Bureau of Indian Affairs,
Office of Trust Services
Division of Resource Integration and Services

The Division of Resource Integration and Services seeks to provide data integration, workflow and IT system modernization through the use of various IT based solutions such as Geographic Information Systems (GIS) software, training, and application support for the management of natural resources on Indian lands, tribal and climate resilience grants, forest harvesting, wildland fire analysis, oil and gas management, and other economic analyses for the benefit of our collective stakeholders including Tribes. This is accomplished by providing expert technical support in geospatial data technologies, data management, program and business analytics in support of Indian Affairs (IA) and tribal government programs and GIS employees. DRIS needs to supplement its existing federal workforce to develop GIS applications/dashboards to support leadership/tribal initiatives, assist in parcel mapping, fee to trust work and many other mapping functions of DRISs.

STATEMENT OF WORK (SOW)

The Contract staff shall work under the direction of the Division Chief as well as the three Branch Chiefs and coordinate with government GIS specialists, Program Analysts, Physical Scientists and other stakeholders. The contract staff will respond to project requests involving the use of various technologies including but not limited to SmartsheetGOV, the ESRI Suite of GIS software and much more. Tasks within these environments and other future technology environments include; dashboard/application development, python programming, data analysis, enterprise information workflows and business analytics. Other tasks include but are not limited to requirements gathering and customer journey mapping. Business process engineering and data management will also be performed in support of system lifecycle and development

I. CATEGORY ONE: GEOSPATIAL DATABASE SUPPORT/ENTERPRISE GIS (EGIS)

Estimated Staffing and Minimum Personnel Qualifications

Labor Category	Labor Quantity (FTE)	Labor Hours Each	Total Labor Hours
Geospatial EGIS	1	1920	1920

Key Personnel Designation

One Geospatial Data Administrator, as identified by the Contractor, shall be designated as key personnel.

<u>Required Knowledge</u>

 The Contractor will be required to perform work which shall include but may not be limited to the following tasks:

1.1 Provide requirements, direction, and service desk support to GIS coordinators, specialists, and support staff working on Enterprise GIS databases or web mapping services.

1.2 Develop Scripts to make Geospatial processes more efficient and to support stakeholder needs.

1.3 Monitor and mitigate security vulnerabilities with portal, AWS and all geospatial systems.

1.4 Establish spatial database design, business rules, and workflows that integrate with established tabular reporting business systems. (TAAMS – Trust Asset and Accounting Management System, land status).

1.5 Manage and maintain Enterprise servers, databases, and services, esp. Microsoft operating systems, SQL Server, Access, System Center Operations Manager (SCOM).

1.6 Administer geospatial data per established standards, such as the National Spatial Data Infrastructure (NSDI) as specified by Federal Geographic Data Committee (FGDC) Circular No. A-16, Coordination of Geographic Information and Related Spatial Data Activities, updated August 19, 2002, or later and other BOGS Federal Standards as required.

1.7 Document user guidance, technical procedures, and service levels for existing and developed server architecture, geodatabases, enterprise GIS services, and related systems.

1.8 Plan and perform operational administration of a secure central Geospatial Data Repository and delivery service for the management and distribution of all Federally Recognized Tribal trust land tract, ownership, boundary, related valuation support data, and base reference data for stakeholder programs and authorized entities.

1.9 Supports the BIA's mission by advancing enterprise GIS with respect to developing standards, integration, and interoperability.

1.10 Data publication oversight and management will include ensuring the creation, update, and management of metadata to meet current DOI and FGDC standards that are coordinated with the department to meet both privacy and open data requirements for distribution and publication.

II. <u>CATEGORY TWO: GIS PROGRAMMING SUPPORT</u>

<u>Estimated Staffing and Minimum Personnel Qualifications</u>

Labor category titles are based on historical data and may not coincide with the Contractor's labor category titles.

Labor Category	Labor Quantity (FTE)	Labor Hours Each	Total Labor Hours
Geospatial Programmer	1	1920	1920

Key Personnel Designation

One Geospatial Architecture Specialist personnel, as identified by the Contractor, shall be designated as key personnel.

Required Knowledge

The Contractor will be required to perform work which shall include but may not be limited to the following tasks:

2.1 Provide expertise to translate programs, automation tools, code, scripts from python to new support program platforms.

2.2 Provide professional expertise in writing programs that translate existing programs and scripts which automate the management, maintenance, and standardization of large datasets including but not limited to the Public Land Survey, Land Area Representation (LAR), Land Status, and others into approved data models for internal use as well as publication-ready data designs.

2.3 Design and code new programs, scripts, and routines to support the automation of operations, which will improve data management and map production.

2.4 Devise and deploy automated creation, update, and management tools to efficiently map Indian land tract, reservation boundary, ownership, lease and right of way data that are synchronized with the Trust Asset and Accounting Management System - TAAMS. Further, the legal land description data extracted from TAAMS is to be topologically aligned where possible and appropriate with the official published version of the Bureau of Land Management (BLM) Public Land Survey System (PLSS) Cadastral National Spatial Data Infrastructure (CAD NSDI) Geographic Coordinate Database (GCDB) GIS Data for the trust land base.

2.5 Must have knowledge of server or client scripting and/or processing solutions (e.g., Python, PowerShell, JavaScript, and/or other web technologies), to work efficiently with other technical team members.

2.6 Comprehend IT servers and geodatabase architecture and design principles to develop resource information management and information delivery services/systems.

2.7 Assist in scripting on special projects within the Division and sometimes outside to support critical missions.

III. CATEGORY THREE: Experienced GIS Support

Estimated Staffing and Minimum Personnel Qualifications

Labor Category	Labor Quantity (FTE)	Labor Hours Each	Total Labor Hours
GIS Analyst IV	1	1920	1920

Key Personnel Designation

One GIS Analyst IV, as identified by the Contractor, shall be designated as key personnel.

Required Knowledge

The Contractor will be required to perform work which shall include but may not be limited to the following tasks:

3.1 Serve as the project manager for team by acting as the intermediate between contractor management and federal COR.

3.2 Use various cartographic/spatial functions when appropriate to make maps/applications fit stakeholders needs

3.3 Develop geospatial dashboards/applications to support leadership/OTS Division Chief missions.

3.5 Develop scrips as needed to support geospatial workflows and applications. Help develop and assist with the parcel fabric process/workflow.

3.6 All-new digital spatial data shall have appropriate FGDC-compliant metadata produced for each dataset and must conform to BIA data standards for integration with existing datasets.

3.7 Help manage the Internal and External Portal as well as the Open Data Page. Ensure correct procedures are followed when placing applications on both portals. Help Ensure Open Data Page is user friendly and well organized.

3.8 Establish templates for mapping products/applications when appropriate to ensure the best data consistency possible.
3.9 Document all procedures that do not already have SOPs for data consistency and knowledge transfer.

IV. CATEGORY Four: Basic GIS Support

Estimated Staffing and Minimum Personnel Qualifications

Labor Category	Labor Quantity (FTE)	Labor Hours Each	Total Labor Hours
GIS Analyst II	1	1920	1920

One GIS Analyst II, as identified by the Contractor, shall be designated as key personnel.

Required Knowledge

The Contractor will be required to perform work which shall include but may not be limited to the following tasks:

4.1 Implements analytical techniques necessary to solve recurring, procedural, and factual geospatial and GIS issues (i.e. identifying data needs for specific projects, determining compatibility with other platforms, locating missing information).

4.2 Administers geospatial databases and implements quality control and assurance guidelines for geospatial data projects

4.3 Participates on interdisciplinary teams with various stakeholders such as other federal agencies, Regional Geospatial Coordinators and other BIA divisions on various mapping projects.

4.4 ~~Implements analytical techniques necessary to solve recurring, procedural, and factual geospatial and GIS issues (i.e. identifying data needs for specific projects, determining compatibility with other platforms, locating missing information).~~

4.5 Knowledge of geographic/cartographic sciences, interdisciplinary resource management, and database management in order to learn to administer geospatial databases. Knowledge of appropriate database design principles in order to identify interrelationships within GIS data.

4.6 Knowledge of standardized geospatial and GIS software/hardware applicable to the BIA/tribes.

4.7 Ability to develop basic GIS applications/dashboards at the request of BIA leadership.

4.8 Ability to develop and maintain metadata for all GIS projects for the Division.

DELIVERABLES

1. Monthly, weekly verbal and written Progress Reports containing statuses on all assigned tasks accomplished during each week and referenced month; due by 5th workday following the end of each preceding week and month; confirmed semi-annually verbal; reports to contain:

    A brief description of significant tasks to be accomplished during each referenced month, task performance goals and objectives, and a schedule for proposed, upcoming tasks will be undertaken in the coming months.

2. The final report containing a summary of the final statuses of all tasks accomplished during the entire period of performance.

3. Specialized detailed monthly report on the number of maps produced and data delivered, including date and customer, served.

4. Specialized detailed monthly data publication statistics concerning the National Indian Land Dataset, including land areas updated and customers' requests for updates and resolutions to discrepancies.

5. Publish news and announcements to the Programs individual information web sites and Fact Sheets.

6. Publish usage reports on growth, user numbers, conference attendance, etc. to DOI and OTS management.

7. Provide technical assistance to DRIS in developing, revising, updating, and maintaining program guidance documents such as policy, handbooks, guidelines, reports, and other program documents.

8. Monthly Financial and Management Reports. The Contractor shall submit financial and management reports utilizing the standardized WBS to describe the status of expenditure of funds correlated with the progress of the work completed. The MIPR number shall be referenced on all financial reports and forms. Reports shall provide current status and projected requirements of funds, working hours, and work completion; indicate the progress of work and the status of the program and assigned tasks; and inform existing or potential problem areas. Provide copies to the COR

9. The Contractor shall deliver a computer-generated network analysis with a detailed task plan for all WBS tasks for approval by the COR. The Network Analysis (e.g., Gantt, PERT, CPM) shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period of the contract. The Network Analysis shall show both serial and parallel

subtasks leading to a deliverable product/report, and shall show early and late start and completion date with float. Provide copies to the required agencies.

10. The Contractor shall prepare and present briefing packages at meetings coordinated by the BIA. As part of the presentation materials, the Contractor shall deliver paper copies of all slides and overheads.

11. The Contractor shall be responsible for generating meeting minutes documenting all items discussed at the meetings and shall include a list of meeting attendees.

SCHEDULE

Office Schedule

The Contractor shall hire personnel to meet all requirements. The majority of the work will be performed on regular workdays, legal holidays excluded, between the hours of 8:00 a.m. and 5:00 p.m. Flexible hours are permitted as needed. The Contractor will have occasion for services to be performed outside of this principal period of performance, which will be provided on an "as needed" basis and shall only be performed after the Contracting Officer and the COR have obtained prior approval.

Location of Work

Contractor services will be provided from their remote locations.

Office Access

The Contractor shall access the respective OTS, BIA facility, and is expected to abide by all safety and security rules. This is only for employees in the Denver Metro Area. The COR shall provide a briefing.

Use of Government Information Technologies

The Contractor shall use Government information systems and agree to abide by all Indian Affairs security requirements within the various Department of the Interior and Indian Affairs policies and procedures. All Contractors will complete the Federal Information Systems Security Awareness (FISSA) online training and complete an annual certification before obtaining access to Federal systems. OTS, DRIS will provide the Contractor with annual information relative to IT security requirements, including mandatory training, at no cost to the Contractor.

Background Check

The Contractor who will work in Government facilities shall be subject to a background check conducted by Indian Affairs. Staff shall have no prior DWI convictions within the last ten years and no record of crimes against children.

Government Furnished Property

DRIS will provide office space in BIA Building 54, Lakewood, Co. Office equipment such as chairs, desk, files, office phone, IT equipment (computer, monitor and printer) and Internet access will be provided at the workstation for the employees that are in the Denver metro area. For remote employees, IT equipment and other supplies as needed will be sent to their remote workstation.

The Contractor shall exercise responsibility and accountability for Government property dedicated for use in the performance of the contract requirements. This responsibility includes the obligation to properly care for and safeguard all Government property in their possession. Any property or resources provided shall be used only for contract performance-related purposes. For example, the Contractor shall not use Information Technology resources to access pornographic materials or sites, conduct personal business, run unauthorized software, or play games.

Work-Site Requirements

The Contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies, and equipment; and avoiding work interruptions. For these purposes, the Contractor shall comply with OSHA safety and health regulations and pertinent provisions of the BIA Occupational Safety and Health Standard.

PERSONNEL REQUIREMENTS

Key Personnel

Key Personnel Definition

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed. These individuals are defined as "Key Personnel" and are those persons whose resumes were submitted and marked by the vendor as "Key Personnel". No substitutions shall be made of accepted key personnel except for sudden illness or death, or termination of employment. Substitutions shall only be accepted if in compliance with "Substitution of Key Personnel" provision identified below.

Key Personnel Designation

For the purpose of the overall performance of this effort, the Contractor's Project Manager shall be designated as a key person.

The Project Manager shall be the Contractor's authorized point of contact with the Government CO and the COTR. The Project Manager shall be responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, and communicating policies, purposes, and goals of the organization to subordinates.

Key Personnel Substitution

All Contractor requests for approval of substitutions hereunder shall be submitted in writing to the COTR and the Contracting Officer at least twenty-five (25) calendar days in advance of the effective date, whenever possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary to approve or disapprove the proposed substitution. An interview may also be requested. The COTR and the Contracting Officer will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

Personnel Performance/Replacement

a. The contractor shall provide a resume for each individual assigned to work on this effort.

b. Personnel assigned to this contract will not be removed.

c. The Government reserves the right to judge the technical skill and competence of the individual and to require the individual's replacement if the individual's qualifications or performance are judged deficient at any time with written notification.

d. The Government reserves the right to judge the qualifications and acceptability of any individual proposed by the contractor for any position, and may require the contractor to replace an individual whose qualifications and suitability are judged deficient with written notification.

e. The Government requires from the contractor to identify key personnel for the total period of the project. The execution of project tasks will be subject to the precise assignment of specific individuals identified as key personnel. The contractor must ensure the continued assignment of personnel from project start to project finish. In the event an individual become incapacitated or leaves the company, it is the responsibility of the contractor to have qualified and/or cleared (if required) individuals on staff to accomplish the task with a minimal learning curve.

f. For temporary and/or permanent replacement personnel, the contractor shall provide a resume for each individual prior to that individual's reporting for work on this effort.