

**REQUEST
FOR
INFORMATION**

**STATEWIDE GEOCODING
SOLUTION**

XXXXX, 2011

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I. STATEMENT OF NEED

The Minnesota Geospatial Information Office (MnGeo) has been tasked to recommend solutions supporting recent legislation specifying that “all geospatial data conform to an approved state geocode model.”¹ In addition, a statewide geocoding function has been identified as one of several strategic investments for MnGeo ([Final Program Design Report](#), sections 4.9, 5.2.3, and 6.2). with recommending an “[approved state geocode model](#)”, likely in the form of a service that would enable the translation of addresses or intersections into points on a map. Thus, the State of Minnesota (State) is in need of a statewide geocoding solution that can perform such a function.

Most of Minnesota governmental data contains an address. Minnesota State agencies and units of local government have a need to spatially locate buildings, services, individuals, incidents, etc. both singly and in large batches. In a vast majority of cases, no “X Y” coordinate is maintained in government databases, only addresses. There is growing interest in and demand for displaying government data on a map either in a batch process, or interactively for one address or multiple addresses.

The purpose of this RFI is to determine the details and costs of any potential geocoding solutions that can meet some or all of the state’s requirements. MnGeo’s Geocoding Workgroup has drafted an “ideal” set of requirements, which can be viewed here:

http://www.mngeo.state.mn.us/workgroup/geocoding/Statewide_Geocoding_Requirements.pdf

Given an identification of potential solutions, the State intends to assess their cost/benefits to determine if a particular solution should be recommended for acquisition or development. A solution could be in the form of either a product (software code and support data) or a service (a hosted solution).

NOTE: *This RFI does not obligate the State or any of its agencies to complete the proposed project, purchase any goods or services. Further, the State reserves the right to cancel the solicitation if it is considered to be in its best interest. Based on the responses to this RFI, the State may go through a bid process to acquire products or services.*

¹ See Minnesota Statutes 16E.05, <https://www.revisor.mn.gov/statutes/?id=16E.05>.

all geospatial data conform to an approved state geocode model

II. RFI PROCESS

This section describes the process that the issuer of this Request for Information will follow in this solicitation and expectations about the nature of the responses.

A. Issuance

The issuance date of this RFI is **XXXXXX, 2011**.

B. Responder Questions

Any questions or requests for additional information will be responded to by the State if received by 12:00 Noon CST on **XXXXXX, 2011**. All questions relating to the interpretation of this RFI must be directed in writing via email to the following:

Fred.logman@state.mn.us and David.arbeit@state.mn.us

Responses to questions received will be posted as an addendum to this RFI no later than the end of business on **XXXXXXX, 2011**.

C. Response Submittal

Each prospective responder is requested to submit an electronic response in PDF or MS Word format along with any attachments on or before 12:00 pm (noon), CST on **XXXXXXX, 2011** to the following:

Fred.logman@state.mn.us and David.arbeit@state.mn.us

***NOTE:** The State is not liable for any costs incurred by Responders in developing the responses directly or indirectly related to this Request for Information (RFI). Respondent is responsible for all costs associated with creation of a response or any follow-up requests. All responses submitted become the property of the State.*

Responses to this RFI become public in accordance with Minnesota Statutes, Chapter 13.

D. Review of Responses

All responses received by the deadline will be evaluated by representatives of the State to determine which options or combination thereof, appear to meet the State's needs. Because of the nature of an RFI, there will be no response rating or formal determination of solution

preference as a result of this process. A purchase selection will not be made during this RFI phase. Following the completion of the analysis, the State will determine whether to continue the project and pursue a consulting engagement through a competitive bid process. All respondents will be notified if the State seeks a consultant to assist it with developing a statewide geocoding solution. All RFI respondents are welcome and encouraged to submit bids if the State proceeds with this project.

III. Contacts

Questions and requests for additional information as well as submittal of RFI responses:

fred.logman@state.mn.us and david.arbeit@state.mn.us

IV. Requested Information

Please provide the following information in response to this Request for Information:

A. Company Profile

Please provide the following profile information regarding your organization:

- Company Name
- Place(s) of Business
- Services and Products Provided
- Number of Employees by location
- Number of years of geocoding solution experience
- Number of similar engagements (please provide examples)

B. Solution Overview

Please describe the solution that you recommend to help the State of Minnesota meet some or all of the requirements identified in the [Statewide Service Geocoding Requirements](#) document.

Issues to be addressed in the recommended solution should include details on the following:

1. The type of solution recommended, including (but not limited to) the following:
 - a. a suite of software code to be developed by the responder and hosted by the State
 - b. a service to be hosted by the responder.
2. An overall description of the solution, its costs, and how it can be used in a variety of desktop, web, and server environments. Cost will be used by the State for planning and budgetary purposes. Please provide a description of, and current pricing for the following:
 - a. A list of services or products available from your organization including hourly rates and other costs that might be included in your recommended solution.
 - b. If you recommend an “off the shelf” approach or product, please identify it and provide cost information, including any costs for customization recommended to meet the State’s needs.
 - c. Travel, meeting and other expenses or costs that the State might incur with the recommended approach.
 - d. Estimated total cost to the State for the recommended approach. If several approaches are recommended, provide a range of estimates for each alternative.
3. Clear identification of which of the State’s requirements that the recommended solution **will meet** and **will not meet**. If certain requirements can only be met with additional costs, provide details on those costs.
4. Details **and costs** (if any) of the required support data that the solution will need, including (but not limited to) the following:

- a. Data provided by the State, such as [MetroGIS Address Points](#), [NCompass street centerlines](#), TIGER centerlines, or [MetroGIS parcel data](#).
- b. Data provided by the responder or a third party, either via one-time provision or ongoing subscription
5. Other items, processes, or concepts that make the proposed solution uniquely qualified to meet the State's needs.
6. Identification of estimated resource requirements.
7. A generalized work plan and schedule for the proposed solution that describe the steps or process that would be followed given a target start date of March 31, 2011. The work plan should identify:
 - a. What activities the State would be responsible for with the proposed solution.
 - b. Proposed subcontractors or business partners that would be required to use or work with if creating the recommended solution.
8. Please provide example report(s) of findings and recommendations for a similar solution your organization has undertaken.

Responders are encouraged to provide more than one solution approach for the State's consideration if applicable.

The State does not require that the requested information be in any specific order or format. Responders should feel free to use attachments as a means to provide the information being requested. The State is interested in concepts and processes that will provide it with a viable statewide geocoding solution as well as approximate costs for the solution for budgetary purposes.

V. RFI Schedule

| Description | Date | Time (if applicable) |
|---|-------------|---------------------------------|
| Issue RFI: | | |
| Deadline for submitting Written Questions: | | 12:00 Noon CST |
| State Response to Written Questions: | | |
| Submittal of RFI responses | | 12:00 Noon CST |