

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Building Inspection, Code Enforcement, and Plan Review
Electronic Technology Platform**

Contract Period: June 29, 2023 thru June 28, 2025 w/3-1 year options

Original Date of Issue: June 30, 2023

Date of Revision:

BID No: RFP-RC-2022-038

Catalog: Consulting

Authorized Users: Office of Buildings and Codes, All Political Subdivisions

Address Inquiries To:

Name: Annmarie Curley, NIGPP-CPP, CPPB
Title: Assistant Director of Purchasing
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E-mail: curleya@co.rockland.ny.us

Description

Plan and Review Inspection Platform

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 22-038	0000028106	GovPilot LLC. DBA Property Pilot 204 East Main St. Manasquan, NJ 08736 Contact: Mike Sapiena mike@govpilot.com	732/850-1819

County of Rockland CONTRACT

Dept. of General Services

Purchasing Division
50 Sanatorium Rd
Bldg A, 6th Fl, Room 609
POMONA NY 10970
www.rcpurchasing.com

Dispatch via Print

Contract ID RFP 22-038		Page 1 of 1
Contract Dates 06/29/2023 to 06/28/2025		Currency USD
Plan and Review Inspection Pla		Contract Maximum 79,600.00
Freight Terms	Buyer Email curleya@co.rockland.ny.us	
Buyer CURLEY,ANNMARIE	Phone 845/364-3698	Fax 845/364-3809

Supplier 0000028106
GovPilot LLC
DBA Property Pilot
204 East Main St.
Manasquan NJ 08736

Phone 732/850-1819

INVOICE@GOVPILOT.COM

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Annual Fee for Software to assist the Office of Buildings and Codes (OBC) in collecting data and processing Building Inspection, Code Enforcement, and Plan Review services. GovPilot will provide the software in accordance with the award RFP-RC-2023-038	96109000044	39,800.00000	Year
Contract Deliverables ? SOW : after MSA signed: 1. Kick off call, week 1 2. Week 2 - 3 VGT (variable gathering). 3. Week 4 Stakeholder review of config & workflows 4. Week 5 - 6 Start 12 hours of ?configuration? with design team 5. Week 6 - 7 stakeholder review in Beta 6. Week 7 - 8 training and deployment					
2		Any additional work for migration of data	96109000045	150.00000	Hour

Authorized Signature

Paul J. Brennan



Edwin J. Day, County Executive

**Building Inspection, Code Compliance and Plan Review –
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RFP-RC-2022-038

PURCHASES BY OTHER LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.



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**Building Inspection, Code Compliance and Plan Review –
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RFP-RC-2022-038

1. Scope of Services

The electronic code compliance technology platform must include but is not limited to the following capabilities:

- Electronic plan submittal processes and workflow
- Upload existing data from software programs being utilized by COR
- Permitting
- Scheduling inspections
- Fee calculation and collection
- Project tracking
- Administrative workflow
- Communication and technical support for all users: customer and community
- Departmental communications and management
- 3rd party access
- Unlimited Users
- User friendly
- The platform solution offered must be a model that is generally available and currently implemented and utilized by multiple governmental entities. Any solution modifications or additions necessary to enable the solution to operate according to all technical and functional requirements herein must be approved by the County and must become part of the base product and not require additional fees/costs with future releases or upgrades of the solution. The County anticipates the solution to be implemented in a timely fashion and in accordance with best practices in implementation, data migration, project management, change management, training, and support.
 - The County is not looking to enter into a software development contract to satisfy the requirements of the RFP



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**Building Inspection, Code Compliance and Plan Review –
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2. Required Technology Platform Specifications

The electronic code compliance technology platform shall have the following features and functions:

- Project/building and owner information data management
- Web portal for public use and information entry/ user interface capable of operating across all major web browsers
- Permit intake, processing, payment and issuance: full workflow and functionality
- Search function
- Automatic notifications
- Plan review and inspection process: full workflow and functionality
- Financial administration
- Reporting

Vendor to provide an overview of the offered system technology:

- Options for technical architecture: hosted, on-premises, Software-as-a-Service (SaaS), cloud-based, and the reason for this choice
- Platform functionality
 - Modules included in proposal
- Hardware specifications and requirements
- Operating system requirements
- How your solution supports remote technologies and encryption (VPN, synchronization, etc.)
- How data would be delivered or provided to the municipality if/when the relationship is terminated
- Details on data backup and recovery
- Schedule and frequency of software updates and maintenance
- Training and support services
- Compatibility with County's GIS system:
 - ESRI Software for our GIS. Our GIS data can be located on our GIS Portal at www.rocklandgis.com and view GIS data layers available for download, including our parcels.
 - Utilize County's imagery including arial photography
 - Migrate and maintain data from County tax rolls

Input inspection and parcel information data from OnBase (one time)

- Maintenance on enhancements or customizations.



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**Building Inspection, Code Compliance and Plan Review –
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3. Deployment and Support

The vendor shall provide detailed documentation and support for hardware, software, network architecture, system administration, connectivity, and any other relevant minimum requirements necessary to launch and operate the electronic technology platform.

The vendor to provide services for system design configurations, deployment, documentation, testing, and training. It is expected that implementation consultants will participate in configuring a fully functional solution and provide consultation regarding process efficiencies, and best practices.

Support services shall also include:

- System administration support for performance issues and monitoring, loading, version releases
- User support: live support and ticketing system with hours of service specified
- Online training resources
- System backup and redundancy

4. Proposal Requirements and Company Qualifications

Contractor must demonstrate a minimum of 2 to 3 years providing the proposed platform to other Government agencies.

The Contractor shall show that he/she has available under his/her direct employment and supervision the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.

The Contractor shall show that he/she has maintained an organization capable of performing the work specified herein, and that said organization has been in continuous operation for at least the past three (3) years. Contractor must include the following information in their proposal:

Present address of the main operating office of his/her organization.

Contractor shall submit with their proposal a list of three government accounts for which they are presently building inspection, code enforcement and plan review platform.. Reference must include contact person and telephone number.

Contractor shall have on staff personnel experienced in the service and support required under these specifications. Personnel shall have 3 years of experience.

Contractor must submit a copy of their licensing agreement with their proposal.



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5. ADA Requirements

The County requires contractors producing content and functionality intended to be published to the Web to adhere to New York State Enterprise IT Policy NYS-P08-005, "[Accessibility of Information Communication Technology](#)" (hereafter referred to as NYS Accessibility Policy) and County of Rockland ADA requirements.

The NYS Accessibility Policy aligns with Web Content Accessibility Guidelines (WCAG) 2.0 – All Level A and AA guidelines, found at <https://www.w3.org/TR/WCAG20/>.

6. Cybersecurity Requirements

The County of Rockland Information Technology Services (ITS) establishes and regularly updates policies, standards, and guidelines for information security (collectively referred to as "ITS Security Policies"). Contractors, vendors, and solution providers conducting work on behalf of the County including, but not limited to, application development, web development, hosting, or managing sensitive data are required to comply with the NYS requirements. These requirements include, but are not limited to, the NYS Information Security Policy NYS-P03-002 which sets forth the minimum requirements, responsibilities and accepted behaviors to establish and maintain a secure environment and achieve the County's information security objectives. In addition to this umbrella policy, the following standards establish specific minimum information security requirements

- [Vulnerability Scanning Standard \(NYS-S15-002\)](#)^[2]
- [Security Logging Standard \(NYS-S14-005\)](#)^[2]
- [Patch Management Standard \(NYS-S15-001\)](#)^[2]
- [Encryption Standard \(NYS-S14-007\)](#)^[2]

Contractor shall notify the County of Rockland's Information Security Officer immediately upon discovery or notification of any security breaches or vulnerabilities.

Frank Calise

- calisef@co.rockland.ny.us
- 845-364-3817

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1

RFP-RC-2022-038

**BUILDING INSPECTION, CODE ENFORCEMENT, AND PLAN REVIEW
ELECTRONIC TECHNOLOGY PLATFORM**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Q #1: Can you share the budget for this project?

No

Q #2: Generally we do not utilize “site” licenses, can you please indicate the total number of users?

Unlimited Users.

Q #3: How many electronic plan review users do you anticipate?

6

Q #4: What is the number of inspection and permit types? Can you please share the list?

See attached Memorandum for Building Permits List.

Q #5: We know we have to integrate with GIS. Can you please share a list of other applications/interfaces required for integration?

Onbase, Muncicity, Tax Roll

Q #6: How many custom reports are required?

Unlimited

Q #7: From what systems will data conversion be required for? How many fields are there? What is the cleanliness of data on a scale of 1 to 10 with 10 being the cleanest?

Onbase, Muncicity, Tax Roll, 20-50 fields – 10

Q #8: Would the County prefer End user training or Train the trainer approach?

End user

Q #9: Can you please clarify If the work is for Rockland County or just for the Village of Spring Valley?

The offered platform will be utilized by Rockland County to perform services on behalf of the Village of Spring Valley

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

10/21/22

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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RFP-RC-2022-038

The following are the inspection types that we generate throughout the construction or existing construction process for each phase.

- **Alarm Witness Test – Fire Inspector**
- **Burn Permit Inspection -Fire Inspector**
- **Certificate of Occupancy**
 - **For Existing Construction**
- **Certificate of Compliance**
 - **For Existing Construction**
- **Certificate of Completion**
 - **For Existing Construction**
- **Commercial Cooking Hood {Kitchen} Inspection**
 - **Hood & Ansul Systems**
- **Concrete Slab Prep Inspection**
- **Demolition Final Inspection**
- **Drainage Inspection**
- **Drywell Inspection**
- **Electrical Roughing Inspection**
- **Elevator Inspection**
 - **Both by Fire Inspector and Building Inspector**
- **Excavation Inspection**
- **Fence Installation Inspection**
- **Fire Alarm Roughing Inspection**
- **Fire Alarm Final Inspection**
- **Fire Annual Inspection**
 - **Commercial Properties**
- **Fire Extinguishers Inspection**
- **Fire Triannual Inspection**
 - **Commercial Properties**
- **Fire Sprinkler Roughing Inspection**
- **Fire Sprinkler Final Inspection**
 - **2 HR NFPA Hydro Test**

- **Fire Stop/Blocking Inspection**
- **Footing Inspection**
- **Footing Drainage Inspection**
- **Foundation Wall Forms Inspection**
- **Framing Inspection**
- **HVAC Inspection**
- **Hydrostatic Test**
- **Insulation Inspection**
- **Mechanical Equipment**
- **Exterior Inspection**
- **Plumbing Inspection**
 - **General Purpose**
- **Pre-Construction Inspection**
- **Pressure Test Inspection**
- **Residential Inspection**
- **Road Restoration Inspection**
- **Roofing Inspection**
- **Sewer Connection Inspection**
- **Sidewalk / Curb Inspection**
- **Solar Panel Final Inspection**
- **Tank Installation**
- **Tank Removal**
- **Underground Plumbing**
- **Waterproofing**

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ADDENDUM # 2

RFP-RC-2022-038
BUILDING INSPECTION, CODE ENFORCEMENT, AND PLAN REVIEW
ELECTRONIC TECHNOLOGY PLATFORM

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Q #1: Is the Village's intention to replace Muncity for permitting?

RESPONSE: Yes

Q #2: Which parts of Muncity would the County still like to utilize on behalf of Spring Valley?

RESPONSE: None

Q #3: What is the type of data that would need to be migrated from Muncity?

RESPONSE: Example: Building permits, inspection reports, certificates, complaints, fee, property card data, parcel information, violations, history, property class, section lot & block.

NOTE: The County is requesting firms provide an hourly rate for the migration of data, if necessary. Upon award of contract the County will provide access to the data so a quote can be provided for the migration based on the hourly rate provided.

NOTE: Deleted Existing Cost Proposal Template and replace with the attached.

SIGNED:

Paul J. Brennan

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DIRECTOR OF PURCHASING

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ADDENDUM # 5

RFP-RC-2022-038
BUILDING INSPECTION, CODE ENFORCEMENT, AND PLAN REVIEW
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Please see questions asked to date and our responses.

1. Regarding page 9 of 30, the last sentence on the page states, "Contractor must submit a copy of their licensing agreement with their proposal." Does the County want the EULA agreement or the contract terms and conditions?
 - a. **RESPONSE – A copy of the EULA agreement**
 - i. **Any exceptions to the County's Terms and Conditions must be noted in the proposal as required**
2. Regarding page 11 of 30, item 2.C states that "A Statement of Objectives (SOO) is provided in the RFP." I do not see any section in the RFP documents with this label. Please clarify.
 - a. **RESPONSE – Change "Statement of Objectives (SOO) to "Scope of Services" (see section 1).**
3. Would an electronic plan review only solution be considered for the plan review portion or does the solution have to include building inspection and code compliance?
 - a. **RESPONSE – No, the County is looking for an inclusive platform to manage the services specified.**
4. Number of agency users performing work on behalf of the County in the system?

Response: 25

5. Number of transaction types for:
 - a. Permit application = **25+/week**

- b. Planning entitlements (applications) = **N/A Village responsibility not County**
 - c. Code case types/subtypes = **Stop Work Order, Unsafe Structure**
 - d. Business License applications (if the County desires to use the future system for business licensing) **NO**
6. List of integrations including but not limited to:
- e. Electronic plan review tool
Response: Currently contract with ICC and looking at others including Safe Built.
 - f. Payment processor?
Response: County is flexible as to credit card payment processor.
 - g. ERP system?
Response: County is PeopleSoft Version 9.2
 - h. Notice of Violation, Order to Remedy, Notice of Hearing, Determination letter/Penalty Assessment
7. Can the County describe it's needs around data conversion? Is there data from Municipality, files from OnBase?
- a. **RESPONSE – SEE ADDENDA #2**
8. Does the City have an anticipated budget for annual software licensing and/or implementation?
- a. **RESPONSE – No**
9. Does the County have an expected implementation start date and target end date or timeline (i.e., 9 months, 12 months, etc.)?
- Response: 1st quarter 2023 – 1 yr.**
10. Can we ask the County to entertain a 3-week extension to respond to this RFP?
- RESPONSE – New closing date is December 6, 2022**

SIGNED:

Paul J. Brennan

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ADDENDUM # 6
RFP-RC-2022-038
BUILDING INSPECTION, CODE ENFORCEMENT, AND PLAN REVIEW
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Please see questions asked to date and our responses.

1. Does the County plan to extend their existing Permit and Inspection solution to include these processes, or is the County looking to bring in a new solution to meet the needs?
 - a. **RESPONSE: The County will not continue to use the existing solution but replace it with the solution selected based on the award of this RFP.**
2. Is this being funded by the County or the State given that it is a directive from the State?
 - a. **RESPONSE: County funds will be used**
3. To provide an accurate price estimate, please identify the number of distinct, named County-users you require for the back-office solution.
 - a. **RESPONSE: See Addendum #5**
4. Can the County share the anticipated timeline for this procurement, including dates for the evaluation, contract negotiations, and potential implementation/go-live date?
 - a. **RESPONSE: See Addendum #5**

SIGNED:

Paul J. Brennan

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