



Boone County Indiana Area Plan Commission Request for Proposals (RFP) Addendum

RFP for Permitting Software

Addendum No. 2

Date

May 27, 2026

Issued By

Boone County Indiana
Area Plan Commission
116 W Washington St., Rm 101
Lebanon, IN 46052

Inquiries

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Proposal Submission Deadline

3:00 PM ET on June 3, 2026

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The purpose of this addendum is to provide responses to questions.

Category	Questions	Answers
Project Overview, Budget, & Procurement Context	Whether an estimated budget has been established for this project, & if so, whether it can be disclosed	A budget has not been set for this project. This RFP will allow for the APC to request funding during the normal budget cycle for 2027.
Project Overview, Budget, & Procurement Context	Whether the County has conducted vendor demonstrations, market research, or evaluations prior to issuing this RFP, & if so, which vendors participated	Yes, the APC staff have participated in two demonstrations as part of market research.
Project Overview, Budget, & Procurement Context	Whether the County has any local vendor preference policies applicable to proposal evaluation	There are no local vendor policies applicable to this RFP.
Project Overview, Budget, & Procurement Context	Whether the County would consider extending the proposal submission deadline to allow vendors additional preparation time	An extension will not be granted however a waiver of the hard-copy submission requirement has been granted for all vendors. See addendum 1.
Project Overview, Budget, & Procurement Context	The anticipated contract term, including renewal options or extensions	This has not been determined & would be up to the vendor to propose.
Project Overview, Budget, & Procurement Context	The anticipated contract start date, implementation duration, & target go-live timeline, including any phased rollout expectations or regulatory/fiscal constraints	This has not been determined. Budget for this project will start in Jan 2027; however, the project may launch in late 2026.
Project Overview, Budget, & Procurement Context	Whether the APC has a preferred phasing approach (e.g., building permits first, followed by other modules), or whether vendors should propose a phased implementation plan	Vendors should propose implementation plan.
Project Overview, Budget, & Procurement Context	Whether there are any required reporting dashboards, performance metrics, or development benchmarks expected during implementation or post-go-live support	Some reporting/benchmarks should be available within the software. Boone County APC will be responsible for creating a report on Housing under HEA 1001
Project Overview, Budget, & Procurement Context	Digital submission acceptance in lieu of hard copies	Digital submissions in lieu of hard copies will be accepted. See addendum 1.
Existing Systems & Technical Environment	Current systems, databases, & platforms in use (including Microsoft Access & any other tools)	Microsoft Access, digitally scanned PDF files
Existing Systems & Technical Environment	Any additional internal or third-party systems supporting these workflows	none
Existing Systems & Technical Environment	Primary operational pain points, limitations, or inefficiencies driving system replacement	lack of ability to accept online applications or payments
Existing Systems & Technical Environment	Any systems expected to remain in use alongside the new solution	none

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Data Migration & Legacy Records	Primary data sources to be migrated	Microsoft Access, digitally scanned PDF files - If possible (not required)
Data Migration & Legacy Records	Estimated record volumes by category (permits, inspections, code enforcement, plan review, board/commission applications)	inspections: 45286 permits/plan review/applications: 14730
Data Migration & Legacy Records	Whether migration includes active records only or both active & historical records	The APC would like to migrate both active & historical if possible
Data Migration & Legacy Records	Estimated storage size of legacy data (if available)	24704 KB
Data Migration & Legacy Records	Whether attachments (PDFs, plans, images, correspondence) & metadata (status history, timestamps, user actions) are included	PDFs maybe included with some (separate files) but meta data will be included
Data Migration & Legacy Records	Whether unstructured data (paper files, scanned documents, email submissions) must be digitized & incorporated	APC is considering other sources for this. Does not need to be included but would receive higher consideration if possible
Data Migration & Legacy Records	Expected legacy data formats (Access exports, spreadsheets, PDFs, scanned documents, paper archives)	Access exports, spreadsheets, & PDFs
Data Migration & Legacy Records	Whether vendors are responsible for extraction, transformation, cleansing, validation, & import	Yes, if possible, vendor would be responsible. If migration is not possible, staff will maintain historic files.
Data Migration & Legacy Records	Whether digitization of paper/manual records is included in scope & pricing	Include as an add-alternate.
Data Migration & Legacy Records	Approximate number of legacy records & average number of attachments per record (if known)	Not known
Permitting Scope & Workflow Requirements	Approximate number of permit types, application types, workflow types, & submission types	24 permit types, 19 application types, workflow types unknown, submission types 1 for each permit & application
Permitting Scope & Workflow Requirements	Annual estimated volumes for permits, inspections, code enforcement cases, plan reviews, & board/commission applications	2025 stats: 203 permits, 1 plan review, 55 applications, 3 code cases, 431 inspections
Permitting Scope & Workflow Requirements	High-level breakdown of existing record types & volumes across these categories	See Permit Types Attachment in addendum 2.
Permitting Scope & Workflow Requirements	Workflow documentation availability	Could be created & made available to selected vendor. General descriptions are provided below.
Permitting Scope & Workflow Requirements	Availability of workflow documentation, process maps, or diagrams for:	Described below:

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Category	Questions	Answers
Permitting Scope & Workflow Requirements	Permitting	Application received. Initial review for completeness completed at intake. Property card & floodplain information pulled by admin assistant. App & documents given to ED for ordinance/zoning review. App & documents given to Inspector for building compliance review. App processed for payment/issuance. Payment received. Permit issued.
Permitting Scope & Workflow Requirements	Inspections	owner/contractor calls to schedule an inspection. Admin assistant or inspector creates initial inspection form & schedules inspection. Inspector completes inspection & hand writes on inspection form. Inspection completed & inspector calls with status. Inspector or admin assistant logs handwritten inspection form into system. Once project is completed a Cert. of Occupancy is created by the inspector & given to owner as applicable. File closed in system. Hard copy file scanned & saved as PDF on server.
Permitting Scope & Workflow Requirements	Code enforcement	Complaint filed with office. ED/Inspector to review if complaint is valid. If valid, notification letter is sent by staff. 2nd letter sent by attorney if needed. Legal action taken if needed.
Permitting Scope & Workflow Requirements	Plan review	Application received. Initial review for completeness completed at intake. Property card & floodplain information pulled by admin assistant. App & documents given to ED for ordinance/zoning review. App & documents given to Inspector for building compliance review. App processed for payment/issuance. Payment received. Permit issued.
Permitting Scope & Workflow Requirements	Board/commission processes	Application received. Initial review for completeness completed at intake. Property card & floodplain information pulled by admin assistant. App & documents given to ED for ordinance/zoning review. App payment & TAC date assigned. TAC reviews application (external departments) & provide comments at meeting. Applicant given time to address comments. App filed on board's agenda. Board hearing is held with public comments. Board decision.
Permitting Scope & Workflow Requirements	Public hearings, scheduling, & notice generation (if applicable)	not required but would receive higher consideration

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Permitting Scope & Workflow Requirements	Whether the system must support:	Described below:
Permitting Scope & Workflow Requirements	Application intake & tracking	yes
Permitting Scope & Workflow Requirements	Status management	yes
Permitting Scope & Workflow Requirements	Scheduling & communications workflows	yes
Permitting Scope & Workflow Requirements	Public hearing & meeting management workflows (or whether these are outside scope)	yes
Interdepartmental & External Coordination	Automated routing between departments	Yes, should be included
Interdepartmental & External Coordination	Participation from external agencies (e.g., Highway Department, Health Department, Surveyor's Office)	5 departments participate in our TAC & would need access
Interdepartmental & External Coordination	External agencies or consultants as concurrent system users	could occur in the future
Interdepartmental & External Coordination	Multi-department review, approval, or task assignment workflows	Yes, should be included
Interdepartmental & External Coordination	Will municipal entities (Lebanon, Whitestown, Zionsville) be participating in this software?	No, the Boone County APC only oversees the unincorporated areas & members of its APC which currently includes the Town of Advance. The Town of Thorntown may be joining within the next year.
Inspections, Field Operations, & Mobile Access	Whether a native mobile application (iOS/Android) is required or whether a mobile-responsive web application is sufficient	Mobile-responsive web application would be sufficient. The inspector also uses an iOS device & a Microsoft surface in the field.
Inspections, Field Operations, & Mobile Access	Whether offline functionality is required for field inspectors	not required but would receive higher consideration
Inspections, Field Operations, & Mobile Access	Whether inspections require automated scheduling, routing, & assignment	requests for inspections required but not scheduling aspect. Staff wants to maintain schedule
Inspections, Field Operations, & Mobile Access	Whether inspectors require access to attachments, plans, & historical records in the field	Yes, inspector would need access to all active records. Historical record access is not necessary.
Public Portal & User Access	Whether a citizen-facing portal is required for:	Described below:
Public Portal & User Access	Application submission	Yes required
Public Portal & User Access	Fee payment	Yes required

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Public Portal & User Access	Status tracking	not required but would receive higher consideration
Public Portal & User Access	Inspection requests	not required but would receive higher consideration
Public Portal & User Access	Document uploads	Yes required
Public Portal & User Access	Code enforcement complaints	not required but would receive higher consideration
Public Portal & User Access	Expected number of internal users, external reviewers, inspectors, administrators, & public users at launch	internal users - 3 external reviewers - 10 inspectors - 1 administrators - 2 public users - unknown
Public Portal & User Access	Whether external reviewers (consultants or engineers) require direct system access	not expected but may occur on occasion
Plan Review & Document Management	Whether native electronic plan review tools are required (PDF markup, version comparison, concurrent review)	some sort of plan review is required however native electronic plan review would receive higher consideration
Plan Review & Document Management	Whether staff currently uses external tools (e.g., Bluebeam or similar)	not currently using external tools for plan review
Plan Review & Document Management	Whether integration with third-party plan review tools is acceptable or native functionality is required	Third-party plan review is acceptable
Plan Review & Document Management	Whether a hybrid approach is acceptable	hybrid approach is acceptable
Plan Review & Document Management	Whether a separate document management system exists or is planned	documents currently done via PDF; permitting platform with integrated document management is required
Plan Review & Document Management	Whether a fully integrated document management system within the permitting platform is sufficient	Yes, it is sufficient
Plan Review & Document Management	Whether system must support version control, permit-based organization, correspondence storage, & public/staff access	Yes, to all
Third-Party Systems & Integrations	Geographic Information Systems (GIS), mapping platforms, & parcel systems (e.g., Esri ArcGIS Online or Enterprise)	Esri ArcGIS enterprise
Third-Party Systems & Integrations	Assessor, tax, or parcel ownership systems	IT need to understand more about what all the vendor support. We could potentially integrate into PVDNet for example to pull parcel data, or ESRI GIS.
Third-Party Systems & Integrations	Financial systems, ERP platforms, or accounting systems	Does not need to integrated
Third-Party Systems & Integrations	Payment processors or merchant services (or vendor-provided solutions)	vendor-provided solutions

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Third-Party Systems & Integrations	Document or records management systems	Does not need to be integrated
Third-Party Systems & Integrations	Email & communication systems	We utilize Office365 for normal email use, but any large amounts of emails will need to go through our SMTP2Go Solution.
Third-Party Systems & Integrations	Identity management / SSO systems (e.g., Microsoft Entra ID/Azure AD, Google Workspace, Active Directory)	We do not require SSO but do currently support Active Directory SSO through LDAP. We will in the future also support Microsoft Entra ID/Azure AD but that is not in place currently.
Third-Party Systems & Integrations	Any other third-party platforms currently in use or anticipated for integration	none
Third-Party Systems & Integrations	Any registration, licensing, or renewal systems managed through the public portal	renewal option on permits (building only)
Third-Party Systems & Integrations	Whether GIS/parcel integration is required	not required but would receive higher consideration
Third-Party Systems & Integrations	Whether native GIS integration (parcel lookup, zoning, spatial analysis) is required	not required but would receive higher consideration
Third-Party Systems & Integrations	Whether basic mapping visualization is sufficient	this would be sufficient
Payment Processing & Financial Systems	Whether a fully integrated payment processing module is required	fully integrated is not required but would receive higher consideration
Payment Processing & Financial Systems	Whether an existing payment processor or merchant services provider must be used or integrated	none
Payment Processing & Financial Systems	Identification of any required or preferred payment gateways or ERP/financial systems	none
Payment Processing & Financial Systems	Whether vendors must implement & configure a payment solution if none exists	yes
Payment Processing & Financial Systems	Whether integration with County financial/ERP systems is required for reconciliation & ledger updates	not required
Payment Processing & Financial Systems	Whether existing County payment systems used elsewhere should be extended to permitting workflows	none
Plan Review & Advanced Functionality	Whether identity management & SSO requirements exist	None at this time
Plan Review & Advanced Functionality	Whether third-party inspection or review tools are currently used or required	not currently used or required at this time
Plan Review & Advanced Functionality	Expected technical support requirements for integrated systems	shouldn't be needed

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Licensing	Types of inspections, licensing programs, business registrations, & renewals managed in the system	Inspections: Temporary Electric, Footing, Under Slab, Foundation, Rough-in Full (HVAC, plumbing, electric, framing), Rough-in Single Trade, Insulation & Energy Efficiency, Final, Final requiring Certificate of Occupancy, Other Renewal of building permit needed
Licensing	What licensing types are needed?	Boone County APC does not issue licensing. We only need software for board applications, plan review, & permits/inspections. Contractor/business licensing is not needed.
Submission Requirements & Evaluation	Whether both electronic & hard-copy submissions are required, or if electronic-only submission is acceptable	A waiver of the hard-copy submission requirement has been granted for all vendors. Please submit an electronic copy only. See addendum 1.
Submission Requirements & Evaluation	Whether waiver of hard-copy submission requirements would be considered	A waiver of the hard-copy submission requirement has been granted for all vendors. Please submit an electronic copy only. See addendum 1.
Submission Requirements & Evaluation	Can blank forms be made available?	Yes, the APC will include forms not already available online. All application & permit application forms are available at https://boonecounty.in.gov/offices/area-plan/application-forms/ .

This addendum shall become part of the RFP and MAY be returned with the RFP.

RESPONDER _____ NAME: _____

SIGNATURE: _____ TITLE: _____

DATE: _____

Construction Release

Boone County Area Plan Commission
116 W. Washington Street, Room 101
Lebanon, IN 46052
Office: (765) 482-3821
Fax: (765) 483-5241
www.boonecounty.in.gov

Construction Type:		Date of Release: Permit #:	
Building Classification/Type:		Zoning District: Location:	

To: Owner Name
Address
City, State Zip

The plans, specifications and application submitted for the above referenced project has been reviewed for compliance with applicable Building Codes of Boone County. This project has been released for construction subject to, but not limited to the conditions listed below. Any changes in the released plans and or specifications must be filed with this office before any work is altered. This release may be suspended or revoked if it is determined to be issued in error or in violation of any rules of this office or if it is based on incorrect or insufficient information.

CONDITIONS:

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The applicant acknowledges the submitted construction plans for this permit do not visually demonstrate complete compliance with the required building codes. The Boone County Area Plan office indemnifies itself from any liability if you do not meet the building codes due to ignorance or continuing to work without inspections. If you have questions please call the Boone County Building Inspector at 765-482-3821.

Applicant Signature

A set of plans shall be maintained on the construction site until the structure has completed a final inspection.

Building Inspector:

Demolition Release

Boone County Area Plan Commission
 116 W. Washington Street, Room 101
 Lebanon, IN 46052
 Office: (765) 482-3821
 Fax: (765) 483-5241
www.boonecounty.in.gov

Construction Type Demolition:	_____	Date of Release: Permit #:	Date: _____
Building Classification/Type:	Demolition	Zoning District: Location:	_____

To: _____

This release may be suspended or revoked if it is determined to be issued in error or in violation of any rules of this office or if it is based on incorrect or insufficient information.

CONDITIONS:

- All utilities must be disconnected from the original Origin supplied by the utility company and their regulations.
- All materials must be removed from the site in appropriate containers.
- All foundations shall be removed. Footers may remain but must be covered with ground cover.
- All backfills must be done with approved by self-compactable materials.
- This release is only good for the permit numbers that are listed. Any other work with these properties must file for a new permit.
- Waste Disposal (329 IAC 10-2-37): Construction and Demolition Waste must be disposed of at a State-Permitted Solid Waste Management Facility.

The applicant/property owner acknowledges that the submitted demolition plans for the above permits must comply with all state, federal, and local regulations including but not limited to the asbestos removal requirements if applicable. The applicant/property owner hereby releases and holds harmless the Boone County Area Plan Commission and its employees, agents, and contractors from any and call claims, damages, or liabilities arising from the demolition activities on these properties. If you have questions, please call the Boone County Building Inspector at 765-482-3821.

Applicant Signature

A final site inspection shall be completed once the demolition is completed and site has been backfilled.

Building Inspector: