

# Beginning a GIS *Program*: Choosing a Consultant

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GIS Manager

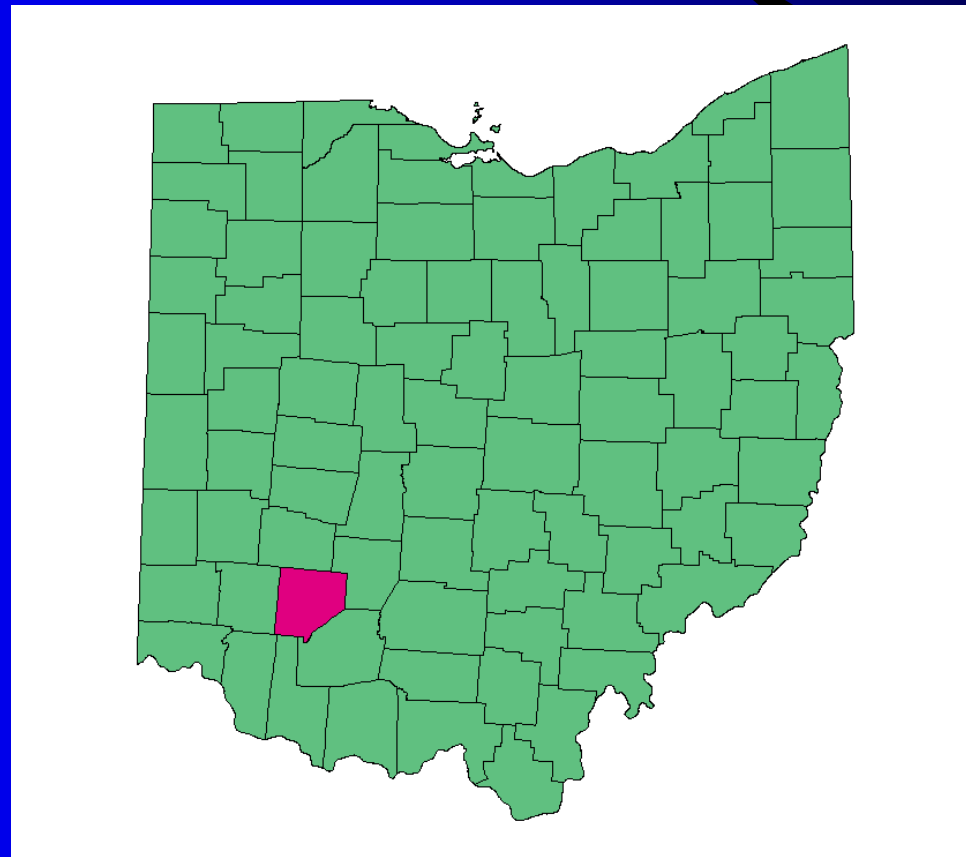


# Clinton County, Ohio

## Where are we?

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# Introduction to the CATALIS Project

- The CATALIS Project
  - Clinton County
  - Automated
  - Topographic
  - Aspatial
  - Land
  - Information
  - System



# The CATALIS Project

- A Consortium of members which include:
  - County Engineers Office
  - County Engineers Tax Map Office
  - County Auditors Office
  - Regional Planning Commission
  - Building and Zoning Department
  - City Engineers Office
  - Emergency Management Agency
  - Realtors Association
  - Soil and Water Conservation District
  - Health Department
  - County Bar Association

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  - Form a GIS Committee
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  - Come up with an ACRONYM to describe your program.
  - Understand the difference between a *Project* and a *Program*

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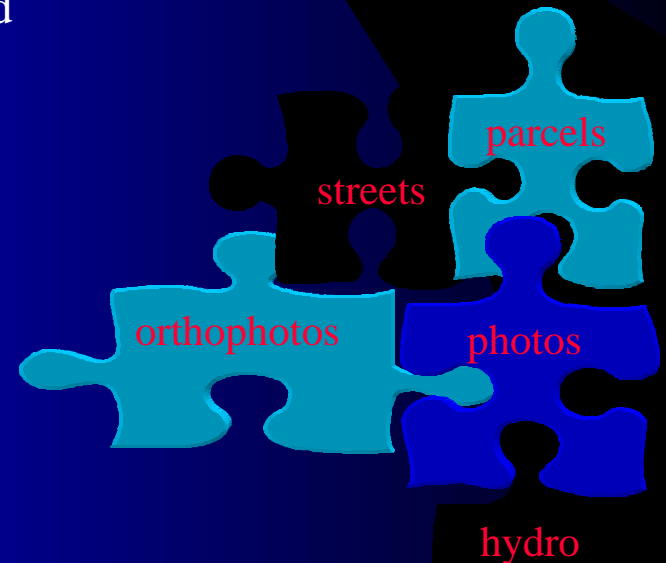
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# Choosing a Consultant

- What do you need to have done, vs. what can you do in-house?
  - Some things are a no-brainer:
    - Aerial Photography
    - Creation of a Permanent Monument Grid
    - Digital Orthophotos
  - Other:
    - Some application development
    - Some data creation / digitization

- WHAT'S THE ANSWER?



# There is NO EASY SOLUTION!

## A key ingredient is your GIS staff

- Hire the most experienced GIS Manager you can afford.
- Give that person the freedom they need to be creative in the planning and the *execution* of your GIS plan.
- The knowledge and experience of you GIS Manager ***DIRECTLY*** corresponds to the amount of money you will need to spend on consultant-based activities.



## Keep an Audit Trail of Work in Choosing a Consultant

- You may *(probably will)* be called upon to back up your decision making process.
- Give everyone on your committee an opportunity to be on the *selection team*.
- Prep your selection team to make sure they know what your looking for.

# Documentation



Final Consultant Report



Letter Confirming  
Presentation Selection



RFP Respondents & Info



Do your Homework



RFP Proposal Evaluation  
Guidelines



Outline for Presentations



Write your RFP



Winner Letter



Not Selected Next Phase  
Letter



# Summary

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**But it DOES Help!**

# Where to Get Help



- OGRIP
- User Groups
- Network of Users and Managers
- Reading Material

