



**NYS GIS**  
association

**NYS GIS Association**

PO Box 17  
Cohoes, NY 12047  
[www.nysgis.net](http://www.nysgis.net)

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## ***Strategic Plan and Efficiencies Review RFP***

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### **1. Statement of Purpose**

- To evaluate existing organizational structures, procedures and practices with the intent of removing duplicity, unnecessary encumbrances and improving efficiencies;
- To establish priorities relating to the Association goals and objectives and establish actionable processes by which these may be realized and sustained;
- To demonstrably improve Association performance in regards to Member Benefits, both real and perceived.

### **2. Background Information**

The New York State GIS Association, a New York State Section 402 Not-for-Profit organization, represents the interests of the geospatial community within New York and is the premier statewide professional organization for GIS and related industries. The Association is uniquely positioned to advocate at the local, state and national levels on issues of importance to the GIS industry, and provide a statewide forum for advancing our profession through shared experiences, learning and training.

The NYS GIS Association boasts of hundreds of members across many sectors including governmental agencies, not-for-profit organizations, academic institutions, private businesses, and interested individuals. Our focused membership covers the full range of GIS use, expertise and specialization found in our region but also extends connections to the far corners of the United States and beyond.

The [mission](#) of the New York State GIS Association is *to assist, educate, coordinate and guide the implementation, development and maintenance of GIS (Geographic Information Systems) technology in the State of New York*. As per the Association By-Laws, the mission of this Association is articulated through these seven (7) [goals and objectives](#):

- Support and promote the GIS profession throughout the state of New York.*
- Assist and educate GIS professionals by providing opportunities for training, networking, information sharing, presentations, and other forms of professional development.*
- Contribute towards the development, implementation and maintenance of GIS in the state of New York.*
- Foster a spirit of cooperation among local, state and federal agencies, educational institutions and the private sector in addressing priority GIS issues and data development initiatives for New York.*
- Conduct regular meetings, conferences, and technical workshops for the exchange of information and to exhibit products and services.*
- Educate the general public about the nature and benefits of geographic information and related technologies.*
- Publish documents, produce educational materials, and promote education pertaining to geographic information and related technologies.*

The Association is administered by a Board of Directors composed of four (4) elected Directors serving two-year terms expiring on alternating years. Additionally, an elected President chairs the Association, assisted by the Past-President and the President-Elect. Thus, a person elected to President will actually serve three consecutive years on the Board.



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This seven (7) member Board is assisted by an appointed Treasurer and appointed Secretary, each serving annual terms. The Board of Directors meets monthly to review and address business affairs of the Association.

In addition to the Board of Directors, there are Committees, currently eleven (11), having a single chairperson or a co-chair model. These chair people report directly to the President and Board of Directors in quarterly Committee Call meetings. Each Committee is responsible for establishing goals annually and reporting progress towards meeting them.

### **3. Strategic Plan and Efficiencies Review**

#### **(A) Scope of Work:**

The purpose of this RFP is to solicit competitive bids for a procedural and administrative review of the NYS GIS Association. The intent is to develop a strategic plan to improve administrative efficiencies and develop meaningful priorities based on the stated goals and objectives of the Association. The strategic plan will enhance our ability to develop lasting, forward thinking procedures to achieve and sustain those goals.

The successful vendor will:

- Investigate the current administrative model of the Association as implemented and as described in the By-Laws;
- Interview a sampling of current and past board members and presidents;
- Research existing statewide organizations to glean comparison administrative models;
- Define best practices.

#### **(B) Outcomes:**

- (i) The direct consequence of this review will be a written assessment of the efficiency of the administrative model used in communications from members and committees to the Board of Directors and vice-versa, and the role committees play in achieving Association goals and objectives. This review will summarize the organizational structures of the Association, procedures and practices targeting duplicity, and identifying methods of improving efficiencies while preserving Association integrity.
- (ii) The direct consequence of this review will be a written assessment of the mechanisms by which this Association makes attempt to realize the goals and objectives accompanied by a strategic plan to improve effectiveness of addressing the goals and objectives while balancing fiscal responsibility. The word strategic in the plan must be evident in terms of maximizing the notoriety, utility and effectiveness of the Association in local, regional and state geospatial arenas.
- (iii) The direct consequence of this review will be a written list of 5 short term [within 120 days] and 5 long term [within 1-3 years] strategies to increase Association Member benefits, both tangible and otherwise.



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(C) Deliverables:

- (i) Successful vendor will create and deliver a presentation to review the existing administrative model in terms of its strengths and weaknesses as compared to administrative models used by similar statewide professional associations, leading to suggestions of a minimum of two (2) alternative administrative models, indicating how these would be advantageous, accompanied by a cost versus benefit analysis of adopting each alternative. Strengths and weaknesses of each model must be made in terms of efficiency, ease of use and fidelity to the goals and objectives of the Association. This presentation will summarize the organizational structures of the Association, procedures and practices targeting duplicity, and identifying methods of improving efficiencies while preserving Association integrity.

Additionally, a presentation concerning the advantages and costs of hiring personnel to attend to technical aspects of webinars (and other assigned duties) will be made with suggestions on long term sustainability of the position. The presentation will developed from the physical report, delivered in both paper and electronic forms. A synopsis of recommendations shall appear in the written Executive Summary portion of the report.

- (ii) Successful vendor will create and deliver a presentation to review the mechanisms by which this Association makes attempt to realize its stated goals and objectives, accompanied by a list of directly actionable strategies to improve effectiveness in accomplishing the same. These strategies show careful balance of Association resources, are directed to leverage the Association in local, regional and state arenas advocating for all things geospatial, and to promote the notoriety of the Association in public view. A synopsis of recommendations shall appear in the written Executive Summary portion of the report.
- (iii) Successful vendor will create and deliver a presentation to review a list of five (5) short term [within 120 days] and five (5) long term [within 1-3 years] strategies to increase Association Member benefits, both tangible and otherwise. This list will reflect anticipated benefits of Association membership as identified by the 2016 Membership survey and other means. This presentation will identify action plans to implement these [minimum] of ten (10) strategies. A synopsis of recommendations shall appear in the written Executive Summary portion of the report.
- (iv) All reports, research, analysis, presentations will become property of the NYS GIS Association and will be delivered in both printed and electronic form. The vendor is expected to appropriately brand such deliverables as is customary and normal for such consulting work.
- (v) The successful vendor will maintain this work for the period of not less than ninety (90) days after presentation and document submission for the exclusive purpose of explanation of any and all suggestions, analysis and research.
- (vi) Initial contact and submission by vendors must include all reliable contact information and be signed by those principals empowered to financially negotiate on behalf of the vendor company and legally enter into binding contracts on their behalf.



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### **(4) Proposal Evaluation and Timeline:**

The Board of Directors will accept proposals in electronic form for a period of no more than forty five (45) days from release of this RFP. Qualified Association members are encouraged to respond with proposal submission. Each proposal will be examined for completeness and only complete proposals addressing each requirement will advance to the competitive bid review.

In the competitive bid review phase, the Board of Directors will consider each qualifying proposal in terms of quality, cost, and length of required completion time; the winner announced within approximately sixty (60) days of the close of application period.

Once the successful vendor has been notified and a contract for services signed, an initial draw of compensation of no more than 15% of total cost can be negotiated, the balance to be paid the vendor upon satisfactorily and timely production of stated deliverables.

### **(5) Terms and Conditions**

Successful vendor award is non-contestable and submission of proposal implicitly signifies agreement on the part of the vendor to be bound by the terms of this RFP. Successful vendor is expected to complete the work and deliver all required parts within the timeline provided by the vendor in the successful proposal. Vendors are hereby notified that the specified duration required for project completion is part of the competitive analysis of the bids.

An initial draw of compensation of no more than 15% of total cost can be negotiated, the balance to be paid the vendor upon satisfactorily and timely production of stated deliverables. Failure to meet the deadline or substantial requirements of the deliverables will be sufficient justification for the Association to exit the contract and be liable for no further compensation.

### **(6) Contract**

No work is authorized, nor is eligible for compensation, unless and until successful vendor has obtained a notice to proceed from NYS GIS Association authorizing the vendor to commence and complete as provided in this RFP.

### **(7) Contact and Submission**

All correspondence and submissions are required to be directed to [info@nysgis.net](mailto:info@nysgis.net). Proposal should be submitted in electronic format to [info@nysgis.net](mailto:info@nysgis.net) and should not exceed 12 pages.