

TRANSYLVANIA COUNTY  
FINANCE OFFICE

PURCHASING AGENT  
Jennifer L. Galloway  
828.884.3104 x114



FINANCE DIRECTOR  
Jonathan Griffin

101 South Broad Street  
Brevard, NC 28712  
828.884.3104 x110  
Fax 828.884.3119

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## **Environmental Health Permitting and Inspections Software Solution**

### **Addendum #1**

To: All Potential Bidders  
From: Jennifer Galloway, Purchasing Agent  
Date: January 7, 2019

This addendum is to clarify components of RFP, answer questions received up to this point, and to inform bidders of changes. This addendum includes:

- Questions and Answers received up to 1/5/2019

### **Questions and Answers**

Question: Regarding ... transition from our current Access databases, Laser Fiche files, paper records... Is the access database comprised of just demographic data? Please provide a sample copy of the access database.

Answer: See Sample Attachments – Access Database 1 & 2 - Access Screen Shots 1 & 2

Question: Please clarify, is it your requirement to 'transition' away (page 1) from Laser Fiche or to link (page 3) Laser Fiche to the EH vendor's system.

Answer: Paperwork has been scanned back to 2012 approx. We propose to link this to the new system.

Question: Is the following requirement for 'permit applications' related to just OSW/Wells, or does it also include Food and Lodging? Public facing with customer screens for permit applications, payments, and limited data retrieval.

Answer: It includes both on-site, waste water and wells and also food and lodging establishments.

Question: Regarding your requirement ... Ability to show inspection finding priorities .. Are you referring to: Priority (P), priority Foundation (PF), and Core ( C )?

Answer: For example: In Food Inspections we want to be able to show critical items as priority items. Similarly for other establishment inspections These should be scheduled for priority follow up visits.

Question: Please clarify the following requirement ... System allows an opt-out for analytics if used for national and regional databases not acceptable to TPH.

Answer: Some vendors include client data in national databases. TPH wants to reserve the right to opt-out of our data being used regionally and nationally.

Question: Please clarify the following requirement ... GIS linked throughout system components for office AND field inspection modules.

Answer: Office Staff regularly link to Tax Office GIS (ArcGis) for property searches. Field staff use ArcGis for vector control work. Long term TPH would like to link to GIS for all program areas.

Question: Please explain what these reports are. Quarterly Reports – The Proposer shall provide a quarterly report consisting of the following: a. Reports as required by State Program Agreement Addenda. The Consolidated Agreement and the FY17-18 Food & Lodging Agreement Addendum appears not to have any verbiage pertaining to Quarterly Reporting.

Answer: Monthly reports are required by the state OSWP. (On Site Water Protection). Inspector frequencies for food and lodging are typically per quarterly.

Question: How many users will there be in Food & Lodging and in OSW/Wells? Of this users, how many will require field mobility?

Answer: Planning for up to 10 users overall for office and field, with seven (7) field inspectors.

Question: Will there be any integrations or interfaces required? If yes, please explain.

Answer: Currently have Food and Lodging CDP modules. We desire integration to on-site waste water, water and complaints and possibly to the Tax Office GIS and Building Permits.

Question: Please advise who provided the existing system or was it developed in house?

Answer: Custom Data Processing (CDP) for part of system. Other parts were developed in house. (Access)

Question: Please also advise on the vendors of any other systems which may need to be integrated . We know of Laser Fische and an Access database – are there any others (ERP, GIS, Land Management/Community Development, Business Licensing)?

Answer: Tax Office -GIS

Question: How many users accessing software?

Answer: 10

Question: What requires data encryption?

Answer: NA @ this point.

Question: There are several references to Laserfiche for both linking and migration. Can you elaborate?

Answer: please review previous questions. Laserfiche integration is required. Dat migration from Laserfiche and paper records pre- Laserfiche.