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**Request for Proposals**  
For  
**GIS Services**  
For  
**Farms At Work**  
Date of Issuance: Nov 7, 2023

**Introduction**

Farms At Work (FAW) is issuing a Request for Proposals (RFP) for a GIS services contract to be awarded for services to begin January 2024. Proposals will be accepted from individuals operating as independent contractors, with preference given to proposers:

- a) with experience working with charitable and/or non-profit organizations,
- b) located within East Central Ontario (Peterborough County, Haliburton County, Hastings County, the City of Kawartha Lakes, Northumberland County, Prince Edward County, or Durham Region)

**Background**

Farms at Work's mission is to keep healthy farmland in farming by providing space for hands-on learning, knowledge sharing and community building, as well as providing support for access to land.

FAW engages with non-farming landowners to support the active use of their land for agricultural purposes through its Farmland Stewardship Program. Farmland Stewardship Reports are comprehensive documents detailing existing soil and topographic conditions, environmental risks and vulnerabilities, and recommendations towards the protection of on-farm soils, vegetation, and water sources. These Reports are designed to be accessible resources to assist landowners in the protection and enhancement of their agricultural land.

**Scope of Work**

Through this contract, FAW requires the services of a GIS Specialist equipped to assist in the creation of customized farmland maps and geospatial analysis for a minimum of two (2) Farmland Stewardship Reports. The successful proposer will possess extensive knowledge of geographic information systems and cartographic skills. They will gather, analyze, and interpret geospatial information for applications in natural resources and agricultural land use. Success in this role will be demonstrated by providing support and expertise in the development of FAW's GIS capabilities to meet strategic objectives.

The opportunity exists for ongoing contract work in this Program.

Services required:

1. Produce 8 different maps per Farm Stewardship Report, as directed by Manager and/or additional FAW team members.
2. Generate or extract Parcel ID boundaries or site-specific field polygons relevant to land management objectives for each Report. Join, calculate, and summarize Ontario Soil Survey complex area using the field polygons into a data table (Excel or csv) for the report writer.
3. Use geocoordinates and/or upload parcel and field polygons to open-access online geospatial portals, datasets, and tools to create custom figures.
4. Utilize and refine FAW's basic QGIS project file or have the ability to reproduce and export required figures in another geospatial software, as needed.
5. Date and document any template changes and provide high-resolution CMYK image files (.PNG, .JPG) for report compilation by due dates determined with the Manager.

General expectations include:

- Collaborate with the Manager to establish goals, constraints, and schedule of projects
- Utilize various GIS programs and online geospatial hubs for data visualization
- Complete and submit figures in a timely manner (estimated 10 hours per Stewardship Report)
- Ensure alignment of data with organization standards and objectives
- Maintain data integrity, accuracy, and client privacy standards
- Manage necessary hardware and software
- Communicate regularly with Manager to provide progress updates

The Successful Applicant should possess:

- One to three (1-3) years of experience with Ontario AgMaps and ArcGIS, QGIS, or similar programs.
- The ability to communicate complex geospatial data and technical knowledge with non-technical audiences.
- College or bachelor's degree in GIS Analysis, Environmental Science, Geography, or related field. A GIS Professional Certificate, Esri Technical Certificate, or online GIS Certificate from a reputable program will also be considered. If currently enrolled in a full-time GIS post-secondary program or Certificate, a letter of recommendation from the instructor will be required as one Reference (see Submission Requirements).
- Experience or demonstrated interest in agriculture or stewardship is considered an asset.

### **Administration**

This RFP solicitation is issued by FAW. FAW reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission.

**Submission Requirements:**

Applicants shall submit by the due date specified below. The proposal must be organized as follows:

1. Letter of Interest
2. CV / Resume
3. Portfolio: Include up to three (3) examples of prior projects or maps you have produced utilizing tools referenced in Scope of Work.
4. Costs and Fees: A description of Fees for Service proposed, as it relates to services detailed in Scope of Work, as well as a description of anticipated costs incurred for delivery of services including applicable taxes. Fees should be expressed on a per-Report basis. All rates and fees will be fixed for the duration of the contract.
5. References: Include two (2) appropriate references, a contact name, email address, and telephone number. If the Applicant is a full-time student, include a letter of recommendation from an instructor. These references should be able to substantiate the proposer's ability to perform the work required.

**Dates and Deadlines**

Responses in the form of digital proposals will be due at 9:00am EST on Monday, November 27, 2023, delivered to the following address: [info@farmsatwork.ca](mailto:info@farmsatwork.ca)

Questions regarding this RFP will be accepted up until 5:00pm EST on Wednesday, Nov 22, 2023