

State of Colorado

Department of State



Uniform Voting System

Request for Proposal

RFP # CDOS-UVS-2013-01

Questions and Answers
October 23, 2013

Colorado Uniform Voting System Request for Proposal Questions and Answers October 23, 2013

On October 15, 2013 the Colorado Department of State held a Bidder Conference and accepted oral questions. The opportunity to submit written questions was left open until 5:00 p.m. MDT on October 18, 2013.

This document represents all of the questions asked and answered within the timeframes specified.

We have made modifications to specific items in the RFP document as originally posted on October 2, 2013, based on some of the questions presented. These are indicated in this document and the actual changes will be made in the RFP document and a revised document posted not later than 5:00 p.m. MDT on Monday, October 28. Questions were submitted by a number of vendors however; we have not identified them here.

Questions and Answers

1. What are the requirements for certification of voting systems for the disabled?

A. Colorado will comply with the standards established by the Americans with Disabilities Act as stated in Rule 21.5.3., and the Voting System Standards. See Appendix B, items D-11 through D-20.

2. Can ADA voting be certified in a modular way?

A. Although individual modules may be certified, all modules and equipment must meet the standards.

3. Will all incoming ballot sorting processing equipment (Section "E", page B-3)) be subject to this requirement, or does this pertain to voting equipment (Sections B, C, Page B-3)) type equipment?

Considerations of the need to transport, set up, take down and store all associated equipment.

Power and connectivity requirements that allow use in many different locations and settings.

A. Many counties do not have enough space to leave such equipment in place year around. While this requirement applies to all, our evaluation of this requirement will recognize that the movement of voting equipment to and from off-site voting locations has a greater impact than envelope processing equipment. We will add a note to this requirement that allows vendors to explain any potential situations that might warrant special consideration.

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4. How are the split precincts identified on the ballot, and how will they need to be sorted, by precinct? Please explain sort level requirements.

Split Precinct	A precinct that has a geographical divide between one or more political jurisdictions which results in each jurisdiction within the precinct being assigned different ballot styles for a specific election.
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A. Split precincts create differing ballot styles. The ballot style is printed on the ballot, however; in most cases, the information on the envelope only goes as far as full precinct number. It is possible for codes to be affixed to the envelope or label that indicate ballot style. This requirement is to allow each vendor to explain its sorting capabilities.

5. Is the State open to certifying a system that has more than one type of ADA equipment offering available for use?

A. Yes

6. Appendix B, System Requirements Table, Section E, Automated Ballot Envelope Scanning and Signature Verification: Re E-5 states, “Be configurable for ballot envelope size and design”. What are the maximum dimensions of the return envelope being processed?

A. Envelope sizes can vary from county to county. We know of at least one County that uses an envelope that measures 10.5 inches by 5.625 inches.

7. Appendix B, System Requirements Table, Section A, Re ID A-11
What is the difference between Office Name and Contest Name?

A. Office name refers to the office for which candidates are available for the voter to select. Contest is somewhat broader and can refer to a candidate race or a measure or question.

8. Appendix B, System Requirements Table, Section A, Re ID A-54
Can you please provide a definition of “property owner ballot results”?

A. The Colorado Constitution allows voters who do not live in a County, but who own property in that County, to vote on property tax measures affecting the owned property. Those ballots are handled separately from “regular” ballots for registered voters within the County and the results are generally reported separately.

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9. Appendix B, System Requirements Table, Section H, Re ID H-1

There is reference to a single audit log file for the system; however, Note 2 requests a list of all audit log files, location, etc. Is it permissible for each product/application to have its own log file that satisfies all requirements?

A. Yes

10. Appendix B, System Requirements Table, Section H, Re ID H-2 & H-3

The UVS requirements discuss the accommodation of “*random audits*”. Please provide more information on what is included in a random audit.

A. Please refer to Colorado Election Rule 11.4.3 which describes the required random audits to be conducted in every County following every election.

http://www.sos.state.co.us/pubs/rule_making/rules.html

8 CCR 1505-1	Elections	10/9/2013	<u>HTML</u>**	<u>PDF</u>	Adopted 10/9/2013
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11. Appendix B, System Requirements Table, Section H, Re ID H-12. The requirement refers to printing “*audit reports on the standard hardcopy output device*”. However, the description implies a single device for all reports. Is it acceptable to have a dedicated real-time audit log printer?

A. Yes.

12. Appendix B, System Requirements Table, Section H, Re ID H-16, Item B

This item indicates that the audit log should contain a record indicating that the pre-count report shows zeros. Is it acceptable to log the event when all results have been zeroed instead?

A. Yes.

13. Appendix B, System Requirements Table, Section H, Re ID H-31

The requirement asks for an authorized user to have two factors, one physical and one memorized. Is it acceptable to have two individuals with their own memorized information (i.e. passwords)?

A. The requirement reflects the desired level of security.

14. Appendix B, System Requirements Table, Section E, Re ID E-14

Can you provide more detail regarding this requirement? What level of detail/ information are you looking for?

A. We want to know whenever a user does anything in the system: accesses a record, reviews an image, approves or rejects a signature, etc.

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15. Appendix B, System Requirements Table, Section E, Re ID E-15

Can you provide more detail regarding this requirement? What type of audit information do you envision?

A. We need to be able to select a signature or multiple signatures for manual verification from among those accepted by the system.

16. Appendix B, System Requirements Table, Section F, Re ID F-1

Does this require tracking of the returned ballot from the voter through the USPS?

A. Yes.

17. Will all counties have ability to generate IMB's for their mailings?

A. No.

18. Is there a standardized SW package currently in use for CASS and application of IMB?

A. No.

19. If counties do not possess this capability, is the State looking for the vendor to provide outbound CASS/IMB capability?

A. No.

20. Appendix B, System Requirements Table, Section F, Re ID F-3

Is there any limitation or preference regarding method for this, local or on line?

A. We are open to all proposals

21. Appendix B, System Requirements Table, Section F, Re ID F-4

Is there an expectation or preference that the user be authenticated via the county web site or can it be completely vendor hosted?

A. We are open to all proposals

22. Appendix B, System Requirements Table, Section F, Re ID F-10

Can the State provide a list of email and text messaging vendors currently in use in CO?

A. No.

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23. Requirement C-7: Have the ability to logically delete (not physically) saved ballot batches from the system.

Please further define the distinction between “logically delete” and “not physically” deleting a saved batch.

A. This requirement will be rewritten to reflect that an audit record must be created whenever a batch is deleted.

24. If vendors of voting machine B, C, D and E are different, what is the current process for final state-wide tabulation? How are tabulated results from disparate systems aggregated & reported for official results?

A. There is no "state-wide tabulation." All tabulation is a responsibility of the Counties. Counties upload reports of their results into the Statewide Election Night Reporting System for unofficial reporting. The final Election results are based on certifications from the Counties to the state following the Canvass in each County.

25. If every module is developed by a different vendor, who will perform the integration of all the solutions?

A. That determination can not be made until we know what components may be selected from which vendors. That will be an issue for the State and the selected Vendors to negotiate.

26. In case that modules B, C and D are developed by one vendor and module A by other vendor, which vendor will perform the integration of all the solutions?

A. See answer to previous question.

27. Would you consider the possibility of substitute batches instead of delete them? This way, the user is not allowed to delete a correct batch by mistake.

A. We will consider any solution that achieves the goal of effectively managing batches to assure that batches with errors are not accepted and that all batches can be properly accounted for.

28. Protective counters track the total numbers of votes cast on a voting machine. Is the State asking that a separate Protective Counter be established to count "each page" of a ballot?

A. Yes.

29. Can you provide the largest physical size ballot ever used in Colorado?
For example, 8 1/2 X 24, etc.

A. We do not track this although some vendors offer ballots in excess of 20 inches.

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30. Is this requirement required due to the fact a particular DRE might be used for Early Voting, then when Early Voting end, used at Election Day Precinct locations? Is it intended that once non-tabulated cast voter records from Early Voting are written to a media device, that the voting machine itself be reset (i.e., Public Counter reset for use in Precincts on Election Day)? B-10.

A. This is to assure that any information written to the removable device will not be readable by the EMS until the card or device has been properly closed on the voting or scanning device. We will rewrite this requirement to more clearly reflect our intent.

31. Is there a particular standard, specification and/or feature (e.g., audio playback of VVPAT) that Colorado would prefer to achieve this requirement? D-38.

A. We will evaluate all options submitted.

32. What specifically are the hours of technical support operation required 60 days prior to the Election. G-5.

A. The requirement is that there is support available 24/7 during the entire defined period of 60 days prior to the Election and through completion of the Canvass.

33. In the Cost Proposal Spreadsheet Instructions> Project labor Costs: Is it expected that on table 3.0 Project Labor Cost Table, the costs to be provided in each category for a target county are by roles as per the organizational chart/staffing plan of the project for that category, or by activities as per listed in the proposed project schedule in that category?

A. An expanded Cost Table Explanation will be added to Appendix C of the RFP to clarify these items.

34. This Statement of Work is for reference purposes to be developed once the project is awarded or does the CDOS require the vendor to actually answer and fill in the document in the proposal to be delivered? Appendix D.

A. Several references in requirements 5.3 indicate that you may use Appendix D as a guide. Please review requirement 5.3.12 and 5.3.13 for the requirements related to the Colorado Target County Project and Staffing Plan.

35. The site for headquarters and customization efforts site is to be determined and provided by the State? Appendix D.

A. At the present time it is our intent that the State will have a central site for management of the Uniform Voting System and its implementation. This may be at CDOS.

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36. This website will be designed, created and updated by the State; no intervention from vendor is required. Is this understanding correct? Appendix D – Project Website.

A. While the State will provide and maintain the site, information from the vendor will be necessary to make the site complete.

37. This refers to equipment owned by Counties before implementing UVS with vendor or does it refer to UVS bought equipment with vendor to be replaced in the future? This requirement is not included in the Appendix B in the table of requirements for the different modules. Where should it be included and quoted? Appendix D – Old Equipment Disposal Plan.

A. A statement describing your approach to this issue, identified as "Old Equipment Disposal Plan", will suffice. This refers to the disposition of Counties' current equipment

38. What accessibility standards will Colorado follow?

A. Colorado will comply with the standards established by the Americans with Disabilities Act as stated in Rule 21.5.3., and the Voting Systems Standards. See Appendix B, items D-11 through D-20.

39. Does the deadline of December 4, 2013 for submitting responses to the RFP apply only to the electronic submission or both the electronic submission and hard copies? If the latter, please consider, as it was done in the RFI, letting the electronic submission at COB on Dec. 4th and receipt of the hard copy at COB on, say the 6th, be the determinant of whether the vendor met the deadline.

A. All required submissions must be received by the stated deadline of December 4, 2013 at 5:00 p.m. MT.

40. Does the CDOS guarantee that the financial information disclosed by the vendor will remain confidential and not subject to a CORA?

A. Please refer to section 2.10 Confidential/Proprietary Information.

41. Will CDOS allow vendors to provide information regarding additional solutions that would be of assistance to support the counties to increase the integrity and efficiency of their end-to-end mail ballot processes? If so, which is the appropriate section to provide this information describing the product and associated processes?

A. Any system meeting the minimum functionality requirements specified will be considered. Your information would be most appropriately entered under Section 5.3, specifically 5.3.8.2, 5.3.8.3, and 5.3.8.4.

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42. If allowed, how would this be factored into the Evaluation Process and Final Award?

A. Ultimately the decision by the Secretary will be based on what best addresses the needs of Colorado elections for the foreseeable future. Proposed capabilities, beyond those minimally required, will be evaluated in that context.

43. Section 5.0, Prior Proposals

We do not have a tracking system installed that would tell us of all the bids and proposals we have presented to customers from 2008 to the present in this market. Would it serve your purpose if we included the information on the top bids and proposals we are aware of that were submitted over the past few years that reflect what we are bidding?

A. We are interested in those projects that relate to the types of services requested in the RFP; specifically election-related projects that may have been bid on, successfully or not.

44. Section 2.9, Acceptance of RFP Terms, states that we agree to acceptance of all terms and conditions set forth in the RFP, unless otherwise stated in our response to the State. If chosen as a successful vendor, our license terms will apply to certain software we propose. Would the State prefer those license terms be included in our RFP response, or would the software terms be presented to the State during the award/contract negotiation phase?

A. Licensing terms should be indicated in the RFP with costs listed in the appropriate sections of Appendix C.

45. Can the State please provide the first anticipated use of the system?

A. Depending upon certification needs, it is possible that the November 2014 election may be used as a "pilot" to allow a small number of counties to use the new system. More likely the first usage will be during the Coordinated Elections scheduled for the Spring of 2015.

46. Section 5, Vendor Response Format, 5.2 Page Limits: The RFP states, "Font size for all narrative descriptions must be no smaller than 12 point Times New Roman font".

Does the above requirement include the Response code/Vendor Responses provided in Appendix B Systems Requirement table, as the question text is in 10 point Times New Roman?

A. You may use the same font in that table as is used in the requirements.

47. Section 5.3.2 Transmittal Letter

Your requirement to itemize any exceptions to the Administration section or Appendix G – State Contract template within the Transmittal Letter may result in the vendor exceeding the four page limit of the Transmittal Letter. Is there another location within the proposal format that vendors can provide exceptions or proposed deviations from the requirements to avoid exceeding the four page limit?

A. We will change that page limit to six pages.

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48. Does this mean that the provider can utilize counties' centers facilities to perform the equipment configuration? 2.5.2.

A. Yes

49. Our understanding is the EAC and/or other State's testing & certification is not a requirement for this project - is this correct? We do recognize that Colorado will require the selected UVS vendor(s) to have their respective systems tested & certified to Colorado requirements - is this correct? Will Colorado testing & certification be required prior to contract award or will testing & certification commence after contract award?

A. While systems need not be certified by the EAC or another state they will need to be certified to EAC standards as well as Colorado standards. Award of contract will be made contingent upon completing certification within a reasonable period of time. (See Appendix B, H-21)

50. Can the CDOS provide a sample of the SCORE voter registration data? In order to evaluate the work required for the integration, migration and interface capabilities, we need a sample of the data, files and format currently used.

A. This requirement is misstated. It should indicate a request for the ability of an EMS to import information such as ballot styles. We will change it in the requirements document.

51. Since our products are custom made, some of the RFP requirements planned to be addressed by our solution might not be available by the time of the demonstration. Is it acceptable to demonstrate most of the requirements but not all during the demo?

A. It is the Vendor's determination what to include in a demonstration. Please refer to section 6.3.5. Evaluators will score accordingly.

52. Does Colorado have a rule as to how many voters there are per DRE w/VVPAT for Early Voting/Polling Locations – for example, 1 DRE w/VVPAT per 200 voters?

A. No.

53. Does Colorado have a rule as to how many voters there are per PCOS for Early Voting/Polling Locations – for example, 1 PCOS per 600 voters?

A. No.

54. Can a DRE w/ VVPAT be used in the Polling Locations on Election Day if already used for Early Voting?

A. Yes.

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55. Can a PCOS be used in the Polling Locations on Election Day if already used for Early Voting?

A. Yes.

56. If a company is not selected as part of the UVS RFP; does that prohibit them from selling directly to counties?

A. The selection of the UVS will determine the only system approved by the Secretary of State for purchase in Colorado.

57. Will there be minimum order requirements for required technology? If so, what will these minimum order levels be (e.g., 100 DREs w/ VVPAT, etc.)

A. Each of Colorado's 64 Counties will determine its needs. The UVS vendor will eventually be the provider to all Counties.

58. Does the State have a preference for open source code for the UVS project?

A. There is no expressed preference.

59. Does the State have a preference for Election Markup Language (EML) for the project? If so, what standard would the State prefer (OASIS, P1622, etc.)?

A. No

60. Is the selected vendor required to provide a trade-in allowance for existing voting technology to be replaced?

A. Vendor business decision.

61. Is it anticipated that Counties currently using a certain voting technology category (i.e. DRE w/VVPAT or OS) will continue using that technology category?

A. Not necessarily.

62. Can you please further explain or be more precise on what organization / financial structure information you required for non-public companies as described in section 5.3.5 of RFP.

A. The statement is specific on what is required and what is not allowed. The reference to "additional supporting documentation" regarding supplementing unaudited statements or Dun and Bradstreet reports leaves the determination to the proposer.

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63. Is the CDOS and the Counties going to provide the facilities/premises, training equipment and furniture, on where the trainings will be conducted?

A. *That may vary by County.*

64. In case the old equipment needs to be disposed, and there is no trade-in value for the contractor, would the CDOS pay the contractor for all the disposal costs?

A. *No.*

65. For the Deliverable: Election Hardware Production Deployment, the contractor will only be responsible to provide a plan, or also responsible for the deployment of the equipment to each county, so we must consider these costs?

A. *The Vendor is responsible for delivery of all equipment to each County in a condition that allows for immediate use.*

66. For the Deliverable: Election Setup Support, is the CDOS expecting for the contractor to provide and have ready a pool of Technicians/Technical Support team on the election day or weeks before to support any technical issue that might arise at each county?

A. *Yes, at least in the short term. Colorado may consider moving to a centralized support system in the future that may or may not involve the equipment vendor. We have asked for costs for a four-year period with the first year, at a minimum, being under warranty.*

67. What do you see as the timeframe and process for certification of a selected system?

A. *Depending upon the current certification status of the system(s) chosen, it is estimated that final certification could take from 3 to 13 months. If a chosen system is already EAC certified, or certified by another state to EAC standards, it may take as little as 3 months to certify to Colorado specific standards. If the chosen system(s) lack any certification, it may take as long as 13 months to certify to Federal and State standards.*

68. Would it be advantageous for a vendor to begin certification in advance of selection?

A. *That is a business decision for each vendor. Any certification costs incurred will be paid by the vendor(s) seeking certification.*

69. Given that the UVS will be implemented in a migrated manner as equipment needs to be replaced in particular counties, is there a county by county schedule of when each county plans to replace equipment or is there a "not later than" date by which all counties must adopt the Uniform Voting System?

A. *There is no developed schedule. The issue of setting a date by which all counties must adopt the UVS is currently being discussed by the program's advisory bodies.*

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70. Is Colorado looking for a central count or precinct count system?

A. Colorado will consider all submissions. The new election model in Colorado includes mail ballots for all voters, and Voter Service and Polling Locations for in-person voting.

71. Can you change the current 15 page limit on section 5.3.12 to allow an unlimited number of pages?

A. We will change this limit from 15 pages to 30 pages.