

State of Colorado

Department of State



Statewide Electronic Pollbook System Requirements

RFP #: CDOS-EPOLL-1

Request For Proposals

Document 2 of 3

November 12, 2013

TABLE OF CONTENTS

Section 1: INTRODUCTION.....1
Section 2: Electronic Pollbook System Requirements3

SECTION 1: INTRODUCTION

This document contains the requirements identified for the Statewide Electronic Pollbook System noted in RFP #: CDOS-EPOLL-1.

Table 1 lists the Category and Sub-Category for the Category Code structure used in numbering the requirements in this document.

Table 1

Category Codes Used As Requirement Number Prefixes		
Category Code	Category	Sub-Category
C-1	Configuration	
VS-1	Voter Search	
VE-1	Voter Eligibility	
R-1	Voter Registration	Updates
R-2	Voter Registration	New
R-3	Voter Registration	Photo Identification
B-1	Ballots	In-Person Ballots
B-2	Ballots	Mail Ballots
B-3	Ballots	Provisional Ballots
P-1	Printing	Labels
P-2	Printing	Reports
BSL-1	Ballot Style Lookup	
O-1	Offline Capabilities	
I-1	System Interfaces	SCORE Interface
I-2	System Interfaces	DRE Interface
I-3	System Interfaces	BOD Interface
S-1	Security	Authentication
S-2	Security	Network
S-3	Security	Systems
SR-1	System Requirements	Hardware / Software
SR-2	System Requirements	Performance

As requested in Section 5.5.6 of the Electronic Pollbook System RFP document, Vendor proposals need to complete the two (2) right-most columns (“Compliance” & “Vendor Comment or Description”) of Table 2 in Section 2 below.

Compliance needs to be completed with one (1) of three (3) possible values:

P = Feature is currently provided by proposed system

A = Feature will be added to the proposed system as part of this project

N = Feature will not be made available in the proposed system

Vendor Comment or Description must be completed for all items flagged with a **Compliance** type of “A”. Provide a brief (less than 125 words) narrative of how the proposed system will address the requirement.

Vendor Comment or Description may be completed for all items flagged with a **Compliance** type of “P” or “N”. Provide a brief (less than 125 words) narrative if desired.

The **Type** column identifies the requirement as **(M)**andatory or **(O)**ptional. CDOS is looking for a solution that best meets the project needs and goals. Vendors are encouraged to submit proposals even if the proposed solution does not meet all mandatory requirements.

SECTION 2: Electronic Pollbook System Requirements

Table 2

Req #	Requirement	Type	Compliance	Vendor Comment or Description
C. Configuration C-1 Configuration of the Statewide Electronic Pollbook				
C-1	The system will be configurable for each election	M		
C-1-1	The system will allow each county to configure the names of Voter Service and Polling Center (VSPC) locations	M		
C-1-2	The system will allow each county to assign users to VSPC locations	M		
C-1-3	The system will be configured in a way that efficiently supports multiple elections on the same day and elections which have overlapping voting activity dates	M		
VS. Voter Search VS-1 Searching for voters in the Electronic Pollbook				
VS-1	The system will allow users to search for any voter record in the Electronic Pollbook	M		
VS-1-1	The system will search using partial registration information	M		
VS-1-2	The system will search using Driver's License information read from the magnetic stripe or 2D barcode	O		
VE. Voter Eligibility VE-1 Confirming the eligibility of voters to vote in an election				
VE-1	The system will determine voter eligibility to vote in an election based on registration information and voting activity	M		
VE-1-1	The system will determine the ballot style to be assigned to a voter	M		
VE-1-2	The system will prevent voters from voting twice in the same election	M		

R. Voter Registration R-1 Changing voter registration information in the Electronic Pollbook				
R-1	The system will allow users to update voter registration information on the Electronic Pollbook	M		
R-1-1	The system will update the following: <ul style="list-style-type: none"> • Name • Residential Address • Party Affiliation (Primary elections only) 	M		
R-1-2	The system will validate changes to residential address using an address library	M		
R-1-3	The system will prevent Party Affiliation changes of voters already affiliated with a political party Party Affiliation changes are permitted for unaffiliated voters and voters affiliated with political organizations	M		
R. Voter Registration R-2 Entering new voter registrations				
R-2	The system will allow users to enter new voter registrations into the Electronic Pollbook	M		
R-2-1	The system will cross-check information to insure the following scenarios are not created: <ul style="list-style-type: none"> • Duplicate voter registrations (SCORE) • Felon voter registrations (Colorado Department of Corrections) • Deceased voter registrations (Colorado Department of Public Health and Environment) 	M		
R-2-2	The system will capture new voter registration information from Driver's License information read from the magnetic stripe or 2D barcode	O		
R. Voter Registration R-3 Photo Identification				
R-3	The system will display and capture images of registered voters	O		
R-3-1	The system will display the image of a voter found in the electronic pollbook	O		
R-3-2	The system will capture the image of a voter	O		
R-3-3	Captured image files will be uploaded after each election	O		

B. Ballots				
B-1 Issuing ballots to be cast in person				
B-1	The system will issue ballots to voters that are cast at the VSPC location	M		
B-1-1	The system will capture the type of ballot issued (DRE or Paper)	M		
B-1-2	The system will allow authorized users to spoil a ballot that is returned by the voter as not voted	M		
B-1-3	The system will allow authorized users to undo a ballot that was incorrectly issued	M		
B-1-4	The system will allow authorized users to transfer a ballot from one voter record to another	M		
B-1-5	The system will capture the ballot number of each ballot	M		
B-1-6	The system will capture the VSCP location where any ballot transaction is performed	M		
B. Ballots				
B-2 Issuing and replacing mail ballots				
B-2	The system will issue ballots to voters that are taken from the VSPC location and later returned by the voter in an envelope	M		
B-2-1	The system will capture the ballot number of each ballot	M		
B-2-2	The system will receive a mail ballot that is returned by the voter	M		
B-2-3	The system will capture the Date, Time, and User for returned mail ballots	M		
B-2-4	The system will capture the VSCP location where any ballot transaction is performed	M		
B-2-5	The system will allow authorized users to void Mail ballots Mail Ballots are voided when a voter is no longer eligible to vote it. For example, when a voter moves to another county or votes a different ballot.	M		

B. Ballots				
B-3 Recording provisional ballot information				
B-3	The system will allow users to issue provisional ballots to voters whose eligibility cannot be determined	O		
B-3-1	The following information will be captured: <ul style="list-style-type: none"> • PIN (Provisional Identification Number) • Name • Address • Party (Primary only) • Ballot Style • VSPC Location 	O		
B-3-2	The system will allow users to associate a ballot to an existing voter record	O		
P. Printing				
P-1 Printing labels				
P-1	The system will print labels during registration and ballot activities	M		
P-1-1	The system will print a label containing registration information Labels are affixed to blank registration forms which the voter verifies and signs before receiving a mail ballot	M		
P-1-2	The system will print a label containing registration and in person ballot information Labels are affixed to blank signature cards which the voter verifies and signs before voting in person	M		
P. Printing				
P-2 Printing Reports				
P-2	The system will provide customizable reports containing detailed and statistical analysis of registration and ballot activity performed at VSPC locations	M		
B. Ballot Style Lookup				
BSL-1 Looking up ballot styles by address				
BSL-1	The system will provide a method to lookup ballot styles based solely on address information	M		
O. Offline Capabilities				
O-1 Offline capabilities of the system				
O-1	The system will operate without a network connection	O		
O-1-1	The system will allow Voter Search while offline	O		

O-1-2	The system will allow Ballot Style Lookup while offline	O		
O-1-3	The system will not store any statewide datasets of sensitive voter registration information on client devices	M		
O-1-4	The system will not store any sensitive voter registration information on client devices CDOS understands that systems may use locally stored data to improve the performance of connected devices and to limit network traffic	O		
O-1-5	If the system requires sensitive voter registration information to be stored on client devices, all measures are taken to protect it from being compromised	M		
I. System Interfaces I-1 Interfacing with SCORE				
I-1	The system will access the Statewide Colorado Registration and Election system (SCORE) in real-time	M		
I-1-1	The system will interface with SCORE to perform the following: <ul style="list-style-type: none"> • Voter Search • Voter Eligibility Checks • Ballot Style Assignment • Ballot Number Assignment • Address Validation 	M		
I-1-2	The system will synchronize the following with SCORE: <ul style="list-style-type: none"> • Registration Updates • New Registrations • In Person ballot activity • Mail ballot activity 	M		
I. System Interfaces I-2 Interfacing with DRE system				
I-2	The system will interface with DRE system to program voter access cards	M		
I-2-1	The system will save ballot information in a text file to a directory monitored by the DRE system	M		
I-2-2	The directory will be configurable for each client station	M		
I. System Interfaces I-3 Interfacing with BOD system				
I-3	The system will print issued ballots or interface with a Ballot on Demand (BOD) system	M		

I-3-1	The system will save ballot information in a text file to a directory monitored by the BOD system	M		
I-3-2	The directory will be configurable for each client station	M		
S. Security S-1. Authentication				
S-1	The system will prevent unauthorized use	M		
S-1-1	The system must support two-factor authentication	M		
S-1-2	Complex passwords in accordance with industry best practices are required	M		
S-1-3	Automated audit trails are required for all system components utilized to track user access so systems, administrator access to systems, administrator/root actions taken on systems, initialization of audit logs, invalid login attempts, date/time of events and success/failure of events	M		
S-1-4	User accounts must be locked out after a specific number of invalid login attempts	M		
S-1-5	Granular permissions with least privilege must be set for varying user roles on the systems	M		
S. Security S-2. Network				
S-2	Networks utilized by the system must be secure	M		
S-2-1	All network communications must be encrypted and secured to prevent potential man-in-the-middle attacks	M		
S-2-2	All required network equipment must be hardened to meet industry best practices	M		
S. Security S-3. Systems				
S-3	The systems which compose the Statewide Electronic Pollbook must be secure	M		
S-3-1	The system must be hardened in accordance with industry best practices. This includes hardened operating systems with only necessary services running	M		

S-3-2	Full disk and/or database encryption must be utilized for all sensitive data	M		
S-3-3	Integrity monitoring and detailed event logging must be utilized to detect intrusion attempts	M		
S-3-4	The system must be tested by a qualified third party for security issues	M		
S-3-5	The system must have documented procedures for applying updates and patches to client and server systems	M		
S-3-6	The system must prevent un-authorized access and have methods in place to detect tampering	M		
S-3-7	The systems must prevent processes from running that are not specifically permitted	M		
SR. System Requirements SR-1 Hardware / Software				
SR-1	List hardware and software requirements of the system	M		
SR-1-1	List hardware requirements including client devices, peripherals, network devices, servers, etc.	M		
SR-1-2	List software requirements including operating systems, device drivers/firmware, plugins/add-ons, etc.	M		
SR-1-3	If the system is browser based, list the browsers and versions which are Optimal, Accepted, and Not Supported.	M		
SR. System Requirements SR-2 Performance				
SR-2	The performance of the system will meet the needs of business operations at VSPC locations	M		
SR-2-1	The system will support up to 5,000 concurrently connected client stations accessing the system from all VSPC locations in all 64 counties and the offices of the Department of State (DOS)	M		
SR-2-2	The system will be capable of searching up to 4 million voter records	M		