



## State of New Jersey

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*Executive Director*

Questions Posed to the Highlands Council  
by Potential Respondents to the Request for Qualifications to Provide  
Geographic Information System Services  
July 8, 2019

**Question #1:**

Who are the previous GIS vendors that the Council has worked with in the past 5 years?

**Response #1:**

- Neglia Engineering
- Ian Shiland
- Ziggy Spatial, LLC
- Vertices, LLC

**Question #2:**

What does your current GIS footprint look like as an organization? Enterprise GIS or more of 1-many GIS analysts coordinating efforts with file geodatabases, disparate shapefiles, and CSVs using AGOL.

**Response #2:**

Our current GIS structure from a data stand point is one of file geodatabases. We have an internal website that mirrors our external interactive map. Our external data and mapping applications are hosted by the Office of Information Technology in Trenton. We have an open data site that the public can access.

**Question #3:**

Do you see Task E being more of an onsite staff augmentation position or just planned onsite visits as needed based on the budget cap of \$25k?

**Response #3:**

It would depend on the project, and the timeline.

**Question #4:**

Reviewing the recent GIS RFQ, it does NOT include a section for technical approach, seems like decisions would be made on work examples and experience. Just want to confirm this as we're writing our response.

**Response #4:**

Yes, work examples and experience will take care of this.

**Question #5:**

Regarding II. A. - Can you provide more detail on the Council's existing GIS software platform (licensing, versions, interactive map suite, credit estimator, API's in use, etc.)?

**Response #5:**

Our current GIS structure from a data stand point is one of file geodatabases. We have an internal website that mirrors our external interactive map. Our external data and mapping applications are hosted by the Office of Information Technology in Trenton. We have an open data site that the public can access.

The Highlands Council uses the latest version of all ESRI products.

**Question #6:**

Regarding II. D. – Can you provide current GIS server specs, software, versions?

**Response #6:**

The Highlands Council uses the latest version of all ESRI products.

**Question #7:**

Regarding II. E. - Can you provide more detail on the anticipated amount and duration of onsite work and the Council's expectation of the availability of an onsite resource?

**Response #7:**

At this time we do not have any on site work. The purpose of this RFQ is to pre-qualify certain contractors should a need arise.

**Question #8:**

The RFQ states, "Resumes of all qualified professionals who will be responsible for assisting with or completing assigned tasks shall be provided." Are there specific job classifications that should be included? Is there a minimum or maximum number of resumes that should be included?

**Response #8:**

No specific job classifications are required. The number of resumes provided is at the discretion of the respondent.

**Question #9:**

The RFQ states that the Statement of Qualifications section of vendors' responses should include a detailed organizational chart. Can you confirm that the organizational chart to be included in that section is intended to be a corporate organizational chart (as opposed to an organizational chart of the proposed project team)?

**Response #9:**

An organizational chart for the staff focused on this RFQ would be preferred.

**Question #10:**

The Scope of Work in the RFQ includes, “Provide independent contractor(s) skilled in GIS services to work at the Highlands Council offices on specific projects as needed.” Can you clarify whether you are looking for staff augmentation with vendor staff who would be onsite at Council offices full-time for extended periods, or just vendor staff who would be onsite on an as-needed basis to perform specific project work?

**Response #10:**

This would depend on the project and needs at that time. We would like to have the ability to have contractors available on site if the need arises, but if respondents are not able to provide this service, then please clarify in the response to the RFQ.

**Question #11:**

How often is the Highlands Council looking for updates to happen to the interactive map suite components and data layers?

**Response #11:**

Updates to components and or layers happen whenever an update is required either because new data is available or if new functionality is required.

**Question #12:**

Can general GIS services be done remotely?

**Response #12:**

Yes, the majority of the time GIS services can be done remotely.

**Question #13:**

How many days or how much time on average will the contractor staff be required?

**Response #13:**

That would depend on the workload or specific project.

Complete RFQ can be found at the link below:

[www.highlands.state.nj.us/njhighlands/news/rfps/gisservices/gisrfq.pdf](http://www.highlands.state.nj.us/njhighlands/news/rfps/gisservices/gisrfq.pdf)