



COUNTY OF MADERA

REQUEST FOR PROPOSALS

New Voting System

July 1, 2017

SUBMIT PROPOSALS TO:

**MADERA COUNTY PURCHASING DEPARTMENT
RFP- Voting System
200 West Fourth Street
Madera, CA 93637**

SECTION 1: INTRODUCTION

1.1 Proposal Goals

General Summary

The basis for issuing this Request for Proposal (RFP) to vendors is to obtain a new Voting System, including software, hardware and related system services to replace the Voting System currently used by Madera County. California Elections Code section 19006(a) requires that the County of Madera use a voting system that the Secretary of State has approved for use in California.

Technical Summary

The County of Madera is seeking proposals for a new voting system. The selected Respondent shall provide software support, hardware support, training, maintenance, warranties and include associated costs in the proposal. The information provided by Respondents through this RFP will be evaluated and used in the selection of the County's new Voting System.

To ensure the availability of a fully functional and adequate Voting System for the County's upcoming election timetable, any proposed Voting System must be duly certified by the California Secretary of State prior to **July 31, 2017**.

The County requests that all respondents propose a complete solution that clearly describes and defines required and optional hardware, software and implementation services.

1.2 About the Organization

The County of Madera is at the geographic center of the State of California. As of the 2010 census, the population was 150,865. The county seat is Madera. Madera County was formed in 1893 from the southern part of Mariposa County during a special election held on May 16, 1893.

Madera County comprises the Madera, CA Metropolitan Statistical Area, which is included in the Fresno-Madera, CA Combined Statistical Area. It is located in the eastern San Joaquin Valley and the central Sierra Nevada. The southeastern most part of Yosemite National Park is located in the county's northeast.



In addition to conducting Federal, State and County elections, the Madera County Elections Division conducts elections for multiple special districts, school districts, a hospital district, a community college district, and the municipal elections for the incorporated cities of Madera and Chowchilla.

There are 107 regular voting precincts that are consolidated into 40 in person polling places and 21 mail-ballot only precincts. As of June 22, 2017 there were 57,333 registered Madera County Voters of which 35,835 are permanent Vote-By-Mail voters.

Madera County has not yet made a commitment to adopt SB 450 – the Voter’s Choice Act, but is one of 14 California Counties that is authorized to adopt a Vote Center Model per SB 450 in 2018. Adoption of SB 450 would be contingent on the purchase of a New Voting System that could accommodate the technical requirements of SB 450, as well as other factors.

1.3 Issuing Agent

Project Sponsor

This project is governed by the County of Madera. The Madera County Clerk-Recorder Elections Division is sponsoring and managing this project. All communications with the County regarding this RFP (other than the formal submittal) should be via email and directed to:

Rebecca Martinez: rmartinez@co.madera.ca.gov

1.4 Technology Vision

The County wishes to implement appropriate technology to conduct all Federal, State, County, City and District elections in Madera County that will be supported for at least eight years. The County encourages all organizations and firms that respond to this RFP to identify a multiplicity of procurement options for the County’s consideration, including: lease; purchase; lease-to-purchase; joining with a consortium of counties; or, any other procurement options.

SECTION 2: FUNCTIONAL REQUIREMENTS

2.1 Overview

Project Goals

The basis for issuing this Request for Proposal (RFP) to vendors is to obtain a new Voting System, including software, hardware and related system services to replace the Voting System currently used by Madera County. California Elections Code section 19006(a) requires that the County of Madera use a voting system that the Secretary of State has approved for use in California.

The list below represents the initial criteria that the County considers to be necessary elements of a new Voting System. Since these criteria are the initial basis for a new

system, all organizations and firms must indicate in their responses that their proposed systems include or meet each of the individual criteria or, if any criterion is currently not associated with a Responder's current system, when/whether the Responder's proposed system will include such criterion.

1. Functionality

- a. Approved by the Secretary of State for use in California before the County obtains the new system.
- b. Designed for votes to be cast and tabulated using paper ballots, as required by the California Secretary of State.
- c. Accommodates the formatting of multiple-language ballots and is designed to integrate additional languages with minimal preparation of and modification to the overall system.
- d. Requires the staging of either one piece of accessible voting equipment per polling place as per the Help America Vote Act (HAVA) or up to three pieces of equipment per Vote Center for each polling place to meet the requirements of SB 450 – The Voter's Choice Act.
- e. Utilizes high-speed scanners to tabulate vote-by-mail ballots.
- f. Stores ballot images from all tabulating equipment.
- g. Utilizes digital image adjudication of all ballots.
- h. Creates a visual audit trail of all adjudicated ballots.
- i. Appends audit trail to the digital image
- j. Meets or exceeds the most recent security standards set as minimum requirements for voting systems by the Election Assistance Commission and the California Secretary of State.
- k. Includes auxiliary battery power to run polling place equipment for at least two hours of continuous use.
- l. Designed with minimal moving parts to reduce maintenance and associated costs of any mechanical operations.
- m. Includes clearly written documentation available before implementation for both hardware and software functions and provides instruction and reference materials for all system-related processes.
- n. Produces easily customizable reports containing any audit data or other information collected by the system.
- o. Logs all normal and abnormal events and ensures that event logging cannot be disabled or altered.
- p. Allows for reporting results in near real time in such manner that does not require elections personnel to manually prepare and post results-related information.

2. Usability/Transparency

- a. Accessible to all voters, including those with physical and visual impairment, to cast ballots in an independent and confidential manner, as per the Help America Vote Act of 2002 (HAVA) standards.
- b. Provides fully accessible and intuitive features for all voters.
- c. Promotes intuitive setup and operation of equipment in the polling places.
- d. Indicates how the system tallied each vote on every ballot.
- e. Issues all result reports, ballot tally files, audit logs, in open data formats (machine-readable) and human readable formats to increase the scope of election transparency.
- f. Collects and then converts the election information in a manner that facilitates the County's ability to provide reports in data formats and styles requested from other agencies, the media, and members of the public.
- g. Designed so that the County can transport equipment using minimal resources and requires a small footprint inside delivery vehicles.
- h. Allows elections personnel to set voting patterns when preparing logic and accuracy testing.
- i. Allows elections personnel to meet the pre-election testing requirements for automated reporting established by the California Secretary of State in such a manner that does not require manual results generation.

3. Results Reports

- a. Produces rapid, versatile, and easily customizable reports, including in real-time, when issuing results reports on Election Night.
- b. Provides easily customizable reports for a wide variety of purposes, including the reporting of partial election returns throughout Election Night, final unofficial election returns, and canvass reports.
- c. Organizes and exports data in a variety of formats including but not limited to TXT (delimiter-separated), CSV, XLSX, PDF, and XML/EML that the County can upload to its website and provide to the Secretary of State, the media, etc. with minimal intervention.

4. Adaptability

- a. Anticipates the County modifying its use of the system or the system's components in response to changes in law such as the possible implementation of Senate Bill 450 that would allow the County to conduct mail-ballot elections with voting centers staged at multiple locations in the County.
- b. Implemented in the County under a possible final agreement that institutes a purchase, lease, lease-to-own, or any other mechanism that best suits the County's interests in obtaining a new system.
- c. Allows the County to obtain the new system and its components and also provides the County with the flexibility throughout the term of the agreement to upgrade components, including software, when improvements to the new system become available, including an option to fully replace the new system.

- d. Allows the County to continue to select how all voting-related services are obtained such as for ballot printing and translations without restrictions from the design of the new system.
- e. Amenable and compatible with off-the-shelf hardware such as lap-tops and touch screens to allow equipment to be replaced due to age and changes in laws and regulations to confer future cost savings on the County.

SECTION 3: PROPOSAL INSTRUCTIONS

3.1 General Conditions

Proposal Cost

Those submitting proposals do so entirely at their expense. There is no expressed or implied responsibility on the part of the County of Madera to reimburse respondents for any expenses incurred for preparing or submitting proposals, providing additional information when requested by the County of Madera, or participating in any selection interviews.

Basis of Selection

The County reserves the right to reject any and all Proposals, or any part of a Proposal. The County reserves the right to waive variations from the specifications that do not render a Proposal non-conforming. The County retains the right to disregard non-conformities, non-responsive Proposals or conditional Proposals in the best interest of the County.

In evaluating Proposals, the County shall consider the qualifications of the Proposers and whether or not the Proposals comply with the prescribed requirements of the Proposal Documents as specified in this RFP.

The County may consider the qualifications and experience of Proposers and the type of training for Madera County Elections Division employees can expect to be provided by a Proposer, suitability for use by the County and hardware and software, including materials, equipment. ***Preference will be given to proposals that include systems already used in counties similar to Madera County.***

The County may conduct such investigations, as it deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications, and financial ability of the Proposers, proposed subcontractors, and other persons or organizations to do the Work in accordance with the proposed contract and requirements of this RFP to the County's satisfaction within the prescribed time.

The County reserves the right to reject the Proposal of any Proposer who does not pass any such evaluation described in this section by the County to the County's satisfaction. If a contract is awarded to a Proposer as a result of this RFP, it will be awarded to the lowest, conforming responsible Proposer that best meets the requirements of the County and the Clerk-Recorder, in the sole judgment of the County.

Any Proposal must remain valid for ninety (90) days after the date of receipt of Proposals. Proposers are encouraged to offer a longer term for how long the proposal is guaranteed, and should state so in writing. If a contract is to be awarded to a Proposer as a result of this RFP, the County will issue the Notice of Award to the successful Proposer within the longer of ninety (90) days after the date of receipt of Proposals, or the time period the Proposer guarantees. The County reserves the right to return all Proposals, not make any awards, and cancel the project and this RFP, or to reject all Proposals and resolicit for proposals or not, at the County's option.

Criteria for ranking are as follows:

1. Proposer must state in writing within the Proposal submission that all proposed equipment and software has or will be certified in accordance, California Elections Code section 19006(a) on or before July 31, 2017. In the event that Proposer fails to meet this requirement after award is made, award may be rescinded, and the County will not be liable for any costs, demands, claims, or any other charges or associated costs incurred by the Proposer. The County may also recoup liquidated damages pursuant to its contract with the Proposer.
2. Proposer must state in writing whether they are able to provide annual maintenance and software license after the initial warranty and software license expires and provide the cost related to the annual maintenance and license.
3. Proposer must state in writing whether they are able to provide instruction and training for Madera County Election Division employees prior to elections at a time and place designated by the Madera County Clerk-Recorder and state the cost for the service.
4. Proposer must state in writing the amount of telephone support that it will provide for its equipment, the limits upon such support and the cost related to the support.
5. Proposer shall state in writing a complete description of its voting tabulation system hardware and software, including the size of memory cards, what products are included with the tabulation system hardware and software and the price for the described hardware/software. The price shall include ballot boxes and all accessories necessary to fully utilize the system as well as a description of each and price for each item.
6. Proposer shall state in writing whether the Proposal includes the price for any and all servers for the system use.
7. Proposer shall state in writing the time frame for initial hardware warranty and software license for the voting tabulation system equipment hardware and software.
8. Proposer shall state in detail the manner in which its equipment allows for voting and tabulation by voters with disabilities and the cost of such equipment. This particular requirement should be specific as to how the votes are handled, tabulated and the amount of assistance required from poll workers. It is the intent of the County, to protect the secrecy of the ballot for those voters with a disability as much as possible.
9. Proposer shall state in writing in detail all testing procedures for voting tabulation system hardware and software, and cost of installation.
10. Proposer shall state in writing and in detail the amount and cost of field support training.

11. Proposer shall state in writing if its proposed hardware and software are compatible with any other proprietary or non-proprietary (including off-the-shelf) hardware and/software, or if it can and the Proposer is willing to make it compatible. The cost, if any, of modifying or using other hardware/software shall be identified, as well and any disclosures regarding compliance with State and Federal elections laws.

Selection Criteria

The selection criteria listed below represent critical issues that will impact the success of the new Voting System. The respondent should make certain that their proposal addresses each of these issues. Each numbered item below requires a response.

1. Provide organization's or firm's legal name and address.
2. Provide the name, title, address, telephone number, and email address of the person(s) who will serve as the contact(s) for the County as well as those persons having the ability to represent and make binding decisions on the organization and firm.
3. Provide a letter of introduction with a brief description of the organization or firm, including organizational structure, experience in the industry, number of years providing voting systems and election support services to federal, state, or local governments.
4. Provide a summary of the products and services offered, including annual license fees, annual support fees, and/or annual subscription fees. Include third party applications that are being recommended. List prices are acceptable.
5. Describe any election-related services that the organization or firm offers, including, without limitation, integration assistance, training, and ongoing support. Provide a rate structure or other costing information (i.e. hourly rate or pricing methodology) for the professional services offering. List prices are acceptable.
6. Describe the manner in which the organizations product(s) will support the County in conducting elections in compliance with State and Federal laws.
7. Describe the different implementation approaches (i.e. big bang vs phased roll out) that the organization or firm can offer to the County of Madera to fully implement a particular solution. Include the benefits and/or risks of each.
8. Provide a brief description of the overall software and architectural design of applicable products.
9. Describe the recommended operating environment(s) required to install and use any relevant systems and the minimum system requirements necessary to run such systems. Include any suggested production, development/test, and disaster recovery environments.
10. Describe how the organization or firm envisions its software and hardware solutions changing over the next five to ten years.
11. If applicable, submit at least two (2) references of federal, state or local governments equal in size or larger than the County of Madera that have implemented the proposed system, or, a similar system, within the last five (5) years. Include: a. Name of the client b. Contact information (name, address, phone, email) c. Date system fully implemented d. Total # of employees.

e. Technical environment, i.e. commercial off-the-shelf (COTS), proprietary, mixture of COTS and proprietary. If your organization's or firm's voting system is a combination of elements that are COTS and proprietary, note which items are COTS and those that are proprietary. Alternatively, for any organization or firm that is unable to provide references associated with the actual implementation and use of a voting system, indicate any pilot programs, testing, etc. that sufficiently support a proposed system being successfully implemented and operated.

Proposal Evaluation

The intention of the County of Madera is to cost-effectively acquire a new Voting System. Responses to this RFP will be evaluated according to the following criteria:

- Quality, clarity and responsiveness of the proposal in conformance with the instructions, conditions and format as requested in this document;
- Functionality, adaptability and technical requirements of the proposed solution;
- Cost

A team selected by the County of Madera will evaluate all proposals deemed responsive to the request. The initial evaluation will consider the submitted responses only. The proposals will be ranked based on an analysis conducted by the evaluation team.

Discussions may take place with the finalists to clarify the proposal and obtain a best and final offer. Any award granted will be granted to the respondent proposing the best solution for the County as determined solely by the County.

Exceptions and Omissions

Should any omissions, discrepancies or ambiguities be discovered in this RFP, the County should be notified in writing (via email) immediately. All questions will be answered to the extent possible in an addendum released as soon as possible after the County receives the notification. Please note that all omissions, discrepancies, or ambiguities are not purposeful. Please direct all such notifications to:

Rebecca Martinez rmartinez@co.madera.ca.gov

Additional Information

If additional information is required to complete the proposal, the respondent is cautioned that the opportunity to obtain additional information is limited to technical and/or procedural questions and should not be viewed as a sales presentation opportunity. Requests must be made in writing via email. Please direct all such requests to:

Rebecca Martinez rmartinez@co.madera.ca.gov

Project Contact

Rebecca Martinez - Madera County Clerk-Recorder
County of Madera
200 West Fourth Street, First Floor
Madera, CA 93637

Phone: 559-675-7720

Fax: 559-675-7870

Email: rmartinez@co.madera.ca.gov

Submissions

A hard copy of the proposal must be submitted to:

MADERA COUNTY PURCHASING DEPARTMENT
RFP- New Voting System
200 West Fourth Street
Madera, CA 93637

Submissions must be received no later than **3:30 PM, Monday, July 31, 2017**. The County reserves the right to deem Respondent non-responsive if submissions are not received by the date and time stipulated.

Timeline

Proposals will be processed according to the following schedule of estimated target dates:

Issue RFP to potential bidders	07/01/2017
Deadline to submit Questions	07/19/2017
County Response to Questions Posted	07/24/2017
Proposals Due	07/31/2017
Selection of Finalists	09/01/2017
Implementation Completed	12/31/2017 (or sooner)

Proposal's Use / Respondent Guarantees

The respondent's response to this RFP acknowledges that the rights have been reserved to include any part or parts of the selected respondent's proposal in the final contract. Submission of any proposal indicates acceptance of the conditions contained in the RFP.

By submission of a proposal, the respondent certifies that:

The prices in this proposal have been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any vendor.

The respondent has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of this contract to any employee, official, or current contracting consultant of the County of Madera.

All proposals submitted and the included pricing shall be valid for a period of 90 calendar days from the date of proposal opening.

Rights of County

The County, at its sole discretion, reserves the right to:

- 1. Reject any or all responses without cause.**
- 2. Reject all responses and seek new responses when such action is judged to be in the best interest of the County.**
- 3. Request and receive additional information as the County believes is necessary and to disqualify any company and reject any responses for failure to promptly provide such additional information.**
- 4. To waive any informalities or incomplete responses and to disregard all non-conforming, non-responsive or conditional proposals.**
- 5. Negotiate with any and all respondents.**
- 6. Madera County reserves the right to choose the proposal that best suits the needs of the County as determined solely by the County.**

Section 4: SUBMITTAL REQUIREMENTS

4.1 Proposal Format

To facilitate the analysis of responses to this RFP, respondents are required to prepare their proposals in accordance with the instructions outlined in this section. Respondents whose proposals deviate from these instructions may be considered non-responsive and be disqualified at the discretion of the County.

Respondents shall prepare proposals as simply as possible and provide a straightforward, concise description of its capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables shall be numbered and clearly labeled. The proposal must be organized into the following sections:

<u>Section</u>	<u>Heading</u>
	Title Page
1.0	Proposed Design
2.0	Proposed Technology
3.0	Implementation Schedule
4.0	Cost Proposal

Requirements relative to each section of the RFP response are described below.

Proposal Section 1: Proposed Design

The County is interested in a new Voting System, including software, hardware and related system services to replace the Voting System currently used by Madera County. In Section 1, propose a design that will accommodate this goal.

Proposal Section 2: Proposed Technology

Based on its geographically remote location and organizational culture, the County is most interested in solutions that are robust, reliable and sustainable. For each component proposed, indicate its specifications and its purpose in fulfilling the stated project goals.

Proposal Section 3: Implementation Schedule

Provide a project schedule detailing project milestones, resources and timings.

Proposal Section 4: Cost Proposal

Prepare a cost proposal that details, quantifies and totals all costs associated with successful completion of the project. The items described in the cost proposal should reconcile to the items and efforts described in Sections 1, 2 and 3 of the proposal.

The County realizes costs are based on some assumptions and pledges to work with all respondents during the negotiation process to arrive at a fair and equitable agreement. Respondents are encouraged to provide documentation about any assumption made while determining pricing.