

Questions & Answers:  
Disaster Recovery CDBG Request for Proposals for  
Web-Based Permitting Software Management System  
May 12, 2017

- 1.) **Question:** I assume even though we're a DBE, we can bid for 100% of the scope and not as a subcontractor, correct?

**Answer:** Yes, DBE's can bid for 100% of the scope as long as your firm meets the minimum qualifications.

- 2.) **Question:**

- A.) Can I call you for just a quick question?
- B.) What system or systems did each parish Board use to receive, respond, and track permits?
- C.) Did any of those systems integrate with SONRIS or any other permit management system of other agencies, such as USACE, USFWS, or NRCS? If so, which agencies and how did they integrate?
- D.) Did any of those systems integrate with that parish's asset management system, and if so, which parish's and how?

**Answer:**

- A.) We prefer questions in an email so there are no misunderstandings. We will put all questions on our website with responses.
- B.) There is no automated permitting system in place at any of our levee districts. All correspondence to date is being completed via paper and email.
- C.) None of the three levee districts under our jurisdiction have integrated directly with any other agency's software. Regarding SONRIS, to the best of our knowledge, the CPRA started developing an automated permitting program that utilized SONRIS but it was never completed or implemented.
- D.) No portion of our permitting system was integrated with that of any parish's asset management systems.

- 3.) **Question:** Is this RFP subject to a 35% DBE goal? I don't see where points are being given for DBE participation.

**Answer:** This RFP is not subject to a 35% DBE goal. There are no points for DBE participation.

- 4.) **Question:**

The following are \*\*\*\*\* questions on this RFP:

- A.) Is there a budget established for this effort?
- B.) How many permit types are currently in use?
- C.) Should pricing of software packages for our solution be included in the response?
- D.) Should the system allow granted permits to be printed by the user?
- E.) Does Southeast Louisiana FPAE currently have a preferred vendor for credit card, PayPal and other methods, for payment processing?

- F.) On the Cost Proposal Chart, for the Weighted Hourly Rate; please provide the (f). Weighting Factor?
- G.) Providing the Cost and Price Detail enclosure does not seem practical, since the current number and complexity of the permits are not provided in the RFP. There are other open questions and more detail required to provide a reasonable estimate of hours. Should we guess at the project hours?
- H.) The RFP does not specify a proposal response that would include our approach and recommended solution. Should we include this in our transmittal letter?

**Answer:**

- A.) Yes.
  - B.) There are up to 4 types of permits possible. (Levee Safety Permit, After-the-fact Permit, Special Event Permit, and Levee Access Permission).
  - C.) In responding to this RFP you should include your approach to the development of the permit application. You should also include information pertaining to the minimum server specifications and commercial “off the shelf” software required for the permit application to work successfully. Provide the cost of all required “off the shelf” software. This information should be included in Section F (Additional Information) of Exhibit A – Project Qualifications.
  - D.) Yes.
  - E.) There is no preference at this time.
  - F.) Please refer to the column headings on the cost proposal chart, the second column is labeled ‘Weighting Factor’. The numbers provided in the Weighting Factor column represent (f) denoted in the formula provided under the Weighted Hourly Rate column heading.
  - G.) Prior to Exhibits D & E on page 31, it states: “The following forms are required and included in the final contract”. These two exhibits are not required as part of the submittal for the RFP; the forms and provisions will be included in the final contract. A detailed list of Submittal Requirements for the RFP is presented on page 8 and 9.
  - H.) Your approach and recommended solution should be included in Section F (Additional Information) of Exhibit A – Project Qualifications.
- 5.) **Question:** On the 5th page of the proposal request document under the section "Software Requirements", the second bullet point states: "The software shall be developed by the contractor on Levee District servers using the Authority's computing resources." My question: If my company were to win this project to write this software, could our programmer(s) connect remotely (using Microsoft RDC or another remote connectivity product) to Levee District servers to perform our work or is it mandatory that a programmer be physically located on Authority premises at Franklin Avenue in New Orleans to perform the work described in the project?

**Answer:** We can provide remote access to the software developer. However, the software should be developed off-site using the developer’s resources and transferred to the SLFPA-E infrastructure upon completion.

- 6.) **Question:** I have a few questions about the Permitting software RFP that you all put out.
- A.) I noticed that you listed C++ for the developer skillset. Did you all have a preference for how you were expecting the actual application to be built?
  - B.) We were planning on using a Postgres database with NodeJS and Angular...sometimes considered a modified MEAN stack. Why type of environment are you all accustomed to?
  - C.) Would the actual software application development have to be performed on site?

**Answer:**

- A.) No.
- B.) We are accustomed to SQL Server.
- C.) No. Refer to question #5 for details.

**7.) Question:**

The \*\*\*\*\* based company \*\*\*\*\* is interested in providing the software solution to SLFPA-E for the web-based permitting system. We recently developed a very similar software application for facility operations and management oversight called Safety Spot®. It uses a managerial dashboard similar to the one requested in the RFP. It is in use at many facilities nationwide including the geothermal power plant for the U.S. Navy's China Lake Weapons Facility in Coso, CA. We are a small business but look forward to leveraging our nimble team's ability to satisfy this permitting requirement for you. We are also minority owned with certification in work for DOTD inclusion in that category. We have several initial questions to ask in advance of the May 12th question deadline.

- A.) For our submittal on May 19th, do we need to include any of the forms listed in Exhibits D or E as a result of funding from a CDBG? Page 8 of the RFP document states only Exhibits A & B are required yet page 31 states: "the following forms are required and included in the final contract" (in reference to Exhibits D & E). Could you please clarify what are the expectations so that we can meet them?
- B.) The RFP calls for the software to reside on your server. We have satisfied that exact arrangement for other customers previously but also provided cloud-based, real-time redundant backup. Do you have a preference for the extra level of support and modern best practices using the local server appliance with redundancy on the internet cloud? This feature provides continuous support in the event of power outages, evacuations, or natural disasters causing communication network connectivity loss.
- C.) Do you have a preference for subsequent maintenance and support agreements In the event additional features are needed?
- D.) \*\*\*\*\* is located downtown on \*\*\*\*\* St. at the \*\*\*\*\* only minutes away from \*\*\*\*\* . Do you have a preference for on-site, off-site, or both for service and support?
- E.) Will the initial development contract have periodic payments based on completed milestones in the scope, monthly disbursements, or some other payment schedule?
- F.) Lastly, how frequently should we plan to meet with you to receive progress updates from our team?
- G.) Should these be only as needed emails or pre-scheduled collaboration meetings with key stakeholders? We would expect monthly meetings as a minimum to meet your expectations following the initial software structure and logic approval. This could include face to face reviews at the location of your choosing, a web based video conference call, or other format to save you time if you prefer.

**Answer:**

- A.) Prior to Exhibits D & E on page 31, it states: "The following forms are required and included in the final contract". These two exhibits are not required as part of the submittal for the RFP; the forms and provisions will be included in the final contract. A detailed list of

Submittal Requirements for the RFP is presented on page 8 and 9. We do not have a preference, but we do not want to be limited in our options.

- B.) No preference
- C.) Off-site service and support is preferred.
- E.) Yes, the contract will allow for monthly progress payments. Invoices submitted to the Authority are first processed by SLFPA-E and then submitted to OCD-DRU. Please be advised that we cannot pay the invoice until we receive payment from CDBG. This process may take 6 – 8 weeks or longer.
- F.) Plan to meet bi-weekly for progress meetings.
- G.) Face-to-face and/or teleconference.

- 8.) **Question:** I have a query on the agency's current RFP for a permitting system that I would appreciate your view on please. It is stated very early into the document (p.3) that "...All designs, design documentation and source code shall belong exclusively to the Authority..." and you do not appear to be looking for Commercial Off The Shelf (COTS) software. So are we correct to interpret this as you looking for contract developers who will produce this system as a total bespoke application development for your Authority and you retain full and all IPR for it. The reason I ask is that we do have a suitable COTS system, but we are not in a position to hand-over the source code – meaning that we therefore cannot take part in this solicitation for this reason.

**Answer:** All software developed for this solicitation is to be owned by SLFPA-E. Any previously developed software must specify licensing requirements in your proposal. It should be included in Section F (Additional Information) of Exhibit A – Project Qualifications.

- 9.) **Question:**

- A.) Page 6, Software Requirements, bullet #3: Please list/identify the unique permit types that the solution will need to accommodate.
- B.) For each unique permit type is the online application form/fields the same across the Levee Boards? If not, please provide a general description of the differences in form data items.
- C.) Does the approval process for the unique permit types follow a consistent workflow across Levee Boards? If not, please provide a general description of the differences in workflows.

**Answer:**

- A.) Refer to Question #4(B.)
- B.) Yes, the forms and fields are the same, but the cost varies according to levee district.
- C.) Yes.