



**Request for Proposal No. 21-06**  
*Redistricting Services*

<b>RELEASE DATE:</b>	Tuesday, September 1, 2021
<b>CLOSING DATE:</b>	<b>Wednesday, October 6, 2021 by 12:00 pm/PST</b>
<b>SELECTION:</b>	Tuesday, October 26, 2021
<b>CONTACT:</b>	Chinayera Black Hardaman, MPA Chief Executive Officer
	Email: <a href="mailto:cblack@skhcd.org">cblack@skhcd.org</a>
	Telephone: 559-479-1408
	Address: Sierra Kings Health Care District 1011 G. Street   PO Box 1350

**ABOUT US**

The Sierra Kings Health Care District (District) is in southeast Fresno County and borders Tulare County to the south. Formed in 1962, the District operates under the Local Hospital District Law (1945) and the District Reorganization Act (1965) which charge Districts to develop and expand health care infrastructure in underserved and geographically isolated areas. Until recently, the District operated the only hospital in the area. The communities served have evolved, as have the health care needs of District residents. Like many other rural hospitals, the District faced significant fiscal challenges maintaining quality care through hospital operation. In April 2011, as per a unanimous vote, the District transitioned the hospital to Adventist Health. Despite selling the hospital and subsequent bankruptcy, the District remains proud of its legacy:

- Paid off 100% of debt in bankruptcy
- Paid off USDA loan early
- Paid off employee pension
- Provided a sustainable solution to maintain the hospital
- Salvaged hundreds of jobs
- Continues to own real property (building and land)

The District serves a population of roughly 44,000 residents in a 247,188-acre region that includes the City of Reedley, City of Parlier, Squaw Valley, Miramonte, and Dunlap. Having discontinued hospital operation in 2011, the District recently hired staff and is transitioning into a community-based grant-making agency that will invest in health and wellness activities. The District's total net position as of June 30, 2020 is roughly \$33.7 million.

The District is governed by five elected board members who represent specific zones. The District's business is conducted by a Chief Executive Officer and an Executive Assistant/Clerk of the Board.

### **INTRODUCTION**

The Board of Directors of the Sierra Kings Health Care District (the District) invites interested consultants with a minimum of ten (10) years of local government and other municipality experience to submit written proposals to provide redistricting services. As consultants, the selected consultant will be expected plan and implement redistricting services in compliance with California law to provide the District with updated maps based on Census 2020. The consultants selected by the Board of Directors will work closely with the District's CEO and staff.



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**NOTICE REQUESTING PROPOSALS FOR:**

**SIERRA KINGS HEALTH CARE DISTRICT**

**REQUEST FOR PROPOSALS (RFP) FOR REDISTRICTING SERVICES**

The **SIERRA KINGS HEALTH CARE DISTRICT**, hereinafter referred to as the **DISTRICT**, will receive responses for "Request for Proposals for Redistricting Services" until **Wednesday, October 6, 2021 at 12 p.m.** at the Sierra Kings Health Care District offices, located at 1011 G. Street, Reedley, CA 93654.

Email transmittals of this RFP may be made upon request. All requests shall be addressed to merari@skhcd.org stating the company name, address, contact name, title, and telephone numbers.

The envelope containing the Response to RFP must be sealed and contain the words "Response to Request for Proposals for Redistricting Services for the Sierra Kings Health Care District."

It is the responsibility of the respondents to make sure the Response to RFP is in the possession of the Executive Assistant/Clerk of the Board of the Sierra Kings Health Care District, prior to the date and time indicated. Otherwise, the RFP response will be rejected and not considered.

**Proposals received after the deadline will be considered late. Late proposals will not be accepted and will be returned to the proposer unopened. Faxed or emailed proposals are not acceptable.**

# REQUEST FOR PROPOSALS ("RFP") FOR REDISTRICTING SERVICES FOR THE SIERRA KINGS HEALTH CARE DISTRICT

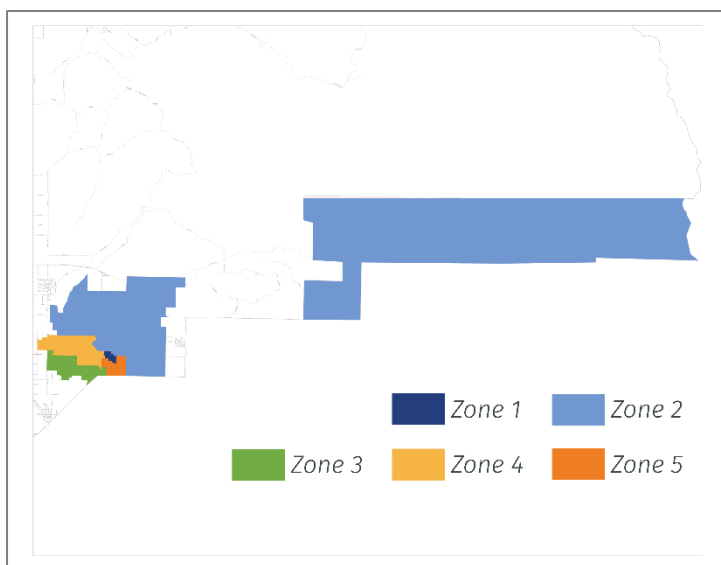
The Sierra Kings Health Care District (District) is inviting qualified consultants to submit proposals to provide Redistricting Services with tasks detailed in Appendix A. Scope of Work.

## 1. INTRODUCTION

This RFP is intended to procure professional services for redistricting according to the results of the 2020 Census. The Sierra Kings Health Care District is a public agency whose mission is to create lasting partnerships that improve the health and wellness of the community.

As a community-based grant maker, the District is committed to positively impacting health outcomes throughout the five zones as follows:

- The greater Reedley Area     Zone 1  
  Zone 5
- The greater Parlier Area     Zone 3  
  Zone 4
- Mirante                             Zone 2
- Dunlap                              Zone 2
- Squaw Valley                    Zone 2



Currently, the Board of Directors of the District is made up of five (5) directors representing five (5) zones within the District’s boundaries (pictured right). Directors are elected for a term of four years. Visit the District’s website at [www.skxcd.org](http://www.skxcd.org) for maps of each zone.

## 2. REQUIREMENTS FOR REDISTRICTING SERVICES

The District will seek to award a contract to one of the bidders that demonstrates the ability to meet the needs of the District for the project outlined in Appendix A of this RFP. **Experience and cost in performing similar services will be a heavily weighted factor in the selection process.** In addition to experience and cost, quality of performance on previous contracts; ability to meet schedules and budgets; ability to communicate well with District staff, other agencies, and other consultants, will be some of the attributes and factors considered.

### 3. SCHEDULE OF RFP EVENTS

It is the goal of the District to select the consultant by end of **October 2021**. In preparation for that action, the following schedule of events have been prepared.

Release of RFP	September 1, 2021
<b>Submittal Deadline for RFP</b>	<b>October 6, 2021 by 12pm</b>
Contract Award	October 26, 2021

\*\*All dates are subject to change at the discretion of the District.

All questions must be submitted **via email**:

Merari Gutierrez  
Sierra Kings Health Care District  
Email: merarig@skhcd.org

### 4. PERIOD OF PERFORMANCE

Performance under a Professional Services Agreement entered into pursuant to this RFP is intended to commence after **October 26, 2021** and extend for a period of 12-months. All work towards adoption of redistricting shall be completed no later than **April 1, 2022**.

### 5. STATEMENT OF QUALIFICATIONS

**Three (6) copies** of the proposals, including one copy containing an original signature, must be provided no later than **October 6, 2021 at 12 p.m.** Submittals received after this time will not be accepted and will be returned unopened.

All submittals should be clearly marked with the submittal address as follows:

Sierra Kings Health Care District  
Attention: Merari Gutierrez  
1011 G. Street  
Reedley, CA 93654

#### **RFP Submittal for:**

Request for Proposals for Redistricting Services for the Sierra Kings Health Care District

## **6. COST OF RFP PREPARATION**

The District reserves the right to amend, withdraw and cancel this RFP. The District reserves the right to reject all responses to this RFP at any time prior to contract execution. The District reserves the right to request or obtain additional information about any and all responses.

The District shall not be liable for any pre-contractual expenses incurred by any consultant preparing a submittal or portions thereof or by any selected consultant. Each consultant shall protect, defend, indemnify, and hold harmless the District from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre- contractual expenses are defined as expenses incurred by consultants, if any, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the District or any matter related to this procurement
- All other expenses incurred by a consultant prior to the date of award and a formal notice to proceed

## **7. WITHDRAW OF PROPOSAL**

Proposals may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

## **8. KEY PERSONNEL**

It is imperative that the key personnel providing the requested services have the background, experience, and qualifications to provide the services described in this RFP. The District reserves the right to approve all key personnel individually and all subconsultants for work on this contract. The consultant must identify all proposed key personnel. The proposal shall include a table for key personnel showing their availability to provide redistricting services. Additional staff including but not limited to subconsultants shall be part of team.

All key staff shall be named in the contract. After the contract is signed, the consultant may not replace key staff without written agreement by the District. The District must approve the replacement of key staff members before a substitute person is assigned to this redistricting services contract. The District reserves the right to request that the consultant replace a staff person assigned to the contract should the District consider such a replacement to be for the good of the project. Replacement staff would be subject to District approval prior to assignment to the team.



## **9. CONTRACT TYPE (TIME AND MATERIALS)**

The Compensation/Fee for this contract will be based on firm fixed hourly rates subject to an overall contract cap including the reimbursement of other direct and indirect costs, such as travel, meals, hotel accommodations, incidentals, and any other out-of-pocket expenses that would be charged to the District. The rates will be fixed for the duration of the PROFESSIONAL SERVICES AGREEMENT (PSA). Any changes in the hourly rate charges will require the District's advance written approval.

## **10. SCOPE OF WORK**

A scope of work for this contract is included in **Appendix A** of this RFP.

## **11. NEGOTIATIONS AND AWARD**

All RFP submittals will be reviewed, evaluated and scored by an Ad Hoc Committee and staff appointed by the District to evaluate the proposals in accordance with Section 15, Evaluation Process and Criteria. The District reserves the right to terminate this solicitation at any time and for any reason.

## **12. PREPARATION OF PROPOSAL**

The proposals shall be signed and sealed by a duly authorized official of the prime consulting firm.

## **13. REQUIRED CONTENT AND FORMAT OF STATEMENT OF QUALIFICATIONS**

The District requires a specific format for the proposals. The proposals, not including the Appendices, shall not exceed 20 pages in length. Submission of a folded 11x17 sheet will be allowable and be counted as one (1) page towards the 25-page limitation requirement.

### **13.1 Cover Letter**

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total pages count for the submittal. The cover letter shall include a summary of the proposal, including a brief description of the consultant(s), and other key staff. It shall include a commitment to accept the terms and conditions in the RFP). In addition to the location of the office which would be leading this project. Lastly, the letter shall also identify a single person for possible contact during the RFP review process.

### **13.2 Project Understanding and Approach**

This section should demonstrate an understanding of the scope of services identified in **Appendix A of this RFP**. It should describe the general approach, organization, and staffing required for the services requested. All sub-consultants and their roles should be identified. The consultant shall include a matrix/summary identifying key personnel responsible for accomplishing all aspects of the work.

### **13.3 Qualifications of Consultant Staff and Sub-consultant Staff**

This section shall identify the qualifications and related experience of key and significant staff (i.e., direct reports and any others performing important tasks) assigned to the contract.

This section shall also include cameo resumes of all staff identified above. The cameos shall include a summary of relevant management and work experience, years of relevant experience, the current and proposed office location of the person, and a statement of availability. Two references shall be provided for each key staff member.

### **13.4 Experience of Consultant**

Relevant experience of the consultant shall be identified. Include project descriptions, status of the project, and dollar value of services provided. Clearly identify the role of key staff identified herein and identify current client references. The focus shall be on experience, analysis and documentation for similar redistricting projects and/or services. Only recent similar projects completed in the past five years, should be included in this section. Do not include projects by the consultant unless the key staff proposed had a significant role in the project.

### **13.5 Appendices**

Full resumes of proposed staff shall be included in this section. Relevant firm project information may also be included in this section. However, other than staff resumes, consultant information and general marketing materials are welcome. There is no page limit in this section.

### **13.6 Fee Schedule**

A comprehensive Fee schedule should be included. All associated expenses should be itemized. A not to exceed amount based upon itemized fees should be included.

## 14. EVALUATION PROCESS AND CRITERIA

The District will seek to award the contract that demonstrates the ability to meet the needs of the District for the project outlined in this RFP at the most effective cost.

The District will appoint an Ad Hoc Committee and staff to evaluate the proposals. Each member of the selection panel will evaluate each RFP using a 100-point scale and the evaluation criteria listed below to calculate a "proposal score" for each consultant. Each member will then rank the consultants by their respective "proposal score".

### WRITTEN RFP EVALUATION CRITERIA:

- Understanding of the project implementation, needs, and issues; and approach to managing projects. 15 Points
- Proven experience, including experience with management of redistricting services. 20 Points
- Qualifications/experience of key personnel, and availability. 15 Points
- Fee schedule and overall monetary cost of services, including references & record of previous budget/schedule project performance. 40 Points
- Project management experience in Quality Assurance and Quality Control measures and schedule controls. 10 Points

**TOTAL POSSIBLE SCORE: 100 Points**

Each panel member will rank the consultants by their respective "proposal score." The selection panel will convene to discuss and evaluate scoring, and to select a short list of the top-ranked consultants based upon the rankings (not scores) of the responding consultants.

The top ranked consultants may be invited to respond to questions about their submittals at an oral interview. Presenters will be expected to participate in the interview to a degree commensurate with their role in the consultant's RFP.

## 15. NOTIFICATION

The Executive Assistant/Clerk of the Board shall notify all of the consultant teams of the selection panel's recommendation once the recommendation is transmitted to the Board of Directors.

## **16. ADDITIONAL INFORMATION**

### **16.1 EQUAL EMPLOYMENT OPPORTUNITY**

The District is an equal opportunity employer and requires all consultants to comply with policies and regulations concerning equal employment opportunity.

### **16.2 PUBLIC INFORMATION ACT REQUESTS**

All information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the District will be governed by this Act.

## **APPENDIX A**

### **SCOPE OF WORK**

## APPENDIX A

### PRELIMINARY SCOPE OF WORK

The District is inviting qualified consultants to submit proposals to provide redistricting services, which includes, but is not limited to the following tasks that should be itemized by hours, consultants identified to work on each task, and an itemized and lump sum total costs.

#### 1. Consultation

- a. Provide guidance and recommendations on applicable laws, requirements, and best practices for the redistricting process as it pertains to special districts in the State of California.
- b. Update District staff and the Board of Directors on any legislative changes, COVID-19 impacts, or U.S. Census Bureau delays that potentially impact the project, scope, logistics, and/or timeline of the redistricting process.
- c. Provide education and guidance on required redistricting criteria, and advice on selection optional redistricting criteria, for staff and for the Board of Directors.
- d. Conduct all business and communications in a professional manner when interacting with the Board of Directors, members of the public, District staff, and other consultants and subcontractors.

#### 2. Project Planning and Support

- a. Develop a communications plan for public outreach, including suggestions for webpage content and design, public feedback logistics, and strategies for engaging constituents.
- b. Develop a meeting plan, including recommendations on the number, frequency and format of public study sessions, public hearings, and/or public board meetings. (Please note that as of March 18, 2020, all District Board Meetings can be held via web conference using Zoom. However, this arrangement is subject to change based on the ongoing COVID-19 public health pandemic. Proposals should include a comparison of costs for on-site meetings versus virtual meetings).
- c. Develop a project plan, including a detailed timeline, goals and objectives, and a specific deliverables list.
- d. Provide at a minimum, monthly progress reports as determined by the project manager. Develop a project meeting timeline that meets the demands of the project schedule to have the redistricting maps completed in a time and format approved by the County of Fresno Register of Voters in preparation of the 2022 Election.

#### 3. Redistricting Scenarios and GIS Analysis including Creation of at least three (3) draft division maps for consideration by the Board of Directors

- a. Assemble a redistricting geodatabase to use in geographic and demographic analyses, including certified 2020 U.S. Census datasets (e.g., census blocks), voting and election datasets (e.g., precinct shape files provided by the County of

Fresno Registrar of Voters), jurisdictional datasets (e.g. city boundaries), and relevant built environment datasets (e.g. road centerlines), as well as any staff-provided datasets (e.g. current Division boundaries and other relevant information).

- b. Provide demographic analysis of existing Zone boundaries, including analysis of both the total population as well as the voting age populations, in terms of ethnic classification, location, and concentrations within census blocks and other relevant statistical analysis.
  - c. Evaluate and complete a comparison of the current Zone division to the proposed District Zone division based on the updated 2020 Census data. This information should include changes in population and other demographic variables.
  - d. Provide all software and equipment that is capable of automatically showing the results of any proposed change in a Zone boundary by tabulating and presenting on-screen the resulting map and changes in total population and population subgroups.
  - e. Develop boundary plan scenarios and provide electronic PDF and shape file maps of draft scenarios for each Zone that are web-friendly. A supplemental interactive web mapping solution may be desired.
  - f. Provide spatial data in a file geodatabase or shapefile of any dataset used or created for this project to staff. Staff may request access to this database throughout the project duration.
4. Remote Attendance at Six (6) Meetings
- a. Present key concepts, redistricting criteria options, and boundary plan scenarios at public meetings and board study sessions.
  - b. Provide presentation and handout materials for all public meetings.
  - c. Moderate conversations, answer questions, and gather feedback from the community and the Board of Directors on existing and proposed Zone boundaries.
  - d. Provide the coding for each District Zone boundary map, either submitted by the public or developed during the meeting, to describe the stated concerns and interests of the public participants.
  - e. Prepare the meeting materials, including presentation slide decks and Zone boundary plan scenario maps.
  - f. Prepare to remotely participate in and to provide all meeting services should any meetings require remote attendance.

## 5. Final Reports

- a. Work with the Fresno County Registrar of Voters Office to implement the final adopted plan before the deadline of 180 days before the 2022 general election (May 11, 2022) and be available to answer questions from staff and the Fresno County Registrar of Voters for the duration of this contract.
- b. Provide a summary report with maps and written descriptions of each Zone, clearly defining the boundaries and explaining the basis for the decisions for achieving compliance with the adopted redistricting criteria.
- c. Work with District staff to identify a list of final deliverables that will be in compliance with all federal, state, and local laws as it pertains to



**EXHIBIT "A"**  
**SCOPE OF SERVICES**

[INSERT SCOPE OF SERVICES]

**EXHIBIT "B"**  
**COMPENSATION**

[INSERT COMPENSATION RATES (ITEMIZED AND TOTAL) FOR CONSULTANTS]

## **APPENDIX B**

### **COST PROPOSAL FOR REDISTRICTING SERVICES**

**APPENDIX B**  
**COST PROPOSAL FOR REDISTRICTING SERVICES**

Compensation rates shall remain firm for a minimum of 18-months. Any and all requests for adjustments for follow-on contract renewal period shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed adjustments shall not exceed the Bureau of Labor Statistics Consumer Price Index (CPI) data for Fresno County, CA, All Items, Not Seasonally Adjusted, "annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor's website at [www.bls.gov](http://www.bls.gov)).

## **APPENDIX C**

# **DISQUALIFICATION QUESTIONNAIRE**



**APPENDIX D**  
**DISCLOSURE OF GOVERNMENT POSITIONS**





**APPENDIX E**

**EX PARTE**

**COMMUNICATIONS**

**CERTIFICATION**

**APPENDIX E  
EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a District Board of Director concerning **RFP FOR REDISTRICTING SERVICES** at any time after **September 1, 2021**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

**-OR-**

I certify that Proposer and Proposer's representatives have communicated after **September 1, 2021** with a District Board of Director concerning **RFP FOR REDISTRICTING SERVICES**. A copy of all such communications is attached to this form for public distribution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

## **APPENDIX F**

## **REFERENCES**

**APPENDIX F  
REFERENCES**

Consultant: \_\_\_\_\_

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Consultant must provide requested number of references, or the bid may be considered “non-responsive.” References should be current or former customers. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

**Reference #1:**

Company Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference #2:**

Company Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

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**Reference #3:**

Company Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

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