



Item #16-5-5
Action

Government Relations & Public Affairs Committee

April 29, 2016

Request for Qualifications for Open Data Portal

Issue: The attached Request for Qualifications (RFQ) was developed in response to interest by our members in a jointly licensed Regional Open Data Portal for use by SACOG and its members to synchronize existing portals for regional context.

Recommendation: That the Government Relations & Public Affairs Committee recommend that the SACOG Board of Directors authorize the Chief Executive Officer (CEO) to release the attached RFQ, select vendor(s) and enter into contract(s) not to exceed \$80,000 to build a Regional Open Data Portal.

Discussion: Members of the Innovation Task Force and the Regional Chief Information Officer Working Group have expressed interest in a Regional Open Data Portal as a clearinghouse for local data in a regional context. This collection of data would begin to build a “one-stop shop” for SACOG and local member data for initiatives similar to the City of West Sacramento’s Code for America Fellowship or the Hack 4 Sacramento County Competition. Members are also interested to see if lower licensing costs through a joint software procurement can be realized.

The attached RFQ asks vendors to provide proposals for either one or a combination of three major tasks. The first task asks vendors if they can offer joint licensing to SACOG and our members and augment or replace SACOG’s existing open data portal at <http://data.sacog.opendata.arcgis.com>. The second task asks vendors to develop software to federate data from our member open data portals into a regional catalog on the SACOG Open Data Portal. The third task asks vendors to propose solutions to provide interactive visualization and analytical capabilities with both SACOG's and federated data sets. Member agency staff who helped develop Open Data Portals for the cities of Sacramento, Elk Grove and County of Sacramento will assist SACOG reviewing the proposals.

Staff plan to use the proposals to negotiate a contract with a vendor or a team of vendors to build the Open Data Portal by the end of 2016. If the project budget is not sufficient to develop a contract that completes at least the first two tasks, staff will use the responses to design a project and budget that can achieve all three tasks. Vendors are asked to consider software already licensed by SACOG in their response. Staff will keep the GRPA Committee informed on the project scope and schedule.

Approved by:

Mike McKeever
Chief Executive Officer

MM:JC:ts
Attachment

Key Staff: Erik Johnson, Manager of Policy and Administration, (916) 340-6247
Joe Concannon, Data Services Manager, (916) 340-6234

**REQUEST FOR QUALIFICATIONS
(FEDERAL)**

Federated Public Agency Open Data Portal

(June 1, 2016)



**SACRAMENTO AREA COUNCIL OF GOVERNMENTS
1415 L STREET, SUITE 300
SACRAMENTO, CALIFORNIA 95814
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SACRAMENTO AREA COUNCIL OF GOVERNMENTS

REQUEST FOR QUALIFICATIONS

Federated Public Agency Open Data Portal

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I. INTRODUCTION

The Sacramento Area Council of Governments (SACOG) is a voluntary association of governments. Member jurisdictions include: the County of Sacramento (including the cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento); the County of Yolo (including the cities of Davis, West Sacramento, Winters, and Woodland); the County of Sutter (including the cities of Live Oak and Yuba City); the County of Yuba (including the cities of Marysville and Wheatland); Placer County (including the cities of Auburn, Colfax, Lincoln, Rocklin, Roseville and Town of Loomis) and El Dorado County (including the City of Placerville).

SACOG is the federally designated Metropolitan Planning Organization (MPO) for the Sacramento, Davis and Marysville/Yuba City urbanized areas. SACOG is also the State designated Regional Transportation Planning Agency (RTPA) for the counties of Sacramento, Yolo, Sutter and Yuba.

II. BACKGROUND

A recent project SACOG has undertaken in its COG role is the Shared Services & New Initiatives Task Force, which was initiated in 2012 to look at opportunities for cost savings and enhanced services for member jurisdictions with SACOG acting as a convener or direct service provider. In this capacity, SACOG has convened a regional group of Chief Information Officers (CIO) and IT Managers to discuss the shared service initiative, and has found that open data and open data portals offer an opportunity for a shared service.

The region is looking for a federated open data solution that is scalable, flexible, and feature rich. SACOG has a beginning Open Data Portal available for review at <http://data.sacog.opendata.arcgis.com/>. This Request for Qualifications (RFQ) is intended to collect company information, understand methods, estimate capital and operations costs, and select appropriate consultants. We invite all qualified consultants with experience and expertise in open data portal production to respond to this RFQ.

III. PROJECT SUMMARY AND DESCRIPTION

SACOG is seeking Statements of Qualifications from qualified consulting firms to provide assistance to SACOG in the completion of its Federated Open Data Portal. The Scope of Work/Services section below describes the nature of this support. The contract(s) may be awarded to one or more consultant(s). Consultants may choose to offer services in as few as one and as many as three of the areas listed: Developing SACOG's standalone Regional Open Data Portal, Developing Scripts to Federate Data into the SACOG Standalone Portal, and Developing Data Visualization Solutions.

The contract for the "Federated Public Agency Open Data Portal" project will be an agreement between SACOG and the consultant. SACOG will provide contract administration services. The consultant will invoice SACOG for services rendered and SACOG will compensate the consultant for these services as set forth in the agreement. Funding for the consultant services

will be provided by SACOG. The SACOG Chief Executive Officer or Board of Directors will award the contract and project deliverables will be reviewed by the SACOG Project Manager.

IV. MINIMUM CONSULTANT QUALIFICATIONS

Minimum qualifications for the project consultant:

- Key staff with experience developing scalable open data portal for public agencies.
- Key staff with subject expertise in coding necessary to establish a federated open data portal. This includes the ability to develop and install scripts and software to federate data from Socrata, Junar, ESRI, DKAN and CKAN Open Data Portals.

V. SCOPE OF WORK/SERVICES

Statements of Qualifications (SOQs) may be submitted for some or all proposed numbered tasks identified below. The final scope of work will be negotiated with the selected consultant. SACOG is not obligated to contract with a consultant for any of the tasks or task elements. SACOG may choose to develop separate contracts with different consultants to complete the tasks in the scope of services outlined below. The contract deliverables will be negotiated with the selected consultant as part of the development of scope. Dates for deliverables are provided as an indication of the desired timeframe for the project, but recommendations for a schedule that fits with the consultants' availability should be included in the response. Consultants are asked to develop a price or a well-described range of pricing for each of the Project Tasks. Clarifying questions are provided in Section VI to help further describe the detail being requested for the tasks below:

1. Task – Develop a Project Plan and Schedule with SACOG Staff

Deliverable 1.1 - Project Work Plan and Schedule (August 19, 2016)

Task - Develop SACOG Standalone Open Data Portal – Work with SACOG staff to develop the SACOG Open Data Portal for SACOG Datasets. SACOG will have approximately 20 datasets to start the open data portal with an expected build-out of the 50 datasets. Most the data displayed in the open data portal will be “federated” data from our member agencies. Annual software licensing costs should not be included as a part of the cost for this task, but must be clearly described for the SACOG stand-alone portal. Consultants may also propose joint licensing of the portal software. SACOG plus two counties and three cities as an example of how a joint licensing program could lower costs for SACOG and its members. Proposers should clearly describe how a portal developed under this task will compliment or replace a SACOG ESRI Open Data Portal located at <http://data.sacog.opendata.arcgis.com/>. To begin the agile design process that is planned to support the portal, SACOG Staff and Advisory Team Members will review at least two beta versions of the Open Data Portal and provide comment for the final deliverable on this task.

Deliverable – 1.2 Beta Version - SACOG Open Data Portal (September 30, 2016)

2. Task – Develop Scripts to Federate Data into the Open Data Portal - Develop and install software to federate data from Socrata, Junar, ESRI, DKAN, and CKAN Open Data Portals into a proposed software solution. This task also includes documentation of the scripts and training for SACOG staff to modify the scripts to include new portals as they are developed.

Deliverable 2.1– Federating Capabilities Open Data (September 30, 2016)

3. Task – Develop Data Visualization Solutions – This task is expected to be described as a range of costs for working with the consultant’s own software solution and those of other leading consultants. The desired functionality is to have an Open Data Portal where geospatial datasets can be mapped in combination with other data from the portal. Mapping should include display and selection by feature attributes. Non-geospatial datasets should be able to be viewed in tabular format with desired functionality that includes charting and data summary capabilities. Both geospatial and non-geospatial datasets should be able to be portrayed in dashboard and storyboard views.

Deliverable 3.1 – Project Plan for Data Visualization Capabilities funded in this contract and capabilities that are recommended for future scopes (September 9, 2016)

Deliverable 3.2 – Data Visualization Capabilities in the Open Data Portal. (October 19, 2016)

SACOG reserves the right to negotiate with the selected firm the contract amount of each task or task element.

Contractual work under this project is intended to begin on approximately **August 8, 2016** and will be completed by **November 4, 2016**.

VI. QUESTIONS

In addition, the list below compiles questions to be answered by consultant in order to identify and design a final scope for the resulting contract.

1. Administrative

- a. Is your solution in the cloud or is it on premise?
- b. What sort of analytics features does your solution offer?
- c. Does your solution support user accounts?
- d. Does your solution allow for separate permissions for different groups of users?
- e. What security features does your solution offer?
- f. Are there any size restrictions to data sets?
- g. What is your licensing model and is it expandable to other agencies?
- h. Does your solution support customized looks/branding and URLs for multiple agencies under one license?
- i. Please provide several examples of current Government Agencies that are using your product.

2. Usability:

- a. How does your proposed solution address usability for general public users, and data set administrators?
- b. What is the process for federating with other agencies who are utilizing your product?
- c. What is the process for federating with other agencies who are utilizing a product different from yours?
- d. What tools do end users have to work with published data sets?
- e. How accessible is the API to REST, JSON and other services?
- f. How does the API respond to invalid calls?
- g. Are there any restrictions on the number of API calls?
- h. What tools do administrators have to publish data sets?
- i. How scalable is your solution?
- j. How is metadata integrated into your solution?
- k. Does your solution allow for feedback on specific datasets?
- l. Does your solution have the capability to automate and schedule data set uploads?
- m. Does your solution have capabilities for working with unstructured datasets?
- n. What analytics are provided by your solution?

3. Support

- a. How does your company provide ongoing support for this product?
- b. Are there User Groups/Communities or conferences to learn about future innovations?

- c. How do you assist clients in marketing and/or promoting Open Data?
- d. What features are on the 1-5 year roadmap for this product?

VII. CONTACT PERSONS

SACOG's project administrator for this RFQ is:

Joe Concannon
Data Services Manager
1415 L Street, Suite 300
916.340.6234
Jconcannon@sacog.org

VIII. PROJECT TIMETABLE

June 1, 2016	Issue Request for Qualifications
June 9, 2016 2:00 pm	Conference Call on Project Goals to help frame vendor questions
June 10, 2016 5:00 pm	Vendor Questions Must be Submitted by email
June 15, 2016	RFQ Addendum Issued, if necessary
June 20, 2016 5:00 p.m.	Closing date for receipt of statements of qualifications
June 27, 2016	Vendors scheduled for demo webinar
July 11 - 14, 2016	Vendor demonstrations
July 18 – July 25, 2016	Contract Negotiations
July 25, 2016	Contract award
August 1, 2016	Execute contract
August 8, 2016	Start of Project/Begin Work
November 4, 2016	Complete project work

Statements of Qualifications (SOQs) must be received by SACOG, in electronic (e-mail) form as further described below, no later than 5:00 p.m. PDT on **June 20, 2016** per Section IX below.

IX. GENERAL CONDITIONS

A. Limitations

This RFQ does not commit SACOG to award a contract, to pay any costs incurred in the preparation of SOQs in response to this request, or to procure or contract for services or supplies. SACOG expressly reserves the right to reject any and all SOQs or to waive any irregularity or informality in any qualification or in the RFQ procedure and to be the sole judge of the responsibility of any consultant and of the suitability of the materials and/or services to be rendered. SACOG reserves the right to withdraw this RFQ at any time without prior notice. Further, SACOG reserves the right to modify the RFQ schedule described above.

Until award of a contract, the SOQ shall be held in confidence and shall not be available for public review. No SOQ shall be returned after the date and time set for the opening thereof. All SOQs become the property of SACOG. Upon award of a contract to the successful consultant, all SOQs shall be public records.

B. Award

SACOG may ask RFQ finalists to present oral briefings of their SOQs. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their SOQs as may result from negotiations. SACOG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written SOQs. Accordingly, each initial SOQ should be submitted on the most favorable terms from a price and a technical viewpoint.

C. RFQ Addendum

Any changes to the RFQ requirements will be made by written addenda issued by SACOG and shall be considered part of the RFQ. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of SACOG shall affect or modify any terms or obligations of the RFQ, or any contract resulting from this RFQ.

E. Pre-contractual Expense

Pre-contractual expenses include any expenses incurred by consultants and selected consultant in:

1. Preparing SOQs in response to this RFQ
2. Submitting SOQs to SACOG

3. Negotiations with SACOG on any matter related to SOQs.
4. Other expenses incurred by a consultant or consultant prior to the date of award of any agreement.

In any event, SACOG shall not be liable for any pre-contractual expenses incurred by any consultant or selected consultant. Consultants shall not include any such expenses as part of the price proposed in response to this RFQ. SACOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

F. Signature

The SOQ will also provide the following information: name, title, address and telephone number of individual with authority to bind the consultant or consultant firm and also who may be contacted during the period of SOQ evaluation. The SOQ shall be signed by an official authorized to bind the consultant or consulting firm and shall contain a statement to the effect that the SOQ is a firm offer for at least a sixty (90) day period. Execution of the contract is expected by **July 12, 2016**.

G. Contract Arrangements

The successful consultant is expected to execute a contract similar to SACOG's Standard Agreement, which meets all state and/or federal requirements. A copy of SACOG's Standard Agreement is attached as Part A.

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of SACOG, the California Department of Transportation ("Caltrans"), and the U.S. Department of Transportation that Disadvantaged Business Enterprises ("DBE's") shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE's are for-profit small business concerns as defined in Title 49, Part 26.5, Code of Federal Regulations ("CFR"). It is also the policy of SACOG to practice non-discrimination based on race, color, national origin, or sex in the award or performance of this contract. All consulting firms qualifying under this solicitation are encouraged to submit proposals, including those who qualify as a DBE. The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this request for proposals and contract.
2. DBE Obligation: The proposing consultant and its subcontractor(s) must agree to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the consultant and its subcontractor(s) shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The consultant and its subcontractor(s) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the contract. See Subsection (2) below for a listing of DBE information which must be included in each proposal.

3. Title VI of the Civil Rights Act of 1964: The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

- (1) Consultant's affirmative action program, if required pursuant to the equal employment opportunity requirements of the U.S. Department of Labor Regulations (41 CFR Part 60, *et seq.*). These regulations require certain contractors to develop and maintain affirmative action programs, including service contractors (non-construction) with 50 or more employees and a federally assisted contract of \$50,000 or more.
- (2) Discussion of the consultant's proposed use of DBEs, if any, in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate.
 - The description of the work each named DBE firm will perform.
 - The dollar amount of participation by each DBE firm.
 - Written documentation of the consultant's commitment to use the identified DBE firm(s).
 - Written confirmation from the identified DBE firm(s) of its commitment to participate.
 - If this solicitation contains a DBE Contract Goal and that Goal is not met in the proposal, evidence of the consultant's good faith efforts.
- (3) Conflict of Interest: Consultants and consultant firms submitting Qualifications in response to this RFQ must disclose to SACOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFQ.

If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the SOQ.

X. STATEMENT OF QUALIFICATIONS CONTENT AND ORGANIZATION

The SOQ should be limited to specific discussion of the elements outlined in this RFQ. The intent of this RFQ is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the stated budget.

The organization of the SOQ should follow the general outline below. The SOQ should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8 below).

Form of Statement of Qualifications: The SOQ must be submitted in electronic (email) form to:

Joe Concannon
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, California 95814
Jconcannon@sacog.org

SOQs are due no later than 5:00 p.m., **Friday, June 20, 2016**. The electronic form shall be a PDF version of the fully signed SOQ and shall be e-mailed to SACOG's project administrator.

1. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of SOQ evaluation. Only one transmittal letter need be prepared to accompany all copies of the SOQ.

2. Table of Contents

A listing of the major sections in the SOQ and the associated page numbers must be included in a Table of Contents.

3. Introduction

In this section, the consultant should demonstrate an adequate understanding of the role and relationships of SACOG.

4. Technical Approach

In a Technical Approach section, consultants should propose a general framework and a general course of action to deliver the proposed services.

5. Project Management

In this section, the consultant must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet SACOG's requirements.

6. Consultant and Sub consultant Staff

The SOQ must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours that will be contributed by each professional during each phase or task making up the project. If a sub consultant will be used, the consultant must include a letter from the sub consultant committing to perform at least the work shown for sub consultant professional in the above-described matrix.

7. Consultant Qualifications and References

The SOQ must describe the nature and outcome of projects previously conducted by the consultant, which are related to the work described within the RFQ. Descriptions must include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a sub consultant is proposed, two to three similar qualifications and references should be provided for the sub consultant. Up to two samples of the consultant's work on closely related projects can also be included with the SOQ, if available. Additionally, the consultant must complete the Levine Act Disclosure Statement attached hereto as Exhibit "B".

8. Cost Proposal

A description of the hourly rates of members of the proposed team must be included in a Cost Proposal. Rates shall include all direct and indirect costs. The cost proposal shall include costs for materials, supplies, travel and per-diem if applicable.

XI. STATEMENT OF QUALIFICATIONS EVALUATION AND SELECTION

An SOQ review panel made up of members of SACOG staff will evaluate the SOQs. Consultants may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. Previous clients may also be called. The panel will make recommendations to SACOG's Chief Executive Officer on the basis of the SOQ, oral interview, and reference check. SACOG reserves the right to select consultant(s) based solely on written SOQs and not convene oral interviews.

Upon receipt of the SOQs, a technical evaluation will be performed. Each of the major sections of the SOQ will be reviewed and evaluated with criteria designed to help judge the quality of the SOQ. Evaluation and scoring criteria for the three contracting categories is shown below:

Develop SACOG Standalone Open Data Portal

Category	Potential	Actual
Qualifications		
Demonstrated relevant public sector experience within the past three years on projects with similar deliverables, scope, size, risk, and complexity	20	
Provided evidence and clearly documented the capability of meeting timelines and ensuring high quality solutions, implementation, excellent project management, and support	20	
Technical		
Platform Approach	20	
Portal Functional Capability, Data Management, Accessibility, and Features	20	
On-going Support and Licensing Costs	20	
Cost		
Cost Analysis and Justification	20	
Total	120	

Develop Scripts to Federate Data into the Open Data Portal

Category	Potential	Actual
Qualifications		
Demonstrated relevant public sector experience within the past three years on projects with similar deliverables, scope, size, risk, and complexity	15	
Provided evidence and clearly documented the capability of meeting timelines and ensuring high quality solutions, implementation, excellent project management, and support.	15	
Technical		
Federated Data Approach	35	
Training and Support	10	
Cost		
Cost Analysis and Justification	25	
Total	100	

Develop Data Visualization Solutions

Category	Potential	Actual
Qualifications		
Demonstrated relevant public sector experience within the past three years on projects with similar deliverables, scope, size, risk, and complexity	15	
Provided evidence and clearly documented the capability of meeting timelines and ensuring high quality solutions, implementation, excellent project management, and support.	15	
Technical Approach		
Data Visualization Approach	30	
Innovative Strategy	10	
On-going Support and Maintenance	10	
Cost		
Cost Analysis and Justification	20	
Total	100	

XII. PAYMENT SCHEDULE

The consultant will be paid in arrears, based upon the payment schedule agreed to in the contract. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. At SACOG's discretion, SACOG may withhold ten percent (10%) of the payments until the successful completion of the project and the delivery and acceptance of all final products.