



County of Santa Barbara
**Citizens Independent
Redistricting Commission**

C/O County Executive Office
105 East Anapamu, Suite 406, Santa Barbara, CA 93101
redistricting@countyofsb.org - (805) 568-3400
countyofsb.org/redistricting.sbc

REQUEST FOR INTEREST For DEMOGRAPHY SERVICES

INTENT

The intent of this Request for Interest (RFI) is to solicit vendors who have extensive experience providing demography services to local government agencies related to the redistricting process for the Citizens Independent Redistricting Commission (CIRC). The CIRC is considering the issuance of a Request for Qualification (RFQ) to award a contract to the bidder(s) selected as most capable of meeting the CIRC's requirements.

The County procured administrative and demographic services for the CIRC prior to appointment of the full Commission (December 31, 2020) that will remain in place unless terminated by the full Commission. The CIRC does not guarantee that a subsequent RFQ will be issued. Should an RFQ be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

SCOPE

Demography services shall provide consultation to the Commission, including providing training, Census data and demographic analysis and mapping services, when requested from time to time.

Under the general direction of the Commission, the demography service shall:

- Advise and assist the Commission through each step of the district drawing process outlined in Section 2-10.9A of the Santa Barbara County Code.
- Help educate the Commission and the public on the redistricting process and requirements outlined in Section 2-10.9A of the Santa Barbara County Code.
- Assist in leading public hearings and workshops.
- Assist the public in drawing and submitting proposed district maps on paper and online, including assisting in presenting recommendations to the Commission.
- Act as the Commission's agent and advisor in securing and implementing an online redistricting drawing tool.
- Work in consultation with County Surveyor staff to ensure accuracy of tracts and blocks.
- Assist Commission in producing final plan to be submitted to the county elections officer.
- Attend public hearings, workshops and Commission meetings as will be proposed by Commission.
- Provide overall staff support to the Commission's redistricting effort sufficient to meet project goals and objectives.
- Provide progress reports on an as-needed basis as determined by the Commission.



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VENDOR QUALIFICATION CRITERIA

Vendor minimum qualification criteria includes, but is not limited, to the following:

- Ability to perform high-level analysis of the issues associated with administration of the Commission as well as the redistricting process.
- Expertise in the law and regulations applicable to redistricting, census data, data analytic tools and interactive mapping tools.
- Prior experience in performing similar work for local government agencies.
- Confirm that your firm has run a conflicts check and does not have any potential conflicts of interest.
- Review Elections Code Section 23003 and Santa Barbara County Code Sections 2-10.9A(5)(d) and (4)(d), and confirm that anyone assigned to provide services under the contract would not be disqualified under Elections Code Section 23003 or Santa Barbara County Code Sections 2-10.9A(4)(d)(5) or (4)(d)(6).
- Ability to communicate effectively in writing and in oral presentations with a variety of contacts, including the Commissioners, public officials, the public, press and staff.
- Ability to write and edit correspondence.
- Ability to represent the Commission at meetings, public hearings, and other proceedings.
- Ability to synthesize, clarify, and disseminate complex information.

CIRC CONTACT

Questions regarding this RFI must be submitted in writing to:

Nancy Anderson, ACEO
 County of Santa Barbara
 105 E. Anapamu, Ste 406
 Santa Barbara, CA 93101-2065
 FAX: 805-568-3414
 Email to: redistricting@countyofsb.org

ESTIMATED CALENDAR OF EVENTS

Event	Date
Request for Interest (RFI) Issued	January 25, 2021
RFI Response Due	<i>BEFORE</i> 2:00 p.m., February 1, 2021

REQUEST FOR INTEREST RESPONSE FORMAT

Vendors who meet the Qualification Criteria and are interested in receiving a RFQ, should it be issued, must submit a letter of interest and return it **via e-mail** to redistricting@countyofsb.org by **2:00 p.m. on February 1, 2021**. The subject of the e-mail must read: **RFI – Demography Services**.



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Letter of interest should include a description of the agency and prior experience working with local government agencies (specifically, cities and counties) on redistricting efforts. Include description of individual(s) you anticipate working on the project. Specify, if known, who will be the lead or act as the project manager.

Respondents are encouraged to review the County Redistricting website <http://countyofsb.org/redistricting.sbc> and the CIRC Ordinance that is posted there.