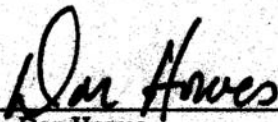


STANDARD OPERATING PROCEDURE

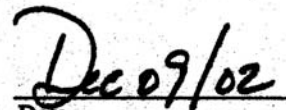
Base Mapping (TRIM) and Resource Inventories Mapping

The first issue of this Standard Operating Procedure (SOP) has been prepared by the Ministry of Sustainable Resource Management (MSRM) and is issued for use under the authority of the individual(s) identified in the Approval and Signature box below. The SOP will be administered by the Base Mapping and Geomatic

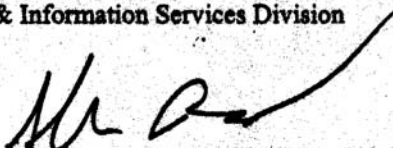
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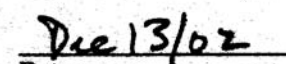
 Project Sponsor Don Howes
 Assistant Deputy Minister
 Business & Information Services Division




 Date



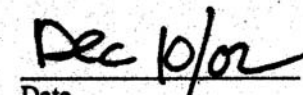
 Allison Bond
 Assistant Deputy Minister
 Registries & Resource Information Division



 Date



 David Johns
 Assistant Deputy Minister
 Resource Management Division



 Date


Services Branch (BMGS) of MSRM.

date	issue #	prepared by - agency	reviewed by - name	approved for issue by: name, title	signature

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Revision of any part of this SOP must be recorded in the table below. A brief description of the revision, with section number reference, shall be included. Revisions will become effective on the date that an authorized individual has approved and signed the revision.

rev'n No.	Revision made by	page #	Revision description	approved by	signature	Date
1	R.Johnson Manager AP&LS	6 7 8 10 11 12 13 14 16 17 83	<p><i>Para 3 re 'Roll out' (refer to Glossary)</i></p> <p><i>Section 1 penultimate para revised</i></p> <p><i>Section 2.1 'mapping projects with base mapping features and elements'</i></p> <p><i>Section 4.1 Figure 1-2 Org Chart as of Dec 2003 added</i></p> <p><i>Section 4.2 para 1 revised</i></p> <p><i>Section 4.2.1 para 1 revised</i></p> <p><i>Section 4.2.1 web links relocated to Appendix H, web link for confidence levels added</i></p> <p><i>Section 4.2.2 web links relocated to Appendix H</i></p> <p><i>Section 4.3, 4.4, all references to GMOP sections changed to Core Policy Manual (CPM) sections.</i></p> <p><i>Section 4.3.1 contract amount removed.</i></p> <p><i>Reference to Agreement on Internal Trade removed.</i></p> <p><i>Section 4.3.2 BMGS QA status updated.</i></p> <p><i>Section 4.3.2 Specifications – bullet added</i></p> <p><i>Section 4.3.2 Procurement template – deleted</i></p> <p><i>Section 4.3.3 Submission to Corporate Base Mapping Advisory Committee - deleted</i></p> <p><i>Section 4.3.4 final sentence revised.</i></p> <p><i>Section 4.3.7 refers to Freedom of Information and Protection of Privacy Act.</i></p> <p><i>Product audit clause added</i></p> <p><i>Appendix I added</i></p> <p><i>Appendix E. Procurement, Quality Assurance templates deleted, three templates revised</i></p>	R.Balser Director BMGS		24/03/04

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Appendix B - Letter from Co-Chairs of the Integrated Steering Committee (ISC) dated January 2002

– Available at <http://srmwww.gov.bc.ca/bmgs/sop/index.html>

Appendix C - Provincial Corporate Base Map Content & Standards Review report by Sierra –

Available at <http://srmwww.gov.bc.ca/bmgs/sop/index.html>

Appendix D - Provincial Corporate Base Map Governance report by RLS & Associates – Available

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Preamble

In January 2002, a **Base Mapping (TRIM) and Resources Inventories Mapping Task Force** (TF) was established. The primary, but not the only deliverable, for the TF was a Standard Operating Procedure Document (SOP). The Terms of Reference (TOR) for the TF (Appendix A) gave additional guidance on the topics the SOP should address. The TOR instructed that the TF should complete its work within three months from its start date and then be disbanded.

The TF, comprising ten members, met every two weeks to discuss a wide range of issues faced by proponents of mapping projects. The TF sought to address the project needs of a wide range of map users and producers within Government agencies beyond those represented on the TF. While the private sector mapping users and producers were not represented on the TF, their interests were considered in development of the SOP. On completion of the TF's work, the applicability and use of the SOP will be explained to the private sector mapping industry users and producers in a series of meetings.

During the period December 2002 to November 2003 SOP, 'roll out' meetings to describe the SOP and obtain comments were held at Government offices throughout the Province for both Government staff and industry representatives. Similar roll out presentation were held for mapping industry participants and for those responsible for administration of the Forest Investment Account (FIA). Details of the meeting locations and presenters are in Appendix I. The Corporate Base Mapping Advisory Committee (CBMAC) meets on a regular basis. As of November 2003 27 submissions have been made to CBMAC.

The TF members addressed the process by which Government agencies acquire mapping products and services. That process has been captured in Process Flow Charts in the SOP.

Two key documents and a letter were reviewed by the TF members during a half-day meeting, as follows:

Report to Ministry of Sustainable Resource Management

Provincial Corporate Base Map

Content & Standards Review

Version 1.0 - September 15th, 2001

by Sierra Systems – Available at <http://srmwww.gov.bc.ca/bmgs/sop/index.html>

and

Provincial Corporate Base Map

Governance

Prepared for Ministry of Sustainable Resource Management

by RLS & Associates Consulting Inc. – Available at

<http://srmwww.gov.bc.ca/bmgs/sop/index.html>

September 11, 2001

Appendix B contains a letter from the Co-Chairs of the **Integrated Steering Committee (ISC)** – Available at <http://srmwww.gov.bc.ca/bmgs/sop/index.html> dated January 2002 that gave Guidance on using the documents and establishing the documents as a key component of the policy of the Base Mapping and Geomatic Services (BMGS) branch of the Ministry of Sustainable Resource Management (MSRM).

Appendix C contains the **Executive Summary** of the **Provincial Corporate Base Map**

Content & Standards Review report by Sierra – Available at

<http://srmwww.gov.bc.ca/bmgs/sop/index.html>, with identifiers showing which item was considered to

be of relevance to the TF and for the SOP as determined by the TF members at their meeting.

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Appendix D contains the **Recommendations** of the **Provincial Corporate Base Map Governance** report by RLS & Associates – **Available at** <http://srmwww.gov.bc.ca/bmqs/sop/index.html>, with identifiers showing which item was considered to be of relevance for the SOP as determined by the TF members at their meeting.

This Standard Operating Procedure for the planning and implementation of mapping products and/or mapping services is the principal deliverable that the TF was mandated to produce.

1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide direction to government agencies and partners with Government, in the documentation and procedures to be followed during the planning and implementation of mapping projects, inclusive of any aspect that relates to base mapping. The SOP will be applicable to mapping projects which have any component of Government funding. Base mapping, in this context, comprises a number of elements or features referenced in Appendix A, Section 11.1.

Specifications for each of the mapping elements or features will be addressed in more detail in subsequent sections of this SOP.

The Ministry of Sustainable Resource Management (MSRM), as the ministry with prime responsibility for governance of Base Mapping, and as the custodian of most, if not all, of the base map data, has the objective to ensure the following:

- That there is co-ordination between government agencies in the planning and delivery of mapping projects.
- That there will be a review process to avoid duplication of mapping projects.
- That if there is a base mapping component to a Government mapping project, that it will be done according to corporate standards e.g. TRIM and related specifications.
- That Base Map data from different sources is integrated on the Provincial Corporate Base Map i.e. TRIM (refer to Glossary).
- That effective use is made of business area expertise.

These topics will be addressed in this SOP.

Topics from the Sierra report (Appendix C) – **Available at** <http://srmwww.gov.bc.ca/bmqs/sop/index.html> and from the RLS & Associates report (Appendix D) – **Available at** <http://srmwww.gov.bc.ca/bmqs/sop/index.html> which the TF members decided should be addressed in this SOP are:

Sierra

- Update
- Data exchange

RLS

- Corporate standards

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- One organization for coordinating
- Data exchange by BMGS

These reports were prepared prior to the establishment of the Partnership Branch of the MSRM.

This SOP will describe submissions to be made, endorsements required, both technical and administrative in the execution of a mapping project that relates to base mapping.

While this SOP has been prepared for use by government agencies it is recognized that it will have implications for private sector users and producers of map data, hence, it has been prepared with due recognition of private sector involvement.

2 Applicability

2.1 B.C. Government agencies

This SOP has been prepared for use by, and is applicable as follows:

- All **mapping projects with base mapping features and elements (section 4.2.1)** undertaken by any B.C. Ministry

Other agencies of B.C. Government over which MSRM (BMGS) has no authority, but who may find this SOP to be of value to both the agency and to the Government at large are:

- Agencies of the B.C. government which have mapping projects directly or indirectly, partly or wholly funded by the government e.g. Elections B.C., BC Assessment Authority.
- Crown Corporations which have mapping projects directly or indirectly, partly or wholly funded by the government e.g. B.C. Rail, B.C. Hydro.
- First Nations, Municipalities.
- Any other organization that wishes its data to be integrated into the Provincial Corporate Base Map.

2.2 Partners with Government

It is the intent of the MSRM to promote the merits and benefits of this approach in the planning and implementation of mapping projects to partners with Government in the private sector and with non-governmental organizations, because it makes good business sense.

The objectives of co-ordination, avoidance of duplication, use of corporate standards, integration of data from different sources into the Corporate base map, as in Section 1 PURPOSE, are expected to be as appealing to the private sector mapping industry users and producers, as to the Government.

MSRM will direct industry to adopt this SOP in projects that are directly or indirectly, partly or wholly funded by the Government or involve 'in kind' data exchange with Government. This situation could occur, for example, where a private sector industrial end user of mapping with a base map element or with base map features, contracts directly with a private sector map producer and seeks to offer the base map data produced under this private sector contract to the Government, under a data exchange agreement.

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2.3 Typical Mapping Products, Services

This SOP has been written to be applicable to both *mapping products* and *mapping services*. In this context, products are taken to be actual maps and similar products. Services are taken to be those activities which are undertaken in a mapping project but do not directly or immediately result in a map. Services can also be or will be used in map production at some time, e.g. aerial photography, scanning of aerial photographs. A chart, which shows the linkage between base mapping and other, mapping products and services, as well as the required level of precision for different categories of mapping, is shown in Appendix H.

Typical products include, but are not limited to:

- Terrain Resource Information Management (TRIM)
- Forest Cover (FC1) & Vegetation Resource Inventory (VRI)
- Ministry of Sustainable Resource Management (MSRM)
Cadastral Data Management System /Crown Land Registry Service (CDMS/CLRS)
- Orthophoto
- Baseline Thematic Mapping (BTM)
- TWA (Watershed Atlas)

A more extensive list of base map products is included in Appendix C of the Sierra report.

Typical services include, but are not limited to:

- Services for the acquisition of aerial photography including flying, photographing
- Photography production and duplication
- Scanning of aerial photography
- Aerial triangulation both conventional and soft copy
- Production of orthophoto

3 RESPONSIBILITY & AUTHORITY

3.1 Responsibility & Administration

Responsibility for this SOP lies with of the B.C. Ministry of Sustainable Resource Management (MSRM) and will be administered by the Director of the Base Mapping and Geomatic Services (BMGS) Branch.

3.2 Authority

The Standard Operating Procedure is issued under the authority of the Assistant Deputy Minister (ADM) whose name and position within the B.C. Ministry of Sustainable Resource Management is identified on the title page of this document. Where a fundamental policy change within the government requires that the procedures described in the document are no longer appropriate, then the document shall be re issued complete by the authorized individual. Minor revisions shall be processed as described under the revision control procedure in section 3.3

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3.3 Revision control of this document

This document is subject to revision control. Only the Director of the BMGS Branch, or an authorized designate, is authorized to approve revision of this document according to the instructions on the title page.

4 Procedure

4.1 General

An Organization Chart, Figure 1-1, shows the interaction between the Corporate Base Mapping Advisory Committee (CBMAC), a mapping project sponsor and other groups as of May 2002. Figure 1-2 shows the Organization Chart as of December 2003.

For the purpose of this SOP, the planning and implementation of mapping projects which include base map data, is considered to be organized into three phases as follows:

- Pre-Procurement project planning and definition.
- Procurement.
- Production, inspection, acceptance.

A Process Flow Chart (PFC) for these activities identifies a number of process steps. A Standard Procedure for each step will be described including the documentation to be produced, any submissions to be made, specifications to be used and records to be maintained for quality audit or inspection

4.2 Pre-Procurement

A Pre-Procurement Process Flow Chart (Figure 2) and a Data Exchange Process Flow Chart (Figure 3) show the typical planning activities involved in a mapping project before proceeding to procurement. The primary objective of this stage of the project is documentation which describes the project in sufficient detail for submission to, and review by the Corporate Base Mapping Advisory Committee (CBMAC). CBMAC will review and endorse the project, or will provide reasons if it is unable to endorse the plan. Following endorsement or failure to endorse by CBMAC, the decision to proceed with the project resides with the appropriate Expense Authority. The primary activities in these two PFC's will be described in the following sections.

4.2.1 Project Description

The project sponsor shall prepare a high level description of the mapping project with adequate detail to determine if it includes any of the following base map elements or features, and is suitable for review by CBMAC:

Elements of base mapping, refer to Appendix A:

- Acquisition of aerial photography - conventional film based or digital.
- Photography processing.
- Aerial triangulation - conventional.
- Aerial triangulation - soft copy.

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- Digital aerial photography - scanned from film based photography.
- Digital Elevation Models.
- Orthophoto production.
- Other remote sensing techniques which acquire and process data to produce base map data.

Base map features as defined in the TRIM Specification reference as in Appendix F:

- Map features including; topography, planimetry.

TRIM specifications for base mapping include four data levels that can be accepted, (reference specification: Digital Baseline Mapping at 1:20 000 Appendix H-7). A method for assigning confidence levels to map data is described in the reference in Appendix F. These levels now enable a wider range of data to be incorporated into what is now the Provincial Corporate Base Map compared to the data which was compiled during the early years of the development of the TRIM programme.

A template for the submission of the project description to CBMAC, which addresses each of the topics in the Pre-Procurement PFC (Figure 2), is included in Appendix E.

4.2.2 Base Map Specifications

A list of Base Mapping specifications related to the Products and Services in Section 2.3 is included in Appendix F. Web sites at which Corporate mapping specifications can be found are also shown in Appendix F together with links to other Government web sites which have mapping specifications which may be of relevance to the project under consideration.

4.2.3 Data Exchange

Where a mapping project sponsor plans to engage in a data exchange with Government, a description of the data exchange shall be included with the project description described in section 4.2.1.

A template for the submission of the data exchange plan to CBMAC which addresses each of the topics in the Data Exchange PFC (Figure 3), is included in Appendix E.

It is desirable that a project sponsor who plans to engage in a data exchange with Government discusses the prospective data exchange with the Partnerships Branch of MSRM prior to the project submission to CBMAC.

For project sponsors who have not previously engaged in data exchange with Government, the Partnerships Branch and most probably the BMGS Branch will provide guidance on:

- specifications
- data quality
- commercial exchange value
- required approvals
- Terms & Conditions of a typical Data Exchange Agreement

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4.2.4 Submission to Corporate Base Mapping Advisory Committee

The completed project description template together with the completed data exchange plan template shall be submitted for review and endorsement or otherwise by CBMAC. A decision will be provided to the Project Sponsor from CBMAC within 10 working days from receipt of project documentation.

The mapping project shall not proceed to the procurement phase before receiving endorsement from CBMAC.

The interaction between a mapping project sponsor, CBMAC, the Technical Working Groups and related agencies is shown on Figure 1-1 Organization Chart.

4.3 Procurement

4.3.1 General guidelines

The procurement process for mapping projects undertaken, according to this SOP, shall follow the most recent revision of the Government **Core Policy Manual (CPM)**. CPM section 6.3 Policy , provides directives for the solicitation process in general.

While preparatory work can be done in advance, issue of the RFP shall proceed only after the project description (section 4.2.1) and the project data exchange (section 4.2.3) submissions have been made to and endorsed by CBMAC.

Mapping projects undertaken according to this SOP shall meet the following conditions:

- The lower threshold for the contract amount at which the CPM solicitation procedures apply shall be as in the CPM. Where the project is funded via the FIA, the FIA administrating agency shall establish the contract threshold amount at which the CPM solicitation procedure or FIA approved solicitation procedure applies.
- The solicitation process shall be Request For Proposal (RFP). In certain cases an Invitation to Quote (ITQ) solicitation may be appropriate. The RFP and ITQ solicitation methods shall be as described in CPM Section 6.3.2 Pre-award and Solicitation - para 5. Guidance on the use of the ITQ is contained in a link from the CPM document
- The proposed project shall not be subdivided for reasons other than complexity.

4.3.2 Proposal Solicitation

The Procurement Process Flow Chart (PFC) (Figure 3) describes the steps in preparing the documentation for and in issuing an RFP.

The Quality Assurance (QA) related procedures which are to be requested in the RFP and which are described in the following sections are considered to be typical of those in use in professional service organizations that provide mapping services to Government and the private sector as of spring 2002. While these procedures are typical of those that may be used in organizations that are ISO 9001 (2000) compliant, organizations that choose not to have a formal ISO designation may find such procedures to be of value in producing map data.

In line with an emphasis on QA in its areas of responsibility, steps have been taken within BMGS as of spring 2002, to begin the process of ISO 9001 (2000) certification and registration. BMGS expects to undergo audit during spring 2004, with a view to achieving registration by mid 2004.

Accordingly, as noted on the Procurement Process Flow Chart, the RFP shall request respondents to provide the following:

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Quality Assurance manual, inspection, acceptance

- That the prospective contractor has a documented QA manual and procedures which will be followed in the execution of the mapping project. The contractor shall submit the QA manual to the Project Sponsor for review and approval after contract award and prior to work commencement.
- That the contractor has documented inspection and acceptance procedures for the base mapping components of the work to be produced. The contractor shall submit the in-process and final inspection plan documents to the Project Sponsor for review and approval after contract award and prior to work commencement. That appropriate in-process and final inspection records shall be delivered with the product.
- That the Project Sponsor or designate shall have the right to inspect at any time, or attend any in-process or final product inspection at the sole discretion of the Project Sponsor or designate and that the contractor shall provide advance notice of the date of the final inspection.
- That the in-process and final inspection records shall be adequate to enable CBMAC or its designate to verify that the data meets the project mapping specifications and classification level whether CBMAC or its designate attends in-process or final inspections at the contractor's premises or not.

Equipment

- That equipment to be used in the production of the base map data is listed in the RFP response and that the equipment calibration is current e.g. photogrammetric instruments, cameras, scanners. Actual calibration documentation will be required for review and approval only after contract award and prior to commencement of the work.

In cases where the Government is providing equipment to a contractor for use in the production of the base map data, similar information shall be provided in the RFP documents and prior to commencement of the work.

Personnel

- A list of personnel to be assigned to the project, with alternates, in the event that a designated individual is unavailable at the time of the contract execution, with confirmation that the personnel are qualified and experienced in the work they will be carrying out. Actual personnel qualification and experience documentation will be required only after contract award.

Schedule

- A production schedule for the mapping project.

Specifications

- The RFP shall identify the specifications, typically as in Appendix F, which shall apply in the production of the map data.

4.3.3 Evaluation of Proposals

Responses to the RFP shall be evaluated according to the requirements of 6.3.3 Contract Award – all procurement. A record of the evaluation, identifying the evaluation team, the method and the ratings according to the objective selection criteria included in the RFP, the contract price and the contractor selected for the contract, shall be sent to CBMAC at the time of contract award and retained by the project sponsor for record and audit.

4.3.4 Contract Price

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The contract price shall be in accordance with the requirements of CPM 6.3.3 Contract Award – all procurement para a, b, c.

4.3.5 Contract

The contract documentation and Terms & Conditions and any contract changes and modification shall be according to the requirements of CPM 6.3.3 Contract Award – all procurement para d.

4.3.6 Contract Information Disclosure

Requests for information on the RFP process, the evaluation and contractor selection process and the contract award shall be responded to according to the requirements of the ***Freedom of Information and Protection of Privacy Act***.

4.4 Production

4.4.1 Post contract award actions

The Project Sponsor shall conduct the following post contract award activities and shall maintain project records for review/audit by CBMAC:

- ***Contract review meeting prior to start of the work***

This meeting can be waived at the discretion of the Project Sponsor e.g. for routine contracts and where similar work has previously been successfully performed by a contractor who is familiar with Government procurement and contract procedures.

- ***Monitoring, evaluation, reporting***

As identified in the RFP documents, contract monitoring, evaluation and reporting shall be according to the requirements of CPM 6.3.6 Contract Administration and Monitoring. This shall include a post contract evaluation.

- ***Contract change order***

Any change in the contract deliverable requested either by the Project Sponsor or by the contractor, shall be documented and if accepted as to price, quality and delivery schedule, shall be changed in the contract according to the requirements of CPM 6.3.3 Contract Award – all procurement para d.9.

4.4.2 Quality Assurance

As required by the RFP and the contract document, the contractor shall provide to the Project Sponsor a copy of the contractor's Quality Assurance Manual, documenting the quality procedures which shall be followed in execution of the mapping project.

4.4.3 Inspection, Acceptance Procedures

The contractor's quality procedures for inspection and acceptance shall provide for, as a minimum, the following:

- ***In-process inspection, acceptance***

As appropriate to each contract and depending on the project deliverable, documented procedures for each process in the mapping project, indicating the organization's practice for in-process inspection and checking of the map data production e.g. scanned data files, digital map data files, softcopy aerial triangulation data. The procedures shall indicate the original data producer, the inspector, and the date of inspection, the acceptance criteria and if the data passed the acceptance criteria. Inspection record sheet(s) shall be supplied with the product and shall be available for audit by CBMAC or its representative.

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- ***Final inspection, acceptance***

As appropriate for each contract and depending on the project deliverable, the contractor shall advise the Project Sponsor at least one week in advance of the date on which the final product inspection shall be undertaken and the Project Sponsor reserves the right to attend or waive attendance. The Project Sponsor shall advise CBMAC immediately on receipt of the invitation to attend the final inspection and CBMAC shall at its sole discretion send a representative to the final inspection or waive attendance.

The final inspection procedures shall indicate the original data producer, the inspector, and the date of inspection, the acceptance criteria and if the data passed the acceptance criteria. Final inspection record sheet(s) shall be provided as a deliverable with the supply of the product.

4.4.4 Product Audit at contractors

CBMAC will undertake Product Audits at project sponsors and with their agreement, at sponsor's contractors and as applicable at contractor's sub contractors for the purpose of assessing if the production procedures meet the quality assurance requirements specified in this document and that the products provided for evaluation for acceptance into the Provincial Corporate Base Map meet the appropriate Specifications and Standards.

4.5 Data for Provincial Corporate Base Map

Base map data produced according to the requirements of this SOP and for incorporation into the Provincial Corporate Base Map shall be delivered to CBMAC complete with in-process and final inspection records. CBMAC or its designate will verify that the inspection records confirm that the base map data meet the project specifications and the classification level as proposed in the pre-procurement project description template submitted to and approved by CBMAC.

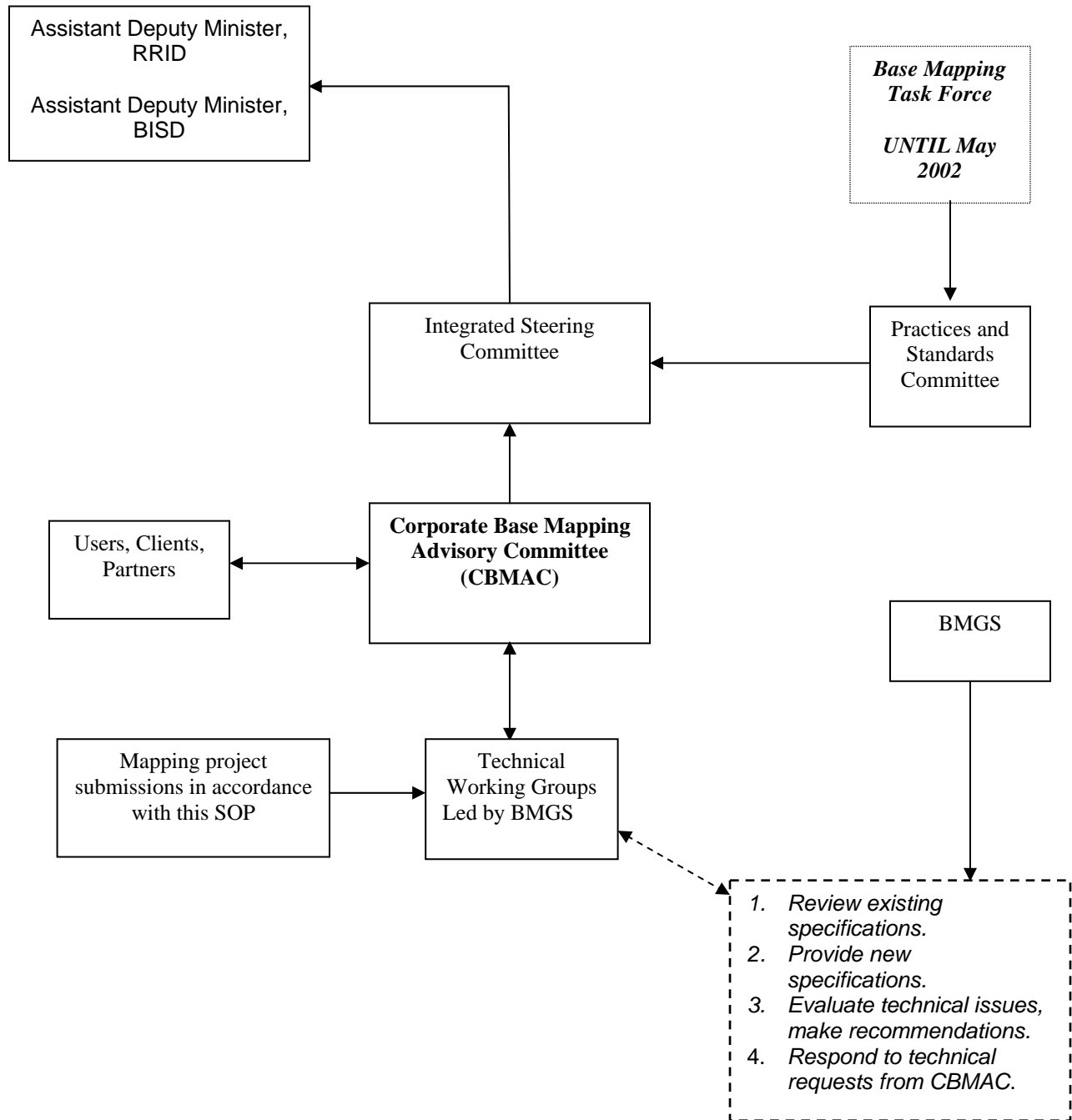
If CBMAC is unable to verify that the data meets the contract specifications and classification level, the data shall not be accepted and shall be returned to the contractor for re work and re submission.

STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

Figure 1-1

Organization Chart as of May 2002

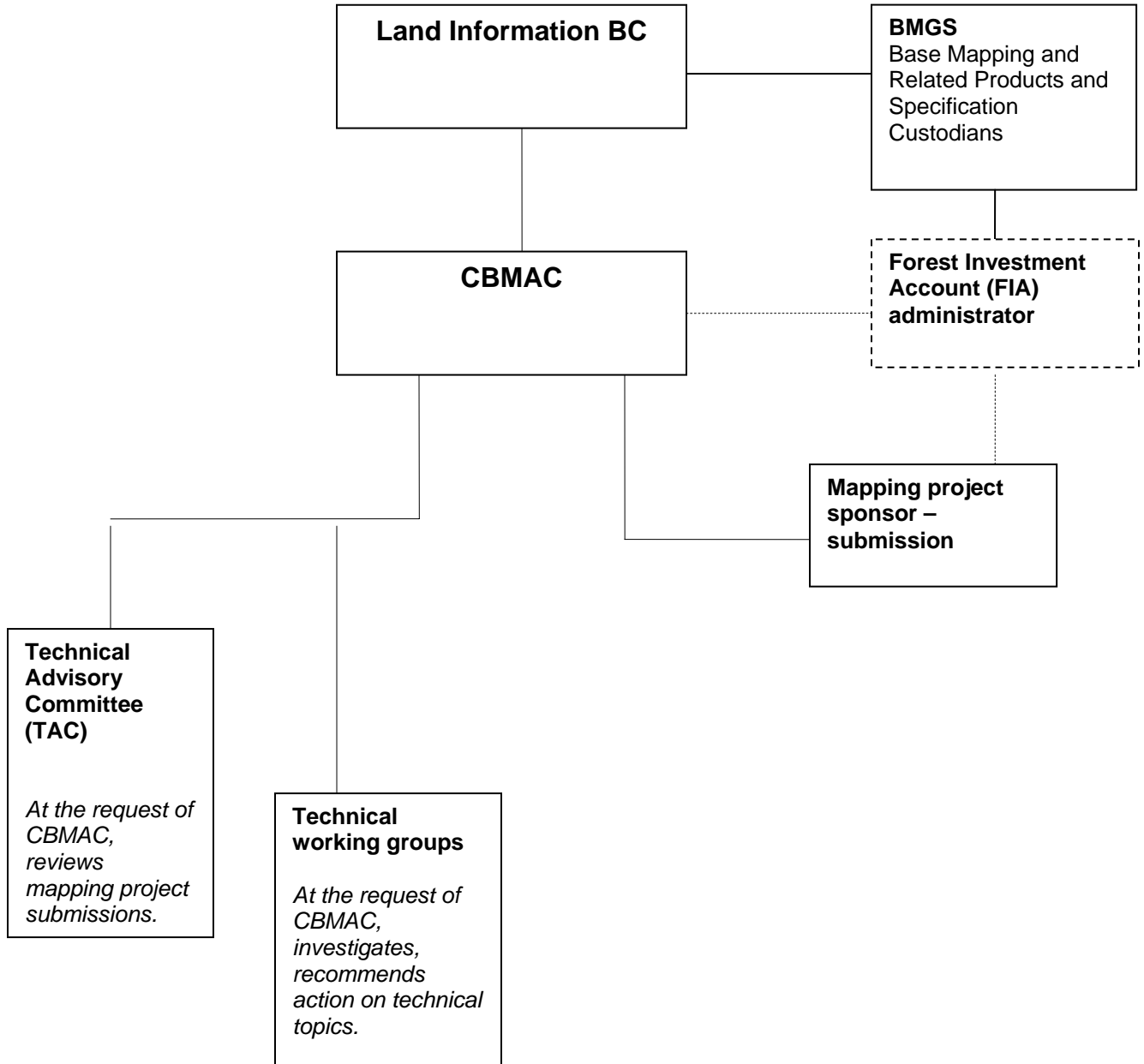


STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

Figure 1-2

Organization Chart as of December 2003



STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

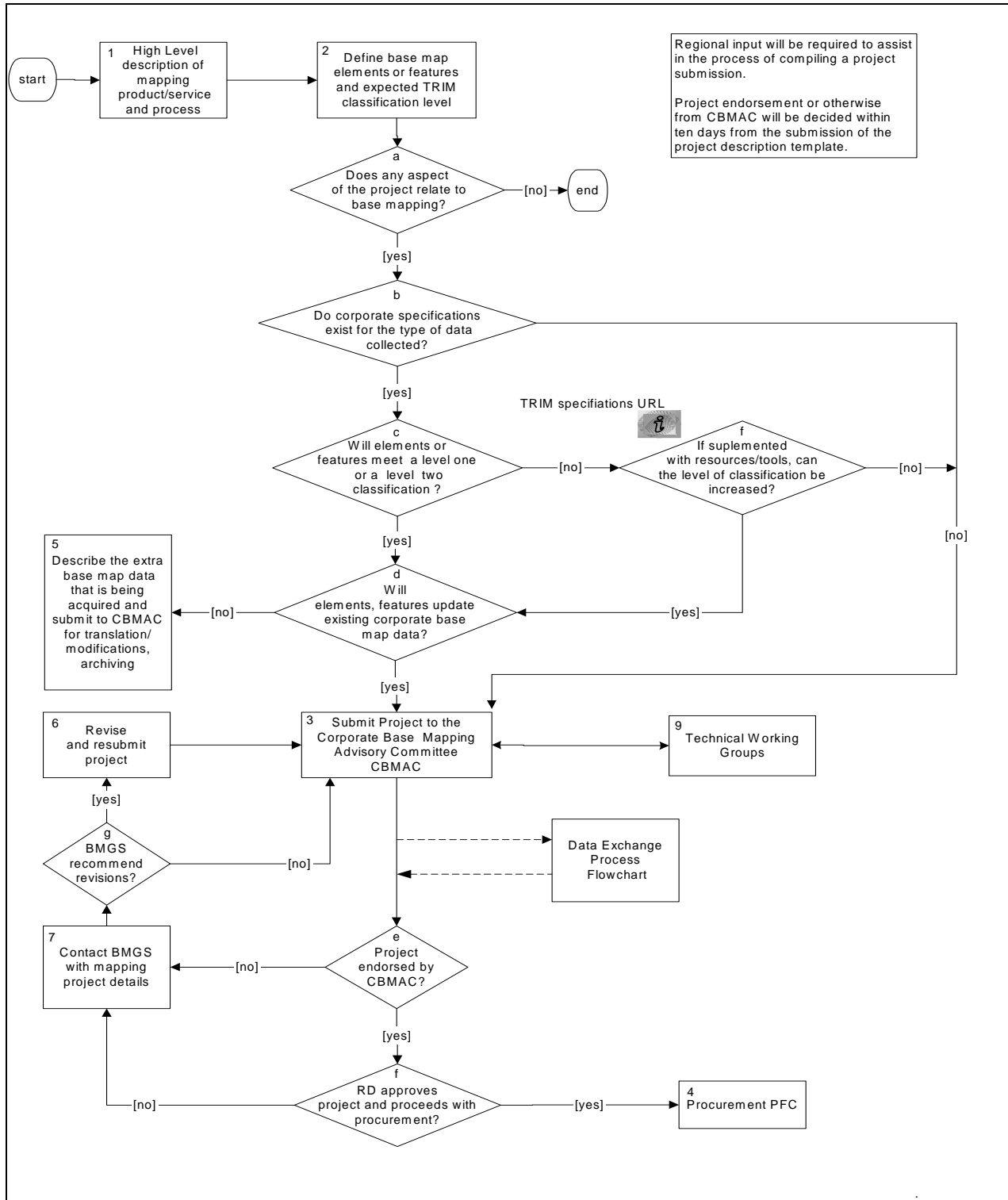


Figure 2 Pre-Procurement Process Flow Chart

STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

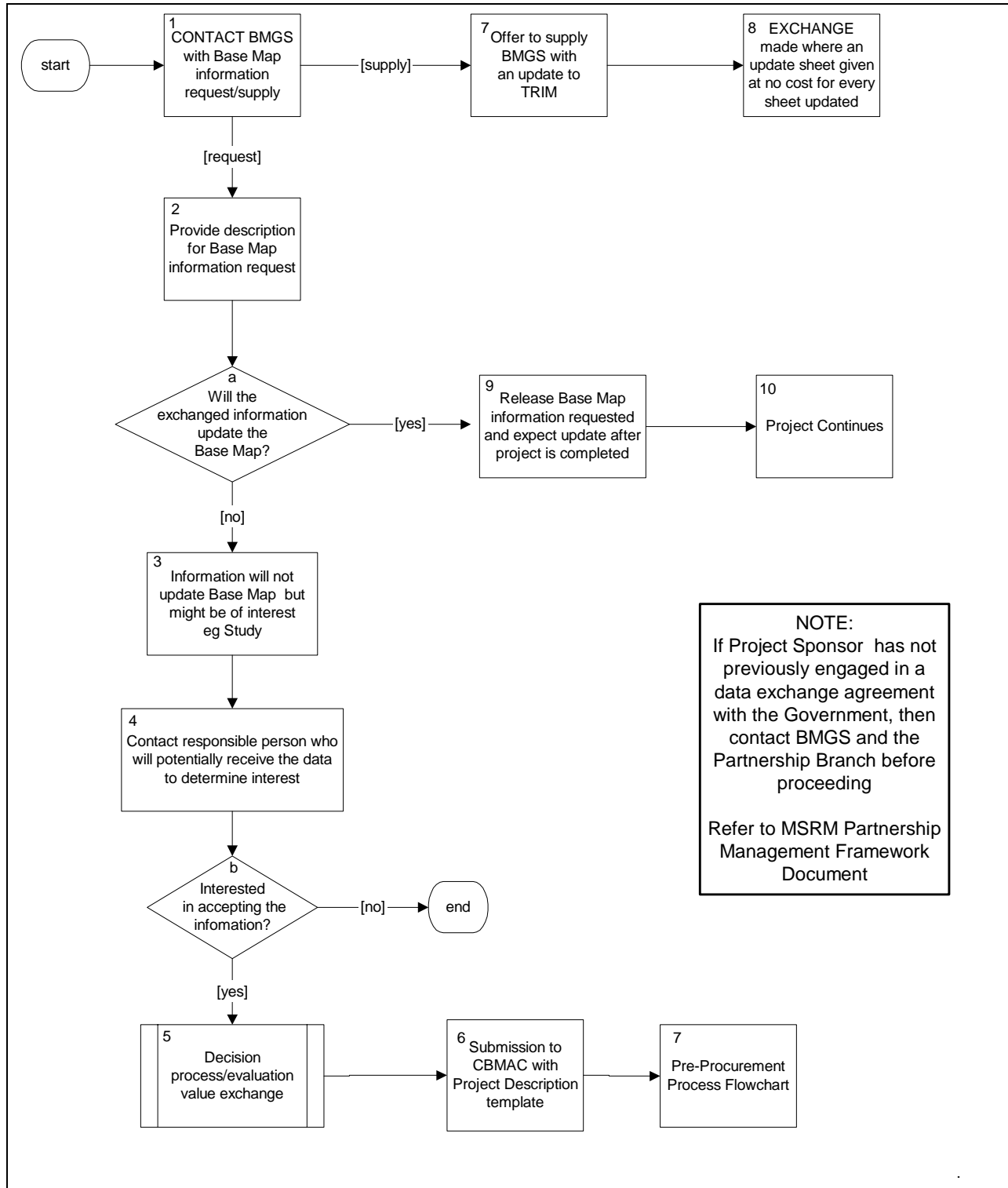


Figure 3 Data Exchange Process Flowchart

STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

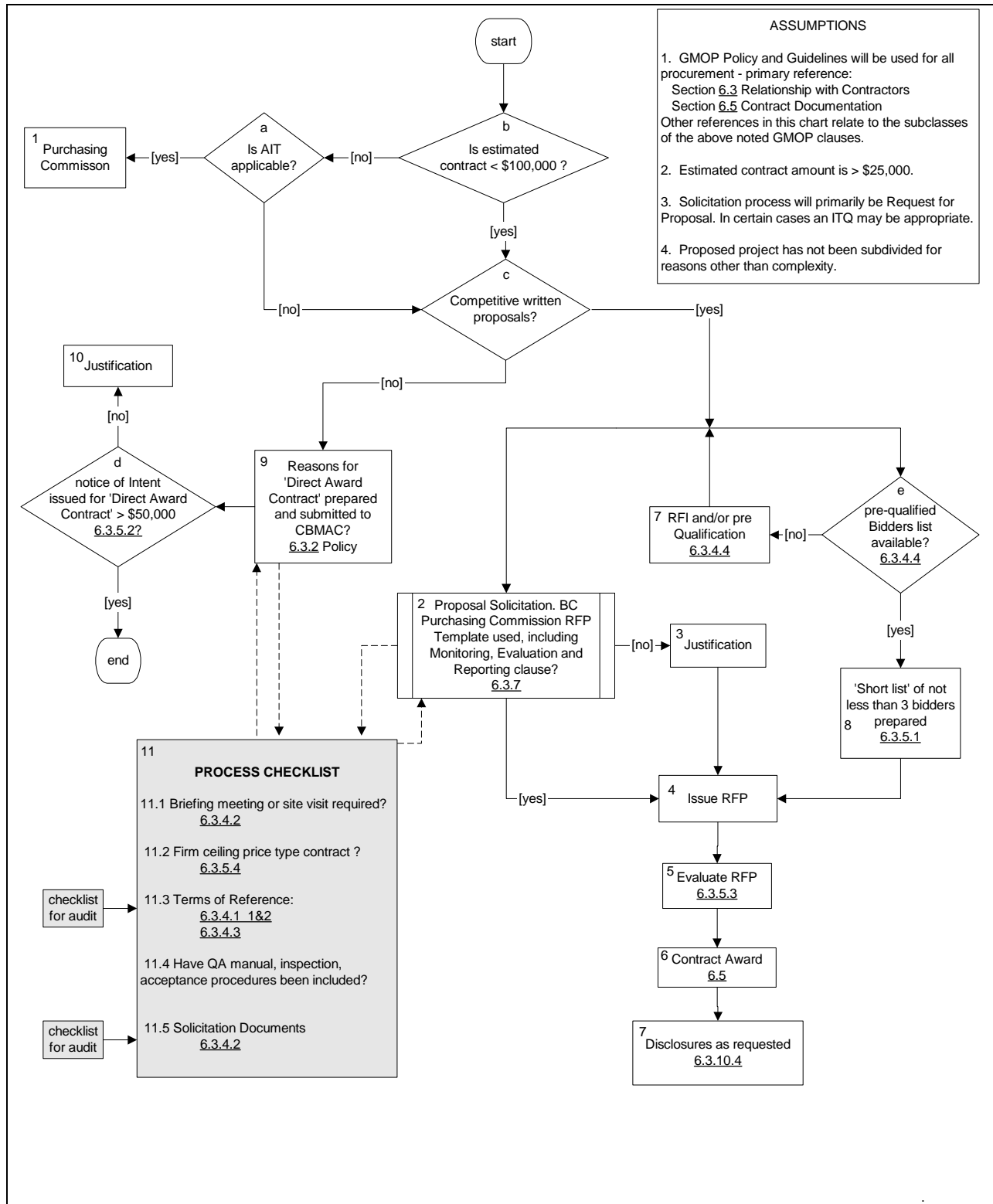


Figure 4 Procurement Process Flow Chart

STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

Appendix E

A CBMAC submission is required for projects exceeding \$5,000 or for any project involving a data exchange.

Part 1 Project, Sponsor, Contact information

Part 2 Project Description

If the proposed project includes data exchange with the Provincial Government, please complete the following Part 3.

Part 3 Data Exchange

Note: CBMAC will respond within Ten (10) working days.

Please note in the box the Parts for which a submission is being made and e-mail to:

BMapPro@Victoria1.gov.bc.ca

