

**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;

- 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 3rd 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

Independent Contractor Information
RFQ 2017-100

Company Name

Address

City / State / Zip

Authorized Signature

Printed Name and Title

Telephone/Fax

Date

E-mail Address