

State of Colorado

Department of State



Uniform Voting System Request for Proposal RFP # CDOS-UVS-2013-01

Amendment 2 October 25, 2013

The changes in this document amend the Uniform Voting System Request for Proposal as issued on October 2, 2013, in response to vendor questions submitted. The questions are listed as they are identified in the Questions and Answers document posted on October 23, 2013. Changes are identified and indicated in **Red** type. This document also includes an administrative clarification concerning the requirements related to proposing equipment and services for the Colorado "Target County".

The original RFP document will not be physically modified, but changes in this Amendment 2 supersede any language in the original RFP.

Question 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.

RFP Modification

1.1 Scope of the Uniform Voting System project

The UVS will consist of State-authorized components for election management, ballot production, vote capture, vote tabulation, automated signature verification, electronic ballot adjudication, and ballot tracking.

The overall UVS will expand beyond already implemented uniformity in systems that provide Ballot on Demand, electronic issuance and receipt of military and overseas (UOCAVA) ballots, and Election Night Reporting, and may serve as a base for future uniformity, in other elections functions and processes.

The additional UVS components procured through this RFP will not necessarily be from a single vendor. There are several aspects to the overall UVS and the diversity of Colorado counties. Specifically, the needs of small, medium and large counties require consideration of scalability and performance.

Counties will determine, within yet to be defined timelines, when they will convert to the UVS. At that time, the systems will be available to them from the selected Vendor(s) at the State negotiated price.

Proposal evaluation will include several underlying principles which are essential to the establishment of a UVS in Colorado. These include:

- Transparency in the total operation of the system within the necessary security parameters.
- Scalability to accommodate Colorado’s large, medium, and small counties.
- Integrity against fraud with demonstrable security and audit protections.
- Options for voting that perform well for all members of the voting population.
- Assurance that a cast ballot can not be identified with a voter.
- Cost-effective flexibility to meet new demands that may be imposed by legislation or rule.
- 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.*
- Cost effectiveness over time including maintenance, upgrades, etc.

***We recognize that not all types of equipment represented in this RFP will be transported to voting sites. Responders may explain any potential situations that might warrant special consideration for space management, recognizing space limitations in many county Elections Offices.**

Question 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.

RFP Modification

Scanning	C-1	<p>Have the ability to logically delete (not physically) saved ballot batches from the system.</p> <p>Appropriate entries shall be made in the audit logs whenever a batch is entered, modified, replaced or deleted.</p> <p>Note: Please explain how your system manages batch accountability identification.</p>		
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Question 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.

RFP Modification

Tabulation	B-1	<p>Have the ability to write cast vote records to an election media device during operation that the EMS can only read if the election media device has been appropriately closed on the voting device in which it was used. can disallow from being tabulated prior to the close of polls on Election Day.</p> <p>Note: Please describe the security your equipment provides for ensuring media is not removed until procedurally authorized.</p>		
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Question 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?

RFP Modification

The following explanation is added to Appendix C to clarify this issue:

State of Colorado Uniform Voting System RFP

Appendix C – Cost Tables Explanations

1.0 Hardware Cost Table

For each unique Make/Model of hardware, show in the Description column the quantity and a short description of the hardware. For example: 5 precinct scanners.

2.0 Software Cost Table

For each unique Version of software, show in the Description column the quantity and a short description of the software. For example: 3 copies of election management software.

3.0 Project Labor Cost Table

Category: Project Management for Target County

Enter title of personnel proposed for this category. For example:
Project Manager
Team Lead

Category: Customization (Show Requirement ID(s) and short description

These entries will be for Vendor Response Codes of 2 or 3 on a requirement.

Enter the Requirement ID and a short description. For example:
Req. A-29e: Modify system to allow static field on ballot.
Req. C-2: Modify system to allow a single ballot batch.

Category: Conversion from Target County EMS data

Enter title of personnel proposed for this category. For example:
Senior Conversion Specialist
Junior Conversion Specialist
Junior Computer Programmer

Category: Training in Target County

The comment regarding Travel states that Travel expenses should be reported in the 5.0 Miscellaneous Cost Table (Target County)

Enter title of personnel proposed for this category. For example:
Senior Trainer
Training Assistant

Category: Testing

Enter title of personnel proposed for this category. For example:
Senior Testing Specialist
Junior Testing Specialist

Category: Implementation / Installation / Configuration

Enter title of personnel proposed for this category. For example:
Senior Implementation Specialist
Junior Configuration Specialist

Category: Other

In this category, enter any labor costs not listed in previous categories.

4.0 Post-Implementation Support Cost Table

Enter the cost, by year, for each of the four Support areas. Base these costs on support for the Target County.

5.0 Miscellaneous Cost Table (Target County)

Enter the cost for non-labor miscellaneous items. Four examples are given in the worksheet.

6.0 Customization Cost Table (Non-Labor Costs)

Enter non-labor customization costs, by requirement(s). This could include cost to produce modified documentation, obtain certifications, etc.

7.0 Vendor Hourly Rate Cost Table

Enter the various position descriptions of personnel proposed in a post-implementation support role, along with the position's hourly rate during the four periods of time.

Question 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?

RFP Modification

1.1.1 Transmittal Letter

All Vendors shall submit a Transmittal Letter positively stating their willingness and ability to comply with all work requirements, general contract requirements, and other terms and conditions specified within this RFP. If this is not the case, any exceptions or proposed deviations from requirements listed in this RFP must be described and explained. Additional requirements for the Transmittal Letter are that it:

- 1) Must be on official company business letterhead
- 2) Must identify all material and enclosures comprising your proposal
- 3) Must acknowledge receipt of all modification notices to this RFP
- 4) Must disclose all current or pending projects with the State of Colorado
- 5) Must disclose any known conflicts related to this RFP
- 6) Must disclose intended use of any subcontracts
- 7) Must itemize any objections to items in the Administrative Information section or in the contract template in *RFP Appendix G – State Contract Template*.
- 8) Must acknowledge permission for your references to release information to the State of Colorado
- 9) Must indicate if you are proposing a UVS solution that addresses all eight categories (A-H) of the requirements in *RFP Appendix B – System Requirements Table*. If not, specify to which of the eight categories you are proposing a solution.
- 10) Must not disclose any pricing information or elements of cost
- 11) Must be signed by an individual authorized to commit your company to the work proposed

Page Limit: ~~Four~~ **Six** pages

Question 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. 5.3.11.12.

- 1) What interface capabilities, with the CDOS voter registration system (SCORE), can your Election Management Software provide? Is there a defined extract format for precinct and district definitions, registration statistics, and candidate or contest information that is or may be made compatible with SCORE? What interface data formats are available (e.g. EML, XML, CSV, and ASCII)?

RFP Modification

Clarification: This statement is meant to give the vendor the opportunity to identify how information such as Ballot Styles, may be downloaded from the State Voter Registration System (SCORE) into the EMS. All files from SCORE are Text files.

Question 71.

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

RFP Modification

1.1.2 Preliminary Project Schedule and Staffing Plan

The Vendor selected to fulfill this RFP may need to begin the effort shortly after contract execution, as there may be one or more counties interested in implementing or piloting a new system for the November 2014 election. The exact number of initial UVS counties has not been determined as of the issuance of this RFP.

You must propose a Preliminary Project Schedule and Staffing Plan, as described in *RFP Appendix D – Statement of Work, Track 1: Project Management*. For the purposes of responding to this section of the RFP, you shall develop your schedule and staffing plan for implementing the UVS in a large **Colorado Target County** within a 50-mile radius of the Denver metro area. For sizing purposes, the target county statistics are:

- 350,000 Registered Voters
- 12 Early Voting Locations
- 24 Election Day Voting Locations
- All Registered Voters will be issued ballots by mail; however the voters may choose to vote in person.

This section must provide a project organization chart of proposed project personnel, listed by name and position on the project. It must also describe relationships between your organization and any subcontractors. The qualifications of proposed staff are addressed in *RFP Section 5.3.13 Proposed Staffing*.

The Preliminary Project Schedule shall provide a roadmap of tasks, resources, and timing necessary to complete the work in the target county. The Preliminary Project Schedule shall include but not be limited to the following:

- 1) Tasks with scheduled start and completion dates
- 2) Milestones
- 3) Personnel assignments and estimated duration for each task. Time must be listed for:
 - a) Your personnel
 - b) Required CDOS or County election program personnel (please define needed skill types or business area)
 - c) Required technical personnel.

Page Limit: ~~15~~ 30 pages

Clarification “Target County”

The following clarification relates to all RFP sections referencing the “Target County”.

Equipment proposed should be sufficient for Target County to conduct a Presidential General Election based on the attributes of the County as described in Section 1.1.2.

Under the new Colorado voting model (HB 13-1303) all voters are issued mail ballots and also have the option of choosing to not vote the mail ballot but to vote in person.

Historically in Colorado elections where voters have applied for a mail ballot, voter turnout has been 70 to 75 percent by mail and the rest in person; however we have no history with the model that exists now with voters automatically receiving a mail ballot and having a choice of voting in person.