REQUEST FOR PROPOSALS (RFP)
National Election Supervisor
2026 Pacifica Foundation Delegate Elections

I. Organizational Background

Founded in 1946, the Pacifica Foundation is a nonprofit educational organization providing listener-supported community radio. Pacifica operates five full-power FM radio stations: **KPFA** Berkeley, CA; **KPFK** Los Angeles, CA; **KPFT** Houston, TX; **WPFW** Washington, DC; and **WBAI** New York, NY. Pacifica also works with more than 250 affiliate stations nationwide.

Pacifica's governance structure includes nationally and locally elected board members representing both listener-members and staff-members. Pacifica National Board and Local Station Board elections are conducted pursuant to the Pacifica Foundation Bylaws.

II. Purpose of this RFP

The Pacifica Foundation seeks proposals from qualified individuals to serve as the **Independent National Election Supervisor (NES)** for the 2026 Pacifica National Board and Local Station Board Elections.

The NES will oversee, administer, and ensure the fair, transparent, and timely execution of elections across all five Pacifica stations in accordance with the Foundation's Bylaws, national policies, and adopted election policies.

This is a **fixed-term independent contractor engagement**.

III. Scope of Work

The selected contractor will be responsible for comprehensive election oversight, including but not limited to the following:

A. Election Planning & Administration

- Develop a detailed election timeline consistent with the Pacifica Bylaws.
- Prepare a comprehensive election budget for approval by the Executive Director.
- Coordinate the administration of elections across all five stations.
- Ensure consistent application of election procedures and fair campaign provisions.

B. Membership Data & Balloting

- Work with station General Managers to obtain accurate, de-duplicated, and properly categorized listener and staff membership lists, including distribution of a voter registration form.
- Coordinate with an independent balloting and tabulation company.
- Oversee ballot design, production, distribution, reissuance, and tabulation.
- Ensure the integrity and security of electronic and/or paper ballot systems.
- Monitor compliance with membership eligibility requirements.

C. Candidate Nomination & Campaign Oversight

- Facilitate candidate registration and the nomination process.
- Develop and enforce fair campaign provisions.
- Receive and adjudicate election-related complaints.
- Coordinate candidate forums and candidate campaign communications in collaboration with national and station personnel.

D. Communications & Member Support

- Draft ballot materials, review candidate statements, and voting instructions.
- Edit and maintain up-to-date election information on Pacifica's election website.
- Coordinate production of on-air PSAs and email communications and station website postings announcing election milestones.
- Establish and manage a member election support system.

E. Reporting

- Provide periodic progress reports to the Executive Director.
- Certify election results.
- Submit a comprehensive final written report within 30 days of election completion.

IV. Qualifications

Proposals will be evaluated based on the following qualifications:

- Demonstrated experience administering or supervising elections (nonprofit, union, association, academic, governmental, or similar).
- Experience working with membership-based or grassroots organizations.
- Strong data management experience, including handling large membership databases.
- Familiarity with electronic and/or hybrid balloting systems.
- Strong written communication and documentation skills including facility with Google Forms and Word Press websites.
- Demonstrated ability to remain neutral and manage disputes professionally.
- Experience coordinating with independent vendors.
- Ability to manage complex timelines and multiple stakeholders.

V. Independence Requirements

To ensure impartiality:

- The National Election Supervisor may not be a current employee (paid or unpaid volunteer), Delegate, Officer, Director, or Local Station Board member of the Pacifica Foundation or any Pacifica station.
- The contractor must disclose any actual or potential conflicts of interest.
- The NES will operate as an independent contractor and will not be considered an employee of the Pacifica Foundation.

VI. Contract Term

The contract period will begin March 2, 2026 and conclude upon submission of the final election report and certification of results (estimated date: November 30, 2026.)

Specific timelines will be determined in consultation with the Executive Director and in accordance with the Pacifica Bylaws.

VII. Compensation

Proposers must include a total proposed fee, along with a breakdown of:

- Professional fees
- Estimated hours
- Administrative or technology costs (if applicable)
- Any reimbursable expenses

Payment schedule and deliverables will be defined in the final contract.

VIII. Proposal Submission Requirements

Interested parties must submit the following:

1. Cover letter summarizing interest and qualifications.
2. Resume.
3. Description of relevant election administration experience.
4. Proposed work plan and timeline.
5. Proposed fee structure.
6. At least two professional references.
7. Response to the following question:
    - After reviewing the Pacifica Foundation Bylaws (available at pacifica.org), how many simultaneous parallel elections constitute the Pacifica Board Elections?

IX. Submission Instructions

Proposals must be submitted electronically to **ed@pacifica.org**
All submissions must be in PDF format.
Subject Line: *RFP – National Election Supervisor 2026*
Submission Deadline: **February 27, 2026**
No phone inquiries, please.

X. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and qualifications
- Quality and clarity of proposed work plan
- Understanding of nonprofit/member-based governance
- Demonstrated neutrality and independence
- Cost reasonableness

The Pacifica Foundation reserves the right to reject any or all proposals, request additional information, or negotiate terms with the selected contractor.

XI. Equal Opportunity Statement

The Pacifica Foundation is committed to equal opportunity and encourages proposals from individuals reflecting diverse backgrounds and perspectives.