



**Request for Information (RFI) for
Software solution for conducting Fire Inspections**

Solicitation Number:	10089774-21-P
Solicitation Issue Date:	June 4 th , 2021
Questions and Comments Due:	12:00 p.m., June 21 st , 2019
Submittal Due Date and Time (Closing Date):	2:00 p.m., July 16 th , 2019
City Contact:	Sonia Pacheco, Senior Procurement Contracting Officer, 1200 Third Avenue, Suite 200, San Diego, CA 92101 SPacheco@sandiego.gov , (619) 236-7090
Submissions:	Proposer is required to submit responses electronically via the eBidding System described herein.

Note: Emailed submissions will not be accepted.

REQUEST FOR INFORMATION NUMBER 10089774-21-P

I. INTRODUCTION

A. BACKGROUND

The City of San Diego (“City”) has released this Request for Information (“RFI”) which does not constitute a commitment, implied or otherwise, that the City will take procurement action in this matter. Further, the City will not be responsible for any cost incurred by recipient firms in furnishing the information requested to the City.

The City may, but is not bound to, use the results of this RFI to determine interest that may lead to a subsequent Request for Proposal (“RFP”). This RFI does not constitute an offer to contract with the City.

This document is purposely brief, so as not to encumber market providers with onerous tasks. Fundamentally, this RFI is being used to develop a better understanding of the service provider marketplace relating to a production ready software solution for conducting fire inspections, complaint inspections, issuance of permits, invoicing and creation of reports. Key to this enquiry, the City intends to explore and better understand the benefits and obstacles in fire inspection software.

The overall objectives of this RFI are summarized as follows:

1. Identify qualified providers in the marketplace;
2. Identify a software solution that meets our needs as a department and provides the best overall value. Features of the solutions that the City is interested in understanding more about should include, but are not limited to:
 - a. Overall System Requirements and capabilities, operating systems, hardware, software, mobile applications, off-line function and syncing ability;
 - b. Interface (exporting invoice data to City of San Diego SAP, import/export of data via .xls, .xlsx, .csv, .txt, one-click export functionality);
 - c. Data Security;
 - d. GEO/GIS map-based functionality for inspection reporting;
 - e. Integration with the Fire-Rescue Department’s Trittech Software System, Computer Aided Dispatch (CAD) systems for target hazard identification;

- f. Automated generation of past due payment notices and customization of an interface to integrate with the City's collections management system;
- g. Customization of an interface to integrate with the City's SAP billing and revenue systems;
- h. Customizable analytic dashboard and reporting features for inspections, permits, past due notifications, collection status and other relevant metrics;
- i. Reports (customize, create and run by end user, data query, automatically generate report generation, ability to publish daily through annual reports);
- j. Data (restriction of address addition, performance degradation with multiple users, auto-generate new ID numbers, SQL files for end user storage);
- k. Inspection Solutions (violation documentation, integration of current fire code, occupancy history, spell check, document attachments, note entries, auto-scheduling inspections, contact information, inspection report delivery, track square footage, track time on individual inspection, permit creation/issuance, inspection checklists, integrate fire protection systems management, individual and complex inspection features);
- l. Dedicated Tech Support and Training (individual and group);
- m. Customer Interface (ability for customers to request and pay for inspections and permits);

B. REQUEST FOR INFORMATION

This RFI is issued for purposes of gathering information and planning. The City does not intend to award a contract on the basis of information received in response to this RFI. The City may, in its sole discretion, consider and use the information submitted in response to this RFI in developing a competitive solicitation.

II. RFI SUBMITTAL PROCESS

A. RFI SUBMITTAL

1. **Timely Submission**. Responses must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Responses. The City will accept paper responses in lieu of electronic responses. Paper responses must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed responses will not be accepted.

2. Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the RFI shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all respondents who are on record as having received this RFI via its eBidding System. No oral communications can be relied upon for this RFI. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFI.

3. Future Competitive Solicitations. Respondents may submit one or more proposals should the City competitively bid the goods or services described herein. Note, however, that respondents who may wish to submit a proposal in response to this RFI should first check with their legal counsel to ensure no actual or potential conflict of interest exists.

4. RFI Opening and California Public Records Act. Responses to this RFI will not be opened in public. Note, however, that any information submitted in response to an RFI is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If a Respondent submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the Respondent to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. If the Respondent does not provide a specific and detailed legal basis for requesting the City to withhold the Respondent's confidential or proprietary information at the time a response is submitted, the City will release the information as required by the CPRA and Respondent will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the Respondent's obligation to defend, at Respondent's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the Respondent's request. Furthermore, the Respondent shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at Respondent's request.

B. REQUESTED INFORMATION

1. To be considered responsive, Respondents' submission must address all questions and provide all information requested in this RFI. All responses must be thorough and concise. The City encourages creativity.

2. Respondents should address any other issues related to this RFI that Respondent deems important and relevant to City's goals and objectives as described herein.

3. Respondents should address how Respondent would fulfill the City's objective of identifying a provider of inspection software services that will meet our department's needs.

4. Respondents should describe any technical, business, legal, and/or revenue specifications City should consider when structuring a competitive solicitation that accomplishes the City's goals and objectives.

5. The City may require Respondents to interview and/or make an oral presentation.

RESPONDENT SIGNATURE IS REQUIRED

Respondent
Name:

Address:

Telephone No. &
E-Mail Address:

Website:

Authorized
Representative
Name and Title:

Representative's
Original
Signature:

Date
Signed:

Most Recent
Addendum Issued:
