



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT INDEPENDENT REDISTRICTING COMMISSION



Request for Proposals/Qualifications for Demographer Services

I. PURPOSE

The West Contra Costa Unified School District (“WCCUSD”) Independent Redistricting Commission (“Commission”) is soliciting proposals from demographic analysis and census mapping consultants (“Consultant”) to provide mapping, demographer expertise, public input facilitation, and support in analyzing the 2020 Census Data and reviewing and possibly revising the Trustee Area boundaries for the 2022, 2024, 2026, 2028, and 2030 elections for the WCCUSD Board of Education (“Board”). The Commission is interested in a consultant with expertise and experience in the technical aspects of redistricting, community engagement and the Federal and California Voting Rights Act requirements. The Commission seeks a consultant it can work effectively with to achieve project success.

II. BACKGROUND

The Commission is an independent body tasked with creating Trustee Areas for the 2022, 2024, 2026, 2028, and 2030 elections for the WCCUSD Board of Education. The Commission, authorized by California Elections Code sections 23000 et seq., consists of seven (7) members representing each of the West Contra Costa Unified School District’s five trustee areas and two members who are residents of Contra Costa County but live outside of the district boundaries. The Commission was established and is guided by the Stipulated Judgment from the case of *Ruiz-Lozito, et. al. v. West Contra Costa Unified School District* that resulted in the creation of the Commission.

A link to the Stipulated Judgment from the litigation can be found here:

<https://www.wccusd.net/cms/lib/CA01001466/Centricity/Domain/16/Joint%20Ex%20Parte%20Application%20for%20Entry%20of%20Judgment.pdf>.] More information about the

Commission is located at the following website:

<https://www.wccusd.net/redistrictingcommission>.

The Commission is tasked with adjusting the boundaries of the Trustee Areas every 10 years following the decennial Federal census. The Trustee Area map for the 2020 Board election was approved by the Board of Education. The Board agreed that the Trustee Area map for the 2022 Board election would be prepared and adopted by an Independent Redistricting Commission.

A demographer will work with the Commission to develop a proposed Trustee Area map (or maps) for public review and input. Following such input, as well as input from the Board, the Commission will be responsible for approving the map. That map will then be used in the 2022, 2024, 2026, 2028 and 2030 Board elections.



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III. PROPOSAL SUBMITTAL PROCESS

Proposals must be received by the Commission no later than **5 P.M., September 3, 2021**. Please submit proposals via e-mail to derik.hilliard@wccusd.net. Any proposal received after September 9, 2021, when the agenda for the September 14, 2021 meeting is posted will not be considered.

IV. PROJECT DESCRIPTION

Provide mapping, demographic analysis, and community engagement support for the WCCUSD Independent Redistricting Commission's 2020 Census Board of Education Trustee Area Redistricting process that meets [Federal](#) and [California Voting Rights Act](#) requirements.

V. SCOPE OF SERVICES

The Commission requests the professional services of a qualified individual or consulting firm ("Consultant") to provide demography services, training for the Commission, and ongoing redistricting support for the Commission and staff by providing expertise in:

- Local jurisdiction electoral redistricting;
- [The Federal Voting Rights Act](#);
- [The California Voting Rights 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 Commission or Board meeting;
- Analyzing statistical, demographics, and census data, to support and prepare the Commission to draw Trustee Area boundaries in the WCCUSD geographic area.

The Consultant will also be expected to provide necessary support to the Commission to ensure a successful adoption of a Final Map, including consultation on written descriptions of the legal boundaries, and any reports to the WCCUSD Board of Education, by performing the following duties:

- Help the Commission gain familiarity with mapping software, mapping tools, and geographic information systems to draw sample maps and Trustee Area boundaries;
- Assist the Commission in considering and responding to requests from the public for specific adjustments to boundaries, including reasons for disapproving or approving redistricting plans, if necessary;
- Assist in preparing any relevant redistricting reports from Commission to the Board of Education;
- Analyze census data, statistics and demographics;
- Assist the Commission in preparing the Final Map report explaining the rationale for the Trustee Area boundaries;



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- Assist the Commission with reporting to the Board of Education any recommended changes to the redistricting process in future years; and
- Assist the Commission in all facets of developing and implementing the Final Map.

Consultant will work with the Commission and staff to create Trustee Area boundaries within the established timeframe and pursuant to Commission 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. Consultant will also work closely with the Commission's legal counsel to ensure the review and satisfaction of all legal requirements related to redistricting.

The start date for the contract is expected to be **October 1, 2021**, and likely will end on **July 1, 2022**.

The proposed budget for this project is \$25,000.

VI. PROPOSAL REQUIREMENTS

1. Work product format: Draft and final deliverable work products shall be provided to the Commission via electronic files containing all text, exhibits, data, calculations and referenced documents supporting conclusions.
2. Other format requirements: All text, exhibits and supporting data shall be submitted in a form that is editable by the Commission. Microsoft Word format shall be included with all text submittals. Proposal shall include consultant's proposed graphic and other software to be used to complete the project.
3. Cost summary: Please include an outlined cost summary in the scope of services. Any known or anticipated adjustments to billing rates shall be disclosed to the Commission in the proposal. The cost summary should include all staffing, technology, and related expenses. The cost summary should be structured to reflect the following:

The consultant will work with the Commission to review criteria for changes, suggest redistricting criteria, and providing base maps. This alternative includes meeting with the Committee, providing a method for members of the public to develop boundary maps, community engagement, presenting at the Commission's public hearings, revising plans/maps after the Commission's public hearings, providing documentation of the Commission-adopted plan and boundaries, and creating maps for the Registrar of Voters and WCCUSD website.

4. Schedule: A preliminary project schedule/timeline shall be included in Consultant's proposal. The purpose of the schedule is to describe the anticipated duration of the tasks identified in the proposed scope of work once given a notice to proceed.



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5. Qualifications: Proposals shall include a brief summary of up to four recent reference projects that best demonstrate consultant team's relevant experience. Project summary shall provide sufficient information for the Commission to evaluate the specific contributions individual project team members had in completing deliverable items associated with a referenced project. A sample of a deliverable item shall be provided to the Commission upon request.

6. Ownership of work: All work products prepared by Consultant shall become the property of the Commission. There shall be no restrictions on the Commission's use, distribution or modification of work products.

7. Contract Terminations: If the Consultant has had a contract terminated in the last five (5) years, please 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 Commission will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

8. Conflict of Interest: Throughout the term of any agreement resulting from the RFP, Consultant will not accept any employment or engage in any work which creates a conflict of interest with the Commission or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP.

VII. OTHER REQUIREMENTS

A. Insurance:

The selected contractor will be required to maintain commercial general liability insurance in the minimum amount of \$1,000,000, automobile liability insurance in the minimum amount of \$1,000,000, and a professional liability insurance policy in the amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the Commission, its officers, agents, volunteers, and employees as additional insureds.

B. Workers' 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.



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C. Notice of Cancellation:

The Contractor's insurance coverage listed in A and B above will be in force during the life of the Agreement and any extensions of it and will not be canceled without Consultant providing thirty (30) days prior written notice to Commission sent to the Commission by email and U.S. mail to the following addresses:

WCCUSD Redistricting Commission
Attn: Vickie Gordon / Bobby Jordan
1331 Bissell Avenue
Richmond, CA 94801
Email: vickie.gordon@wccusd.net

D. Providing Certificates of Insurance Coverage and Endorsements:

Prior to Commission's execution of the Agreement, Consultant will provide to Commission certificates of insurance and above-referenced endorsements sufficient to satisfaction of Commission. In no event will Consultant commence any work or provide any Services under this Agreement until certificates of insurance and endorsements have been accepted by the Commission.

E. Failure to Maintain Coverage:

If Consultant fails to comply with these insurance requirements, then Commission will have the option to declare Consultant in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Consultant is responsible for any payments made by Commission to obtain or maintain insurance and Commission may collect these payments from Consultant or deduct the amount paid from any sums due Consultant under this Agreement.

F. Submission of Insurance Policies:

Commission reserves the right to require, at any time, complete copies of any or all required insurance policies and endorsements.

VIII. COMMUNICATIONS

Questions regarding this RFP shall be submitted in writing to Commission Vice-Chair Derik Hilliard no later than ten (10) business days before the proposal submission date at derik.hilliard@wccusd.net. We request that consultants notify the Commission (via email) of their interest in submitting a proposal for this project. The Commission's responses to substantive questions will be shared with all consultants that notify the Commission. To ensure fair competition, all proposers will receive the same information and materials.



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IX. RFP TERMS AND CONDITIONS

The selection of a consultant for this project and any agreements for services resulting from this Request for Proposals is dependent upon the recommendation of the Commission with final approval by the WCCUSD Board of Education. The Commission reserves the right to waive any minor irregularities, informalities, or oversights at its sole discretion. The term “minor” as used herein means any Consultant or Commission irregularities or oversights that does not materially affect or alter the intent and purpose of this RFP, and is not in violation of any State of California rules, laws, and regulations that may apply to this procurement. The Commission reserves the right to cancel in part or in whole or amend this RFP, to extend the date responses are due, and/or to re-solicit this Request for Proposals. Additional conditions:

- The Commission reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of Proposals and the Commission will conduct this process in a fair and impartial manner.
- Incomplete Proposals or inaccurate information may be cause for disqualification.
- All materials submitted to the Commission will become the property of the Commission and will not be returned.

X. COST OF RESPONSE PREPARATION

Issuance of this RFP does not commit the Commission to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. The Commission will make no reimbursement for any cost incurred by a prospective Consultant for the preparation of a response to this Request for Proposals.

XI. CONSULTANT SELECTION PROCESS

All proposals submitted by the required deadline will be reviewed for adequacy, completeness, content, project approach, qualifications and other criteria developed during the review process. Consultants who have submitted proposals which pass the initial review may be invited for interviews approximately two weeks after submittal by the Commission. The Commission reserves the right to conduct interviews of those consultants who pass the initial review or to select a consultant without conducting interviews. The contract will be awarded to the Consultant deemed by the Commission to be the best qualified for the scope of work. Consultants are encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed project.

The following is the Commission’s tentative schedule for selection of the Consultant:

1. Issuance of RFP: **July 30, 2021**
2. Deadline for Questions re: RFP: **August 20, 2021 – two weeks before RFP deadline**
3. Deadline for RFP Submittal: **September 3, 2021, at 5 p.m.**
4. Review of Qualifications: **September 2021**
5. Consultant Interviews: **September 28, 2021**



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6. Award of Agreement: **At the Commission's first meeting following public interviews**
7. Sign and Process Agreement: **September 28, 2021**
8. Notice to Proceed Under Agreement: **October 1, 2021**

XII. PUBLIC RECORDS ACT

All proposals submitted in response to this RFP become the property of the Commission and are subject to the requirements of the [California Public Records Act](#) (California Government Code Section 6250 et seq.) Once a successful proposal is identified or all proposals are rejected, all proposals shall be deemed public records. The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure under the Public Records Act. Proposers claiming exemption must include the following statement in their proposal: The proposer agrees to indemnify and hold harmless the Commission, its officers, employees, and agents from any claims, liability, or damages against the Commission, and to defend any action brought against the Commission for proposer's refusal to disclose such material, trade secrets, or other proprietary information to any party. Failure of a proposer to include this statement and/or identify in writing the claimed exempt material shall be deemed a waiver of any exemption from disclosure under the Public Records Act. Requests to review proposal submissions will not be allowed until after a Commission Recommendation is made.

