

QUESTIONS FROM POTENTIAL BIDDERS
RFP FOR PUBLICATION OF SAN FRANCISCO MUNICIPAL CODES
February 10, 2016

QUESTION #1:

Do you have data for the number of pages added/amended for 2015 as provided for years 2012-2104 as notated on page 5 of the RFP?

ANSWER #1: We do not have data for the 4th quarter of 2015. However, the page count for 2015 1st – 3rd quarters is 2,884.

QUESTION #2:

How many supplements were issued for each volume in 2015?

ANSWER #2:

Each volume is supplemented quarterly, i.e., four times per year.

QUESTION #3:

How many printed pages are each volume currently?

***ANSWER #3:**

1996 Charter	586
Administrative V1	584
Administrative V2	810
Administrative V3	576
Administrative V4	592
Business & Tax	300
Campaign & Gov't Conduct	168
Environment	188
Fire	54
Health	590
Municipal Elections	50
Park	106
Planning V1	652
Planning V2	644
Planning V3	518
Police	736
Port	58
Public Works	490
Subdivision	216
Transportation	206
TOTAL	8124

QUESTION #4:

Has the Master Index been discontinued?

ANSWER #4:

Yes.

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QUESTION #5:

If there are no changes to a volume, does the City still require a mailing to subscribers and a new preface page? Or can this been handled with the next supplement with amended pages?

ANSWER #5:

There is no requirement that subscribers be mailed a new preface page. This can be handled with the next supplement with amended pages.

QUESTION #6:

In regard to section Q on page 8 of the RFP, are you asking the new contractor to supply new copies of the codes with binders and tabs to internal and external subscribers, or can the City/Contractor utilize the existing code copies and move forward with supplement service from that point.

ANSWER #6:

The new Contractor does not need to supply new copies of the codes with binders and tabs to internal and external subscribers.

QUESTION #7:

If a new codifier is selected will the City provide all Ordinances that are currently linked with the Code or will the data need to be pulled from the current codifier's website?

ANSWER #7:

The City retains copies of all data and will make it available to the new vendor. However, the method of data transfer from the current vendor will be determined after the award of the contract.

QUESTION #8:

Is it requirement to link to California State Statues if they are cited in any of the current codes?

ANSWER #8:

No.

*Figures provided by current vendor