

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION: COMMUNITY DEVELOPMENT SOFTWARE** 08/29/2024

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**ADDITIONAL INFORMATION**

F. REVISED Attachment 2, Functional Requirements, has been edited to allow for vendor’s ease of use. This new document is labeled REVISED Attachment 2 – Functional Requirements Fillable Form (posted 08.29.24) and can be found at this link: [RFI 24-441](https://c.lakecountyfl.gov/offices/procurement_services/bid_details.aspx?bid_number=24-441&mylakefl=True).

**CLARIFICATION TO PREVIOUSLY POSTED DOCUMENTS:**

1. Addendum 1, Q36 and R36: Multiple alternate solution may be submitted with the same degree of detail as long as the file(s) are clearly labeled “Alternate Solution”

**QUESTIONS/RESPONSES**

Q101. How many projects (ex. Number of permits, planning cases, etc.) with plan review do you complete per year?

R101. See Addendum 1, Q35 and R35.

Q102. Do you have published plan review service goals and/or KPIs? If so, can you provide them or point us to them online?

R102. No. There are requirements specified in the Florida Statutes.

Q103. Do you have any challenges with customers submitting problematic electronic files, such as ones that are locked, encrypted, corrupted, or have invalid digital signatures, that prevent plan reviews from taking place?

R103. Irrelevant to this RFI.

Q104. How do customers currently submit plans and revisions?

R104. Irrelevant to this RFI.

Q105. When your customers submit corrected sheets on subsequent review cycles, does your agency require them to resubmit the entire plan set or just the corrected sheets? If yes to resubmitting the entire plan, is this due to system limitations? Would you allow slip sheeting if the system allowed it?

R105. Irrelevant to this RFI.

Q106. What is the process for customers to submit revisions to approved plans?

R106. Irrelevant to this RFI.

Q107. What is the current process for agency plan reviewers to communicate corrections and markups to design professionals and/or contractors and then for design professionals and/or contractors to communicate resolution comments?

R107. Irrelevant to this RFI.

Q108. Do you accept paper plans, and will you continue to accept paper plans? If yes, will paper plans be scanned and uploaded to the permit/plan review system? What is your current process for scanning paper plans?

R108. We will continue to accept paper plans when necessary that we will scan.

Q109. How do you currently manage master plans/plans on file (e.g., Repeat residential construction such as family homes and pools?

R109. Master files are accepted and managed as required by Florida Statute.

Q110. Is a historical and in-progress conversion of electronic plan review and documents required?

R110. No.

Q111. Please consider this exception: RFI Section 11:

Due to privacy and confidentiality concerns, we cannot provide an executed copy of a contract between us and another customer. However, in our response to the RFI, we can include a sample Solution Agreement which is a current and accurate representation of our standard terms and conditions relative to the proposed project.

R111. See RFI Section 10 and 11. Due to F.S. 119.0725, proposers may submit a redacted contract.

Q112. Please consider this exception: RFI Section 12.4, Demonstration of System:

We take exception to this provision and will require further discussion during contract negotiations. While any demonstration provided will accurately represent the software and system being proposed, such demonstrations are general in nature and will not necessarily reflect in its entirety the final solutions which will be provided to the County. The pricing, scope, and configuration of the proposed system will be determined through good faith negotiations between the parties and shall be governed by the resultant mutually acceptable final contract, including the Statement of Work and all other relevant documentation. We do and will warrant the software to conform substantially to such resultant contract and will provide support and maintenance in accordance with the contract.

With respect to restitution, further discussions and negotiations will be required before we will agree to any type of support credits or other financial penalties. Further definition will be required to address the circumstances under which such penalties may be imposed, including a reasonable cap. For example, we propose that credits/penalties be limited to our failure to meet the mutually agreed upon date for Go Live set forth in a Project Schedule, including amendments thereto. Financial penalties may not be assessed for delays caused by the County, or any of its employees, agents, contractors or vendors.

R112. This will not be considered.

Q113. Please consider this exception: RFI Section 1, Submittal Form:

Our execution of the Submittal Form and its submission of the proposal response indicates agreement and acceptance of the specifications, terms, and conditions of the County’s RFI except where noted in our proposal. We have reviewed the County’s RFI and has provided clarifications, alternative language, and/or exceptions where necessary. Upon award, we will negotiate in good faith with the County to reach a final agreement with mutually acceptable terms and conditions.

R113. This will not be considered.

Q114. The RFP states that the contract is with an entity within the State of Florida. Our company is registered in Florida. Does this mean we would be eligible to pursue the RFP?

R114. See RFI Section 1 and 10.2.1, and Addendum 1 R6 and R53.

Q115. Can the County elaborate on what kind of data you want in the integration with the Lake County Property Appraiser’s CAMA system?

R115. The CAMA system contains all of the parcel related information. Integration would allow the parcel information in the proposed system to be updated either in real time or daily from the CAMA system.

Q116. In Addendum 1, Q9 asks for clarification on whether the County is requesting pricing. Please confirm whether pricing is being requested or if the request for a sample Florida jurisdiction existing agreement is all that is needed.

R116. See RFI Section 1, 3, 10 and 11.5.6.

**ACKNOWLEDGMENT**

Firm Name: Click or tap here to enter text.

I hereby certify my electronic signature has the same legal effect as if made under oath; I am an authorized representative of the firm and/or empowered to execute this submittal on behalf of the firm.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.