Contract User Guide for ITS74GIS

ITS74GIS: IT Project Services Geographic Information Systems (GIS)

UPDATED: January 24, 2022

Contract #:	ITS74GIS
MMARS MA #:	ITS74GIS*
Initial Contract Term:	July 1, 2019 to June 30, 2024
Maximum End Date:	No extensions available
Current Contract Term:	July 1, 2019 to June 30, 2024
Contract Manager:	Marge MacEvitt, 617-720-3121, marge.macevitt@mass.gov
This Contract Contains:	Prompt Pay Discounts
UNSPSC Codes:	81-11-00, Computer Services

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Geographic Information System (GIS) related services. It replaces ITS53ProjServGIS. This contract is for information technology (IT) professional services to perform fixed price, deliverables-based GIS projects. Generally, GIS projects involve analysis of spatial location and geographic data, and organization of layers of information into visualizations using tools such as maps and 3D representation. GIS services available through this contract include implementation planning, data development and maintenance, application development, and web hosting.

Hardware and commercial software (for example, Microsoft Office) are not covered under this contract. This contract does not include collection of data via aerial photography. See Contract Exclusions and Related Statewide Contracts for a description of excluded services.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, and vendor management and oversight.

- Wide range of vendors and specialty services
- Prompt Payment Discounts

Find Bid/Contract Documents

To find all contract documents, including the Contract User Guide, RFR, Statement of Work (SOW) template, and others, visit COMMBUYS.com and search for ITS74GIS. Or, link directly via PO-19-1080-OSD03-SRC01-16704. The "Vendor Name" is "Master Contract Record." The contract documents are found under "Header Information" in the **Agency Attachments** section, including the **Vendor Listing Spreadsheet**, which provides contact information for all vendors. The vendors are also listed in the **Master Blanket/Contract Vendor Distributor List** section.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

Please see the standard list of Eligible Entities on our Who Can Use Statewide Contracts webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. 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.

Supplier Diversity Requirements

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements

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Less than or equal to $250,000/year	• **Notify at least two small businesses** capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments' best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than $250,000/year	• **Notify at least two diverse and/or small businesses** capable of providing the product or service of the opportunity, if available. • Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible. • **Note**: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the Statewide Contract Index available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

• 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 (See "How to Post on COMMBUYS" below). Non-Executive Departments may request quotes via email rather than posting on COMMBUYS. Email addresses may be found by clicking the Vendor ID field.

• For contractors who offer web hosting, hosting rates are found on the Vendor Listing Spreadsheet, see above.

Acquisition Method

The only acquisition method is fee-for-service.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have an account already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

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How to Post on COMMBUYS

COMMBUYS functionality provides a mechanism to obtain quotes from multiple vendors as required for all new projects under this contract.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage, and select:

➢ The *COMMBUYS Bids section*, and choose the *How to Request Quotes from Vendors on Statewide Contracts* job aid OR the *Quick Reference Guide (QRG) section*, *QRG – How to Post a Bid to Receive Quotes from Vendors on a Statewide Contract*.

How to Obtain Services

Prepare a Request for Quotes (RFQ)

See How to Post on COMMBUYS. For entities not using COMMBUYS, distribute the bid via Email. Email addresses may be found by clicking on the Vendor ID.

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 ITS74 GIS vendors. See "How to post on COMMBUYS" for instructions. The posting must indicate that only ITS74 GIS vendors (and other qualified Statewide Contractors, if the Agency wishes) may submit quotes.

Once you have selected the vendors to receive bid notification, see "How to post on COMMBUYS" 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, for Executive Departments, 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).

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.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

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Contract Exclusions and Related Statewide Contracts

The contract does **not** include the following types of services:

- Aerial photography
- Automated network monitoring or similar services,
- Equipment maintenance or managed services,
- Data collection that can be performed by non-IT professionals
- Standardized training courses,
- Staff Augmentation (temporary staff paid on an hourly rate basis),
- Ongoing agreements for support and maintenance except in the case of software support,
- Call center operations,
- Help desk services,
- Managed network, storage or telecommunications services,
- Any services provided principally through an automated process, including automated network or telecommunications monitoring,
- Data entry,
- Managed services such as Software as a Service, Infrastructure as a Service, Cloud Services, and other types of services provided in a similar manner,
- Document scanning (except for GIS data or application development),
- Any hardware or packaged/pre-existing software, and/or
- **Any services that are not primarily intellectual work performed by IT professionals**

Additional Information/FAQs

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.

Software Support

Contractors who specialize in supporting a particular type of software may be engaged to provide ongoing "as needed" support for GIS-related software products that have been obtained through other Statewide Contracts. You must solicit three quotes for hourly (or other time unit) support rates, unless the vendor is supporting software that they developed for your organization.

Prompt Pay Discount

This is a discount given to the buyer for invoices paid within a certain time period. The Prompt Pay Discount is shown on the Vendor Listing Spreadsheet, see above.

Performance and Payment Time Frames Which Exceed Contract Duration

OSD's approval will be needed for any projects that are expected to terminate after the end date of this Statewide contract, 6/30/2024. A process will be provided in this Guide at a later date, meanwhile email OSD's Contract Manager for the contract.

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Memorandum of Understanding/Statement of Work

The SOW Template posted on COMMBUYS includes a place for entering the name of the RFR, which must be completed as ITS74GIS.

Additionally, Section 7.1.2 of the SOW 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 if the Vendor cannot or will not comply with this requirement. Contact neil.macgaffey@mass.gov if such a waiver is needed.

Fixed Price Projects

The intent of this RFR is to obtain companies to perform projects on a fixed price basis. Time and materials work is only permitted as specified below under Time and Materials / Hourly Rate Work.

If a fixed price cannot be provided for one phase of a project until an earlier phase is completed, the project must be presented in the RFQ as a series of phases (a "multi-phase project"), with only those earlier phases eligible for bidding. Once the requirements of the subsequent/contingent phase(s) become(s) clear, the Contracting Department must solicit quotes from at least three (3) ITS74 Contractors.

Time and Materials / Hourly Rate Work

Time and materials / Hourly Rate Work is allowed under three circumstances:

1. **Bid Preparation Consulting Services:** The Contracting Department requires assistance from an ITS74 Contractor to prepare bid specifications that would enable ITS74 bidders to provide reasonable fixed price quotes. The Contracting Department would request hourly rate quotes from the ITS74 Contractors for assistance in bid preparation.

2. **Software Support:** The Contracting Department requires software support for a software solution developed or configured by an ITS74 Contractor, but cannot scope this activity in terms of a fixed price contract because the type of support required is not known in advance. Requirements may include but are not limited to:
   - Additional or modified configuration requests, due to changed circumstances or based on experience with using the solution
   - Software enhancements
   - Post-warranty support for resolving newly surfaced bugs
   - Adding or configuring new modules
   - Answering questions or providing additional training (from time to time, as distinct for providing Help Desk services, which are not covered under this contract)

3. **Not-to-Exceed:** A not-to-exceed amount is established in the SOW, which includes well-defined tasks whose resource requirements for completion are uncertain. Examples of where this could be applied include data cleaning projects, where the amount of time needed would be dependent on the state of the data to be cleaned, or performing a code review to identify and remediate vulnerabilities, where the time required would depend on the state of the code.

   Hourly rate services may not be used for providing system enhancements or additional configuration whose estimated hourly costs would meet or exceed the base cost of the solution. In that case, fixed price quotes must be solicited from the ITS74 Contractors.

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Strategic Sourcing Team Members

- Neil MacGaffey, Executive Office of Technology Services & Security
- Marge MacEvitt, Operational Services Division

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record	PO-19-1080-OSD03-SRC01-16704	See Vendor Listing Spreadsheet**	See Vendor Listing Spreadsheet**	See Vendor Listing Spreadsheet**	N/A	N/A

*Note that COMMBUYS is the official system of record for vendor contact information.

** The Master MBPO is the central repository for all common contract files. Price files for web hosting may be found in the **Vendor Listing Spreadsheet** under the "Header Information," "Agency Attachments" section of the Master Blanket Purchase Order.

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