

# Procurement Criteria Suggestions for Address and Street Gazetteer Management System (GMS) software

GeoPlace's Procurement Criteria Suggestion tools are designed to provide support for what could be included when developing tender questions associated with the selection of a new address or street GMS.

## **Why have we created this guidance?**

Procuring the "right" gazetteer software is important and will need to take into consideration a wide spectrum of functional and non-functional requirements and not just focussing on one or two elements such as cost alone.

Getting it right is key to ensure the software that it can fully perform the requirements of creating and maintaining streets and addresses as expected to follow any data entry conventions, and to be able to successfully be exported to form part of the National Address and Street Gazetteers. These will include not only how these are created but be able to retain and share the data within them to other systems. But also, to take into consideration the technology used and how the software can be updated and supported amongst other things.

Taking a holistic, thorough approach to software evaluation will help you identify a software solution which will help support you in your gazetteer maintenance obligations by possessing the key features that you really need.

We also wanted to set out existing government guidance around address and street data as these should be a consideration in your purchasing decision.

Back in 2020, the Government announced that Unique Property Reference Number (UPRN) and Unique Street Reference Number (USRN) are available under Open Government Licence. Additionally, the Open Standards Board, via Government Digital Service (GDS), has mandated that UPRNs and USRNs are the public sector standard for referencing and sharing property and street information. Other government departments have set out best practice guidance for using address and street data. [See the GeoPlace website for more information.](#)

## **What are the tools?**

The tools are a set of suggestions based around key elements to be considered that will help ensure that the software meets the desired functional and non-functional requirements required.

These are a set of suggestions based around common themes which are explained below on how these tools are structured.

## **How to use the tool**

These tools are designed to support the Local Authorities own existing processes when embarking on consideration of any new Address or Street Gazetteer Management System software. These are not designed to replace these processes or documents but to assist in assessing, considering, and building in elements that will be helpful in these processes.

The suggestions and whole document should not be used verbatim, but each taken for consideration and appropriately included in any Local Authority based documentation as part of their own procurement processes.

**How the tools are structured**

The procurement criteria suggestion tools are made of the 5 main parts below:

1. ID	2. Theme	3. Potential Criteria Suggestions	4. Additional Support Comments	5. Method of Assessment / Scoring
The identification number for each individual criteria suggestion	Each suggested criterion is based on a general theme.	These are series of suggestion based around the theme to be considered for inclusion.	Additional comments or a link to further documentation that may be useful.	This where the Local Authority can record their assessment or score of any software.

The tool is then broken down into a series of theme sections relevant to different considerations that you may want to include.

**Procurement Criteria Themes**

Theme	
<b>Compliance with data standards</b>	Looks at how the software will meet the data standards BS7666 and Data Transfer File Formats.
<b>DTF exports, imports, and integration</b>	Looks at how the software will need to handle the importing, exporting and integration of data sets.
<b>Spatial data consumption and interoperability</b>	Looks at how the software will handle the spatial data requirements for the Gazetteer management.
<b>Access Control</b>	Concentrates on access and security controls of how a user will access the system.
<b>Compliance with relevant local authority policies</b>	Ensures the software meet your current and future policies on technology and infrastructure.

<b>Application functionality and Inferred Usability (from product demonstration)</b>	Assesses the functionality and usability of the system. How it works in a practical setting.
<b>Functionality expected as standard</b>	What you would expect the software to do and provide as functions.
<b>Existing Customer References (questions to be asked)</b>	Takes into consideration existing customer experiences / testimonials.
<b>Support and Maintenance</b>	How the software is be supported and maintained by the provider.
<b>Working with GeoPlace</b>	Ensures the supplier is engaged with GeoPlace on requirements and changes affecting the industry.
<b>Other Considerations</b>	Looks at other aspects that may be considered.

### **How to use the tool**

Each local authority will have their own process, procedures, and forms that they will use build the questions they wish to be asked and receive answers for within a procurement process. This will also include how they will assess any responses received or gathered as part of the procurement process.

These tools are designed as suggestions of things an authority may wish to consider and adapt so they can be included if desired.

The documents can be used as framework, which can be edited and stylised to each authority in the current format. This can be performed by editing, adding, or removing any elements with the suggested themes.

The documents can be used also as a pure basis for things to consider, taking elements that will be helpful and including them into an authority's own set of documents.