

Regional District of Kitimat-Stikine Request for Proposal for SaaS Webmap GIS Solution

Request for Proposal
Number RFP 2017-WEB-1

SUPPLY AND DELIVERY SaaS Webmap GIS Solution

For the Regional District Kitimat-Stikine

Date of Issue: July 31, 2017

Closing Time: 4:00pm

Closing Date: August 30, 2017

Deliver To: Regional District of Kitimat-Stikine

300-4545 Lazelle Avenue

Terrace B.C V8G 4E1

Attention: Verna Wickie

PROPOSALS WILL NOT BE OPENED IN PUBLIC

The Regional District reserves the right to reject any or all Proposals, or to accept the Proposal deemed most favourable in the Regional District's interest.

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RFP Terms

1 Goal

RDKS is replacing its existing web-based GIS platform, RDKSMap. This will be a Vendor ASP (Application Service Provider) Hosted Solution also referred to as SaaS (Software as a Service), or Cloud Solution. The new application must provide existing RDKSMap functionality and desired enhancements and new features. Vendors are encouraged to familiarize themselves with the existing RDKSMap at <http://rdks.pat.ca/RDKS/>
Username: RFP Password: 2017

RDKS is not interested in designing and developing a solution from the ground up. The proposed solution must be a proven product in current production with configurable and customizable components that reduces development time and risk.

2 Instructions To Proponents

2.1 Closing Time and Address for Proposal Delivery

Proposals must be received **no later than 4:00 pm local time on the 30th day of August 2017** (the **Closing Time**). CD's or memory sticks and hard copies of proposals must be submitted by **Proponents in a sealed package, marked "Proposal for SaaS Webmap GIS Solution 2017"** to the following specific physical location:

Regional District of Kitimat-Stikine
300-4545 Lazelle Avenue
Terrace B.C
V8G 4E1

Attention: Verna Wickie, Treasurer

The closing time for the delivery of (3) hard copies and one (1) electronic copy shall be established by the time shown on the clock in Reception used by the Regional District for that purpose. Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time.

2.2 Number and Format of Copies

Proponents are required to submit one (1) signed and sealed original hard copy and two (2) additional hard copies and one (1) electronic copy. If there are any discrepancies between the hard copy and the electronic copy, the hard copy shall prevail.

2.3 Revisions to Proposals

Proposals may be revised, however, the revisions must be submitted in a new proposal, delivered in hard copy with an accompanying amended single consolidated pdf file to the location set out in Section 2.1 at any time before the Closing Time, but not after. Faxed or e-mailed revisions are not permitted. Only the most recent Proposal submitted by a Proponent will be considered.

2.4 Information Meeting

At this time an information meeting has not been planned for this RFP.

2.5 Inquiries

All inquiries related to this RFP must be directed in writing to the person named below or such other person who may be named from time to time by the Regional District (the “RFP Coordinator”). Information obtained from any person or source other than the RFP Coordinator may not be relied upon.

Name: Eva Kerby
Address: Suite 300, 4545 Lazelle Avenue, Terrace, BC V8G 4E1
Email: info@rdks.bc.ca
Fax: 250-635-9222

All inquiries must be received in writing no later than 4:00 pm August 23 2017. Hours of business are 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Inquiries and responses will be recorded and distributed to all Proponents having returned an “Intent to Respond” form (Appendix 3) at the discretion of the Regional District. No inquiries will be received or responded to as addenda after August 23, 2017.

Proponents finding discrepancies or omissions in the RFP (including all contracts), or having doubts as to the meaning or intent of any provision, should immediately notify the RFP Coordinator in writing. If the Regional District determines that an amendment or clarification is required, the RFP Coordinator will issue an addendum.

If the Regional District issues an addendum it will be placed on the BC Bid website and the Regional District website and be provided to parties registered as per 2.6. Any addenda will form part of the RFP. It is the responsibility of Proponents to check the BC Bid website and the Regional District Website for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda. All status inquiries must be directed to the RFP Coordinator.

2.6 Intention to Respond and Addenda

In order to be included in direct communication related to inquiries or addenda, Proponents are strongly encouraged to communicate their intention to respond to this RFP by returning a copy of the Intent to Respond form (Appendix 3) via email to the RFP Coordinator named in Section 2.5. Addenda will be published on BC Bid and Regional District Website. The final addendum will be posted within 2 working days of the cut-off time for inquiries, (before 4:00 pm on August 23, 2017).

2.7 Examination of Contract Documents

Proponents are responsible for reading and familiarizing themselves with the RFP document in its entirety (including all schedules, attachments and appendices) before preparing and submitting a Proposal.

2.8 No Duty of Care

The Contractor acknowledges that the Regional District, in the preparation of the RFP and Contract documents, supply of oral or written information to Proponents, review of Proposals or the carrying out of the Regional District's responsibilities under the Contract, does not owe a duty of care to the Contractor and the Contractor waives for itself and its successors, and waives the right to sue the Regional District in tort for any loss, including economic, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the RFP and Contract documents, supply of oral or written information to Proponents, review of proposals or the carrying out of the Regional District's responsibilities under the contract.

2.9 Status Inquiries

No information with regard to an award of a Contract will be given out between the Closing Time and the time an award has been made. The status of the RFP and award information will be posted on the Regional District website be directed to the RFP Coordinator. The three proponents selected to provide a presentation will be notified in writing by the Regional District.

2.10 Duration of Proposal

Proposals will be irrevocable and will be open for acceptance by the Regional District for a period of 60 business days after the Closing Time.

2.11 Process after Closing

Notwithstanding any other provision of this RFP, the award of a Contract is subject to the approval of the Board of the Regional District, and the execution of a Contract is subject to any negotiation of terms and conditions between the Regional District, and the Preferred Proponent. **The Regional District, at its discretion, may choose not to award a Contract to any Proponent.**

2.12 Conflict of Interest

A Proponent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

2.13 Solicitation

Proponents and their agents will not contact any Regional District staff or Regional District consultants with respect to this RFP, other than the RFP Coordinator named in Section 2.5 at any time prior to the award of a contract or the cancellation of this RFP.

2.14 Signature

The legal name of the person or firm submitting the Proposal must be indicated in the Proposal. The hard copy of the Proposal must be signed by a person authorized to sign on the behalf of the Proponent and include the following:

- If the Proponent is a corporation then the full name of the corporation must be included, together with the names of the authorized signatories executing the Proposal on behalf of the Proponent;
- If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture must be included, and each partner or joint venture

must sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture must provide evidence to the satisfaction of the Regional District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation must sign as indicated in subsection (A) above; or

- If the Proponent is an individual, including a sole proprietorship, the name of the individual must be included.

3 GENERAL CONDITIONS

3.1 Limitation of Liability

Proponents are solely responsible for their own expenses in preparing and submitting Proposals. The Regional District will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

3.2 Proponent's Qualifications

By submitting a Proposal, a Proponent represents and warrants to the Regional District that it has the expertise, qualifications, financial resources, and relevant experience to supply the services described in this RFP.

3.3 Confidentiality

All Proposals become the property of the Regional District upon submission and will not be returned to the Proponents. All Proposals will be held in confidence by the Regional District unless otherwise required by law. Contractors should be aware the Regional District is a "public body" as defined by and is subject to the *Freedom of Information and Protection of Privacy Act of British Columbia*.

4 Scope

Vendor must provide:

1. Implementation of the required solution and the associated testing, commissioning, training, maintenance and support services.
2. Hosting Services (Includes server hardware and firmware and maintenance of system and access)
3. Conversion/transformation and upload/integration of RDKS CAD (DWG) and GIS (SHP and GBD) data files
4. Storage and updating of data including, but not limited to:
 - Parcel Map BC (PMBC)-provided data, updated at least monthly
 - British Columbia Assessment Authority (BCAA)-provided data, updated at least monthly
 - RDKS GIS data sets (e.g. asset management data) as listed in Appendix 1. Vendors may obtain access to sample data by completing the Intent to Bid Form (Appendix 3) and contacting info@rdks.bc.ca for access.

- BC Provincial data sets such as ALR, TRIM, Digital Road Atlas
5. Integration with publicly-available other data sets, such as:
 - Google Streets/Street View
 - Google Satellite.
 - Google Hybrid.
 - Bing Road.
 - Bing Aerial.
 - Bing Hybrid.
 6. Documentation of the architecture of the solution and the step-by-step procedures of the data update processes, updated as necessary to reflect changes throughout the term of the contract. Each step must be explained in detail and provide clear instructions as to what is required of RDKS staff.
 7. The selected vendor shall design and develop the training materials/ training handouts and shall implement a training program for users and administrators in consultation with the RDKS Mapping/GIS staff.

5 General Features of RDKSMap

The application will be simple and intuitive to use as most users will not be trained GIS specialists.

Configurable access authorities for public/guest and multiple classes of internal users whereby authority determines rights to view data and/or access functions. Internal users are provided with a login to control access. It is anticipated that there could be up to 50 internal users (including contractors) requiring user accounts.

RDKS has no knowledge of traffic on its current RDKSMap site. But it is known that the general municipal website, rdks.bc.ca had 40,000 visitors last year and 28,000 this year-to-date. Vendor should provide any limitations on number of visits (cumulatively or simultaneously) and what conditions of effort and cost would be needed to relieve these limits. Vendors should provide a mechanism for counting users and visits

Accessible by all device types using current Microsoft Internet Explorer, Microsoft Edge, or Google Chrome or Apple Safari browsers.

Support mobile devices such as tablets and smart phones (reduced functionality is expected if a distinct mobile application is provided).

The solution must be scalable and flexible to allow for growth in terms of number of web map services as well as number of users.

The solution must be configurable and customizable for ease of use, maintenance, and administration.

The solution must support forms for data entry.

6 Technology Employed

The proposed web GIS portal must be developed using the industry standard software tools and technologies to facilitate hassle-free operations and operational efficiency and to facilitate application scalability and feature/ functionality augmentation in future. RDKS shares CAD data with engineering and infrastructure consultants in AutoCad DWG format; GIS data is shared with others in SHP format. The solution must be able to import and export data in these without translation and with minimal intervention by the RDKS Administrator.

Bidders should list all database, application development, run-time and maintenance environments and tools utilized. Bidders should also list all software licenses needed to be obtained by RDKS.

7 Term of Contract

The selected vendor shall provide the hosted application on a monthly subscription fee basis for a period of five years, with an option to renew for an additional three years.

8 Maintenance and Support

8.1 Operation Support

The selected vendor will provide user support to the application through online context-sensitive help files and the capability for users to contact the vendors support staff (via email or similar).

The vendor shall designate a program manager (off-site) for smooth co-ordination of the activities including maintenance with the RDKS Administrator.

8.2 Maintenance

The selected vendor will provide software maintenance of the web-GIS throughout the subscription period. The vendor will also ensure PMBC, BCAA and RDKS data is uploaded and converted for use in the solution, with minimum intervention by RDKS staff. Appendix 1 provides a listing of current RDKS data sets and formats.

9 User Satisfaction

The selected vendor is expected to offer an optional satisfaction survey to internal and external users to ensure that there is a gauge of how well the application meets the needs of its intended users.

10 Value-Added Opportunities

The existing RDKSMap solution includes sophisticated functions for address creation, verification and maintenance, to support 911 Emergency Dispatch. While this functionality is not being included as part of this RFP, RDKS is interested to learn of any tools – either existing or potentially available – which can support these processes.

In addition, RDKS is interested in other modules or applications that are integrated with the proposed web mapping solution, such as asset management or work management applications. Vendors are encouraged to outline any of these which are available as options.

RDKS is interested in redeveloping its general municipal website, rdks.bc.ca as a hosted application. There may be opportunities for the selected vendor to identify synergies that would benefit both RDKS and the selected vendor.

11 Response Requirements

To permit ease of reviewing and fairly comparing responses to this RFP, vendors shall respond with the bid sheet and a proposal in the following format and headings:

Firm

Describe your firm, its background, length of time in business, number of employees and office locations. Provide a selected listing of public and private sector clients using the proposed solution, particularly those in British Columbia.

Describe the experience does your firm has in working with:

- Integrated Cadastral Fabric/PMBC.
- BCAA data.
- GeoDataBC.
- 911 systems.

Products

Briefly describe the range of products your firm provides. Provide a more detailed overview of the solution/platform proposed in this response.

Key Personnel

Describe education and experience of key personnel who will be involved in providing this solution, including the role they will undertake. In particular, identify the key contact/project manager.

Functional Requirements

Complete the Functional Requirements table in Appendix 2. List any other functionality which the proposed solution offers, in the blank rows at the end of the table. Provide further explanatory information as notes to the table, as needed.

User Access

Describe how user access is authorized: what options are available to permit or limit access to different users or user classes.

Describe limits on the number of simultaneous active users before system performance is impacted. Can this limit be increased; if so, at what additional cost?

System Architecture

Describe the architecture of the proposed solution, showing how all components interact. Are RDKS-side servers, hardware, software, databases, etc. required? What software licenses are required for RDKS, either from the proponent or a third party, given the number of expected users?

Describe how PMBC, BCAA, RDKS-provided and other data is processed or transformed to be available for the proposed solution.

Training and Support

Describe how training of administrators and users will be provided. Is training and ongoing support built into the monthly costs for the SaaS solution, or is this an addition? What are limitations of support:

hours of operation, number of support staff, etc. How does the vendor track and report support cases? Does training and support last the entire duration of the contract?

While it is expected that the solution will be intuitive and not require much training for casual public users, describe any training or support that will be offered to the general public users (not RDKS staff or contractors).

Business Continuity

Where does data physically reside? Where does back-up data reside? How does the solution protect private/sensitive data? Describe how data is maintained to ensure availability **at all times**? Describe any requirements on RDKS (other than power and network connection) that will be required to ensure GIS data is available to support emergency operations.

Maintenance and Software Updates

How often is software updated? Is this performed from the vendor/server side, or is RDKS involvement required? Are software updates provided within the monthly costs quoted, or are there additional fees?

What does maintenance include: Bug fixes? Enhancements? Security patches? Provide a software support agreement, if needed.

Provide a planned release cycle/schedule for the term of the contract, if available.

Implementation

A major change in business process is required because of the implementation of PMBC and changes in how BCAA will make its data available. Propose and explain the business process for data upload from PMBC and BCAA data.

Other data, as shown in Appendix 1, exists and will need to be uploaded both initially and as updates are available. Current business processes for these are not formalized, documented, nor optimized. It is anticipated that this will occur as part of the implementation process for this project.

It is expected that business needs analysis will need to be performed prior to implementation of the proposed solution. How much time and effort is needed by vendor personnel for this? How much time and effort in services will be required to setup and configure your proposed solution?

Pricing

RDKS expects that there will be initial effort for development: conducting business process analysis, customizing and configuring the solution, loading data, etc. Vendors may choose to amortize some or all development costs to reflect in annual costs through the term of the contract or they may prefer to invoice these as one-time costs, payable during the development period.

Provide both initial and ongoing/annual prices in the format below.

Item	One-time costs	Annual Costs
Proposed solution, without any customization		
Business needs analysis		
Initial set-up/configuration of solution		
Customization to meet functional and other requirements of this RFP (list separately, with pricing for each)		
Training and support		
Maintenance		
Software licensing (list separately, with pricing for each)		
Other costs (list separately, with pricing for each)		
Total Costs		

Describe how annual costs will be invoiced: monthly, quarterly, semi-annually or annually. Vendors must include hourly rate(s) for additional work that is currently outside of the scope of this project but may be required during the term of the agreement.

Describe any mechanism for price escalation for any prices quoted throughout the contract term.

Vendors should also provide an option wherein all costs are built into annual fees for the five-year term.

Schedule

RDKS anticipates the following schedule of events.

Step	Target Dates
RFP release	July 31
Response deadline	August 30
Complete initial review of responses	September 15
Vendor demonstrations – shortlisted vendors	October 2-3
Vendor selection	October 13
Board approval of agreement	October 20
Complete development: business analysis, configuration, set-up, training and testing	October 21 – January 12
Go live	January 15

Indicate your ability to meet this schedule. It is expected that a more detailed development plan and schedule will be prepared jointly between the successful vendor and RDKS once vendor selection is made.

Value Added Solutions

Outline any optional modules or applications which are integrated with the proposed solution.

Contract Form

Provide a draft of the terms of the contract for the solution and services proposed. Provide software support or any other agreements necessary.

References

Provide names, titles, organizations and contact phone number and email addresses for three references which are currently using the proposed solution, at least one of which should be in British Columbia.

12 Evaluation

Proposals will be reviewed by an RDKS Evaluation Team using the following process:

1. Proposals will be reviewed for completeness and conformance to requirements for submissions. Those not complete or conforming will be eliminated.
2. Proposals will be scored on criteria as shown in the table below and ranked by score. The highest-ranking submissions will then pass to the next phase.

Criteria	Maximum Points	Factors Considered
Firm	15	Length of time in business Number of employees Team Qualifications Office locations Number of complimentary products Number of clients using proposed solution
Functional Requirements	30	Ability to meet mandatory and optional requirements as specified Portion of requirements met without customization System architecture
Training, support and maintenance	10	Quality of training proposed Comprehensiveness of support Maintenance ease
Implementation	10	Plan for business analysis Plan for customization, configuration and initial set-up
Contract terms	5	Acceptability to RDKS
Price	30	Total five year costs Initial (one-time costs)
Total Points	100	

3. The top-ranked vendors will be asked to conduct a scripted demonstration of their proposed solution, which will include sample data from RDKS.
4. References will be checked.
5. The Evaluation Team will then make recommendations to the RDKS Board for award.

Appendix 1 – CAD and GIS Files

File Description	File Format	File Source	Current Update Schedule
ICF cadastral fabric – new webmap switching to PMBC	shp	Province of BC	Monthly
Parcel Map BC - cadastral fabric to be used, cut to RDKS boundary	gdb	LTSA - download ICIS	TBD
ICF cadastral text, cartographically correct placement	dgn	RDKS	Monthly
Tantalis Parcel Data - tenures	shp	Province of BC	Monthly
BCAA property information - populates sub-reports, Minor Taxation information	Legacy - .dat New - .html	BC Assessment Authority	Monthly
Active address points – 911 data format	shp	FFGRD	Monthly
Active address point text, cartographically correct placement	dgn	RDKS	Monthly
Full Address Points RDKS 20170721 – all address fields captured	shp	RDKS	
Custom street centerline file for 911 dispatch and address point verification– 911 data format	shp	FFGRD	Monthly
Digital Road Atlas – Currently only use resource roads & trails	gbd	Province of BC	static/as required
Address and Street specifications for 911	pdf	FFGRD	
IR address point text and cadastral text, cartographically correct placement	dgn	RDKS	Monthly
IR cadastral fabric	kml	Federal Government	Monthly
IR cadastral text, cartographically correct placement with 911 area	dgn	RDKS	Monthly
IR lands and names - used for display and community search	shp	Federal Government	yearly
IR lands and names - used for display and community search	shp	Federal Government	yearly
Legal survey plans, searchable plus linked to parcels to open in separate window	pdf or tif	LTSA or RDKS files	Monthly
Additional documentation linked to parcel by PID. Pdfs identified by PID	pdf	RDKS	Monthly
Additional documentation linked to parcel by PID. Jpgs identified by PID	jpg	RDKS	Monthly

File Description	File Format	File Source	Current Update Schedule
Regional District Boundaries	shp	Province of BC	static/as required
Electoral area boundaries	shp	Province of BC	static/as required
RDKS community names within MSAG community displayed as boundaries	shp	RDKS	static/as required
Fire protection areas determined by bylaw and agreement. Limits of service for highway rescue by fire departments	shp	RDKS_FFGRD	static/as required
Small Local Communities for community search	shp	RDKS	static/as required
TRIM map with annotation containing various layers and contours	also available as download	Province of BC	WMS
Parks, ALR, Floodplain from province	shp/available WMS	Province of BC	static/as required
RDKS funded orthophotos	tif/ecw	RDKS	static
Contours - developed from DEM or liDAR	shp,dwg,dgn	RDKS	static
Buffers - detailed floodplain/bylaw information	dwg	RDKS	static
Building outlines, road outlines	dwg	RDKS	static
Zoning polygons, used to populate parcel information	shp	RDKS	as required
Sewer and water files generated by Urban Systems' Asset Management Project	shp	RDKS	not currently used in RDKS Map, but will be
Files used in RDKSMap (description)	xlsx	RDKS	

Appendix 2 Web Map Functionality

Vendors should indicate the availability of each of the functional requirements in the table following, as: "E" means specification is one that **currently exists** in the proposed solution, in the current production version and included in the proposed price.

"P" means specification is not in the proposed solution but is a **planned enhancement** or will be added **at no additional cost**.

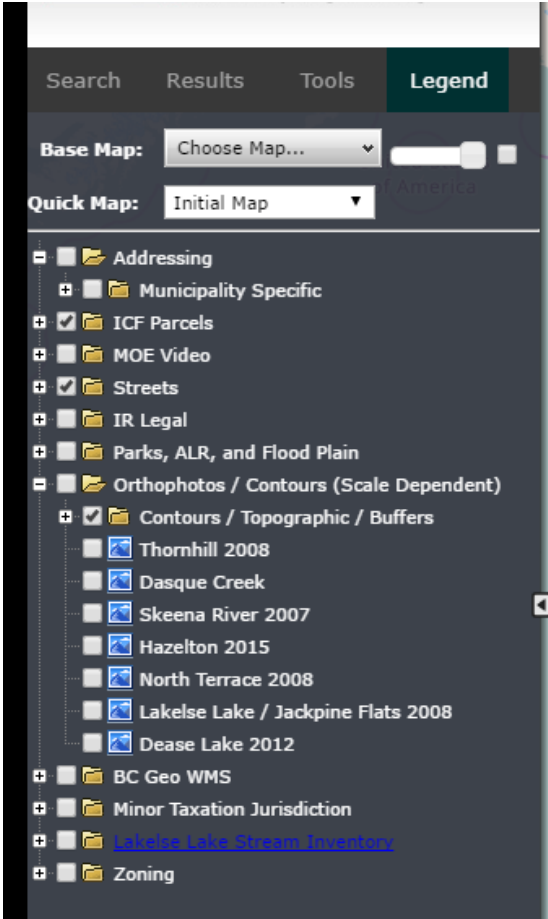
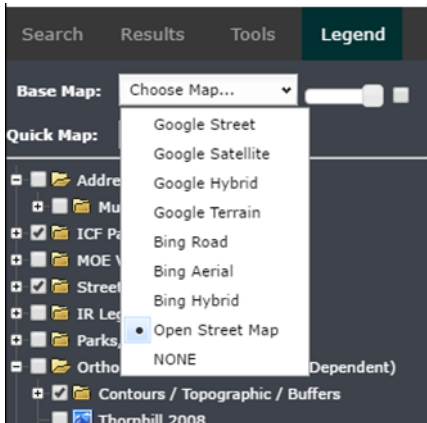
"C" means specification is not part of the proposed solution but will be added at **additional cost** to the proposed price. All such additional costs must be reported on the Proposal Cost Response Form.

"N" means specification is **not available** in the proposed solution.

For information, we have indicated, in the leftmost column, whether the functional requirement is Mandatory or Optional within this RFP.

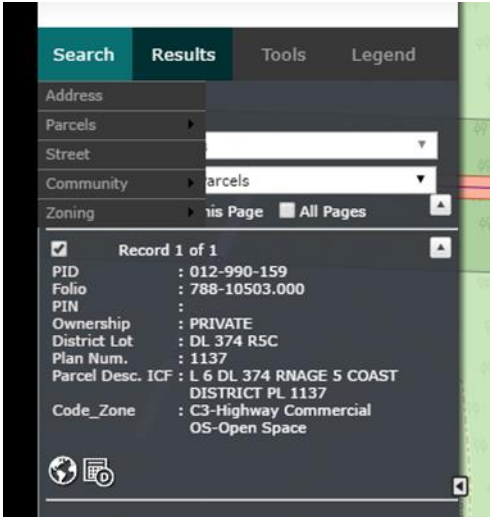
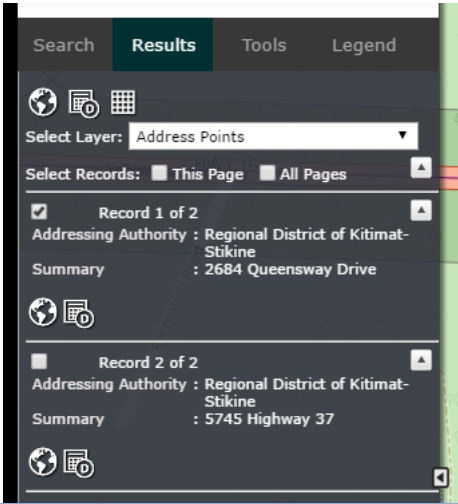
Mandatory/ Optional	E	P	C	N	Functionality
ADMINISTRATION					
Mandatory					1. RDKS Administrator has ability to grant access authority to users to permit or limit access to data, access for view only, or access to specific functions such as query, adding new features, and editing.
Mandatory					2. The solution supports unlimited user accounts, including unregistered guests
Optional					3. The solution can support plug-in translation services, so that users with different language capabilities can access maps and data.
Mandatory					4. The solution tracks number of visitors/users, internal and guest/external.
DATA FORMATS, MAINTENANCE, UPLOAD AND EXPORT					
					3. The solution supports data types for upload and integration:
Mandatory					a) SDE
Mandatory					b) SHP
Mandatory					c) GDB
Mandatory					d) DWG
Mandatory					e) WMS
Mandatory					f) KML/KMZ
Mandatory					g) CSV
Mandatory					h) ECW
Mandatory					i) TIFF
Mandatory					j) GeoTIFF
Mandatory					k) JPEG
Mandatory					l) GIFF
Optional					m) List any other raster formats supported.
					4. Data sharing:
Mandatory					a) All layers can be published / made available through APIs
Mandatory					b) Can create and export SHP files directly
Mandatory					c) Can create and export CSV files directly
					5. Web-based application support for:
Mandatory					a) Microsoft Internet Explorer

Mandatory/ Optional	E	P	C	N	Functionality
Mandatory					b) Microsoft Edge
Mandatory					c) Google Chrome
Mandatory					d) Apple Safari
Mandatory					6. Import/update Parcel Map BC (PMBC) cadastral spatial data monthly, preferably without RDKS staff intervention.
Mandatory					7. Import/update BC Assessment Authority parcel attribute data, linking to PMBC cadastral data monthly, preferably without RDKS staff intervention.
Optional					8. Authorized users have the ability to import and update new layers of RDKS spatial features and associated attribute data, in GDB or SHP format, both temporarily or permanently. A business process for this will be determined.
					9. Data Capture:
Optional					a) Allows access to iOS and Android applications for data capture
Optional					b) Supports off-line data capture, caching, and automatic syncing
					Business processes for the above data capture functions will be determined.
					10. Support data capture using forms:
Optional					a) Application supports form-based data capture using HTML
Optional					b) Administrators can create and customize their own forms in the web site
Optional					c) Forms can include conditional logic to hide/show questions
Optional					d) Forms can include repeatable sections
					11. Hyperlinks:
Mandatory					a) Attach any file type including digital photos (JPEG and TIFF formats), video, scanned documents, hyperlinks and email links, to a map feature
Mandatory					b) Attach an application link to a map feature

Mandatory/ Optional				E	P	C	N	Functionality
MAP VIEWING AND NAVIGATION								
Mandatory								<p>12. Present maps with user-selectable map layers shown, functionally similar to that shown below.</p> 
Mandatory								<p>13. Provide a menu of available based maps as visual reference that includes:</p> 
Mandatory								a) Open Street Map (Digital Road Atlas of BC).
Mandatory								b) Google Streets, including Streetview.
Mandatory								c) Google Satellite.

Mandatory/ Optional	E	P	C	N	Functionality
Mandatory					d) Google Hybrid.
Mandatory					e) Bing Road.
Mandatory					f) Bing Aerial.
Mandatory					g) Bing Hybrid.
Mandatory					14. User can adjust the degree of transparency for the imagery listed above.
Mandatory					15. Internal users can save map views, including layers to be displayed, creating bookmarks to these saved views.
Mandatory					16. Display of map features is configurable with map scale: zooming in or out causes defined feature classes to be displayed or hidden.
					17. Map navigation tools include:
Mandatory					a) Zoom in.
Mandatory					b) Zoom out.
Mandatory					c) Draw a rectangle to specify the map extents to be displayed.
Mandatory					d) Zoom to entirety of RDKS feature class's geographic coverage.
Mandatory					e) Restore previous view (state how many versions ____)
Mandatory					f) Pan: by dragging a hand-shaped cursor across the display, adjust the area displayed.
Mandatory					18. Measuring a) Users can measure length of a line or line string or area of a polygon, by clicking points. There is a choice of measurement units in English or metric.
Optional					19. Provide user accessibility options for those with visual impairment or other disabilities.
SELECTION, SEARCH AND QUERY					
					20. Feature selection:
Mandatory					a) Select tool selects map features individually, or by Ctrl Click/Shift Click for multiple features.
Mandatory					b) Select tool selects features by drawing a rectangular area and selecting all features in a chosen class within.
Mandatory					c) Where multiple maps layers are chosen for display, selection results permit user to choose from which map layer features are selected. For example, when different polygon (area) map features are displayed, such as parcels and zoning areas, and user makes a selection, the search results window allows returns from either zoning area layer or parcels layer.

Mandatory/Optional E P C N Functionality

<p>Mandatory</p>				<p>d) Selection of a map feature displays authorized attributes in a window, similar to that shown below.</p> 
<p>Mandatory</p>				<p>e) Users can export selected records and their authorized attributes to a CSV file.</p>
<p>Mandatory</p>				<p>f) Users can generate a table of authorized attributes of selected features (in an RDKS Administrator-configured format) in a new browser window.</p>
<p>Mandatory</p>				<p>g) Where multiple map features are selected, results window allows further selection of records from within, as shown below (first record is shown selected).</p> 
<p>Mandatory</p>				<p>h) Allow individual deselection of selected features (Ctrl Click or similar) or records or deselection of all selected features or records.</p>
<p>Mandatory</p>				<p>i) Generate a table of selected map features (either selected from the map, or from the results table of a selection as is shown immediately above) in a new browser window, with the functionality to sort by any attribute and export the results in a CSV file.</p>

Mandatory/ Optional	E	P	C	N	Functionality
					21. Search:
Mandatory					a) Search the RDKS Master Address File, by street name, street type, address number, PID or Folio
Mandatory					b) Search PMBC by PID, plan number, district lot.
Mandatory					c) Search BCAA data by Folio, Minor Taxation Jurisdiction.
Mandatory					d) Search RDKS legal survey plans by plan number.
Mandatory					e) Search RDKS Streets File by name.
Mandatory					f) Search RDKS community locality boundary file (small communities) by community name.
Mandatory					g) Search PMBC by Indian Reservations.
Mandatory					h) Search BCAA data by Minor Taxation Jurisdiction Area Type or Name.
Mandatory					i) Search GEOBC Tantalus by tenure type, crown land file no.
Mandatory					j) Search RDKS Zoning file by zoning code.
Mandatory					k) Choose authorized map layer/feature class within which to search.
Mandatory					l) Search by selection from a results table or from an entire feature domain.
Mandatory					m) Results of queries (from all means) are displayed as highlighted map features and as an exportable (CSV) table in a new browser window.
Mandatory					n) Result tables and maps from both selection and search can be exported.
CREATING AND PRINTING MAPS					
					22. User custom mapping:
Mandatory					a) Users can create custom maps, based on currently displayed layers.
Mandatory					b) Users can create custom maps, based on saved layers.
Mandatory					c) Users can enter a map title and select north arrow and scale bar.
Mandatory					d) Users can save a map.
					e) Users can export a map as an image file (JPEG, PNG, WPG, PDF) to a user-selected location
Mandatory					f) Users can choose the extent of the custom map (not limited by shape of browser window display).
Mandatory					g) Users can choose how selected features are displayed on the map (colours, line styles, shape fills, etc.).
Mandatory					h) Users can print a displayed map to any printer
Optional					i) Support for large map printing, such as E size, without loss of resolution.
Optional					j) Users can save all map settings that were be used to create their custom map, for future re-use. Saved map settings can be modified and re-saved.
					23. Markup:
Mandatory					a) Users can add a markup layer to a displayed map
Mandatory					b) Users can save a markup layer or export as an image file (jpeg, png, wpg, pdf) or SHP file
Mandatory					c) Users can add text, symbols, lines, or polygons to the markup layer
Mandatory					d) Users can choose symbology for text, symbols, lines or polygons (size, style, line width, colour, fill, etc.)
Mandatory					e) Users can place points by coordinate entry or by manual placement

Mandatory/Optional E P C N Functionality

REPORTING

Mandatory				<p>24. The application can create and display a report containing the displayed map of a selected parcel, along with attributes from multiple files, similar to that shown below.</p>

MOBILE EXTENSION

Mandatory				25. Mobile device accessibility is supported, with reduced functionality accepted:
Mandatory				a) Mark-up or editing supported on mobile devices
Mandatory				b) Supports iOS
Mandatory				c) Supports Android
Mandatory				26. Data Capture:
Mandatory				a) Allows access to iOS and Android applications for data capture
Mandatory				b) Supports off-line data capture, caching, and automatic syncing
Mandatory				27. Support data capture using forms:
Mandatory				a) Application supports form-based data capture using HTML
Mandatory				b) Administrators can create and customize their own forms in the site
Mandatory				c) Forms can include conditional logic to hide/show questions
Mandatory				d) Forms can include repeatable sections

LIST ANY OTHER FUNCTIONALITY AND FEATURES OF THE PROPOSED SOLUTION

	28.
	29.
	30.
	31.
	32.
	33.
	34.
	35.
	36.
	37.

Appendix 3: Intent to Respond Form

Company Name: _____

Contact Name: _____

Contact Title: _____

Telephone
Number: _____

Contact e-mail: _____

Signature: _____

Date: _____

We intend to respond to RFP 2017-WEB-1 – SaaS Webmap GIS Solution

We will not be responding to RFP 2017-WEB-1 – SaaS Webmap GIS Solution for the following reason(s):

PLEASE NOTE: Submission of this form indicates the Proponent’s intent to respond, however, it does not obligate the Proponent to respond.

Appendix 4: Bid Sheet

THE REGIONAL DISTRICT KITIMAT-STIKINE

Proposal Bid Sheet for SaaS Webmap GIS Solution

The undersigned Proponent has carefully examined the Conditions, Specifications, and Drawings (If applicable) for the Work requested and will construct or provide the services required.

This proposal is valid for: _____ days and shall expire on _____

Item	One-time costs	Annual Costs
Proposed solution, without any customization		
Business needs analysis		
Initial set-up/configuration of solution		
Customization to meet functional and other requirements of this RFP (list separately, with pricing for each)		
Training and support		
Maintenance		
Software licensing (list separately, with pricing for each)		
Other costs (list separately, with pricing for each)		
Total Costs		

FIRM NAME: _____

ADDRESS: _____

PHONE NO. _____ POSTAL CODE _____

FAX NO. _____ DATE _____

**SIGNATURE OF BIDDER _____

PRINT NAME _____

****must be an official signatory of the company**

