

**REQUEST FOR PROPOSALS
FOR
ELECTION POLLING LOCATIONS ACCESSIBILITY SURVEY**

The Cumberland County Bureau of Elections office is looking for a qualified firm to survey the 118 polling locations in Cumberland County for accessibility to ensure compliance with the Americans with Disabilities Act (“ADA”). The successful bidder will need to prepare a written survey analysis, report on the findings made and create a detailed action plan for addressing deficiencies in any polling location that may not comply with ADA requirements.

An original and three (3) copies for a total of four (4) copies of the sealed proposal must be clearly labeled “Election Polling Locations Accessibility Survey” and submitted to the Office of the Solicitor at the address noted below not later than 3:00 p.m. on Tuesday, March 5, 2019. A complete copy of the Request For Proposals may be obtained by calling the Office of the Solicitor at 717-240-5444 and also at the Cumberland County website at www.ccpa.net.

Office of the Solicitor
One Courthouse Square, Room 208
Carlisle, PA 17013

**REQUEST FOR PROPOSALS (RFP)
FOR
ELECTION POLLING LOCATIONS ACCESSIBILITY SURVEY**

1.1 Background

The Cumberland County Bureau of Elections is looking for a qualified firm to survey the 118 polling locations in Cumberland County for accessibility to ensure compliance with the Americans with Disabilities Act (“ADA”). The successful bidder if engaged will need to prepare for the Bureau of Elections a detailed written survey analysis, identify all defects or deficiencies in each polling place with pictures as appropriate, report on the findings made and create a detailed action plan for addressing deficiencies in any polling location that may not comply with ADA requirements.

2.1 General Requirements

- 2.1.1 All Respondents are bound by the deadline and location requirements of this RFP.
- 2.1.2 Respondents electing to respond to this RFP are responsible for all costs incurred in the preparation and submission of the proposals. If interviews are requested prior to the selection of the successful bidder, all costs incurred by the bidder for any demonstrations, interviews, preparation of responses to questions and requests for additional information or for activity involving the bidder in any way related to this RFP, shall be solely at the cost of and borne by the bidder. The County of Cumberland is not liable for any costs incurred by the bidder in response to this RFP and the Respondent, including all related parties, disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.
- 2.1.3 Late proposals will not be considered.
- 2.1.4 The County of Cumberland reserves the right to reject any or all responses or any portion thereof and to select the response(s) which, in its sole discretion, it judges to be in the best interest of the County.
- 2.1.5 The County of Cumberland reserves the right to cancel or modify this RFP. There is no guarantee that the County of Cumberland will place the requested services under contract.
- 2.1.6 The County of Cumberland reserves the right to investigate the qualifications of any Respondent under consideration including proposed subcontractors and parties otherwise related to the Respondent and require confirmation of information furnished by a

Respondent, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.

- 2.1.7 The County of Cumberland reserves the right to disclose information contained in proposals to the public, subject to confidentiality statutes.
- 2.1.8 All materials submitted with the response will become the property of Cumberland County. No materials submitted will be returned to the Respondent.
- 2.1.9 The County of Cumberland reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- 2.1.10 The County of Cumberland reserves the right to evaluate responses in terms of the best interests of the County, applying criteria provided in this RFP and any other criteria the County, in its sole discretion, deems pertinent.
- 2.1.11 The County of Cumberland reserves the right to accept other than the lowest cost proposal based upon an evaluation of all aspects of the response. Although the bid price will be considered, the experience of the bidder in providing similar surveys in central Pennsylvania will be an important factor in the selection process.
- 2.1.12 The successful bidder will either enter into a contract with the County on terms to be mutually agreed upon or the County will agree to the form of a proposal to be provided by the successful bidder describing both the scope of work to be provided and the fee for such services.
- 2.1.13 All responses must remain valid for a minimum period of ninety (90) days after the response due date. Responses may not be modified or withdrawn by the Respondent during this period of time except in accordance with this RFP and with written permission granted by the County of Cumberland.
- 2.1.14 Any response may be withdrawn in writing prior to the date and time set for receipt of responses.

2.2 Questions and Addenda

- 2.2.1 All questions regarding this RFP shall be directed to Bethany Salzarulo, Director of Elections and Voter Registration, via email at bsalzarulo@ccpa.net or by calling 717-240-6388. If it becomes necessary to revise any part of this RFP, an amendment will be posted on the County's website at www.ccpa.net. It shall be the sole responsibility of Respondents to check for any amendments to the RFP that may be issued by the County.

2.3 Submittal of Responses

- 2.4.1 Responses must be received by the Cumberland County Solicitor's Office by 3:00 p.m. on Tuesday, March 5, 2019. Responses received after that time will not be accepted. The

response shall be enclosed in a sealed envelope clearly labeled as “Election Polling Locations Accessibility Survey”. The original and three (3) for a total of four (4) copies of the response shall be submitted. All responses shall be submitted by mail or hand delivered to:

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- 2.4.2 Responses **will not** be accepted by facsimile or email.
- 2.4.3 Responses shall not be open for public inspection except if required by law.
- 2.4.4 After opening of the responses, a Respondent may not correct, modify, or withdraw the price or any other provision of its response in a manner prejudicial to the interests of the County or fair competition. The County of Cumberland may waive minor informalities or allow the Respondent to correct them.

2.5 Respondent's Responsibilities

- 2.5.1 At the time of the opening of response, it will be presumed that each Respondent has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- 2.5.2 The Respondent agrees that, if a contract is executed with or a proposal accepted by the County of Cumberland, the Respondent shall make no claim against the County because of any estimate or statement made by any employees, agents, or consultants of the County which may prove to be erroneous in any respect.

3.1 Scope of Services

The Scope of Services to be provided is specified in Background, Section 1.1, above. **All Work By The Successful Bidder Must Be Completed No Later Than December 31, 2019.**

4.1 Bidder Proposal

The proposal submitted by the bidder shall include a statement of the total fee for services provided and a detailed description of past projects similar to the services requested in this RFP that were performed by the bidder. Emphasis should be provided on those projects previously performed in central Pennsylvania for other county election bureaus or counties. The bid may be submitted in the format of a proposal to be accepted by the County by signature, but a separate statement of the bidder's past project experience must be provided by a separate written letter. As noted in Section 2.1.12, the County reserves the right to either accept the proposal form presented by the successful bidder or enter into a contract with the successful bidder.