



# Request for Proposal - 2018 GIS Professional Services

**Kane County Division of  
Transportation**

41W011 Burlington Road  
St. Charles, IL 60175

p. 630.208.3137

lebokurt@co.kane.il.us  
<http://www.co.kane.il.us/dot/>

# Table of Contents

I.	<b>Purpose of this document</b> .....	2
II.	<b>County Contact Information</b> .....	2
III.	<b>Proposal Details</b> .....	2
	Due Date:	
	Number of Pages and Format:	
	Content:	
IV.	<b>Interview Details</b> .....	3
	Dates:	
	Location:	
	Duration:	
	Agenda:	
V.	<b>Scoring criteria</b> .....	3
VI.	<b>END</b> .....	3

## Purpose of this document

---

This document details requirements for the Proposal Document required by each shortlisted vendor for the Kane County Year 2018 GIS Professional Services.

## County Contact Information

---

Kurt D. Lebo  
IT / GIS Chief  
Kane County Division of Transportation  
lebokurt@co.kane.il.us.  
Submit any questions via email.

## Proposal Details

---

### **Due Date:**

The Proposals should be uploaded the [KDOTQBS.countyofkane.org](http://KDOTQBS.countyofkane.org) website before 12:00 PM on Friday September 15<sup>th</sup>, 2017.

### **Number of Pages and Format:**

The proposal should be limited to 15 pages and be a pdf document. The cover letter is not included in the 15 pages.

### **Content:**

There are 6 sections of the proposal and a required covers sheet as follows;

- A cover sheet with your company letterhead and contact information.
- Section 1 - Organizational Chart including key staff on this project.
- Section 2 - Resumes of Key personnel that will be working on this project. Limit each resume to 2 pages.
- Section 3 - Listing of support staff likely to work on this project.
- Section 4 - Proposed sub consultants. For this project we prefer all work to be done in house.
- Section 5 - Ongoing or completed projects worked on that are similar in scope and nature with references.
- Section 6 – Project Approach / Project Understanding

## Interview Details

---

### **Dates:**

Interviews are required. Ideally interviews will be conducted on September 21<sup>st</sup> and 22<sup>nd</sup>. Emails will be sent to all firms regarding available times on those days. Available times are first come first serve.

### **Location:**

The interviews will be conducted via GOTO Meeting. GOTO meeting credentials will be supplied by the Kane County Division of Transportation.

### **Duration:**

We expect interviews to last no longer than 1 hour. At any time of the presentation the vendor may share screen and present

### **Agenda:**

#### ***1. Introductions of Interviewers***

Kurt Lebo – IT / GIS Chief, Kane County Division of Transportation  
Cindy Martin- GIS Technician, Kane County Division of Transportation  
Jason Verachtert – GIS Manager, Kane County

#### ***2. Introduction of Vendor Staff***

#### ***3. Review of work defined in the Statement of interest document***

#### ***4. Presentation of proposal by Vendor***

#### ***5. Question and Answers***

## Scoring criteria

---

See page 25 of the KDOT QBS document for the scoring matrix.

**END**