



MULTNOMAH COUNTY
Department of Community Services

REQUEST FOR COMPETITIVE PROPOSAL QUOTES (CPQ)
FOR

Ballot on Demand Printing Systems

February 28, 2014

PROPOSALS DUE: March 12th, 2014

Proposals by email claudia.j.arvidson@multco.us

Submit Proposals to the Attention of:
Multnomah County Community Services
Attention: Claudia Arvidson
1620 SE 190th Ave.
Portland, Oregon 97233
Phone: 503-988-5068 Fax: 503-988-3419
claudia.j.arvidson@multco.us

Refer Questions in Writing to:
Claudia Arvidson
Procurement Analyst Sr.
1620 SE 190th Ave.
Portland, Oregon 97233
Phone: 503-988-5068 Fax: 503-988-3419
claudia.j.arvidson@multco.us

The last day for questions regarding this solicitation is March 11th, 2014

OFFEROR REPRESENTATIONS AND CERTIFICATIONS

FAILURE OF THE OFFEROR TO COMPLETE AND SIGN THIS FORM MAY RESULT IN REJECTION OF THE SUBMITTED OFFER

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that this offer shall be irrevocable for at least 30 calendar days after the date offers are due, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.

OFFEROR NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____ WEB SITE: _____

DATE/STATE OF INCORPORATION: _____

BUSINESS DESIGNATION: ☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ S Corporation
☐ Non-Profit ☐ Government ☐ Other _____

MWESB CERTIFICATION: Number _____ ☐ Minority-Owned ☐ Woman-Owned ☐ Emerging, Small ☐ N/A

ASSURANCES - The Offeror attests that:

1. The person signing this offer has the authority to submit an offer and to represent Offeror in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. The Offeror is a resident proposer, as described in ORS 279A.120, of the State of _____, **(insert State)** and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". ORS 279A.120 (1) (b)

4. Any false statement may disqualify this offer from further consideration or because of contract termination;
5. The Offeror will notify the Department Contracts Officer within 30 days of any change in the information provided on this form.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - The Offeror certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2. of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

Where Offeror is unable to certify to any of the statements in this certification, Offeror shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Offeror from award of a contract under this procurement.

SIGNATURE OF AUTHORIZED PERSON

Signature _____ Date _____

Print Name & Title _____

Contact Person for this procurement: _____

Phone _____ Email _____

Department:	Community Services
Division:	Elections
CPQ No.:	RFX# 4000002273
Title:	Ballot on Demand Printing System

INTRODUCTION

Multnomah County proposes to purchase a ballot-print-on demand system consisting of two printers and software to augment existing pre-printed ballots. This system will be used to print small quantities of ballots as needed to avoid ordering large quantities of ballots over expected demand to ensure we have adequate supply. The system will use prepress files formatted in .pdf output.

SCOPE OF WORK

Note: Vendors may mark any **actual** performance data or **unique** component make-up you consider proprietary by clearly identifying them as confidential if you do not want it disclosed upon public request - however please do not mark other data, including the entire proposal, as confidential as this may lead to *all* data be considered in the public domain. You may not mark the price or conditions related to the price as confidential.

Requirements – Software/Firmware/Controller

1. It is critical that the system software has the ability to be audited at any time and provide:
 - a. Secure user access requirement that substantially limits unauthorized users ability to access and print ballots. Any such event should be recorded.
 - b. User accessing the system, including time and date of access.
 - c. Style of ballot produced.
 - d. Number of ballots produced.
 - e. Type of ballot produced, e.g. provisional, duplicate, etc, as well as any other user-identified information (specify any field length limits).
 - f. Exact sequence of ballots produced.
 - g. Error code, if any.
 - h. User clearing errors or otherwise interrupting the print sequence.
 - i. Header sheet showing all of the above with each batch printed.
2. The controlling software must be a closed loop system with a positive confirmation that a ballot was produced or an error code indicating what occurred.
 - a. If an error occurs the software must halt further production, notify the user, and not resume until operator intervention has corrected or approved the restart.
 - b. The operator code, time, date and action taken must be recorded in system memory.
3. The system log must be recorded in non-volatile, permanent memory. Zeroing the system once an election is completed must require a higher level of user access.
4. The software should require at least three levels of accessibility; Administrator; Vendor Technician, Operator; additional levels are permissible (please specify).

- a. Vendor Technician access may never allow the ability to modify or remove any user data except when a system administrator has authorized a software or hardware upgrade; such updates will not affect user activity logs.
5. Although we will not immediately use these functions, the system must have the ability to electronically interface with the Oregon Central Voter Registration (OCVR) system at a later date.
6. The software must have the ability to overlay or watermark ballots with user identified data such as “Duplicate”, “Test”, unique numbers, etc.
7. The server must not have the ability to work wirelessly or that ability must be physically disabled.
8. The server and printer must have the ability to recognize each other as authorized connections. Any attempt to connect an unauthorized server to a system printer or an unauthorized printer to a system server must fail and record the incident time, location, and appropriate codes.
9. It is desired that the server have the ability to operate more than one printer.
 - a. NOTE: Desired redundancy mandates that we have the ability to have two system servers; should that option be exercised we expect one server to operate at least two local printers and the second server to be a fully maintained back-up.

Requirements – Hardware

1. Printer quoted shall be the Okidata C9650.
2. Registration of the ballots to ES & S DS 650 and 850 ballot scanners and to other voting systems is critical. If you do not currently interface with multiple vote tally systems you must be able to provide the ability to do so in the near future.
3. The printer shall have the ability to precisely position the inbound feeds and will require the ability to do what has been defined as “micro adjustment”.
4. All systems shall be comprised of commercial or industrial grade high-quality, proven up-time and reliable components.

Requirements – Customer Service

1. Vendor must be able to provide outstanding, real-time technical support and customer service.
2. During election cycles a representative must be available to election staff outside of normal business hours.

Pricing

1. Bidders shall provide two price quotes as described in this section below as a and b. In both cases the quote must include all equipment and supplies necessary to produce folded, scanable ballots, even if you do not supply the necessary items directly.
 - a. First: All components of the system are purchased and material and supplies, including paper, are priced independently as consumables. Include any annual maintenance fee as a separate item.

- i. If consumables or service are expected to be purchased from other vendors by Multnomah County, please indicate those items in your bid and provide prices that are obtainable in the open market for volumes of 2000 annual ballots at the time of your bid.
 - ii. For purposes of calculating any consumables, assume 25% coverage of ballots, annual ballot printing of 2000, and 14" length ballots are used throughout
- b. Second: All components of the system are purchased but all consumables, including paper are charged on a per ballot basis. Include any annual maintenance fee as a separate item.
 - i. For purposes of calculating any consumables, assume 25% coverage, ballot quantities of 2000 annually, and 14" length ballots are used throughout

2. Maintenance contracts:

- a. It is desirable that we have one point of contact for maintenance.
- b. You must include what is covered, including software updates.
- c. If separate sources are necessary to provide coverage, e.g. basic printer maintenance is provided by the printer manufacturer, please identify who that vendor is, the annual maintenance fee, and what is covered.

3. Election set-up charge:

- a. It is expected that there will be some form of charge for set-up at each election. Please quote what that charge is.
 - i. For purposes of this section of the quote please provide the price per ballot charge or a set-up fee plus price per ballot charge.
 - ii. If the volume is a factor in your price per ballot charge, please assume elections are held twice a year with 120 average styles in each election.

4. Shipping, Installation, and Training

- a. Please quote shipping and handling, if any, as a separate line item.
- b. Please quote installation charge including integration of components, if any, as a separate line item.
- c. Hands-on Training for up to four people is required.
 - i. It is assumed that training will be on site; please specify any deviations from that assumption including locations.
 - ii. Training must include both operator and administrator components; it is permissible to break operator and administrator sessions into separate sessions.
 - iii. Please provide the expected duration of the training(s) and what material is supplied.

5. Options

If there are options that you believe would benefit Multnomah County, please list these as separate line items and provide a brief description of what the option does and its perceived benefit to Multnomah County.

- a. Multnomah County intends to have these systems in a stationary secure location. Please list any items such as carts or other mobile enhancements as options.

METHOD OF AWARD

The County will award a contract to one vendor whose proposal is the most beneficial to the County in terms of price and operation.

ESTIMATED PURCHASES

The County estimates an annual amount of \$25,000, excluding the initial cost of the printers.

METHOD OF CONTRACTING

This solicitation will result in a contract with Multnomah County. A sample of a Multnomah County contract is attached for review.

TERM OF CONTRACT

The length of this contract will be for 5 years.

MINIMUM PROPOSAL SUBMITTAL REQUIREMENTS

Vendors must be able to provide references for like systems at similar sized counties.

INSURANCE REQUIREMENTS

Insurance requirements can be found on Exhibit 2 of the attached sample contract.

PRE-PROPOSAL CONFERENCE

There is no Pre-Proposal Conference.

EVALUATION PROCESS FOR WRITTEN RESPONSE

Proposals will be evaluated by 4 individuals from the answers on the quote sheet. Vendors can submit their own proposal packets but scores will be evaluated from quote sheets.

PROPOSAL QUESTIONS & SCORING

Proposals will be scored on the following categories:

1. Software/Hardware requirements **25 points**
2. Customer Services **25 points**
3. Pricing **25 points**
4. Sustainability **25 points**

CHECKLIST

Return the “**Offeror Representations and Certifications**” page numbered 1 of this solicitation.

Return the four “**Quote Response**” pages

Vendor can submit own proposal packet in addition to above pages.

INSTRUCTIONS TO OFFERORS

A. SPECIAL CONDITIONS Where special conditions are written in the Competitive Proposal Quote, these special conditions shall take precedence over any conditions listed under the "Contract Terms and Conditions".

B. COST OF PROPOSAL QUOTE Responses to this Competitive Proposal Quote do not commit the County to pay any costs incurred by any offeror in the submission of a proposal quote, in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Competitive Proposal Quote. The Offeror assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

C. CLARIFICATION OF SPECIFICATIONS Any Offeror requiring clarification of information must submit specific questions in writing to the contact person named on the cover sheet of this CPQ.

D. ADDENDUM Any change to this CPQ shall be made by written addendum. The county is not responsible for any explanation, clarification or approval made or given in any manner except addendum.

E. CANCELLATION Multnomah County reserves the right to cancel this CPQ solicitation or award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of award.

F. REJECTION OF PROPOSAL QUOTES Multnomah County reserves the right to reject any or all responses to this Competitive Proposal Quote.

G. LATE PROPOSAL QUOTES Quotes received after the scheduled closing date for filing will be returned to the offeror unopened.

H. DISPUTES In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the CPQ, the decision of Multnomah County shall be final and binding upon all parties.

I. CLARIFICATION OF RESPONSES Multnomah County reserves the right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing. Except for requests and responses related to a clarification necessary to evaluate whether a proposal has met minimum requirements, all requests for clarification and responses shall be provided to each evaluation committee member.

J. CONFIDENTIALITY

Multnomah County is required to disclose non-exempt public documents pursuant to ORS 192.410-192.505). ORS 192.502(4) exempts the County from disclosing information submitted in response to a solicitation where the information is such that it "should reasonably be considered confidential."

A Proposer who determines that information within a proposal meets the statutory requirement and desires that such information remain confidential shall mark the pages containing such information with the word "CONFIDENTIAL."

If a Proposer marks every page of a proposal as "CONFIDENTIAL" the statutory requirement is not met; any proposal so marked will not be deemed to have been submitted in confidence and, upon request, the entire proposal will be disclosed.

The County will keep properly marked information confidential unless ordered to release the information and materials by the District Attorney pursuant to ORS 192.460.

After award, the contract executed by the County and the successful Proposer will be a public document subject to disclosure. No part of the contract can be designated as confidential.

K. PUBLICITY Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior approval of Multnomah County.

L. CONFLICT OF INTEREST An Offeror filing a proposal thereby certifies that no officer, agent or employee of the County who has a pecuniary interest in this Competitive Proposal Quote has participated in the contract negotiations on the part of the County, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Offeror of the same call for proposals, and that the Offeror is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

M. COLLUSION An Offeror, submitting a proposal hereby certifies that no officer, agent, or employee of Multnomah County has a financial interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Offeror and that the Offeror is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

N. M/W/ESB PARTICIPATION Multnomah County strongly encourages the participation of Minority, Women and Emerging Small Businesses in this and all County projects, programs and services.

O. EEO CERTIFICATION REQUIREMENT PCRB Rule 60-0040 requires that all contractors furnishing goods and services to the County in excess of \$75,000 must be certified as an **Equal Opportunity Employer**. Contracts in excess of \$75,000 which originate from this CPQ are subject to the County's Equal Employment Opportunity (EEO) requirements, and will include vendor certification as indicated in Exhibit 5 of the Sample Multnomah County Contract attached to this CPQ. Contractors must be certified before a contract is executed.

P. REFERENCES The County reserves the right to investigate references including customers other than those listed in Offeror's submission. Investigation may include past performance of any Offeror with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

**Multnomah County
Ballot on Demand Printing System
Quote Response (page 1 of 4)**

Vendor Name _____

Contact Person _____

Signature _____ Date _____

Part A: Product Information (75 points total)

1: Hardware/Software Requirements 25 points

1. Please specify any watermarking restrictions, including length restrictions.
2. Please specify how many printers can be operated locally from one server and explain any additional fees.
 - a. If the number is substantial but not established, please indicate the minimum tested and guaranteed e.g. "more than four".
 - b. Please detail your experience preparing ballots for ES & S DS 650 and 850's (our existing scanner and likely upgrades).
 - c. Please detail your experience preparing ballots for other voting systems. If you do not currently have the ability to prepare ballots for other voting systems please document your plan to do so in the near future.
3. Please define how you address ballot printing accuracy suitable to meet the ballot scanning systems above.
4. If there are physical security functions such as a keyed lock-out please identify and briefly elaborate on their features.
5. Please specify major commercially acquired components, both software and hardware.
 - a. Include your actual reliability history including up-time and time-to-repair with these components.
 - b. Include any other tests done on these components to show predicted life, up-time, or time-to-repair, either by you or other independent sources (site sources).
6. Please elaborate briefly on any physical features you feel are unique to your system.

Quote Response (page 2 of 4)

2: Customer Service 25 points

1. Please detail how you expect to service these election critical systems located in Portland, OR during an election cycle.
 - a. If you have different levels of service at different times, e.g. “three weeks before an election we ... , one week before an election we...” please specify the service change points and what level of service and response time you provide at each point.
 - b. If technical support is not on-site or available within 50 mile radius of Portland, OR within three days of an election, please specify where support is expected to be based and your response plan and expected execution time if on-site service is required.
 - i. If service is provided differently for different components e.g. the printers are serviced by a Portland-area third party, please specify the component(s) covered and its local support plan.
 - ii. Since general elections occur nationwide on the same day, please specify your back-up plan for our systems if your local service region becomes saturated.
 - c. If Election Day, on-site support is available please detail what kind of on-site support can be expected on Election Day and the cost of that support.

Quote Response (page 3 of 4)

3: Overall product cost to County 25 points

- Please indicate the cost of each item listed below. If there is no charge for the item please indicate by placing a zero in the appropriate box.

Column A: All components of the system are purchased and material and supplies, including paper, are priced independently as consumables.

Column B: All components of the system are purchased but all consumables, including paper are charges on a per ballot basis.

Please see Pricing section of CPQ for details. For method B if a component price is included in your per ballot price please indicate by placing a zero in the appropriate box in column B for that component.

Components	A	B
Printer (per unit)		
Server		
Printer and Software Training		
Pre Election Support		
Annual Software License and Support		
Shipping		
One time on-site installation		
Annual Hardware Warranty (per unit)		
PDF set up charge (per PDF)		
Additional on-site support (per day)		
Appropriate folding machine		
Consumables	A	B
Ballot Stock 17.1" – 19" (cost per sheet)		
Ballot Stock up to 17" (cost per sheet)		
Toner		
Black Image Drum		
Transfer Belts		
Fusers		
Total Cost per Ballot		

Overall product cost to County (continued)

- Please provide an estimate for set up costs, in today's dollars, if/when Multnomah County opts to have the BOD system electronically interface with the Oregon Central Voter Registration (OCVR) system.
- Please provide any additional charges for options described in #5 of the Pricing section of the CPQ.

Quote Response (page 4 of 4)

Part B: Sustainability (25 points total)

The County has an interest in measures used by its suppliers to ensure sustainable operations with minimal adverse impact on the environment. Please demonstrate your firm's commitment to sustainable business practices, which could include, but is not limited to a formal sustainability program or policy; alternative fuel vehicles; recycling measures; energy conservation plans; water conservation policies; computers shutdown practices; or a green cleaning policy.

Describe your company's recycling program.

Describe your company's policy for water conservation both as a normal business practice.

Describe your company's energy efficiency measures in the use of electricity, natural gas or other energy sources.

[Insert Sample Contract here].