

**EXHIBIT B
SCOPE OF WORK**

A. BACKGROUND

As required by the City Charter, the City of San Diego ("City") shall be redistricted at least once in every ten years, but no later than nine months following the receipt of the final Federal Decennial Census information (Article II, Section 5 of the San Diego City Charter). The City of San Diego 2020 Redistricting Commission has the sole and exclusive authority to adopt plans which specify the boundaries of districts for the City Council (Article II, Section 5.1 of the San Diego City Charter). The Commission requests proposals from qualified Contractors to provide redistricting support services, including mapping software; data processing and analysis; preparation and review of proposed redistricting plans; and technical staff support to facilitate creation of the 2020 redistricting plan.

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The City is divided into nine districts for the purpose of electing members of the City Council. The City shall be divided into nine council districts as nearly equal in population as practicable (Article II, Section 4 of the San Diego City Charter).

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Due to the ongoing COVID-19 pandemic, the delivery of the 2020 U.S. Census PL 94-171 redistricting data file has been delayed until as late as September 30, 2021. The San Diego County Registrar of Voters' current deadline for the submission of redistricting maps is December 15, 2021. These dates may be subject to change, but the Commission currently anticipates adopting the final redistricting plan by November 15, 2021 to comply with these deadlines.

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Finally, it is the intent of the Commission to encourage public participation to the greatest extent possible. Therefore, the Commission seeks a Contractor who will provide dedicated services to maximize public access to the mapping process, including installation and maintenance of a web-based tool; on-line help and step-by-step instructions and tutorials; and attendance at Commission meetings, public hearings, and publicly accessible mapping workstations provided by the Commission to facilitate training and mapping exercises. Given current COVID public meeting protocols, the Contractor must demonstrate the ability to provide these participatory services in a remote environment.

Deleted: Additionally, due to pending state legislation that may impact the date of the 2012 California State primary election, the Commission is conducting its work on a significantly shorter timeline than is provided for in the City Charter. Because the City municipal primary election is held on the same date as the California State primary election (Article II, Section 10 of the San Diego City Charter), the Commission currently anticipates adopting the final redistricting plan in August 2011 in order to comply with guidance provided by the San Diego County Registrar of Voters.

The City is requesting proposals through this Request for Proposal (RFP) from qualified proposers to provide redistricting support services.

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B. OBJECTIVE

The objective of this RFP is to make an award to a qualified Contractor which delivers Redistricting Support Services that represents best overall value to the City while meeting or exceeding the specifications and requirements of this RFP.

C. PRECLUDED PARTICIPATION

To avoid any real or perceived conflicts of interest, the successful Contractor to this RFP will be precluded from participation in any solicitations or contracts that result, directly or indirectly, from this RFP.

D. SCOPE OF WORK

Contractor shall furnish the City with support services for the redistricting process as indicated below:

- Task 1 - Coordinate with the City of San Diego's Enterprise Geospatial Services to create, install and maintain a secure redistricting application compatible with the City's ArcGIS software, including web-based tools for map creation or identification of Communities of Interest by the public, and store comments from the public. Commission has the right to make backup/archival copies of data and to make unlimited copies of software documentation.
- Task 2 - Obtain, verify, update, and maintain accurate Census and other geographic and demographic data necessary to create a legally compliant and defensible redistricting solution, including, but not limited to current City Council district boundaries, Census geography and PL 94-171 data. 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. If secondary data is required to perform the scope of work, Contractor is responsible for verifying and maintaining any additional electronic repository for the duration of the contract.
- Task 3 - Facilitate mapping exercises at Commission meetings and/or public hearings, including providing demonstration and/or hands-on training related to description of features and instructions for use.
- Task 4 - Prepare redistricting proposals as requested by the Commission, including technical reports and analysis for drawn maps that compute measures and evaluate requirements associated with redistricting, including but not limited to, contiguity, compactness, communities of interest, etc., during the mapping process.
- Task 5 - Given current COVID-19-related public meeting protocols, prepare a plan describing how to conduct public redistricting meetings under these circumstances, including how the Contractor would actively participate in and provide meeting services remotely. Contractor shall be available to potentially participate in a minimum of nine public hearings before the preparation of a preliminary plan, and five public hearings after the filing of the preliminary plan.
- Task 6 - Review redistricting proposals submitted to the Commission to determine demographic profile and conformance with redistricting laws and requirements, and assist preparing responses where necessary.
- Task 7 - Produce technical reports and analysis needed to adopt and defend the final redistricting plan.

E. INSPECTION AND ACCEPTANCE

Contractor shall perform services as described in Section D, Scope of Work for the period of one (1) year beginning the date of the Notice to Proceed letter.

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Deleted: <#>Task 3 - Prepare a data layer showing current City Council district boundaries and demographic profiles using final Federal Decennial Census data for use as a baseline comparison, and other necessary pre-map materials as needed.

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Deleted: <#>Task 9 - Maintain all software and data for the duration of the contract period, and provide overall technical support to the ... [1]

The City of San Diego's Chief of Staff for the Redistricting Commission, or designee, will be responsible for inspecting and accepting all work, documents and information received from the Contractor (same as Contract Administrator) for the scope of services specified herein. Inspection and acceptance will occur at destination unless specified otherwise, and will be made by the City department shown in the shipping address of the Purchase Order or other duly authorized representative of the City.

Risk of loss or damage or non-functional to deliverables prior to the time of their receipt and acceptance by the City is upon the Contractor. The City has no obligation to accept damaged and/or non-functional deliverables and reserves the right to return or reject them, at the Contractor's expense, damaged and/or non-functional deliverables even though the damage and/or non-function was not apparent or discovered until after receipt.

F. CORE REQUIREMENTS AND EXPERIENCE

To be considered as an eligible candidate to submit a proposal for the requested services described in this RFP, Contractor(s) must meet all of the following minimum requirements and demonstrate prior experience in the field of redistricting:

1. Contractor(s) shall have performed a minimum of three (3) similar initiatives as defined in the Scope of Work.
2. Contractor shall provide a list of the three most recent projects for which they have drawn electoral district boundaries in the last 20 years, identifying:
 - a. Who was directing the redistricting (Commission, legislative body, etc)
 - b. Whether any maps were subject to a legal challenge
 - c. Whether any maps were implemented as originally drafted, or subject to changes based on the challenge
 - d. Whether the Contractor(s) provided testimony in defense of the challenged map
 - e. Provide a contact name and contact information for these projects
3. Contractor(s) and their staff must exhibit expertise and experience in redistricting support services as requested by the Commission. In addition, at least one member of the Contractor team should have prior experience completing a redistricting process.
4. Provide a list of the names, classification/designation and relevant qualifications and experience of Contractor(s) and/or sub-contractors to be employed through this contract.
5. Contractor(s) must demonstrate current, comprehensive understanding of Federal and California state laws and regulations pertaining to redistricting plans and criteria, including California Elections Code Division 21, "State and Local Reapportionment", the Federal Voting Rights Act of 1965, and the San Diego City Charter.
6. Contractor(s) must submit their proposal using the format identified in the RFP.

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7. Contractor(s) must demonstrate that their products meet or exceed industry standards for software used in the redistricting process. Contractor (s) should demonstrate to the Commission's satisfaction that software:

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- a) Is user-friendly and meets accessibility standards as required by the Americans with Disabilities Act and other related laws.
- b) Has capacity for data import, export, and integration.
- c) Makes "real-time" changes as lines are changed.
- d) Can be used to analyze multiple redistricting plan maps.
- e) Can produce maps that are transferrable to a variety of formats, including print, Internet, and multimedia display for interactive community meetings.
- f) Can produce data analysis and reports that that compute measures and evaluate requirements associated with redistricting, including but not limited to, contiguity, compactness, communities of interest, etc.
- g) Additional consideration may be given to software that is versatile and compatible with the City's ArcGIS mapping system.

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G. PRICING AND FEE SCHEDULE

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Contractor shall provide:

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- 1. Fixed fee schedule priced by task and categorized by cost (i.e., labor, direct costs, indirect costs, overhead, etc.);
- 2. Description of any additional contingency fees or costs that may be added should Contractor's services be selected (if there are expenses which are considered reimbursable and not included in the flat fee structure, such expenses shall be identified and quantified as full as possible);
- 3. A list of additional services included at no additional cost and those optional services that may be provided at specific cost (i.e., web design, telephone support, on-site support, and other related consulting services on a time and materials basis).

Deleted: <#>Names, classification/designation, and relevant qualifications and experience of Contractor(s) and/or sub-contractors to be employed through this contract;¶

H. REFERENCES

Proposer must demonstrate that they are properly equipped to perform the work as specified in this RFP. The City reserves the right to contact references not provided by the Proposer. References shall be provided in accordance with the attached form.

References shall be submitted on the Contractor Standards Pledge of Compliance form attached to this RFP. Proposer cannot provide a current City of San Diego staff member as a reference. If a City staff member is provided, the Proposer will be required to provide an additional reference.

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Proposer is required to state all subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor on the form attached to this RFP.

The City shall rely on references as part of the evaluation process. The City reserves the right to take any or all of the following actions: reject a

proposal based on an unsatisfactory reference(s), to contact any person or persons associated with the reference, to request additional references, to contact organizations known to have used in the past or currently using the services supplied by the Proposer or the Proposer's Subcontractors (as listed in Contractor Standards Pledge of Compliance form attached to this RFP), and to contact independent consulting firms for additional information about the Proposer or the Proposer's Subcontractors.

I. PROPOSER REQUIREMENTS

The Proposer shall submit the following requirements as part of the proposal submission in response to this RFP:

1. Implementation Plan

Proposers shall provide a contract implementation plan proposing procedural, operational steps, technical approach and milestones of how Consultant intends to provide the work plan with specified deliverables as previously specified. A revised schedule may be required from the Proposer(s) within ten (10) calendar days of the City's notification of provisional award.

2. Scope of Work Plan,

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Proposer shall provide a scope of work plan which includes:

- a) Overall approach to the project, including approach to completing the Scope of Services within the constrained timeframe specified;
- b) Description of methodology and deliverables Contractor(s) can produce associated with each task in the Scope of Services;
- c) Identification of any requirements for Commission-furnished equipment, materials, facilities or any other Commission support necessary to implement Contractor's proposal.

J. CONTRACT ADMINISTRATOR

The Contract Administrator for this Contract is identified in the Notice of Award and is responsible for overseeing and monitoring this Contract.

The Contract Administrator for this service is the City of San Diego's Chief of Staff for the 2020 Redistricting Commission or designee. The Contractor Administrator will provide daily oversight of this contract to ensure compliance. The Purchasing Agent shall be responsible for all contractual matters and is the only individual authorized to make changes of any kind to the contract. The Contractor shall not rely upon any oral change from anyone, or a written request for change from someone other than the Purchasing Agent. All changes must be in writing, signed by the Purchasing Agent.

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K. INVOICING AND PAYMENT

In addition to invoicing requirements as stated in Section 3.2 Invoices of Exhibit C- City's General Contract Terms and Provisions, Contract shall provide the following:

- 1. Invoices must be submitted per Tasks as itemized on Section K. Pricing Schedule in duplicate (one copy to be marked "original") to:

Lora Fleming
City of San Diego Redistricting Chief of Staff
202 C Street, MS 9A
San Diego, CA 92101

2. Upon review and approval from the 2020 Redistricting Commission, invoices shall be forwarded to Comptroller's Department for payment. The approval shall be electronic.
3. Subject to the withholding provisions of the contract, payment shall be made within thirty (30) days after the City of San Diego's receipt of a properly prepared/approved invoice.

L. PRICING SCHEDULE

Proposers shall submit their proposal for pricing on the following Pricing Schedule. Using the Pricing Schedule is required to ensure consistency in the price evaluation process. The Pricing Schedule shall be completed in its entirety and incorporated herein. Any deviations from the Pricing Schedule may be considered non-responsive and unacceptable. For information purposes, Proposers shall provide attachment worksheets, which include a breakdown of any pricing, labor hours and other rationale used in determining their pricing for the core requirements and deliverables. Blanks on the pricing pages will be interpreted as zero (0) and no price will be allowed.

NOTE: All prices and notations must be written in ink or typed. Responses must be free of erasures. Corrections must be initialed in ink by the person signing the Proposal. All prices shall be inclusive of all fees and costs of operations to provide the contract materials and/or services, including but not limited to administrative costs, office rent, telephone, facsimile, postage, photocopying, support services and overtime, travel and any other expenses incurred in the course of representing the City. No other charges will be considered.

Item No.	Description	Fully Burdened Fixed Unit Price, All Costs Inclusive
1.	Task 1 as Described in Section D. Scope of Work	\$
2.	Task 2 as Described in Section D. Scope of Work	\$
3.	Task 3 as Described in Section D. Scope of Work	\$
4.	Task 4 as Described in Section D. Scope of Work	\$

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 Chief of Staff, 2010 Redistricting Commission
 Midori Wong

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Item No.	Description	Fully Burdened Fixed Unit Price, All Costs Inclusive
5.	Task 5 as Described in Section D. Scope of Work	\$
6.	Task 6 as Described in Section D. Scope of Work	\$
7.	Task 7 as Described in Section D. Scope of Work	\$
Total Contract Value		\$

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