



1130 K Street, Suite 101 \ Sacramento, CA 95814 \ Tel (866) 356-5217 | Fax (916) 322-0904 | [www.WeDrawTheLines.ca.gov](http://www.WeDrawTheLines.ca.gov)

Invitation for Bid # 001  
for  
Redistricting Services

EVALUATION TEAM PROCEDURES

Citizens Redistricting Commission  
1130 K Street, Suite 101  
Sacramento, California 95814

## TABLE OF CONTENTS

A. INTRODUCTION .....	1
B. SECURITY OF BIDS .....	1
C. THE EVALUATION TEAM.....	2
1. The Evaluation Team.....	2
2. Orientation of the Evaluation Team.....	2
D. DOCUMENTATION.....	3
E. BID EVALUATION.....	3
ATTACHMENT A - BID REVIEW LOG.....	4
ATTACHMENT B – BID PACKAGE CHECKLIST .....	5
BID SUBMISSION REQUIREMENTS .....	5
SECTION III - ATTACHMENTS - GENERAL REQUIREMENTS (Volume I).....	6
ATTACHMENT C – BID REQUIREMENTS CHECKLIST .....	9
SECTION IV - ADMINISTRATIVE REQUIREMENTS (Volume II) .....	9
SECTION V - SCOPE OF WORK (Volume III).....	10
Optional Public Input Hearings Pre-and Post map .....	12
ATTACHMENT D – DEVIATION WORK SHEET .....	14
ATTACHMENT E: REFERENCE AND RESUME EVALUATION SUMMARY.....	15
I. Customer Experience References .....	15
1. Reference Projects .....	14
2. Description of Contractor’s Role .....	17
3. Contact Person for Reference .....	18
J. Resumes .....	21
1. Key Personnel.....	21
2. Relevance of Contribution.....	21
3. Knowledge and Expertise in Redistricting .....	21
BIDDER RESUMES.....	21
Resume Work Sheet.....	22
ATTACHMENT F – COMPUTING EZA, TACPA, AND LAMBRA (IF APPLICABLE) .....	23
ATTACHMENT G - COMPUTING SMALL BUSINESS PREFERENCE (IF APPLICABLE).....	24
ATTACHMENT H – COST WORK SHEET SUMMARY .....	26
ATTACHMENT I – BID EVALUATION NOTES .....	30

Citizens Redistricting Commission  
Redistricting Services IFB #001

A. INTRODUCTION

This Evaluation Team Procedures is a set of instructions prepared to assist members of the Evaluation Team in the evaluation, validation and selection of bids received in response to the IFB. The members of the Evaluation Team shall consist of the staff and commissioners of the Citizen's Redistricting Commission (Commission).

The Commission and its staff will receive the bids on March 15, 2011. The Commission's staff will open the bids in public on March 16th and immediately post the requirements portion of the bid on the Commission website.

The Commission will initially review the requirements portion of the bid submitted by each contractor. At the time the Commission begins discussion of the responses, which is presently scheduled for open session on March 19, 2011, the bid cost information will be opened by the Commissioners. The cost portion of the bid will remain confidential until this time, but be posted by Commission staff following the opening of the cost portions of the bids.

The Commission will discuss and vote first on the submission with the lowest bid. In the event the lowest price bid is approved by a special majority of the Commission (three votes each from the Republican, Democrat, and not affiliated members), as required by California Government Code Section 8253 (a)(5), no further votes will be taken, and the contract will be awarded to that bidder. In the event the lowest price bid is not approved by a special majority, the Commission will consider the next lowest priced bid, until either a special majority approves one of the bids, or votes are taken on all submissions without a special majority being achieved. In the event no bid receives a special majority, the IFB will be cancelled as provided in Section I, E of the IFB.

B. SECURITY OF BIDS

All submissions of bids prior to the Final Bid due date and time must be kept in a secured place until Final Bid opening.

The original, or master copy, will be kept separate from copies used for the evaluation. The original, or master copy, will be used to resolve any disputes between copies of the bid submittals.

Once the evaluation is completed, the above documents will be made available to any competing bidder who wishes to review them via PDF files available on the Commission's website.

The reviewing bidder must not mark, remove from, or add to any such document.

C. THE EVALUATION TEAM

Late bids cannot be considered.

The Team members initially receiving and logging the bids shall record the date and time received and whether the bid was received in the mail, or delivered via UPS, etc.

1. The Evaluation Team

The Evaluation Team consists of Commission Staff Members and the Commissioners

Commission Staff Members shall consist of:

Team Chairperson: Daniel Claypool, Executive Director / Project Manager  
Raul Villanueva  
Marian Johnston  
Christina Shupe  
William Rich  
Oral Washington

Commissioners shall consist of:

Gabino Aguirre  
Angelo Ancheta  
Maria Blanco  
Vincent Barabba  
Cynthia Dai  
Michelle DiGuilio  
Jodie Filkins Webber  
Stanley Forbes  
Connie Galambos Malloy  
Gil Ontai  
M. Andre Parvenu  
Jeanne Raya  
Michael Ward  
Peter Yao

2. Orientation of the Evaluation Team

The Chairperson will provide each team member with a copy of the Final Bids (incorporates addenda), this document, and any other pertinent documentation.

The Chairperson shall inform the Team members of the following:

- a. Whether any bids were received late and/or unsealed and therefore have been rejected and are not subject to review,
- b. Whether any small business and/or EZA/TACPA/LAMBRA preferences were claimed and provide the completed Attachment F - Computing EZA, TACPA AND LAMBRA and Attachment G - Computing Small Business Preference, and
- c. Provide the completed Attachment E – Reference and Resume Evaluation Summary.

D. DOCUMENTATION

No marks or annotations should be made on the bid documents during the review process. Notes regarding deviations to the requirements of the bid should be recorded on Attachment D - Deviation Work Sheet. All other notes shall be made on Attachment I - Bid Evaluation Notes

It is important to retain all evaluation forms, final worksheets, and any other papers or information relating to the evaluation.

All documentation relating to one bidder's bid shall be kept separate from that of other bidders using binders or folders.

The Chairperson may keep additional documentation regarding daily activities during the evaluation. Included may be summaries of telephone discussions and meetings with suppliers, customer references, and Commission personnel.

E. BID EVALUATION

At the scheduled time(s) for evaluating the bids, the Team members shall use the following Attachments A - H to record evaluation results.

ATTACHMENT A - BID REVIEW LOG

The Chairperson shall distribute bid volumes, or portions thereof, to appropriate Team members for evaluation. This attachment will be used to record who reviewed which bid documents and the date of review.

Team Member Name	Bid Review Document / Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____

ATTACHMENT B – BID PACKAGE CHECKLIST

The Team member shall inspect each bid and verify that delivery requirements were met, checking for general conformance to the format and content requirements of the IFB.

Cost data shall remain sealed until the evaluation of other bid requirements is completed and opened only for compliant bidders.

**YES** If the bid response is compliant to the bid requirement, indicate YES.

**NO** If the bid response contains a deviation to the requirement, indicate NO and explain on Attachment D- Deviation Work Sheet.

Bidder \_\_\_\_\_ Date \_\_\_\_\_

Team Member Name \_\_\_\_\_

BID SUBMISSION REQUIREMENTS

1. Original Signatures YES/NO \_\_\_\_\_

One copy of all bid documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm, except each of the four copies of the contract requires original signatures.

2. Number of Copies YES/NO \_\_\_\_\_

The requirements portion of the bid and the cost portions of the bid must be submitted separately as follows:

- one (1) original and twenty (20) copies (hard copy) of each, except only four (4) signed (original) copies of the contract are required (Volume IV – Contract);
- one (1) electronic copy of the requirements portion of the bid (only) in PDF format on a CD; and
- one (1) electronic copy of the cost portion of the bid (only) in PDF format on a separate CD. The hard copies and CDs must be clearly labeled as either “Bid: Requirements” or “Bid: Costs.”

3. Binder Format YES/NO \_\_\_\_\_

Bid responses shall be printed double sided, submitted on 8-1/2” x 11” paper, with easy to read font size and style.

Pages shall be numbered, tabbed, and bound (spiral / comb / three-ring binder).

Tabbed dividers should separate and identify the response items.

4. Table of Contents **YES/NO** \_\_\_\_\_

The Bidder shall insert a comprehensive Table of Contents denoting separate sections for each section and subsection of the bid response.

5. Sealed Cover and Plainly Marked **YES/NO** \_\_\_\_\_

All bids must be submitted under sealed cover and sent to the Project Manager identified in SECTION I by the Submission of Final Bid due date and time shown in SECTION I, Key Action Dates. The sealed cover must be plainly marked with the bid number and bid title, must show your firm name and address, and must be marked with "DO NOT OPEN", as shown below:

Bid Number  
Bid Title/Name  
Contractor Name and Address  
DO NOT OPEN

6. Contract Terms and Conditions **YES/NO** \_\_\_\_\_

The bidder must provide four (4) signed copies of the Contract Terms and Conditions (STD 213 with GTC 610). Alternate contract language is not acceptable. A bid with such language will be considered a counterproposal and will be rejected. The Commission's General Terms and Conditions (GTC) are not negotiable.

7. Bidder Cost Work Sheet **YES/NO** \_\_\_\_\_

The bidder must complete and return the BIDDER COST WORK SHEET, ATTACHMENT 9, in Volume V of the Final Bid. Volume V must be a separate, sealed, and clearly identified document.

SECTION III - ATTACHMENTS - GENERAL REQUIREMENTS (Volume I)

A. Cover Letter - Attachment 1 **YES/NO** \_\_\_\_\_

A principal of the firm authorized to legally bind the firm shall sign the Cover Letter and include the following information:

- Company Name
- Contact Person for purposes of responding to the bid
- Mailing Address
- Telephone Number and Facsimile Number
- Email Address



B. Payee Data Record (STD 204) - Attachment 2 **YES/NO** \_\_\_\_\_

Bidder must list their Taxpayer Identification Number.

C. Bidder Declaration Form GSPD-05-105 - Attachment 3 **YES/NO** \_\_\_\_\_

Bidder must identify all subcontractors proposed for participation in the contract.

D. Conflict and Impartiality Statement - Attachment 4 **YES/NO** \_\_\_\_\_

Bidder must complete and return.

E. TACPA/EZA/LAMBRA - Attachment 5 **YES/NO** \_\_\_\_\_

If the bidder is claiming preference, the Team member shall complete ATTACHMENT F - COMPUTING EZA, TACPA AND LAMBRA.

F. Bid/Bidder Certification Sheet - Attachment 6 **YES/NO** \_\_\_\_\_

Bidder must submit this certification along with Attachments 1 - 8 as an entire package with original signatures.

G. Small Business Preference **YES/NO** \_\_\_\_\_

If the bidder is claiming a small business preference (see Contractor Certification Clauses (CCC) (Attachment 8)), the Team member shall complete ATTACHMENT G - COMPUTING SMALL BUSINESS PREFERENCE.

H. Required Attachment Check List - Attachment 7 **YES/NO** \_\_\_\_\_

Bidder must submit this check list along with Attachments 1 - 8 as an entire package with original signatures. Place a check mark or "X" next to each item being submitted.

I. Contractor Certification Clauses (CCC-307) - Attachment 8 **YES/NO** \_\_\_\_\_

Bidder must complete, sign and return.

J. Format **YES/NO** \_\_\_\_\_

Bidder's submission is required to follow the IFB format, as is, unchanged (requirements are not to be retyped). The required format for responding to the bid requirements has been replicated in Attachment C below.

K. Secretary of State

YES/NO \_\_\_\_\_

Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. The Commission will determine whether a corporation is in good standing by contacting the Office of the Secretary of State.

<http://kepler.ss.ca.gov/>

L. Contractor Evaluation

YES/NO \_\_\_\_\_

The Commission shall verify with the Department of General Services, Office of Legal Services, whether a negative STD. 4, Contractor Evaluation, has been filed.

ATTACHMENT C – BID REQUIREMENTS CHECKLIST

Each Team member shall check for responsiveness to the following requirements of the IFB. Deviations will be recorded on Attachment D- Deviation Work Sheet.

**YES** If the bid response is compliant to the bid requirement, indicate YES.

**NO** If the bid response contains a deviation to the requirement, indicate NO and explain on Attachment D- Deviation Work Sheet.

Bidder \_\_\_\_\_ Date \_\_\_\_\_

Team Member Name \_\_\_\_\_

SECTION IV - ADMINISTRATIVE REQUIREMENTS (Volume II)

A. Legal Assistance **YES/NO** \_\_\_\_\_

At the sole discretion of the Commission, Contractor may be required to provide technical assistance to the Commission in the event any legal action arises relating to the redistricting plans developed with Contractor's assistance. Contractor shall provide technical support for any lawsuits resulting from this contract in state and federal court, as deemed necessary by the Commission.

B. Commission Participation **YES/NO** \_\_\_\_\_

A Commission Project Manager/Coordinator will be assigned to this project and, along with other key Commission personnel, will be working with the Contractor as active participants to provide project continuity at the operating level. This assignment is to foster support for the project and enhance its chances for success.

C. In Process Review **YES/NO** \_\_\_\_\_

The Commission may, at its sole discretion, assign an individual, individuals, or entity, to provide an independent evaluation of any map and/or report being submitted to the Commission for its consideration and approval. The individual, individuals, or entity will be considered a separate consultant to the Commission and must be provided unfettered access to any completed map and/or report and the supporting documentation for either of those documents during any phase of the redistricting process. This includes any and all data at any level being used by the "line drawing" Contractor to construct a district boundary.

D. Progress Report/Schedule **YES/NO** \_\_\_\_\_

The Contractor shall provide progress reports on an as needed basis as determined by the Commission or the Executive Director. This may be in the form of a progress schedule or reports, meetings on a regular basis, and/or a Final Summary Report once the project is completed. Any

request for a written or verbal report must be addressed within twenty-four (24) hours of notification.

SECTION V - SCOPE OF WORK (Volume III)

Bidder response to subsection I, Customer Experience References, and J, Resumes, below, may include attachments. The references and resumes will be validated by the Team members who initially open the Final Bids and the results recorded on Attachment E – Reference and Evaluation Summary. A completed Attachment E will be provided to the Commissioners when the public evaluations commence,

A. Software Capability **YES/NO** \_\_\_\_\_

The software employed by the Contractor must be able to automatically show the results of any proposed change in a district by retabulating and presenting on-screen the resulting map and the corresponding changes in total population and population sub-groups associated with the proposed change to a district.

B. Final Map Report **YES/NO** \_\_\_\_\_

Contractor must issue a report for each of the four (4) final maps that explains the basis for the decisions for achieving compliance with the criteria required by the initiatives (Proposition 11 and 20), and by applicable state and federal laws and requirements.

C. Information Security **YES/NO** \_\_\_\_\_

Bidder must employ Information Security Measures conversant with industry standards (ISO/IEC 27002 and CALIFORNIA State Administrative Manual (SAM) Chapter 5300, for example) that will be maintained throughout the course of the contract, in critical areas, such as, but not limited to, the following:

1. Secure data transmission
2. Data monitoring and verification
3. Data storage and back-up
4. Confidentiality practices regarding staff and data handling

D. Staff Support **YES/NO** \_\_\_\_\_

Contractor shall provide overall staff support to the Commission’s redistricting effort necessary to meet project goals and objectives.

E. Work Plan **YES/NO** \_\_\_\_\_

The Contractor must possess the following Technical Skills to develop Work Plans with specific deliverables and timelines as directed by the Commission. These Work Plans will be required throughout the contract service period and will be developed in collaboration between the Contractor and the Commission. The deliverables are required to be provided as mutually agreed upon.

Technical Skills

In conjunction with their knowledge and expertise in redistricting, the Contractor will use computerized geographical information systems (GIS) software and a redistricting database containing population data and digitized maps to assist the Commission in the following:

1. Evaluating the movement of census geography units into and out of proposed election districts, and
2. Producing the maps that reflect proposed districts and the final districts, as determined by the Commission.

The Contractor will have sole responsibility for the following:

- a. All necessary computerized equipment necessary to house and utilize the redistricting database;
- b. Assembling the redistricting database as specified below;
- c. Development and oversight of the coding of public testimony such that it can be aggregated and collated to corresponding maps; and
- d. Any and all equipment required to produce, digitally store, project on screen (for audience viewing), and print all maps desired by the Commission.

F. Redistricting Database **YES/NO** \_\_\_\_\_

The Contractor's database must consist of the certified population data from the 2010 US Census for the State of California, including the population subgroups of California as enumerated by the 2010 US Census data. The 2010 Census Data used shall be that of the California Statewide Database located at the University of California, Berkeley Law, Center for Research.

The population data will consist of the certified 2010 US Census data for the State of California, including the population subgroups of California as enumerated by the 2010 US Census data. In addition, the Commission may also use adjusted 2010 census data for analysis. The geographic data will include digitized maps showing the boundaries of the census geographic units for which the population statistics are available (i.e., census block through county level), as well as the physical geography and relevant built environment (city boundaries, streets and highways, etc.) throughout California. Voting and elections data associated with the district(s) will be included in the database so it is available if required by the Commission to demonstrate compliance with the Federal Voting Rights Act of 1965.

The Commission may either: (1) provide for a separate contractor to provide the precinct level voting data and elections data associated with the district(s) to assist in performing any required studies (racially polarized voting analysis, for example), or (2) request the Contractor to perform the analysis.

G. Fixed Cost Public Input Hearings Pre- and Post-map (includes travel expenses) **YES/NO** \_\_\_\_\_

Contractor shall work in conjunction with and at the direction of the Commission during the Public Input Hearings. Commission staff and Contractor will jointly facilitate interaction with the public.

The Contractor and/or Contractor's staff must attend Pre-and Post-map Public Input Hearings. There will be a minimum of 18 Public Input Hearings (Pre-and Post-map combined). The total cost for these 18 hearings will be provided as a Fixed Cost that includes all associated travel expenses. See HEARINGS/GENERAL TIME FRAME TABLE and HEARINGS DESTINATION TABLE below. This cost will be included in ATTACHMENT 9 – Bidder's Cost Work Sheet.

It is also anticipated that there may be 3-4 occasions (included in the 18) where simultaneous meetings will be occurring at different locations around the State. Contractor must have the capacity to accommodate simultaneous meetings. The Contractor will be responsible for:

- Providing all equipment necessary to draw the maps reflecting the stated concerns and interests of the public participants;
- Providing the coding for each corresponding map either submitted by the public, or developed during the hearing to describe the stated concerns and interests of the public participants;
- Providing the coding for all public testimony related to redistricting so it can be later aggregated and collated to the specific district(s) in question; and
- Producing, digitally storing, projecting on-screen (for audience viewing) and later printing all maps as required by the Commission.

HEARINGS/GENERAL TIME FRAME TABLE

Event	General Time Frame	Key Activity
Public Input Hearings (pre-maps)	April to early May 2011	Gathering public input throughout California; minimum 9 meetings
Release of Initial Maps	Late May 2011	Release of preliminary maps
Public Input Hearings (post-maps)	June to early July 2011	Gathering public input about preliminary maps; minimum 9 meetings
Finalize maps and reports	Mid-July to early August 2011	Prepare final maps submission by for Aug. 15

Optional Public Input Hearings Pre-and Post map

The Contractor is required to provide a per meeting cost for optional Public Input Hearings (Pre-and-Post map). These optional meetings will be scheduled at the discretion of the Commission. The cost will be included in the evaluation for award.

Travel Expenses

Contractor's travel expenses for the 18 Public Input Hearings should be based on travel from the Contractor's primary work place in California (out-of-state travel is not reimbursable) to each of the cities identified in the table below, once for each of the nine (9) Public Input Hearings Per-map and once for each of the nine (9) Public Input Hearings Post-map. For example, one trip to Region 1, San Diego, during the Public Input Hearings (Pre-map) and one more trip to Region 1, San Diego, during the Public Input Hearings (Post-map). **Hotel accommodations and travel per diem costs shall be limited to rates published by the Department of Personnel Administration (DPA).**

HEARINGS DESTINATION TABLE

Area	City
Region 1	San Diego
Region 2	San Bernardino
Region 3	Anaheim
Region 4	Central Los Angeles
Region 5	Santa Barbara
Region 6	Fresno
Region 7	Salinas
Region 8	San Francisco
Region 9	Redding

H. Fixed Cost for Commission Meetings (includes travel, expenses) YES/NO \_\_\_\_\_

The Contractor must attend and participate in a minimum of ten (10) days of Commission meetings (Post-Map). The total cost for these 10 meetings will be provided as a Fixed Cost that includes all associated travel expenses. This cost will be included in ATTACHMENT 9, Bidder's Cost Work Sheet. The Contractor will be responsible for:

- a. Present a summary of testimony from groups of citizens self-identifying as a "community of interest" and any related maps provided by them;
- b. Present relevant criteria to be used in evaluating the maps under discussion;
- c. Produce, digitally store, project on screen (for audience viewing), and print all maps desired by the Commission.

The Contractor is required to provide the cost for 10 meetings with the Commission including travel expenses. Contractor must provide travel costs based on travel from Contractor's primary work place in California (out-of-state travel is not reimbursable) to Sacramento.

Optional Commission Meetings Cost (includes travel expenses)

The Contractor must provide a cost per meeting day for optional Commission meetings including travel expenses (as described above). These optional meetings will be scheduled at the discretion of the Commission. The cost will be included in the evaluation for award.





**ATTACHMENT E: REFERENCE AND RESUME EVALUATION SUMMARY**

Bidder supplied references and resumes shall be contacted and reviewed during the evaluation. This attachment will be used to record findings.

Bidder \_\_\_\_\_ Date \_\_\_\_\_

Team Member Name \_\_\_\_\_

**I. Customer Experience References**

**1. Reference Projects YES/NO \_\_\_\_\_**

Bidders must provide the name, location and start and end dates for two (2) "reference" redistricting projects with districts and/or agencies that the Contractor has successfully performed services for over the past twenty (20) years.

Project1:

Name of Agency	Location	Start Date	End Date	Within 20 Years?
Population of Location:				
Diversity of Location:				

Project2:

Name of Agency	Location	Start Date	End Date	Within 20 Years?
Population of Location:				
Diversity of Location:				

The references must be for projects that are of a similar size, scope and complexity as those found in California's most populous cities, for example (with Jan 2010 population figures from California Department of Finance):

City	Population of City	15% Above Population Value	15% Below Population Value
Riverside	304,051	349,659	258,443
Sacramento	486,189	559,117	413,261
San Francisco	856,095	984,509	727,681

San Diego	1,376,173	1,582,599	1,169,747
Los Angeles	4,094,764	4,708,979	3,480,549

The table below describes the racial/ethnic diversity of the Cities based on 2006-2009 ACS data from the U.S. Census:

	% Hispanic or Latino	% Not Hispanic or Latino	% Not Hispanic or Latino: White	% Not Hispanic or Latino: Black	% Not Hispanic or Latino: Asian
Los Angeles	41%	59%	42%	8%	9%
San Francisco	13%	87%	51%	6%	30%
Riverside	39%	61%	50%	6%	5%
San Diego	24%	76%	58%	67%	13%
Sacramento	23%	77%	47%	13%	17%

	% Hispanic or Latino	% Not Hispanic or Latino	% Not Hispanic or Latino: White	% Not Hispanic or Latino: Black	% Not Hispanic or Latino: Asian
Los Angeles	35-47%	50-68%	36-48%	7-9	8-10%
San Francisco	11-15%	74-100%	43-59%	5-7%	26-35%
Riverside	33-45%	52-70%	43-58%	5-7%	4-6%
San Diego	20-28%	65-85%	49-67%	57-77%	11-15%
Sacramento	20-26%	65-89%	40-54%	11-15%	14-20%

To be deemed comparable, the bidder's redistricting projects must consist of the following for each of the project references (based on the time the redistricting services were provided):

- a. Population within **15%** of any of the cities noted above; and
- b. Racial and ethnic diversity of the population within 15% of the values for the racial/ethnic groups who make-up any of the cities noted above.

Project1:

Population within <b>15%</b> ?	YES / NO	Comment:
Diversity within <b>15%</b> ?	YES / NO	Comment:

Project2:

Population within 15%?	YES / NO	Comment:
Diversity within 15%?	YES / NO	Comment:

2. Description of Contractor's Role

The Contractor must provide a description of how the above two factors (1. a-b) were addressed when lines were being drawn and the Contractor's contribution to resolving any issues resulting from the prospective lines, including whether VRA section 2 or 5 criteria impacted the line drawing and if so, the involvement of the Contractor in determining where the line should be drawn.

Project1:

Did Contractor describe how population and population diversity were addressed when lines were being drawn?:	YES / NO
Did Contractor describe own contribution to resolving issues resulting from prospective lines?	YES / NO
Did Contractor indicate whether VRA Sect.2 impacted line drawing?	YES / NO
Did Contractor describe own involvement in determining where VRA sect. 2 lines should be drawn?	YES / NO
Did Contractor indicate whether VRA Sect.5 impacted line drawing?	YES / NO
Did Contractor describe own involvement in determining where VRA sect. 5 lines should be drawn?	YES / NO

Project2:

Did Contractor describe how population and population diversity were addressed when lines were being drawn?:	YES / NO
Did Contractor describe own contribution to resolving issues resulting from prospective lines?	YES / NO
Did Contractor indicate whether VRA Sect.2 impacted line drawing?	YES / NO
Did Contractor describe own involvement in determining where VRA sect. 2 lines should be drawn?	YES / NO
Did Contractor indicate whether VRA Sect.5 impacted line drawing?	YES / NO
Did Contractor describe own involvement in determining where VRA sect. 5 lines should be drawn?	YES / NO

3. Contact Person for Reference

For the reference projects, provide a “contact name”, “address” and “phone number” for a principal member of the reference project. The contact person must be an individual in a senior capacity who was directly involved in drawing the lines and must be available by phone for two days after Final Bid opening.

Project 1:  
Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Agency (during redistricting project): \_\_\_\_\_

Position/Title (during redistricting project): \_\_\_\_\_

Did Contact verify agency, location and start/end dates for project? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify Bidder’s description of how population and population diversity were addressed when lines were being drawn? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify Bidder’s description of Bidder’s contribution to resolving issues resulting from prospective lines? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify whether VRA Sect.2 impacted line drawing? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify Bidder's description of Bidder's involvement in determining where VRA sect. 2 lines should be drawn? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify whether VRA Sect.2 impacted line drawing? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify Bidder's description of Bidder's involvement in determining where VRA sect. 2 lines should be drawn? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify whether VRA Sect.5 impacted line drawing? **YES/NO** \_\_\_\_\_

Comment:

Did Contact verify Bidder's description of Bidder's involvement in determining where VRA sect. 5 lines should be drawn? **YES/NO** \_\_\_\_\_

Comment:

Contact's description of Bidder and Bidder's staff's comportment when interacting with the public, agency staff, and agency's other contractors. (Sect. II, G)

Comment:

Contact's description of Bidder and Bidder's staff's comportment when interacting with Diverse members of the public. (Sect. II, G)

Comment:

Contact's description of Bidder and Bidder's staff in regards to respectful and collaborative working relationships with Agency and agency staff and contractors. (Sect. II, G)

Comment:

Did Bidder handle redistricting/project data in a secure and confidential manner? **Y/N** \_\_\_\_\_  
(Sect. V, C)

Was the Bidder's database complete to meet the redistricting project's needs? **Y/N** \_\_\_\_\_  
(Sect. V, F)

J. Resumes

YES/NO \_\_\_\_\_

1. Key Personnel

The bidder must provide detailed resumes for all management, supervisory and key personnel to be assigned to the contract.

2. Relevance of Contribution

Resumes must substantiate prior experience with redistricting projects of comparable population and racial/ethnic diversity to those required by this bid. Resumes must include:

- Project start and end dates.
- The individual's primary responsibilities relevant to successfully completing the project(s), and
- A description of litigation for any project referenced and the outcome of that litigation.

3. Knowledge and Expertise in Redistricting

Resumes must specify project experience illustrating that the Contractor, Contractor's staff and/or Contractor's sub-contractor (if any) have knowledge and/or expertise in the following areas:

- a. The Federal Voting Rights Act of 1965;
- b. California Constitution, Article 21, Section 2;
- c. The Geography of California as related to redistricting;
- d. The population diversity of California as related to redistricting;
- f. Census data as related to redistricting;
- g. The application of GIS-related databases to the problems of redistricting; and
- h. Applicable provisions of the California Elections Code.

**BIDDER RESUMES**

Knowledge / Experience Area	Knowledge and/or Experience?
The Federal Voting Rights Act of 1965	YES/NO _____
California Constitution, Article 21, Section 2	YES/NO _____
The Geography of California as related to redistricting	YES/NO _____
The population diversity of California as related to redistricting	YES/NO _____
Census data as related to redistricting	YES/NO _____
The application of GIS-related databases to the problems of redistricting	YES/NO _____
Applicable provisions of the California Elections Code	YES/NO _____

## Resume Work Sheet

Bidder \_\_\_\_\_ Date \_\_\_\_\_

Team Member Name \_\_\_\_\_

Name:		Current Title / Position:	
Prior redistricting Experience?	Y/N _____	Comparable Pop/Diversity	Y/N _____
Start Date	End Date	Location:	
Primary Responsibilities:			
Litigation?		Results of Litigation?	
Start Date	End Date	Location:	
Primary Responsibilities:			
Litigation?		Results of Litigation?	
Start Date	End Date	Location:	
Primary Responsibilities:			
Litigation?		Results of Litigation?	



**ATTACHMENT F – COMPUTING EZA, TACPA, AND LAMBRA (IF APPLICABLE)**

Bidders wishing to take advantage of these preferences are required to submit the following applications/forms:

- C. TACPA (Std. 830) and/or EZA (Std. 831) and/or LAMBRA (Std. 832)
- CI. Bidder’s Summary of Contract Activities and Labor Hours (DGS/PD 525)
- CII. Manufacturer Summary of Contract Activities and Labor Hours (DGS/PD 526)

If Bidder qualifies for more than one bidding preference (TACPA, EZA, LAMBRA, Small Business), the maximum preference allowed by law is 15% or \$100,000.

**Summary of TACPA, EZA and LAMBRA Preferences**

Geographic Areas: The work site to be used by the contractor to qualify for the preference must be located within a designated area	Distressed areas as specified by the Office of Planning and Research	Enterprise zones as specified by the Trade and Commerce Agency	Work site(s) must be located in a Local Agency Military Base Recovery Area as specified by Trade and Commerce Agency
Percent Of Work: The percentage of the contracted work (hours in to perform the contract) that the contractor must agree to perform at the qualifying work site	Commodities 50%  Services 90%	Same as for TACPA	Goods 50%  Services 100%
Company Base: The home base of the company	Must be in California	Same as for TACPA	Same as TACPA and EZA
Work Site Preference: The percentage of preference associated with the work site	5 percent	Same as for TACPA	Same as TACPA and EZA
Work Force Preference: An additional preference of one to four percent available if the contractor agrees to perform the contract with persons with a high risk of unemployment	Depends on percent of work force: Percent Hired Preference 5 to 9 1 % 10 to 14 2% 15 to 19 3% 20 or more 4%	Same as for TACPA	Same as TACPA and EZA
Preference Limits: The highest preference that can be given	9 % up to \$50,000	Same as for TACPA	Same as TACPA and EZA
Maximum Combined Preferences: TACPA plus EZA plus LAMBRA plus small business	15% up to \$100,000	Same as for TACPA	Same as TACPA and EZA

To receive the preferences, the bidder must complete forms (STD 830, 831, and 832) and certify to perform the contract as specified. This commitment must be enforced as part of the contract.

ATTACHMENT G - COMPUTING SMALL BUSINESS PREFERENCE (IF APPLICABLE)

How The Preference Works

1. Certified small businesses or microbusinesses can claim the five percent preference.
2. A non-small business, may receive a preference of five percent if the business commits to subcontract at least twenty-five percent of its net bid price with one or more small businesses or microbusinesses.
3. The five percent preference is used only for computation purposes, to determine the winning bidder and does not alter the amounts of the resulting contract.
4. The value of the preference is limited to \$50,000 when a contract award is based upon award to the lowest compliant bid.
5. A contract awarded on the basis of the five percent preference is awarded to the small business, microbusiness or non-small business for the actual amount of its bid.
6. An example of the method used in determining the successful bidder for an IFB:

Bidder	Bid Amount	Bid after preference	Preference
One	\$30,750	\$30,750	Claims small business or microbusiness status but is not a certified small business or microbusiness; does not claim small business subcontractor participation
Two	\$28,975	\$28,975	Does not claim to be a small business or microbusiness, and does not claim subcontractor participation
Three	\$29,520	\$29,520	Claims non-small business subcontractor preference and does commit to 25% certified small business or microbusiness participation
Four	\$29,870	\$28,421	Claims small business or microbusiness status and is a certified small business or microbusiness

For evaluation purposes, five percent of the low responsible bid of \$28,975 would be \$1,448.75 ( $\$28,975 \times .05$ ); that amount would be subtracted from the bids of Three and Four for a computed total of \$28,421.75 (\$29,870 less \$1,448.75).

The contract would be awarded to bidder Four for \$29,870, as the non-small business subcontractor preference cannot remove an award from a certified small business or microbusiness.

Commercially Useful Function

In accordance with GC section 14837 and M&VC section 999, all SB and DVBE contractors, subcontractors and suppliers that bid on or participate in a state contract must perform a commercially useful function (CUF). In addition, the requirement to determine CUF is not affected by the applicability of the 5 percent SB and/or the DVBE participation preference program. There is no exception to this requirement. Consequently, certified SB, MB and DVBE businesses must perform a CUF. Buyers must determine that a CUF will be performed prior to contract award.

A certified SB/MB is deemed to perform a commercially useful function if the business does all of the following:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out its obligation by actually performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

#### Verify SB Status

Departments shall verify California SB and DVBE certification status prior to a contract award regardless of the procurement approach. This verification can be obtained by accessing the SB and DVBE Services certified firm inquiry database located on the DGS/PD' web page.

The database printout in support of an SB and/or DVBE certification must be maintained in the procurement file.

Click here to access the SB and DVBA Services web page: <http://www.dgs.ca.gov/pd/home.aspx>

ATTACHMENT H – COST WORK SHEET SUMMARY

The cost will be opened for bids compliant with all other requirements of the IFB.

The Team members will check the Bidders Cost Work Sheets for accuracy and completeness.

The bidder's Final Bid Cost (Total Fixed Cost + Total Optional Cost) from the Bidders Cost Work Sheet - Attachment 9, will be recorded below.

If EZA, TACPA, LAMBRA and/or small business preferences are claimed, the Team members will apply the preferences to determine the Evaluated Final Bid Cost.

The Commission reserves the right to correct mathematical errors without conferring with bidder.

1. **BIDDER NAME** \_\_\_\_\_

Final Bid Cost \$ \_\_\_\_\_

Minus Preferences

SMALL BUSINESS \_\_\_\_\_

EZA \_\_\_\_\_

TACPA \_\_\_\_\_

LAMBRA \_\_\_\_\_

**EVALUATED FINAL BID COST** \$ \_\_\_\_\_

2. **BIDDER NAME** \_\_\_\_\_

Final Bid Cost \$ \_\_\_\_\_

Minus Preferences

SMALL BUSINESS \_\_\_\_\_

EZA \_\_\_\_\_

TACPA \_\_\_\_\_

LAMBRA \_\_\_\_\_

**EVALUATED FINAL BID COST** \$ \_\_\_\_\_

3. **BIDDER NAME** \_\_\_\_\_

Final Bid Cost \$ \_\_\_\_\_

Minus Preferences

SMALL BUSINESS \_\_\_\_\_

EZA \_\_\_\_\_

TACPA \_\_\_\_\_

LAMBRA \_\_\_\_\_

**EVALUATED FINAL BID COST** \$ \_\_\_\_\_

**RANK ALL BIDDERS FROM HIGH TO LOW:**

Bidder \_\_\_\_\_ Evaluated Final Bid Cost: \$ \_\_\_\_\_

Bidder \_\_\_\_\_ Evaluated Final Bid Cost: \$ \_\_\_\_\_

Bidder \_\_\_\_\_ Evaluated Final Bid Cost: \$ \_\_\_\_\_

Citizens Redistricting Commission  
Redistricting Services IFB #001

ATTACHMENT A - BID REVIEW LOG

The Chairperson shall distribute bid volumes, or portions thereof, to appropriate Team members for evaluation. This attachment will be used to record who reviewed which bid documents and the date of review.

DATE: \_\_\_\_\_

<b>Commissioner</b>	<b>Q2</b>	<b>Rose Institute</b>

ATTACHMENT A - BID REVIEW LOG

The Chairperson shall distribute bid volumes, or portions thereof, to appropriate Team members for evaluation. This attachment will be used to record who reviewed which bid documents and the date of review.

DATE: \_\_\_\_\_

<b>Commissioner</b>	<b>Q2</b>	<b>Rose Institute</b>

Citizens Redistricting Commission  
Redistricting Services IFB #001

ATTACHMENT I – BID EVALUATION NOTES