|--|
| 1. | Delete | Page 19-20, Section 15.0 Fair Trade Certifications | <p>FAIR TRADE CERTIFICATIONS</p> <p><i>By submitting a Proposal, the Proposer certifies:</i></p> <ol style="list-style-type: none"> 1. <i>Independent Prices.</i> The prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with anyone. 2. <i>No Disclosure.</i> Unless otherwise required by law, the prices which have been quoted in its Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening. 3. <i>Influence on Competition.</i> No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition. |
| 2. | Add | Page 19-20 Section 15.0 Fair Trade Certifications | <p>The section shall read as follows:</p> <p>By submitting a Proposal, the Proposer certifies:</p> <ol style="list-style-type: none"> 1. will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, and A.R.S. § 41-1461 through 1465; 2. has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law; 3. is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government. |



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| 3. | Add | New paragraph 12.0 to Section C – Instructions to Proposers | <p>12.0 CONFIDENTIALITY.</p> <p>The RFP herein states that the following RFP materials shall be submitted in confidence, shall remain confidential, and are exempt from disclosure to the extent allowed by law and pursuant to A.R.S. § 41-2534, D., “Proposals shall be opened publicly at the time and place designated in the Request For Proposal. The name of each offeror and such other relevant information as is specified by rule shall be publicly read and recorded in accordance with rules adopted by the director. All other information contained in the proposals shall be confidential to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall be open for public inspection after Contract award. To the extent the offeror designates and the City concurs, trade secrets or other proprietary data contained in the offer documents shall remain confidential in accordance with rules adopted by the director.”</p> <ul style="list-style-type: none"> a. Historical financial information of the proposing firm or entity and; b. Materials related to the background investigation of the firm conducted under the RFP / BID process. <p>All pages containing the above information shall be marked “confidential” and segregated in the following manner:</p> <ul style="list-style-type: none"> a. It shall be clearly marked in bulk and on each page of the confidential document. b. It shall be kept separate from the other RFP documents in a separate envelope or package. c. Where this specification conflicts with other formatting and response instruction specifications, this specification shall prevail. d. Where such conflict (in c. above) occurs, the proposer is instructed to respond with the following: “Refer to confidential information enclosed.” e. This statement (in d. above) shall be inserted in the place where the requested information was to have been placed. <p>Proposers who desire that additional information be treated as confidential must mark those pages as “confidential,” cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. Pricing and the entire submitted RFP document cannot be marked confidential. Should an RFP be submitted in this manner, no portion of it can be held as confidential unless that portion is segregated in the above manner and meets the above criteria.</p> |
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Below are questions received and the City's response:

| Question Number | Question | Answer |
|-----------------|---|--|
| 1. | The City marked IVR phone product as "TBD"...can the City provide insight as to which IVR vendors it is considering for integration purposes? | Selectron and Paymentus. Selectron is only used in HTE. |
| 2. | Can the City describe the system(s) currently in use today to provide the functional scope of this RFP? | HTE is currently the City's software. |
| 3. | Can the City describe it's expectations or assumptions regarding data conversion (i.e converting only closed transactions, closed and open, only certain transaction types, etc.) | Selectron and Paymentus. Selectron is only used HTE |
| 4. | In Section D.15 "Terms and Conditions; Fair Trade Certifications" on Page 19, it asks the Proposer to make some certifications. Would you clarify what you mean by "Disclosure" in D.15.2? | Refer to Item 1 and 2 on page 1 of this Addendum for revised language to section 15 on page 19. |
| 5. | Please verify that the software will be used by the following departments and to what extent: <ul style="list-style-type: none"> • Building • Planning • Licensing • Code Enforcement • Fire • Animal Licensing | Yes, the software will be used by all listed departments. |
| 6. | How many named users will the City need for pricing? <ul style="list-style-type: none"> • Are any of these users mobile only? | Please refer to Addendum 01, question 8 for an estimate of users. There are no users that are mobile only. |
| 7. | What solutions does the City currently use for: <ul style="list-style-type: none"> • Document Management? • Plan Review? • Licensing? | HTE is used for document management, plan review and licensing. |
| 8. | Has a budget been allocated for this project? If so, how much? | The City is currently working on a budget for next fiscal year. |



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| 9. | <p>Has the City issued an RFP for similar work in the last 2 years?</p> <ul style="list-style-type: none"> Has the City had any product demonstrations in the past year? | <p>No, the City has not issued an RFP for similar work in the last 2 years. Please refer to Addendum 01, question 6.</p> |
| 10. | <p>For Permitting, how many types of permits does the City have?</p> <ul style="list-style-type: none"> How many years of permitting data does the City currently have? How many permits are issued annually? | <p>Please refer to Addendum 01, question 1 for types of permits.</p> <ul style="list-style-type: none"> The City has 32 years of permitting data. In 2020/2021, 1,064 permits were issued. |
| 11. | <p>For Licenses, what kind of licenses does the City issue and manage?</p> <ul style="list-style-type: none"> How many licenses are issued/renewed annually? | <p>Please refer to Addendum 01, Attachment D, Classification Code List.</p> <ul style="list-style-type: none"> 2,739 Permits in 20/21 3,472 Plan Review in 20/21 8,806 Field Inspections 20/21 |
| 12. | <p>For Code Enforcement, what type of cases does the city manage?</p> <ul style="list-style-type: none"> How many years of Code Enforcement data does the City currently have? | <p>Please refer to Addendum 01, question 3 for types of cases.</p> <ul style="list-style-type: none"> We have over 800 open cases that include trash, inoperable vehicle, etc. |
| 13. | <p>How many reports/forms does the City currently use?</p> | <p>https://www.lhcaz.gov/development-permitting/building https://www.lhcaz.gov/development-permitting/planning-zoning All forms can be found on the City website.</p> |
| 14. | <p>Does the City have a projected time frame for this project?</p> | <p>Not at this time.</p> |
| 15. | <p>The City has stated a desire to accept online payments.</p> <ul style="list-style-type: none"> How does the City currently accept payments? Is there a current payment adaptor that the City is using? Does the City have a preferred payment gateway? | <p>The City currently accepts payments in person, over the phone or online.</p> <p>The City does not have a preferred payment gateway.</p> |
| 16. | <p>In the interest of environmental conservation, will the City consider electronic only submittals?</p> | <p>The City is only accepting offers in accordance with Section C – Instructions to Proposer, section 9.0, Proposal Delivery (page 7).</p> |



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| 17. | The RFP does not include any language in terms of how the City will handle a Proposer's confidential information. Please confirm that the City will maintain the confidentiality of a Proposer's confidential information and the Proposer's confidential information will be used for the evaluation of the RFP response only, subject to applicable open records law. | Refer to Item 3 on page 2 of this Addendum for language regarding Confidential Information. |
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