

A Statement of Work outlining the specifics of engagements(s) between the Georgia Trauma Commission and the State Geospatial Information Office (GIO), a proud office of the Department of Community Affairs

GIO Support to Georgia Trauma Commision

Draft Statement of
Work (SOW)
covering FY24

As of: August 15, 2024



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Purpose/Summary/Background

The Georgia Trauma Care Network Commission ('Georgia Trauma Commission', or 'GTC') exists to establish, maintain, and administer a trauma center network, to coordinate the best use of existing trauma facilities.

They are dedicated to improving the health of injured Georgians by ensuring access to quality trauma care, coordinating key trauma system components, and educating trauma care providers access the multidisciplinary continuum.

Their core values include:

- **Stewardship:** Manage resources responsibly and bring value to patients and taxpayers
- **Integrity:** Demonstrated through accountability, ethical behavior, transparency, and reliability
- **Inclusivity:** Ensure teamwork, collaboration, and inclusion of a diverse stakeholder group

It is the goal of the partnership established here, between GTC and the State's Geospatial Information Office (GIO) (proudly housed within the Georgia Department of Community Affairs (DCA)), to support GTC, their mission, and to further uphold their core values. The GIO will do so by providing services/support to GTC. These services will include the creation of foundational structure, templates, and data to support a long-term relationship with the GTC. They will also include support of the GTC's 2024 Annual Report through the creation of images to be used therein. Additional items are included for GTC's consideration (see [Appendix 2](#)).

Roles & Responsibilities

GIO

Staff:

Susan Miller, GIO – Quality Assurance

Natalie Lee, Data Programs Manager – Project Manager and Technical Lead

- Will provide geospatial subject matter expertise
- Will provide Project Management
- Will develop all maps and applications
- Will provide the secured infrastructure on which to host all data, maps, and applications
- Will provide advice on usability and cartographic design

- Will provide internal Quality Control
- Will participate in Sync meetings with the GTC, reporting out on schedule and reviewing issues and concerns as soon as they appear

GTC

Elizabeth (Liz) Atkins – Customer, Project Lead

- Will provide all GTC subject matter expertise
- Will provide all applicable data
- Will provide feedback and reviews
- Will provide external user testing
- Will interface with report graphic designer and relay any requirement to the GIO
- Will provide approvals
- Will provide clear communication of interim and final deadlines and any schedule changes as appropriate
- Will participate in Sync meetings with GIO, reporting out on schedule and reviewing issues and concerns as soon as they appear

Scope of Work

Sync Meetings: The GTC and GIO will participate in monthly meetings to synchronize schedules, review outstanding deliverables, and communicate about risks, issues, and successes. These Sync meetings may become more frequent as deadlines approach and will be scheduled between the GIO and GTC on an ad hoc basis as needed.

The GIO will also participate in meetings with the EMS Working group and others, as needed, to gather requirements and brainstorm the new items this year.

Essential Elements

Create the foundation for long-term partnership

- i) Further refine a series of **Maps, Webmaps, and Static Image templates** for long-term support of GTC (cartography, usability, GTC branding, etc)
 - (1) Improve and further develop ArcPro Map Project(s) to serve as the basemap template for creating future pdf and jpeg images/maps
 - (2) Design and develop ArcPro Map Project(s) to serve as the webmap template for future webmaps
- ii) Revise the **Data Management Strategy** for GTC data (strategy, security, storage, managing historical data, etc)

Support Task #1 2024 Annual Report (GIOs first support engagement for GTC)

- iii) Develop the maps and subsequent PDF images for GTC's **2025 Annual Report**

- (1) Trauma Center Map (revised locations)
- (2) Trauma Center Proposed Maps
- (3) Grant award amounts, by Georgia EMS Regions

Support Task #2 Training Analysis Report

- iv) Develop the webmaps and subsequent PDF images for **Training Analysis Report** to include those individual Course Offering Maps selected by GTC in Appendix 1
- v) Develop a **Geospatial Survey** for collecting training registration data
- vi) Develop a **Training Tracking Webapp** for tracking and displaying training registration data

Support Task #3 Hub Site for Webmaps

- vii) Create a **hub page** for storing webmaps and applications for public and stakeholders to view

Out of Scope

- Items outside of Appendix 1 (if optional items are added to scope, a Change Request will be utilized)

Deliverables/Schedule/Cost

Deliverables and schedules below are tentative. Invoices will be done in two groups: Essential elements and Support Task #1, Support Tasks #2 and #3.

What is due?	When?	How is it approved?	When is it invoiced?	Invoice Estimate
<i>Essential Elements: Create the foundation for long-term partnership</i>				<i>\$2,750</i>
Maps, Webmaps, and Static Image templates	August 30, 2024	Email acceptance by Liz Atkins	No later than September 30, 2024	
Revised Data Management Strategy	August 30, 2024	Email acceptance by Liz Atkins	No later than September 30, 2024	

<i>Support Task #1: 2024 Annual Report</i>				\$1,500
2024 Annual Report Images (Draft)	August 30, 2024	Email acceptance by Liz Atkins	No later than September 30, 2024	
2024 Annual Report Images (Final)	August 30, 2024	Email approval by Liz Atkins	No later than September 30, 2024	
<i>Support Task #2 Training Analysis Report</i>				\$18,750
2024 Training Analysis Report Webmaps and PDFs (Draft)	March 18, 2025	Email acceptance by Liz Atkins	No later than April 30, 2025	
2024 Training Analysis Report Webmaps and PDFs (Final)	No sooner than March 18, 2025	Email approval by Liz Atkins	No later than April 30, 2025	
Geospatial Survey	December 20, 2024	Email approval by Liz Atkins	No later than January 15, 2024	
Training Tracking Webapp	December, 20, 2024	Email approval by Liz Atkins	No later than January 15, 2024	
<i>Support Task #3 Hub site</i>				\$2,500
Hub page	March 18, 2025	Email acceptance by Liz Atkins	No later than April 30, 2025	

Applicable Standards

GIO

- [Georgia Geospatial Data Standards and Best Practices](#)

GTC

- Liz Atkins to provide where applicable prior to contract execution

Period of Performance

Period of performance is fiscal year 2025, from August 1, 2024, to June 30, 2025.

SOW includes those items listed as "[Essential Elements](#)," [Support Task #1](#), [Support Task #2](#), and [Support Task #3](#) above, with the ability to add any of the items not yet accounted for (as-needed), via Change Request , to the SOW throughout the fiscal year.

Special Requirements

None as of this current draft of the proposal

Miscellaneous

Many items that are not part of our main negotiations may be listed here because they are important to the project and overlooking or forgetting them could pose problems for the project.

Assumptions:

- All data required for the project have been sent to Natalie Lee via email.
- Any software required to perform the project are the sole responsibility of the GIO

Risks:

- Any delays may impede the completion of the project.

Attachments

None as of the current draft of this proposal

Appendix 1: Map and Services List

Included Items

ITEM	Price (using blended rate of \$83 dollars)
Project Initiation (Essential Elements Items)	
Update the pdf geared basemap template and color schemes	\$336.00
Update the PDF/PPT slide/jpeg collar, label scheme, and symbology	\$168.00
Update webmap geared map template for all	\$672.00
Update Collar, label scheme, and symbology	\$168.00
Inventory Data	\$336.00
Gather storage requirements	\$168.00
Consult with GTC on access and storage requirements (to include future data footprint and historical information)	\$336.00
Update GTC Data Management Strategy	\$420.00
Organize and store data	\$146.00
Subtotal:	\$2,750.00
Support Task #1 ANNUAL REPORT	

Trauma Center Map (revised locations)	\$420.00
Georgia EMS Grant Award Amounts by Region	\$420.00
Trauma Center Maps (future locations)	\$420.00
Report Review (Susan)	\$84.00
Fixes	\$156.00
Subtotal:	\$1,500.00
Support Task #2 TRAINING ANALYSIS REPORT	
Set up Business Analyst	\$336.00
Overall course training density	\$336.00
"Where" Axioms of Leadership were held	\$336.00
"where" TECC were held showing students enrolled	\$336.00
Drive time map (students to TECC)	\$336.00
Drive time map (students to Trauma Skills)	\$336.00
"where" Auto Extrication were held showing students enrolled	\$336.00
"where" Moulage were held showing students enrolled	\$336.00
"where" Farm Medic were held showing students enrolled	\$336.00
Drive time map (students to Farm Medic)	\$336.00
"where" EMS Instructor classes were held showing students enrolled	\$336.00
"where" EMT were held showing students enrolled	\$336.00
"where" EMR were held showing students enrolled	\$336.00
Drive time map (students to EMR/EMT)	\$336.00
"where" Trauma Skills Courses were held showing students enrolled	\$336.00
"where" NAEMT Courses were held showing students enrolled	\$336.00
Drive time map (students to NAEMT)	\$336.00

"where" Leadership attendees enrolled and where (Home or Work?)	\$336.00
Leadership Dashboard Analysis Including	\$3,360.00
Gender pie chart	
Race/ethnicity pie chart	
Years at current job stat: mean, median, max and min	
Years in current field: mean, median, max and min	
EMT Dashboard Analysis Including	\$3,360.00
Gender pie chart	
Race/ethnicity pie chart	
Years at current job stat: mean, median, max and min	
Years in current field: mean, median, max and min	
Quality Assurance (Susan)	\$1,176.00
Geospatial Survey Requirements	\$678.00
Geospatial Survey Published	\$678.00
Geospatial Survey Training	\$678.00
Training Tracking Webapp	\$2,100.00
Quality Assurance (Susan)	\$672.00
Subtotal:	\$18,750.00

Support Task #3 Hub Site	
Hub page	\$2,520.00
Subtotal:	\$2,520.00

Grand Totals

ITEM	PRICE TOTAL
Project Initiation (Essential Elements Items)	\$2,750.00
Support Task #1: 2024 Annual Report	\$1,500.00
Support Task #2 Training Analysis Report	\$18,750.00
Support Task #3 Hub site	\$2,500.00
Grand Total	\$25,500.00

Appendix 2: Optional Items

ITEM	Notes	Estimate (in hours)	Price
Change Comparison			
Look at data for this year vs last year for overall attendance (identify counties where student participation was high but dropped this year)		12	996.00
Look at data year over year for LEADERSHIP attendance (identify counties where student participation was high but dropped this year)		12	996.00
Change Rates slider map last year to this year (we could do this based on traumatic accident and where they occurred if we had the data)		40	3,320.00
Review (Susan)		8	664.00
Fixes		20	1,660.00
Additional Services			
Additional Maps (As Needed)		TBD	TBD
Additional Analysis/Services (As Needed)		TBD	TBD