



City of Santa Fe, New Mexico

Addendum No. 1 – July 29, 2016

Request for Proposal RFP # '17/04/P for Software and Implementation Services for a Parking Citation Administration and Revenue Reconciliation System

Due Date and Time: Due Date: September 9, 2016 Time: 2:00 pm (Mountain Time)

City of Santa Fe Purchasing Office
Attn: Robert Rodarte
Building "H"
2651 Siringo Road
Santa Fe, New Mexico, 87505

The following clarifications, amendments, additions, revisions, changes and modifications change the original Request for Proposals only in the amount and to the extent hereinafter specified in this Addendum.

Each Proposer shall acknowledge receipt of this Addendum in its proposal response.

Questions and City Responses provided during the Teleconference Event held on Wednesday, July 27, 2016 at 3:00 p.m. MST.

1. In response to a request made during the teleconference, the City of Santa Fe has decided to make the following changes to the RFP Schedule of Events calendar (located on page 10 of the RFP document):

Event	Estimated Date
Deadline for Questions from Vendors	August 15, 2016 @ 4:30 p.m. MST
Final Addendum for Questions Published	August 22, 2016

Note: All other dates listed on the original RFP document remain unchanged.

2. Question: What is the deadline to submit proposals?

City Response: The deadline for proposal submissions is September 9, 2016, at 2 p.m. MST.

3. Question: How many notices are mailed out monthly / annually? (Admin review information on page 32). How many phone calls do you receive monthly / annually? How many residential parking permits are issued each year? (page 39)



City Response: We mail out approximately 375 First Notices / Courtesy Notices per month. 250 Admin Review Notices (2/3) and Admin Hearing Notices (1/3) per month. We receive approximately 958 calls each month or 11,500 calls per year. We issue approximately 805 residential parking permits each year.

4. Question: How many notices go out for the second or third notices over the life-cycle of the citation?

City Response: We do not send second or third notices at this time.

5. Question: What is the new life cycle of a citation?

City Response: The first notice goes out within 2 or 3 days and we are manually send this notice out now. The recipient has 15 days to appeal or pay. Once an Administrative Request comes in (the first appeal) and a decision is made; they have another 15 days to either pay or appeal to a Hearing Officer. We are looking at about 45 days from start to finish, if everything runs smoothly, for the planned or expected life cycle of a citation.

6. Question: How many officers are currently writing citations (parking enforcement officers and SFPD officers)?

City Response: Currently, the Parking Division has eight (8) parking enforcement officers plus one (1) supervisor for a total of nine (9). Santa Fe police officers also write citations with paper citation books and will continue to do so; however, we are requesting additional handhelds for Public Safety Aides (PSAs). Refer to page 12 of the original RFP document Section 2.2 Furnishing of New Handheld Units for more information on the number of handheld units requested as part of this RFP.

7. Question: How many cashiering work stations are needed?

City Response: Information is included on page 55 of the RFP document. We will need two (2) workstations.

8. Question: Are there any software interface requirements for those cashiering work stations to connect with current City systems?

City Response: Currently we are using the JD Edwards Enterprise One financial system (version 8.12). We are in the process of selecting a replacement software – Tyler Munis ERP System – which will be implemented no sooner than July 1, 2017. We are currently interfacing with T2 systems utilizing web service APIs to create real time connection to accounts that we can process. In addition, the current cashiering system interfaces with our JD Edwards Financials Enterprise 1(E1) system (version 8.12 tools release 8.98) for other Accounts Receivable transactions. Batches are created and finalized at the end of the day with real time updates (normally) occurring on the T2 customer account and in batch total amount to our E1 for posting purposes.

9. Question: Vendor will need specs from that JD Enterprise system if an interface is required.

City Response: We currently use web services between our JD Edwards and ActiveNet payment server. These systems will be replaced in the next 1-2 years and new specifications for the new systems will need to be developed.



10. Question: Requested specifications for interface related to Abandoned Vehicle Tracking System (AVTS) listed in Section 2.6 Vehicle Tracking System (page 36).

City Response: We are hoping and expecting that vendors will propose solutions for this through their proposals / software solutions.

11. Questions: What is the City's current meter service provider? What types of meters are in use? As related to Section 7.2 Parking Meter Tracking System (page 43).

City Response: We currently have a mixture of three different types of meters: (14) Parkeon multi-spaced meters; (1,000) Duncan single-spaced meters and (200) IPS credit/debit and coin meters. We are hopeful within the next 5 to 6 weeks we will be upgrading all single-spaced meters to one specific vendor so that by the time the project starts we will have meters from one vendor.

12. Question: How many spaces those meters regulate total?

City Response: Total spaces regulated by these meters are just under 1,300.

13. Question: Are vendors required to provide the LPR Equipment and interface into back office and handheld systems? Section 2.7.3 LPR Equipment

City Response: The City will enter into an agreement with a specific vendor who will be managing the scofflaws for us and we want to be sure that the successful proposer of this RFP can interface with that program. The burden to interface properly will be more on the part of the other vendor.

14. Question: Does the City have specific specifications of the types of workstations and printers that are needed?

City Response: Windows 7 compatible PC. We have purchased Dells as a standard but we are open to other manufacturers as long as they meet our requirements for operating system, memory of at least 4GB or RAM, hard drive of at least 100GB. We need a Windows 7 compatible USB receipt printer with cash drawer and credit card swipe, etc.

15. Question: Clarification requested on human resources and time entry functions listed in Section 4.5 Implementation Methodology (page 72).

City Response: This is most applicable to the enforcement staff. Those staffers who use handhelds should have their time worked and breaks / lunches tracked through the handheld software. This is tied back to the EMS system.

16. Question: Does the City of Santa Fe give preference to women-owned or minority-owned companies for this RFP?

City Response: Unlike the Federal government, we do not offer those types of preferences. We do offer preferences to resident, local and veterans operated businesses. More information is included in Section 5.27 on pages 86-87 of the RFP document. Information on the City's minimum wage ordinance (#2003-8) is included in Section 5.28 on page 88 of the RFP document. Vendors must comply with the ordinance.



17. Question: Request to change the schedule of events to decrease the amount of time vendors may submit questions and City responds to questions.

City Response: It was decided that we will push the dates closer so that questions are due and City Responses are provided one week earlier so that vendors have two full weeks to prepare proposals after all City Responses are provided. New dates are listed in the beginning of this document.

18. Question: What is the estimated number of tickets that will require conversion? What is the corresponding dollar value of these tickets?

City Response:

Estimated number of tickets that will require conversion if we go back five (5) years: 43,079

Associated dollar value of tickets: \$2,313,562.83

Estimated number of tickets that will require conversion if we go back three (3) years: 22,546

Associated dollar value of tickets: \$1,321,461.72

19. The attachments referenced on the City web site posting of the RFP will be posted on the web site in their native formats (MS Word and MS Excel) along with the posting of this addendum.

Proposers are instructed to return a copy of this addenda form signed by an authorized firm agent as part of proposal responses.

SIGNATURE

COMPANY

DATE