REQUEST FOR PROPOSAL (RFP) No. 24-03
TOWN OF CUTLER BAY
INTEGRATED ENTERPRISE SOFTWARE SOLUTION

TOWN RESPONSES TO PART 1 QUESTIONS

Question No. 1:
Approximately how many permits does the City issue annually?

Answer:
Please see the Town's annual "Permit Utilization Reports" for full detail on permits issued, types of permits, and annual inspections. Below are the last four reported cycles, which can be found on the Town's website, www.cutlerbay-fl.gov, under the Departments tab, click on Community Development and scroll down to Permit Utilization Report.

FY 21-22: 2,954 permits issued
FY 20-21: 2,992 permits issued
FY 19-20: 2,820 permits issued
FY 18-19: 3,061 permits issued

Question No. 2:
What permit types are issued?

Answer:
Please refer to response to Question #1 and Town's website, www.cutlerbay-fl.gov, under the Departments tab, click on Community Development and scroll down to Permit Utilization Report.

Question No. 3:
Are rental permits issued?

Answer:
The Town issues vacation rental permits through the Planning & Zoning Division. The total number of these permits is approximately 25. The Town does not issue permits for standard, long-term rental of housing units.

Question No. 4:
How many concurrent users are needed?

Answer:
Please refer to page #5 of RFP, "Users by Department."

Question No. 5:
Within the context of Parks and Recreation, does the City sell memberships or sell rentals for recreational items?

Answer:
No.

Question No. 6:
How many cashiering devices are needed such as receipt printers, barcode scanners and chip card readers?

Answer:
The Town currently has three (3) Tyler Cashiering workstations (two (2) at Town Hall and one (1) off-site at Cutler Ridge Park). The credit card function at those locations is not integrated into Tyler Cashiering.

The credit card terminals connect via a hardwired telephone line connection and the approved credit card payments are manually entered into Tyler Cashiering. Certain transactions can be paid via the Town's website (primarily local business tax receipts and alarm violation fees). These are done through Tyler's integrated "Web Extensions" functionality and are processed via a different merchant services provider that has partnered with Tyler.

Question No. 7:
Under Section IV of the RFP, starting on page 38 with E-Verify, there is a series of affidavits and forms not noted in the Part 1 checklist. Are those to be completed and included in the Part 1 response? If so, are they included in the total page count limit?

Answer:
The Town has issued Addendum #1 to clarify that the forms outlined in Pages 38-42 will be included in the checklist (located on Page #44) **and** forms will be required to be submitted by proposers at Part 1 phase of RFP process.

Question No. 8:
Is the title page, TOC, and cover letter included in the page count limit?

Answer:
The Town has issued Addendum #1 to clarify that the Title Page and Table of Contents (TOC) shall not count towards the page proposal limit (see Page #12 revision).

Question No. 9:
Do we need to provide an insurance certificate in the Part 1 response? Does it need to include the requirements listed on page 24 of the RFP and in Cutler Bay's name or just a sample certificate at this time since it is prior to award?

Answer:
The Town has issued Addendum #1 to clarify that the Proof of Insurance will not be required at Part 1 phase of the RFP process (see Page #44 revision).

Question No. 10:
Is the Town looking for a devoted Tax Management solution integrated with multiple ERP solutions or will certain tax setup options within each solution suffice?

Answer:
The Town has issued Addendum #1 to eliminate the "Tax Management" portion of Exhibit B: Functional Requirements – Finance Department (see Exhibit B revision).

Question No. 11:
1) Regarding Tax Auditing, what documentation is the Town expecting to support tax filings, tax inquiries, and tax audits?
2) Can you provide examples?

Answer:
1) N/A. Please refer to Addendum #1.
2) The Town has issued Addendum #1 to eliminate the "Tax Management" portion of Exhibit B: Functional Requirements – Finance Department (see Exhibit B revision).

Question No. 12:
1) Regarding Tax planning, what tools/features are needed?
2) Would reporting suffice?

Answer:
1) N/A. Please refer to Addendum #1.
2) The Town has issued Addendum #1 to eliminate the "Tax Management" portion of Exhibit B: Functional Requirements – Finance Department (see Exhibit B revision).

Question No. 13:
Do you need a solution for tracking local business tax receipts?

Answer:
Yes, Please Refer to Exhibit B: Functional Requirements – Finance Department.

Question No. 14:

1) If so, do those requirements fall under the Tax requirements in Appendix B?
2) And, do you have existing LBTR data in Eden or some other system that needs to be converted?

Answer:

1) Yes, Please Refer to Exhibit B: Functional Requirements – Finance Department (Not Appendix B).
2) Yes, the Town has existing LBTR data in Eden software. Five (5) years of full data to be migrated, as per RFP page #35, Data Management and Migration Section.

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