



REQUEST FOR PROPOSALS FOR DEMOGRAPHY SERVICES

Butte County Board of Education
1859 Bird Street
Oroville, CA 95965

INTRODUCTION

The Butte County Board of Education (“Board”) is requesting proposals from qualified professionals and/or firms (“Consultant”) to provide demography services related to the establishment of By-Trustee Area elections for the Board of Education.

BACKGROUND

On November 8, 2021, the Board took action to seek a qualified demographer and bids through a Request for Proposal (RFP) process. To seek a qualified demographer including timelines for moving the Board from the current trustee areas to a seven (7) single trustee area. The Board stated that it is intending to change from the At-Large Hybrid to By-Trustee Area method of electing members of the governing body in furtherance of the purposes of the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code).

PURPOSE

The Board wishes to implement By-Trustee Area elections for its seven (7) Board seats with the **November 2024** General Election and to secure professional expertise to assist with the completion of the electoral district drawing process sufficiently in advance of the election to meet all election timelines. The request for proposals does not obligate the Board to award a contract or complete the project, and the Board reserves the right to cancel the solicitation if it is considered to be in its best interests.

GENERAL SCOPE OF SERVICE REQUIRED

The Board will evaluate the scope of services proposed by each consultant and is open to the approach Consultant believes will best meet the Board’s needs. At a minimum, such services should include:

- Demographic analysis of the 2020 Census Data
- Advising and assisting the Board through each step of the district drawing process outlined in California Elections Code Section 10010
- Public Outreach - Educating the Board and the public on the process and requirements
- Leading public hearings and workshops and presenting recommendations to the CRPD Board
- Drawing maps of proposed boundaries of electoral districts.

The Consultant or the Board may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the Consultant's contract with the Board.

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A. A cover letter introducing the company and the individual who will be the primary contact person.
- B. Specific qualifications regarding experience in conducting similar work, including the names of clients similar to the Board. A reference list should be attached to the proposal, with client names, contact persons, email addresses and phone numbers.
- C. A detailed timeline for completion of each phase and the total project. Include a description of periods of staff unavailability, if limited.
- D. A discussion of any methodologies used or approaches to taken.
- E. A proposed fee schedule including any incidental or hourly fees.
- F. A statement that the Consultant can meet the Board's mandatory insurance requirements:

Minimum Scope and Limit of Insurance •

- Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 - Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
 - CRPD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- G. A description of the firm's organization and staff's qualifications.
 - H. The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a ninety (90)-day period.
 - I. Submit one (1) electronic copy

SELECTION PROCESS

Each of the proposals received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the consultant from further consideration.

The Board shall not be liable in any way for any cost incurred by any consultant or in the preparation of its proposal in response to this RFP nor for obtaining any required insurance.

The Board reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all of part of proposals, and to be the sole judge of the suitability of the proposals offered.

Evaluation of the proposals will be made by the Butte County Board of Education, and appropriate staff from other departments or divisions. In addition to evaluating written proposals, oral interviews may be requested. Final selection will be made by the Board, upon recommendation by staff.

Proposals will be evaluated generally on the following criteria, which is non-exclusive and neither weighted nor prioritized:

- A. Demonstrated understanding of the service requested
- B. Prior experience in performing similar work
- C. Qualifications of the firm and assigned individuals
- D. Methodology and scope of the proposed work
- E. Fees charged and cost effectiveness of the proposed service
- F. Reference check and general professional reputation

PROPOSAL REVIEW AND AWARD SCHEDULE

RFP published and distributed	December 7, 2021
Proposals due and opened	January 3, 2022 at 4 p.m.
Contract Award	January 10, 2022

SUPPLEMENTAL INFORMATION

Questions concerning this request for proposals should be in writing by e-mail and directed to: Ann Bates, Secretary, Butte County Committee on School District Organization Telephone: (530) 532-5761 Email: abates@bcoe.org

Proposals must be submitted electronically to: Ann Bates, Secretary, Butte County Committee on School District Organization at Email: abates@bcoe.org