

Skagit County Government
Request for Proposal
for Electronic Permit and Project Database Software System



August 11, 2021

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1 INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified Proposers to provide Skagit County with an Electronic Permit and Project Database Software System ("PPDS"). The ideal Proposer will be an established solution with an industry-recognized solution for the PPDS that meets Skagit County's specific requirements, as documented in this RFP and within the budget available to Skagit County.

For the purposes of this document, the words "response" or "proposal" shall mean the Proposer's submitted response to Skagit County's RFP, inclusive of any materials identified as exhibits.

The term RFP shall be used to identify this document.

2 PROJECT SCOPE

The scope of this project is to identify, select, contract with, and engage a Proposer who provides an PPDS solution with these specific objectives.

Permitting

- Manage building permit and land use project applications through application, review, money handling, issuance, inspection and archive.
- Manage citizen complaints and code compliance cases
- Integrate GIS software for its many uses, including county GIS data
- Verify contractor licenses
- Review construction plans electronically
- Track and report time spent on reviews for billing purposes
- Attach multiple documents to a project file

Online/wireless public and staff access

- Receive wireless inspection requests and inspection results
- Receive permit applications online

Money handling

- Process checks and credit cards and print receipts

Reports

- Generate inspection reports
- Easily create custom reports using information available in the system
- Produce daily cash reports
- Produce invoice aging reports

System Attributes

- Intuitive user interface
- Fast, easy searching and data entry
- Flexible forms design for permits, invoices, etc.
- Interface capability with other programs – the County finance department uses Cayenta
- GIS integration to permitting, code enforcement and business functions

Data Conversion

- Convert current Acella Permits Plus data into new system.
- Convert permitting documents if applicable. Current documents exist in a LaserFiche database or on shared network drives.

2.1 Project Goals

The primary business goals that we hope to achieve with this PPDS solution include:

- Elimination of paper as a means of documentation to reduce the risk of error of damaged, lost, altered or destroyed documentation.
- Integrate with different data sources to reduce manual entry of information and clerical errors.
- Provide a robust customer experience moving services from over-the-counter to on-line technologies.
- Leverage existing technologies and resources of the Skagit County internal departments as much as possible.
- Provide mobile capabilities for staff to be more efficient in the field.

2.2 Project Budget

Skagit County has budgeted \$600,000 for implementation of the PPDS solution. This cost includes third party software, professional services and/or hardware.

2.3 Communications

It is the responsibility of the Proposer to read and understand all parts of the Request for Proposals. All communications regarding this Request for Proposals from Proposers and other interested parties must be directed through:

Michael Almvig
Skagit County Information Services
1800 Continental Place
Mount Vernon, WA 98273
(360) 416 - 1101
E-MAIL: rfp@co.skagit.wa.us

The individual identified above is the sole point of contact for any inquiries or information pertaining to this RFP.

Proposers who request a clarification of the RFP requirements may submit written questions to the RFP contact person by **3:30 p.m. (PST) on September 10, 2021**. All questions and responses will be provided to all Proposers who have submitted a letter of intent pursuant to section 3.1 and 3.2. Skagit County reserves the right to update RFP requirements. Skagit County will use electronic mail and our Access Skagit County Web site, www.skagitcounty.net/rfp, to notify Proposers of RFP questions, answers and/or changes.

Due to a high volume of spam, questions to the RFP submitted by electronic mail are to include:

“Skagit County PPDS RFP Questions” in the Subject area of the electronic message.

Skagit County assumes no responsibility for unanswered questions without the correct information in the subject line or delays caused by delivery service.

3 PROPOSAL INSTRUCTIONS, CONTENT AND SUBMISSION

3.1 Schedule

This request for proposals will be managed according to the following schedule:

Formal issue to Proposers	August 18, 2021
Deadline for Proposer Letter of Intent	September 3, 2021 3:30 PM (PST)
Deadline for Proposer Questions	September 17, 2021 3:30 PM (PST)
Deadline for Response to Proposer Questions	September 21, 2021 4:30 PM (PST)
Deadline for receiving Proposer's Proposal	September 23, 2021 3:30 PM (PST)
Anticipated Proposer Phase I Notification	October 18, 2021
Anticipated Final Proposer Selection	November 16, 2021

3.2 Letter of Intent

All Proposers intending on submitting a proposal to this RFP are **required** to submit a letter of Intent to bid no later than **3:30 PM (PST) on September 3, 2021**. The letter should identify the following information:

Company Name
RFP Contact for Company
Address for Company Contact
Phone Number/Fax Number for Company Contact
E-mail address for Company Contact

The Letter of Intent must be electronically mailed. The letter does not commit the Proposer to respond to the RFP. All Proposers who have submitted a letter of intent will receive notification of proposal changes or responses to questions submitted by other competitors.

Electronic mail letter of intent shall be sent to **rfp@co.skagit.wa.us**. Once your letter of intent is received you will receive a confirmation via electronic mail. Each letter of intent shall identify the electronic submission by submitting the proposal with the phrase:

"Skagit County PPDS RFP Letter of Intent" in the Subject area of the electronic message.

3.3 Request for Proposal Documents

The Proposer should make sure that they have all of the documents listed below before starting on their proposal to Skagit County.

Exhibit	File Name
The Request for Proposal Document	2021 Skagit Permit Replacement RFP.doc
Requirements Spread Sheet	Permitting Requirements.xlsx
Cost Evaluation Spread Sheet	S12 – Cost Proposal.xlsx
Personal Services Agreement Example	Contract PSA Sample.docx

Resolution R20080275, Declaring Use of Standard Index Meta Data Definitions for Skagit County Government.	https://www.skagitcounty.net/Search/ResolutionOrdinance/SelectedResults.aspx?wc=%27R20080275%27
Resolution R20140171, Resolution Establishing Skagit County's Core Electronic Information Management Systems	https://www.skagitcounty.net/Search/ResolutionOrdinance/SelectedResults.aspx?wc='R20140171'

3.4 Submission of Proposal

3.4.1 Submission Deadline

All Proposer responses and proposals must be received no later than 3:30 PM (PST) on September 23, 2021. Late or incomplete proposals may be rejected. Proposers should note that this is a firm deadline. Skagit County does not contemplate any extension of the deadline noted herein.

3.4.2 Submission

All proposals MUST be sent by electronic mail to **rfpproposal@co.skagit.wa.us** and must be time stamped by Skagit County's system as received as specified in section 3.1. Once your proposal is received you will receive a confirmation via electronic mail. Each submitted proposal shall identify the electronic submission by submitting the proposal with the phrase:

"Skagit County PPDS RFP Response" in the Subject area of the electronic message.

Skagit County assumes no responsibility for delays caused by delivery service.

3.4.3 Copies

All responding Proposers shall submit one (1) original response of their response to this Request for Proposals. The electronic version is to be considered the original.

3.4.4 Proposal Materials

Proposals must be in Microsoft Word 2016 or higher or Adobe PDF format (with Microsoft Excel attachments remaining in their native formats).

Prospective Proposers must provide the following materials as part of their proposal.

Cover Letter

All documents in the Proposal Response Checklist, Section 14

The following two documents are **mandatory**. Proposals that do not have these completed forms will be disqualified.

Signed Proposer's Certification and Formal Offer of Proposal

Supplemental Proposer Responsibility – Declaration of Proposer

3.4.5 Legibility and Organization

Proposals must be typed or printed, must be written in English and must be legible and reasonably organized. Pages must be consecutively numbered. Responses must mirror the numbering order used throughout this RFP.

3.4.6 Completeness of Response

Proposers must include responses to all of the provisions and items of this RFP using the forms provided herein for their responses.

3.4.7 Proposer Certification

The Proposer shall certify the proposal terms as provided in Form H, Proposal Certification and Formal Offer of Proposal.

The County shall accept as a signature certification an electronically submitted proposal from the RFP liaison's electronic mail address. The proposal must be properly filled out with a signature by an authorized agent of the Vendor's company. A scanned signature or digitized signature page is acceptable.

4 RFP AND PROPOSAL TERMS AND CONDITIONS

4.1 Right to Withdraw Proposals

Proposals may be withdrawn at any time before proposal deadline.

4.2 Right to Reject/Accept Proposals

Skagit County reserves the right to accept any proposal or, at its discretion, reject any or all proposals.

4.3 County Rights and Options

In addition to the other terms and rights in this Request for Proposal, Skagit County reserves, holds and may exercise at its sole and absolute discretion the following rights and options without recourse to the County:

- a. To at any time, and for any purpose and/or reason (which may or may not be specified by the County), supplement, amend, withdraw, and/or otherwise modify or cancel this Request for Proposals, without liability, and with or without substitution of any other request for Proposals;
- b. To issue additional or subsequent solicitations for Proposals;
- c. To conduct investigations of the Proposers and their Proposals;
- d. To clarify the information provided pursuant to this Request for Proposals;
- e. To request additional evidence or documentation to support the information included in any Proposal;
- f. To reject individual proposals not meeting minimum requirements including bidder responsibility, insurance requirements or other functionality stated in this Request for Proposal document;
- g. The County has the right to reject or accept any optional component [HD, D] or module proposed by the Proposer.

4.4 Right to Modify Proposals

Skagit County reserves the right to, but is not obligated to; modify minor irregularities in proposals received.

If discrepancies between sections or other errors are found in a proposal, Skagit County may reject the proposal. Proposers are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish Proposers obligations to Skagit County.

4.5 Sub-Out Components

It is acceptable for a Proposer to sub-out components of the system; however there will be one contract and the Proposer shall be designated as responsible for the complete proposal solution.

4.6 Skagit County Not Responsible for Proposal Expenses

Receipt of a proposal does not obligate Skagit County to pay any expenses incurred by the Proposer in the preparation of proposal or obligate Skagit County in any other respect.

4.7 Proposals Do Not Obligate

Neither the publication nor distribution of the RFP, or the receipt of proposals, constitutes any obligation or commitment on the part Skagit County.

4.8 *Right to Accept Single Proposal*

Skagit County reserves the right to accept a single proposal if only one proposal is submitted.

4.9 *Non-endorsement*

As a result of the selection of a Proposer to supply products and/or services to Skagit County, Skagit County is neither endorsing nor suggesting that the Proposer's product is the best or only solution. The Proposer agrees to make no reference to Skagit County in any literature, promotional material, brochures, sales presentation or the like without the express written consent of Skagit County.

4.10 *Proprietary Information/Public Disclosure*

All information submitted to Skagit County shall be treated as open public records. No confidential or proprietary information may be delivered or will be accepted.

By submitting a proposal, all Proposers recognize and agree that any proposal, information, documents, data, etc. provided to the County is subject to disclosure pursuant to applicable law (including, but not limited to RCW 42.56), and any Proposer submitting a proposal expressly waives any claim(s) for damages against the County arising from and/or related to the release of any information provided to the County which is subject to public disclosure (as determined by the County, at the County's sole judgment and discretion), even if such information is arguably exempt from disclosure pursuant to applicable law.

All materials received in response to this RFP shall become the property of Skagit County.

5 **PROPOSAL EVALUATION**

The proposals will be evaluated by a team of people from Skagit County. The Skagit County PPDS Team includes the Planning and Development Services, Public Works, Public Health, Geographic Information Services, Records and Information Services staff. Other staff may participate where their expertise will be of value. Skagit County will initially check the each submitted proposal to validate all information required to conform to this RFP is included. Absence of required information may be cause for rejection.

Rating Key

Does Not Meet Expectations

Minimally Meets Expectations (significant gaps and significant compromise required)

Mostly Meets Expectations (small amount of gaps and/or small amount of compromise required)

Meets Expectation

Exceeds Expectations

For each item in the table below, the responder will be rated as either "Pass or Fail" or per the Rating Key provided above.

Evaluation Criteria – Phase One	Evaluation Determination
Minimum Functional Requirements (Must comply with all requirements)	Pass or Fail
Signed Proposer's Certification and Formal Offer of Proposal (Must comply)	Pass or Fail
Functional Requirements	Rating Key
Experience (references, client retention, litigation etc.)	Rating Key
Service (Customer service, ongoing support, service during implementation)	Rating Key

System Security	Rating Key
Project Schedule and Implementation Timeline	Rating Key
Proposal within County Authorized Budget	Rating Key
Evaluation Criteria – Phase Two	Meets Expectation
Functional Demonstration	Rating Key
Solution Demonstrations and Responsiveness to Requirements	Rating Key
Cost of Project	Rating Key
Overall State of Technology and Functionality	Rating Key

5.1 Phase One Notification

Proposers will be given a 1-5 on the minimum functional requirements in **Permitting Requirements.xlsx**. Any Proposer that receives a '1- Does Not Meet Expectations', meaning they do not meet the minimum requirements will result in an **automatic disqualification and elimination**. Proposer **must** meet Proposer Responsibility Requirements in Exhibit A as a minimum requirement to move to Phase Two.

*In the event that **no or only a few** Proposers meet all of the minimum functional requirements, Skagit County has the discretion to evaluate proposals that **do not** meet all the minimum functional requirements in Phase One.*

During Phase One, Skagit County will select **the top 3** Proposers, to move on to Phase II.

Proposers that move on to Phase Two will be evaluated for Experience and customer service. Provided client references may be contacted at this time.

Each of these proposers will be scheduled to participate in a functional demonstration to verify that minimum requirements are satisfied and to demonstrate other functional capabilities of the system.

5.2 Functional Demonstrations of Top Proposers

Each of the selected top Proposers will demonstrate their product to verify the solution meets minimum and functional requirements.

5.3 Site Visits

Skagit County may choose to conduct site visit(s) to software Proposer's clients as part of the evaluation process. The site visits may be used to determine the successful Proposer, and will be conducted following scheduled solution demonstrations, if requested by Skagit County. Evaluations of the Proposer client sites will be based on the following:

- Assessment of the Proposer's service during system implementation
- Assessment of the quality of Proposer's ongoing support
- Overall user satisfaction with the system

5.4 Phase II Evaluations and Final Proposer Selection

Skagit County will select the Proposer that has, in Skagit County's judgment, the best overall PPDS solution proposal. The selected Proposers will be notified in writing or email once the decision has been made. Skagit County will start contract negotiation with this Proposer.

5.5 Negotiations

Skagit County will enter into negotiations with the Proposer selected in Phase II, as providing the best solution in Skagit County's sole discretion. This may include cost, technical, financial, contractual or other clarifications needed to make a decision. Skagit County reserves the right to also negotiate with the other top rated Proposers in the event it is determined by Skagit County that the selected Proposer and Skagit County cannot agree to contracting terms.

5.6 Final Authority

The final authority to award contracts as a result of this RFP rests solely with Skagit County.

6 PROJECT REQUIREMENTS

This response is mandatory. The determination that you have achieved all the **minimum** functional requirements may be made from this document alone.

You **must** complete both the 'Ability to Meet Requirement' with a number based on information provided in the TOC of the requirements document. Proposer is to complete the 'Proposer Response to Requirement' sections with as much detail as possible. **Line items with an 'I' are not requirements**, but are items that are required to be answered with detailed information.

Complete functional, technical, and other project requirements located in Permitting Requirement.xlsx.

7 PROJECT SCHEDULE AND IMPLEMENTATION TIMELINE

The Proposer is required to provide a projected schedule and implementation plan. The plan is to include:

- A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations)
- A description of each proposed deliverable
- Skagit County Information Services Project Team Effort

Complete the attached Form C, Project Schedule and Implementation Timeline.

8 OPTIONAL FEATURES

Proposers are encouraged to not only respond to the functional requirements, but to offer information on additional PPDS solution options/features available with their solutions that would be of benefit/interest to Skagit County.

Optional: Complete the Form D, Optional Features.

9 NARRATIVE QUESTIONS

Proposer is to provide responses to the narrative questions. These responses are intended to educate us as to how your PPDS solution addresses certain business problems and/or provide more insight into current administration and future direction of your solution.

Complete the Form E, Narrative Questions.

10 TRAINING PLAN

The Proposer shall provide training plan that covers on-site and/or remote training.

This plan shall identify:

- Training needs for Skagit County employees
- Scope and Objectives for each training session
- The number of hours/days for each training session
- Estimated duration of each session
- Additional training available

Training materials as necessary shall be delivered to Skagit County. An electronic version of training materials is highly desired.

A formal training plan between the chosen Proposer and Skagit County will be completed at a later date.

10.1 Training Facilities

Skagit County maintains a training room that can accommodate up to 12 students. We also can do training utilizing Microsoft Teams.

The Training facility has vendor access to the Internet, an overhead projector and laptops for each student.

The Proposer may incorporate the Training Facility or Microsoft Teams into their Training Plan if desired.

Complete the Form F, Training Plan.

11 DATA CONVERSION PLAN

The conversion of information from our current system to the proposed system is a critical issue for Skagit County.

Prior to initiation of data conversion a Data Conversion Plan shall be provided to County by vendor. A Data Conversion Plan is considered a minimum requirement to be delivered as part of this project. This document shall address:

- Identify all documents to be converted
- Identify mapping of data elements or note which elements may not need conversion
- Identify the quality assurance process and quality assurance metrics.
- Provide estimates on expected time to convert information.
- Provide strategy to convert “old” and “new” data
- Provide strategy to support permitting function if data is being converted simultaneously
- Provide strategy to convert redacted documents
- Recommend a “Go-Live” date based on data conversion schedule.

An acceptance document shall be signed by both parties that data conversion is complete as exit criteria for this milestone.

Complete the Requirements Section 6.13, Data Conversion.

12 COST PROPOSAL

12.1 Cost of Proposal

A full five year cost analysis is a **minimum requirement** of this proposal. If different costs configurations are presented, as an example one year verse a three year support plan; please enter into different spread sheets.

Please itemize the total cost of implementation by function or phase to implement the proposed solution including: project management, configuration and any customization development to support your responses on the PPDS Requirements worksheet, data conversion, system testing, deployment, and both end-user and system administrator training. Please include any travel and expenses estimated costs.

Complete S10 – Cost Proposal.xlsx.

12.2 New Version Upgrade Costs

If your system requires professional services to implement software upgrades, then a statement is required giving estimated upgrade and cost information.

Complete the Form G, New Version Upgrade Costs.

13 ACCEPTANCE AND GO-LIVE

Skagit County and Proposer shall validate that the system meets the minimum requirements and level 3 requirements as specified within this RFP.

Unless waived by the Skagit County Project Manager, each minimum requirement and level 3 requirements shall be tested for acceptance.

Skagit County and Proposer shall sign an acceptance document that minimum requirements and level 3 requirements have been tested and meet acceptance expectations as part of the exit criteria for these steps.

Final payment and start of software support or assurance shall not be made until after acceptance by Skagit County. The acceptance test will be considered complete when the acceptance test document, which has been agreed to by both parties, is accepted by both parties.

Note: No response is needed at this time. This is a contractual item and will be negotiated with the proposer which is selected as the apparent winner in Phase II.

13.1 Other Milestones

Vendor and County may add other milestones and deliverable items as needed to facilitate successful implementation of the system.

14 **PROPOSER RESPONSE CHECKLIST**

This checklist is provided for the Proposer's convenience to insure that all required materials are included in the Proposer's response. It is not required as part of the Proposer's response.

Form Name		✓
Cover Letter		
Company Information Form – Form A		
Company Background Information – Form A		
Company Experience – Form A		
Company Contact Information – Form A		
Anticipated Project Manager Information – Form A		
Customer Reference 1 – Form B		
Customer Reference 2 – Form B		
Customer Reference 3 – Form B		
Section 6 requirements - Permitting Requirements.xlsx		
Project Schedule and Implementation Timeline – Form C		
Optional Features – Form D		
Narrative Questions – Form E		
Training Plan – Form F		
Section 12 Cost Proposal - S12 – Cost Proposal.xlsx		
New Version Upgrade Costs – Form G		
Signed Proposer's Certification and Formal Offer of Proposal – Form H		
Supplemental Proposer Responsibility – Declaration of Proposer		

15 SKAGIT COUNTY PROPOSAL FORMS

All forms must be filled out and submitted as part of the RFP materials.

Proposer is to use referenced forms to provide requested information. If you run out of space, you may attach additional sheets; however you must clearly identify the form(s) as shown below and each form must be on its own sheet.

i.e.

From B - Project Schedule and Implementation Timeline
Deliverables

Answer

15.1 FORM A – Company Information

The Company Information Form asks specific information about the company. Our intent is to verify the viability of the company to support Skagit County for the next several years.

Company Information	
Company Name:	
Address:	
City, State Zip	
FAX Number	

Company Background Information	
Organizational Type/Structure:	
Date Incorporated	
Number of employees:	
Company Experience	
Years Proposer has conducted business in Washington State:	
Number of systems Installed, with focus on institutions of similar scale to Skagit County:	
Is there any pending litigation against the firm? Has there been any litigation against the firm in the last 3 years?	
If so, attach a statement indicating the caption, cause number, Court, Counsel, and general summary.	

Company Contact Information	
Contact Name:	
Address:	
City, State Zip	
Phone Number	
E-Mail Address	
Web Site URL	

Anticipated Project Manager Information	
Contact Name:	
Phone Number	
E-Mail Address	
Years' Experience	
Number Employees Working Under Project Manager	

15.2 FORM B - References

Provide at least 3 customer references relevant to the scope of this contract. A brief description of the work performed must be provided for each reference. More than three references may be provided. For additional references, please add additional sheets with the requested information in the same format as shown below.

Customer Reference (1) Information:	
Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

Customer Reference (2) Information:	
Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

Customer Reference (3) Information:	
Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years as Customer:	
Size of System:	
Year Installed:	
Additional Relevant Information:	

15.3 FORM C – Project Schedule and Timeline

Please provide a basic timeline for implementation of your proposed solution.

Gantt Chart

Use this section to include your Gantt chart showing beginning and end dates of all tasks.

Deliverables

Use this section to include brief descriptions of all project deliverables.

Skagit County Information Services Project Team Effort

Use this section to describe the roles and quantify the effort that will be required from Skagit County Jail and Information Services staff to contribute to the implementation effort.

15.4 FORM D – Optional Features

Please use the space provided to describe any additional features or options that you feel may be relevant to this proposal. Include availability, limitation and extra cost. ***Please include those items in the cost proposal as separate line items under Optional Features. (S10 – Cost Proposal.xlsx under)***

As part of the optional features, please describe the following:

1. Your systems ability to track Skagit County Inmates. Please identify any additional features Skagit County should consider to include to gain greater efficiency in tracking and management of inmates. This can include dynamic systems or other technologies.
2. Are there other features that your system provides that Skagit County should consider as part of the procurement?

Optional Feature Description (add cost to S10 – Cost Proposal.xlsx under Optional features)

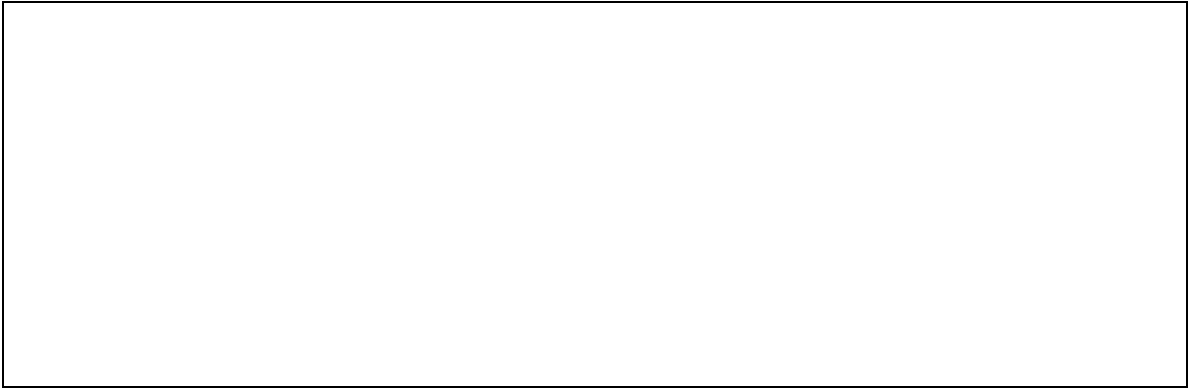
15.5 FORM E – Narrative Questions

Narrative Questions

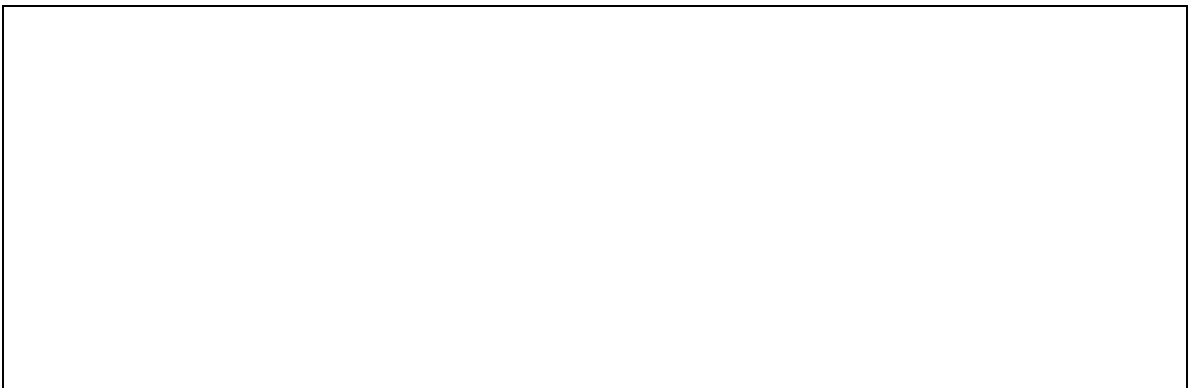
Provide your narrative responses to the following questions in the space provided. If you need more room than is provided, please use an extra sheet and include the Form letter, title, question number and the question on the attachment.

1. Describe your system's ability to create comprehensive reports that include permit status, permit resolutions, total costs for a permit, and other relevant reports..

2. Describe your solution's overall roadmap for the next 1, 3, and 5 years.



3. Describe and ideally include a graphical representation of the solution deployment architecture that you would recommend to optimize system performance for the anticipated number of system users and within your proposed pricing. Proposer may add this as an attachment, but be sure to label by Form Name, question number and question.



4. Describe the administrative FTE required (for day to day operation, system patching, minor upgrades, etc.) and the daily, weekly, and monthly tasks that the administrator(s) should expect to carry out for a solution deployment of our size.



5. Describe how you manage implementation risk.

6. Describe your technical support process and hours of support. Describe what happens if the County has a major incident with your solution after hours.

7. Describe any user groups, wikis, online forums, knowledge base access, etc. that are available to your customers. Describe which ones are available to your prospective customers to help with their pre-purchase due diligence.

8. Describe the user help and support documentation that is available for your solution. Where possible, provide us with an example as an attachment.

15.6 FORM F – Training Plan

The Proposer shall describe in detail your user and administrator training approach and tools.

Training Plan

15.7 FORM G – New Version Upgrade Costs

Please use the space below to provide a statement below estimating the number of upgrades that will happen over the next five years and the estimated professional services costs associated with each upgrade. Proposers must clarify what constitutes a paid upgrade verses what is included in the yearly support and maintenance contract.

New Version Upgrade Costs

15.8 FORM H – Proposer’s Certification and Formal Offer of Proposal

By signing and dating below, the Proposer affirms that the information provided in this proposal response and any included materials are true and correct, and that by signing, the signer certifies that he or she is authorized to enter into agreements on behalf of the Proposer.

Do you certify that you are not on the Comptroller General’s list of ineligible contractors nor the list of parties excluded from Federal procurement or non-procurement programs? Yes ☐ No ☐

THE UNDERSIGNED have hereunto set their hands or caused their duly authorized officers to submit this proposal, all as of the ____ day of _____, 2021.

By signing below, you certify in writing that all Proposer proposal terms, including prices, will remain in effect for a minimum of 180 days after the Proposal Due Date, that all proposed hardware and system software has been operational at a non-Proposer owned customer site for a period of 90 days prior to the Proposal Due Date, and that all proposed capabilities can be demonstrated by the Proposer.

Additionally you certify that all information provided within this proposal response is accurate.

Person duly authorized by company to submit and certify this proposal (print name:)

Signature: _____

DATE _____

Proposer agrees that submission of this proposal to Skagit County, with a duly authorized officer or representative named above constitutes a binding agreement by Proposer to Skagit County to preserve the price submitted for 180 days. Skagit County will accept a named individual in lieu of a signature so that this document can be electronically submitted (provided that a signed printed proposal shall be provided by the County upon request by the County). Proposer agrees that changing the proposal cost within this 180 day period may void the proposal response by the Proposer and Skagit County may eliminate the proposal from further evaluation.

SUPPLEMENTAL PROPOSER RESPONSIBILITY – DECLARATION OF PROPOSER

In accordance with the Contract Provisions Proposer must provide the following sworn statement relevant to Exhibit A - Proposer Responsibility applicable to the project.

Name of Proposer: _____
Address: _____
Telephone No. _____
E-Mail: _____

I, the undersigned declarant, as the duly authorized representative on behalf of (herein the "Proposer") hereby make this declaration on the basis of facts within the scope of my firsthand knowledge and authority to which I am competent to testify:

1. I hereby certify, swear, and affirm under penalty of perjury, that the Proposer has not been convicted of a crime involving bidding on a contract within the five (5) year period immediately preceding the bid submittal deadline for the project; and
2. I hereby certify, swear and affirm under penalty of perjury, that the Proposer has not had any contracts terminated for cause by any State, Federal, or local government agency during the five (5) year period immediately preceding the bid submittal deadline for the project.
3. I hereby certify, swear and affirm under penalty of perjury, that the Proposer meets all requirements and conditions set forth in the Supplemental Proposer Responsibility.
4. I hereby certify, swear and affirm under penalty of perjury, that the Proposer meets all requirements and conditions set forth in the Request for Bid for PDCM solution Proposer Responsibility Exhibit A. (Please see Paragraph C. of Exhibit A.)

Signed under penalty of perjury under the laws of the State of Washington this _____ day of _____, 2021 at _____.

Name of Proposer: _____
By: _____
Print Name: _____
Title: _____

STATE OF WASHINGTON)
)ss.
COUNTY OF SKAGIT)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was duly authorized that he/she signed this instrument, on oath stated that he/she was duly authorized execute the instrument and acknowledged it as the _____ of _____ to be free and voluntary act of such party for the uses and purposes herein mentioned.

Dated this _____ day of _____, 2021.

(SEAL)

Notary Public

Print name: _____

Residing at: _____

My commission expires: _____

PRIOR EXPERIENCE/QUALIFICATIONS

Proposer: _____
(Type or Print Company Name)

I, Proposer shall indicate in detail below prior experience/qualifications with development of permitting software including number of continuous years in the business of developing Permitting and Development solutions similar to the system specified herein and all additional requirements set forth in the Exhibit A – Proposer Responsibility.

By signing below, I hereby certify that the above information is true and correct,

Proposer Signature: _____ Date _____

Exhibit A – PROPOSER RESPONSIBILITY

Request for Bid for PDCM solution Proposer Responsibility.

- A. Proposers must meet the minimum qualifications listed below:
 - a. Have a current Washington unified business identifier number.
 - b. If applicable, have industrial insurance coverage for the Proposer's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a Washington excise tax registration number as required in Title 82 RCW; and
 - c. Not be disqualified from bidding on any public contract under RCW 39.06.010 or 39.12.065(3).
- B. In addition to the Proposer responsibility criteria above, the Proposer must also meet the following relevant supplemental Proposer responsibility criteria applicable to the project:
 - a. The Proposer shall not currently be debarred or suspended by the Federal Government. The Proposer shall not be listed as a current debarred or suspended Proposer on the U.S. General Services Administration's "Excluded Parties List System" website. Proposer debarment or suspension status may be verified through this website. County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these criteria. Proposer must also assure that any subcontractor working or supplying materials related to the work contemplated under the request for bids must not be currently debarred by the Federal Government.
 - b. The Proposer shall not owe delinquent taxes to the Washington State Department of Revenue, without a payment plan approved by the Washington State Department of Revenue. The Proposer shall not be listed on the Washington State Department of Revenue's (DOR) "Delinquent Taxpayer List", which may be verified at the DOR website. The County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - c. The Proposer shall not have been convicted of a crime involving bidding on a public contract within five (5) years prior to the bid submittal deadline. The Proposer shall provide a duly executed sworn statement (on the included form, or on a form otherwise determined to be acceptable by the County), that the Proposer has not been convicted of a crime involving bidding on a public contract. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - d. The Proposer shall not have a record of prevailing wage complaints filed against the Proposer within five (5) years prior to the bid submittal date that demonstrates a pattern of failing to pay workers prevailing wages, unless there are extenuating circumstances that are acceptable to the County. The Proposer shall submit a list of prevailing wage complaints filed against it within five (5) years of the bid submittal date along with a written explanation of each complaint, and how it was resolved. The County shall evaluate the explanations provided by the Proposer (and the resolution of each complaint) to determine whether the complaints demonstrate a pattern of the Proposer failing to pay PPDS workers

prevailing wages as required. The County may also evaluate complaints filed within the time period specified that were not reported by the Proposer. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.

- e. The Proposer shall not have had any public or other contracts terminated for cause by the government agency during the five (5) year period immediately preceding the bid submittal deadline for the project, unless there are extenuating circumstances acceptable to the County. The Proposer shall provide a duly executed sworn statement (in the included form, or in a form otherwise determine to be acceptable to the County that the Proposer has not had any public contract terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for the project. The County may also use independent sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
 - f. The Proposer shall not have a record of excessive claims filed against the retainage of payment bonds for public projects within three (3) years of the bid submittal date, that demonstrate a lack of effective management by the Proposer of making timely and appropriate payments to PPDS subcontractors, suppliers, and workers, unless there are extenuating circumstances which are acceptable to the County.
 - g. Within two (2) years prior to the bid submittal date the Proposer shall not have received any willful safety violations, and the Proposer shall not have received more than two (2) serious safety violations (i.e., WISHA/OSHA written citations) for the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work was performed, regardless of whether such willful and/or serious safety violations have been abated or not. The Proposer shall provide County with a list of any and all willful and/or serious safety violations (i.e., WISHA/OSHA written citations) from the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work as performed, regardless of whether such willful and/or serious safety violations have been abated or not. The County may verify such information provided with the Washington State Department of Labor and Industries or analogous agency with jurisdiction in the location the work was performed. The County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with these supplemental criteria.
- C. All Proposers must supply and provide the forgoing described Proposer responsibility information, documentation, and materials to the satisfaction of the County. If a Proposer fails to supply the required Proposer responsibility documentation, information, or materials, then Proposer may be determined by the County to be non-responsive, and the bid may be rejected on this basis. If the County determines the Proposer does not meet the Proposer responsibility criteria above and is therefore not a responsible Proposer, the County shall notify the Proposer in writing with the reasons for PPDS determination. If the Proposer disagrees with this determination it may appeal the determination within twenty four (24) hours of receipt of the County's determination by presenting additional written information to the County. The County will consider the additional information before issuing PPDS final determination. If the County's final determination affirms that the Proposer is not responsible, the County will not execute a contract with any other Proposer until

two (2) business days after the Proposer determined to be not responsible has received the final determination. Please note that the above-described information, materials, and documentation request by the County for purposes of determining Proposer responsibility is not necessarily exclusive, and the County expressly reserves the right to request additional information, materials, and documentation as may be determine to be necessary or desirable by the County in order to evaluate and determine Proposer's compliance with the above- described Proposer responsibility criteria. At all times, the County may also use other sources of information that may be available to otherwise determine whether the Proposer is in compliance with the forgoing Proposer responsibility criteria.