REQUEST FOR PROPOSALS #2018-101
Building Information and Asset Management System
RESPONSE TO CLARIFYING QUESTIONS
January 8, 2019

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

1. Do companies have to be registered in Oregon to submit a proposal for the Building Information Asset Management System - #2018-101 - or if the winning company can register prior to awarding of the contract.

   Answer: A Proposer entity's failure to be registered and in active status with the State of Oregon Business Registry at the time of Proposal submission will not be cause to reject a proposal. However, a proposer must register accordingly prior to contract execution.

2. In reading section 5.2, there is a reference to an Excel version of Attachment A. Is it possible to get this file emailed to me? I appreciate your assistance. Answered under question 4.

3. Is it possible to get a copy of the RFP in Word format and Attachment A in Excel? Answered under question 4.

4. May we insert as tables as well, or should we create an Excel document, which would then be in addition to the main proposal response (or converted to pdf and merged into document)?

   Answer to Questions 2, 3, and 4: As a matter of clarification, Section 5.2 does not require the Software Survey to be submitted in Excel format. Further, Addendum #2 removes any reference to an Excel document. An Excel document will not be provided. Proposers may submit the Software Survey in any format in which responses clearly reference their applicable questions.

5. We also would have an Executive Summary prior to the required sections (in the order requested), unless we should not have anything prior to the Software Survey.

   Answer: Proposals would not be rejected for including an Executive Summary. For evaluation proposal purposes, Proposers should clearly label and/or otherwise indicate which part of the Proposal Contents (in Section 5) each part of the proposal is classified as.

6. Do you know how many RE [real estate] leases they [the Facilities Management Division] are tracking? And, how many equipment master lease agreements?

   Answer: Currently, Facilities Management is tracking 12 different leases for facilities used by the County. We currently do not have any equipment leases.

7. Do you think the due date will be extended?

Answer: Please see Addendum #2 which extends the Closing and Request for Proposals Closing Date and Time to January 17, 2019 at 2:00 PM Pacific Time.

8. How much of the implementation does Clackamas County anticipate performing yourself?

    Answer: We will be fully involved with the implementation with at least one person dedicated in the set-up process and testing. We will work with the selected provider on a schedule and best way to implement and train for a successful launch.

9. Does Clackamas County have a preference for On-site, Hosted or SaaS?

    Answer: We are open to any option. Just list out the cost difference between the options as required by the RFP.

10. How many concurrent users does Clackamas County anticipate having?

    Answer: If the system can be set up with mobile functions, we currently have a total of 60 people who would be accessing the system at any time. This includes field techs, supervisors, and admin staff. The number of users is expected to grow over time. We cannot give an estimate of how quickly.

11. How many of the concurrent users will be issue reporters only?

    Answer: Right now we are estimating 5-10 reporters. These will include some supervisors, managers, and directors that would be just viewers and getting reports. These are in addition to the number of people who will be using the full access to the system.

12. Requirement 1.11: Do you mean all employees or just employees who will be performing work?

    Answer: We are thinking only Facilities Management staff.

13. Requirement 1.22: Are you looking for the system to automatically send billingsor provided cost information per work order?

    Answer: No, we are not looking for the system to automatically send billings or costing.

14. Requirement 1.47: Please clarify this requirement?

    Answer: We are thinking as a piece of equipment is removed from service, we would "retire" it to stop any preventive maintenance requests, but to be able to "unretire" the equipment and place it back in service and restart the PMs. Example would be a sump pump.

15. Requirement 2.28: How many levels do you currently have in your organization hierarchy?

    Answer: We currently have 5 levels. We would like to have more but are unable with our current system. We could see up to 8-10 levels. This may change based on what the selected system can do.

16. Requirement 2.32: Can you please clarify this requirement?

    Answer: Can we define what a space or room was design to be – office, conference room, storage, a vault, etc. That way for future planning we know what the space was built for and what would be required to change its use.

17. Requirement 6.13: Can you provide examples of "all costs"?

    Answer: This would be related to vehicle usage such as fuel cost, emergency tow and repair, accident repair, and other misc. costs. Normal repair cost would be collected from the PM work order.

18. Requirement 9.9: Can you please clarify this requirement?

    Answer: This is to help create a summary of the areas affected by the move for planning and review approval. We are thinking it would be great to have that electronically and able to print out. It is difficult to share multiple files and try to ensure everyone is looking at the correct file.

19. Requirement 11.29: What does Clackamas County define as "Occupancy Characteristics"?

    Answer: We are thinking this would describe the intended use of the space – Retail rather than Office space. We would also like to include subset of descriptions to help define expectations of maintenance between Facilities and the landlord.

20. Requirement 11.33: Does Clackamas County have pre-existing duties associated with the rent payment process? If so, what are they?

    Answer: No, we do not have pre-existing duties. Each of our leases are currently set individually. We are wanting to be able to show and track what each lease payment covers. We want to use this information to determine if we are in a good lease and to determine if it would be better to purchase or relocate those services.

21. Requirement 12.12: Does the County use SAP business objects?

    Answer: No. We were thinking we could set something like that within the system.

22. Requirement 13.46: Can the County define interface with Microsoft Outlook?

    Answer: To have the system export (possibly auto-send) / import (possibly auto-receive) information or data from Microsoft Suite programs like Outlook, Word, and Excel.

23. Requirement 13.6: What type of Windows Mobile Devices does Clackamas County use? How many Windows Mobile Devices are in use?

    Answer: Currently, none at this time. It does not mean we cannot switch. Most mobile devices are Apple products.

24. What other municipalities are using software solutions similar to what you seek?

    Answer: A majority of Counties within the State of Oregon, the State of Oregon itself, and several of the large cities within the state.

25. Are there software providers that you have looked in to that do or do not suit your needs? What were they?

    Answer: We have looked at a number of possible providers. It is hard to say that any will or will not suit our needs as their information is limited.

26. What is more important for the software to perform without dependencies on 3rd party software or have it interface with AutoDesk or CAD?

    Answer: The more the system is self-contained, the more likely that it will function correctly. We have had problems where upgrades we performed on one program which then caused the communication to be broken between the other programs. But we do want the flexibility and performance of the 3rd party program if possible within the system. As we deal with architects and engineers, they will most likely provide information that is a third party program like Autodesk AutoCAD or Revit. We also have a number of building files as AutoCAD. We would prefer if there is a way to upload those files and use them within the program with many (if not all) of the same features of the original program.

27. What current hardware does the County use? Would all 60 employees need new hardware (tablets, computers or mobile devices)? Can you give more detail as to hardware requirements/desires

    Answer: We are looking at replacing the hardware for all staff with the new system. We will be waiting until we make a selection to ensure we have a good partnership between the system and the hardware.

<center>End of Clarifying Questions #1</center>