



City of Ridgefield

Addendum No. 2

Solicitation: P20010: SmartGov Consulting Services

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

All other terms, conditions and specifications remain the same.

Questions and Answers:

1. **Question:** Can we confirm the city would still like a hard copy as outlined in the RFP, given the current state of closures. Or do we defer to the paragraph noting an email submission under Section A of the RFP?

Answer: The City would prefer electric copy.

2. **Question:** What business experts will the City's project team consist of? The City's project team will include the Community Development Director, Permit Technician, and Community Development Administrative Assistant. The Permit Technician and Administrative Assistant will provide expertise on current capabilities and goals for the end-user experience.

3. **Question:** We see a notification date of 5/25. Do you have an anticipated or desired kickoff date for the project?

Answer: The City expects to start this project on May 25th.

4. **Question:** What ERP do you use?

Answer: The City's current Enterprise Resource Planning system is Springbrook Software, Inc.

5. **Question:** What internal development resources will be dedicated (part or full time) to the project? What are your internal technology capabilities?

Answer: The City can act as a resource in answering questions, setting goals and testing the system, but will not be able to offer a full or part time person to this project.

6. **Question:** Do you have a workflow tool partially in use now or does one of your existing tools have workflow as part of its delivered functionality? If not, do you intend to build or purchase a workflow tool? Which is preferred? If build, will this be in-house? If buy, what is the budget?

Answer: The City uses SmartGov partially, and it has workflow as part of its functionality. The City has Bluebeam Revu licenses, and there is also integrated workflow capability between SmartGov and Bluebeam Revu. The City would like to review options on additional workflow tools that may be purchased to improve processes, there's no set budget for this.

Approved By:



Date: 04/22/2020