Erosion and Sediment Control Online Permit Management System

Request for Proposal

The York County Conservation District is requesting proposals from vendors regarding a cloud-based system for the electronic submission, review, processing, and archival of Erosion & Sediment (E&S) permits and non-permitted plans in compliance with Pennsylvania's Chapter 102 program requirements.

The requirements for submitting proposals are stated in this Request for Proposal (RFP). Please review them carefully.

Responses are due to YCCD by December 31, 2025 via the proposal submission web form at the following web address:

www.yorkccd.org/request-for-proposal

RFP questions should be directed in writing via email to Jeff Hill, per the enclosed instructions in Section 2.2.

Request for Proposal

Erosion & Sediment Control Online Permit Management System

York County Conservation District

Contact:

Jeff Hill, Conservation District Manager

Phone: 717-840-7430

Email: jhill@yorkccd.org

1. Introduction

1.1 Background and Intent

The York County Conservation District (hereinafter "YCCD"), is requesting proposals from qualified vendors to provide a cloud-based system for the electronic submission, review, processing, and archival of Erosion & Sediment (hereinafter "E&S") permits and non-permitted plans in compliance with Pennsylvania's Chapter 102 program requirements (hereinafter "system"). The system will streamline permit applications, inspections, compliance tracking, and reporting.

Qualified firms, contractors, software vendors or entities that meet the requirements set forth in this RFP, and can provide the services requested, are encouraged to participate.

The purpose of this document is to provide information for use by vendors in submitting a proposal to supply YCCD with a solution. We will select a qualified vendor with whom we will develop a contractual relationship. Our decision to award will be based on our determination of the proposal that offers the best overall benefit to YCCD, taking into account pricing, maintenance, support, and other factors specified herein. We reserve the right to reject any or all proposals.

You are being asked to submit a proposal via proposal submission web form in accordance with the included specifications and within the terms and conditions herein set forth.

1.2 Accuracy of RFP and Related Documents

YCCD assumes no responsibility for conclusions or interpretations derived from technical and background information presented in the RFP or otherwise distributed during the procurement process. YCCD will not be bound by or responsible for any explanation, interpretation, or conclusion of this RFP other than those given in writing by YCCD through the issuance of addenda. In no event may a vendor rely on any oral statement by YCCD.

1.3 YCCD Rights and Options

YCCD, at its sole discretion, reserves the rights:

- To supplement, amend, or otherwise modify the RFP at any time
- To cancel this RFP
- To reject any and all proposals
- To issue additional requests for information

1.4 Expense of Submittal Preparation

YCCD accepts no liability for the cost and expense incurred by the vendors in response to this RFP. Each vendor that prepares a response will do so at its own expense.

1.5 Trade Secrets/Confidentiality

Upon receipt at YCCD, all responses are considered public records, except for material that qualifies as "trade secret." The responder is required to identify all content designated as a trade secret.

2. RFP Process

This section contains information which shall govern the procurement process for this project.

2.1 Schedule

The following chart shows the schedule of events for the vendor's response.

Task	Date
RFP Issue Date	November 17, 2025
Deadline to submit questions	December 5, 2025
Deadline for YCCD to respond to questions	December 12, 2025
Proposal due	December 31, 2025

Estimated System Selection*	February 12, 2026
Estimated System Implementation Completion*	August 2026

*"Estimated System Selection" date and "Estimated System Implementation Completion" date are subject to change.

2.2 Interpretation and Addenda

A vendor can ask questions and/or request clarification on any information contained within the RFP. No significant interpretation or clarification of the meaning of any part of this RFP will be made orally to any service provider. Service providers must request such interpretations or clarification in writing to YCCD. Requests for information or clarification of this RFP must be made in writing and addressed to Jeff Hill at the email address listed below. Questions should refer to the RFP page and the topic number.

Email: jhill@yorkccd.org

Questions and/or requests for clarification must be submitted by December 5, 2025. Any written responses issued by YCCD to the questions and requests for information will be available to all service providers. All such interpretations and supplemental instructions will be made in the form of written addenda and shall become part of this RFP available on the RFP website page by December 12, 2025.

If the vendor needs to submit changes or addenda to their proposal, such shall be submitted in writing via email and cross-referenced clearly to the relevant bid section prior to the deadline to submit proposals on December 31, 2025. Such changes or addenda shall meet all requirements for the RFP. If the vendor chooses to withdraw the RFP response, the withdrawal notice shall be in writing and received via email prior to the deadline to submit proposals on December 31, 2025.

2.3 Submission of Responses

One (1) original response submitted by an authorized company official shall be submitted no later than December 31, 2025 via the proposal submission web form at the following web address:

www.yorkccd.org/request-for-proposal

When received, responses and supporting materials will become the property of YCCD and will be considered a public record, subject to the Right to Know Law requests for public information in adherence with guidelines pertaining to trade secret issues.

Responses sent by mail or facsimile (fax) will not be accepted.

2.4 Acceptance and Rejection of Proposals

YCCD reserves the right to:

- Award a proposal on the basis of individual items or on the entire list of items
- Reject any or all proposals, or any part thereof
- Waive any informalities or technicalities in the proposals

The contract for this entire project will be awarded to the vendor deemed the best overall proposal as determined by the evaluation criteria outlined in section 2.6 of this RFP. YCCD reserves the following rights:

- The right to negotiate with one or more vendors to arrive at a final selection.
- The right to reject any and all proposals and to re-solicit proposals.
- The right to award the contract to a vendor who submits the best overall proposal.

2.5 Preliminary Review of Proposals

Proposals which fail to meet the following standards of completeness will be considered "non-qualified" and will not be reviewed:

- Timely submission of the proposal (on or before deadline for submission)
- Submission of all designated attachments/appendices

2.6 Evaluation of Proposals

All qualified proposals will be reviewed and evaluated. At any time during the review, YCCD may request additional information from the vendor. Such information request and the vendor's response must be in writing. Information may be requested from sources other than the submitted proposal to evaluate the vendor. Evaluation will include, but will not be limited to:

- Strength and stability of the vendor to provide the requested services

- Ability to meet the project timeline
- Overall responsiveness, viability and completeness, as well as the likelihood that, in YCCD's opinion and at YCCD's discretion, the proposal meets or exceeds YCCD's specifications
- Scope of services being proposed
- Information in the executive summary
- Personnel qualifications
- Distinguishing characteristics
- Cost of proposed services
- Any other facts considered relevant by YCCD
- Experience with similar projects of comparable size and scope

3. Scope of Work

3.1 Background:

- **Current Permit Volume:** 600 active permits
- **Annual Inspections:** 800-1000 inspections
- **Current System & Existing Tools:** Manual administrative processes involving print and postage. PracticeKeeper database.
- **Number of Users:** 12 in-house active users and 3 read-only users

3.2 Objectives:

The system should:

- Enable online submission of plan review applications and associated documents with incorporated mapping to generate location in database (ex. Select tax parcel, draw polygon/line, and/or upload CAD file/shapefile to automatically generate location, etc.).
- Incorporate online mapping.
- Support fee calculation and integration with online payment processing that allows transaction fees to be passed along to the applicant. Staff must be able to configure, modify, override, and refund fees internally.

- Provide customizable automated workflows for staff review and approval of NPDES permit applications and non-permitted E&S plans. Staff must be able to configure workflows internally.
- Provide user-friendly dashboard interfaces for staff, including tracking permit applications and deadlines.
- Allow mobile-friendly field inspections for staff and permittees/contractors with photo capture, image caption, text/dictation, GPS capture, and offline capabilities. Mobile field inspection interface should include the option to input preloaded statements/comments.
- Enable completion of web forms that generate letters, checklists, compliance reports, and other correspondence in standard PA DEP formats (See Appendix C for sample correspondence). Staff must be able to configure forms internally.
- Provide user-friendly applicant/permittee self-service portal for application submission, self-service guidance, support requests, permit review progress tracking, notifications, and uploading of documents.
- Provide tracking of communications between staff and permittees/contractors within the portal (ex. Request meetings and permit review extension requests, record phone calls, initiate email conversations, etc.).
- Allow for public-facing online complaint submission platform with defined response options (dropdown lists), required fields, photo upload, and location identification with integrated mapping (ex. Enter address, select tax parcel, draw polygon, etc.). Complaint submission should not require creating an account. Complaints should be associated with a permit record when applicable.
- Provide or integrate with a document management system (DMS) that uses Optical Character Recognition (OCR) to turn relevant archived print documents into digital documents or machine-readable, usable data in the permitting database.

3.3 Functional Requirements

Vendors should describe how their solution addresses functional requirements outlined in Appendix A: Functional Requirements Matrix.

3.4 Implementation & Support

Vendor should offer staff training and continual technical support, updates, and modifications.

4. Vendor Qualifications

Vendors should have experience providing similar permitting systems for government entities such as conservation districts, municipalities, counties, or states.

5. Response Format

YCCD requests all responses be identical in format to facilitate comparison. All responses are to be in the format described below:

A. Cover Letter
B. Section 1 - Executive Summary
C. Section 2 - Company Overview
D. Section 3 - Client References
E. Section 4 - System Functionality
F. Section 5 - Implementation, Training, & Maintenance
G. Section 6 – Budget
H. Other information vendors wish to communicate to YCCD

Overview of Response Content:

A. Cover Letter

The cover letter shall provide the company name, address, and phone number of the vendor along with the name, title, email address, and phone number of the primary contact that YCCD should contact regarding further questions or clarifications.

B. Section 1 - Executive Summary

Provide a 1-2 page summary highlighting your understanding of the YCCD's requirements, key features of your solution, and a high-level overview of your implementation strategy.

C. Section 2 - Company Profile

Include the following information:

- Provide name and headquarters address of the business
- Indicate the legal form of the business.
- State the total number of employees for the business and the total number of employees who are responsible for the proposed system
- State the company's annual revenue in the last two years
- Identify other major products or services the business offers
- Indicate the total number of public sector agencies currently using the proposed system

D. Section 3 - Client References

YCCD is requesting information about clients who have purchased a similar system and have used it for at least one year. List public sector clients whose requirements are similar to YCCD's requirements. Please include the following information for a minimum of 3 clients.

- Provide name and address of each reference client
- List the name, email address, and phone number of the client's project manager.
- Provide a brief description of the project and the outcome.

E. Section 4 - System Functionality

The purpose of this section is for the respondent to identify how the functionality of their system meets the needs of YCCD.

- **Response must include completion of Appendix A: Functional Requirements Matrix**.
- Response shall also include functional narratives, flow charts, diagrams, screenshots, and/or other visual representations of the system.

F. Section 5 - Implementation, Training, & Maintenance

Provide the following information:

- Describe the implementation process and schedule.

- Describe the role of YCCD staff in the implementation process and an estimate of the time commitment required of YCCD staff during implementation.
- Describe the training process and schedule.
- Describe the maintenance program.

G. Section 6 – Budget

The purpose of this section is to provide a description of all costs, including implementation, training, subscription fees, and all other required services. Cost breakdowns must include the following:

- **Response must include completion of Appendix B: 5-Year Total Cost of Ownership Matrix**
- Response shall also include supplementary budget narrative.

6. Award of Proposal

YCCD staff will forward a formal recommendation of award to the York County Conservation District Board of Directors who have the final award approval. Any contract resulting from this RFP shall be awarded to the vendor that submits the best overall proposal as determined by YCCD. YCCD may negotiate with any vendor to obtain a final contract that best meets the needs of YCCD.

YCCD shall have a period of sixty (60) days after the opening of the bids in which to award the contract.