



#21-0611



FULTON COUNTY GOVERNMENT

REGISTRATION AND ELECTIONS

RFP BUSINESS PROCESS REVIEW AND ASSESSMENT

BUSINESS PROCESS REVIEW AND ASSESSMENT

BACKGROUND

The Office of the County Manager partnered with the Fulton County Board of Registration and Elections and the Department of Registration and Elections to provide administrative guidance and operational support for the 2020-2021 election cycle.

Following the conclusion of the election cycle, an internal post elections assessment was conducted and recommendations were made that would allow the department to realize sustained operational efficiencies. The internal assessment reflected a recommendation to procure consultant services for a departmental business process review of all voter registration and election activities.

PURPOSE

To provide a comprehensive review of business processes, statutes, ordinances, policies and procedures that govern Registration and Election operations within the State of Georgia. The review shall provide recommendations which address operational efficiencies and effectiveness as well as deficiencies.

GOALS

- To determine the effectiveness of the organizations operations in totality.
- To develop standard operating procedures that are in compliance with all state regulations and aligned with election best practices.
- To obtain recommendations for service delivery improvement along with implementation support.



SCOPE OF WORK

THE SCOPE OF THE WORK WILL INCLUDE THE FOLLOWING:

- An assessment of overall election operations, which encompasses a review of elections preparation and planning processes
- Chain of custody
- Election logistics and equipment deployment
- Election equipment inventory and tracking
- Poll worker screening and recruitment
- Poll worker training, poll worker assignment
- Poll worker pay processes
- Early voting processes and staffing plan
- Election night check-in procedures
- Voter education program
- Organizational structure review, to include recommendations of necessary additions to staff levels
- Absentee ballot planning, processes and procedures
- Voter registration processes and procedures
- Standard operating procedures
- Impact of SB 202





VENDOR SELECTION



ABOUT THE ELECTIONS GROUP

The Elections Group is an elections consulting partnership founded by Jennifer Morrell and Noah Praetz that provides subject-matter expertise and materials to local, state and federal organizations.

The partners have 30 years of experience successfully running local election offices, transitioning to new election models and voting equipment, and advocating for policy change.

APPROACH

The Elections Group takes a holistic approach to running successful elections, focusing on immediate, tangible improvements while developing a long-term plan to sustain success. They provide consultation, subject matter expertise, materials to include draft guidance documents curated through best practices, direct support and technology solutions.

RECENT ELECTIONS PROJECTS

STATE OF CALIFORNIA

Assisted California's 58 Counties in implementing and executing vote by mail statewide.

LOS ANGELES COUNTY

Implemented recommendations identified by the independent third-party review in the following functional areas: vote center implementation, resource planning and management, poll worker training and contingency and continuity of operations planning.

DUPAGE COUNTY, ILLINOIS

Conducted a business process review and provided implementation support. Delivered two improvement plans focusing on Election Day operation and Mail Voting.

QUESTION AND ANSWER

