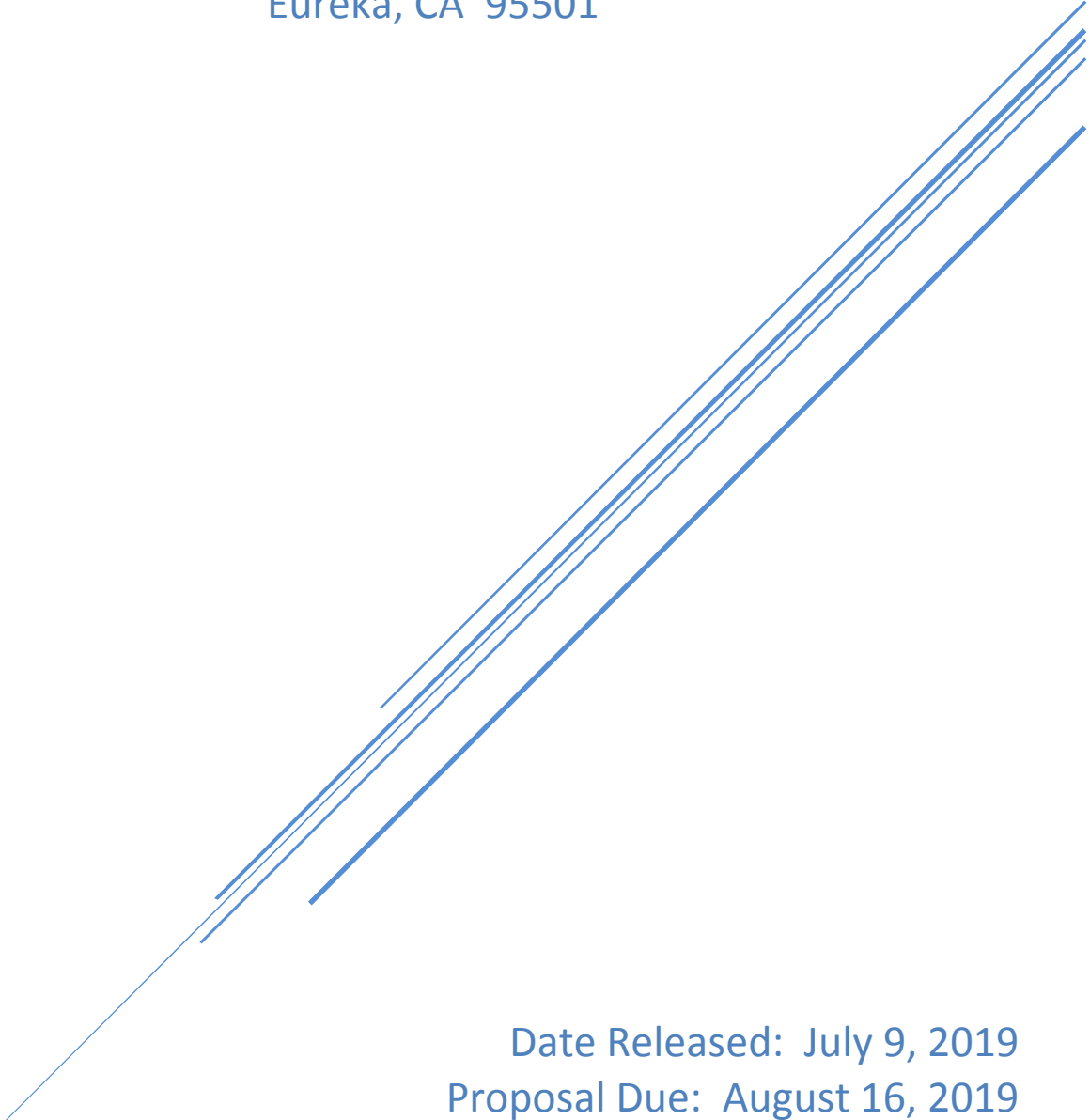


# REQUEST FOR PROPOSAL

Election Voting System, and Associated Licensing, Service & Maintenance.

RFP Number: Elec-2019-01

Humboldt County Office of Elections  
2426 6<sup>th</sup> Street  
Eureka, CA 95501



Date Released: July 9, 2019  
Proposal Due: August 16, 2019

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**REQUEST FOR PROPOSALS – RFP ELEC-2019-01  
NEW VOTING SYSTEM**

**1.0 INTRODUCTION**

**A. Statement of Purpose:**

A.1. The County of Humboldt, Registrar of Voters and Office of Elections (hereafter, County) is soliciting proposals to provide a comprehensive, modern voting system to design ballots, collect, count, tabulate and report votes for all elections held in the County. The selected respondent shall provide software, hardware, and implementation services and support for any or all categories listed below including training, maintenance and warranties.

A.2. A contract is intended to be awarded from proposals to this RFP if it is determined that a system meets the needs of the County. Responses may be used by the County without restriction or limitation, therefore proprietary information should not be included.

**B. Overview/Background:**

B.1. Humboldt County is located in Northern California approximately 270 miles north of San Francisco. It shares borders with Mendocino, Trinity, Siskiyou and Del Norte Counties. The County is home to 7 incorporated cities. The estimated population following the 2010 census is 134,611. According to the most recent Secretary of State's Report of Registration the County's total voter registration is 78,158 which is 74.14% of the 105,415 eligible voting age residents.

B.2. The Humboldt County Office of Elections conducts all local, city, county, state, and federal elections for the voters of the County. The County typically conducts two elections in even-numbered years and one UDEL election in odd-numbered years plus one to three small district special elections per year.

B.3. The County's current paper-based, optical scan system (HART InterCivic) has been used since 2009, and its eSlate/DAU (Disabled Accessible Unit) have been used since 2006. Due to the recent decertification of the HART system currently in use, all voting equipment needs to be replaced before the March 3, 2020 Primary Election. Updated, modern equipment will allow the County to keep pace with contemporary voter needs and services that, in turn, require adaptable equipment and systems. The County is committed to providing fair accessible voting for all citizens while ensuring the utmost accuracy and security in the voting process.

B.4. The County is seeking proposals to achieve its goal of implementing a new, comprehensive, and modern voting system to be used in the March 2020 Presidential Primary. The County needs the new system in place in time to design and print the ballots and related election materials for the 60 day UOCAVA voters, and also train poll workers and election staff.

B.5. The County seeks proposed solutions that will accommodate anticipated growth in voter registration and voter turnout. The County is currently using precinct polling locations, but may be transitioning to the Voter's Choice Act (VCA) as early as 2022. The County is looking for proposals that include a combination of precinct scanning and central count tabulation with the ability to sell back or convert excess equipment when the County transitions to the VCA.

## **2.0 SCOPE OF SERVICE**

All submissions must meet all the requirements of the scope of services. These are considered mandatory for all components of the proposed system.

- A. All components of the voting system must be certified by the United States Election Assistance Commission (EAC).
- B. All components of the voting system must be certified to the latest California Voting System Standards (CVSS) by August 21, 2019.
- C. All components of the voting system must meet all federal and state requirements for election administration in California including those contained in California Elections Code (EC), the California Code of Regulations (CCR) and any guidance documents issued by the California Secretary of State.
- D. The voting system must allow for the County to successfully conduct traditional polling place, vote center, or all-mail ballot elections utilizing both central count scan and polling place scan/tabulation.
- E. The voting system must integrate with county's electronic poll pad allowing one-step on-demand printing of a complete ballot for the voter to manually mark.
- F. The proposal must provide options to purchase, lease, lease-to-own, convert components, or other mechanism that best suits the County's interests in conducting polling place elections and transitioning to vote centers by 2022 with a minimum of excess components.
- G. The voting system must accommodate the formatting of multiple-language official ballots and is designed to integrate additional languages with minimal preparation of, and modification to, the overall system. Languages available shall comply with current and future requirements under 1965 Voting Rights Act Sec. 203, and CA Elections Code §14201 (which currently requires Humboldt County to provide facsimile ballots and voting instructions in Spanish).
- H. The voting system must comply with the Help America Vote Act (HAVA).
- I. The voting system must be available to be delivered and installed in time to design and print the ballots and related election materials for the 60 day UOCAVA voters, and also train poll workers and election staff.

### **3.0 SYSTEM FUNCTIONALITY MINIMUM REQUIREMENTS**

#### **3.1 Ballot Design and Election Definition**

- A. The ballot design and election definition system shall meet the following overall minimum requirements:
  - i. Provide for a central database solution for election information for ballot design and election definition.
  - ii. Enable County staff to program, proof and print ballots, with no programming skills required and with no vendor help needed.
  - iii. Enable County staff to proof ballots, ballot types, districts, candidates, and polling place relationships with no vendor help needed.
  - iv. Enable County staff to generate and deploy election definitions to all media devices with no vendor help needed.
- B. Provide election definitions that are universal and can be used in any vote capture device in the system and for any combination of precincts, including as few as a single precinct or as many as all precincts for the election.
- C. Enable the creation of an automated test deck for logic and accuracy testing.
- D. Enable elections staff to easily make changes until the election definition is finalized and deployed – with What You See is What You Get (WSIWYG) ballot views and no programming skills required, and with no need to take ballot data to a separate application to see how the ballot will look. Staff must be able to use the software application to make corrections in real time.
- E. Produce camera-ready images/art for production of sample ballots, official ballots, vote-by-mail ballots, provisional ballots and facsimile ballots in all federally required languages. Provide the ability to output ballots and/or ballot images to a PDF file for third-party printers.
- F. Enable elections staff to build the election once for all components – for any voting type including both paper and audio ballots.
- G. Include multiple ballot templates for up to four-column ballots, with the ability to add rich text and images.
  - i. Each template shall allow for forced column/paging as necessary by County staff.
  - ii. Images include bit-map, JPEG, PNG, and GIF formats.
- H. Allow up to 600 unique ballot choices (candidates and proposition options) to be defined for a single election, with the capability for each of these choices to be repeated on multiple ballot types and across thousands of individual ballots.
- I. Provide the ability to record audio and to import synthesized speech, with built-in text translation and audio recording. Text translations and audio recording are done within the application – no need to use separate applications.
- J. Support preference voting, multiple choices for specified individual races and ranked choice voting for single-winner and multiple-winner races.

- K. Support crossover parties according to California law. Crossover party ballots should be identifiable by the voter on the ballot.
- L. Support ballots of the following sizes:
  - i. 8-1/2 x 11 inch (letter)
  - ii. 8-1/2 x 14 inch (legal)
  - iii. 8-1/2 x 17 inch (super legal)
  - iv. 8-1/2 x 20 inch
- M. Be capable of managing all types of contest and measure elections conducted by the County including but not limited to statewide "Top Two" primary/general, presidential primary, county central committee, and recall. System is also capable of managing multiple elections simultaneously.
- N. Be compatible with existing election information management system (DFM) and maximize efficiency by importing data used in election operations including but not limited to contest/candidate/measure management, ballot layout, vote-by-mail, voter registration, precincts, and polling places.
- O. Maximize use of commercial off-the-shelf (COTS) hardware and/or software, where allowable by law. Proposed solution identifies all COTS equipment used, location within system hardware and software, manufacturer, and model number.

### **3.2 Central Count Scanning, Vote Capture and Ballot Adjudication**

The voting system must include the following features for central count scanning. Central count scanning is the scanning of any ballot at the main County office, and includes scanning vote-by-mail ballots, precinct ballots, and provisional ballots. Specifically, the system shall meet the following requirements:

- A. Have the capability to scan and tabulate all ballots regardless of source (ballot creation system, certified vendor or ballot on demand system) and regardless of type (precinct, vote-by-mail, and provisional) while rejecting ballots that are not associated with the election that is currently defined and open on the system.
- B. Have the ability to read all ballots except in circumstances where a ballot literally cannot be imaged for exceptional reasons (missing a portion of the ballot) in which case scanning continues without interruption and without deletion of the entire batch. A report can be produced which identifies specific ballots in the batch that could not be read, with a plain language message to the operator. In addition, the reasons for the rejection, as well as the sequence number of the ballot, are identified in an easy-to-read report.
- C. Provide on-screen adjudication of scanned ballot images, enabling batch by batch resolution of questionable voter intent issues with clear, color-coded flags, with no need for ballots to be out-stacked or rescanned for further review or duplication.
- D. Accept batches which include multiple precincts and ballot types and/or multiple languages.
- E. Allow for minimal prepping of batches. Ballots will be extracted from envelopes, barely flattened and void of preliminary review for damage, markings, missing pieces, or other

steps to prepare for scanning. Please describe how the system will handle single pages of a multipage ballot.

- F. Include plain-language annotations that describe how scanners processed voter marks.
- G. Provide transparency and easy auditability, with the ability for elections staff to easily locate exactly the ballot images they need, and plain-language processing notes that clearly show exactly how voter selections are recorded.
- H. Store ballot images from all tabulating equipment provided.
- I. Allow for ballot adjudication to take place at any workstation connected to the internal scanning network.
- J. Allow for ballot scanning to continue while adjudication process is occurring on a different workstation.

### **3.3 Polling Place Ballot Scanner and Ballot Marking Device**

The County will deploy ballot scanners and ballot marking devices to all polling places and/or vote centers in the county. The proposed solution must meet the following requirements:

- A. Capture and store full digital images of each ballot scanned. Include any built-in means for auditing, backup, and recovery.
- B. Handle hundreds of ballot types and be programmed to accept specific precinct ballots or all precinct ballots for the election.
- C. Print ballot count totals or tabulated results at the polling place, including summary or precinct-by-precinct reports on a built-in thermal printer, using COTS paper rolls.
- D. Scan ballots header first, footer first, face up, or face down. Automatically deposit scanned ballots directly into a secure ballot box. Include any built-in means for auditing, backup, and recovery.
- E. Provide accessible voting that complies with ADA standards, with controls in easy reach of users in wheelchairs. The voting machine/device must include the stand or frame upon which the machine is placed and secured.
- F. Allow a voter using an accessible marking device to mark and print a ballot from one device, while casting the ballot on a completely physically separate device. Alternatively, if the system allows the ballot to be cast on the same device as printed, describe how the County can disable this functionality.
- G. Provide plain-language notices that alert the voter about possible problems such as overvotes and invalid marks and provide the voter the opportunity to correct their ballot. The device must enable elections officials to configure the system to display such second-chance options or not.
- H. Support multiple languages, with instructions in all languages that have been defined for the election, both in written and audio form. Display any voter-facing messages in the language of the ballot that is scanned on the device.

- I. Have the memory capacity to store a minimum of:
  - i. 200 contests per ballot;
  - ii. 100 candidates per contest, 600 overall per ballot;
  - iii. 10,000 single-sheet ballots per voting event.
- J. Connect to standard 3-prong 10-amp AC power outlets, and include an uninterruptible power supply (UPS) and an internal, rechargeable battery capable of providing backup power for a minimum of two hours.
- K. Display in plain-language whether the ballot was counted if a ballot jam occurs.
- L. Be compact for easy transport in typical private vehicles and flexible deployment by poll workers, and for efficient storage.
- M. Provide access control restrictions for power button, activating voting, and closing polls. Also, allow for separate tamper-evident seals for main removable memory device that is capturing vote totals.

### **3.4 Polling Place or Vote Center Ballot Box Requirements**

The ballot box provided by the system is designed for the polling place scanner to securely capture ballots that are cast, and provide for easy to use mechanisms for poll workers to retrieve ballots at the close of the polls. In addition, the ballot box must meet the following minimum requirements:

- A. Include a secure compartment for scanned ballots and a separate secure storage compartment for voted ballots that cannot be scanned until later (for example, due to loss of power).
- B. Accommodate up to 2,000 sheets of 8-1/2 x 17-inch paper, with the ability to accept up to 500 additional ballots in the compartment for un-scanned ballots
- C. Include the following physical access controls:
  - i. Keyed locks to protect the main access door and all other points of access.
  - ii. Support for tamper-evident seals for the main access door and all other points of access.

### **3.5 Ballot on Demand**

The proposed voting system must include an integrated ballot on demand (BOD) system that meets the following requirements:

- A. The BOD components must print a full, mark-able, individual official ballot that looks and can be scanned/processed exactly like a regular printed official ballot.
- B. The BOD system must be capable of producing precinct ballots, provisional ballots, vote-by-mail ballots, and ballots for duplication.
- C. The BOD system must accept input to produce ballots from any precinct or ballot type created for the election. Users can call up the correct precinct or ballot type using either a manual input or from a barcode produced from the e-roster system used by the County.



- D. The BOD system shall have components that have a small footprint for easy transportation to each polling location. For the BOD system proposed for the County office, the printer can be larger to accommodate larger volumes of printing. The County can print up to 8,000 ballots in the office for an election.
- E. The BOD system shall have a daily use cycle of no less than 1,500 ballots. The Vendor should anticipate a single printer to experience printing 1,500 ballots per day.
- F. The BOD system shall have the capability to operate for 2 hours in the event of a power failure.

### **3.6 Minimum System Security Requirements**

Maintaining the integrity of all components of the system is critical. In addition to the security requirements identified in both EAC and SOS certification testing and the Use Procedures documents, the following minimum security features shall be included:

- A. Protection from unauthorized access to data. All data must be encrypted and digitally signed for tamper evidence. If someone attempts to tamper with data, the system must alert elections staff.
- B. Protection from unauthorized access to electrical power and network connectivity.
- C. Enclosures that protect data during transportation and allow for tamper-evident notification for poll workers and observers to easily see that devices are secured throughout an election cycle.
- D. Firmware security that protects against the loading or updating of firmware while the device is set for an election or is in election mode.

### **3.7 Results Reports**

The proposed system must provide access to vote totals in a variety of formats throughout the election cycle. The County believes that quick and routine access to updated results is important to achieve our goals for transparent and auditable elections. Typically, the County will update election results each hour on election night, followed by frequent updates throughout the canvass period. Report features need to be easy, repeatable, and conducted without support by the vendor. In addition, the following minimum requirements shall be met by the system:

- A. Provides rapid, versatile, and easily customizable reports in real or near-real time including but not limited to partial election returns throughout election night, semifinal (unofficial) and official results, canvass reports (including Statement of the Vote, Supplemental Statement of the Vote), and presidential primary results by congressional district (as required by the SOS). Response shall include samples of the following reports: cumulative report (with candidate and measure results included); web results (as it would appear on the County's website); a single page from a Statement of the Vote.
- B. Organizes and exports data in a variety of formats including but not limited to TXT (delimited-separated), CSV, XLSX, PDF, html, and XML/EML that the County may upload to its website and provide to the Secretary of State, press/media, etc., with minimal intervention. Proposed solution will meet the most current accessibility/ADA standards for

information intended for posting on websites; response shall specify the accessibility/ADA standards with which it complies.

- C. Allows for reporting tabulation results in near-real time in such manner that does not require elections personnel to manually prepare and post results-related information.
- D. Produces reports that facilitate verification (proofing) of the data extracted from County's EMS related to contests, candidates, measures, ballot types, ballot voting positions, precincts, and rotation schemes in such a manner that all imported election and ballot counting system settings may be verified. Response shall include a sample report that may be used for such purposes.
- E. Allows for the County staff to conduct auto-transmitting of reports to the Secretary of State on an hourly basis throughout election night and each day after election night if the County decides to update result information.
- F. Issues all result reports, ballot tally files, and audit logs in machine-readable and human-readable formats.

#### 4.0 RESPONSE

##### 4.1 Response Matrix Form

Please indicate in the boxes which requirements you are able to meet with no modification to your proposed system and which requirements are not currently in your system. A detailed narrative can be included at the end of this section; **however, all items in Scope of Work must be included in the proposed solution to be considered a valid proposal.**

#2	Scope of Work Requirements – All Items are required in proposed solution.	Importance	Included in Solution	Not Available
2.A	All components of the voting system must be certified by the United States Election Assistance Commission (EAC).	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.B	All components of the voting system must be certified to the latest California Voting System Standards (CVSS) by August 21, 2019.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.C	All components of the voting system must meet all Federal and State requirements for election administration in California including those contained in California Elections Code (EC), the California Code of Regulations (CCR) and any guidance documents issued by the California Secretary of State.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

#2	Scope of Work Requirements – All Items are required in proposed solution.	Importance	Included in Solution	Not Available
2.D	The voting system must allow for the County to successfully conduct traditional polling place, vote center, or all-mail ballot elections utilizing central count scan and polling place scan/tabulation.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.E	The voting system must integrate with County’s electronic poll pad allowing one-step on-demand printing of a complete ballot for the voter to manually mark.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.F	The proposal must provide options to purchase, lease, lease-to-own, convert components or other mechanism that best suits the County’s interests in conducting polling place elections and transitioning to vote centers by 2022 with a minimum of excess components.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.G	The voting system must accommodate the formatting of multiple-language official ballots and is designed to integrate additional languages with minimal preparation of, and modification to, the overall system. Languages available shall comply with current and future requirements under 1965 Voting Rights Act Sec. 203, and CA Elections Code §14201 (which currently requires Humboldt County to provide facsimile ballots and voting instructions in Spanish).	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.H	The voting system must comply with the Help America Vote Act (HAVA).	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
2.I	The voting system must be available to be delivered and installed to County by in time for ballot design and printing of ballots and related materials for the 60 UOCAVA voters, and to train poll workers and election staff prior to the March 2020 Election.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

#3	Functional Requirements – Ballot Design and Election Definition	Importance	Included in Solution	Not Available
3.1.A	The ballot design and election definition system shall meet the following overall minimum requirements:  i. Provide for a central database solution for election information for ballot design and election definition.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

#3	Functional Requirements – Ballot Design and Election Definition	Importance	Included in Solution	Not Available
	<ul style="list-style-type: none"> <li>ii. Enable County staff to program, proof and print ballots, with no programming skills required and with no vendor help needed.</li> <li>iii. Enable County staff to proof ballots, ballot types, districts, candidates, and polling place relationships with no vendor help needed.</li> <li>iv. Enable County staff to generate and deploy election definitions to all media devices with no vendor help needed.</li> </ul>			
3.1.B	Provide election definitions that are universal and can be used in any vote capture device in the system and for any combination of precincts, including as few as a single precinct or as many as all precincts for the election.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.1.C	Enable the creation of an automated test deck for logic and accuracy testing.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.D	Enable elections staff to easily make changes until the election definition is finalized and deployed – with What You See is What You Get (WSIWYG) ballot views and no programming skills required, and with no need to take ballot data to a separate application to see how the ballot will look. Staff must be able to use the software application to make corrections in real time.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.E	Produce camera-ready images/art for production of sample ballots, official ballots, vote-by-mail ballots, provisional ballots and facsimile ballots in all federally required languages. Provide the ability to output ballots and/or ballot images to a PDF file for third-party printers.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.1.F	Enable elections staff to build the election once for all components – for any voting type including both paper and audio ballots.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.G	<p>Include multiple ballot templates for up to four-column ballots, with the ability to add rich text and images.</p> <ul style="list-style-type: none"> <li>i. Each template shall allow for forced column/paging as necessary by County staff.</li> <li>ii. Images includes bit-map, JPEG, PNG, and GIF formats.</li> </ul>	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.H	Allow up to 600 unique ballot choices (candidates and proposition options) to be defined for a single election, with the capability for each of these choices to be repeated on multiple ballot styles and across thousands of individual ballots.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.I	Provide the ability to record audio and to import synthesized speech, with built-in text translation and audio recording. Text translations and audio recording are done within the application – no need to use separate applications.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

#3	Functional Requirements – Ballot Design and Election Definition	Importance	Included in Solution	Not Available
3.1.J	Support preference voting, multiple choices for specified individual races and ranked choice voting for single-winner and multi-winner races.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.K	Support crossover parties according to California law. Crossover party ballots should be identifiable by the voter on the ballot.	Preferred		
3.1.L	Support ballots of the following sizes: i. 8-1/2 x 11 inch (letter) ii. 8-1/2 x 14 inch (legal) iii. 8-1/2 x 17 inch (super legal) iv. 8-1/2 x 20 inch	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.1.M	Be capable of managing all types of contest and measure elections conducted by the County including but not limited to statewide "Top Two" primary/general, presidential primary, county central committee, and recall. System is also capable of managing multiple elections simultaneously.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.1.N	Be compatible with existing election information management system (DFM) and maximize efficiency by importing data used in election operations including but not limited to contest/candidate/measure management, ballot layout, vote-by-mail, voter registration, precincts, and polling places.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.1.O	Maximize use of commercial off-the-shelf (COTS) hardware and/or software, where allowable by law. Proposed solution identifies all COTS equipment used, location within system hardware and software, manufacturer, and model number.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

3.2	Functional Requirements – Central Count Scanning, Vote Capture and Ballot Adjudication	Importance	Included in Solution	Not Available
3.2.A	Have the capability to scan and to tabulate all ballots regardless of source (ballot creation system, certified vendor or ballot on demand system) and regardless of type (precinct, vote-by-mail and provisional) while rejecting ballots that are not associated with the election that is currently defined and open on the system or have been printed on non-standard paper.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

3.2	Functional Requirements – Central Count Scanning, Vote Capture and Ballot Adjudication	Importance	Included in Solution	Not Available
3.2.B	Have the ability to read all ballots except in circumstances where a ballot literally cannot be imaged for exceptional reasons (missing a portion of the ballot) in which case scanning continues without interruption and without deletion of the entire batch. A report can be produced which identifies specific ballots in the batch that could not be read, with a plain-language message to the operator. In addition, the reasons for the rejection, as well as the sequence number of the ballot, are identified in an easy-to-read report.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.2.C	Provide on-screen adjudication of scanned ballot images, enabling batch by batch resolution of questionable voter intent issues with clear, color-coded flags, with no need for ballots to be out-stacked or rescanned for further review or duplication.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.2.D	Accept batches which include multiple precincts and ballot styles and/or multiple languages in the same batch.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.2.E	Allow for minimal prepping of batches. Ballots will be extracted from envelopes, barely flattened and void of preliminary review for damage, markings, missing pieces, or other steps to prepare for scanning. Please describe how the system will handle single pages of a multipage ballot.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.2.F	Include plain-language annotations that describe how scanners processed voter marks.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.2.G	Provide transparency and easy auditability, with the ability for elections staff to easily locate exactly the ballot images they need, and plain-language processing notes that clearly show exactly how voter selections are recorded.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.2.H	Stores ballot images from all tabulating equipment provided.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.2.I	Allow for ballot adjudication to take place at any workstation connected to the internal scanning network.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.2.J	Allow for ballot scanning to continue while adjudication process is occurring on a different workstation.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

3.3	Functional Requirements – Polling Place Ballot Scanner and Ballot Marking Device	Importance	Included in Solution	Not Available
3.3.A	Capture and store full digital images of each ballot scanned. Include built-in means for auditing, backup and recovery.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

3.3	Functional Requirements – Polling Place Ballot Scanner and Ballot Marking Device	Importance	Included in Solution	Not Available
3.3.B	Handle hundreds of ballot styles and be programmed to accept specific precinct ballots or all precinct ballots for the election.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.3.C	Print ballot count totals or tabulated results at the polling place, including summary or precinct-by-precinct reports on a built-in thermal printer, using COTS paper rolls.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.3.D	Scan ballots header first, footer first, face up or face down. Automatically deposit scanned ballots directly into a secure ballot box. Include built-in means for auditing, backup and recovery.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.3.E	Provide accessible voting that complies with ADA standards, with controls in easy reach of users in wheelchairs. The voting machine/device must include the stand or frame upon which the machine is placed or secured	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.3.F	Allow a voter using an accessible marking device to mark and print a ballot from one device, while casting the ballot on a completely physically separate device. Alternatively, if the system allows the ballot to be cast on the same device as printed, describe how the County can disable this functionality.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.3.G	Provide plain-language notices to alert the voter about possible problems such as overvotes and invalid marks and provide the voter the opportunity to correct their ballot. The device must enable elections officials to configure the system to display such second-chance options or not.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.3.H	Support multiple languages, with instructions in all languages that have been defined for the election, both in written and audio form. Display any voter-facing messages in the language of the ballot that is scanned on the device.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.3.I	Have the memory capacity to store a minimum of: <ul style="list-style-type: none"> <li>i. 200 contests per ballot;</li> <li>ii. 100 candidates per contest, 600 overall per ballot;</li> <li>iii. 10,000 single-sheet ballots per voting event.</li> </ul>	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.3.J	Connect to standard 3-prong 10-amp AC power outlets, and include an uninterruptible power supply (UPS) and an internal, rechargeable battery capable of providing backup power for a minimum of two hours.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.3.K	Display in plain-language whether the ballot was counted if a ballot jam occurs.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.3.L	Be compact for easy transport in typical private vehicles and flexible deployment by poll workers, and for efficient storage.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

<b>3.3</b>	<b>Functional Requirements – Polling Place Ballot Scanner and Ballot Marking Device</b>	<b>Importance</b>	<b>Included in Solution</b>	<b>Not Available</b>
3.3.M	Provide access control restrictions for power button, activating voting, and closing polls. Also, allow for separate tamper-evident seals for main removable memory device that is capturing vote totals.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

<b>3.4</b>	<b>Functional Requirements – Polling Place or Vote Center Ballot Box</b>	<b>Importance</b>	<b>Included in Solution</b>	<b>Not Available</b>
3.4.A	Include a secure compartment for scanned ballots and a separate secure storage compartment for voted ballots that cannot be scanned until later (for example, due to loss of power).	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.4.B	Accommodate up to 2,000 sheets of 8-1/2 x 17-inch paper, with the ability to accept up to 500 additional ballots in the compartment for un-scanned ballots.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.4.C	Include the following physical access controls: <ul style="list-style-type: none"> <li>i. Keyed locks to protect the main access door and all other points of access.</li> <li>ii. Support for tamper-evident seals for the main access door and all other points of access.</li> </ul>	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

<b>3.5</b>	<b>Functional Requirements – Ballot on Demand</b>	<b>Importance</b>	<b>Included in Solution</b>	<b>Not Available</b>
3.5.A	The BOD components must print a full, mark-able, individual official ballot that looks and can be scanned/processed exactly like a regular printed official ballot.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.5.B	The BOD system must be capable of producing precinct ballots, provisional ballots, vote-by-mail ballots, and ballots for duplication.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.5.C	The BOD system must accept input to produce ballots from any precinct or ballot type created for the election. Users can call up the correct precinct or ballot type using either a manual input or from a barcode produced from the e-roster system used by the County.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>



<b>3.5</b>	<b>Functional Requirements – Ballot on Demand</b>	<b>Importance</b>	<b>Included in Solution</b>	<b>Not Available</b>
3.5.D	The BOD system shall have components that have a small footprint for easy transportation to each polling location. For the BOD system proposed for the County office, the printer can be larger to accommodate larger volumes of printing. The County can print up to 8,000 ballots in the office for an election.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.5.E	The BOD system shall have a daily use cycle of no less than 1,500 ballots. The Vendor should anticipate a single printer to experience printing 1,500 ballots per day.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.5.F	The BOD system shall have the capability to operate for 2 hours in the event of a power failure.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>

<b>3.6</b>	<b>Functional Requirements – Minimum Security Requirements</b>	<b>Importance</b>	<b>Included in Solution</b>	<b>Not Available</b>
3.6.A	Protection from unauthorized access to data. All data must be encrypted and digitally signed for tamper evidence. If someone attempts to tamper with data, the system must alert elections staff.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.6.B	Protection from unauthorized access to electrical power and network connectivity.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.6.C	Enclosures that protect data during transportation and allow for tamper-evident notification for poll workers and observers to easily see that devices are secured throughout an election cycle.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.6.D	Firmware security that protects against the loading or updating of firmware while the device is set for an election or is in election mode.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

3.7	Functional Requirements – Results reports	Importance	Included in Solution	Not Available
3.7.A	Provides rapid, versatile, and easily customizable reports in real or near-real time including but not limited to partial election returns throughout Election Night, semifinal (unofficial) and official results, canvass reports (including Statement of the Vote, Supplemental Statement of the Vote), and Presidential Primary results by congressional district (as required by the SOS). Response shall include samples of the following reports: Cumulative Totals Report (with candidate and measure results included); Web Results (as it would appear on the County’s website); a single page from a Statement of the Vote.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.7.B	Allows for reporting tabulation results in near-real time in such manner that does not require elections personnel to manually prepare and post results-related information.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.7.C	Organizes and exports data in a variety of formats including but not limited to TXT (delimited-separated), CSV, XLSX, PDF, html, and XML/EML that the County may upload to its website and provide to the Secretary of State, press/media, etc., with minimal intervention. Proposed solution will meet the most current accessibility/ADA standards for information intended for posting on websites; response shall specify the accessibility/ADA standards with which it complies.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.7.D	Produces reports that facilitate verification (proofing) of the data extracted from County’s EMS related to contests, candidates, measures, ballot types, ballot voting positions, precincts, and rotation schemes in such a manner that all imported election and ballot counting system settings may be verified. Response shall include a sample report that may be used for such purposes.	Preferred	<input type="checkbox"/>	<input type="checkbox"/>
3.7.E	Allows for the County staff to conduct auto-transmitting of reports to the Secretary of State on an hourly basis throughout election night and each day after election night if the County decides to update result information	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>
3.7.F	Issues all result reports, ballot tally files, and audit logs in machine-readable and human-readable formats.	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>

## 4.2 Narrative Response

Please use this section of the response to include any narrative to the questions asked, or other comments on items you may have indicated in section 4.1 that needed additional explanation. Responses should be in a point-by-point fashion and should include the item number next to the response of each. Brochures cannot be accepted for any response to this section.

#4	Narrative Response Required
4.2.1	Provide an overview of how proposed system meets the functional requirements and statement of work that you indicated meeting in section 4.1. Attachments of brochure materials are allowed, but please be specific for the solution you feel is appropriate for the County.
4.2.2	Please provide a narrative explanation to the <b>mandatory</b> items in the matrix that you identified as “Not Available.”
4.2.3	Explain the flow of data through the system and what components are used at each stage. Be sure to include: <ol style="list-style-type: none"> <li>1. Ballot creation including import from current EMS</li> <li>2. Proofing ballots, contests, districts, polling places.</li> <li>3. Programming voting devices</li> <li>4. Tabulating results</li> <li>5. Reporting results internally</li> <li>6. Reporting results to external agencies including county website, secretary of state, third party reporting tools.</li> </ol>
4.2.4	Describe the polling place voter’s experience beginning with obtaining a ballot using the BOD system through having the ballot accepted by the scanner/tabulator and deposited into the ballot box.
4.2.5	Describe the polling place voter’s experience as above but with the use of the ballot marking system. Assume the voter uses a wheelchair.
4.2.6	Describe the process for printing ballots in-person at a polling place or vote center. These could be provisional ballots, replacement vote by mail ballots, or conditional voter registration ballots.
4.2.7	Describe the polling place process from the point of view of the poll workers. Please include setting up the equipment, delivering ballots to voters using BOD, closing the polls, and preparing the equipment for return to the elections office.
4.2.8	Please provide the names of the specific hardware components being proposed for the solution. Include polling place scanners, transfer devices, accessible components, software names, central count scanners, etc.

4.2.9	Please describe any performance standards, specifications and/or requirements for any use of PC or server technology including specifications for operating system, database type/sizing requirements, typical hard drive storage requirements, and processor and memory resources used.
4.2.10	Please provide as much detail as to the amount of customization and changes that can be accomplished by County staff. Include any limitations such as use of templates, maximum number of users and roles, maximum number of candidates or contests, storage capacity on devices, etc.
4.2.11	Please briefly describe the database technology used for the solution.
4.2.12	Please provide a detailed narrative of the specific solution or options being presented in the bid for reporting capabilities. If using a solution that involves canned reports, please provide samples of all of the reports available and methods by which reports may be modified and/or new reports requested.
4.2.13	Please describe in detailed terms the expected failure rates for all components. Specifically describe "serviceability" of components containing moving parts.
4.2.14	Describe the proposed backup/replacement plan in the event that a critical component fails during operation in an election cycle. What is the proposed disaster recovery model?
4.2.15	For the BOD system, please provide a list of consumables for each different type of device proposed.
4.2.16	For the BOD system, please provide the make/model of the specific components proposed to the County including any additional tables, input trays, power requirements, etc.
4.2.17	For the BOD system, please describe any additional necessary components proposed to meet the requirements. Please include any specific bar-code scanners, laptops, computers, battery solutions, connectors, etc., necessary to facilitate meeting the requirements.
4.2.18	Describe how voting system components document errors within the system. Errors can include but are not limited to: <ol style="list-style-type: none"> <li>1. Voter errors on ballots;</li> <li>2. Scanning errors caused by ballot printer errors;</li> <li>3. Ballot interpretation errors;</li> </ol>
4.2.19	Provide an overview of storage facility requirements including electrical, environmental, or other warehousing features or equipment that are necessary or recommended to optimize equipment reliability.
4.2.20	Provide an overview of professional services including training and documentation, project management, and technical support that have proven to be successful through applied use in multiple, diverse voting system implementations

4.2.21	Provide sample voter education/outreach materials such as media kit, video, camera-ready flyers or Voter Information Guide pages, and costs for each service
4.2.22	Propose a plan for system testing during a County initiated “mock” election within the first three months following contract award/approval. Vendor will provide and co-facilitate a comprehensive test (“mock”) election to fully exercise the system.
4.2.23	Describe an overview of the process for how post-election auditing can be conducted with no assistance from the vendor. Include processes for both a 1% audit, and a risk-limiting audit (RLA). How is this applied to races using ranked choice voting?
4.2.24	Provide any additional narrative related to the Functional Requirements or Scope of Work sections not already addressed.

### 4.3 Financial Response

Please use this section of the response to give the cost per unit and to suggest the number of units you deem appropriate for Humboldt County given the information in the table below. Include numbers for both a polling place scenario and a vote center scenario.

Election	Reg Voters	Turnout	# Polling Places	# Voting Precincts	Voters @ Polling Place	Ave. Voters / Polling Place	Range Voters / Polling Place
Gen 2018	78,757	53,435	56	87	17,893	320	79-772
Prim 2018	76,007	32,128	59	86	11,475	195	40-474
Gen 2016	82,962	60,983	57	91	25,843	454	104-1170
Prim 2016	79,686	41,993	56	88	13,745	245	73-784
Gen 2014	76,064	38,529	56	75	16,492	295	70-678
Prim 2014	75,427	28,506	59	71	10,644	180	33-489

#1	Category	Item Description	Recommended # Polling Place	Cost per Item	Recommended # Vote Center
1a	Voting	Ballot Scanners/Tabulator			
1b	Voting	Ballot Boxes for Scanners			
1c	Voting	Accessible marking devices.			
1d	Voting	Additional printers for producing ballots using the accessible marking device.			
1e	Voting	Additional bar-code scanners for e-roster integration.			
1f	Voting	Memory cards for polling place/vote center devices.			
1g	Voting	BOD printer for use at office in polling place scenario, or vote centers.			
1i	Voting	BOD per page cost	1		

#1	Category	Item Description	Recommended # Polling Place	Cost per Item	Recommended # Vote Center
1j	Voting	BOD refund for unreadable ballots printed per page	1		
1k	Voting	BOD accessories – any additional costs for tables, scanners, connectors, cables, battery backups, etc.			
1l	Voting	Other Components for polling place or vote center operation (provide detailed description and cost below)			

#2	Category	Item Description	Recommended # Polling Place	Cost	Recommended # Vote Center
2a	Ballots & Tabulation	Computer(s) for election defining, ballot creation, and tabulation. Include back-up unit if that is recommended			
2b	Ballots & Tabulation	Other components for ballot creation and tabulation operation (provide detailed description and cost below)			

#3	Category	Item Description	Recommended # Polling Place	Cost	Recommended # Vote Center
3a	Central Count	Central count scanners			
3c	Central Count	Ballot adjudication workstations			

#3	Category	Item Description	Recommended # Polling Place	Cost	Recommended # Vote Center
3d	Central Count	Servers necessary for quantity of scanners/workstations			
3e	Central Count	Software licenses necessary for adjudication stations.			
3f	Central Count	Memory cards necessary for batch operations.			
3g	Central Count	Other components for central count scanning operation (provide detailed description and cost below)			

#4	Category	Item Description	Polling Place Model	Cost
4a	Software and Professional Services	Software for Ballot Creation/Layout; Programming Equipment; Tabulation of Results; Electronic Adjudication (if not included in table 2 above); And Distribution of results	1	
4b	Software and Professional Services	Project Management for launch of new system. Minimum on-site for 5 days.	1	
4c	Software and Professional Services	Professional Services for training County employees.	1	
4d	Software and Professional Services	Ballot programming services for first 2 elections (March of 2020, and November of 2020).	1	



#4	Category	Item Description	Polling Place Model	Cost
4e	Software and Professional Services	Anticipated hardware shipping costs	1	
4f	Software and Professional Services	Typical on-site Election Day or other day's support costs	1	
4g	Software and Professional Services	Technical support for remote after-hours emergency system support.	1	
4h	Software and Professional Services	Other Components for Software or Professional Services (provide detailed description and cost below)	1	

#5	Category	Item Description	Polling Place Model	Vote Center Model
5a	Annual Costs	Annual Maintenance costs for main software – ballot layout, coding equipment and collection of results based on quantities in previous tables.		
5b	Annual Costs	Annual Maintenance costs for adjudication software.		
5c	Annual Costs	Annual Maintenance costs for scanner hardware based on quantities provided above.		
5d	Annual Costs	Annual Maintenance costs for accessible ballot marking devices based on quantities above.		

#5	Category	Item Description	Polling Place Model	Vote Center Model
5e	Annual Costs	BOD annual maintenance based on quantities above.		
5f	Annual Costs	Other items with Annual Service costs (provide detailed description and cost below)		

#6	Category	Item Description	Vendor Response
6a	Other	Please provide a description of any items NOT covered under estimated annual maintenance pricing identified in table 4 above.	
6b	Other	Provide cost estimates on proprietary consumable parts. If consumable parts are non-proprietary (COTS) please provide part numbers for all items considered consumable.	
6c	Other	Describe how the County can move from the polling place model to the vote center model taking advantage of options such as leasing, sell-back, conversion or other method to minimize costs and excess components.	
6d	Other	Please provide any additional notes, comments, discounts, or other special pricing as part of calculating your total cost estimate and attach additional pages if necessary.	

## 5. TIMELINE

July 9, 2019	RFP issued.
July 26, 2019	Questions concerning RFP and project emailed to <a href="mailto:humboldt_elections@co.humboldt.ca.us">humboldt_elections@co.humboldt.ca.us</a> <b>no later than 4:00 p.m.</b>
August 2, 2019	Answers to questions posted on County website
August 16, 2019	<b>Proposals submitted to Humboldt County Office of Elections, 2426 6<sup>th</sup> Street, Eureka, California are due no later than 5:00 p.m. <i>Late submittals will not be accepted.</i></b>
August 19, 2019	Evaluation process begins
October 8, 2019	Estimated contract execution
December, 2019	Implementation

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the schedule will be posted on the County website.

## 6. GENERAL REQUIREMENTS AND INFORMATION

### A. RFP Coordinator

The following RFP coordinator shall be the main point of contact for this RFP:

Kelly E. Sanders

Clerk, Recorder & Registrar of Voters

FAX NUMBER (707) 445-7204

EMAIL: [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us)

### B. RFP Number

The County has assigned the following RFP identification number that must be referenced in all communications regarding the RFP: **ELEC-2019-01**

### C. Communications Regarding the RFP

- C.1. Upon release of this RFP, all Respondents' communications concerning this RFP must be directed to the RFP Coordinator.
- C.2. All communications should be in writing to the RFP coordinator by email or fax listed above. Any oral communications should be considered unofficial and nonbinding on the County. Written comments, including questions and requests for clarification, must cite the subject RFP number. The RFP coordinator must receive these written requests by the deadlines specified in the RFP. Use Question & Answer Form in **Attachment 1**.
- C.3. The County shall respond in writing to written communications. Only written responses to written communications shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions and requests for clarification.
- C.4. Any data or factual information provided by the County shall be deemed for informational purposes only, and if a respondent relies on said factual information it should either independently verify the information, or obtain the County's written consent to rely thereon.

### D. Required Format of Proposal

- D.1. Proposals shall be submitted in accordance with the standards and specifications set forth in this RFP and contain all required attachments.
- D.2. Proposals shall contain a signed and completed Signature Affidavit which is attached to this RFP as **Attachment 2**. The Signature Affidavit shall be signed by an authorized representative of the respondent. Signature authorization on the Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any and all remedies authorized by law. Receipt of all addenda, if any, shall be acknowledged on the bottom of the Signature Affidavit.
- D.3. Proposals shall be submitted with a cover letter describing the respondent's interest and commitment to the proposed project. The letter shall include the name, title, address and telephone number of the individual to whom correspondence and other

contacts should be directed during the selection process. The person authorized by the Respondent to negotiate a contract with the County shall sign the cover letter. Address the cover letter to the RFP Coordinator listed above.

- D.4. Proposals shall contain information which enables the County to evaluate the respondent's ability to provide the equipment and services set forth in this RFP.
- D.5. All information, statements, letters and other documentation and attachments required by this RFP shall be included with the Proposal.
- D.6. The proposal shall include a description of how you will conduct each task of the project, identification of deliverables for each task and a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task and milestones. Discuss the approach for completing implementation.
- D.7. The proposal shall include a completed Financial Response from section 4.3.

**E. Qualification Statement**

Each respondent must complete the following Qualification Statement and include it with their response. The information will enable the County to evaluate the qualifications of your firm and staff with regards to the requirements of this invitation for proposal.

Please complete this form in its entirety and submit it (in the number of copies requested) along with the other required bid documents.

(please print or type)	
Firm name:	
Address:	
City state zip:	
Authorized representative:	
Title:	
Authorized signature:	
Phone:	
Type of business:	<input type="checkbox"/> CORPORATION <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> OTHER: _____
Type of license & location:	
Number of years in business:	
On a separate sheet provide a brief history of your firm, staff size and experience. Submit a resume for the project manager and each key personnel assigned to this project.	

What other name(s) has your company operated under:	
Have you or your firm ever failed to complete any work awarded to you?	<input type="checkbox"/> YES <input type="checkbox"/> NO If "yes", explain: _____ _____
Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract within the last five (5) years.	<input type="checkbox"/> YES <input type="checkbox"/> NO If "yes", explain: _____ _____ _____ _____
Has your firm or any partners or officers ever been involved in any bankruptcy action?	<input type="checkbox"/> YES <input type="checkbox"/> NO If "yes", explain: _____ _____
Are you presently involved in any litigation with an owner or other government agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO If "yes", explain type, kind, plaintiff, defendant, etc., and state the current status: _____ _____ _____ _____ _____ _____ _____
List three (3) similar projects (local or state-wide) from last five (5) years – include location of project, contact name, address, telephone number, size of project (contract amount).	
Name of Company:	
Contact Person:	
Telephone Number:	
E-mail:	
General Description and size of project:	

List current similar projects (local or state-wide) under contract. Include location of project, contact name, address, telephone number, size of project (contract amount).	
Name of Company:	
Contact Person:	
Telephone Number:	
E-mail:	
General Description and size of project:	
List of sub-contractors to be used for this project: (include name, address, telephone number, type of work)	
A detailed description of any controlling or financial interest the Respondent has in any other firms or organizations, or whether the Respondent's firm is owned or controlled by any other firm or organization. If the Respondent does not hold a controlling or financial interest in any other firms or organizations, that must be stated.	

## 7. RESPONSE

### A. Submitting the Response

- A.1. Respondents shall prepare and submit four (4) original proposals and one (1) electronic copy thereof in PDF format on a CD or DVD, **by 5:00 p.m. PST, on August 16, 2019.** Postmark date will not constitute timely delivery. Responses received after the above time will not be considered. Respondents are solely responsible for ensuring timely receipt of their Proposals.
- A.2. Proposals shall be signed by an authorized agent of the Respondent and must be placed in a sealed envelope clearly marked: "Response to RFP Number **ELEC-2019-01.**"
- A.3. The name and address of the respondent and the closing date and time for submission of proposals shall also be clearly marked on the sealed envelope. Proposals that are unsigned or signed by an individual not authorized to bind the prospective Respondent will be considered nonresponsive and rejected. Proposals shall be personally delivered or mailed to the RFP Coordinator listed above.
- A.4. Proposals submitted to any other County office will be rejected and returned to the Respondent unopened. Additionally, time is of the essence, and any proposals received after the above-referenced date and time for submittal, whether by mail or otherwise, will be rejected and returned to the respondent unopened. It is the sole responsibility of the Respondent to ensure that its proposal is received before the submittal deadline and postmarks will not be accepted in lieu of this requirement.
- A.5. Proposals must be bound or contained in loose leaf binders. However, costly bindings, color plates, glossy brochures, etc. are not necessary.
- A.6. Proposals shall include a comprehensive table of contents that identifies submitted material by sections and any subsections thereof will sequential page numbers.
- A.7. Proposals must be uniformly typed in twelve (12) point font on standard letter size (8.5" x 11") white paper, single or double sided, with each section and subsection clearly titled, each page consecutively numbered (include all attachments), each page having one-inch (1") margins, and each page being clean and suitable for copying.
- A.8. The proposal must be completed in a point-by-point response adhering to the structure of **Section 4** of this RFP. Each item in the response matrix, narrative response, financial response, and qualification statement must be responded to and submitted as part of the proposal. Additional responses and materials may be provided outside of the response section. Respondents must complete and submit the attached submission matrix identified in **Section 4.**

### B. Withdrawal of Submitted Proposals

A respondent may withdraw its proposal at any time prior to the above-referenced submittal deadline by submitting a written notification of withdrawal signed by an authorized agent. Respondents must retrieve the entire sealed proposal package in person. Proposals will become the County's property after the submission deadline has passed.



**C. Modification of Submitted Proposals**

Any respondent who wishes to make modifications to a submitted proposal must withdraw its initial proposal as required by this RFP. It is the responsibility of the respondent to ensure that a modified proposal is resubmitted before the designated deadline for submission of proposals in accordance with the terms of this RFP. Proposals may not be changed or modified after the submission deadline.

**D. Expenses Incurred in Preparing Proposals**

County accepts no responsibility for, and shall not pay any costs resulting from, or associated with, a respondent's participation in this RFP process, including, without limitation, the preparation and presentation of the proposal.

**E. Right to Reject Proposals**

County reserves the unqualified right to reject any and all proposals or to waive, at its sole discretion, any irregularity which County deems reasonably correctable or otherwise not warranting rejection of a proposal.

**F. Proprietary Information**

All proposals and materials submitted in response to this RFP shall become the property of the County, and are subject to disclosure under the Public Records Act, California Government Code Sections 6250, et seq. This RFP, and all proposals submitted in response hereto, are considered public information, except for specifically identified trade secrets, which will be handled according to any and all applicable local, state and federal laws and regulations. Any portion of the proposal that is deemed to be a trade secret by the respondent shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") letters. Specifically identified proprietary information will not be released, if the respondent agrees to indemnify and defend the County in any action brought to disclose such information. By submitting a proposal in response to this RFP, the respondent agrees that the County's failure to contact the respondent prior to the release of any proprietary information contained therein will not be a basis for liability by the County of any employee thereof.

**G. Conflict of Interest**

By submitting a proposal in response to this RFP, respondent warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed or retained to assist in the preparation or submission of such proposal, nor will any such person be employed in the performance of such contract without immediate divulgence of such fact to the County.

## 8. INSTRUCTIONS

### A. Budget

The proposal must include a completed Financial Response from section 6.3.

### B. Documentation of Financial Resources

B.1. The respondent must provide its most recent independent audited financial statements for a fiscal year ending within the last 36 months in order to provide documentation of sufficient financial strength and resources to provide the scope of services as required.

B.2. In lieu of audited financial statements, the County may accept, on a case by case basis, the following:

B.2.1. A current written bank reference, in the form of a standard business letter, indicating that the respondent's business relationship with the financial institution is in positive standing; or

B.2.2. Documentation disclosing the amount of cash flow from operating activities for the respondent's most current operating period. Said documentation must indicate whether the cash flows are positive or negative, and, if the cash flow is for the most recent operating period, the documentation must include a detailed explanation of the factors contributing to the negative cash flows.

### C. Evidence of Insurability and Business Licenses

All respondents shall submit evidence of eligibility for all insurances required by the sample Professional Services Agreement which is attached as **Attachment 3**. Upon the award of a final contract, the successful respondent will have ten (10) calendar days to produce certificates of the required insurance, including a certified endorsement naming the County as an additional insured. However, respondents should not purchase additional insurance until final agreement has been awarded. In addition, all respondents shall certify the possession of any and all licenses and/or certifications required for the provision of the voting system and services equivalent to those set forth in this RFP.

### D. Exceptions

Any exceptions, objections, or requested changes to this RFP shall be clearly stated and explained with supporting rationale. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFP. Protests based on any exception, objection or requested change to this RFP shall be considered waived and invalid by the County if the exception, objection or requested change is not clearly identified and explained. Any objections to the terms and conditions not made prior to submission of the proposal are deemed waived.

## 9. EVALUATION

A. Proposals will be evaluated on the basis of the response to all requirements in this RFP.

The County shall use the criteria listed below in its evaluations and comparisons of respondents. No inference is to be drawn concerning relative importance of criteria based on the order presented.

B. An evaluation team composed of representatives of the County will evaluate proposals on a variety of quantitative and qualitative criteria. The solution selected shall provide the most beneficial voting system and related solution components that best meets the County's requirements. The lowest priced proposal will not necessarily be selected.

C. Proposals will be competitively evaluated on the basis of the following criteria listed in random sequence and not in the order of importance:

- Respondent's knowledge, understanding, and responsiveness to the overall proposal
  - Degree of compliance and ability to meet county model contract terms, conditions, and attachments
  - Ability for certification of voting system/applicable components by August 21, 2019 for use in California by the Secretary of State's Office
  - Financial response
  - Narrative response
  - Scope of work and functional responses
  - Qualification statement
- D. Proposals will be scored based on established criteria, which have been weighted, and will be assigned points that measure the responsiveness to each identified criterion. The total number of points earned will be tallied for each proposal, and the proposals will be rank-ordered based on the submitted written materials.
- E. Following the initial evaluation process, the highest-ranking vendor(s) may be required to complete an additional questionnaire regarding specific processes and capabilities, as well as provide additional pricing information.
- F. In addition, the County may conduct, as necessary, follow-up calls to the references of the finalist to inquire about the respondent's qualifications and experience proving the services required under the Scope of Work. Results of follow-up reference inquiries will be factored into the final ratings.

## **10. Contract**

### **A. Development**

Respondents must include a statement of acknowledgment that the respondent has reviewed the County of Humboldt Standard Professional Services Agreement, **Attachment 3**, and has accepted it with or without qualification. If the respondent makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. If the respondent makes no qualifications to the Standard Contract, including exhibits, then it shall be deemed that the respondent accepts these items without reservation or any qualifications.

### **B. Contract Negotiation Process**

Once the proposal evaluation process has been completed, the County will notify the respondents of the final rankings, and negotiate the terms and conditions of the final agreement with the highest-ranking respondent. The highest-ranking respondent shall participate in good faith negotiations in accordance with direction from the County. Any delay caused by a respondent's failure to participate in good faith contract negotiations may lead to rejection of the proposal.

### **C. Award of Agreement**

If the County decides, after completion of the contract negotiation process, to award the contract for the provision of the voting system and maintenance and licensing agreement equivalent to those set forth in this RFP, the agreement will be sent to the successful respondent for signature. Once signed copies have been returned to the County, the agreement will be submitted to the Humboldt County Board of Supervisors for review and approval. The County hereby reserves the right to award the agreement to the respondent which, in the sole judgment of the Registrar of Voters' Office, that best serves the interests thereof. No proposal shall be binding upon the County until the final agreement is signed by duly authorized representatives of the respondent and the County.

**D. Contractual Requirements (See Attachment 3, Professional Services Agreement)**

**D.1 Compliance with Anti-Discrimination Laws**

In connection with the execution of any agreement resulting from this RFP process, the successful respondent will be required to abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time.

**D.2 Indemnification**

To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, the successful respondent will be required to hold harmless, defend and indemnify the County, the Registrar of Voter's Office, its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the successful respondent's negligence, recklessness or willful misconduct in the performance of the contract.

**D.3 Assignment**

The final agreement resulting from this RFP process, and any project specific task orders issued thereunder, shall not be assignable by the successful respondent without prior approval by the Registrar of Voters.

**D.4 Jurisdiction and Venue**

The final agreement resulting from this RFP process, and any contract issued thereunder, will be governed in all respects by the laws of the State of California. Any disputes regarding the final agreement or any project specific task orders issued thereunder, will be litigated in the State of California and venue will lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

**D.5 Nuclear Free Humboldt County Ordinance Compliance**

CONTRACTOR certifies by its signature below that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components, as defined by the Nuclear Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

**11. Inquiries, Modifications and Corrections**

Respondents are specifically directed not to contact any personnel with the County, other than the RFP coordinator indicated below, for any purpose related to this RFP. Unauthorized contact of any County personnel may be cause for rejection of a vendor's proposal. All inquiries concerning this RFP should be directed to the following contact person:

Kelly E. Sanders  
Clerk, Recorder and Registrar of Voters  
2426 6<sup>th</sup> Street  
Eureka, CA 95501  
Email: [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us)

**12. Requests for Clarification or Corrections**

Respondents shall be responsible for meeting all of the requirements and conditions set forth in this RFP. If a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, a written request for clarification or correction should be submitted to the County at the address listed above.

Requests for clarification or correction and any other questions pertaining to this RFP must be received by the County before 4:00 p.m. PDT on July 26, 2019. All responses to such requests for clarification or correction and written questions will be issued by the County on August 2, 2019.

**13. Addenda**

Any modifications to this RFP shall be made by written addenda. Addenda to this RFP, if necessary, will be distributed via mail, email or facsimile to all respondents by the County and will be posted on the County website. Addenda issued by the County interpreting or modifying any portion of this RFP shall be incorporated into the respondent's proposal. The addenda cover sheet shall be signed and dated by the respondent and submitted to the County with the proposal. Any oral communications concerning this RFP by County personnel are not binding on the County Office of Elections, and shall in no way modify this RFP or the obligations of the County or any respondents.

**14. Cancellation of the Request for Proposal Process**

The County hereby reserves the right to cancel the RFP process at any time after the issuance of this RFP, but prior to the award of the final contract, if the County determines, that cancellation is in the County's best interest.

**15. ATTACHMENTS**

Attachment 1	Question and Answer Form
Attachment 2	Signature Affidavit
Attachment 3	Sample Professional Services Agreement