

STREAMLINING TOOLS - TOOLS TO MAKE GOVERNMENT MORE EFFECTIVE and EFFICIENT

MODEL PROCUREMENT REQUIREMENTS

ABOUT THIS TOOL

One of the barriers, identified by many communities, to applying information technology (IT) to their building codes administration and enforcement programs, has been a lack of information on best practices in IT procurement. To help alleviate this problem, the Model Procurement Requirements tool is now available for downloading from the Alliance's website: www.natlpartnerstreamline, and is based upon the best practices of jurisdictions from around the nation. The Model provides state and local governments with a number of basic administrative and technical requirements that building officials and chief information officers deem essential to assuring both an effective procurement and ultimate operation of the acquired hardware or software by the jurisdiction.



BENEFITS

The Model Procurement Requirements tool enables jurisdictions to benefit from the procurement experiences of jurisdictions from state and local jurisdictions from across the nation including California, Florida, Maryland, Oregon and Virginia.

The tool provides a complete list of administrative and technical requirements of vendors; assures your jurisdiction that it will own the data; and enables your jurisdiction to mandate interoperability of software.

SAVINGS TO GOVERNMENT

Released in 2004, with the endorsement of the National Association of State Chief Information Officers (NASCIO), the Model has been used by 14 jurisdictions to speed their procurement process and help them successfully conduct their procurements. On average, the Model has saved communities 40 percent of the time it normally would have taken to develop their procurement documents. Several jurisdictions also report savings from avoiding potential cost overruns by contractors due to usage and completion of the Model.



BACKGROUND

Included in the Model are:

- Information on how to check out references other than those provided by vendor, including recommendations/guidance on visiting nearby jurisdictions that makes use of this software/hardware.
- Information on how to carefully craft text regarding any support services (make certain of costs) that are above basic purchase price.
- Information on how to set and demand (imposing penalty clause) around software delivery and date it becomes operational.
- Information on how to include contract training provisions and costs for your employees to learn to operate new system.
- If offeror proposes partnerships with subcontractors/other vendors, then require that their response must clearly designate prime contractor/integrator responsibility and include signed proposals with prices from other partners as a part of their submission.
- Nothing in the contract should be taken to require the jurisdiction to procure database management system, operating system hardware, hardware or other components through the successful offeror.
- If jurisdiction chooses to obtain from vendor additional services, it should be through by negotiated contract amendment. Additional work should be awarded on task-by-task basis subject to available funding.

Basic technical requirements:

- software should provide an integrated solution that is expandable
- software should interface with GIS
- software and hardware should make use of web-enabled technologies
- software should support or have stated plans to support XML interoperability
- mandated most current release date on software/hardware
- mandated accuracy standard and quality assurance for software/hardware

EXAMPLES OF APPLICATION AND JURISDICTION CONTACTS

State of Oregon – the State of Oregon acted upon the recommendations contained in the Model Procurement Requirements tool and is completing issuance of major RFP to build out statewide e-Permitting system. Contact: Gary Basin; Phone: 503-373-7755; Email: gary.p.basin@state.or.us

SUMMARY

The Model Procurement Requirements tool provide jurisdictions with a template from which to design and successfully conduct the procurement of hardware and software to enhance the effectiveness and efficiency of one or more aspects of their building codes administration and enforcement programs.

FOR MORE INFORMATION: VISIT THE ALLIANCE'S WEBSITE AT: www.natlpartnerstreamline.org and click on "TOOLKIT." On the TOOLKIT homepage click on: MODEL PROCUREMENT GUIDELINES for further details.