



Request for Proposal



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Method of Procurement

	<i>Flexibility</i>	<i>Selection Time</i>	<i>Rigor</i>
<i>Sole Source</i>	Low	Low	Low
<i>RFP</i>	High	High	High
<i>Bid</i>	Low	Moderate	Moderate
<i>Benchmark Comparison</i>	High	Moderate	Moderate

Request for Proposal

What does a RFP give an organization?

- ◆ Many different options; all with advantages and disadvantages.
- ◆ The number of responses to a RFP is indicative of project feasibility.
- ◆ Creates a pool of interested GIS vendors from which to purchase services.

GIS Procurement Specification Contents

- ◆ Background information/existing systems/GIS objective
- ◆ Proposal submittal format and requirements
- ◆ Contract terms and conditions
- ◆ Hardware configuration and device specifications
- ◆ Software functionality and custom application requirements
- ◆ Training, installation and documentation requirements
- ◆ Cost proposal

Detailed Specifications for Solicitation of Proposals

- ◆ Describe any specific hardware or software integration needs (existing DP resources)
- ◆ Include requirements for documentation, training, and maintenance
- ◆ Present conceptual design and explain desired functionality
- ◆ Emphasize desired applications
- ◆ Allow flexibility and creativity within functional guidelines

What is a Request for Proposals?

(Contents)

- ◆ Nature of proposed database.
- ◆ Sources of input data
- ◆ Required functions and procedures needed to create and manipulate database
- ◆ Detailed description of desired information products
- ◆ Only lists functional requirements, NOT technical processes
- ◆ Vendor chooses best methods (i.e., vector vs. raster).
 - ◆ Vendor decides what's needed to meet customer's needs.
 - ◆ Keep RFP loose-knit so requirements do not exclude potential vendors.

What is a Request for Proposals?

(Contents - Continued)

- ◆ Timeline, milestones and benchmarks for tracking project progress
- ◆ Layout details of returned proposals
 - ◆ Define all requirements. Make sure vendors know what you want.
 - ◆ Provide the expectations of content and format of returned responses.
 - ◆ Set the due date for return of vendor proposals.

Distribution of RFPs

- ◆ Formalizes relationships between the organization and GIS suppliers
- ◆ Can not send out too many RFPs
- ◆ First cut of vendors is based on responses by due date
- ◆ Continue cuts through detailed evaluations

What is a Request for Proposals?

(What to expect in a vendor proposal.)

- ◆ Vendor should provide detail in response to user requirements.
- ◆ Should contain specifications of proposed system configuration.
 - ◆ Software
 - ◆ Hardware
 - ◆ Network and communications
 - ◆ Workstations
 - ◆ Maintenance and training
 - ◆ Costs
- ◆ Statement of qualifications of vendor.
 - ◆ Qualifications of project manager
 - ◆ Review of past projects
 - ◆ Financial statement



Selected GIS Software Vendors and Software

<i>Vendor</i>	<i>Main Package(s)</i>
Bentley	Microstation, Geographics
Caliper	Maptitude, GIS Plus
Environmental Systems Research Institute	ARC/INFO, ArcView, SDE, Atlas GIS
Eagle Point	Facility Mapping System (FMS)
Genasys	Genamap
Graphic Data Systems	GDS
Intergraph Corporation	MGE, FRAMME, VistaMap
MapInfo Corporation	MapInfo
SHL Systemhouse	Vision
Smallworld Systems	Smallworld GIS