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Oregon Geographic Information Council (OGIC)
Framework Development Program
Request for Proposals

February 1, 2024

Proposals must be received by:

March 1, 2024
5:00 pm PST

Submission Process:

Step 1: Download and use template provided.

Step 2: Convert the completed proposal to PDF.

Step 3: Submit PDF via email attachment to melissa.foltz@das.oregon.gov with Subject Heading "Framework Grant Program Proposal Submission" prior to **5:00 pm on Friday, March 1, 2024**.

Questions and comments?
melissa.foltz@das.oregon.gov.

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Purpose

The Framework Data Development Program is sponsored by the Oregon Geographic Information Council (OGIC) and administered by the Department of Administrative Services' Geospatial Enterprise Operations (GEO). The purpose of the Framework Data Development Program is to support the development and management of Oregon's authoritative geospatial Framework data and advance the Framework Program's mission to provide a consistent and reliable network of geospatial resources and data for all Oregonians.

The Framework Data Development Program is intended to leverage existing funds and efforts that develop, define, enhance, update, or integrate geospatial framework data. This Request for Proposals (RFP) is designed to support data development and enhancement efforts outlined in the State of Oregon's Strategic Plan for Geospatial Data Management 2023-2026[1] is available on OGIC's Hub site.

The Strategic Plan for Geospatial Data Management outlines two major goals: 1) improve data sharing and accessibility and 2) expand data governance.

Eligibility

Participants

Eligible applicants to this program are limited to public bodies (i.e., state government bodies, local government bodies, special government bodies, etc., per ORS 174.109) [2]. Non-public bodies are invited to participate in the program as partners through subcontracts.

Data Elements

Any data element listed in the Framework Inventory or identified in the Framework Work Plan as a Data Element for Future Consideration[3] are eligible for the Framework Data Development Grant Program.

Figure 1. Resources for Proposers to Verify Eligibility

Resources for Eligibility

List of Public Bodies

Framework Inventory

Framework Program Work Plan including Data Elements for Future Considerations

[1] Oregon's Strategic Plan for Geospatial Data Management 2023-2026 was approved by the Oregon Geographic Information Council January 2023.
[2] Oregon Revised Statute 174.109 (https://www.oregonlegislature.gov/bills_laws/ors/ors174.html)
[3] Data Elements for Future Consideration are data elements that have been identified by FIT's as having existing use cases, but data has not yet been compiled or does not yet exist at a statewide level.

Requests for Framework Implementation Team (FIT) geospatial data development funds generally exceed the available fund balance each biennium. Therefore, this funding opportunity is competitive and selective. See the Funding Priorities section below for more information on how proposals will be prioritized for award.

Indirect Costs

The Framework Data Development Program is funded through OGIC with a total of $150,000 available in 2024. Indirect costs[4] are not allowable expenditures and should not be included in the proposal budget.

Funding Priorities

OGIC has defined priorities for Framework Program data development that align with Oregon's Strategic Plan for Geospatial Data Management 2023-2026. Table 1 outlines OGIC's priorities that are reflected in the evaluation criteria for the 2024 RFP. See Appendix A for detailed evaluation criteria.

Table 1. OGIC Priorities for Framework Program Data Development

Category	Criteria
Project Objectives	• Improve data quality or accuracy of existing data element • Close gaps in existing statewide data set - geography or critical attribute(s) • Increase update frequency (Data is old and needs to be updated.) • New data set from the "Future Considerations" list

Priority Data Sets	• Foundational data[5] set (foundational elements are identified in the Framework Inventory)
	• Advances the Governor's priorities
	  ○ Housing and Homelessness
	  ○ Behavioral Health
	  ○ Education and Early Learning
	• Ties directly to OGIC's data sharing priority layers
	  ○ Parcel data
	  ○ Address points
	  ○ Road centerlines

Standards and Stewardship	• Updates an existing data standard • Updates an existing stewardship plan • Creates data standard for a new or existing data set (defines data set, attributes, methodology) • Creates stewardship plan for a new or existing data set (identifies steward, responsibilities, update frequency, maintenance processes)
New Data Sets Meet Framework Requirements *(not scored)*	• Needed by multiple agencies (user-groups identified) • Multiple use-cases identified • Statewide extent • Or - Required by statute or administrative rule

[4] OGIC's Policy on Indirect Costs

[5] Foundational Framework data elements are base geospatial data used for constructing a majority of Framework data elements and are required for achieving the highest levels of integration among Framework themes.

Review Process

All project proposals will be presented for the review panel and will be considered through three reviews: Framework Program Review, Technical Review, and Policy Review. The full review process is illustrated in Figure 2.

All proposals must be presented to the review panel. (See timeline in Table 2 for the presentation meeting dates). Presentations are expected to be 10 to 20 minutes in length depending on the number of presentations. Additional details will be provided once the request for proposals has closed. Proposers are encouraged to bring questions about the program and its process to the presentation meeting. Reviewers are encouraged to provide questions to the Framework Coordinator in advance of the presentations so that they may be shared with the proposal presenters. The meeting will occur via video-enabled remote participation.

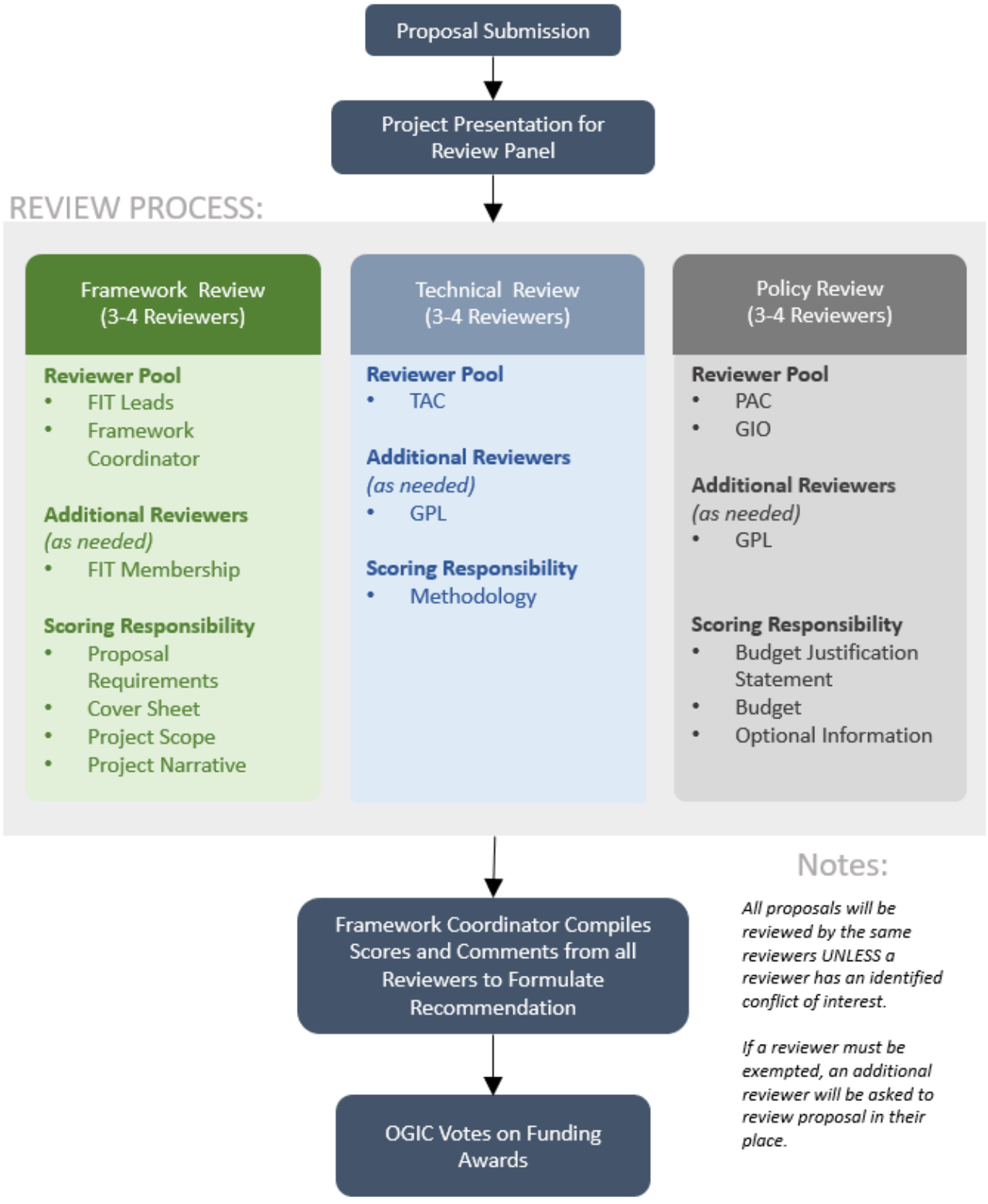
Framework Program Review - The framework program review process ensures the project furthers the Framework Program's goals. The Framework Program Review will be conducted by the Framework Coordinator and Framework Implementation Team (FIT) leaders.

Technical Review - The technical review process ensures the project is technically sound and adheres to industry best practices. Technical reviews will be conducted by a OGIC's Technical Advisory Committee (TAC) with the support of the GIS Program Leaders (GPL), as needed.

Policy Review - The Policy Review process ensures the project engages appropriate stakeholders, leverages funding, and conforms to existing Oregon statutes. The Policy Review will be conducted by members of OGIC's Policy Advisory Committee (PAC).

Members of any reviewing group with ties to individual proposals will abstain from the review, evaluation, and decision making for those proposals. See Appendix A for more details on the evaluation criteria and scoring.

Figure 2. Review Process



Communication

Program communications, including this RFP announcement, will be provided through GEO's Framework Data Development webpage and the following email distribution lists:

- fit@omls.oregon.gov
- gpl@omls.oregon.gov
- ogic@omls.oregon.gov
- tac@omls.oregon.gov
- pac@omls.oregon.gov
- gis_info@omls.oregon.gov
- ogic_info@omls.oregon.gov

Submission

All proposals must be submitted by **5:00 pm on March 1, 2024**. To submit proposals, attach and email PDF proposal to:

> To: melissa.foltz@das.oregon.gov
> Subject: Framework Grant Program Proposal Submission

Submission Tips:

1. Download and use the template provided.
2. Convert completed proposal to PDF prior to submission.
3. Ensure contact name and information is included on cover sheet.
4. Compile all attachments (letters of support, etc.) into a single PDF prior to submission.

Schedule

The 2024 RFP schedule will differ from prior years. Typically, projects are encouraged to stay with the biennial timeframe. However, due to the delay in releasing the RFP, projects *WILL NOT* be required to be completed prior to the end of the 2023-2025 biennium.

Table 2 outlines important milestones and dates throughout the RFP process.

Table 2. 2024 Framework Development RFP Process Timeline

Schedule	Process Milestone
February 1	Issue 2024 Framework Data Development RFP.
March 1	Submission deadline. **All final submissions must be received by Friday, March 1st at 5:00 PM.**
March 14-15	Proposal Presentations.
March 18-29	Review Period. All Scoring and Comments due 5:00 PM on March 29th. 1. Framework Review - Proposal Requirements, Cover sheet, and Project Narrative. 2. Technical Review (TAC with GPL support as needed.) - Methodology 3. Policy Review - Budget Justification Statement, Budget, and Optional Information.
April 1-5	Framework coordinator compiles scoring and comments. Proposals will be recommended to OGIC in order of high to low score.
April 6-23	OGIC reviews ranked proposals with scores and comments from all previous reviews attached.
April 24	OGIC selects proposals to fund.
April 25-26	Recipients informed and successful project abstracts posted to GEO website.
May-June	Contract development.
July	Projects begin.

Appendix A. Scoring and Evaluation

Rating Guidelines

Rating guidelines for scoring are outlined in Table A-1. Rating guidelines will be used by all review panels throughout the Framework, technical, and policy reviews.

Table A-1. Rating Guidelines to be Used by All Reviewers throughout Scoring Process

Quality Indicator	Description
5 Meets Expectations	The information provided is specific, reasonably comprehensive includes sufficient detail. There is complete, detailed, and clearly articulated information. The ideas presented are well-conceived and thoroughly developed. Overall, very good even though it may require additional specificity, support, or elaboration in places. Proposal meets 4 or more criteria from Table 1 and the narrative explains how the criteria is met.
3 Somewhat Meets Expectations	Proposal meets at least 2-3 criteria from Table 1. Some ideas presented are sound, but others are not responsive to the purpose of the RFP. The methodology isn't complete or technically correct to achieve desired results. Information is non-specific and lacks focus and detail. Additional information is needed to meet the criteria.
1 Does Not Meet Expectations	Proposal meets 0-2 criteria from Table 1. The proposal provides inaccurate information, provides information that requires substantial clarification as to how the criteria are met, lacks meaningful detail, demonstrates lack of preparation, or raises substantial concerns about the applicant's understanding of the issue in concept and/or the applicant's ability to meet the requirements in practice.

Scoring

The review panel will consist of 3-4 reviewers for each review (Framework, technical, policy). All proposals will be reviewed by the same reviewers UNLESS a reviewer must abstain due to conflict of interest. In this case an additional reviewer will be asked to review a proposal in their place allowing all proposals will be reviewed by the same number of reviewers for each section. Highest possible scores are shown in Table A-2.

Table A-2. Total Scores Possible from Framework, Technical, and Policy Reviews

Reviewer Responsibility	Scoring Area	Possible Points
Framework	**Proposal Requirements**	**5**
	Proposal is complete and eligible for funding.	
	Cover Sheet	**5**
	Project aligns with OGIC's funding priorities.	
	Project Narrative	**5**
	Project is well defined and is in alignment with the mission of the Framework Program.	
Technical Review	**Methodology** (weighted 5x2)	**10**
	Deliverables and timeline are well defined, methodology is appropriate, and plan for ongoing maintenance and stewardship has been addressed.	
Policy Review	**Budget/Stakeholders** (weighted 5x2)	**10**
	Project includes appropriate stakeholders, describes connections to business lines, is appropriately budgeted, and conforms to necessary existing administrative rules and statutes.	
	Total Score Possible	**35**

The Framework, technical, and policy reviews will each be scored by 3-4 reviewers. Scores from each section will be calculated as average. The formula for calculating each proposal score is shown in Figure A-2.

Figure A-2. Calculation of Proposal Score

Resulting Ties

All scores will initially be calculated as an average for each review. If proposal scoring results in a tie that must be broken for funding purposes, the following steps, in order listed below, will be taken to break the tie:

1. Sum of highest score from each review (framework, technical, and policy review).
2. OGIC decision.

Evaluation Criteria

Framework Review Criteria

Proposal and Eligibility Requirements

1. Proposal is complete and was submitted on time.
2. Proposal follows style guide and does not exceed page limits.
3. Proposed meets public body eligibility requirements.
4. Proposed meets framework data element eligibility requirements.

Cover Sheet

1. Proposed project improves data quality, increases update frequency, or fills gaps in an existing data element.
2. Proposed project includes a foundational data element.
3. Proposed project includes plans to create or update a data standard or stewardship plan.
4. Proposed project advances Governor's priorities or ties directly to OGIC's data sharing priority layers (parcel data, address points, road centerlines).

Project Narrative

1. Proposed project scope is well-defined.
2. Proposals describes relationship to the Framework Program and addresses priority criteria selected on cover sheet. Content may include, but is not limited to:
    a. Description of the broad need for the data element,
    b. Description of the need for a completed and/or updated theme that requires the data element, and
    c. Description of the level of incompleteness of one or more Framework data themes built on the proposed data element(s).
3. Description of project's relationship to other themes and data sets.
4. Description of horizontal and vertical integration with all appropriate, related Framework themes.
5. Proposed project supports the goals and mission of the Framework Program and has outlined expected benefits of project completion.
6. Distribution of deliverables are to be freely available for redistribution. Data elements will be published to Oregon GEOHub; exceptions should be justified in the project narrative.
7. For non-data projects, the proposal must document the proposed project's relationship to FIT goals, themes, and data elements and contains recommendations for successful integration.

Technical Review Criteria

1. Project has reasonable and measurable deliverable(s).
2. Deliverable attributes are appropriately defined and/or described.
3. Deliverables include metadata in the most recent OGIC-endorsed version of the Oregon GIS Metadata Standard.
4. Deliverables adhere to professional standards (e.g., data capture, GIS, application development/implementation, and/or project management).

5. Project has realistic timeframe and work plan.
6. All technical issues are addressed (i.e., edge-matching, raster-image compression ratios, appropriate precision, and accuracy) and defined in project work plan.
7. Resources sought are appropriate and adequate to perform proposed work and deliverables (hardware/software/staff).
8. Distribution, access, and storage plan clearly articulates successful storage and delivery of proposed project.
9. Stewardship overview for data maintenance identifies a willing steward and describes a path to successful stewardship.

Policy Review

1. Project involves appropriate stakeholder communities and partners.
2. Describes project's connection to relevant, appropriate business lines (I.e., agency, cross-agency, cross-jurisdiction, etc.).

   Proposal budget is appropriately defined and realistic.
3. Project leverages funding or other types of partnerships, where available and appropriate.
4. Project will cost significantly more if not funded in the current biennium.
5. Project conforms to existing Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR).
6. Relevance of project to broad-scale ongoing or planned efforts to improve service provisioning to Oregonians by government and other public bodies.