ADDENDUM # 1
RFP 081801

ELECTRONIC PERMITTING, PLAN REVIEW AND INSPECTION SOFTWARE PROGRAM

Please note the following answers to questions that were asked prior to the deadline for inquiries date of July 19, 2018 (3:00 p.m. MST).

1) Microsoft Access
   a. What type of data is housed in the access database?
      Answer: Permit submittal information, permit issuance and construction inspections; Drywell inspection and maintenance data. Access acts as reporting software for MS SQL database environment.
   b. Where is the access database located?
      Answer: Local Server, managed by University Technology Office
         i. Will Accela be able to communicate to this via a web service? Answer: No
   c. Is a two-way communication required for this?
      Answer: This database information needs to be migrated to an all-inclusive software system (permitting, plan review, inspection data, data management and archive). Access acts as reporting software for MS SQL database environment.

2) Microsoft Excel
   a. Same questions as above
      Answer: This database information needs to be migrated to an all-inclusive software system (permitting, plan review, inspection data, data management and archive)

3) Microsoft Outlook
   a. Is this integration used to manage emails within the Accela software?
      Answer: Emails are used to send review notifications to plan reviewers as well as receive inquiries and information from plan reviewers, project manager, etc. Not asking for Outlook exchange integration but for software to do this task.
   b. Is calendar integration required?
      Answer: Yes, to set due dates and send reminders, etc.

4) Dropbox
   a. Will drop be used as the primary document management solution?
Answer: We currently manage this process by saving documents from Bluebeam to the server.

5) Data Warehouse
   a. What information from the Accela solution will be required for the data warehouse?
      Answer: ASU Building facility, permitting, inspection information will be required for the data warehouse.
   b. How often is an export from Accela to the data warehouse required?
      Answer: daily
   c. What is the purpose of the Accela data going to serve in the data warehouse?
      Answer: Enterprise reports for active construction and miscellaneous broad based reports.

6) Data Conversion & Migration Requirements
   a. What are ASU requirements for conversion of historical data (i.e. past 10 years) and volume of data (i.e. 10K +/-) is to be migrated and enabled to interact with new permitting system?
      Answer: Limited history for the past few years, still to be decided.
   b. How do you envision incorporating and utilizing historical data?
      Answer: Past permit information for requests for information, legal inquiries, project inquiries, research, ad hoc reporting, etc.

7.) What GIS system is currently deployed at ASU? Is the University an ESRI client and/or is the current system ESRI compliant? Answer: No
   a. What are your expectations in terms of GIS integration?
      Answer: To be able to locate where permitted work is; have access to permit information; inspector in the field to have access to disconnected updates.

8.) What is the Finance & Administration software application currently deployed at ASU? Answer: Workday
   a. What are your expectations in terms of Finance System integration (i.e. payment processing, daily cashiering and account reconciliation)?
      Answer: Maybe sometime in the future.
   b. Is daily batch uploading to General Ledger amenable to ASU?
      Answer: Maybe sometime in the future

9.) What is the actual number and types of permits needed to be configured/scripted for automation within the system (i.e. electrical, plumbing, HVAC, Construction etc.)?
    Answer: Approximately 500 building permits are issued annually with various types. Types include Annual Service Work, Building, Civil, Dust Control, Demo, Drywell, Electrical, Emergency Repair, Fire Alarm, Hot Work, Insurance Claim, MEP, Manufacture Housing, Mechanical, ADEQ, Recordkeeping, Structural, Temporary Power, Site Demo, Plumbing annually with associated inspections. Also with the permit, there may be deferred submittals and addendums to the original permit submitted at a later date.
   a. What is the actual number and types of records/documents that need to be created and interacted within the new system (i.e. applications, inspection, renewals etc.)?
Answer: Approximately 500 permit applications; approximately 150 deferred submittals, addendums to permit, etc.; the number of inspections annually is approximately 1,800.

10.) What are the type & complexity of reports required to be generated (i.e. 3 high complexity / 5 medium / 8 low) within the system? Answer: Types of reports needed include: Detail list of permits pending; Permits without inspections; Permits without final inspections; Permits and Inspections on a particular building; Permits issued by other state agencies; and other types of reports as needed.
   a. Specify the number of workflows that need to be configured?
      Answer: Permits issued by ASU; Permits issued by other jurisdictions; Permits issued by other state agencies; Annual Permits; Inspection information, Project information, and others.

11.) How many named users (not concurrent) ASU administrators and end-users (not including contractors) that need log-in access credentials for software?
   ANSWER: Approximately two to six administrators; approximately six to 12 end users (provide for future expandability); depends on software.

12.) What is ASU’s capacity in terms of I-T Resourcing to facilitate the roles/responsibilities to facilitate successful deployment of proposed solution?
   Answer: University Technology Office (Architectural Security Review); Business and Finance Information Technology (BFIT) will be available upon request to assist with implementation.

If you have any questions regarding this notice, please contact me at 480-727-5177 or Catherine.thart@asu.edu.

Thank you,

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Cc: RFP 081801