

Select Five Number SF0060

Requesting Entity Name Office of MN.IT Services

Request Title Parking Management System Replacement - Requirements Analysis

Request Description The Department of Administration - Plant Management Division (PMD) is responsible for managing and maintaining parking lots and ramps in the State of Minnesota Capitol Complex/Campus. PMD also manages parking contracts and processes payments from contract parking users. PMD is conducting a two phased project to procure and implement a new parking management system. The business analysis done under this solicitation will be phase 1: Business Analysis. Phase 1 will require the business analyst to hold meetings and work with small groups/individuals to determine and document existing business processes and business requirements in preparation to solicit for a new parking management system. The BA shall also provide a draft RFP that could be used as the solicitation of a new parking management system. Deliverables: 1) Project Plan for Phase 1; 2) Weekly status updates/reports; 3) Document existing Business Processes for parking management; 4) Document Business Requirements for a new parking management system; 5) Draft RFP which includes 5A) Business Case/background, 5B) Scope of Work, 5C) Scoring/Evaluation Criteria; 6) Comparison of commercially available parking management systems; 7) Document lessons learned from other parking management system users (U of M, Cities, Colleges)

other_information: The State reserves the right to conduct interviews and check references. Please provide 3 references with experience similar to this project scope; including contact name; company; phone number; and email address. State reserves the right to conduct interviews with the highest scoring candidates and to adjust scores following the interviews. The vendor which receives the award for this project may be barred from responding to the RFP planned for Phase 2 of this project. This Request does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Contract(s) Awarded

Contract ID 101248

Entity Type

State Agency

Information on contracts executed by an entity type of State Agency can be found using the contract ID in the MN Open CheckBook under TransparencyMN located at <http://mn.gov/mmb/transparency-mn/>.

For information on contracts executed by an entity type other than State Agency you will need to contact that entity directly using the contact information that was provided in the Select Five.