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**REQUEST FOR INFORMATION**

**RFI-ITD-001-19**

Project Name: 2019 Open Data Platform Renewal

**Submittal Schedule**

Table 1: Schedule

|  |  |
| --- | --- |
| **Schedule of Events** | **Date** |
| Request for Information Released | March 1, 2019  |
| Q&A Conference | March 14, 2019@ 10:00 AM Seattle Municipal Tower, Suite 4096700 Fifth Avenue, Seattle, WA 98104  Or [Join Skype Meeting](https://meet.seattle.gov/jeremy.doane/528HM2HR)    Or 844-386-1200 Conference ID: 9874673 |
| Deadline for Questions | March 18, 2019 @ 2:00 PM |
| Submit your Response no later than | March 22, 2019 @ 2:00 PM |

*The City reserves the right to modify this schedule at the City’s discretion.*

*Notification of changes will be posted on the City website or as otherwise stated.*

**Delivery Information**

Deliver all questions and responses by email to:

Seattle IT Contracts Manager:

Jeremy Doane, Jeremy.doane@seattle.gov, 206.684.5962

# Purpose, Background, and Current Environment.

**Introduction**

This Request for Information (RFI) seeks ideas to help the City of Seattle validate its business requirements, approach, and priorities for a public-facing (open) data platform which can meet functional requirements across **one or more** of the following public-facing city initiatives, with a primary focus on Open Data:

* Open data
* Performance management
* Open budget
* Capital projects exploration

Information provided by platform vendors or consultants should address their ability to implement solution(s) capable of serving the needs across all four of these initiatives, as well as their ability to provide a-la-carte solutions which might *exclude* one or more of these initiatives.

The four initiatives served by the open data platform(s) are public facing in nature, therefore information provided by vendors should focus on public facing aspects of solutions.

Platform administration (user management, data management, configuration) will be performed primarily by the City’s Open Data team within the Department of Information Technology’s Digital Engagement Division, and secondarily by key staff associated with the above city initiatives. Users of this system will include City of Seattle employees involved with the stewardship, development, and publishing of data artifacts intended for public consumption, and a diverse range of public data consumers including members of the public, regional local governments, non-governmental civic technology and service organizations, area businesses, universities, data scientists and researchers, members of the media, and others.

The project team has developed business requirements, but prior to issuing a formal RFP, we are interested in gaining new perspectives on best practices for public-facing data systems, and fresh ideas on how current technology solutions can help us fulfill our project scope and objectives.

A successful product or service match will reflect a set of data management and publication functions articulated by the project team (high-level requirements and “nice to have” elements are listed below). We want users within the City to have easy access to publish and manage datasets, and public data consumers to be able to easily discover, retrieve, analyze, and leverage the City’s most relevant and valuable data. The City of Seattle’s Open Data program strives to provide a “single front door” for consumers to discover and access the city’s data; therefore, the City will prioritize solutions that emphasize a comprehensive strategy to encompass data requirements across the four business drivers (open data, open budget, capital projects, and performance). The ideal solution would provide access to these four areas through a single web page at data.seattle.gov, but also provide capability to direct seattle.gov subdomains to individual components or ‘subsites’ (i.e. data.seattle.gov, openbudget.seattle.gov, performance.seattle.gov, and capitalprojects.seattle.gov).

The City of Seattle emphasizes all-inclusiveness as an important success factor for this public-facing software application. For that reason, we seek public-facing data management solutions with accessibility features such as multiple language support, and products that have been implemented in a government, local government or similar setting where race and social justice soft requirements are stressed. Please include examples of your product implementations in a local governmental or other multi-cultural environment and indicate which features support accessibility and a culturally diverse user group.

**Enterprise Public Data Management Platform - High-level Requirements:**

* Comprehensive public data web portal & individual landing pages (e.g. data.seattle.gov, performance.seattle.gov, openbudget.seattle.gov, capitalprojects.seattle.gov)
* Tabular data repository & storage
* Multiple download formats (GUI, csv, XML, JSON, OData, REST, embeddable HTML)
* Dataset management via GUI and API
* Metadata management via GUI and API
* Search based on metadata elements of data assets
* User access control (groups, distinct edit/create/publish permissions, AD integration)

**Enterprise Public Data Management Platform - Nice to have features:**

* Visualizations (charts/graphs) with drill-down capability
* Support for linking/joining assets
* Intake, governance, data quality, and curation controls & dashboards
* User communication (configurable alerts, bulk-emails to data publishers/editors)
* Access to big data, machine learning, natural language processing services

# Response Format.

**Please submit response as described below.**

1. Letter of interest.
2. Write a concise paper to describe your system, its features and special characteristics. Provide:
	1. Examples of successful implementations from other locations and jurisdictions;
	2. Description of your product’s pricing model such as whether it is based on number of users (please define a “user”), number of datasets in the system, bandwidth/storage consumed, or other pricing model.
	3. Alternate methods of implementation (SaaS and/or on-premise).
	4. Approved implementation partners
	5. Suggestions for approaches to maximize the inclusiveness and accessibility of the solution for the diversity of dataset consumers and producers across the City.

# Next Steps.

The City will review all responses. The project team may ask respondents to meet with the team, to discuss the products or suggestions, and potentially to provide an informational demonstration of the solution.

This RFI is only intended for the City to identify sources that can provide a comprehensive public facing data solution, and associated services and features. The information provided in this RFI is subject to change and is not binding to the City. The City has not made a commitment to procure any of the RFI requirements discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become City property and will not be returned.

# RFI Information.

## Information Only.

Request For Information (RFI) Only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the City to contract for any supply or service whatsoever. Further, the City is not at this time seeking proposals and will not accept unsolicited proposals. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be advertised on The Buy Line Blog website: <http://thebuyline.seattle.gov>. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

**Registration into City of Seattle Online Business Directory.**

If you have not previously done so, register at: https://web6.seattle.gov/FAS/OBD/Logon/Logon.aspx?ReturnUrl=%2ffas%2fobd. The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call 206-684-0444.

## Q &A Conference.

The City has scheduled an optional Q&A conference at the time, date and location in page 1. Respondents are encouraged to attend but are not required to attend. The meeting answers questions, begins a discussion, and can address issues.

**Questions.**

Respondents can freely email written questions to the contact named on page 1.

**Receiving additional information.**

The City will post any new information gained as a result of questions, which may be of interest to all respondents. The City will post that information on the website that the RFI is posted.

**Email Submittal.**

###### The City seeks email responses by the date and time on page 1. The City can accept late responses since this is not a formal competition. However, the City prefers all responses received on the desired date, in order to review and consider all of them equally.

1. Please number your pages sequentially.
2. The City does not have page limits.

##  Cost of Preparing Submittals.

The City will not be liable for any costs incurred by the Respondent to prepare, submit, and present Submittals, perform interviews and/or demonstrations.

## Proprietary and Confidential Material.

By submitting a response, the Respondent agrees that the City of Seattle and its member agencies may copy and distribute the response, in whole or in part, for the purpose of facilitating the review of the response. The Respondent consents to such copying by submitting a response and warrants that such copying does not violate the rights of any third party. By submitting one or more responses, the Respondent thereby grants the City of Seattle and its member agencies the right to use the ideas and to adapt or modify the Respondent’s ideas, which are contained in the response.

## Requesting Disclosure of Public Records.

The City asks interested parties to withhold public disclosure requests until the City completes deliberation. This is intended to shelter respondent materials for a period of time. However, responses will eventually be public information and the City will respond to public record requests as required by State Law.

## Public Records Act Compliance and Procedures.

As a public agency, the City is subject to the Public Records Act, Chapter 42.56 RCW (the “Act”). Under the Act, all materials prepared, owned, used, or retained by the City or a functional equivalent of a City employee are considered public records. The Act requires that public records be promptly produced by the City unless the Act or an “other statute” exempts such records from production.

To the extent that the Respondent possesses records that the City determines it needs in order to respond to a request under the Act, Respondent agrees to cooperate fully with the City in identifying and assembling such records and to make them promptly available to the City upon request.

Pursuant to Chapter 40.14 RCW, Respondent shall retain all records associated with this submittal in accordance with the applicable retention schedule.

If the City receives a public disclosure request for any records that Respondent has properly designated on the Prior Notice Request Form submitted with Respondent’s response, the City may, but is not obligated to, offer the requestor a copy of the requested records with Respondent’s requested redactions. In all other cases—or if the requestor rejects Respondent’s requested redactions—the City will notify Respondent in writing of the request and will postpone disclosure of unredacted records. While not required under the Act, the City will then allow the Respondent up to ten business days to obtain and serve the City with a court injunction pursuant to RCW 42.56.540 to prevent the City from releasing the designated records in unredacted form. If Respondent fails to obtain and serve an injunction before the close of business on the tenth day after the date of notification, the City may release the records at issue. Whether to seek an injunction is the Respondent’s discretionary decision.

Respondent may mark records other than those submitted with its response with the notation “PROVIDE NOTICE BEFORE RELEASE.” Provided the notation is prominently displayed on every page of the record, the City will follow the procedures outlined in the foregoing paragraph if it receives a public disclosure request for any record containing such a notation. The City will not assert an exemption on Respondent’s behalf. Respondent acknowledges that the City will have no liability to Respondent if any records associated with this response are disclosed.



**Ethics Code.**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Attached is a pamphlet for Respondents, Customers and Clients. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, wayne.barnett@seattle.gov or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).



**No Gifts and Gratuities**.

Respondents shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Respondent. An example is giving sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Respondents. Promotional items worth less than $25 may be distributed by the Respondent to City employees if the Respondent uses the items as routine and standard promotions for the business.

**Involvement of Current and Former City Employees.**

The City Ethics Code has limits as to involvement of current or former City employees, official or volunteer, that is working or assisting in your response. Become familiar with those requirements. For questions, contact the Ethics and Elections Office (see contacts above).

**No Conflict of Interest.**

Respondent (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Respondent performance. The City shall make sole determination as to compliance.