



DATE: February 8, 2021
SUBJECT: Hiring Parameters

The following parameters are applicable to both the Litigation Counsel and Voting Rights Act (VRA) Counsel Requests for Information (RFI) review:

1. Basic adherence to terms of the relevant RFI including, but not limited to, timely submission of the proposal, and responsiveness to the basic RFI requirements;
2. Conflict of Interest assessment;
3. Substantive proposal review for interview determination (i.e., responsiveness, overall experience, and reference checks);
4. Conduct interviews utilizing standard questions, accompanied by a matrix of sample responses, and scoring of responses;
5. Discussion of candidates in open and possibly closed session, and hiring recommendation by Legal Affairs Committee to the full commission; and
6. Commission selection for hire of a Litigation Counsel and/or a VRA Counsel by vote.



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