



**Riverton City**  
**Purchasing Department**  
12830 South 1700 West  
Riverton, UT 84065  
801-208-3175

## **REQUEST FOR INFORMATION #205**

### PURPOSE OF REQUEST:

The purpose of this Request for Information, hereinafter referred to as RFI, is to gain information on a software solution for plan review, including, but not limited to markup, document management, archiving, etc. The City intends to use this information for budgetary purposes and also to develop a scope of service for a proposal request.

### RESPONSE DATE AND LOCATION:

**The City would like to have RFI 205-18 submitted by March 6, 2018.**

**Submit electronically to: [ccalvert@rivertoncity.com](mailto:ccalvert@rivertoncity.com)**

### PROPOSAL CONSIDERATION:

The City may require an oral presentation to get further information. If necessary, this presentation will be scheduled after the closing date.

Please provide the following information:

Provide contact information; Company Name, Company Address, Contact Person, Phone Number, Email.

Provide a detailed description and demonstration of your software application. Self-guided PowerPoint type demonstrations may be submitted.

Provide technical and systems requirements to operate your software application.

Provide a statement about your firm, including, but not limited to qualifications, staff, experience, etc.

Provide a rollout schedule. The anticipated amount of time to roll-out the software package.

Provide budgetary pricing. This is to be very general and should include how the software is priced (subscription based or perpetual licensing), price on set-up, training, annual maintenance etc.

PROPRIETARY INFORMATION:

Responders are required to mark any specific information contained in their RFI which is not to be disclosed to the public as confidential, and must state the reasons the information should not be disclosed. All materials become the property of Riverton City and may be returned only at the City's option.