

Request for Bids
for the
Creation of the Organizational
Orbits Application



for the
Southwest Michigan Planning Commission

Introduction/Summary

The Southwest Michigan Planning Commission (SWMPC) wants to have an Organization Orbits Application built and would like to solicit your expertise. We are a partner to many special interest groups, organizations, business, non-profits, state agencies/departments, and local units of government. The SWMPC is a non-profit regional planning organization that serves southwest Michigan. We were created by the three counties (Berrien, Cass, Van Buren) in the southwest corner of the state. We are one among a network of fourteen regional planning organizations across Michigan. Each is unique and serves the particular needs of their region. Our staff is comprised of professionals in land use and human networks and systems planning and digital mapping expertise. We help communities express their collective vision for themselves and work them through the development of a roadmap to achieve it. Naturally, it is much more complicated than that. Sometimes our work focuses on a specific need like transportation, environmental issues, or economic development, shared by multiple communities within our region. Our purpose is to assemble the best research, apply it within a thoughtful methodology that involves experts, local voices, and leaders to craft durable solutions that can be supported by the communities involved.

Project Statement/Summary for the Organization Orbit Application

When individuals from diverse affiliations collaborate, each collaborator's priorities, purpose, and motivations are usually not well articulated. When individuals collaborate, achieving a successful result happens when the actions of the collective simultaneously realize the individual priorities of the collaborators. If collaborators could clearly understand the priorities, purpose, and motivations of their fellow collaborators, then they would increase the likelihood of a mutually successful result. Therefore, a better way of articulating individual priorities and presenting them to a collective will yield better results.

There Must Be A Better Way - The traditional way of building collective intelligence in a collaboration is largely ad hoc. Members introduce themselves. Information is sketchy, debatably useful, and fundamentally ephemeral. The information is there at that meeting for those present to hear it but later may be only accessible in imperfect recollections or impressions. This critical moment in building shared connections and commonality deserves detail and clarity. It should reflect the individual organizational priorities alongside those of their peers. Moreover, properly executed, it might also represent where various intersections in priorities might exist that were not previously visible. This opportunity to be both rich in description while also graphically demonstrated is where "Organization Orbits" resides. Organizational Orbits makes it possible on the very first day they meet for a collaboration to know why they belong together. It makes it clear to participants that they have common purpose. It dispenses with months of prospecting while the group searches for areas of richness where their collaboration can strike gold. Furthermore, it continues to evolve with the collaborative as their organizations evolve. It is a tool to save time and add depth and dimension to any collaborative.

The Vision - Where individual organizational priorities are shared with those of their peers, they are represented as inhabiting a common orbit around a shared planet. Collectively, the entirety of those shared planets and common orbits comprise the unique galaxy of the collaborative.

Data Collection - The description that informs the graphic representation is derived from an initial survey of information from each member of the collaborative. The survey is the front page interface between the user and the back end architecture that reproduces that information as a graphic end product. Over the lifespan of the group, any changes instituted by the individual participant organizations are integrated back through the user interface and on to the graphic end product.

The Visualization of the Data - Understanding complex human and institutional relationships within a collective requires a simple, intuitive, visual convention. In any given collective, the nature of interrelatedness happens across multiple scales; from the individual, to the institutional, to the collective, to the ecosystem of collectives, and beyond. A visual convention representing interrelatedness in collectives must be able to account for the multiple scales in which the participants relate. The use of a visual convention to represent interrelatedness should be at once intuitive and also capable of representing almost infinite layers of scale.

Scope of Services

SWMPC would like a product created with a graphic representation and a collected database that will provide information and resides in a unique database for easy access and functionality. This application will also be able to take vital information and introduce it into the way we collaborate and understand each user and the collective. The information collected be able to easily inform the SWMPC user. It is expected that there will be a survey within a webpage application that will enter the survey data into a system or database. The goal is to make setting up collaborative projects and goals easy and efficient.

Bid Process

Please include the following in your bid response:

- Company description
- Project process overview
- Recommended approach of how you will develop this application
- Proposed timeline
- Team bios
- Three client references
- Line-item pricing plus total cost
- Terms and conditions

Project Budget

The total budget for this project is \$25,000.

The Time Frame

The process of the development of this application should not exceed 6 months. Please describe your achievable goals and timeframe to complete this application.

Selection Process / Schedule

The selection process and schedule will be as follows:

An advertisement for the Request for Bids will be emailed to firms and posted on the Southwest Michigan Planning Commission www.swmpc.org website. Also, a copy of the Request and any addenda may be obtained by sending an e-mail to Kris Martin kmartin@swmpc.org. All questions regarding this project should be directed to Kris Martin by email. In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

Notification of Interest and Inquiries/Questions

Notification of Interest - Upon receipt of this Request, consultants interested in submitting bids must immediately notify Kris Martin by email in order to place the firm's name, address and contact information (including e-mail address) on a list for the distribution of any further information related to this Request.

Inquiries/Questions and Deadline - All inquiries/questions regarding this Request must be directed to Kris Martin by email and must reach the office by or before 12:00 PM on October 23, 2020 in order to be considered for a response. Any changes or additions to the Request information will be emailed to each consultant who has submitted a "Notification of Interest."

Bid Submittal - Submittals must be received by Southwest Michigan Planning Commission no later than 5:00 pm on October 30, 2020. Submittals received after this deadline will not be considered. A response will be sent to verify the bid being received. If a verification email is not received, please call Kris Martin at 269-925-1137 ext. 1521. If the bid document is too large to email, please contact Kris Martin by phone or email to mutually determine an acceptable way to transfer document before the deadline (5:00 pm on October 30, 2020).

Submittal Material - Consultants interested in providing services as described in this Request shall submit a single pdf file to Kris Martin by email with subject line "**Bid For Organizational Orbits Application**" along with the firm name. Send bid to kmartin@swmpc.org.

Selection – One firm will be selected with a second firm being selected as an alternate. The alternate shall be used only in the event that negotiation with the first firm is unsuccessful. Firms will be notified after selection is made.

Approval – SWMPC will select a firm for final approval.

Contract Agreements – It is anticipated that a contract agreement with the selected firm will be negotiated and executed by November 6, 2020.

Selection Criteria

The selection of a firm will be based on the qualification information exhibited in both written and graphic form in the consultant's submittal and reference checks. SWMPC may require interviews and reserves the right to interview or not interview firms as it determines to be necessary.