Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. **24-11628-C**
FOR
Housing Inspection and Code Enforcement Software
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "B"
12/6/2023

Dear Proposer:

Questions received from proposers along with answers are attached. The City has also updated the due date.

Proposals due date has changed from December 7, 2023 to no later than 2:00 pm, on <u>December 21, 2023</u> All responses should be sent via email to <u>purchasing@berkeleyca.gov</u> and have "Housing Inspection and Code Enforcement Software and **Specification No. 24-11628-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum "B"

Questions and Answers for Specification No. 24-11628-C
Housing Inspection and Code Enforcement Software

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11628-C, Housing Inspection and Code Enforcement 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. Is the RHSP system is currently hosted on prem or cloud?**
   A. The RHSP system is currently hosted on prem.

2. **Q. What is the existing source database and the data warehouse?**
   A. Berkeley does not have an existing data warehouse for the Rental Housing Safety Program. As detailed on page 13 of the RFP, existing Housing case data, including property locations, owner contacts, tenant contacts, complaints received, inspections scheduled, violations found, violations cleared, notifications sent, photographs uploaded and other data must be migrated from storage in a SQL Server database, on a City of Berkeley on site server, in a table structure defined by **Accela** version 22.1.2. Exterior Elevated Elements data must be also migrated from the same Accela defined SQL Server database.

   Existing historical financial data and user information must be migrated from the current Central Square accounts receivable system **FUND$ MR** (Miscellaneous Receivables) database. Data from FUND$ can be provided in Excel format or CSV format. The customer account file includes the customer name and billing address, the customer type file includes the property address, account type, fee type and number of units or rooms and; the charge history file includes the charge dates, charge codes, adjustments, payments and notes.

   Existing building permit history data including the type of work (building, mechanical, electrical, or plumbing), description of work, building inspection history, and the time of migration status of the building permit must be migrated from storage in a SQL Server database, on a City of Berkeley on site server, in a table structure defined by Accela version 22.1.2.

3. **Q. What will be the volume of data we are looking to migrate?**
   A. We do not have an exact number as it changes. The entire Accela SQL Server database is 218 GB, as of 12/5/2023. Of that less than 10% is RHSP related data. The FUND$ MR database is much smaller.

4. **Q. What is the internal user count (Ex: Staff, Inspectors, etc)? We have assumed max 25, 13 users with full access.**
   A. An additional 25 users may have "view" access, but not the ability to change records.

5. **Q. What is the external user count? (Ex: Tenants, Property Owner, etc.): We have assumed 1,500 rental unit inspections/year.**

   A. For 2023, we have 2,300 cases and inspectors have done 4,500 inspections on these cases. This number will increase up to 4,000 per year in the future. We will use the software to bill 6,500 owners per year.

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