

RFP 215 Online Public Engagement Tool for Regional and Local Planning

Pre-bid Questions and Answers

Attendees: Jane Grove (CMAP); Molly Shacklette (CMAP), Penny DuBernat (CMAP), Sean Tapia (Houseal Lavigne), Shane Peck (WSP USA), Yolanda Richards (ESRI), Erick Podlin (Catalyst Consulting Group), Nicole Nicholson (Catalyst Consulting group), Anna Broberg (Mapita North America, Inc.), Chris Haller (Urban Interactive Studio), Sean Gynane (MetroQuest), Christine Ma (ESRI), Nick Meyers (ESRI), Sara Fletcher (ESRI), Eric Talwar (Catalyst Consulting Group), Illana Sepiashvilli (Earles Architects and Associates), Casey Earp (Bang the Table), Sean Gynane (CoUrbanize).

1. Is CMAP looking for help in finding a tool?

No. CMAP is looking for the tool itself.

2. Is CMAP seeking a manager of the tool?

No. CMAP is looking for the tool itself. CMAP will manage the content. CMAP is seeking an off-the-shelf product, not a custom build application.

3. What is the length of service?

The contract is expected to be written for 2-years with 3 1-year options for renewal.

4. There is no one tool that can provide all of the features as outlined in the RFP, is CMAP considering more than one product?

Yes. CMAP expects that more than one contract will be awarded.

5. The Price Proposal Form does not apply to our pricing structure, may we modify it?

Yes. Please modify the Price Proposal Form to meet the needs of your business model.

6. Section 5: General Provisions, Paragraph 24, is not is not a realistic expectation for a software provider, is it possible to strike that paragraph?

Yes. The inclusion of that paragraph was an oversight by CMAP. An amendment striking that paragraph from the RFP will be included as part of the awarded contract document.

7. Is CMAP looking to engage in multiple languages?

Yes. CMAP may seek to utilize this tool in the top five language spoken within the region; Spanish, Polish, Chinese, Tagalog and Arabic. CMAP will provide translation services utilizing its own contractor.

8. How many teams will the consultant be engaging with?

CMAP is unsure of the exact number. The primary group will be the Outreach lead with regard to the regional engagement for the ON TO 2050 Plan. CMAP anticipates that approximately 15 staff members from its Local Technical Assistance Division would need to be trained to utilize the tool. Training and technical support is required and should be quoted on the price proposal form.

9. Does the contract have any M/W/DBE requirements for this contract?
No.
10. Does CMAP have a budget for this project in mind?
Yes, but CMAP declines to disclose that budget at this time.
11. Does this project encompass the entire region?
Yes. The ON TO 2050 implementation is a region-wide project. The LTA projects are usually municipal projects or in some cases countywide projects. Examples of previous LTA projects can be found [here](#). Newly awarded LTA project can be found [here](#). Not all LTA project would be utilizing this tool, as some are not public facing. CMAP expects approximately half would benefit from the use of this tool.
12. Has CMAP seen engagement tools it likes?
Yes, it has seen many. CMAP is also interested in new features that may be of benefit that we have not seen.
13. Are you looking for a tool with the ability to comment, create accounts, etc.?
That would depend on the tool and the way they are utilized.
14. Is there a cap on the number of people a firm can bring to an interview?
No. Most firms bring an average of three team members. CMAP will expect a demonstration of the tool and its capabilities during the interview.
15. With regard to the submission of previous work, will hyperlinks suffice?
Yes. CMAP does not expect you to submit an actual portfolio of your work, hyperlinks to current and/or past projects are acceptable.

Deadline for submissions if Friday May 3, 2019 at 3:00. All submissions must be received by mail or dropped off. No email submissions will be accepted. If you are dropping off, please contact the receptionist at 312-454-0400 for entry into the security system.

All vendors must have a valid and active System for Award Management CAGE Code. If your firm does not have a CAGE code, CMAP encourages you to apply for one now. The process should take about 45-minutes. To apply for registration use this [link](#). This is a free government service. CMAP is aware that there are firms that will provide assistance with registration for payment. This is unnecessary. Please apply directly to SAM.gov.

Please contact Penny DuBernat at pdubernat@cmap.illinois.gov with any further questions.