

Mapping Request for Proposals (RFP) Subcommittee: March 10, 2021 Meeting Summary

- Review of 2010 RFP Process:
 - Commissioner Kosmo, who served on the 2010 Commission, recounted his recollection of the process, which resulted in a second RFP having to be issued for mapping services. The City RFP document format now is easier for vendors to respond to, plus electronically submitted responses make it less cumbersome.

- RFP Timeline:
 - Vanessa Delgado of the City Purchasing & Contract Department (P&C) told the subcommittee that ideally, RFPs should be open for response by vendors for 30 days. Vendors can ask clarification questions, which P&C will respond to.
 - RFPs must be approved by the City Attorney's office before being released for publication, which might take 2-3 days.
 - P&C vet the responses for completeness, and an Evaluation Committee reviews responses.
 - There is a week period where P&C announce an "Intent to Award"
 - ***We should therefore assume that after the Commission agrees on the release of our RFP for mapping services, it will take close to two months for a vendor to be in place. Time is of the essence.***
 - RFPs will be advertised in the San Diego Daily Transcript, and placed on a nationally known RFP website called Planet Bid, where vendors can access and respond to RFPs.
 - Mapping vendors can also be placed on an interest list for communications, and some vendors have begun to do so.

- Next Steps:
 - Vanessa Delgado will be the Subcommittee's liaison with P&C
 - Subcommittee is beginning to create the mapping services RFP using the new template provided by P&C, and will look at language used in the 2010 RFP as well as current RFPs issued by redistricting agencies

elsewhere in the state to ensure that an appropriate range of services is included.

- Questions being investigated:
 - The 2010 Budget had a single line for both Mapping and Outreach services – the two items were not separated. How was the budget line divided between the two services?
 - Is there a record of actual expenditures on Mapping services and Outreach services by the 2010 Commission?
 - Liaison with SANDAG, the County’s mapping and demographics agency in regard to sharing geographic information (such as current City Council boundaries, Community Planning Areas, street database, etc).