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Santa Ana College • Santiago Canyon College

August 25, 2021

RE: Request for Quote #2122-001
Project: Redistricting Services

To Whom it May Concern:

The Rancho Santiago Community College District (“District”) is seeking a proposal from your firm (“Consultant”) for **Redistricting Representation Boundaries of the Rancho Santiago Community College District.**

Project Description

As a result of the decennial census, Rancho Santiago Community College District must review and potentially re-draw its boundaries for equal representation of their constituents in accordance with the Fair Maps Act and the California Voting Rights Act (CVRA). The District no longer has “at-large” representation, but seeks to review and potentially re-draw current district boundaries to better reflect demographic changes and constituent needs.

Scope of Work and Deliverables:

The consultant is expected to deliver over the next 20-21 weeks, the following services and deliverables: an introduction and overview of the process presentation for both the Board of Trustees and members of the public; develop maps of the district’s and internal member boundaries; conduct three (3) public hearings for communities of interest, take public and Board of Trustees feedback from those hearings; draft maps based on interest testimony and traditional redistricting criteria; meet with members of the Ad Hoc Committee on Redistricting Services and the Board of Trustees, as needed; a final plan for adoption; and complete the redistricting process for the Orange County Registrar of Voters by the statutory required date of February 22, 2022.

Additionally, the Ad Hoc Committee of the Board of Trustees has already determined the dates for its meetings, and those of the public hearings. The Consultant must conform and be available for those dates, as they are not subject to change:

Project Schedule

Ad Hoc Committee		
Date	Time	Location
September 7, 2021	5:30 p.m.	Via Zoom
September 22, 2021	4:00 p.m.	Via Zoom
October 20, 2021	4:00 p.m.	District Board Room
November 17, 2021	4:00p.m.	District Board Room

BOARD OF TRUSTEES:

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence “Larry” R. Labrado • Sal Tinajero • Phillip C. Yarbrough

CHANCELLOR:

Marvin Martinez

Community Hearings		
Date	Time	Location
October 7, 2021	Evening TBD	District Board Room
October 27, 2021	Evening TBD	District Board Room
December 13, 2021	In conjunction with scheduled BOT meeting	District Board Room

Approvals		
Date	Time/Action	Location
January 10, 2022	Regularly scheduled Board Meeting, 5:00 p.m.	District Board Room
January 24, 2022	Special BOT meeting, if required (TBD)	District Board Room
February 14, 2022	Regularly scheduled Board Meeting 5:00 p.m. Report from Ad Hoc Committee	District Board Room

Process Schedule

Event / Occurrence	Deadline
District Issues RFQ	August 25, 2021
Deadline for Consultant to submit questions regarding this RFQ	August 30, 2021
Deadline for Consultant to submit Proposal	September 2, 2021
District to interview Consultant(s) (Optional)	September 3, 2021
District to finalize recommendation for District Board of Trustees (<i>if required</i>)	September 7, 2021
District Board of Trustees approves successful Consultant (<i>if required</i>)	September 13, 2021

Questions

All questions must be submitted in writing to Melendez_linda@rscdd.edu. The question deadline is indicated in the Process Schedule above. After this deadline, the District will not answer, address, and/or review any questions interested Consultants may submit. Responses to all questions received prior to the deadline will be provided to all Consultants via emailed addendum.

Project Schedule

Time is of the essence for this project. The selected Consultant will commence upon receipt of a fully executed agreement and Purchase Order.

Proposal Submission

Please submit an electronic copy of your proposal (in one (1) combined PDF file) via email to Melendez_linda@rscdd.edu, in accordance with the RFQ schedule above. Your proposal shall include:

- Proposed services;
- Current work load and availability;
- Proposed fixed fee.

Sincerely,



Linda Melendez
Director, Purchasing Services

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