

ADDENDUM NO. 1 AND WRITTEN RESPONSES TO BIDDER QUESTION AS OF May 22, 2019

Bid Number: 19-28 ECITE WRITER AND CRASH REPORTING SOLUTION

Bid Opening Date: (REVISED) Thursday, June 13th, 2019 at 2:00 p.m. PST

Second Round of Questions Due Date: Wednesday, May 29th, 2019 at 2:00 p.m. PST

TO: PROSPECTIVE BIDDERS

FROM: CITY OF BEVERLY HILLS

DATE: Wednesday, May 22nd

RE: RFP#19-28 ECITE WRITER AND CRASH REPORTING SOLUTION – ADDENDUM #1

1. Revised RFP Timeline

- 1.1. Bid Opening Date** : Thursday, June 13th, 2019 at 2:00 p.m. PST
- 1.2. Questions due (2nd Round)** : Wednesday, May 29th, 2019 at 2:00 p.m. PST

2. General Questions**2.1. How many users of the system do you anticipate?**

Approximate- 150 Sworn and 50 Non-Sworn. (REVISED from BID Document)

2.2. How many officers will use the eCitation and Crash Reporting modules respectively?

eCitation – Approximate 180

Crash Reporting – Approximate 10 (active Report takers excluding Review group)

2.3. Our customers often use a web portal for their command staff and administrators. How many users would you expect for the portal?

We expect most features to be accessible on a web portal by all users. However, access and views to be controlled using security/permission profile.

Admin and Command Staff needing Dashboard level access – Approx. 30

2.4. Number of Printers requested

Approximate 60

2.5. Please provide last 3 years of citation volumes for warnings, traffic violations, parking citations, crash incidents

	2016	2017	2018	2019 (YTD)
Traffic Violations Issued:	8426	7927	6142	2372
Parking Citations Issued:	116,694	86,364	91,365	21,925
Crash Reports Taken:	886	863	810	233
Crash Incident Calls received:	2361	2414	2263	837

2.6. Hardware – Does the City intend to share non-iOS devices among the officers for the purpose of issuing citations and creating crash reports? If so, what quantity would the City want?

This will depend on the proposed solution and its functionality between iOS vs non-iOS devices. Therefore vendors are advised to provide a recommendation considering the department user count and/or provide a pricing option based of a Shared device pool. Shared Device pool Quantity to be considered as 70

3. Questions Specific to RFP Language

Q #	RFP Section	RFP Page	RFP Language	Prosper Comment/Clarification/Question	City Comments
1	7.1	33 of 50	Proposer Format Proposer General Information	The Proposal Format Overview table on RFP page 33 of 50 has two headings, "Proposer Format" and "Proposer General Information" under Proposal Section 2. Please clarify if the "Proposal Format" heading was intended to be placed as the Description title for Proposal Section 1 and that the title for Proposal Section 2 should be "Proposer General Information" as it is listed directly below the table.	Correct - Section 7.2 is for Prosper General Information. Section 7.1 was listed in the table format to ensure all Reference numbers are listed
2	7.2	34 of 50,# 7	7. Submit a statement or show ability to carry the insurance specified in Appendix B, or note current or proposed coverage per Section 3.23	In regard to item 7, please confirm that the reference to Section 3.23 is a typographical error and should read Section 3.20.	Correct - Insurance Requirements as per Section 3.20
3	7.3	34 of 50, #2	2. Provide a copy of the company's latest audited financial statements.	Given the length of our audited financial statements (more than 200 pages), may Bidders provide these documents in electronic format only?	Financial Statements and or any additional/optional information can be submitted as Electronic Media. Please reference this in the submission package with specific document name and/or folder
4	7	32 of 51	In addition to the Proposal Response Forms, Proposers must complete the Functional Requirements Response Matrix located in Appendix C.	The City states that it expects each Proposal to be divided into twelve clearly marked and identified sections but also notes that the Response Matrix located in Appendix C should be included as well. Please clarify in which section (1-12) our response to the Appendix C matrix should fall.	Appendix C and E to be provided via Electronic Media using provided Template Files. Both files can reside in the same media format (USB/CD/DVD) but should be titled accordingly. This media can be included with the hard copy APPENDIX E form – Sealed envelope as detailed under Section 7.1
5	3.18	18 of 51	If the Proposer believes a specific section of its proposal response is not subject to disclosure under the PRA, the Proposer shall mark the page(s) "confidential" and isolate the pages marked confidential in a specific and clearly labeled	The City states that it expects each Proposal to be divided into twelve clearly marked and identified sections but also notes that the confidential information should be isolated within a clearly labeled section. Please clarify if the City prefers this information to be listed within one of the sections (1-12), or whether it should be listed as a separate section (for example, "13 Confidential Information").	It is recommended that subsections within each Section 1 through 12 (RFP Response) be identified as needed for Confidential Information. All Confidential Information should be identified and isolated by each individual RFP Response Section. <i>Ex. Proposal Response Section 4.x Confidential Proposer Reference Information. (Titled as</i>

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6	7	32 of 51	This section describes the format that Proposers must use to respond to the RFP. Failure to follow the format requested in this section, or failure to use the provided forms, could result in a proposal being rejected.	We understand that Section 5 – Scope of Services provides an overview of the required services under the RFP and that the elements outlined within this section have been incorporated into areas of Section 7 - Proposal Response Format and Appendix C Functional Requirements Response Matrix. Please confirm that Sections 7 and Appendix C constitute the areas that vendors should include within their Functional bids and that line-by-line responses to each of the subsections of Section 5 are not required.	This is correct - all required sections have been identified with-in Section 7 Responses.
7	5.2 - Software Systems – Requirement #2	23	Ability to select citation type (e.g., warnings, traffic violations, parking citations, crash reporting, etc.) upon log on.	Please provide last 3 years of citation volumes for warnings, traffic violations, parking citations, crash incidents.	Please Ref to Amendment # 1 Section 2.5
8	5.5 - Printing Systems	4	Ability to allow for a minimum of eight (8) violations/warnings on a citation.	Does this requirement pertain to parking violations or is this just for Traffic Violations? If this pertains to parking violations, is there a maximum limit to the viols/warnings on a citation and do they get sent to the parking citation database as one ticket number?	All citations should be able to accommodate multiple violations under that type. Expectation is that officers are able to collect data once and the citation to be printed as single or multiple pages as needed depending on number of violations identified.
9	Appendix C – Functional Requirements for Parking Citations	243	Ability for parking citations to be emailed to parties involved.	Please elaborate on this requirement, specifically what system(s) should be used to collect parking citation email information and generate emails to parties involved. Parking citations are traditionally issued to non-present violators, with name and address information being acquired from DMV through vehicle plate.	A Response of "N" can be provided with comments as applicable
10	Appendix C – Functional Requirements for	250	Ability to note multiple violations on a single parking citation.	Please clarify if this requirement applies only to multiple parking violations or does this include moving, traffic, and warning violations issued on same citation.	Only Specific to Parking Violations. Other violations are issued on a separate form, however each type should be able to accommodate multiple violations of that type

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11	Appendix C – Functional Requirements for	257-260	Ability to provide Optical Character Recognition (OCR) on the following scanned items for future record keeping: Driver's license, Driver's license	Is this OCR functionality required for stand-alone parking citations? Parking citations are traditionally issued to non-present violators with officer not having access to these scanned items.	A Response of "N" can be provided with comments as applicable
12	Appendix C – Functional Requirements for	261	Ability to distinguish between multiple officers' serial numbers at a scene.	Please provide application of this requirement for parking enforcement system. Examples would be appreciated.	A Response of "N" can be provided with comments as applicable
13	Appendix C – Functional Requirements for	262	Ability to print an information card with parties' insurance and registration information.	Please provide application of this requirement for parking enforcement system. Examples would be appreciated.	May not be applicable to Parking Citation and usually used in a Traffic Accident. A Response of "N" can be provided with comments as applicable
14	Appendix C – Functional Requirements for	263	Ability to prevent PO Box from being accepted as a valid address entry.	Please provide application of this requirement for parking enforcement system. Parking citations are traditionally issued to non-present violators, with name and address information being acquired from DMV through vehicle plate.	May not be applicable to Parking Citation and usually used in a Traffic Accident. A Response of "N" can be provided with comments as applicable
15	Appendix C – Functional Requirements for	278	Ability to include Assigned court Data	Please clarify this requirement for parking enforcement application. Parking citations are not assigned to court until 3rd level appeal.	A Response of "N" can be provided with comments as applicable
16	Appendix C – Functional Requirements for	308	Ability to capture/include/select offender's signature.	Please clarify signature requirement for parking enforcement application. Parking citations are traditionally issued to non-present violators to the vehicle plate.	A Response of "N" can be provided with comments as applicable
17	Appendix C – Functional Requirements for	318	Ability to view work in progress for cases that haven't been approved and completed.	Please advise what cases need to be approved and completed as it relates to parking citations.	May not be applicable to Parking Citation and may be applicable to other citations or parts of the overall solution. A Response of "N" can be provided with comments as applicable

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18	Appendix C – Functional Requirements for Interfaces	846	Ability to retrieve person and vehicle data from interfaces and populate appropriate data into parking citation and notice to appear forms.	Please describe scenarios and provide examples where officers will require these interfaces. Are there situations where a vehicle in a collision or issued a traffic / moving violation will also be cited for a parking citation?	Please note that this a general interface related question which can be applicable to overall functionality of the system and/or per device. A Response of "N" can be provided with comments as applicable
19	Appendix C – Functional Requirements for	884	Ability to submit collected data to the third party parking ticket management company electronically	Do parking citations need to be transmitted in “real-time” to the City’s parking citation database?	Real-time or a regular upload cycle is acceptable.
20	General	N/A	N/A	Will City accept a second round of questions?	Ref to Addendum #1 Section 1
21	General	N/A	N/A	Will City consider extending the due date of the proposal beyond May 30th?	Ref to Addendum #1 Section 1
22	Interfaces	Section 5, page 25	Provide interfaces to the following systems: New World RMS; SWITRS, LA County court (SC- West District, SC Airport Courthouse and LA County Probation, and third party	Please provide the specifications for these interfaces.	Majority of these interfaces are existing interfaces and/or relate to a Data transfer methodology known to most solutions. Please respond On Appendix C as applicable to your solution
23	5.11 Support and Maintenance	Section 5, page 28	City expects a 5 (five) year maintenance and support agreement for all system components.	Per 3.17 Term of the contract is 2 (two) years. Please advise.	City expects to see an offering/option for 5 Year support and maintenance/warranty. However, the current Award period has been identified as 2 years and may be negotiated and identified during the contract negotiation period with the selector contractor.