

Report on Business Analyst RFP process for Task Force – cc on Wednesday 12-12

Early Removals: After initial discussions the sub-committee agreed to eliminate Axios and Green Briar and Imerge from discussion. Axios and Green Briar had very low bids and didn't appear to have a grasp on the true needs detailed in the RFP. Imerge had an understanding of the need but felt that much of the research had been done and said, "This will not be a time for original research." This conflicted too directly with the Task Force's objectives.

Remaining Candidates: The following responses have been selected for a second interview:

- Advanced Strategies
- Bennevis
- LBL
- SRM – invitation is conditioned on their submitting a more complete description of their approach to the business analysis and standards work.

Presentation Components: The following is a description of the presentation details.

- A 15 minute presentation of their offering
- A 15 minute Q/A session.
- Q/A will include general and presenter specific questions.

- Discussions will revolve around project resources, budget and specifications so presenter must have someone with authority to make such changes at these presentations. Contracts will be awarded on the basis of this meeting alone; no follow up meetings will be scheduled so they need to come prepared.

There will be a 15 minute break between presentations to allow for discussion among the sub-committee members.

When: Presentations will take place on the morning of December 19, 2001 beginning at 9:30am. The total time, if all four companies provide a presentation, will last from 9:30am to 12:30pm.

Attendees: Members of the Task Force are invited to attend these presentations if they would like. Presentations by all companies will be a 15 minute overview of their approach to collecting information, analyzing findings and documenting standards that reflect both the private and public electronic real estate stakeholders.

Questions will include both standard and company specific topics.

Standard questions will include:

1. Describe your approach to the inherent difficulties of conducting a qualitative study when gathering factual and specific information from 21 public county offices and a variety of private industry offices. How will this be accomplished in 18 weeks?
2. When are you available to start and will the team presented in the RFP be the team for our project?
3. There are four consulting firms offering to provide services that represent similar scope of work, but the price of services is widely different between companies. We need to honestly assess the total cost of this project. How will you reduce your price without reducing your level of effort?

Advanced Strategies

1. The volume of project management consulting seems to be quite out of scope for the requested services on the RFP. Could you explain this for the committee?
2. You mention that 10% of knowledge source on real estate is from “Ideas from our own experience in real estate and related fields.” Could you briefly describe this experience for us?

BenNevis

1. In your interview detail you suggest that up to four interviews could be conducted per week using two interview teams, lasting five weeks. There seems to be much time and money spent on this phase. Could you discuss this in more detail?
2. As indicated in the RFP you will work with the Project Coordinator and subcommittees of subject experts. You suggest a need for an additional steering committee. The Task Force will want you to work with the Project Coordinator and the sub-committees on all work and status will be brought to the Task Force by the sub-committee chairs. Does that affect your process model or present issues for you?

LBL

1. Could you give examples and detail around projects where setting standards or obtaining consensus from disparate groups was a part of the initiative?
2. You list both a Project Director and a Project Manager in your response. The ERER Task Force recently hired a dedicated Project Coordinator that provides a project plan, risk management, issue management, status reporting, and other necessary project management tasks. Please differentiate your services from our own dedicated resource?

SRM

Nothing yet.

Sample Dialog with Selected RFP's

Conditional SRM: SRM should be called and asked to send us a more complete description of their approach to the business analysis and standards work. If this is done before Wednesday they can come.

I will be available by email and can read their response and identify questions for their panel interview on Wednesday.

For Other Finalist:

- Your firm has been selected for a second interview with the ERER Task Force for the Business Analyst services RFP.
- We will be asking selected firms to provide:
 - A 15 minute presentation of their offering
 - A 15 minute Q/A session.
 - Q/A will include general and proposer specific questions.
 - Discussions will revolve around project resources, budget and specifications so proposer must have someone with authority to make such changes at these presentations. Contracts will be awarded on the basis of this meeting alone; no follow up meetings will be scheduled so they need to come prepared.

((There will be a 15 minute break between presentations to allow for discussion among the sub-committee members.))

- Presentations will take place on the morning of December 19, 2001 beginning at 9:30am. The presentations will be in the following order.

9:30 – 10:00 = SRM

10:15 – 10:45 = Advanced Services, Inc.

11:00 – 11:30 = LBL

11:45 – 12:15 = BenNevis