

**The San Diego Geographic Information Source (SanGIS)
Request for Proposals for:**

Program Management Services

Proposals due by 5:00 PM, Friday, June 7, 2013.

Expected start date: July 2013

San Diego Geographic Information Source (SanGIS)

SanGIS is a Joint Powers Authority (JPA) formed by the City of San Diego (City) and the County of San Diego (County). The JPA allows the City and the County to combine resources to meet common objectives to reduce duplication of efforts, optimize available resources, provide for an efficient method of sharing information, and provide timely updated data to the public. The mission of SanGIS is to “Maintain and promote the use of a regional geographic data warehouse for the San Diego region and to assist in the development of shared geographic data and automated systems which use that data.” SanGIS is staffed with a combination of City, County, contract, and temporary employees. SanGIS accomplishes its mission through three primary functions:

Landbase Maintenance

The County and City geospatial landbase consists of over 17 data layers including lots, parcels, roads, addresses and open space easements. Additions, deletions, updates and corrections are made regularly to provide the most updated landbase possible.

Data Warehouse Management

SanGIS manages and maintains over 500 data layers in its spatial data warehouse. Layers are provided by the City, County, SANDAG, SanGIS and other sources. The spatial data warehouse is shared and used by member agencies and SANDAG.

Public GIS Data Access

SanGIS and SANDAG provide free public access to over 250 data layers in their joint Regional Data Warehouse. SanGIS also provides interactive maps, data extracts, and custom mapping services.

SanGIS' goals are to continue to meet their mission statement by:

- Ensuring the geographic data currency and integrity
- Developing strategic partnerships with other regional GIS agencies
- Encouraging and facilitating the sharing and publication of GIS data with other jurisdictions
- Providing cost effective access to geographic data to member agencies, subscribers, and the public

Program Management Services

SanGIS desires to contract for a Program Manger to provide onsite day-to-day oversight of SanGIS business operations. This includes budget preparation and administration, fiscal and business planning, revenue collection, contract administration, and project management to support the SanGIS annual work program and initiatives. Historically, these services have been accomplished by a half-time position. Additional tasks and hours worked, beyond that of the half-time position requirements, are expected to be proportional to available discretionary revenue from grants or external sources. There are no benefits associated with this contract for program management services. The term of the contract will be one year with four, 1-year options.

Program Manager Responsibilities

This contract position is ideal for an experienced business professional with a strong background in GIS and project management. Examples of primary responsibilities include:

- Perform a broad range of complex administrative duties to support the day-to-day operation of SanGIS.
- Provide administrative, budgetary, and procurement advice and resolve issues.
- Coordinate the management and administration of SanGIS enterprise applications; provide user support, account oversight, needs assessment, and assist with troubleshooting problems; track software licenses and associated billing.
- Participate in the development of operating goals and objectives; recommend, implement, and administer strategic initiatives, business methods, and operational procedures designed to achieve the overall mission, goals, and objectives of SanGIS and enhance operations.
- Coordinate the development of the annual work program, business plans, and operating budgets; monitor budgets and recommend approval of expenditures; coordinate the collection of SanGIS program revenues from member agencies; ensure adherence to project funding requirements; prepare budget revisions as required.
- Coordinate contract and grant administration including proposal preparation, development of budget, scope, schedule, and deliverables, contract negotiation, financial control and compliance, and external liaison with funding sources and/or contracting agencies.
- Prepare regular budget status reports and special analyses for management; present recommendations for changes and/or improvements to budget adherence and monetary control.
- Collect, compile, and analyze program activity data; develop and present comprehensive statistical and narrative program reports and evaluations to management, boards, and committees.
- Maintain and enhance a 2 and 5 year hardware and software upgrade and replacement schedule for SanGIS IT assets
- Develop strategies for identifying and generating funding and/or resource opportunities; represent SanGIS at the local, regional, and national level and develop effective networks and partnerships with key agencies to promote service development and generation of contracts/grants.
- Use project management techniques to coordinate multiple projects; establish project milestones and ensure projects progress on schedule, within the budget, and at a consistently high level of quality.
- Ensure change and risk management of all projects are identified; assess the potential risks to project success, ensure risks are mitigated, and contingencies are identified.
- Provide operational supervision of City and County staff including assigning work tasks, setting priorities.
- Provide general administrative supervision for contracted staff including assigning schedules,

determining leave periods, assigning work tasks, setting priorities, and training

- Provide administrative staff support for SanGIS' Management Committee, Board, and related working groups; assist with the preparation of agendas, reports, and meeting summaries.
- Create, produce, and deliver a range of promotional, educational, and informational presentations, and/or resource materials related to SanGIS activities and initiatives.

Experience and Qualifications

SanGIS is searching for a detail-oriented individual experienced in all aspects of project management and program administration. Superior organizational capabilities and communication skills are required, as is experience working collaboratively with a variety of individuals and organizations to coordinate and deliver projects.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in information systems, geographic information systems, business management, public administration, or a related field, and a minimum of five years of recent experience managing and administering complex technology projects, preferably in a public agency or operational environment. A Master's degree and/or PMP is desirable.

Relevant Career Experience

- Proficiency in GIS products by ESRI and database technologies.
- Knowledge of surveying, property legal descriptions, or government cadastral recordation process.
- Knowledge of organizational, business management, and strategic planning practices as applied to delivery of programs and services; demonstrated ability to evaluate, recommend, and implement effective operational procedures that lead to significant improvement in the delivery of programs and services.
- Knowledge of fiscal management principles and procedures; experience developing comprehensive annual work programs and operational budgets; ability to monitor and control expenditures and ensure adherence to funding requirements.
- Demonstrated experience with all aspects of contract management including researching funding opportunities.
- Ability to analyze and interpret financial data and prepare financial reports, statements, and projections.
- Experience providing technical customer support for an enterprise system; experience responding to customer calls and/or system error messages, troubleshooting problems and applying corrective solutions, referring to appropriate technical support.
- Experience with the development of RFPs, scopes of work, budgets, and schedules, consultant selection, and contract management;
- Demonstrated effective project management techniques including ensuring that projects are completed on time, within budget, and at a high level of quality.
- Demonstrated ability to enhance program funding opportunities through business partnerships.
- Excellent organizational skills; the ability to manage several concurrent projects at various stages of completion; ability to establish and maintain priorities and work independently.
- Experience coordinating project teams, and evaluating the work of professional and technical employees; experience providing administrative and professional leadership and direction.
- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work, including other government officials, public safety representatives, community groups, the public, and media representatives.
- Ability to communicate technical information effectively, both orally and in writing, to a broad range of audiences; ability to prepare clear and concise administrative, technical, and informational reports; ability to prepare and deliver presentations and recommendations to management.
- Proficiency with the Microsoft Office applications; experience with project management software is highly desirable.

Submission of Proposal for Management Services

We encourage all interested parties to submit a proposal for these services by answering all questions listed below. Application materials may be submitted by emailing RFP@sangis.org or by regular mail (SanGIS, Attention: Proposal Management Services, 5510 Overland Ave., Suite 230 San Diego, CA 92123)

Proposals for Program Management Services for SanGIS will be accepted until 5:00 PM on Friday, June 7, 2013.

Questions may be submitted in writing to RFP@sangis.org by 5:00 PM on June 3, 2013. Questions together with responses will be posted on the SanGIS website (www.sangis.org) on June 5, 2013.

Required Proposal Responses

1. Identify designated Program Manager and attach resume.
Questions 2-5 are based on the experience of the designated Program Manager
2. Describe your experience using GIS products by ESRI and/or other geospatial technologies including the number of years.
3. Provide examples and describe your experience in developing monitoring budgets including the total budget amount and number of staff.
4. Describe your experience in contract management including the type and term of contracts and total dollar amount and provide examples.
5. Provide examples of how you would improve delivery of SanGIS services.
6. Provide a cost proposal.

Selection

The selection of these services will be based on the responses to the questions listed above, the experience of the designated Program Manager, and the best value proposition. The selected designated Program Manager must successfully pass a background check. The selected Proposer will be expected to enter into an Agreement with SanGIS. SanGIS synopsis of key contract provisions are summarized in Appendix A. Particular attention should be paid to the insurance, bonding and indemnification requirements set forth therein.

If a Proposer wishes to object to the specified insurance coverage levels, required bonding or to propose a change to any other provision of the specific contract provisions, the provision and the proposed alternative language and objection must be submitted no later than the deadline for requests for exception stated in the RFP to guarantee consideration. Submission of a proposal without having requested changes or exceptions by the deadline shall be deemed acceptance of the standard agreement's terms and conditions.

Further Information

The SanGIS website contains a wealth of information about SanGIS. Visit www.sangis.org.

Appendix A