



# COMPETITIVE PROCUREMENT OF REDISTRICTING SERVICES

*January 28, 2021*

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- **Ad Hoc Subcommittee Recommendation**



County of San Diego  
**Independent  
Redistricting  
Commission**

January 28, 2021, Item 6

**From January 14<sup>th</sup> IRC Meeting:**

- Based on previous IRC feedback, County Staff proposed two alternative options for the competitive procurement process.
- IRC members created a 6-member ad hoc subcommittee to review the options in detail and potentially create a third option for the full IRC to consider.
- The Ad hoc subcommittee was also tasked to also consider whether the Demographer/Mapping Software RFP should be separated.

**Ad hoc subcommittee met on January 20<sup>th</sup> and agreed on a recommended third option for possible adoption by full IRC as well as recommendation on Demographer RFP.**

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**Goals of Ad Hoc Subcommittee:**

- Ensure a high level of public input in the competitive procurement process;
- Increase participation by the full IRC without causing significant delay in contract award; and
- Allow for confidential offeror selection (from public selection criteria) to protect the integrity of the process.

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## Ad Hoc Subcommittee Recommended Process:

- IRC creates one ad hoc subcommittee per RFP to finalize each RFP document.
  - Subcommittee is composed of 3 IRC members – 1 with direct RFP experience and 2 selected by random draw.
  - County Staff provides current evaluation criteria, submittal requirements, and statement of work, and relevant supporting documents, including example RFPs from other commissions.
- Subcommittee creates a draft RFP that will be presented for public feedback at an Industry Procurement Day.
  - RFP includes detailed scoring criteria for offeror evaluation.
- Subcommittee will revise RFP to incorporate applicable public feedback and then present at subsequent IRC meeting for the full IRC to either adopt or reject.
  - If rejected, subcommittee revises draft RFP and repeats process;
  - If adopted, subcommittee is dissolved, RFP is posted as soon as possible.

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## **Ad Hoc Subcommittee Recommended Process:**

- RFP is posted for 2 weeks to allow offerors to respond.
- After posting is closed, a confidential 3-to-6-person (per input from County Staff) SSC will convene to score all offerors.
  - SSC is composed only of County Staff.
  - Scoring is performed following IRC-defined criteria in final RFP.
- County Staff present an award recommendation at a regular IRC meeting for full IRC review and concurrence.
  - If IRC concludes that the SSC accurately applied the scoring criteria, it will concur with the recommendation.
  - If IRC concludes that the SSC did not accurately apply the scoring criteria, it will reject the recommendation; SSC reconvenes to re-score offerors. SSC returns to full IRC with revised recommendation or proposed alternate action.
- Upon IRC concurrence of recommendation, County Staff finalizes and awards contract to winning offeror (subject to successful negotiations).

## OPTION 1

Create and develop the RFP during three (3) of the IRC meetings

Industry Day – Public information and feedback session

After IRC creates RFP and proposals are submitted, standard procurement evaluation process begins

Potential impacts: additional meetings

Contracts would be effective by **April**, if no delays

## AD HOC SUBCOMMITTEE OPTION

*Ad hoc subcommittee* creates and develops the RFP

Industry Day – Public information and feedback session

After IRC approves RFP and proposals are submitted, confidential procurement evaluation process begins:

- *SSC composed of County Staff scores offerors based on RFP criteria*
- *Award recommendation presented to full IRC for review and concurrence*

Potential impacts: additional meetings

Contracts would be effective by **April\***, if no delays

*blue italics* = key differences from Option 1

\* Proposed effective date pending review by County

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**Ad Hoc Subcommittee RFP Recommendation:**

- Subcommittee recommended no change to the current format of the Demographer/Mapping Software RFP.
- Subcommittee concluded that the two functions are tightly linked, and a successful offeror should provide both functions, either directly or via a subcontractor.
- Subcommittee recommends clarifying RFP title to only refer to Demographer Services, as mapping software may be misunderstood to comprise a unique deliverable.