

COUNTY OF TANEY - MISSOURI



**Request for Proposal
For
Electronic Poll Book
Taney County, Missouri**

**RFP #201005-106 – Electronic Poll Book
Release Date:
May 15, 2010**

**Submittal Deadline:
June 9, 2010
Not later than 3:30 p.m. Central Time**

**Taney County Purchasing
Linda Gifford, Purchasing Agent
132 David Street
Phone: 417-546-7281 Fax: 417-546-7280
P.O. Box 1630
E-mail: lindag@co.taney.mo.us
Forsyth, MO 65653**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All proposals shall be **delivered before 3:30P.M.**, Central Time, on June 9, 2010 to:

Taney County Purchasing Department
Linda Gifford, Purchasing Agent
132 David Street
P.O. Box 1630
Forsyth, MO 65653

- 3) The County will not accept any proposals received after 3:30P.M and will return such late proposals to the Offeror.

- 4) Offerors must submit one (1) original and two (2) copies of the proposal (total of three). **Proposals will be opened publicly at 4:00p.m. on June 10, 2010 but only names of offerors will be read aloud.** All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".

- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronically transmitted proposals will be accepted.

- 7) If you have obtained this proposal document from our Web Page or from another source other than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Poll Books as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 1. Instructions and General Conditions
 2. Instructions and General Information
 3. Overview / Scope of Services
 4. Cost Sheet

Guideline for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **3:00 p.m., Wednesday, May 26, 2010**. All questions must be mailed, faxed or emailed to the attention of Linda Gifford, Purchasing Agent. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Submit questions to:

Linda Gifford
Taney County Purchasing Agent,
PO Box 1630
132 David Street
Forsyth, MO 65653
lindaq@co.taney.mo.us

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only in writing and when issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

Electronic Pollbook RFP

Overview

Taney County, Missouri is seeking qualified providers of Electronic Poll Books (EPB).

In compliance with the Help America Vote Act (HAVA), Missouri has fully implemented a single centralized voter registration database. Taney County interacts with this database through the use of PC workstations in county locations. In addition, the system is referred to as MCVR.

MCVR will be the source of all information necessary to loading EPB's and will be the collection point for all vote history. To accomplish this, vendors will have to comply with a file format that will be developed by the state for use in transfer of information by and between their system and MCVR. Vendors are encouraged to define their minimum expectations of what such a file format would look like to enable this data exchange.

Preliminary information indicates we need approximately fifteen to twenty-five units. This should not be construed as a commitment to purchase in this volume and vendors should be aware that this number could likely be higher and possibly lower depending on unit costs.

Requirements

Rather than attempting to over specify a particular set of features and functions expected of an EPB, Taney County is interested in what the market has to offer and will look for the best combination of features, functions and cost in making an award. Consequently, we are interested in what vendors have to offer, how they accomplish certain functions and how they believe their products are superior to other products.

We believe an electronic poll book should provide a baseline set of features, functions and benefits including but not limited to the following:

- Be easy to use and reduce the amount of time it takes to process a voter.
- Provide information necessary to verifying a voter's identity and guide the process of doing so.
- Allow for a search based on name, address, voter ID
- Provide a mechanism for updating MCVR with new voter history.
- Help prevent errors from being made.
- Be secured from unauthorized access.
- Have a high availability rate and be capable of operating during power outages.

As part of your response, please address the following questions or issues specifically;

- Please provide information on your expectation of how long it takes to process a voter with your system. We will consider this as a performance expectation if an award is made.
- Is your system capable of supporting Vote Centers by allowing for voter lists from multiple precincts?
- Can you install and search a street file by street name, address, and zip code?
- In a situation where multiple EPB are located in a single voting location, are the individual units synchronizing and if so, how is this accomplished?
- Can EPB's in multiple locations be submitting information to a central source?
- What are the separate costs involved in the synchronizing vs. non-synchronization of the EPB's?
- Can the system operate partially or fully during a power outage and if so for how long?
- Can the EPB generate interim reports without suspending registration operations?
- Can data be recovered quickly for an EPB that has fully failed during operations?
- If the voter is considered having voted but we know that they have not, can we override the system to allow a vote to take place?
- Does the system maintain information on advance ballots requested and returned?
- What information is downloaded to the EPB to support an election?
- What search functions are provided to find a voter, appropriate voting location or ballot within a location with multiple ballots?
- Does the EPB support electronic signature capture?
- Does the EPB provide images of voter signatures stored in the centralized voter registration system?
- Does the EPB require a database and if so does it come bundled with the system?
- Is the EPB dependent on a real time connection to the centralized voter registration system?
- Provide estimates of how long it would take to load an EPB with data.
- Does the system employ the use of hand held devices for voter check in or any other function?
- Does the system have an ability to read the bar code on a Missouri driver's license or state ID card for check in?
- Does the system have the ability to read the bar code on a voter registration card that contains the Voter ID number?
- Does the system provide any tools for precinct management?
- Following Election Day, can voter history be quickly and accurately uploaded into the county voter registration database? How?
- Will the system have polling place information for voters who appear at the wrong location?
- Does the system time stamp significant activities such as time of voter check in?
- Provide information on all reports available from the system while the election is still underway and after it has closed.
- Are procedural or process controls included that aid the poll worker for each situation they may encounter?
- What will the system utilize for backup during failures?
- Can the system handle address changes?
- If so, can the system print a pollbook/roster sticker with a signature line for address change purposes?
- Can the system handle provisional voters?
- If so, can the system print a pollbook/roster sticker with a signature line for voter registration information?
- If Missouri Statutes are amended in the future to allow for electronic signatures, will the upgrade and/or support be provided at no additional cost?

Security

The system must be secure from unauthorized use.

- Minimally, the system should provide a record of the following:
 - The program and version in use
 - The election file in use
- Can the EPB be encrypted using 1024-bit encryption?
- Describe how security is managed with the EPB including but not limited to:
 - User access control features
 - Network security
 - Data encryption

Training Requirements

Vendor's accepting orders for equipment must provide training on all aspects of the systems set up and use during elections such that users are capable of operating the EPB independently with minimum support from the contractor. Training must address, but is not limited to, the following topic areas:

- Basic overview of the system.
- Maintenance of the system before, during and after use in elections.
- Loading of data for an election.
- On site set-up of equipment.
- System security to include safeguards to prevent and detect tampering.
- Process to upload voter history and other required information to the State's database during and after an election is completed.
- Production of reports: printing, designing and formatting.
- Troubleshooting, resolution of malfunctions and error messages.
- Proper storage of equipment when not in use.
- Ongoing training for new features.
- Provide a manual for use and maintenance of equipment.

Data Transfer

As part of this contract, vendors are required to provide for transfer of data between MCVR and their system and back to MCVR. Specifically, the following are anticipated:

- Voter role data must be downloaded from MCVR to the EPB(s). This transfer is mandatory.
- Voter history information collected at polling locations by the EPB must be uploaded to MCVR so that voter history can be updated. This transfer is mandatory.

Warranty and Maintenance

Provide information regarding the Warranty period. The County will assume the warranty covers any component of the system. Any exclusion must be specifically cited. In addition, discuss ongoing maintenance for both hardware and software.

COST SHEET

Vendor Name: _____

Instructions

Vendors should provide pricing for all products and services offered under this contract.

Hardware	price per unit
Electronic Pollbook Software Subscription (version with no internet access needed for pollbook) – Subscriptions must include the Annual License Fee, 1 database conversion for each election, off site training, and all software version updates. Give per year pricing.	
Electronic Pollbook Software Subscription (version in which internet access is needed and voter history is communicated and shared between all precincts and election office) – Subscriptions must include the Annual License Fee, 1 database conversion for each election, off site training, and all software version updates. Give per year pricing.	
Data Converter Application – Application in which data conversions can be done by County “in-house” without sending the voter registration and street data to the vendor. Data Converter pricing must also include one annual Electronic Pollbook User License for every poll worker in the County and off site training. Give upfront and per year pricing.	
Pollbook Unit with keyboard	
Setup and Installation	
Mouse	
Carrying Case	
Memory Card: 2GB	
Card Reader	
Label Printer	
Labels: 1 1/8" X 3 1/2" labels, 350 labels per roll, 120 rolls	
Bar Code Scanner: Should be able to read 1D and 2D barcodes	
Four Port USB Hub	
5-Port Switch for Daisy Chaining	
Cat5 Patch Cable: 3', 7', 14', 25' for Daisy Chaining	
Shipping: FedEx Ground with tracking	

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUNBIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

BID: #201005-106 – RFP POLL BOOKS

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:



TANEYCOUNTY, MISSOURI
Request for Proposal # 201005-106

ADDENDUM #1 - Issued June 3, 2010

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. **Question** – Can you please clarify what you mean by “Can the EPB generate interim reports without suspending registration operations”? Do you mean voter check in?

Response – I believe what we're saying is that a pollworker may run a report on voter totals, etc. while voter check-in is still occurring. This would be especially important if the voter check-in was happening live, as our office would want to run interim reports throughout the day.

2. **Question** – Can you please clarify the question “Does the system employ the use of a hand held devices for a voter check in or any other function”. It appears you are looking for a lap top based solution. Please explain what you would like the hand held devices to do?

Response – Hand Held device to scan in driver's license and or voter i.d. card

3. **Question** – Regarding the Data Converter Application:
If a vendor's pollbook solution requires data conversion by the vendor, including possible cost savings to the County through this process, will that vendor's solution be excluded from consideration?

Response – No, it would not be excluded from consideration.

By: _____
Linda Gifford

OFFEROR has examined copy of Addendum #1 to Request for Proposal # **201005-106 – Electronic Poll Books**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____