

Deschutes Land Trust

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DESCHUTESLANDTRUST.ORG



CONSERVATION. COMMUNITY. CARING FOR THE LAND.

Request for Proposal:

GIS Contractor Services

Deschutes Land Trust 10/10/25

The Deschutes Land Trust is a 501(c)3 nonprofit organization and our mission is to conserve and care for the lands and water that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences.

The Land Trust is seeking proposals from qualified GIS professionals or firms to provide GIS services including mapping and spatial analysis in support of our mission. GIS services play a critical role in the Land Trust's efforts to acquire, manage, and engage our community in the conservation of the lands and waters of Central Oregon. The selected contractor will work closely with Land Trust staff to ensure deliverables meet organizational needs in a timely manner.

Scope of Work

The GIS contractor will be responsible for some or all of the following tasks:

- Data management: Compile, organize, and maintain spatial datasets and data infrastructure.
- Mapping: Produce professional-quality maps for reports, publications, interpretive materials, presentations, and other uses.
- Legal description mapping: produce maps related to water rights, title encumbrances, deeds.
- Spatial analysis: Conduct analyses (e.g., land use, ecological data, habitat connectivity data, change detection, demographics data) as required.
- Training/Support: Provide guidance to staff on GIS tools, workflows, or software.
- Documentation: Deliver metadata, methodology notes, and project files.

Total monthly hours: 10-40 hours, remote. Time commitment varies, but willing to negotiate minimum hours.

Deliverables

- Shapefiles, geodatabases, and project files.
- Map products in PDF and/or print-ready or web formats.
- Technical documentation and data standards.

Contractor Qualifications

Proposals should demonstrate:

- Minimum 5 years of experience and fluency with GIS software (ArcGIS Pro).
- Minimum 5 years of experience with spatial analysis.
- Minimum 3 years of experience with natural resource data.

- Strong communication skills and organization skills and the ability to work collaboratively.
- Strong project management skills and the ability to prioritize and manage competing deadlines.
- Proven track record working with nonprofits, land trusts, or mission-driven organizations (preferred).
- References from prior similar clients/projects.

Proposal Requirements

Please include the following in your proposal:

- Cover Letter: Brief introduction and summary of interest.
- Qualifications and Experience: Relevant background, certifications, and systems you employ for project management.
- Past projects: include one spatial analysis project and one cartography project.
- Budget: Hourly rate(s) and payment terms.
- References: Contact information for at least two relevant clients.

Timeline

- RFP Release Date: 10/10/25
- Proposal Submission Deadline: 10/31/25
- Contractor Selection: 11/14/25
- Contractor Start Date: negotiable

Submission Instructions

Please send your application as a PDF attachment to: info@deschuteslandtrust.org with the words “GIS Contractor” in the subject line.

Please contact Pat Cohen at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your proposal via return email and contact you as we proceed further into the selection process.

People of color and others from historically underrepresented communities are strongly encouraged to submit a proposal. We appreciate your interest in the Deschutes Land Trust!

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Cost-effectiveness
- References and past performance

Terms & Conditions

- Deschutes Land Trust reserves the right to reject any or all proposals.
- All materials developed under this contract will remain the property of Deschutes Land Trust.
- Contractor must comply with applicable laws, licenses, and data security standards.