RFSQ No. 22-046

GIS Strategic Review

Addendum 1
Issued: April 26, 2022
3 pages

CLOSING: Prior to 3:00 PM PST on April 29, 2022

This addendum shall be read in conjunction with and considered an integral part of the RFSQ. Revisions supersede the information contained in the original Proposal or previously issued Addendum. No consideration will be allowed for any extras due to any Proponent not being familiar with the contents of this Addendum. All other terms and conditions remain the same.

Questions & Answers

Q1. The RFSQ mentions several key elements of the work (see p. 2): Gap Analysis, recommended solutions, cost savings, and the bullet points listed in Part C. Should all these work elements be included in a single "GIS Department Roadmap, Strategy and Assessment Report" or do you expect to see interim deliverables that cover specific parts of the overall scope

A1. Yes, they all should be part of one report.

Q2. The RFSQ mentions an organizational comparison with other regional districts in BC. Would you consider broadening this to allow comparison with regional districts in other provinces? If not, do you have specific regional districts in BC in mind for this comparison?

A2. Regional districts exist only in BC. You can broaden the range by adding 'Districts' and 'Municipalities' but strong preference will be given to a comparison that include regional districts as Regional Districts have unique challenges.

Q3. Can you provide information on the current GIS configuration (Server and desktop SW and configuration) and current GIS staff? In addition to the staff of the GIS office, do any of the member municipalities have their own GIS staff?

A3. The GIS department consists of 3 members. 1 GIS Coordinator and 2x GIS Technicians. The database coordinator of Information Service Team handles database management-related duties for the GIS.

Most municpalities within the RDN have their own dedicated GIS teams but the RDN does provide GIS services for the smaller ones that don't. The primary GIS software is Esri: ArcGIS, ArcGIS Portal, Arc Pro. The server is hosted internally (Windows-based) running SQL Server Database.

Q4.   Reference to "Security/risk recommendations" and documentation of current GIS infrastructure/SW/apps implies some level of detail in information collection and evaluation. Can you be more specific about expected level of detail and do you existing documentation/inventory of the technical configuration, SW, users, database, applications that will support the work and possibly streamline consulting work to gather information?

A4.   GIS is integrated with the RDN's property management system and web-based mapping application. The GIS department performs various map-related updates for all other departments of the RDN

The RDN expects the review will take these into consideration and offer security/risk recommendations for both technologies (software, integrations, etc.) and ways of working.

The RDN would like the current architecture evaluated from an industry best practice perspective to ensure that the architecture, systems, processes, and data are following recommended or industry best practice.

Q5.   How much work for information gathering, presentation of work, etc. to you expect to occur on-site as opposed to Web-based meetings?

A5.   Depends on the proponent. RDN is open to both.

Q6.   The RFSQ mentioned the evaluation of GIS integration with other major business systems. Asset management is mentioned on Page 1. Are there other key external systems for which GIS is a critical issue?

A6.   Please refer to A4

Q7.   In Part D, there is a requirement for describing the firm's approach to the work. Can you be more specific on how detailed and description you would like to see—i.e. detailed break down of tasks as opposed to a more general description of project approach?

A7.   The general description of the project approach is fine.

Q8.   In consultant selection, are there any preferences given in selection regarding the geographic location of the consultant firm?

A8.   No

Q9.   What is the anticipated project budget?

A9.   The RDN has a budget amount allocated for this review. The cost of the review will be a determining factor and should not exceed $60,000 & GST.

Q10.   Will a USA based company be considered or would you prefer a local company?
A10.   Please refer to A8.

Q11.   What type/amount of Canadian based experience are you looking for or will all relevant experience regardless of location suffice?
A11.   All relevant experience regardless of location is sufficient.

Q12.   What percentage of the work will be remote vs. onsite?
A12.   Please refer to A5.

Q13.   Would an accelerated schedule be favorable i.e., three months?
A13.   Yes.

End of Addendum 1