First Suburbs Development Council RFQ Questions

1. After FSDC reviews and evaluates the vendors' proposed solutions and costs, will FSDC proceed to the RFP process or will FSDC select and potentially procure from the RFQ selection?

   Until we see the responses I am not 100% certain of the next steps. It is our hope that we will be able to obtain enough information from the responses to be able to select a few of the top scoring firms to meet with in person and discuss the potential pilot in greater detail. The RFQ process for us was an opportunity to initially learn more about what is currently available. If we are not able to gain enough information from the RFQ responses, an RFP process may be necessary.

2. Will FSDC be the entity that purchases the solutions for the Pilot-Initiative or will the participating towns purchase the solutions independently?

   It was our hope that this RFQ process could shed some light on this for us. We are not committed one way or another at this time. However, the thinking at the moment would be the contract would be held between FSDC (or other regional entity) and that each suburb would pay fees that would support the licensing, support, training, and implementation costs.

3. What is the estimated total number of named users for the Pilot-Initiative?

   Each community will have between 5 to 30 users per community.

4. When does FSDC anticipate the Pilot Initiative to start and end (the duration of the Pilot-Initiative)?

   We understand that implementation could take some time. Although we are very excited to move forward with a product, we can continue to operate with the systems currently in place until we are confident that we have the right partner. I believe the participating communities would be open to considering the manufacturers' recommendations for the proper length of time really test a system.

5. Does FSDC have a budget and or fiscal responsibilities connected to and or subsidized by the 18 local participating suburbs?

   The FSDC operating budget is largely made up of membership dues from the member communities. This program would be funded through additional fees from each community using the system. Additionally, grant opportunities are being explored to help offset some of the initial startup costs.

6. How will FSDC measure the success of the Pilot-Initiative, and what is the definition of a successful Pilot-Initiative program?

   For us, the success of the pilot will be satisfying the software needs of the member communities, be that in a regionalized way or not. We know that other regional groups are doing similar work

in other parts of the country and we are incredibly hopeful that it can work for our communities as well.

7. What is the process for the other municipalities to join in on the Pilot-Initiative after the program has started?

   We have not made any decisions on this process yet and would be open to consider the manufacturer's recommendations. A phased implementation would be likely.

8. Which e-mail solutions (Exchange, Outlook365, Gmail/Google) are being used by the Pilot-Initative cities?
   > *Parma: Exchange*
   > *Shaker Heights: Exchange*
   > *South Euclid: Outlook with Gmail*
   > *University Hts.: Outlook with Gmail*

9. Are all Pilot-Initiative cities currently utilizing a document management solution? If so, which solutions are being used?
   > *Parma: No*
   > *Shaker Heights: No*
   > *South Euclid: No*
   > *University Hts,: No*

10. Are the business processes/workflows all the same for the participating Pilot-Initiative municipalities?

    The business processes and workflows vary greatly across all municipalities in the region.

11. The time between when FSDC will publish answers to vendor questions and the Proposal Due date leaves little time for vendors to adequately incorporate FSDC's responses into their bids. To allow bidding vendors sufficient time to develop comprehensive bids, will FSDC please consider granting a 2-week extension to the Proposal Due Date? We do not ask this question lightly, as we understand FSDC's constraints with keeping to its planned schedule for this project. We hope FSDC can appreciate vendors have similar constraints as well. We want to present FSDC with the best possible proposal, so we would greatly appreciate the additional time.

    We can certainly work with the deadline if additional time is needed. Once the bidders' conference is held and we post the answers to questions we have received, FSDC can better determine if out timeframe should be expanded or not.

FSDC Code Enforcement RFQ Bidders Call Question Responses

Question	Shaker Heights	South Euclid	Parma
How many permits are issued annually?	4,612 (includes permits and licenses)	2,000	2,500
How many code violation notices are issued annually?	2,400 violation notices consisting of multiple violations	2,850 violation notices	4,000 violation notices
What other financial management system does your community use? Do they need to speak with the code enforcement or on-line permitting programs?	Tyler Technologies, MUNIS Would be nice but not critical	E Gov No	Gems – for payroll only No
Does your city have and use ARC or ESRI GIS? If so, how many users do you have?	Yes but it is not used – no central Geodatabase exists. 3 staff persons are trained for this system.	No	No