



MEMORANDUM

To: CMAP Board

From: Alicia Gage
Manager, Finance and Administration

Date: January 10, 2024

Re: Authorization to enter into a contract with Resultant for a one-year term, for RFP No. 285 Data Governance, in an amount not-to-exceed \$437,778

Background

One of CMAP's important roles on behalf of the region is to provide quality data for northeastern Illinois. Part of the role of CMAP, as outlined in the Illinois Regional Planning Act, is to be the authoritative source of regional data to support regional decision-making using data. Illinois' Regional Planning Act (70 ILCS 1707/44) states:

Regional Data and Information Program. CMAP shall be the authoritative source for regional data collection, exchange, dissemination, analysis, evaluation, forecasting and modeling. With the involvement of state, regional, and local governments and agencies, CMAP shall create and maintain a timely, ongoing, and coordinated data and information sharing program that will provide the best available data on the region. This program shall include a publicly accessible mechanism for data access and distribution. CMAP's official forecasts shall be the foundation for all planning in the region. (Source: P.A. 95-677, eff. 10-11-07.)

As both the availability of data and data sharing opportunities increase, it is critical for CMAP to develop data governance strategies and tools to manage the accuracy, reliability, and security of the data. Equally important, the data governance strategy will contemplate how end users may be better supported and equipped with thorough documentation to harness the full potential of the data.

This project will support the development and documentation of resource availability, enterprise needs, governance options, system sustainability, and future strategic goals. The consultant will recommend strategies to bolster data governance practices and mitigate risks. The consultant will propose options and alternatives including the strengths, weaknesses, and risks of each approach.

The primary goal is to develop a data governance strategy for CMAP's data services function.

Note: while CMAP has a robust Geographic Information System (GIS) program and much of the agency's data resources have a spatial component, this is not solely a GIS data services RFP—we are looking for a holistic inquiry into agency data practices. The data governance strategy should encompass our GIS program but serve all data functions *in addition* to our GIS program.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on June 22, 2023. Staff held a non-mandatory on-line pre-bid information session for consultants on June 29. Questions posed during the on-line session and CMAP's responses were documented and posted on the CMAP website following the pre-bid session. On August 11, CMAP received proposals from 18 consulting firms. Post-submittal questions were sent to four finalist firms in September and responses from those firms were received on September 29.

Proposals and responses were reviewed by a team of three CMAP staff members drawn from the agency's core data analytics staff, and FOIA Officer: Nicholas Ferguson, Laurent Ahiablame, and Blanca Vela Schneider. The review team members each independently scored the proposals based on the following five criteria listed in the RFP:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The responsiveness of the proposal to the scope of work, as demonstrated through a substantive discussion of the issues; a clearly defined methodology, process, and timeline; and the degree of innovation included in the proposal.
3. The quality of the proposal's independent articulation of the scope of work and understanding of project objectives.
4. The quality and relevance of the examples of similar work.
5. Cost to CMAP, including consideration of all project costs and per-hour costs.

The individual scores of the review team members were combined to develop a final composite score for the proposals.

Recommendation for contractor selection

The review team recommends **Resultant** as the contractor for the data governance for data and information services project. The proposal received the highest score for nearly every criterion and a total score above 80 out of 100. Resultant's proposal provides a plan to meet the needs of each element in the scope of work, and clearly demonstrates how they will accomplish the objectives of the project. Their proposal also benefits from including the most project hours of all the finalists, with a dedication to stay engaged during the initial adoption of the data governance strategy.

It is recommended that the Board approve a contract with Resultant to perform the data governance strategy work in an amount not-to-exceed \$437,778 which includes a 10% authorized variance above the proposal price of \$397,980. Support for this project will be provided with FY 2024 UWP funds.

Action Requested: Approval