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

TOWN RESPONSES TO PART 2 QUESTIONS

Question No. 1:
What is the budget of the project?

Answer:
There is no set budget for this project.

Please refer to RFP 24-03, Page # 26, Section I.XIX, CONTRACT DELIVERY/PERIOD AND PLACE OF PERFORMANCE *and* Page # 31, Section I.XXX, AMERICAN RESCUE PLAN ACT PROVISION for guidance regarding funding of project.

Question No. 2:
How many concurrent users are needed?

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

Question No. 3:
How many permits are issued 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. 4:
Are rental permits issued by the City?

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. 5:
What types 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. 6:
Is onsite training desired?

Answer:
Yes.

Please refer to page # 36 of RFP, Section II.IV IMPLEMENTATION.

Question No. 7:
Are there any documents that need to be converted?

Answer:
Any documents that are associated with data to be migrated, as defined in Section II.III TECHNICAL REQUIREMENTS, Data Management and Migration, are to be moved into the new system and be accessible and viewable in the new system.

Question No. 8:
Is Laserfiche to remain for document retention?

Answer:
Please refer to RFP, page # 32, Section II.II FUNCTIONAL SCOPE for complete list of the Town's current systems. The successful proposer shall provide systems that either meet or exceed the capacity/functionality of the existing systems identified in this section, which can include recommending to keep our existing system (Laserfiche) for retention as an option to meet that requirement.