

## How to Use the IT Project Services – Geographical Information Systems (GIS) Contract

**Contract #:** ITS53ProjServGIS    **Contract Duration:** 07/01/2014 to 06/30/2019

**MMARS #:** ITS53ProjServGIS\*    **Options to Renew:** None

**Contract Manager:** Marge MacEvitt – marge.macevitt@state.ma.us- 617-720-3121

**UNSPSC:** 81-11-00

**Last change date:** 09/14/2016

### Contract Summary

This contract is for information technology (IT) professional services to perform fixed price projects in the area of Geographical Information Systems (GIS). Hardware and commercial software (for example, Microsoft Office) are not covered under this contract. It is for services only. The GIS subcategories are listed below:

- GIS General Services

These services include: Maintenance; software application development (including technical support); and web map application hosting. Implementation planning includes needs assessment, business process analysis, implementation planning, and business case development which may include analysis of return on investment. GIS data development and maintenance includes scanning and vectorizing from source maps and related map feature attribute development, conversion from CAD formats to GIS data formats, creating derivative products from or classifying imagery and LiDAR data, GIS database design, and master address list development and related services.

Software application development includes developing extensions or tools for use within an existing commercial product or stand-alone applications running in a browser to support data development and maintenance as well as desktop computer applications or Intra- or Internet applications for accessing, viewing and querying GIS data.



Hosting of web mapping applications is permitted under this subcategory except for agencies within any of the Commonwealth's eight Executive Agencies or their successor agency or agencies.

- Planimetric Mapping Services

This subcategory offers map feature compilation and related attribute development from aerial photography in a stereo imaging environment (planimetric compilation). Services include developing and delivering data in a GIS format, typically based on a client-specified database design. This subcategory does not include acquiring the aerial imagery but rather is limited to planimetric compilation from existing stereo-viewable imagery provided by the entity seeking services through this subcategory.

- Web Map Services or Clients Maintenance and Enhancement

Vendors in this subcategory offer either or both of the following:

- 1) maintenance of MassGIS' existing web mapping services infrastructure and clients of those services developed by or for MassGIS and/or
- 2) enhancement of the web mapping services or clients, including build new clients to the web mapping services.

## Benefits and Cost Savings

- Prompt Payment Discounts

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies



04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Acquisition Method

### Pricing

There are no hourly rates associated with these contracts. At least three quotes must be requested for all new projects, by sending bids to at least three vendors via COMMBUYS with the specifications for the project [requesting a quote](#). At this time, non-Executive Departments may request quotes via email rather than posting on COMMBUYS.

Many vendors offer substantial Prompt Pay Discounts – see the [Vendor Listing](#) Spreadsheet for a listing of all vendors showing the Vendor Name, email address, specialties, and Prompt Pay Discounts. See [Locating Attachments on COMMBUYS](#) to locate the Vendor Listing and all other documents referenced in the User Guide. You do not need a COMMBUYS login to access these documents.

If the vendor offers web hosting services, rates are found on the [Vendor Listing](#) Spreadsheet.

### Acquisition Method

The only acquisition method is fee-for-service.

## How to Obtain Services

### Prepare a Request for Quotes (RFQ)

At a minimum, Agencies must request quotes from at least three companies for new projects. The “Statement of Work Template” located on the Attachments tab of COMMBUYS may be used as the basis



for a quote request, completing only those sections where information is available prior to Vendor selection.

### **Determine RFQ Distribution**

If IT Bond funds will be used, projects worth more than \$50,000 must be posted on COMMBUYS and sent to all GIS vendors. See "[How to post on COMMBUYS](#)" below for instructions. The posting *must* indicate that only ITS53 Project Services GIS vendors (and other qualified Statewide Contractors, if the Agency wishes) may submit quotes.

Otherwise, you may use the Vendor Listing Spreadsheet to select three or more companies from which you wish to solicit quotes. The Vendor Listing Spreadsheet shows which vendors were selected for the three GIS subcategories that were evaluated by the SST (Strategic Sourcing Team). For these subcategories, vendors were required to describe three specific projects, with client reference letters, and to provide additional qualifications.

In addition to their evaluated subcategories, Vendors had the opportunity to list up to five additional specialties. These were not evaluated, but provide an indication of what the vendor considered to be particular strengths they wished to highlight.

If there are many companies that may be qualified to provide the types of services you are seeking, you may consider Prompt Pay, M/WBE status, Small Business status, or other factors in making your choices. Prompt Pay Discounts are shown in the Vendor Listing Spreadsheet.

It is NOT necessary to restrict your choice to vendors who were awarded based on the GIS subcategory under which they proposed, however, services must be GIS services.

Once you have selected the vendors to receive bid notification, see "[How to post on COMMBUYS](#)" below for instructions.

### **Select a Vendor and Negotiate an Agreement**

It is not necessary to select the lowest cost bid. The choice may be made based on "best value" to the Commonwealth.

### **Statement of Work (SOW) Template**

The Statement of Work Template must be used for all engagements. It may be tailored to omit sections/terms which are not relevant or to add new sections/terms, however, Section 11.3, "Title and Intellectual Property Rights" may not be altered without the written consent of the General Counsel for ITD (or the General Counsel's designee).



Additionally, Section 7.1.2 provides that if the Vendor will develop a capability for viewing maps and related information on an internet web site, and if that web site will display map information available through MassGIS web mapping services (e.g., parcels, orthophotos, streets, wetlands), then the Vendor is required to use MassGIS geospatial web mapping services. Agencies may not waive this requirement, but must obtain a written waiver from the Director or Assistant Director of MassGIS if the Vendor cannot or will not comply with this requirement. Contact [neil.macgaffey@state.ma.us](mailto:neil.macgaffey@state.ma.us) if such a waiver is needed.

### **Representations by Resources**

This document is to be signed by all resources (consultants) who will be providing services on site or will use Commonwealth IT resources.

## **Additional Contract Terms and Information**

### **Fixed Price vs Time and Material; Phased Projects**

This Statewide Contract is for fixed price projects, except as discussed below relative to software maintenance and support. Although time and materials work is permitted, it should be done only in cases where the Contracting Department and the Contractor agree that a reasonable fixed price cannot be determined. The time and materials portion of a project should continue only until such time as requirements are sufficiently well known to provide a fixed price quotation.

If a fixed price cannot be provided for one phase of the project until an earlier phase is completed, the project should be structured as a series of fixed price deliverables. In this case, the Contracting Department must solicit quotes from at least three Contractors for each phase of the project, unless the initial Contractor owns intellectual property that is essential to the completion of the project, and the initial Contractor declines to make such intellectual property available for the use of other Contractors. If this is the case, the Contracting Department may award subsequent phases to the initial Contractor without further competition. However, only those phases and project components which require the use of the intellectual property owned by the initial Contractor may be awarded without competition.

Contractors must supply fixed price quotes if requested to do so, unless the parties agree that a reasonable fixed price cannot be determined.



## Maintenance/Support for Systems Developed by Vendor

You may engage a contractor to provide maintenance/support for a system they have developed on an ongoing “as needed” basis for a negotiated hourly (or other time unit) rate or rates. In such cases, you are not obliged to solicit quotes from other contractors.

## Subcontracting

You have the right to approve any subcontracts, and the right to a copy of the subcontract. Vendors may not subcontract more than 80% of the work as measured by dollar amount.

## Performance and Payment Time Frames That Continue Beyond the Duration of the Contract

If you begin an agreement (SOW) with a Vendor at any time before the end of the ITS53 GIS Contract, the SOW may be for up to three years, even if the ITS53 GIS will end before your SOW ends.

## Check Vendor Status

Prior to requesting quotes or issuing orders, contract users should check COMMBUYS to see whether the vendor is currently in “Active” status. Vendors may be suspended for several reasons, including failure to comply with their contract obligations. New orders may not be issued to vendors whose status is “Inactive”, who have been suspended from new business or dropped from the contract. In addition, contract users should review the attachment, “Vendors in Jeopardy of Suspension”, if such an attachment is posted. Vendors appearing on that list have failed to comply with one or more contract requirements, and unless they remedy the issue, they are liable to be suspended in the near future. The “Vendors in Jeopardy of Suspension” attachment will identify the specific issue. Contract users who would like to continue to be able to issue new orders to any vendor appearing on that list may wish to contact the vendor and urge that they remedy the problem.

## How to Post on COMMBUYS

If you are not familiar with how to post a requisition on COMMBUYS that enables you to request quotes from multiple vendors on a Statewide Contract, download the Job Aid “[How to Create a Department/Statewide Release Requisition \(with Solicitation\)](#).” The following instructions customize that Job Aid:

1. General tab (Job Aid Steps 4)
  - a. Select “Release” as the “Requisition Type.”
  - b. Check the “Solicitation Enabled.”
  - c. Select “Statewide Contract” as “Type Code.”



- d. If consistent with your Department’s practices, include ITS53ProjServGIS within the “Short Description.”

In the Steps below, you may safely ignore any error messages indicating that “Purchaser Marge MacEvitt is not valid” or similar messages.

2. Items tab (Job Aid Step 6)

- a. Go to the Items tab and select the “Search items” button.
- b. Click the symbol next to “Advanced Search” to see more search criteria.
- c. Enter “ITS53ProjServGIS” as the “Description.”
- d. For the “Item description,” enter all or part of the Subcategory title, or enter a search term that describes the service you are seeking.
- e. Select “Find it.” If multiple records display, select the one(s) you want.
- f. Select “Add to Req and Exit.”

3. Items tab (Job Aid Steps 7 and 8)

- a. You will be returned to the Items tab, where an error message may appear.
- b. Enter 1 for Quantity
- c. Select “Enter Info” under Catalog Price/Unit Cost
- d. On the new screen that comes up, enter 1.0 for Catalog Price/Unit Cost.
- e. Select “Save and Continue.”
- f. Skip Job Aid Step 7.
- g. Select the Distributors tab to select the vendors who will receive the bid. To select a subset of vendors, check the “Select” box in the row of titles, then uncheck that box to de-select all vendors and select “Save and Continue” (if the list is multiple pages, this step must be repeated for each page). Next, check the boxes for each vendor to be sent notification of the bid. If you wish to send the bid to all ITS53 GIS vendors, there is no need to view the Distributors tab.
- h. Select Save and Continue

4. Attachments tab (Job Aid Step 14)

- a. Use the “Add file” function to add the completed SOW or other document you are using to specific the project and response requirements, and any additional files that may be needed.

5. Submit the requisition for approval. Once it has been approved, follow the Job Aid “[How to Create a Bid Using a Requisition.](#)” Start with Step 25, except, on the General tab, check “Informal Bid” if you wish to be able to award a bid prior to the close date of the Bid.



## How to Place an Order on COMMBUYS

Once a service and price is determined, the ordering process is as follows (if you have awarded the bid using COMMBUYS, after it has been approved, click the "Create PO" button at the bottom of the screen and begin with Step 5 below):

1. Initiate a new requisition
2. Search for an item (Use ITS53ProjServGIS) in the description
3. Select the vendor you will be placing an order with
4. Select the appropriate catalog line
5. Enter "1" in the Quantity field and the total amount to be spent over the life of the engagement in the Unit Cost field. Insert the following language in the special instruction box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services." Further direction for processing partial receipts is included in the ["How to Complete a Partial Receipt in COMMBUYS" Job Aid](#).
6. Attach the vendor quote and/or a detailed order summary
7. Submit for approval

## Locating Attachments on COMMBUYS

The following documents are found on the "Attachments" or "Summary" tab of the Contract on COMMBUYS.

- Contract User Guide (this document)
- Representations by Resources
- Statement of Work (SOW) template
- RFR incorporating all amendments

To locate the Contract on COMMBUYS without logging in:

1. Select COMMBUYS under OSD Programs at [www.mass.gov/osd](http://www.mass.gov/osd) OR Enter <https://www.commbuys.com/bsol/> in your browser
2. Select "Contract & Bid Search"
3. Select "Contracts/Blankets"
4. Enter "ITS53ProjServGIS" (no quotes) as the "Contract/Blanket Description" (NOT the "Contract/Blanket #")
5. Select the "Find it" button
6. If two links appear, select the one that does NOT end in "vcurrent."



Attachments are links in the “Agency Attachments” field of the “Header Information” section.

If you are logged in:

1. Select the magnifying glass
2. Select “Module” = “Purchasing Module” and “Document Type” = “Contracts/Blankets”
3. Follow steps 4 through 6 above
4. This view of the contract allows you to look at the contract information in separate tabs. The “Attachments” tab includes a description of each attachment and how it is to be used.

### Strategic Sourcing Services Team Members

Abraham, Tomy	Department of Children and Families
Boyd, Brian	Executive Office of Labor and Workforce Development
Cabral, Paul	Executive Office of Health and Human Services
Cahill, Alison	Executive Office of Labor and Workforce Development
Caron, Charles	Department of Public Health
Hersey, Rachelle	Department of Revenue
Hyde, Evelyn	Department of Transportation
Kates, Annemarie	Information Technology Division
Lewis-Jeter, Yvette	Department of Insurance
MacGaffey, Neil	Executive Office of Environmental Affairs
Martin, Clayton	Department of Education
Miller, Joan	Massachusetts Higher Education Consortium
Sullivan, Margaret	Department of Police