

**Request for Quote  
2018-100  
Software Database System for Coconino County  
Public Health Services District**

**1.0 Introduction:**

The Coconino County Public Health Services District (CCPHSD) currently utilizes a hosted solution through Paladin, Smartgov which includes the interface, application, and database for storage of records, licensed establishments, code enforcement and financial records of billing and payment of fees, permits and licenses. The current database system is not meeting our needs for Environmental Health activities and programs we are currently conducting. CCPHSD is interested in obtaining a more robust database system to meet our current needs and future expectations of the Health District.

**2.0 Background:**

In FY16, CCPHSD did these volumes of business in the areas indicted:

- Operational licenses for approximately 2,000 establishments in Coconino County AZ;
- Send monthly renewal and delinquent notices to over 2,000 licensed establishments;
- Conducted over 2,500 routine inspections;
- Conducted over 100 code enforcement investigations;
- Issued 180 temporary permits and conducted 244 compliance inspections;
- Conducted 70 plan review reviews and approvals;
- Issued 3,566 food handlers certificates;
- Issued 635 food managers certificates and
- Issued 35 body art certificates.

**3.0 Scope of Services:**

3.1 The proposed database system must provide:

- Licenses to operate are issued for the following types of establishments; Food, Swimming & Bathing, Trailer Parks, Campgrounds, Body Art, Hotels & Motels, and School;
- Certificates for recognition of training are issued for Food Managers, Food Handlers, and water Recreation;
- Permits are issued for Special events (food & drink) and Body Art;
- Code enforcement is conducted for nuisance complaints, imminent health hazards, presence and breeding of vectors, and conditions detrimental to public health;
- Monitoring, trapping and treatment for vectors with public health concern;
- Conducts plan review and issues an approval to construct and operate for the licensed establishments described above;

- Investigation of foodborne illness, illness caused by vectors and other illness and hazards to public health in Coconino County and,
- Environmental Health currently has a staff of 7 Environmental Health Specialists, 1 Program Manager, 1 Division Manager and 3 administrative specialists.

### 3.2 Financial capabilities to reliably:

- Bill licensed establishments monthly to renew expiring operational licenses;
- Have the ability to assure that invoices were generated for distribution;
- To ability group multiple renewal of licenses for one location on one invoice;
- Accept payments, using an online payment system or accept a 3<sup>rd</sup> party payment system and,
- User friendly data entry with minimal keystrokes to add new clients and accept payment for fees.

### 3.3 Functional Needs:

A complete functional Requirements attachment is provided with this RFQ. Areas of particular interest include:

- The ability to utilize a tablet based inspection tool to record findings, email reports, record electronic signature of the inspector and license holder and download data to the database.
- The ability to produce accurate financial reports, productivity, trends of findings, inspections completed, inspections due, complaint findings and staff productivity.
- Ability to provide a Foodservice Inspection site where the public can search inspection records to see the violations observed at licensed establishments inspected by the county.
  - CCPHSD would like the ability to add more features to this website to:
  - Provide access to reports as soon as they are available;
  - Provide more information on the food service establishment such as location, map view, directions, ratings, extended history of inspections, etc. and,
- Accurate transfer of data from our present database.

## 4.0 Submittals Requirements

CCPHSD is requesting that interested vendors submit proposals to Coconino County no later than 3:00 pm local time on August 7, 2017. Proposals shall be submitted to:

Coconino County – Attn: Purchasing  
 219 E. Cherry Ave – 3<sup>rd</sup> Floor  
 Flagstaff, AZ 86001

Contact Scott Richardson with any questions in writing at

[srichardson@coconino.az.gov](mailto:srichardson@coconino.az.gov)

The proposal must contain:

- A letter of introduction indicating the company is able to meet our requirements. This letter shall be signed by an authorized person of the company.
- Proposal that demonstrates their products capability to meet the requirements provided in the attached Functional Requirements spreadsheet;
- Confirm the ability of your firm to host a webinar highlighting their products capabilities to county staff and,
- A quote of the expected cost to purchase, implement and obtain annual service and maintenance of their products. Please show year one costs and then subsequent maintenance costs for the next four years, culminating in a five year total.
- Provide a copy of your contract for any license, subscription and services that will be required in order to complete this work.

#### **5.0 Evaluation of Submittals:**

Coconino County plans to request the top candidates host a webinar to demonstrate the capability of their products, and answer questions from our review team. Coconino County will also need to know the timeline to transfer data, training, implementation of the data system and references from governmental organizations currently using their product.

Proposals will be evaluated upon the following criteria shown in descending order of importance. The County will select the vendor that provides the best overall value to the County.

- The product meeting the functional needs of the County;
- The design and functionality of the database system to meet the needs of the environmental health program and the expected needs of the public.
- The capabilities available presently and future enhancements planned;
- The ability to incorporate the transfer of existing historical Coconino County data and,
- Fee proposal, including maintenance costs for five years.

**Independent Contractor Information**  
**RFQ 2017-100**

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Company Name

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Address

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City / State / Zip

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Authorized Signature

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Printed Name and Title

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Telephone/Fax

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Date

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E-mail Address