

**Request for Proposal
2020 Citizens Redistricting Commission
Data Management Services**

SECTION II – Purpose of this Request for Proposal

Since the inception of the California Citizen Redistricting Commission (Commission) by the passage of the Voters FIRST Act in 2008, the task of redistricting has been the responsibility of the people of California. In the 2010 redistricting process, the Commission received over 22,000 pieces of information via public comment. In the 2020 redistricting cycle, the commission anticipates an even larger number of public comments, in multiple languages, and through diverse avenues (written/drawn, oral, shape files, etc.). The Commission is seeking proposals from individual(s), organization(s) or firm(s) who have experience in data management.

The proposal will be used by the Commission to select individual(s), organization(s) or firm(s) for this purpose. An applicant may apply to provide such services, by responding to this Request for Proposal (“RFP”) in the manner described in Section III.

At the Commission’s discretion, it may determine to hire more than one individual, organization or firm based on the Commission’s perceived needs, and the individual(s), organization(s) or firm(s) must be willing to coordinate with other individual(s), organization(s) or firm(s) as needed. If the Commission chooses multiple individuals, organizations or firms, the reporting structure decisions with regards to any coordinated effort shall be made solely by the Commission or its designee.

SECTION V – Statement of Work and Experience

As described in Section II hereof, the Commission is seeking individual(s), organization(s) or firm(s) to manage large amounts of data in various formats with a primary goal of information retrieval to the Commission. For example, the Commission anticipates large amounts of public input data from across the state of California throughout the data collection period (projected to be January 2021- August 2021). Qualified individual(s), organization(s) or firm(s) should be successful in organization of this data by indicators (for example, zip code, city, neighborhood, etc.) determined by the Commission and timely retrieve such information by the identified indicator for the purposes of Commission deliberations. Accordingly, applicants must demonstrate knowledge and expertise with:

- a. Building and/or refining electronic data collection tools & platforms
- b. Experience working with structured semi-structured and unstructured data format
- c. Knowledge and application of data security & privacy methods
- d. Expertise in database management

The individual(s), organization(s) or firm(s) selected will be required to submit written interim and final reports and summaries, and detailed billing statements for all services provided, as requested by the Commission, or the Executive Director.

SECTION VI – Submission Format

Individual(s), organization(s) or firm(s) that are qualified and interested in performing the data management services as described herein are asked to submit the following information formatted into Sections 1-4 as requested below. In doing so, applicants are required to describe the full extent of the individual(s), organization(s) or firm(s) experience particular to data management. Responses should not exceed 15 pages, not including resumes and client lists.

1. Personnel

In the case of an organization or firm or other entity, identify the lead data manager and other data managers, if any, who will be assigned to the work and the anticipated percentage of time for each. Also please attach a resume for each individual named in the RFP.

2. Individual, Organization or Firm General Description

Provide a general description/background of the individual(s), organization(s) or firm(s).

3. Experience

Describe 5-8 of your most recent data management projects involving large amounts of data inputs, including, in particular, how the data was retrieved, managed and recalled for decision making purposes. For each project, please include:

- I. A description of the project and its goals
- II. The individual(s), organization(s) or firm(s) role in the project
- III. Process & outcome for identifying necessary software and hardware needs
- IV. Process & outcome of developing and implementing security procedures and protocols for data management
- V. Process & outcome creating protocols for the retrieval and analysis of ongoing data storage
- VI. Process & outcome of troubleshooting any data-related problems
- VII. Process & outcome in data privacy and security

4. Conflict of Interest

Please disclose any financial, business, professional, lobbying or other relationship that presents a potential conflict as described in California Government Code Section 8252, as well as any litigation matter in which the applicant is adverse to any entity of California state government.

Work relating to Redistricting or other work for current or prior clients during the past 10 years that, even if such work has concluded, could present the appearance of a conflict in connection with the representation of the CRC for Redistricting Activities. For

example, if the individual(s), organization(s) or firm(s) either presently, or has in the past represented a political party or an interest group funded by or working on behalf of a political party, such work must be disclosed and the implications of the current or prior representation for this assignment must be described.

In the case that a conflict is identified pursuant to this section is not an automatic disqualification, but is information the Commission will consider in the selection process.

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