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## NOTICE OF RFP #2019-13

The Polk County Commissioners Court is requesting sealed proposals for “Redistricting Services Associated with the 2020 Census”. Eligible proposals must be sealed, identified on the exterior of the envelope as “RFP #2019-13” and received at the office of the County Auditor - 602 E. Church St. Suite 108, Livingston, Texas 77351 prior to 2:00 p.m. on Monday, December 17, 2018. No facsimile transmittal of Proposals will be accepted. Proposals will be opened and publicly read in the office of the County Auditor at 2:00 p.m. on the deadline date. A copy of the Request For Proposals (RFP) may be obtained by contacting the Polk County Auditor’s Office at (936)327-6811 or from the “Bid Notices & Proposals” tab of the County’s website - [www.co.polk.tx.us](http://www.co.polk.tx.us). Proposals will be reviewed by the Polk County Commissioners Court and considered in a regular session to be held on Friday, December 21, 2018 at 10:00 a.m.. The Polk County Commissioners Court reserves the right to reject in whole or in part any or all proposals, or to accept the proposal deemed to serve the best interest of the County, and reserves the right to negotiate any final contract which may result from a successful proposal.

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# REQUEST FOR PROPOSALS

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## Redistricting Services Associated with the 2020 Census

**Submission Deadline:** 2:00 p.m., Monday – December 17, 2018

**Submission Location:** Office of the County Auditor  
602 E. Church St., Suite 108  
Livingston, Texas 77351

**Date of Award:** Friday – December 21, 2018

**Contact:** Stephanie Dale  
Assistant County Auditor  
(936)327-6811

Issued by the Polk County Commissioners Court  
On November 27, 2018  
Notices published on December 2 & December 9, 2018.

**Polk County is an equal opportunity employer. Minority business enterprises are encouraged to submit proposals.**

Requestor: Polk County, Texas  
c/o County Judge Sydney Murphy  
101 W. Church Street, Suite 300  
Livingston, Texas 77351

Polk County, Texas is a Texas County, a political subdivision of the State of Texas, with Livingston, Texas as the county seat. The Commissioners Court of Polk County is composed of four Commissioners and the County Judge. Each Commissioner is elected from a discrete political jurisdiction known as the Commissioners Court Precinct. The County Judge is elected at large from the county as a whole. Together, the Commissioners Court is the executive, legislative and in some cases, judicial body responsible for county budgets and the administration and implementation of state and federal law delegated to the counties.

Following each federal census, Texas Commissioners Courts are obligated to conduct an evaluation of their political boundaries, i.e. Commissioners Court Precincts, election precincts, and to review Justice of the Peace precincts, to insure compliance with state and federal law, including the United States Constitution, the Voting Rights Act, and other applicable statutory requirements.

This Request for Proposals seeks assistance from qualified professionals to assist Polk County in the evaluation of the 2020 Federal Census data, and if necessary, planning for and assisting in the drafting, implementation and preclearance of revised political boundaries in Polk County, Texas.

Polk County intends to receive sealed proposals for the provision of redistricting services, which shall, at a minimum, consist of the following:

1. Evaluation of 2020 Census data to determine whether existing political boundaries, including Commissioners Court Precincts, Election Precincts, and where necessary, Justice of the Peace Precincts are in compliance with applicable state and federal law.
  - a. Respondent will provide demographic analysis of existing political boundaries, including analysis of both the total county population as well as voting age population, in terms of ethnic classification, location, and concentrations within census blocks and other relevant statistical analysis.
  - b. Respondent will provide maps and tabular data necessary to clearly demonstrate the basis for any reapportionment obligations imposed upon the County.
2. Should adjustment, or reapportionment, of existing political boundaries be necessary, the Respondent will:
  - a. Provide technical skills and services to assist the County Commissioners Court in drafting, mapping, and supporting any subsequent submission of the eventual plan for reapportionment adopted by the Commissioners Court.

- b. Conduct such public meetings or hearings as may be necessary to accomplish the objective of this Request for Proposal.
  - c. Provide demographic analysis of any alternative plan to be considered by the Commissioners Court.
  - d. Be responsible for submission of the adopted plan for reapportionment of Polk County political boundaries to the United States Department of Justice.
3. Each proposal shall clearly and unambiguously provide the following:
- a. A schedule of work and timeline for completion of each stage of work.
  - b. The qualifications of each Respondent, including the name of each individual who will be engaged in the scope of work, experience of that individual in reapportionment work, any professional degrees or credentials that individual holds of relevance to the objective of this Request for Proposal.
  - c. A list of prior reapportionment clients, including address and telephone number of a contact person for each client.
  - d. A statement of cost for the proposal, which must include a flat rate option. Any hourly rate proposal must also contain an estimate of the number of hours for each stage of the work, and a NOT TO EXCEED figure. The Proposal must contain a mechanism by which Polk County can budget the total cost of redistricting services over not less than two successive annual budgets, beginning with the 2020 Budget, which will be drafted in June-August of 2019.
  - e. Each Respondent will be initially responsible for all costs incurred in the project, unless costs to be paid by the County are clearly identified in detail.

The Polk County Auditor shall serve as the Procurement Officer, on behalf of Polk County, Texas. The address of the Procurement Officer is:

Polk County, Texas  
c/o County Auditor Louis Ploth  
602 E. Church St. Suite 108  
Livingston, Texas 77351

**Procedures:**

1. Once sealed proposals containing pricing information are received, the County Commissioners Court will make a decision regarding which, if any, of the responding proposals will be awarded.
2. Each response shall be composed of an original and six copies sealed in an envelope identified by "RFP #2019-13" to be provided to the County Auditor's Office at 602 E. Church St. Ste. 108, Livingston, TX 77351.
3. The deadline for receipt of responsive sealed proposals is Monday, December 17, 2018 at 2:00 p.m.
4. Proposals must be received NO LATER than the date and time specified herein and submitted to the County Auditor's Office at the address identified above. A proposal received at the designated address after the exact time specified will not be considered. Proposals received after the due date and time will be held for a period of 10 days to provide the Respondent an opportunity to collect the material. After the 10-day period, the County Commissioners Court will dispose of the proposal.
5. The County Commissioners Court reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP when such modification is determined to be in the best interest of the County Commissioners Court. Such modifications shall be made only after consultation and consent by the Respondent.
6. The County Commissioners Court are not responsible for any costs incurred by the Respondent in responding to this Request for Proposal.
7. All dates in this procurement and other requirements are subject to change. Modifications to the schedule or changes to the Request for Proposal will be provided through amendments.
8. This Request for Proposal may be cancelled, or any or all proposals may be rejected when the County Commissioners Court, at their sole discretion, deem it is in the best interest of Polk County, Texas.
9. All questions regarding this Invitation must be in writing and be sent to the Procurement Officer.
10. Respondent Employees, Officers and Other Agents – The Respondent and its officers, agents and employees are independent contractors and are not employees of Polk County. The Respondent and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of County vehicles or any other benefits afforded to employees of Polk County as a result of this Contract.

11. Indemnification – The Respondent shall be fully liable for the actions of its officers, agents, employees, partners, or representatives, and shall fully indemnify, defend, and hold harmless the County Commissioners Court, its officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys’ fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the Respondent, its agents, employees, partners, representatives.
12. Evaluation Criteria – Proposals will be evaluated based upon, among other items, the following primary criteria:
  - Demonstrated Understanding of the subject matter of this Request for Proposal.
  - Price.

Please note: The order of evaluation criteria is not intended to imply an order of importance.

**Negotiation Process** – Using, at a minimum, the evaluation criteria specified above, the County Commissioners Court will rank responses and, at the County Commissioners Court’s sole discretion, proceed to negotiate with one or more Respondent on the following basis:

- The focus of the negotiations will be to achieve the solution that provides the best value to the County Commissioners Court.
- The County Commissioners Court reserve the right to negotiate with all responsive and responsible Respondents, serially or concurrently, to determine the best solution.
- The County Commissioners Court may request revisions to the approach submitted by Respondent until it is satisfied that it has negotiated a contract that will serve the County Commissioners Court’ needs and provides the County Commissioners Court with the best value.
- Before award, the County Commissioners Court reserves the right to request clarifications and/or revisions and to request any additional information deemed necessary for proper evaluation of responses. Respondent may be requested to make a presentation and/or provide additional references.
- The County Commissioners Court may request a Best and Final Offer (BAFO) from Respondent to ensure that the selected offer provides the best value to the County Commissioners Court.

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