

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION
AND
PLANNING DEPARTMENT**



**Request for Proposals for Permit and Project
Tracking System
Pre-Proposal Conference
January 26, 2011**

Agenda

1. Welcome/Introductions

2. Conference Overview

3. Overview of RFP

Project Background, Scope of Work, Schedule and Evaluation
HRC Requirements including Subcontracting Requirements
RFP Attachments

4. Q&A

Q&A as of January 26, 2011

Break for Proposers to Prepare Additional Questions in Writing
Additional Q&A

5. Networking Opportunity

Project Background and Scope of Work

The City uses several automated systems to support planning, permitting, inspection, and accounting processes.

DBI completed a Business Process Reengineering (BPR) review in late 2007 that focused on the Permit and Inspection processes and use of automation and matrixes to evaluate performance. Planning completed an Action Plan study in 2008 where recommendations for improvement were identified and reviewed/updated in 2010. Both identified the need for one integrated and transparent Permit and Project Tracking System that can process and track all permit and project transactions seamlessly across City department boundaries.

This RFP is for full implementation of a Commercial off the Shelf (COTS) solution. The City is considering both hosted (ASP) and non-hosted solutions.

Schedule

Proposal Phase	Date
RFP issued by the City	1/14/2011
Voluntary pre-proposal conference	1/26/2011
Deadline for submission of written questions or clarification requests	2/01/2011
CCSF responses posted and/or final change notices issued	2/14/2011
Proposals due by 2:00 PM, PST	3/02/2011
Product demonstration (estimated week beginning)	3/28/2011
Presentation to Steering Committee (estimated week beginning)	4/11/2011

Evaluation Process Overview

Phase 1 - Initial Screening for Minimum Qualifications

Phase 2 - Evaluation of Written Proposals

Phase 3 - Demonstration

Phase 4 - Presentation to PPTS Steering Committee

Minimum Qualifications

Proposers must have implemented a Construction Permit Tracking and City Planning Project Tracking System COTS solution in a prime vendor capacity

The following requirements must be met:

The customized solutions must be implemented in at least three municipalities with

- populations not less than 250,000, or
- permits processed of no less than 20,000 per year

At least one (1) solution out of the three must have been implemented in the last five (5) years from the RFP submission date

Minimum Qualifications (continued)

All three solutions must be currently operating in production for at least one (1) year from the RFP submission date

PROPOSERS must offer a proven, integrated COTS solution that is pre-configurable and modifiable (using the Vendor System's inherent configuration tool)

A statement is required from the Proposer in the Letter of Introduction that the Proposer will submit documentation validating that it has complied with all of the Human Rights Commission and Office of Contract Administration requirements by the time of contract award

Proposers must offer an Enterprise License Agreement (ELA) on the software products(s) that applies to the entire City

Written Evaluation

All Proposers meeting the minimum qualifications will advance to the Evaluation of Written Proposals phase. The Selection Panel will be comprised of individuals who are knowledgeable on the subject matter, including DBI and Planning staff and other City agencies.

	Points
Experience and Expertise	20
Functional and Technical Requirements	40
System Integration and Architecture	20
Project Execution	<u>20</u>
Total	100

Demonstration

The top three (3) Proposers that score seventy (70) or more points on the written evaluation will be invited to give a demonstration to a Selection Panel comprised of individuals who are knowledgeable on the subject matter, including DBI and Planning staff and other City agencies.

	Points
Functional	50
Technical	<u>50</u>
Total	100

Presentation to Steering Committee

The two (2) top scoring Proposers, based on the results of the Demonstration, will be invited to do a presentation to the PPTS Steering Committee (Committee). The Committee is comprised of representatives from DBI, Planning, Department of Technology, Controller's Office and Mayor's Office.

	Points
Presentation	85
Price	10
Hosted/ASP Strategy and Pricing	<u>5</u>
Total	100

Human Right Commission Requirements



RFP Attachments

The following Attachments must be submitted in your proposal:

Attachment A: Proposal Summary Template

Attachment B: Functional and Technical Requirements

Attachment C: Pricing Template

Attachment D: ASP Template

Attachment E: HRC Attachment 2: Requirements for
Architecture, Engineering, & Professional Services,
Contracts

Attachment F: Standard City Forms

Things to Remember

In order to be considered for this RFP all the minimum qualifications must be met including but not limited to the subcontracting goals.

Any requests for information concerning the RFP, whether submitted before or after the pre-proposal conference must be in writing via e-mail to pamela.levin@sfgov.org.

Interested parties, including Proposers, are directed NOT to contact any employees or officials of the City other than those specifically designated in the RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.

Things to Remember (continued)

Please carefully read the terms, conditions, specifications, services and requirement of the RFP and Attachments. You will be required to certify that you have done so in your response to the RFP.

The time period for filing objections to the RFP terms will be extended five (5) business days after the Pre-Proposal Conference (February 2, 2011 close of business)

REMEMBER: PROPOSALS ARE DUE ON MARCH 2, 2011, 2:00 PM, PST, 1660 MISSION, 6TH FLOOR

Break, Submission of Additional Questions in Writing, Networking Opportunities
