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**CLERK, AUDITOR & RECORDER**  
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**OFFICE OF THE COUNTY CLERK,  
RECORDER & REGISTRAR OF VOTERS**  
440 Fifth Street, Room 206  
Hollister, California 95023

**OFFICE OF THE AUDITOR**  
481 Fourth St., 2<sup>nd</sup> Floor  
Hollister, California 95023

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COUNTY OF SAN BENITO

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**REQUEST FOR QUALIFICATIONS (RFQ) AND QUOTE FOR  
DEMOGRAPHER SERVICES FOR THE COUNTY OF SAN BENITO**

Dear Proposer:

The County of San Benito is soliciting written request for qualifications from qualified consultants for demographic services and ongoing redistricting support for the County Staff Advisory Committee. As a Request for Qualifications (RFQ), this is not an invitation to bid and although fees are very important, other factors will be taken into consideration.

Submissions must be received no later than 5:00 pm, on **Friday, April 30, 2021**. All responses must be in a sealed envelope. Please submit one (2) unbound original copies and a PDF electronic copy of the proposal as follows:

**Mail or Hand Deliver To:**

County of San Benito  
Att: County Clerk  
440 5<sup>th</sup> Street, Room 206  
Hollister, CA 95023

Submissions will not be accepted after the date and time stated above. Incomplete submissions or submissions that do not conform to the requirements specified herein will not be considered. Issuance of the RFQ does not obligate the County to award a contract, nor is the County liable for any costs incurred by the proposer in the preparation and submittal of statement for the subject work. The County retains the right to award all or parts of this contract to several proposers, to not select any proposers, and/or to re-solicit RFQ's. The act of submitting an RFQ is a declaration that the proposer has read the RFQ and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Francisco Diaz, Assistant County Clerk-Recorder, via email at [redistricting@cosb.us](mailto:redistricting@cosb.us). Answers to questions will not be provided by telephone or email. Rather, answers to all questions or any addenda will be posted on the County's website at <https://www.cosb.us/government/county-of-san-benito-board-of-supervisors-bos/supervisorial-redistricting/>. It is the proposer's responsibility to check this website. For general questions concerning the submittal process, contact (831) 636-4016 ext.15.

We look forward to receiving and reviewing your statement of qualifications.

Sincerely,  
Francisco Diaz  
Assistant County Clerk-Recorder

## **INTRODUCTION**

On behalf of the County of San Benito (County) the County Election Official requests the professional services of a qualified individual or consulting firm (Consultant) to assist County Staff Advisory Committee (Committee) in establishing five County Supervisorial district boundaries in accordance with federal and state law.

Members of the public will provide oral and written input on the redistricting process, including submitting maps drawn by hand or with electronic district-drawing tools.

Every 10 years, districts must be redrawn so that each district is substantially equal in population. This process, called redistricting, is important in ensuring that each board member represents about the same number of constituents. Redistricting is done using U.S. Census data, and California State adjusted data which is expected to be released sometime in August 2021.

## **ABOUT SAN BENITO COUNTY**

Located in California's Central Coast region, 130 miles south of San Francisco, San Benito County (pop. 62,808) maintains a rural feel while offering a strong sense of community and historic charm in the County's two incorporated cities and three unincorporated towns. The County encompasses almost 1,400 square miles and was formed from parts of Monterey County in 1874.

Agriculture is San Benito County's largest industry with fertile valley soil supporting some of the most productive farmland in the state. Cool ocean air regulates the County's temperature resulting in warm summers and mild winters perfect for enjoying the many outdoor pursuits available in the area.

## **SCHEDULE**

Submissions are due on **April 30, 2021 by 5:00pm**. The submissions will be posted on the County's website as part of the agenda materials for the Committee's meeting in May 2021. If a firm is selected, then a standard County contract would be submitted to the County Administrative Officer for approval and signature.

## **SCOPE OF SERVICES**

The County requests the professional services of a qualified Consultant to provide demographic services and ongoing redistricting support to elections staff and Committee by providing expertise in:

- Local jurisdiction electoral redistricting;
- The Federal Voting Rights Act;
- The California Voting Rights Act;
- The Fair Maps Act;
- Mapping electoral districts;
- Explaining complex topics to others who may be unfamiliar in the subject matter;
- Presenting information in a public setting such as a Committee or County Supervisor meeting; and support election and Committee staff.
- Analyzing statistical, demographic, and census data, to prepare and draw the County's five Supervisorial district boundaries in the County.

Consultant will work with the County's newly established County Staff Advisory Committee and elections staff to create supervisorial districts boundaries within the established timeframe and legal requirements.

Some work will be performed remotely and by phone, e-mail, and video-conference; some work will be required to be performed on-site and at public meetings with varying dates and times.

The start date for the contract is expected to be June 1, 2021 and likely will end on December 30, 2021.

Respondents will also be expected to provide expertise and support in the following areas.

### **1. Compliance with Applicable Laws**

Review and advise on the County's redistricting process and final map to ensure timely compliance with the federal, state, and local laws including:

- General Law;
- San Benito County Ordinance Code;
- Federal Voting Rights Act;
- Fair Maps Act;
- California Voting Rights Act; and
- all other applicable federal, state, and local laws. Consultant will also work closely with the County Counsel to ensure the review and satisfaction of all legal requirements related to redistricting.

### **2. Department Support**

Ensure successful County Supervisorial District redistricting by providing professional support to County staff, including:

- Respond to inquiries from County staff promptly by phone or email as requested;
- Assist with the preparation of informational materials, maps, presentations, or other reports related to redistricting;
- Attend approximately five to six (5-6) public meetings on an as-needed basis held at various times and locations including nights and weekends;
- Assist with implementing an open and transparent process that enables public consideration of, and comment on, the drawing of districting boundaries; and
- Attend County Supervisorial meetings and make presentations, as appropriate.

Consultant may expect to work with staff from the County's Elections Office, the County Counsels Office, the Administration Office, the Department of Information Technology, Planning and Development, the County's Geographic Information System, and others.

### **3. Committee Support**

Provide necessary support to Committee to ensure a successful adoption of a final map, including consultation on written descriptions of the legal boundaries, and any reports to County Supervisors.

- Familiarity with mapping software and geographic information systems to draw district boundaries'
- Assist Committee in considering and responding to requests from the public for specific adjustments to boundaries, including reasons for disapproving or approving redistricting plans, if necessary;
- Analyze census data, statistics and demographics;

- Assist Committee in preparing the final map report explaining the rationale for the supervisorial district boundaries;
- Assist committee with reports to Board of Supervisors with recommendations and changes to the redistricting process for future years; and
- Assist Committee as may be require in all facets of developing and implementing the Final Map.

#### **4. Qualifications, Abilities, and Experience**

##### 4.1 Demonstrated Experience and Expertise

- Experience drawing district boundaries for a statistical area with a population of at least **65,000-75,000**.
- Demonstrated knowledge and experience drawing boundaries for state legislative, congressional, or city council districts;
- Experience conducting redistricting trainings and informational sessions for the public, Committee, and County staff;
- Experience with facilitating meetings with committees and members of the public to enable a robust redistricting process ;
- Experience with mediation among diverse stakeholders while maintaining neutrality during the redistricting process;
- Ability to perform training in the County of San Benito;

##### 4.2 Previous Work Examples

A minimum of three (3) recent examples of similar projects in which the proposer conducted work to produce a voting district map for districting or redistricting purposes. Each example should include:

- Title of the project;
- Name of the client
- Brief description of the project;
- Name and contact information of the entity’s project manager, including phone number and email address; and
- Plans and training exercises utilized for project.

##### 4.3 Previous Mapping Challenges and Outcomes

- Provide a list of any projects for which the Consultants has drawn voting district maps for a redistricting process that were challenged for failing to meet legal requirements; or were subject to a legal challenge, but were implemented substantially as originally drafted

##### 4.4. Consult Staff Information

Provide resumes for which individual who will be assigned to this project, including:

- The lead personnel/project manager;
- Any secondary supporting personnel to be utilized for this project
- Any additional staff; and
- Education, experience, and expertise with pertinent information demonstrating qualifications for this RFQ

##### 4.5 Desirable Qualifications

- Previous experience moderating public meetings;
- Outreach experience;

- Nonpartisan approach;
- Experience with diverse communities and populations;
- Experience redistricting for varied political or special interest groups; and
- Experience working in communities where redistricting may have been controversial.

## **Submission Requirements**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

- Contractor Identification:  
Provide the name of the firm, the firm's principal place for business, the name, telephone number, and email address of the contact person and company tax identification number (W-9 form)
- Client References:  
Provide a minimum of three (3) client references. References should be California counties or other small-medium public sector entities. Provide the designated person's name, title, organization, telephone number, email address, and the project(s) that were completed under the client's direction.
- Fee Quote:  
The quote shall include one total fee for all services requested. Quote shall be all inclusive unless indicated otherwise on a separate pricing sheet. The proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work shall be itemized, if authorized.
- Contract Terminations:  
If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

## **Selection Criteria**

A selection panel will be convened of staff from the following County departments Administration, Planning, Public Works, County Counsel, and Geographical Information System (GIS) and Elections.

## **Payment**

Invoices: invoices must be fully itemized and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services for payment to be processed. Mail invoices to:

County of San Benito  
Att: County Clerk  
440 5<sup>th</sup> Street, Room 206  
Hollister, CA 95023

Payment: The County will make payment to the vendor 30 days from receipt of a correct and complete invoice.

## **Additional Requirements**

### **Conflicts of interest:**

In the sole judgement of the County, all proposals are subject to disqualification based on a conflict of interest. The County may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as elected official, employee, board, or commission member of the County who influences the making of the contracts or has a direct or indirect interest in the contract.

Furthermore, the County may not contract with any vendor whose income, investments, or real property interest may be affected by contract. The County, at its sole option, may disqualify any proposal based on such a conflict of interest. Disclosure of any person associated with the firm that has a potential conflict of interest is required.

### **Statement of Economic Interest:**

The County's Conflict of Interest Code designates "consultants" as a category of persons who must complete FPPC Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete FPPC Form 700 before work may begin.

### **Insurance:**

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000; automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the minimum amount of \$2,000,000 to cover any claims arising out of the performance of the contract.

The general liability and automobile insurance must name the County, its officers, agents, volunteers, and employees as additional insureds.

**Worker's Compensation Insurance:**

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

**Schedule (dates are subject to change)**

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| ○ Issue RFQ and Quote to Potential Proposers: | 4/01/2021 |
| ○ Proposals Due from Potential Proposers      | 4/30/2021 |
| ○ Complete Selection Process                  | 5/07/2021 |
| ○ Board of Supervisors Approval               | 5/25/2021 |
| ○ Award of Contract                           | 5/26/2021 |
| ○ Sign and Process Contract                   | 5/27/2021 |

Thank you for your interest in working for the County of San Benito to provide these services. We look forward to receiving your proposal.