



**California Fire Safe Council  
Request for Proposal (RFP)  
Geographical Information Specialist (GIS) Consultant  
January 18, 2024**

January 2024

Dear Potential Partner,

Our organization, the California Fire Safe Council, is accepting proposals for [GIS consultant services](#) focused on [wildfire mitigation](#). We invite you to submit a proposal to us by [February 23, 2024](#), for consideration. A description of our organization, the services needed, proposal requirements, and other pertinent information follows:

**OVERVIEW:**

The California Fire Safe Council (or “CFSC”), a nonprofit organization, is soliciting proposals for the services of [GIS Consultant](#).

**Who We Are:** CFSC was first established in 1993 as a project of the California Department of Forestry & Fire Protection (CAL FIRE) with the goal to streamline the dissemination of federal funding to community projects for wildfire prevention & mitigation. CFSC was incorporated as a California nonprofit (501c3) in 2002 to continue administering funds to communities who need them most for wildfire resiliency in collaboration with our funding partners. CFSC’s office is located in the Sacramento area (McClellan, CA); however, the majority of the staff work remotely.

**What We Do:** CFSC supports community-led efforts for wildfire prevention, mitigation, and resiliency across the state of California via funding, programmatic support, capacity building, training and technical assistance. CFSC is a grant-funded agency. CFSC’s current programmatic focus areas are:

- Community Outreach & Education
- Capacity Building
- Planning & Preparedness
- Fuels Mitigation & Vegetative Management
- Evacuation Planning
- Defensible Space
- Home Hardening

**Our Partners:** CFSC’s partners include:

- United States Forest Service (USFS)
- United States Bureau of Land Management (BLM)
- California Department of Forestry and Fire Protection (CAL FIRE)

- The California Governor's Office of Emergency Services (Cal OES)
- California Volunteers
- California Department of Conservation
- State Farm
- Farmers Insurance
- Edison International
- Pacific Gas & Electric (PG&E)
- Fire Adapted Communities Network

**PURPOSE:**

CFSC is seeking a GIS Consultant to support and guide the organization’s developing GIS efforts and activities to provide database expertise, support, and best practices relating to wildfire mitigation. This support will include assistance in creating a GIS roadmap for the organization, creating and updating GIS layers relating to our wildfire resiliency programs, providing data visualization products to highlight CFSC accomplishments, providing training to internal and external partners to better understand GIS, and developing an evaluation framework for implementation of GIS. CFSC utilizes Esri products and currently provides GIS support to 52 counties with the majority utilizing ArcGIS online.

**SCOPE OF WORK & TIMELINE:**

CFSC is seeking a GIS Specialist for a minimum of 12 months, with the opportunity to renew the contract on an annual basis through March 2025, or upon expiration of grant funding. The contractor will be taking a lead role in the following:

1. **Team Development:** Assisting in establishing and developing a skilled GIS team capable of managing mitigation-focused GIS projects.
2. **Program Design:** Developing a comprehensive GIS program framework (or roadmap) that meets the organization’s current needs, goals, and future growth.
3. **Data Management:** Implement efficient data management practices for geospatial data related to wildfire mitigation and risk reduction strategies. Ensure data integrity, accessibility, and security.
4. **Mapping & Analysis:** Create detailed maps and visualization products and conduct data analysis. Examples include GIS StoryMaps, infographics, surveys, maps, and reports. Provide support to the developing portfolio of GIS projects for CFSC (such as the County Coordinator GIS Networking Portal) to gather and map data related to wildfire mitigation groups across California.
5. **Training & Presentations:** Provide training sessions for our internal team members or external partners to enhance their GIS knowledge and skills for wildfire mitigation applications. Provide presentations and reports to staff, grantees, and key stakeholders.
6. **Stakeholder engagement:** Facilitate integration with relevant partners and stakeholders, such as government agencies, local communities, and other organizations. Ensure compatibility of information shared for seamless collaboration.
7. **Consultation:** Provide ongoing consultation, technical assistance, and advice with any other miscellaneous GIS or database applications and assessment of emerging technologies.

The contractor will be responsible for ensuring the completion of the following:

- Planning:
  - Support CFSC in the design and implementation of short and long-term GIS planning
  - Design a GIS database architecture that will meet current and future needs
  - Create a Data Roadmap for current and future GIS data
- Data Integration & Management
  - Integrate existing data into a spatial database
  - GIS data conversion of mapped polygons
  - Review of future projects to ensure they will fit into the identified structure and make database architecture adjustments as appropriate.
  - Maintain and build County Coordinator GIS Networking Portal
  - Maintain CFSC's internal GIS databases and Impact Dashboard.
- GIS Support & Training
  - Maintain the Impact Dashboard of grant-making metrics and provide updates semi-annually.
  - Maintain the Internal GIS Dashboard
  - Create Success Stories through ArcGIS StoryMaps to showcase projects
  - Provide data visualization products to highlight CFSC accomplishments
  - Provide training to external and internal partners to better understand GIS databases, uses and context for usage.
  - Assist CFSC to prepare presentations on GIS Program for conferences, meetings and workshops.
- Documentation
  - Create and maintain detailed documentation for the implementation of the GIS within CFSC.
- Evaluation & Reporting
  - Develop an evaluation framework with metrics to assess the impact and effectiveness of GIS efforts.
  - Prepare reports for leadership on achievements, challenges, and recommendations.

**CONSULTANT QUALIFICATIONS:**

The **GIS Specialist** must have relevant and impactful experience in:

- Esri ArcGIS certification and currency
- Documented experience in database development
- Able to work in a remote team environment with high availability and communication skills
- Ability to develop, maintain, and generate GIS data, manage database updates, cartography (map generation) and reporting (tables, maps and charts).
- Ability to provide guidance for development of Collector, Survey123 and related ArcGIS Online applications in a desktop GIS including versioned editing
- Experience migrating GIS data library into ArcSDE Geodatabase(s) to develop map cache strategies and implement effective web map services, feature map services, geo-processing services and web map applications using ArcGIS Server (workgroup and enterprise), JavaScript and/or html5.

- Ability to assist with document writing/editing/and production and other duties as required to support CFSC’s GIS-related projects.
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- Maintains positive attitude in workplace.
- Proficient with ArcGIS, data integration and mapping software.
- Experience working with GPS units for data collection and mapping.
- Experience with Microsoft Office.
- Excellent organizational skills.
- Excellent project management skills.
- Ability to develop, maintain, generate GIS data, and manage database updates
- Experience training or teaching others to develop, maintain, and generate GIS data and manage databases is preferred.
- Able to travel to in-person meetings, as needed.
- Familiar with California landscapes and fire environment and fire mitigation groups.

**KEY CONTACTS:**

Below are key contacts for information you may require in preparation of your proposal:

Primary Point of Contact:

Jessica Martinez, Program Director  
[jmartinez@cafiresafecouncil.org](mailto:jmartinez@cafiresafecouncil.org)

Secondary Point of Contact:

Amber Gardner, Clearinghouse Manager  
[agardner@cafiresafecouncil.org](mailto:agardner@cafiresafecouncil.org)

**RFP SUBMISSION REQUIREMENTS:**

Interested **GIS Consultant** should submit the following information via email to [jmartinez@cafiresafecouncil.org](mailto:jmartinez@cafiresafecouncil.org). CFSC especially encourages bids from small businesses, minority-owned firms, and women’s business enterprises.

1. A description of you/your team, including qualifications and biographies.
2. A description of your experience and expertise in providing services requested in the Scope of Work to similar agencies.
3. Budget—include itemized cost estimates for meeting the objectives aligned above, including information about any hourly rates and/or monthly service charge for the proposed Consultant(s) and any applicable fees.
4. Please include a sample contract for CFSC to review.
5. On a separate sheet, please provide the names and contact info for three client references, preferably agencies or organizations for which you have recently provided similar services.

**RFP SUBMISSION DEADLINE:**

Proposals are due via email by **February 23, 2024** to **Jessica Martinez, Program Director**, at [jmartinez@cafiresafecouncil.org](mailto:jmartinez@cafiresafecouncil.org).

**RFP Evaluation Criteria:**

CFSC will evaluate proposals based on the following criteria:

- Experience and expertise in **GIS** services.
- Demonstrated success in working with nonprofit organizations in similar capacities.
- Ability to provide the necessary services and meet deliverables.
- Reasonableness of the budget and cost-effectiveness.
- Client References.

We look forward to receiving your proposals and working with a qualified **GIS Consultant**.

Sincerely,

Jessica Martinez  
Program Director  
California Fire Safe Council  
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279-599-4726