



**Solicitation Information
September 22, 2015**

RFI# 7549913

TITLE: ELECTRONIC POLL BOOKS

SUBMISSION DEADLINE: October 21, 2015 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov, no later than **Monday, October 5, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

GAIL WALSH
CHIEF BUYER

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION

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Introduction and Purpose:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of the Secretary of State is soliciting responses from qualified vendors to offer electronic poll books for the State of Rhode Island.

The Department of State is interested in acquiring electronic poll books for use in the 2016 election cycle beginning with the April 26, 2016 Presidential Preference Primary in order to achieve the following goals:

- Accurate and up-to-date voter rolls on Election Day
- Shorter wait times at polling places on Election Day
- User-friendly check-in process for both voters and poll workers
- Reduced provisional voting
- Reduced printing costs
- An overall more modern check-in system at polling places on Election Day

This is a Request for Information (RFI). No award will be made as a result of this solicitation.

Instructions and Notifications to Offerors:

Potential respondents are advised to review all sections of this Request carefully and to follow the instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submitted response.

All costs associated with developing or submitting information in response to this request or to prove oral or written clarification of its contents shall be borne by the respondent. The State assumes no responsibility for these costs.

Responses are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission from the State Purchasing Agent.

Responses misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases at the Rhode Island Department of Administration (One Capitol Hill, 2nd Floor, Providence, RI 02908).

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this request may be released in the form of an addendum to this RFI.

Respondents are advised that all materials submitted to the State for consideration in response to this RFI will not be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island. The responses may only be released for inspection once an award of a subsequent procurement has been made, as long as the release will not place the State at a competitive disadvantage in its sole discretion.

Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*

The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website at www.mbe.ri.gov or contact Dorinda.keene@doa.ri.gov.

Background and Summary:

Paper-based voter lists have been used during the conduct of elections in Rhode Island for over a century. In Rhode Island, voter registration is administered locally at each of the thirty-nine (39) cities and towns, through their Boards of Canvassers, with overall support from the Rhode Island Department of State – Elections Division. The statewide Central Voter Registration System (CVRS) was implemented in 2004 and is administered by the Rhode Island Department of State.

In June 2015 the Governor signed Senate bill 0999 and House bill 6312 which grants the Department of State the authority to procure new voting equipment. However, the responsibilities of election administration continue to be split between the Department of State and an independent State Board of Elections. The State Board of Elections has general supervision over the local Boards of Canvassers and regulating authority over the implementation of federal and state voter registration law, and is the appellate authority for all complaints or violations regarding the voter registration statutes, regulations, and conduct of elections. The Department of State administers the CVRS, prepares and sends mail ballot packages, certifies federal and state candidates, and is responsible for ballot design.

Currently, state law requires the Boards of Canvassers to print and certify their voter lists 20 days prior to the election. Some municipalities print their lists in-house, whereas other municipalities contract out to a printing vendor. In Rhode Island, a voter must register to vote 30 days or more before an election in order to vote in that election. If the voter registration form is incomplete, the Board of Canvassers will immediately send the voter a notice, and the voter then has seven (7) days to return the corrected form in order to be eligible to vote.

The drawback to using paper-based voter lists is that the information is outdated as soon as the list is printed. Voters who apply for an emergency mail ballot after the municipality has printed their voter lists will still appear on the voter list as eligible to vote in their precinct. This forces the Boards of Canvassers to manually indicate on the list that the voter has applied for an emergency mail ballot. Additionally, a voter erroneously left off the certified list is forced to vote via a provisional ballot because the voting list could not be updated after being printed.

Additionally, federal and state laws protect registered voters who moved prior to an election but failed to notify the Board of Canvassers of their new address. Under these laws, if a voter moved within the same city or town 30 days or more prior to the election, they are entitled to vote at their new precinct. If they moved less than 30 days before the election, they are entitled to vote at their old precinct. A voter who is only eligible to vote at their new precinct will still appear on the voter list at their old precinct.

Furthermore, other protections are afforded to registered voters who moved from one city or town to a different city or town. If the voter moved 30 days or more before the election but did not register to vote at their new residence, they are required to vote a special Limited Ballot at the Board of Canvassers of their previous city or town residence. If they moved less than 30 days prior to the election, they are entitled to vote at the polling place of their former residence where they were most recently residing and registered to vote. Currently, the voter who votes the Limited Ballot will still have their name appear on the voter list in the precinct where they were last registered. The voter who is

entitled to vote at their old precinct may or may not have their record updated to reflect their new address in their new city or town due to limitations within the CVRS and how state law requires the handling of inter-municipality voter affirmation (fail-safe) cases.

We expect that a statewide network of electronic poll books, updated in real-time, may solve these problems and allow the CVRS to reflect more accurate and up-to-date voter information.

General Requirements:

The requirements included in this section are not intended to limit your response but rather to serve as a guide to understanding the information we are looking to gain through the RFI. Respondents are encouraged to provide as much information as possible to enable the Department of State to fully understand the current voting technology available and how it can be used to modernize Rhode Island's voting system.

The stipulations listed below include: (1) Minimum Requirements – features we expect in electronic poll book systems proposed by respondents and (2) Additional features of interest – features that should not be considered a requirement for submitting a response but are of interest to the Department of State.

Vendors may, at the discretion of the Department of State, be asked for additional information or to present information or sample product to the Department based on their submission to this RFI. Any costs associated with this additional information or the presentation of any sample product to the Department of State is the sole responsibility of the respondents.

Minimum requirements:

1. System that can accommodate a network of 1,200 devices – two electronic poll books per polling place in 459 precincts plus back-up units.
2. Ability to electronically list, search, identify, and authenticate eligible voters.
3. Ability to verify precinct assignment for any voter in the state and redirect voters to correct polling place location, if necessary.
4. Ability to capture and store data on provisional ballots cast on Election Day, including but not limited to a voter's name, address, and date of birth, and with which ballot style and for what reason they cast a provisional ballot.
5. System that is compatible and works seamlessly with Rhode Island's CVRS.
6. System that is highly configurable and customizable.
7. System that is secure and will prevent any unauthorized access to or dissemination of sensitive or confidential voter information.
 - a. Ability to track searches and edits to the system, including which authorized user performed the action.
 - b. Ability to track the location of all poll books and key components in an electronic poll book system and disable any component containing sensitive or confidential voter information if removed from its authorized location, accessed by an unauthorized person, or used for an unauthorized purpose.

8. Ability to generate customizable reports and produce audit reports.
9. System that is easy to set up and manage, and is user-friendly for poll workers, voters, and administrators.

Additional features of interest in this RFI:

1. Compatibility with magnetic strip barcode reader and ability to identify voter's information from scanned driver's license.
2. Compatibility with commercial off-the-shelf (COTS) printers or dedicated ballot on-demand printers.
3. Ability to provide poll workers with general information regarding voting and Election Day procedures so that they may appropriately address and resolve common problems and questions occurring in the polling place without outside assistance (i.e. a "help desk" or FAQ solution available online or offline through electronic poll book).
4. Ability to provide list of voters to poll checkers.

Information Requested:

Please provide detailed responses for each of the following:

1. Any current or pending federal, state, or organization certifications of your electronic poll book hardware and/or software.
2. Information about specific hardware, software, and network products included or recommended as part of the electronic poll book system.
3. How the voter database (CVRS) would be used by or connected to the electronic poll book.
4. Technical information about how the electronic poll books and networks must be set up and configured and how such equipment and networks would be hosted and maintained.
5. A comprehensive explanation of the security measures in place to keep voter data confidential and secure.
6. A step-by-step description of how the electronic poll books and system would be used by poll workers, voters, and election officials on Election Day. Important steps to cover would be:
 - a. How to search for voters and what to do if a voter cannot be found
 - b. How to verify the identity of voters through ID scanning, etc. Please be specific about signature procedures.
 - c. Procedures to identify a voter's correct polling place, if at an incorrect location, and solutions for directing the voter there.
 - d. How the system identifies and tracks voters who cast a provisional ballot.
 - e. How the system treats voters whose registration status is listed as "inactive".
 - f. How the system will support other management functions in the polling place, including procedures for before polls open and after polls close.
 - g. How the system will guide poll workers through these steps and how poll workers can access technical support on-location.
7. Information about all reporting capabilities, including types of reports the system can generate, the level of customization for these reports, procedures for auditing the system and generating audit reports, and procedures for aiding election officials in recount scenarios.
8. A detailed plan for potential implementation of this system, specifying the tasks to be completed, the individuals or entities responsible for implementation, testing and training procedures, and an estimated timeline for complete implementation.
9. Information about continued maintenance and upgrades for the system.
10. Detailed information about performance history and any material defects or failures of the electronic poll book system being proposed that occurred in the last three years. Please include the relevant election jurisdiction and the name and contact information for the election official in charge at the time such defect or failure was discovered. If a product recall has taken place, please disclose such information.
11. In a separate Cost Proposal, please include:
 - a. The total price for the system, including the price of all hardware, software, training, shipping/transportation, installation, licensing, and any other costs.
 - b. Pricing for each individual component of the system.
 - c. Solutions for financing the purchase and/or lease of the system or any system components.
 - d. Annual maintenance costs
 - e. Enhancement costs
 - f. Cost of updates if programming deficiencies are discovered.

Proposal Submission:

Questions concerning this RFI may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on Page One of this RFI. Please reference RFI #7549913 on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the website as an addendum to this RFI. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties regarding this RFI is allowed.** Responses received after the due date and time as registered by the official time clock in the reception area of the Division of Purchases may not be considered.

Response Contents:

Submit one (1) original and three (3) copies, and one electronic copy of responses by the date and time stated on page one of this RFI.

Responses must be mailed or hand-delivered in a sealed envelope marked “**RFI #7549913 – Electronic Poll Books**” to:

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

Note: Responses received after the above-referenced due date and time may not be considered. Responses misdirected to other State locations or which otherwise are not present in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Responses faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

Respondents may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.