PUBLIC NOTICE 24-130
Invitation for Request for Qualifications

The City of St. George is soliciting Request for Qualifications (RFQ) for:

A Contracted Privacy Consultant

The Privacy Consultant will report to the City Attorney's office. This is principally a remote position. In person and/or virtual meetings will occasionally be required.

The Privacy Consultant will be familiar with State of Utah H.B. 491 (2024) and its requirements for designated governmental entities. These requirements include but are not limited to: logging and reporting data breaches; providing notice on data collection purpose, use of data, and use changes; establishing a process to correct personal data; providing annual privacy training; creating a privacy program with policies and standards; and creating a plan for data mapping and processing.

Tasks include:

- Develop and improve policies related to data privacy.
- Provide training on data privacy and record retention.
- Identify areas of high exposure to risk and make recommendations for improvement.
- Provide recommendations to improve systems and practices to ensure compliance.
- Develop training materials for data privacy for various stakeholders including elected officials, staff, volunteers, and board members.
- Advise on legislative actions regarding information privacy and security.

Required Qualifications:

- Bachelor's, Master's, or Doctorate degree in instructional design, business administration, law, computer science, information technology, or a related field.
- 5+ years of overall career experience.
- 2+ years of experience in privacy, legal, compliance, or a risk management role.
- Certified Information Privacy Manager (CIPM) certification from the International Association of Privacy Professionals (IAPP). Additional IAPP certifications helpful but not required.
- Core skills in privacy regulations, compliance, and privacy program development.
- Ability to independently research, understand, and apply regulatory requirements in a government setting and for non-technical audiences.
- Experience in records management and general retention schedules.
- Excellent written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate technical contents to non-technical audiences.

Compensation: Commensurate with experience.
This is a one-year contract with the possibility of renewal.

All submitted documents must be plainly marked with **RFQ #24-130** on the outside of a sealed envelope. Envelopes must be sent to the following location:

City of St. George
Purchasing Dept.
Attn: Mary Wahl
RFQ #24-130
175 E. 200 N.
St. George, UT 84770

Responses to the RFQ must either be mailed in ahead of time (preferred) or dropped off either at the front desk or via the drive through window at City Hall. Please note that any late responses for any reason will NOT be accepted.

Responses to the RFQ will be accepted until **July 30, 2024 at 2:00 pm local time.**

The City reserves the right to reject any or all response submissions or waive any irregularity.

In your response to the RFQ, please provide the following information in the following order. If you have no information regarding one of the requirements below, please respond N/A.

- Your current Curriculum Vitae;
- Years of experience as a privacy professional;
- List the entities whom you have consulted for or otherwise contracted with on privacy matters;
- Describe/Summarize any involvement with the local, state, or national media whether or not related to privacy matters;
- Link for your or your organization's website;
- Your compensation requirements; and
- Any additional information pertinent to your interest in and qualifications as a Privacy Consultant.

For technical questions relating to this RFQ please contact: alicia.carlton@sgcity.org