

June 17, 2022

Subject: Request For Proposals - Temporary Staff Placement, 2022 Elections

In preparation for the 2022 election cycle, The Palm Beach County Supervisor of Elections Office will need highly qualified and motivated personnel to assist in various capacities.

The elections scheduled for 2022 are:

- 1) Primary Election – 08/23/2022
- 2) General Election – 11/08/2022

The temporary personnel we utilize during this time *must* function well in a fast-paced environment that will be extremely busy, noisy, and at times stressful.

The enclosed "Requirements" information includes specific position requirements, skill requirements, and the estimated number of staffing and projected timing for the positions. Please note that the number of persons and dates listed are our best estimates as of this date and are subject to change as the dates approach.

You are requested to submit a proposal of your services and associated costs for staffing to fulfill the requirements outlined below. In your proposal, please submit the information listed below and additional information you may identify as pertinent to the selection process.

- Recruiting methodology used to source temporary staff candidates
- Extent /depth of candidate pool size
- Description of skill level testing to measure and evaluate candidates'
 - data entry speed and accuracy
 - oral communication capability
 - ability to manage telephone volume
 - capability to handle stressful environment
- Type of background checks conducted prior to personnel placement. We maintain significant levels of confidential information in our offices, and have zero tolerance for *any* compromise of information
- Describe the training you will provide your staff in preparation for assignment to our office
- Regular billing rates for the requested positions
- Weekend rates and overtime billing rates
- Attendance and dress policy

- Turnaround time for replacements
- Response time to short notice of emergency orders for personnel
- Insurance coverage, including worker's compensation
- Post assignment evaluations of personnel
- Timekeeping and time approval procedures
- Liaison/contact person(s)
- Onsite representative for initial staffing dates

Please submit your proposal by end of day June 30, 2022, either by submitting two hard copies to our Main Office address or by emailing your proposal to marktatoul@votepalmbeach.gov (please note that this email address is different than the one used in the past). Upon review and determination of our interest in your proposal, we might wish to schedule an appointment with you to allow for further discussion or we might feel we already have enough information to make a selection of one or more proposals. We will notify each respondent once we have made our final decision.

If you have any questions regarding the submission process, please contact either Wendy Sartory Link at 561-656-6200 or Mark Tatoul using the contact information below. Thank you for your anticipated interest, and we look forward to receiving your proposal.

Sincerely,

Mark Tatoul
Business Affairs
Audit/Contracts Manager

Email: marktatoul@votepalmbeach.gov
Telephone (office): 561-656-6275

REQUIREMENTS FOR TEMPORARY STAFF PLACEMENT

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS

A. Location: SOE Main Office 240 S Military Trail, West Palm Beach, FL 33415

1. Vote By Mail (Absentee) Ballot Call Center Staff

Timing: July 5, 2022 – November 8, 2022

Required number of staff: **20**

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.

Some overtime may be required.

(Hours required may change due to decreased activity between Primary and General elections.)

Position Description – Receive telephone and mail requests for Vote By Mail (Absentee) ballots from the voting public and provide appropriate support to ensure accurate and timely processing of Vote By Mail (Absentee) ballot requests.

Position Requirements - Excellent English oral communication capability, ability to speak Spanish and/or Creole desirable, speedy and accurate data entry skills with attention to detail, ability to handle stressful conditions, and legible handwriting.

2. General Clerical Personnel

Timing: July 5, 2022 – November 8, 2022

Number of staff: **9** (number required may vary during decreased activity between Primary and General elections)

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch

Overtime during week and weekends is required.

Position Description – Answer telephone calls in polite and articulate manner; transfer calls as necessary.

Position Requirements – Must have excellent English communication capability, Spanish and/or Creole desirable, ability to manage heavy telephone call volume, speedy and accurate data entry skills with attention to detail, and ability to handle stressful conditions.

3. Poll Worker Department

a. Office Staff

Timing: July 5, 2022 – November 9, 2022

Number of staff: **7** (number required may vary during decreased activity between primary and general elections)

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.
Some overtime may be required.

Position Description – Manage telephone and mail activity for poll worker recruitment, training and precinct assignments. Provide timely and essential support to ensure sufficient trained poll workers are in place for election days.

Position Requirements - Excellent oral communication capability, accurate data entry skills, excellent attention to detail, legible handwriting and ability to handle stressful situations.

b. Field Clerks

Timing: July 5, 2022 – November 9, 2022

Number of staff: **30**

Hours required: Monday – Friday 9:00 AM – 2:00 PM in the Office of the Supervisor of Elections. Site visits to polling locations after 2:00 PM and/or on weekends may be required.

(Hours required may change due to decreased activity between primary and general elections.)

Position Requirements – The Field Clerk’s function is to assist with the Election Day process and provide direct assistance to the Poll Worker Department by working with precinct clerks, training staffing and other SOE staff. The field clerk will perform a variety of specialized tasks in preparation for Election Day.

Because of the nature of the position, the Field Clerks are experienced poll workers and will be identified by the Supervisor of Elections. They will be hired and paid by the selected staffing agency, including testing and training as required by the staffing agency of its employees.

B. Location: SOE Service Center 7835 Central Industrial Drive, Riviera Beach, FL 33404

1. Vote By Mail (Absentee) Ballot Processing

Timing: July 5, 2022 – August 23, 2022

Required number of staff: **6**

Timing: September 26, 2022 – November 8, 2022

Required number of staff: **6**

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.

Some overtime may be required.

Position Description – Assist in the processing and mailing of outbound and inbound Vote By Mail (Absentee) ballots.

Position Requirements – Focused and disciplined; attention to the details extremely critical to ensure accurate Vote By Mail (Absentee) ballot processing and mailing. Must be able to lift and move materials up to 50 pounds.

2. Vote By Mail (Absentee) Ballot Opening

Timing: 3-4 separate days during August 8, 2022 - August 23, 2022

Required number of staff: **10**

Timing: 3-4 separate days during October 24, 2022 - November 8, 2022

Required number of staff: **10**

Hours required: Monday - Friday 8:30 AM - 5:00 PM, ½ hour lunch.

Some overtime may be required.

Position Description – To assist in the opening of Vote By Mail (Absentee) ballots in preparation of voting results tabulation.

Position Requirements – Focused to handle Vote By Mail (Absentee) ballots; maintain integrity and organization of information.

3. Service Center / Warehouse

Timing: July 18, 2022 – November 23, 2022

Required number of staff: **4**

NOTE: During this period, there will be two one week periods (in July and October) in which we will require one additional staff person for a total of three people.

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.

Some overtime may be required.

Position Description – Warehouse workers to assist in voting equipment operations, prepare voting cabinets for delivery to precincts, including the assembly of precinct materials for inclusion in cabinets. Additional duties include the loading and unloading of delivery trucks for equipment.

Position Requirements – Physically challenging positions, must be able to lift 50 pounds.

4. Voting Tabulation

Timing: August 8, 2022 – August 23, 2022

Required number of staff: **20**

Timing: October 24, 2022 – November 8, 2022

Required number of staff: **20**

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.

Some overtime may be required.

Position Description – Assist in the tabulation of voted ballots.

Position Requirements – High caliber personnel, focused and attentive to details required to ensure accurate voting tabulation duties as required. Must be able to lift and move materials up to 50 pounds.

C. SOE Branch Offices – 345 S Congress Ave, Suite 103, Delray Beach, FL 33445 3188 PGA Blvd, Suite 2401, Palm Beach Gardens, FL 33410

Timing: July 5, 2022 – November 8, 2022

Required number of staff: **3 total**

An additional person might be required for the Glades office.

Hours required: Monday – Friday 8:30 AM – 5:00 PM, ½ hour lunch.

Some overtime may be required.

Position Description – General clerical and data entry skilled personnel.

Position Requirements – Must have excellent communication skills and be able to manage stressful situations, heavy call volume, and voters that come to the offices.

*** Please note that while we do not require our staff or temporary staff to have received COVID-19 Vaccinations, all other CDC Recommendations should be followed. Any person experiencing symptoms typically associated with COVID-19 should not be in our offices unless they have tested for COVID-19 and received a negative result. ***