



REQUEST FOR CONTRACTOR REGIONAL ELECTION MONITOR

The Naugatuck Council of Governments (NVCOG), based in Waterbury, CT, seeks a consultant to perform regional election monitoring under the supervision of the NVCOG Director of Municipal Services and at the direction of the Connecticut Secretary of the State. This is a contractual position funded by the Connecticut Secretary of the State through NVCOG. The contractor will also work with registrars and other town officials from the 19 NVCOG member municipalities.

Public Act 15-5 requires a regional monitor within each planning region, as defined in section 4-124i of the general statutes who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to section 9-320f of the general statutes.

Summary of Position

Within the Municipal Shared Services department, the Regional Election Monitor shall perform the duties necessary to fulfill the duties outlined PA 15-5, Sections 442-444 and contained in the Memorandum of Understanding between the Connecticut Secretary of the State (SOTS) and the Naugatuck Valley Council of Governments.

The Regional Election Monitor will be housed at the NVCOG office and will be provided with supplies, equipment and services necessary to properly carry out the duties of the position. The Regional Election Monitor will be a contract consultant. The Regional Election Monitor will be paid upon satisfactory completion of their duties. Such payments are inclusive of any and all work performed and expenses incurred.

Essential Duties and Responsibilities

Coordinate regional instructional sessions for the certification of moderators and alternate moderators;

Coordinate the number of such regional instructional sessions to be held, provided at least one such regional instructional session shall be held within the NVCOG at the facilities of the NVCOG prior to each regular election;

Communicate with registrars of voters to assist, to the extent permitted under law, in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to CGS §9-320f; and

Transmit any order issued by the Secretary of the State, pursuant to CGS §9-3.

Keeping the NVCOG informed of their activities and drafting periodic reports of these activities and the progress of services as requested.

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Additional duties, to the extent permitted under law may include:

Assist in the preparation and editing of ballots, forms and instructions related to elections, furnish information and educational materials for election officials, candidates, and political committees concerning elections; may conduct training for election officials.

Desirable Knowledge, Skills and Abilities

Considerable knowledge of Connecticut election laws; interpersonal skills; oral and written communication skills; considerable ability to interpret and clearly explain election laws; ability to interpret complex legislation; ability to utilize computer software.

General Qualifications and Experience

The regional election monitor shall (1) be an elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable. Revocation or nonrenewal of this certification will be grounds for immediate termination by NVCOG.

The regional election monitor needs a valid driver's license or the ability to obtain.

Certification and Specific Qualifications

The regional election monitor shall be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable. The Secretary shall certify the regional election monitor if such individual successfully completes the training required. Such certification training shall include successful completion of Moderator Certification Training pursuant to CGS §9-229; successful completion of the Secretary of the State's On-Line Poll Worker Training Program; and successful completion of modules four (4) and seven (7) of the Registrar of Voters Certification Program pursuant to CGS §9-192a. (Approximately 12 hours of training total)

The Secretary shall not so certify any individual who has been convicted of or pled guilty or nolo contendere to, in a court of competent jurisdiction, any (i) felony involving fraud, forgery, larceny, embezzlement or bribery, or (ii) criminal offense under Title 9 of the general statutes. Any such initial certification granted shall expire two years after the date of its granting. Prior to expiration of the initial or any subsequent certification, the regional election monitor may undergo an abridged recertification process prescribed by the Secretary, and upon successful completion thereof, such certification shall be renewed for two years after the date of such completion. The Secretary may revoke such certification, with or without cause, at any time.

Supervision

The regional election monitor shall not be considered a state employee and shall be compensated for the performance of any duty agreed upon by the NVCOG and reimbursed for necessary expenses incurred in the performance of such duties by the NVCOG. The NVCOG may terminate such contract for any reason.

Such regional election monitor is subject to the control and direction of the Secretary of the State.

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Revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract. Such regional election monitor will be retained, absent termination of such contract by the NVCOG, until at least thirty days after such regular election.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting.

Term

The contract term shall be on a calendar year basis with annual renewal options.

Contact Information

Each proposer interested in providing these services shall prepare a brief proposal highlighting their resume, and a cover letter outlining their qualifications. Consulting or law firms are also invited to respond with the same information. The proposal should be sent to the Director of Municipal Shared Services, NVCOG, 49 Leavenworth Street, Waterbury, CT 06702 no later than 2:00 pm on Friday, June 8, 2018. Electronic submissions are acceptable to jdcarlo@nvcogct.org. An interview with a committee organized by the NVCOG Director of Municipal Shared Services may be required. NVCOG is an Equal Opportunity Employer. EOE/M/H/F