

PROJECT NO.: RFI 2020-01

DUE DATE: July 10, 2020

AND TIME: 2:00 PM

LOCATION: Estero Village Hall
9401 Corkscrew Palms Circle
Estero, FL 33928

Please submit your response electronically to me via email at the following address:
franceschini@estero-fl.gov

REQUEST FOR INFORMATION

TITLE:
COMMUNITY DEVELOPMENT SOFTWARE
Advertised Date: June 18, 2020

REQUESTER: VILLAGE OF ESTERO, FLORIDA

ADDRESS
9401 CORKSCREW PALMS CIRCLE #101
ESTERO, FL 33928

VILLAGE CONTACT:
BOB FRANCESCHINI, C.P.M., CPPB
PHONE NO.: 239-319-2821
EMAIL: franceschini@estero-fl.gov

VILLAGE OF ESTERO, FLORIDA
REQUEST FOR INFORMATION
FOR
COMMUNITY DEVELOPMENT SOFTWARE

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Village of Estero
Estero, Florida

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE NO.: _____

E-MAIL ADDRESS: _____

VILLAGE OF ESTERO, FLORIDA
REQUEST FOR INFORMATION
FOR
COMMUNITY DEVELOPMENT SOFTWARE

STATEMENT OF NEED

The Village of Estero is requesting information needed to assist it in making a decision as to which vendor to contract with to provide a turnkey Community Development Software package. The goal is to obtain computerized permit management software that is user-friendly, to increase staff efficiency, assist the public, and integrate all functions of the Community Development Department.

DEFINITION OF COMMUNITY DEVELOPMENT

The Village of Estero Community Development Department includes building permitting, plan review, inspections, zoning, planning, development review (site plan review), and code enforcement.

Therefore, the Village requires a software package capable of, as a minimum, performing the following and similar functions on-line:

- Scheduling inspections.
- Processing applications for building permits.
- Checking permit status.
- Processing zoning applications.
- Checking status of zoning requests.
- Processing applications for Development Orders/Development Review.
- Providing status of development order requests.
- Electronic plan review.

BACKGROUND

Discuss your company's background. Please answer these questions in your response (please use corresponding letters for your response):

- a. How long has your company been in business?
- b. How many full-time employees do you have? What are their functions?
- c. How many customers/placements do you currently have in Florida with local governments? (Please provide entity name, a contact name, phone number, and email.)

INFORMATION REQUESTED

Discuss how your software package meets the following requirements in your response (please number your responses to correspond with the numbered items below):

1. Is your portal 508 compliant allowing accessibility to the disabled? (WCAG 2.1)
2. Does your software include Electronic Document Review Capabilities as well as Plan Review Capabilities? Please describe or identify application if it is a commercial product.
3. Does your software incorporate the latest HTML5 (Standards) CSS3 and mobile first design?
4. What is your application developed in? (IE node.js)

5. Does your software incorporate an App that allows contractors to schedule inspections on the go?
6. Do you include an automated telephone app for scheduling inspections?
7. Does your software allow for mobile applications on all major devices and platforms?
8. Does your software allow for the incorporation of open data initiatives?
9. Does your software natively support GIS and ESRI data?
10. Does your software include a built-in Ad Hoc Report Writer (thus eliminating the need for Crystal Reports)?
11. Does your software include/allow for customization for Planning and Zoning?
12. Does your software include code enforcement? If yes, please describe briefly.
13. Does your software include an application for site plan review (development orders) including Plan Review capability? If not, does it include/allow for customization for site plan review?
14. Which financial software does it integrate with?
15. How do you handle impact fees?
16. What is your methodology for data conversion? Please explain in detail how this will be accomplished. Please list the software with which your system is compatible and/or any that your system is not compatible with.
17. How do you accomplish the software implementation? Is the implementation handled by your company? A third-party vendor? The entity itself? Please explain in detail your typical implementation methodology.
18. What options do you offer for a direct purchase? Are you on GSA? Florida State Contract? Consortium contract? Competitively awarded bids to piggyback? Other?
19. How is implementation training addressed/handled?
20. Please explain how your system addresses various fees. Does it handle variable fees as well as fixed fees? Does it interface with credit card applications?
21. Please verify that the Village will own all of the transaction data contained in the software.
22. Please outline your process for establishing work flows for all software modules/functions, i.e., Permitting, Plan Review, etc.
23. Can your software be cloud-based (Hosted)? Please provide information of cloud-based operation for your software.
24. Once implementation is completed, please provide information about the cost and process of future reporting customization or work flow modifications.
25. Please provide information about your software's document management system.
26. Fees for Services. Please verify that complex fees can be automatically calculated, i.e., Florida Surcharges.