Mid-West/Great Lakes ARC/INFO Users Group Conference

Contracting for Mapping

Ken Brelsford
M.J. Harden Associates, Inc.

GIS Implementation Design

The first step in contracting for any service or product is to plan.

- Planning is a must
- Document what is currently available
- Catalog what is required
- Make recommendations for the future
- Insure capability between departments
- Develop Database Design
- Examine Software Solutions
- Analyze Qualified Conversion Services

Types of Data Conversion

- Manual to digital Conversion
- Migration/Translation
- Field Data Collect
- Map Maintenance

Contracting Process

Step One - Identify the Problem

- Document with a clear statement
  - All other decisions will be driven by the problem statement.

Step Two - Define the Solution

- How will things be different after the project is completed?
- Describe the new data.
- Describe the activities necessary to get there.

Step Three- Secure the Funding

- Estimate the Cost
  - The ultimate Catch-22
- Contact Mapping Contractors for Information
- Assure Valid Proposals

Methods for Contracting

- Bidding
- Benchmark
- Sole Source
- Request for Qualifications
- Request for Proposals

Request for Proposal

- Terms and conditions
- Scope of work
- Specifications
- Evaluation criteria
- Cost of the project
- Submission Requirements

Project Considerations

- Planning is a must
- Convert only features you will maintain
- Problems will occur
- Train your users
- Show early success with a pilot area
- Share resources with other departments

Conclusions

- The best method for contractor selection is the Request for Qualifications.
- The goal is to create a team between you and the contractor.
- Keep everyone focused on the specifications.
- Have a plan for managing change.