

Commissioners

**MARISEL A. HERNANDEZ**, Chair  
**WILLIAM J. KRESSE**, Commissioner/Secretary  
**JUNE A. BROWN**, Commissioner  
**CHARLES HOLIDAY, JR.**, Executive Director



## REQUEST FOR QUALIFICATIONS

**Title:** Professional Trainers for the November 2024 General Election

**Date Invitation Issued:** Monday, July 22, 2024

**Questions/Inquires Due:** Thursday, August 1, 2024 no later than 11:00 A.M.

**Reply Response Issued:** Tuesday, August 6, 2024

**Date Proposals are Due:** Monday August 12, 2024 no later than 11:00 A.M.  
Central Time

**Respond to:** Chicago Board of Election Commissioners  
Procurement Department  
69 West Washington Street, Suite 800  
Chicago, IL 60602

**Response Email:** [purchase@chicagoelections.gov](mailto:purchase@chicagoelections.gov)

### Commissioners

**Marisel A. Hernandez, Chair**  
**William J. Kresse, Commissioner/Secretary**  
**June A. Brown, Commissioner**

### Executive Director

**Charles Holiday Jr.**

## **GENERAL INVITATION**

The Board of Election Commissioners for the City of Chicago (Board) is seeking resumes of qualified professional trainers to assist with educating and training election judges, coordinators and other personnel for the upcoming November 2024 General Election.

## **BACKGROUND**

The Board of Election Commissioners for the City of Chicago (the “Board”) is an independent governmental entity created under Article 6 of the Illinois Election Code and is charged with conducting all elections in the City of Chicago. The Board is composed of three members, each of whom is designated as an Election Commissioner. The Commissioners are appointed by the Circuit Court of Cook County, Illinois. The Commissioners of the Board are presently Marisel A. Hernandez, who serves as Chair, William J. Kresse, who serves as Commissioner/Secretary, and June A. Brown, Commissioner. The Board’s Executive Director is Charles Holiday, Jr., who manages the Board’s offices and day-to-day operations.

## **SCOPE OF WORK/SERVICES**

### **Total available positions: 20**

The Board is seeking resumes of qualified professional trainers to assist with educating and training election judges, coordinators and other personnel. The professional trainers service job is described and detailed as follows:

- Train Election Judges and Election Coordinators on Election Day processes and procedures, including equipment set-up, voter check-in, voter registration, troubleshooting equipment problems, closing procedures, etc.
- Assist Board management with developing guidelines and instructions for assistant trainers from temporary employment agencies; Provide training to assistant trainers on supervising hands-on voting equipment training stations and guidelines for training conduct; Work with training staff to supervise assistant trainers throughout the training period.
- Communicate with Board management and other trainers to ensure that trainings have the appropriate amount of supplies and are adequately staffed with assistant trainers.
- Complete reports on malfunctioning equipment for the Board’s warehouse staff; Arrange deliveries of malfunctioning equipment to the warehouse.
- Check in Judges and Election Coordinators to training sessions, ensure they are provided with the correct instructional materials and that they receive credit for attending and completing their training.
- Assist Election Judges and Election Coordinators with accessing online training programs; Respond to questions about training and Election Day procedures from Election Judges and Election Coordinators.
- Communicate with the Board’s management if eligibility, conduct or performance of an attendee is in question.
- Write reports in cases of extraordinarily poor performance or improper conduct.

## **SCHEDULING:**

Training will begin the week of September 18, 2024

A copy of the Schedule is attached. More information will become available after a contract has been awarded.

## **QUALIFICATIONS/REQUIREMENTS**

The Board is seeking resumes of qualified professional trainers with the following qualifications:

- Leadership Skills
- 2 Years leading a classroom of adults
- Election knowledge
- Great communication skills
- Positive attitude
- Classroom Conflict Resolution
- Ability to lift up to 25 pounds
- Ability to stand for up to 4 hours at a time

## **ADDITIONAL INFORMATION**

The Board of Elections will pay no more than \$50.00 per hour for returning trainers and \$50.00 per hour for new trainers, even if sourced through a staffing agency.

Under no circumstances will the Board be required to pay any overtime fees or compensation to the trainers.

## **RESUME REVIEW**

An Evaluation Committee comprised of the Community Service Manager and Assistant Manager will review the information provided for each resume in accordance to the qualifications listed above.

## **SELECTED APPLICANTS**

After the Evaluation Committee completes its review of submitted resumes , the committee will submit their selected applicants to the Procurement Office. The Procurement Office will present the selected applicants to the Board for award of contract.

## **TERM OF CONTRACT**

The contract will begin on acceptance by the Board and will continue through November 5, 2024.

## **SUBMISSION INSTRUCTIONS:**

Interested applicants and or agencies should submit resumes to the Procurement Office email: [purchase@chicagoelections.gov](mailto:purchase@chicagoelections.gov) no later than Monday, August 12, 2024 by 11:00 a.m.

## **INVOICING & PAYMENT**

Invoices: All original invoices must be sent to the Board of Elections Commissioners, Finance Department. Invoices must be submitted in accordance with the mutually agreed upon time period. All invoices must be itemized with specific details about the dates and times worked and services provided, and they must be signed, dated and reference the Board's Purchase Order number, and be mailed directly to the attention of the Finance Department 69 West Washington, Suite 800, Chicago, IL 60602; Email Address: [finance@chicagoelections.gov](mailto:finance@chicagoelections.gov) Telephone Number: (312) 269-7915.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Purchase Order number
- Vendor Name and/or Number
- Remittance Address
- Vendor Contact Name and Phone Number
- Itemized Invoice quantities, description of deliverable(s), unit of measure, extended pricing
- Total Amount Due

Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the terms of the quote/pricing page(s).

Invoices for over-shipments, overages, or items with price/wage escalations will be rejected. Freight, handling and shipping costs are not to be invoiced; deliveries are to be made F.O.B., Board of Elections Commissioner. The Board is exempt from paying State of Illinois sales tax and Federal excise taxes on purchases.

## **DELIVERY**

Deliveries will be made F.O.B., any point within the City at no charge to the Board, regardless of the purchase order release amount.

## **TAXES**

The Board of Elections Commissioners, City of Chicago, does not and will not pay for any freight or delivery charges and/or taxes.

Materials purchased by the City of Chicago are not subject to the Federal Excise Tax. The City's Tax Exemption Certificate number is 36-6005820.

Materials purchased by the City of Chicago are not subject to the State of Illinois Sales Tax. The City's Tax Exemption Certificate number is E9998-1874-07.

The Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the City of Chicago.

The price or prices quoted herein shall include all other Federal and/or State, direct and/or indirect taxes which apply. The prices quoted herein shall comply with all Federal laws and regulations (See Attachment, Tax Exempt letter).

## **PAYMENTS**

The Board will process payment within sixty (60) calendar days after receipt of Contractor's invoice and acceptance of the specified services. Payments shall be based on unit prices of services actually provided, except as otherwise agreed by the Board and Contractor. The Board will not be obligated to pay for any services if Contractor is noncompliant with the terms and conditions on this contract. Contractor shall have no claim against the Board for any expense not covered by this contract.