

McCRACKEN COUNTY FISCAL COURT



300 Clarence Gaines Street
Paducah, KY 42003

Bid Proposal for Permitting Software
Date: 9-11-2023

Background

McCracken County is seeking sealed bids for a web-based solution that improves the customer experience for permitting and licensing processes. By acquiring a cloud-based permitting software, we aim to facilitate a more responsive, transparent, and efficient permitting process, enhancing the satisfaction of our community members and promoting sustainable development in our region. The software must be user-friendly, enabling residents and businesses to easily apply for, track, and manage their permits online, thus reducing the reliance on paper-based systems and in-person visits.

Bidder Contact Information	
Name:	
Company Name:	
Company Address:	
Phone #:	Email address:
Contact Person:	

Required Features

- **Application Portal**
 - A unified portal where applicants can log in and apply for a permit/license, review the status of their application, and communicate with the County
 - A smart application process that generates a custom set of requirements based on the details of the application
 - Automatic fee generation based on existing fee schedule
 - Online payment integration capabilities
 - Document upload and storage
- **Reviews**
 - Internal review and task management
 - Workflow functionality
 - Application review and reporting
 - Application and Permit tracking

- **Inspections**
 - Ability to book an inspection online
 - Inspection tracking and task management
 - Allow real time inspection results to be available to all users including the permit holder.

- **Technology**
 - 100% cloud-based system
 - Configurable without custom coding
 - GIS integration
 - Ability for staff to create and reconfigure new templates and reports
 - Search capability across all data fields
 - Capability to provide software, training, maintenance and support for the integration,
 - installation, training and maintenance of the product.
 - Ability to support all permit and license types in the County, including but not limited to Building Permits, Planning & Zoning Permits, Occupational Licensing, and Short-Term Rental Licensing

Notice to Bidders

Contracts shall be awarded by the McCracken County Fiscal Court to the lowest and /or best bid by a qualified bidder. In determining best bid, in addition to price, the McCracken County Fiscal Court may consider:

1. Does the proposal meet or exceed established standards set in bid package.
2. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
3. Number of days required for software development;
4. The amount and type of training provided
5. The amount and type of technical support provided
6. The quality of performance of previous contracts or services;

Bidder Information

1. The McCracken County Fiscal Court reserves the right to accept or reject any or all bids or part thereof, to accept one or more items of a bid without obligation as to other items, and to waive any informalities or irregularities.
2. All bids to remain good for sixty (60) days after the Bid Due Date.
3. All bids must contain this form bearing a signature of an authorized officer or representative of the Bidder in order to be considered valid.
4. Bids are to be submitted sealed by 10 a.m. central standard time on September 19, 2023. Sealed bids must be submitted to the McCracken County Judge Executives Office located at:

**McCracken County Courthouse
 McCracken County Judge Executives Office
 300 Clarence Gaines Street
 Paducah, KY 42003**

At 10:00 a.m. central standard time on September 19, 2023, all bids will be publicly opened and read in Meeting Room A of the McCracken County Courthouse.

BIDDER SIGNATURE

BY

TITLE

Date

OWNER CONTACT INFORMATION

Greg Cannon
Planning and Zoning Administrator
McCracken County Courthouse
300 Clarence Gaines Street
Paducah, KY 42003
270-448-0125
gcannon@mccrackencountyky.gov