



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 19-11255-C
FOR

Public Records Act (PRA) Request Software
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY
ADDENDUM "A"
12/4/18

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals must be received no later than 2:00 pm, on December 13, 2018. All responses must be in a sealed envelope and have "Public Records Act Request Software" and Specification No. 19-11255-C clearly marked on the outer most mailing envelope. Please submit one (1) unbound original and four (4) unbound copies of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Shari Hamilton
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 19-11255-C Public Records Act (PRA) Request Software

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11255-C**, Public Records Act (PRA) Request Software. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Can the city please provide an anticipated budget for this procurement?

1. A. Please provide your best proposal. Funding as deemed necessary will be provided in the current fiscal year as well as in the fiscal year 2020.

2. Q. Does, or can, the City leverage Active Directory Federation Services (ADFS) for single sign-on functionality?

2. A. Yes

3. Q. Would the City please clarify the binding requirements for proposals? Page 1 of the RFP states proposals should be unbound, page 19 states proposals should be bound, page 28 indicates vendors should provide bound and unbound proposals, and page 37 indicates 1 unbound original and 4 bound copies.

3. A. One (1) unbound original and four (4) unbound copies.

4. Q. What are the functional end-goals of the desired integration with the City’s Microsoft Exchange service email environment?

4. A. We want to be able to email the requestor from the PRA Software.

5. Q. What are the blue and red sheets used by the Police Department mentioned in attachment 3?

5. A. The colored sheets referred to are a method used by Police to log record requests for same type of information such as, Police incident reports or accident requests reports. Police records the requests made on a weekly basis and put in **one** PRA case for the week, indicating for example: how many requests were made for accident reports, number of pages produced and total payments received. In one week they could have 56 to 100 requests, and Police department inputs one (1) PRA case for the week.

6. Q. What are the end-goals of the functional requirement for the capability to search by parcel number within the PRA system (functional requirement #20)?

6. A. Addresses in Berkeley are associated with parcel number. Public Works and Engineering may record a parcel number for a monument or other benchmark information. The City would like the ability to search on parcel number field if this information is input.

7. Q. Has the City secured funding for this project? If so, what dollar amount? What is the source of this funding (e.g. general funds, federal grant, etc.)?

7. A. See the response to question # 1

8. Q. What is the estimated total size of all data, including file attachments/records, the City

desires to migrate into the new PRA system?

8. A. See page 13 of the RFP.

9. Q. Will vendors who advance to phase three in the evaluation process be required to provide demonstrations on-site, or can demonstrations and interviews be conducted via online webinars?

9. A. Can be conducted on-site or by online webinar.

10. Q. Would the City please provide clarification about PRA request fee tracking, invoice generation, and payment collection functions desired in the PRA Request Software? The "PRA To-Be Business Process" documented in Attachment 3 mentions fees and cost collection in several places, but Attachment 4 does not include any functional requirements related to online payments or invoicing.

10. A. Fees are collected prior to the documents being mailed to requestor. At this time we will not be implementing an online payment module. Please provide this item as optional pricing.

11. Q. What type of web service API will the City make available for the desired integration with SMARSH?

11. A. SMARH uses Content Ingestion API and SDK (software development kit)

12. Q. Are vendors required to provide third-party audit documentation proving the vendor's compliance with CJIS, HIPAA, and FedRAMP security laws and regulations?

12. A. YES, we will need the documentation from the final selected vendor.

13. Q. Are proposing vendors required to add the City of Berkeley to as an additional insured to insurance policies prior to being awarded a contract as this form suggests?

13. A. YES, please refer to the insurance requirements as listed in our Professional Services Contract template at: <https://www.cityofberkeley.info/rfp/>.

14. Q. Is it acceptable simply to provide a certificate of insurance proving compliance with the insurance requirements stated in the RFP with our proposals, with the understanding that attachment 18 would be fully executed during the contracting phase of the purchasing process?

14. A. We don't need Insurance documents unless the company is the final selected vendor

15. Q. Whether companies from Outside USA can apply for this?

(Like, from India or Canada)

15. A. YES

16. Q. Whether we need to come over there for meetings?

16. A. Selected vendor will be required to have some meetings in person. Meetings can also be done by phone and WebEx.

17. Q. Can we perform the tasks (related to RFP) outside USA?

(Like, from India or Canada)

17. A. YES, granted the company has the capacity to complete the requested tasks.

18. Q. Can we submit the proposals via email?

18. A. NO, please refer to proposal cover letter, mail or hand deliver.

Except as provided herein all other terms and conditions remain unchanged.