

ADDENDUM NO. 2  
VILLAGE OF LINCOLNWOOD

REQUEST FOR PROPOSALS  
ADJUDICATION SOFTWARE

TO ALL PROPOSERS:

Attention of all proposers is called to the following revisions to the Request for Proposals for the Adjudication Software for the Village of Lincolnwood. The information given in this Addendum shall be taken into account by each prospective proposer in the preparation of its Proposal.

Receipt of this Addendum must be acknowledged in the proposer's proposal, and a copy of this Addendum shall be included with the proposal.

QUESTIONS AND ANSWERS

The Association received the following question regarding the RFP, the answer to which is provided to all Bidders with this Addendum.

Question: Does the Village have the ability to extract the desired data from their current system in an electronic format (Excel or CSV)?

Answer: Yes. The data can be exported into Excel.

Question: If so, will the Village be able to identify the data that is contained in each column?

Answer: There are several reports that can be exported into Excel. The report that is most related to exporting data from the current system into a proposed system is called the Issuer Violation Report which has the following column labels: Issuer; Code Section; Violation Text; Ticket Key; Respondent Name; Occurrence Address; and Ticket Date and Time. It should be noted that the data for a single Ticket Key may appear over three rows i.e. For Ticket Key L-00001 the Issuer information may be in row 3 but the Respondent Name may be in row 4. To move all of the data for the same ticket on the document may require manual manipulation of the data which could be performed either by the Village or the selected vendor if it is determined that type of effort is needed.

The financial components of a ticket, such as money owed or paid by a respondent can also be reported out of the system, but not in the same report as the Issuer Violation Report.

Question: What data is the Village looking to convert to the new platform? (both active and closed tickets or only active tickets)

Answer: The Village is looking to export active and closed ticket data to the new platform.

Question: Does the Village have a way to identify active tickets from closed tickets?

Answer: Yes, the data can be reported from the system in such a way as to identify active and closed tickets separately.

Question: Does the Village have a way to identify what stage/step a ticket is at in regards to the hearing process? (1<sup>st</sup> notice printed/mailed, 1<sup>st</sup> hearing, 2<sup>nd</sup> hearing, continuance, etc.)

Answer: Yes. The Village can identify what stage/step a ticket is in for the hearing process.

Question: The RFP requests the ability of the adjudication software to integrate with other Village systems. Does this need to be completed by 10/1/19? (This item was not listed in Section 3 Letter F)

Answer: The Village's intention is to have the Adjudication Software process in place and being utilized for the Adjudication Hearing process by 10/1/2019. However, understanding that the integration with extraneous programs may require the coordination with other vendors, the full integration with other systems does not need to be completed by 10/1/2019 but the Village expects to create a timeline with the selected vendor for when system integration will occur.

Question: If so, will the Village be able to have technicians from the other software platforms available to discuss how the integration will work?

Answer: The Village will coordinate the communication with other software platforms to determine how integration would work with the approved Administrative Hearing System.

Question: If not, what is the desired timeline to develop the implementation with the other software platforms?

Answer: The timeline would be discussed with the approved vendor and would be dependent on what is needed from the selected vendor to make their system work with the other programs.

Question: How does the Village envision the Public Stuff software to integrate with adjudication software?

Answer: At this time the Public Stuff system is used to track the status of some code violations that may escalate to the Administrative Hearing process. In terms of integration, staff does not see a way that the data from Public Stuff would be fully integrated into the Administrative Hearing software.

Question: Will the Village be willing to use the software vendors agreement in place of the Services Agreement listed in the RFP?

Answer: The Village prefers to use its standard Services Agreement but would be willing to accept feedback from the vendors' legal counsel. If the software vendor requires the use of their own agreement, then the Village's Corporation Counsel will need to opine on modifications needed to the vendor's agreement prior to the Village accepting the vendor's proposed agreement.

Question: If so, would you like a copy included with the RFP response?

Answer: If a vendor has a preferred agreement, please include it with your response to the RFP.

Question: How many vendors were contacted regarding this RFP?

Answer: In addition to the required legal posting for the request for proposal, the Village contacted 10 vendors directly.

Question: Have funds been budgeted for this project or will the project depend on funds being allocated?

Answer: Yes, the Village budgeted \$47,000 for this program.

Question: The RFP states that the desired software be able to issue citations in the field. Are the Village's vehicles currently equipped with printers?

Answer: Yes.

Question: If so, what type of printers are being utilized?

Answer: The Police Department currently utilizes Zebra ZQ520. Community Development utilizes different printers and would be willing to work with the selected vendor to ensure that appropriate printers are in vehicles that are compatible with the new system.

Question: If not, is the Village looking for the respondent to provide the printers?

Answer: If additional printers are needed, the Village will purchase those printers and does not need the respondent to provide the printers.

DATED this 26<sup>th</sup> day of April, 2019.

**VILLAGE OF LINCOLNWOOD**

By: /s/ Charles Meyer  
Assistant Village Manager