

**Q9390**  
**Request for Parking Administration and Revenue System (PARS)**  
**Addendum 1**  
**January 8, 2019**

1. Because of formatting we cannot read the complete requests on the following lines in the Scope of Work: 54, 57, 163, 209, 222 and we are having the same issue with the Data Security Worksheet #2: 25, 27, 30, 31, 32, 34, 37 & 40? We cannot read the entire requirement because the information is truncated.

**UNI Response-1:** The lines can be viewed if you look at them in using "page layout" instead of "normal mode". The response sheet will be updated allowing the lines to be viewed in normal mode.

2. Line 289 in the Scope of Work is asking for information however there is no way to enter info in that area.

**UNI Response-2:** Lines 289 can be submitted in your "proposal" as it is anticipated that the answer might be more elaborate than what might be provided in the excel box.

3. Can companies from Outside USA apply for this? (like, from India or Canada)

**UNI Response-3:** All proposals will be considered.

4. Do we need to come over there for meetings?

**UNI Response-4:** As per Part 17 of the Scope of Work, once chosen, Vendor must have the ability to: 1). Send qualified technical personnel along with any other representatives the Vendor chooses to send (other than sales reps) to the University to assist with the consulting, training, installing, and overseeing the system deployment process or, 2). Provide remote training, installation, configuration, migration and production launch assistance, update/upgrade assistance and troubleshooting of production issues. Please indicate in your proposal how installation, training and maintenance can be completed remotely.

5. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**UNI Response-5:** Please see response to question 4.

6. Can we submit the proposals via email?

**UNI Response-6:** Page 14, Section IV titles "Proposal Content" provides a detailed listing of the form of response that is required for RFP #Q9390.

7. Per Section II, Terms and Conditions of the Contract: Section 2.3 Immunity from Liability: "Every person who is a party to this Agreement is hereby notified and agrees that UNI, and its agents, successors, and assigns are immune from liability and suit for or

from Company's activities involving third parties and arising from this Agreement.” Can you please clarify what “immunity” means in this instance? Is this a requirement in respect to Iowa State Law?

**UNI Response-7:** This section is intended to reflect UNI's status as an agency of the State of Iowa, and the immunity or exemption of UNI (and the State) from claims, lawsuits, liability, etc. as a sovereign or government entity. The section is also stating that UNI is not responsible for the acts or omissions of a third party (the Vendor/Company or other person(s) the Vendor/Company contracts with.

8. In Scope of Work Line 12 you have stated that Elavon is your Merchant of Record. Which Internet Payment Gateway are you using?

**UNI Response-8:** The University uses Converge.

9. In Scope of Work Line 18 how does the University want to use RFID and LPR with a mobile citation device? What RFID and/or LPR systems are being used or are planned on being used in the future?

**UNI Response-9:** The University does not use any RFID or LPR systems at this time. Both will be considered for future use. Whichever is used, they may be: 1). Fixed at the entrance/exit to a lot; 2). Mounted on vehicle(s); or 3). Handheld scanners used by parking enforcement personnel. In any case, there must be real time integration with the System to ensure each vehicle is parked in their designated area. Describe in your proposal how all of these. See Part 15 of the Scope of Work.

10. In Scope of Work Line 20 are you asking for the Officer in the field to be able to issue and print visitor and temporary permits or just for the customer to be able to purchase the visitor and temporary permits online and then print them out?

**UNI Response-10:** Just the customer to purchase and print online the number they need. UNI is not intending to issue permits in the field.

11. In Scope of Work Line 32 single sign-on is Shibboleth or CAS. Is this for the online customer portal or do you also need single sign-on for the back-end office software?

**UNI Response-11:** The University requires single sign-on portal and prefer it for the back-end office software.

12. In Scope of Work Line 33 what system do you house your citation data in? Are you asking this question in relation to data conversion and to be able to use a new system for citation issuance and processing?

**UNI Response-12:** New System must: 1). Import old citation data from our current in-house program and connect it with the appropriate student, employee or visitor account; 2). Issue citations.

13. In Scope of Work Line 82 can the University elaborate on what is meant by electronic signatures?

**UNI Response-13:** Public Safety wishes to eliminate paper/handwritten parking applications. Just as with electronic credit card transactions, sales made at the front counter will allow customer to sign on a screen. The System must capture and file such signatures. See Part 3, Section E of the Scope of Work.

14. In Scope of Work Line 210 what payments are permitted by the University for nonaffiliated persons?

**UNI Response-14:** Cash, checks credit/debit cards.

15. In Scope of Work Lines 280-289 are you asking for this information to be listed on each citation issued or on a form once the citation has been appealed or to appeal the citation? What is an 'IA code'?

**UNI Response-15:** If the System can provide for it, each uniform traffic citation (UTC) must contain items 1-8 listed under Part 13, Section H, as entered by the officer. The IA code is a 6 digit number (i.e., 321.123) referencing the Iowa State Code in violation.

16. In Scope of Work Line 337 what is the existing UNI PAS that you want us to integrate with?

**UNI Response-16:** The current Parking Admin System (PAS) is an in house program created by the University.

17. How many concurrent users will you have using the parking management back end software at one time?

**UNI Response-17:** Average usage during the day would be between 4 -10 Users. There is a maximum of 20 employees if all were on at the same time.

18. How many enforcement officers will you have issuing citations out in the field at one time?

**UNI Response-18:** The number will vary but anywhere from 1 to 10.

19. How many citations do you issue in a year?

**UNI Response-19:** The number will vary from 20,000 to 35,000.

20. Is it possible to get a worksheet that has the last comment/comply column with Wrap Text selected. It would make it easier to enter answers?

**UNI Response-20:** The response sheet has been updated allowing the lines to be viewed in normal mode.

21. Can UNI tell us how many tickets are issued per month/year?

**UNI Response-21:** See # 19 above. Monthly amounts will vary greatly due to class

schedules.

22. Can UNI tell us how many permits will be issued per month/year? If no data is available may we have an approximate number expected?

**UNI Response-22:** The number will vary but anywhere from 20,000 to 30,000, including visitor and temporary permits. Monthly amounts will vary greatly due to class schedules.

23. Does UNI intend to upgrade the current pay stations from pay and display to pay by license?

**UNI Response-23:** Only if viable for the University. See Part 15 of the Scope of Work.

24. Are there any other upgrades to the current pay stations that UNI is interested in reviewing?

**UNI Response-24:** We are open to discuss any upgrades offered by the vendor. See Part 15 of the Scope of Work.

25. Would we be deemed non-responsive if we don't offer a standard cashier module?

**UNI Response-25:** Yes. The System must include cashiering capabilities integrated as needed with all other modules.

26. Can you make it so any comments we may put in the "Comply" column will text wrap, currently it will only show on one line.

**UNI Response-26:** The response sheet has been updated allowing the lines to be viewed in normal mode.