



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 22-046

DATE: April 14, 2022

Project Title: GIS Strategic Review

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications for a partner in a project to lead a review and develop a comprehensive report which will include a strategy and 5-year roadmap for the GIS department at the Regional District of Nanaimo.

A. Intent

This Request for Statements of Qualifications (RFSQ) is being issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest-ranked service provider and so on until an agreement is reached or the process canceled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

RDN has multiple departments that rely on GIS staff, information, and technologies to enable their diverse business functions. Along with the current demands that the RDN has for GIS, there are new opportunities and increasing demands for additional services (i.e.- asset management) and opportunities to explore additional efficiencies. The GIS department within the RDN has been able to maintain the current demands but is at a pivotal point facing key decisions on technologies, staffing, and structure, and requires an overall strategy and roadmap to move forward.

The final deliverable will be the 'GIS Department Roadmap, Strategy and Assessment' Report. The document should include an Executive Summary for Senior Management and Elected

Officials. It should also include a gap analysis report, a plan to eliminate gaps, recommended solutions and/or cost savings, and possibly a short 30 min presentation to the Elected Official (To be confirmed later)

Deliverable date: September 15th, 2022

C. Contemplated Scope of Work

- Develop a five-year geospatial strategic plan encompassing resourcing, governance, training and education, infrastructure, software, and public access
 - Current State of GIS department (people, process, tools, and technologies)
 - Assess the RDN's GIS current staffing model (org chart), job descriptions, compensations, including a comparison to organizations of similar size and characteristics. This would include at least 2 and ideally 4 Regional Districts in BC. Include any benchmarking or metrics to keep the levels appropriate
 - Capture how GIS is currently being used by other departments of the RDN and solicit feedback on potential opportunities
 - SWOT analysis
 - Provide recommendations on how GIS resources, (people, process, and technology) could be further leveraged within departments by performing needs analysis
 - Security/risk recommendations based on the current state of Processes and technologies being used by the GIS department
 - Document current GIS infrastructure, software, and apps
 - Strategic Plan/Road Map (5) year
 - GIS department's Vision, Goals, and Objectives
 - Specific Departmental Goals
 - Governance
 - Future State recommendation as per comparison with similar Regional Districts of BC
 - Staffing requirements based on the need analysis
 - Recommendations on - training, education, knowledge transfer, and compensation
 - Highlight industry trends and how industry trends in GIS will impact the current and future state of the RDN GIS department
 - Identify opportunities for integrating GIS with other major business systems
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D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than a total of twenty (20) single sided pages in length including cover page, cover letter and appendices. Please include the following:

- Qualifications and areas expertise of the Firm and nominated Project Manager. Please include CV/Resume of the Project Manager and explain how this individual will provide value for the RDN. Describe your Firm's approach to work.
- Experience of Firm and nominated Project Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
- A statement of your firm's ability to complete the work within the timeframe described.
- A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provision, including mention of official policies, achievements or standards met.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo based on the above out of 50 total points. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on **the 29th day of April 2022**. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

rkaram@rdn.bc.ca
