



## **Cost of Services Policy**

### **Geographic Information Services (GIS)**

Adopted by the Executive Committee on 02/04/19

#### **STATEMENT OF INTENT AND GENERAL POLICY**

This Policy is intended to provide guidelines to the Regional Commission and Executive Director in the delivery of professional services to its member municipalities. Furthermore, it will assist the Regional Commission in meeting the increasing demands for such services.

It is the general policy of the Regional Commission to offer the maximum level of basic service to all its members, and to continue to offer additional special services as the needs and opportunities require.

To encourage efficient and economical use of professional staff in meeting the increasing needs of municipal planning and management duties, the Regional Commission shall use the following priorities in evaluating requests for services from a single community or a group of communities:

- 1) Projects which address state legislative requirements or projects involving issues of statutory compliance;
- 2) Projects addressing local and/or regional priorities as identified by municipal plans, the Regional Plan, or Annual Work Programs; and
- 3) Other such projects as may be determined to be of local and/or regional significance.

#### **TYPES OF GIS ASSISTANCE**

##### **Basic Assistance**

All municipal members of CVRPC receive the benefit of 12 hours of technical assistance, including draft plan maps, road name maps, State designation maps, and draft zoning maps

without charge each fiscal year (July 1–June 30). Basic assistance in excess of 12 hours will be billed at actual cost based on the rates outlined in this policy for personnel and expenses. Basic assistance does not require a contract.

### **Major Assistance**

Major GIS technical assistance requiring more than 12 hours will be charged based on the rates outlined in this policy for personnel and expenses. Major assistances includes data and GIS work, land use build-outs, online mapping, impervious surface analysis, and other GIS work as determined by CVRPC. Major assistance includes contracted work for which the municipality has obtained outside funding. CVRPC may provide major assistance at no charge to a municipality if CVRPC has obtained special project funding for the work. Major assistance requires a written estimate and a written contract or agreement.

### **Other GIS Assistance**

For types of assistance not described above, a detailed description of the project should be provided. CVRPC will develop a cost estimate based on this policy. Other GIS assistance may requires an estimate and/or a contract or agreement based on a determination by CVRPC GIS staff as to whether the services is basic or major

## **GIS SERVICE POLICY**

Early consultation with CVRPC in advance of a project provides the greatest opportunity to build the project into CVRPC’s annual work program. The following guidelines will apply to all work for GIS services from CVRPC:

- It is the intent of the Regional Commission to provide GIS services to its member municipalities on a cost recovery basis. Cost recovery rates are calculated using direct and indirect charges. They vary from year-to-year based on actual wages, benefits, and indirect rates calculated from audited numbers.
- Dues-paying members receive a higher priority for all services than non dues-paying members, unless a compelling situation or need suggests otherwise.
- For municipalities, GIS staff will determine whether the proposed work is basic or major and confirm this in writing for the municipality.
  - If basic, CVRPC will provide the municipality with an estimate of the number of hours expected to be worked on the project/activity.
  - If major, CVRPC, in cooperation with the municipality, will develop a scope of work with product review opportunities, milestones, deliverables, a schedule, and a cost estimate. Cost estimates will be valid for one year from date of issuance.

- If a major project moves forward, CVRPC will develop a written agreement between the contracting partner and CVRPC. Fees will be based on personnel rates in effect at the time the work is completed and other expenses directly attributable to the project. If work outside the original scope is requested during the project, CVRPC staff will notify the contracting partner prior to completing the work. If the partner elects to have CVRPC proceed with the work, a work order change will be issued.
- The final cost to a municipality, non-profit or government agency will be based on the actual cost to CVRPC, even if the final amount will be less than the agreement cost.

**Municipalities, as part of their annual budgeting and programming processes, are strongly encouraged to consider budgeting local revenues for these services.** In some cases, grants may be available to cover all or a portion of the costs for basic or major services. CVRPC staff is available to assist in evaluating funding options.

Municipal Planning Grants (MPG) are a good funding source for major GIS services. Municipalities are advised to discuss an appropriate scope of work and budget with CVRPC prior to submitting an application. Once the scope and budget are refined, CVRPC should be listed as a consultant in the application. If CVRPC is not listed and the municipality uses a Request for Proposal (RFP) process, CVRPC will not submit a proposal because it generally does not compete with the private sector. CVRPC will provide services for certain tasks within a consultant-based project if it is identified in the proposal.

### Personnel

Personnel costs include wages, fringe benefits, and indirect costs. All GIS services will be charged at ¼-hour increments, which mirrors CVRPC’s requirements for State and Federal contracts. The first 30 minutes of service are free of charge if the request relates to a public records request.

#### Member Municipalities

- 12 hours of GIS service per fiscal year at no charge. These hours can be used for map making, data development, GIS analysis, or GIS user assistance.
- After 12 hours, GIS work will be charged at actual cost, including personnel and expenses.

#### Nonprofit or Government Agencies

- Services will be charged at actual cost, including personnel and expenses.
- The Executive Director may waive any and all costs if the work is determined by the Director to be advantageous to CVRPC and its mission.

### For-Profit Businesses

- Services will be charged at a rate of 1.5 times actual personnel cost per hour plus expenses.

### Direct Expenses

#### Printing

- Plotter Prints:            24" x 24" = \$10.00  
                                     36" x 36" = \$12.00  
                                     42" x 42" = \$15.00  
                                     Over 72" long = \$30.00

#### Digital Copies\*

- CD-ROM (650 MB) = \$1.00
- DVD (4.7GB) = \$2.00
- 2 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$10.00
- 32 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$90.00
- 320 Gigabyte External Hard Drive (USB 2.0, Type A Connection) = \$100.00
- 1 Terabyte External Hard Drive (USB 2.0, Type A Connection) = \$150.00

\*Customers may opt to provide the digital device for large data transfers to avoid this cost.

#### Other

Other direct expenses include, but are not limited to, publishing fees for legal notices, food for meetings, translation services, child care services, printing, room rental fees, and supplies.