

# Procurement from the GIS Trenches: My Experiences

Procurement Practices and Principles for GIS Practitioners  
NEURISA  
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# Bio

- GIS practitioner 10+ years
  - GIS Analyst, Capitol Region Council of Governments – 7 years
  - GIS Coordinator, State Dept of Public Safety – 3+ years

# The Office of Statewide Emergency Telecommunications

- Statewide 9-1-1 Coordination
  - 107 Public Safety Answering Points (PSAPS)
  - 2009 - 2,218,754 9-1-1 calls
  - Call mapping capability since 2004
- Public Safety Radio Frequency Coordination

# Overview of my experiences

- Request for Information (RFI)
- Request for Proposals (RFPs)
- Managing Contracts

# Request for Information

*Sticking your toe into the procurement water*

- Great for finding out product information
- Allows you to speak with respondents to RFI
- No commitment to buy – Just asking for information

# Request for Information (cont.)

- Some of the basic RFI components include (Not limited to these):
  - Overview
  - Description of need
  - Terms and conditions, if any
  - RFI requirements and/or questions
    - Can be as simple or complicated as you want

# Request for Information (cont.)

- What I have learned
  - Keep it simple
  - Give respondents plenty of time to respond
  - Be fair – if you are allowing presentations, let all respondents present if they ask to

# Request for Proposals

*A very different game*

- Much more complex than an RFI
- Can lead to contracts for winning proposal
- Stricter rules apply to review procedure



# Request for Proposals (cont.)

- Some of the basic RFP components include (Not limited to these):
  - Overview
  - Response requirements (mandatory and optional)
  - Timetables
  - RFP process
  - Submission procedures and formats
  - Evaluation methods and scoring
  - Certifications
  - RFP pricing (separate portion when submitted)

# Request for Proposals (cont.)

- What I have learned
  - Make RFP requirements as specific as possible to your needs
    - Respondents only have to answer to what is asked for in RFP
    - If you ask vague questions, you will get vague answers
    - Try to make questions "Yes" or "No"
  - Read each response carefully
    - Think of yourself as your 9<sup>th</sup> grade English Teacher
    - Ask yourself, "Does this response answer the question?"

# Request for Proposals (cont.)

- What I have learned (Cont.)
  - Rules are meant to make process fair, even if they can seem strict
    - Ex) If the RFP response has to be received by 2:00 PM, it will be rejected if it is received at 2:01 PM.
    - Ex) If a proposal does not answer one question, the whole RFP can be rejected.

# For More Information

- RFP examples:

<http://www.das.state.ct.us/Purchase/Portal/PortalHome.asp#Bids>

- Connecticut Department of IT Purchasing:

<http://www.ct.gov/doit/cwp/view.asp?a=1306&Q=254998&doitNav=|>

- Connecticut GIS Council Vendor Contract Guidelines:

[http://www.ct.gov/doit/lib/doit/GIS\\_vendor\\_contact\\_guidelines.doc](http://www.ct.gov/doit/lib/doit/GIS_vendor_contact_guidelines.doc)

# Contract Maintenance

*This wasn't in any of Dr. Harmon's classes!*

- I am responsible for overseeing the enterprise license with Tele Atlas



- Two administrative portions
  - Communicating with Tele Atlas
  - Communicating with data users

# Contract Details

- Dept of IT Master Contract #B-03-008
- Enterprise License – unlimited government statewide users
  - State Agencies, RPOs, Towns, non-profits
- Renewed annually

# Tele Atlas Contract History

- 2003 – Contract signed with GDT for statewide street centerline license
  - Connecticut receives 2 updates/year
- 2004 – GDT purchased by Tele Atlas
  - (2008 – Tele Atlas purchased by Tom Tom)
- 2007 – Connecticut begins receiving 4 updates/year

# Purchasing and Budget

- Yearly license - ~\$300,000
- Paid for through 9-1-1 fund
- Yearly procurement process usually starts in January
- Budget numbers by April 1<sup>st</sup>
- Purchase order to Tele Atlas by June 1<sup>st</sup>



# Accessing Tele Atlas Data

- Requires government entity to sign a Memorandum of Understanding (MOU) with the Department of Public Safety

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
THE CONNECTICUT DEPARTMENT OF PUBLIC SAFETY  
AND**

**THE ENTITY**

*THIS AGREEMENT*, made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Connecticut Department of Public Safety, Office of Statewide Emergency Telecommunications, (hereinafter "DPS"), acting herein by its Commissioner, John A. Danaher, III, having a principal business address at 1111 Country Club Road, Middletown, Connecticut, and the ENTITY, (hereinafter the "Entity"), acting herein by NAME, its TITLE, duly authorized, having a principal office at ADDRESS, CT 06 \_\_\_\_\_ is intended to set forth the parties' agreement with respect to certain mapping products obtained by DPS pursuant to an enterprise license between the State of Connecticut and the vendor of such products.

# MOU Process

## ■ Requirements

- Must be signed by person designated to sign contracts
  - *Sorry, GIS folks, this is NOT us.*
- Must include *sealed* certifications that person signing MOU has authority to sign the MOU
  - Board resolutions
  - Clerk certifications
  - *(Have I lost you yet?)*

# Contract Lessons

## *Communication is Key*

### ■ With vendor

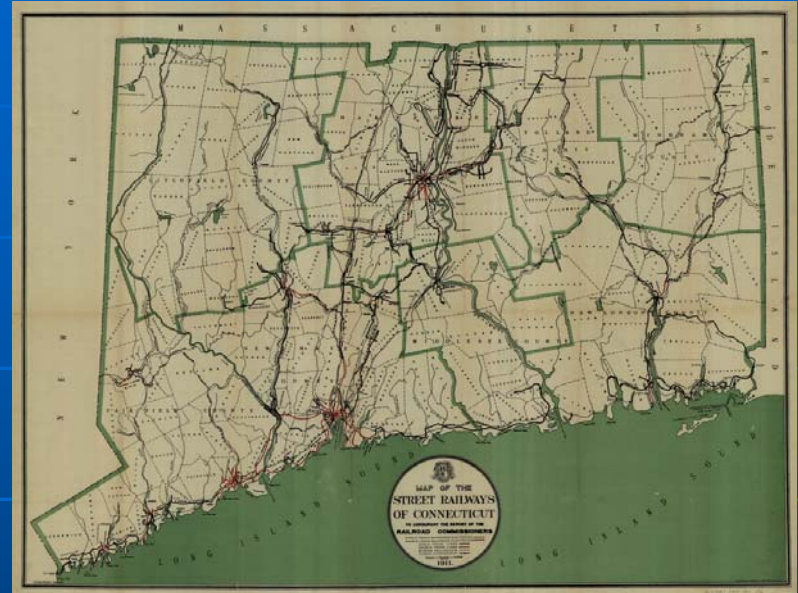
- Keep in contact with your vendor.
- Make sure vendor gets purchasing info to you in timely manner
  - PO process can take over a month, possibly two.

### ■ Data users

- Getting the MOU fully executed is a person to person activity.
  - My MOU has at least five (5) points of failure
  - Do NOT rely solely on email or written documentation for instructions

Questions?

# Moment of Zen



Ahh, maps...

Thank you MAGIC.

<http://magic.lib.uconn.edu/>

# Thank You

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