

Colorado Department of State (CDOS)
System Requirements Development Process for the Uniform Voting System (UVS)

Systems Requirement Development Process

- 2/21-2/22 The UVS Project Lead will contact all identified county technical staff to verify their interest in serving as technical advisors on system requirements development.
- 2/26 The UVS Project Lead will email an overview of the process and proposed schedule along with a draft listing of the areas for which requirements will need to be drafted.
- 2/28 A conference call will be held to discuss the process, timelines and areas for attention.
- 3/4 Requirements development work begins.

Phase I – Development of Voting System Requirements. February 20 – July 1, 2013

CDOS will identify individual technical volunteers, which may include technical staff in Colorado counties as well as others, who CDOS will ask for assistance in developing and reviewing proposed voting system requirements to be included in a Request for Proposal (RFP) for a Uniform Voting System for Colorado. These technical volunteers will be representative of the geographic and size differences of counties in Colorado, and representative of all voting systems currently deployed in the state.

All contact with the technical volunteers will be made on an individual basis by members of the Voting Systems Team or UVS Project Team. The technical volunteers may find it helpful to consult with one another, particularly with technicians who work with the same vendor’s equipment. Voting System staff and UVS staff will be available to consult with individuals or volunteer groups as requested either in person or by phone.

CDOS will provide an overview of the process and examples of other RFP system requirements to all interested technical volunteers.

Phase II – Finalization of Voting System Requirements. July 1-July 19, 2013

Voting Systems and UVS Project staff will compile proposed voting system requirements from the work done in Phase I and will circulate these to selected technical volunteers for final review and comment.

Voting Systems and UVS Project staff and management will approve the voting system requirements for inclusion in the RFP after consultation with the UVS Advisory Committee.

Phase III – Review of RFP responses and recommendation to proceed or not. November 18-December 10, 2013

Selected technical volunteers will be asked to review one or more submitted RFP responses. Their written evaluations will become part of the final RFP review which will be conducted by an RFP Review Board appointed by CDOS.

The RFP Review Board will meet, as necessary, as a public body, to review the RFP submissions, the comments of the technical personnel and the comments of the Voting Systems and UVS Project staff and management.

Membership to include, at a minimum:

- Three County technical personnel
- Four Uniform Voting System Advisory Committee members (Chair and one Clerk designated by Chair, Donetta Davidson and Faith Gross)
- Two members of Public Participation Panel

Staffing for the RFP Review Board will be by Uniform Voting System Project Lead and the Voting Systems Team.

The RFP Review Board will develop non-binding recommendations on whether or not to proceed on any of the proposals submitted, and if so, which ones and will forward those recommendations to the UVS Advisory Committee for review and recommendation to the Secretary of State.

Projected Calendar

Technical Volunteers Determined		2/22/13
Phase 1- Draft Systems Requirement Development	3/4/13	7/1/13
Phase 2 – Finalization of System Requirements	7/1/13	7/19/13
Issue RFP	8/1/13	8/1/13
RFP Responses Due	10/29/13	10/29/13
Legal and Financial Due Diligence	11/4/13	12/27/31
Phase 3 – RFP Review by Technical Personnel	11/18/13	11/29/13
Potential Vendor Demonstrations (at our request)	11/1/13	12/10/13
RFP Review and Recommendation RFP by Review Board	12/3/13	12/5/13
RFP Review and Recommendation by UVSAC	12/9/13	12/10/13
System Selection		12/31/13