

**UPDATED 1/30/2023 – PLEASE USE THIS RFI DOCUMENT**

**REQUEST FOR INFORMATION**

Project Name: New Mobile Inspection Application for SDCI

**Submittal Schedule**

Table 1: Schedule

|  |  |
| --- | --- |
| **Schedule of Events** | **Date** |
| Request for Information Released | Thursday, January 19 |
| Online Q&A for Vendors | Thursday, January 26, 10:00 AM PT |
| Microsoft Teams meeting  **Join on your computer, mobile app or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmE4ZjI2ZDEtYTQyZS00ZDNlLTg1MWQtZWMzMGQwNjljMTI4%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%229f2730bf-23b2-4eb8-9473-2c62bf9d341e%22%7d)  Meeting ID: 214 865 009 114  Passcode: fn8coo  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)  **Join with a video conferencing device**  [seattle@m.webex.com](mailto:seattle@m.webex.com)  Video Conference ID: 115 021 621 2  [Alternate VTC instructions](https://www.webex.com/msteams?confid=1150216212&tenantkey=seattle&domain=m.webex.com)  **Or call in (audio only)**  [+1 206-686-8357,,421918712#](tel:+12066868357,,421918712# )   United States, Seattle  Phone Conference ID: 421 918 712#  [Find a local number](https://dialin.teams.microsoft.com/f83dfb2b-53ff-4047-97f1-69d51d7a2b36?id=421918712) | [Reset PIN](https://dialin.teams.microsoft.com/usp/pstnconferencing)  [Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=9f2730bf-23b2-4eb8-9473-2c62bf9d341e&tenantId=78e61e45-6beb-4009-8f99-359d8b54f41b&threadId=19_meeting_NmE4ZjI2ZDEtYTQyZS00ZDNlLTg1MWQtZWMzMGQwNjljMTI4@thread.v2&messageId=0&language=en-US) | |
| Deadline for Questions | Friday, January 27, 4:00 PM |
| Submit your Response | ~~Monday~~ Friday, February ~~6~~ 10, 4:00 PM |

*The City reserves the right to modify this schedule at the City’s discretion.*

*Notification of changes will be posted on the* *City website or as otherwise stated.*

**RFI Delivery Information**

Seattle IT Procurement Manager:

Jeremy Doane, [Jeremy.doane@seattle.gov](mailto:Jeremy.doane@seattle.gov)

# Purpose, Background, and Current Environment.

**Introduction**

This Request for Information (RFI) seeks ideas to help Seattle Department of Construction Inspections (SDCI) sort through options and implement a system that would provide a better mobile inspection experience for the staff and communities that are benefitting from SDCI’s code compliance and permitting services. We wish to implement a mobile app that allows our staff to perform their work entirely from their mobile device, so they do not need to return to the downtown office to do data entry from Accela’s back-office product.

SDCI’s construction focus involves issuing permits and performing inspections for all activities related to remodeling and new building projects. SDCI’s code compliance focus involves performing inspections and investigations for all housing, land use, and permitting complaints. The goal of SDCI is to obtain a tool that provides more transparency, collaboration, and autonomy to these complex services.

Version of the related systems the City current has:

* Accela 22.1.5
* GIS ArcMap 10.6.1
* GIS Portal 10.8.1

**Response Disposition**

This RFI may or may not result in a direct selection contract, depending on whether or not an option to legally enter into a contract exists.

# Instructions

**Registration into City Registration System.**

If you have not previously done so, register at: [http://www2.seattle.gov/ConsultantRegistration/](http://www2.seattle.gov/VendorRegistration/). The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call 206-684-0444.

## Q & A Conference.

The City has scheduled an optional Q&A conference at the time, date and location in page 1. Respondents are encouraged to attend, but not required to attend. The meeting answers questions, begins a discussion, and can address issues.

**Questions.**

Respondents can freely submit written or verbal questions to Jeremy Doane, see page 1.

**Receiving additional information.**

The City Project Manager will post up any new information gained as a result of questions, which may be of interest to all respondents. The City will post that information on the same Seattle Consultant portal.

**Email Submittal.**

###### The City seeks email responses by the date and time on page 1. The City can accept late responses since this is not a formal competition. However, the City prefers all responses received on the desired date, in order to review and consider all of them equally.

1. Please number your pages sequentially and closely follow the requested formats.
2. The City does not have page limits.

## Cost of Preparing Submittals.

The City will not be liable for any costs incurred by the Respondent to prepare, submit, and present Submittals, perform interviews and/or demonstrations.

## Proprietary and Confidential Material.

By submitting a response, the Respondent agrees that the City of Seattle and its member agencies may copy and distribute the response, in whole or in part, for the purpose of facilitating the review of the response. The Respondent consents to such copying by submitting a response and warrants that such copying does not violate the rights of any third party. By submitting one or more responses, the Respondent thereby grants the City of Seattle and its member agencies the right to use the ideas and to adapt or modify the Respondent’s ideas, which are contained in the response.

## Requesting Disclosure of Public Records

The City asks interested parties to withhold public disclosure requests until the City completes deliberation. This is intended to shelter respondent materials for a period of time. However, responses will eventually be public information and the City will respond to public record requests as required by State Law.

**Marking and Disclosing Material.**

## Washington’s Public Records Act (Release/Disclosure of Public Records)

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are ***public records***. Washington’s Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules that RCW or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Respondents should be familiar with the Washington State Public Records Act and limits of record disclosure exemptions. For information, visit the Washington State website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If you believe records you submit to the City as part of your response or work product are exempt from disclosure, you may request the City not release such records until the City notifies you about the pending disclosure.

The City will not withhold materials from disclosure because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Identify no entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite in your submittal. Only the specific records or portions of records properly listed in your submittal will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly listed, the City will notify you in writing of the request and postpone disclosure, providing sufficient time for you to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

By submitting, the respondent acknowledges the obligation to identify such records within the response and that the City has no obligation or liability to the Respondent if the records are disclosed.

**Ethics Code.**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Attached is a pamphlet for Consultants, Customers and Clients. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, [wayne.barnett@seattle.gov](mailto:wayne.barnett@seattle.gov)



**No Gifts and Gratuities**.

Respondents shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than $25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

**Involvement of Current and Former City Employees.**

The City Ethics Code has limits as to involvement of current or former City employees, official or volunteer, that is working or assisting in your response. Become familiar with those requirements. For questions, contact the Ethics and Elections Office (see contacts above).

**No Conflict of Interest.**

Respondent (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

# Response Format.

**Please submit response as described below.**

**PLEASE NOTE QUESTIONS FOR SECTION 3 – 5 HAVE BEEN UPDATED ON 1/30/2023**

1. Please use the attached spreadsheet to determine if your software can provide the desired functional requirements. The spreadsheet offers two options for each item; through base configuration or through additional customization or development. Please describe how the requirements will be met along with the costs of any extra development.



1. Use the above spreadsheet to describe how your software can provide the desired functional requirements, listing its features, and special characteristics. Provide the following information to allow the City to assess software and/or services your company provides that would assist in this project. Specifically,
   1. What are the software components you are proposing? Describe how the software meets each of the high-level requirements in column E of the attached spreadsheet. Include a description of any additional development costs for additional development or customization.
   2. Provide the name, phone number, and email address of a contact at your company from whom the City can request additional information or schedule demonstrations.
   3. Have you been awarded a contract for your solution that was the result of an RFP from a government agency? Do you have a contract with a cooperative purchasing agency such as GSA, Omnia, NASPO?
   4. Do you have any existing integration with Accela? If so, describe how your software integrates with Accela.
   5. Describe your organization and what functions will support the implementation. How many employees are in your organization?
2. **On a separate page, answer the following questions if you are a software vendor and know your proposed software is new to the** **City**.
3. Interfaces: Describe, at a high level, your architecture for interfacing with other systems
4. Ease of Maintenance: Describe any ease of maintenance considerations for your proposed solution.
5. Describe the administration/security available to control or otherwise restrict access by user or group to portions of the software (screens, workflows, data, etc.). Who maintains users and their permissions/groups? Does the City have to make requests to the vendor to change user groups or permissions?
6. Have you conducted an independent audit of security controls resulting in a SOC2 Type II or ISO27001 audit report, or FedRAMP compliance?
7. How do you support SSO (single sign-on)?
8. How do you protect data in-transit and at-rest?
9. **Answer the following questions if you are a software vendor**:
   * 1. Describe your licensing model. Is there a limit to the number of users that can be licensed?
     2. Can you or are you willing to offer your software through the City’s resellers, (Zones, SHI, Worldwide Technology)?
     3. What type of support services do you offer after Go Live? Do you have separate costs for support work after the implementation of the application?
     4. Is the cost of your software tied to the cost of automating a workflow?
     5. If the costs are tied to the amount of time the service or software is used, provide your contract definition for those options.
     6. The City typically supports four software environments – development, evaluation, test, and production. Does your application support these environments? What additional licensing or costs do you charge to maintain your software in four environments as described?
10. **Answer the following questions if you provide professional services**:
    * 1. What types of professional services do you provide that would support implementation of this application?
      2. Please list any specific suggestions and examples of opportunities not currently realized by the City of Seattle.
      3. What is your high-level estimated timeline (based on prior experience) for design, planning, and implementation of the project?

**ADDITIONAL INFORMATION**

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# Next Steps.

The City Project Manager and a City team will review all responses. The team may ask respondents to meet with the team, via MS Teams, or in-person, to give demonstrations of their software.

The City will then make a decision about how to proceed, what concepts the City finds to be most appropriate, and whether to pursue a contract. Such a contract, if any, would likely undergo a solicitation process, although the City may also select a method that can legally waive the solicitation process if available.