

Services for Fee Available to Municipalities

The Pioneer Valley Planning Commission's Regional Information and Policy Center (RIPC) offers municipalities the services of a highly-skilled, interdisciplinary team that possesses a comprehensive understanding of local and regional issues and are ready to help you meet your community's research, analysis and presentation needs.

Samplings of services for fee include:

Data and Information Services

RIPC can provide not only data, but meaningful and useful information. RIPC can perform data collection, provide descriptive analyses and create informative graphs and charts.

Examples:

- Data collection from a wide array of government, public, and private databases
- Charts, graphs, and maps for grant applications and presentations
- Info-graphics for reports
- Dynamic information-driven indicators for your website

Economic Impact Analysis

RIPC can conduct studies of the economic impact specific institutions or development projects have on a city, town, or region.

Examples:

- Westfield State University Economic Impact Study
- Economic impact of social and human service organizations in the Pioneer Valley region

GPS Data Collection

RIPC can coordinate using GPS in the collection of data and mapping for municipalities; using our staff or training your staff or volunteers.

Examples:

- Mapping the location and condition of catch basins, storm drains, fire hydrants, signs and other infrastructure
- Documenting historic sites/markers
- Mapping linear features, such as hiking/biking/walking trails

Logistical Services

RIPC staff is available to help procure technical consultants or contractors for hardware or software needed to meet your data and information requirements. RIPC staff can help you find the data, information and services you need!



GIS Mapping

The RIPC can create meaningful and impactful map products with data provided or with data the RIPC compiles for you. Maps in large or small formats are available, as well as digital versions for presentations or use in electronic documents. For jobs with higher volume, the RIPC can procure and broker a local print shop for production.

Examples:

- Interactive on-line maps
- Emergency response search grid maps
- Tax Parcel maps
- Mapping addresses from a database
- Trail Maps
- Land Use Maps
- Open Space/Outdoor Recreation Plan maps
- Historic Walking routes
- Over-sized wall maps
- Maps for marketing displays
- Maps to include in presentation slide shows or digital document products
- Project work maps
- Laminated maps

Coordination of Collaborative Work and Strategy Development

From the initial development of a collaborative agreement to work together on shared goals, to the development of strategies to implement those goals, RIPC staff can play a neutral role in helping facilitate and develop work amongst partners. RIPC staff can help facilitate and coordinate strategic planning processes using data and maps as a starting place for decision making, formulating strategies or developing policy.

Examples:

- Co-ordination of Reading Success by 4th Grade campaign with regional foundation
- Facilitation to develop data collaborative amongst regional substance abuse prevention groups
- Development and coordination of regional data sharing initiatives throughout the Pioneer Valley
- Write Memorandums of Agreement (MOA) that meet federal, state, and local laws as well as each partner's policies and needs.

Public Participation

For enhanced public participation in your projects, the RIPC can create, moderate, tabulate and summarize custom surveys for your project. The RIPC can also develop on-line maps that allow for the collection of crowd-sourced public feedback and input. The RIPC can also provide video and audio documentation of special public meetings or events for your community.

Examples:

- Web-based surveys
- Trend/performance indicators for web pages, presentations or reports
- Video recording public information/comment session, visioning sessions or charrettes

Document and report production

The RIPC can assist in producing any kind of document or report you may have.

Examples:

- Annual reports
- Master plans
- Outdoor recreation/open space plans
- Department-specific reports or informational materials

Print Design and Print Production

The RIPC can create a wide range of products for print and distribution. Not only can RIPC staff design printed products, we can complete procurement and production for you. You provide the content and we take care of making it happen.

Examples:

- Post card mailers
- Brochure mailers
- Flyers/inserts
- Mass mailing materials
- Posters
- Indoor/outdoor signs
- Banners
- Information kiosks
- Trade show display boards
- Branded giveaway items (pens, mugs, hats, tote bags, etc.)

Website design and management

The RIPC can register your domain, establish web hosting services, design and build websites using Drupal or Dreamweaver platforms. Management of website development including public procurement and management of technical consultants.

Small scale video and audio services

RIPC staff can provide assistance in creating small-scale video products for broadcast and the internet (You Tube/ Vimeo). The RIPC also has the ability to set up basic sound systems for public events.

Examples:

- Provide speaker and microphones for public events
- Record public meetings
- Produce short informational or instructional videos
- Produce Public Service Announcements (PSA)
- Complete Streets informational program
- How to use bike racks on PVTA buses

Grant Writing/Report Writing

RIPC staff has a many decades' experience in preparing grant applications and reports for single communities, sub-regional and regional initiatives. RIPC can provide information, data and analysis for you to complete your own products or our experienced staff can prepare these for you entirely.

Note: Under the Commonwealth's Uniform Procurement Law (M.G.L. Ch. 30B), formal bidding and other typical procurement activities are not required for service agreements between towns and other governmental entities such as PVPC.