

# RFP/EOI for AI Solution & Innovative Services

## 1 Scope of Work

### 1.1 Background

This City Government is exploring opportunities to pilot a procurement technology solution to improve efficiencies of common procurement functions including, but not limited to, sourcing vendors, performing outreach, drafting solicitations, and researching contracts. This pilot solution should utilize AI to streamline deliverables to make procurement functions more efficient and equitable.

The opportunity aims to be open and competitive in awarding contracts, and to work collaboratively with stakeholders to develop the best possible solution. In line with these guiding values, the Primary Liaison is issuing this to determine whether additional organizations would be interested in the opportunity to provide a procurement technology solution on a pilot basis, and would be able to meet the needs of the Government. Interested organizations are encouraged to express their interest by following the response instructions below. The organization that submitted an initial proposal to this opportunity has already expressed interest and is therefore not required to respond.

### 1.2 Goals

- Streamline procurement operations and make internal processes more efficient
- Reduce the time it takes staff to draft solicitations
- Reduce the time it takes to research contract options and perform market analysis
- Increase the vendor pool, with a focus on area-based businesses
- Expedite the outreach process while identifying new potential vendors

### 1.3 Project Details

The Primary Liaison is seeking to pilot a procurement technology solution to make the Procurement Services Division even more efficient than it already is. This pilot solution should save staff time and resources and make the process more efficient and equitable. It is desirable that this solution leverage AI to include the following features/capabilities:

- Ability to generate solicitation language, such as scopes of work, goals, or key performance indicators, to expedite the drafting process
- Ability to perform market analysis to identify businesses they could do business with / identify potential respondents to a solicitation
- Ability to search for and identify relevant NAICS codes
- Ability to search NAICS codes
- Ability to integrate with existing systems.