

REQUEST FOR PROPOSALS

For the Purchase of Electronic Pollbooks

Clermont County Board of Elections

76 S. Riverside

Batavia, Ohio 45103

(513) 732-7275

Clermont@OhioSecretaryofState.gov

Legal Notice

Request for Proposals

The Clermont Sun

Date to Run: Thursday, March 12, 2015

The Clermont County Board of Elections will be accepting sealed Proposals for the Purchase of Electronic Pollbooks up until Tuesday, March 24, 2015 by 4:00 pm. Specifications and Instructions outlining the terms of the Request for Proposals may be requested in writing from the Clermont County Board of Elections at 76 S. Riverside, Batavia, Ohio 45103 or by emailing the request to Clermont@OhioSecretaryofState.gov. Proposals will be opened and read on Thursday, March 26, 2015 at 10:00 am and demonstrations will be conducted at that time.

The Clermont County Board of Elections reserves the right to waive all formalities and to reject any and all Proposals.

Dated: February 26, 2015

By Order of the Clermont County Board of Elections
76 S. Riverside
Batavia, Ohio 45103

Timothy R. Rudd, Chairman

Attest: Judith A. Miller, Director

Request for Proposals For Electronic Pollbooks

From: Clermont County Board of Elections

76 S. Riverside

Batavia, Ohio 45103

(513) 732-7275

Email: Clermont@OhioSecretaryofState.gov

Timothy R., Rudd, Chairman

Judith A. Miller (Judy), Director

The Clermont County Board of Elections is seeking Proposals for the purchase of an Electronic Pollbook System. The selection process will involve each Vendor responding to the Request for Proposals (RFP). Responding to the RFP or providing any demonstrations will be at no charge to the Board of Elections. The Board of Elections intends to award a negotiated contract to one vendor who can provide the equipment and services under terms and conditions most favorable among the vendors submitting Proposals. The Board of Elections reserves the right to award or not award a contract and reject any and all proposals and waive any formalities.

SECTION I

PROPOSAL INSTRUCTIONS – Terms and Conditions

One original (signed in blue ink) and six (6) copies of the Proposal must be received in a sealed envelope clearly marked “Bid Proposal for Electronic Pollbook System,” by Proposal Deadline. All Proposals should be submitted via Mail or hand delivered to: Clermont County Board of Elections, 76 S. Riverside, Batavia, Ohio 45103.

Proposals will be **due not later than Tuesday, March 24, 2015 by 4:00 p.m.** The opening of all Proposals received by the deadline will take place on Thursday, March 26, 2015 at 10:00 a.m. and **will include the requirement of a physical demonstration of the features and operation of the vendor’s Electronic Pollbook System on that day. All Vendors submitting Proposals must be able to conform to Ohio Secretary of State Advisory 2014-2.**

- Proposal should specify the manufacturer, brand and or/model of the Electronic Pollbook for which quotation is based. Vendor should provide the latest design and model unless so specified.
- All Proposals must be signed by an authorized representative of the company having the legal authority to bind the bidding Vendor.
- Include with Proposal a copy of Vendor’s Contract. The final Contract to Purchase will be prepared by the Vendor.

- Proposal must state the number of days required to deliver and set-up the Electronic Pollbook System.
- Include in your Proposal your response to “Questions to be Addressed in Proposal” from Section II (pages 7 & 8). (Response can be typed on the attached “Word Document.”)
- Include signed and notarized Affidavits 1 & 2.
- **The Vendor of the Proposal selected will be required to furnish a Performance Bond with an authorized Surety Company in the amount of the Bid Proposal guaranteeing the performance of the contract, within 10 (ten) days after the contract has been awarded.**

Any questions concerning the Request for Proposal for Electronic Pollbooks should be made in writing to Clermont@OhioSecretaryofState.gov. Responses will likewise be provided in writing.

SELECTION PROCESS:

The Board Members of the Clermont County Board of Elections will receive Proposals until Tuesday, March 24, 2015 by 4:00 pm. On Thursday, March 26, 2015 at 10:00 am the Board will have each vendor conduct a formal demonstration of their Electronic Pollbook System. The Board will then evaluate each written Proposal submitted along with the formal demonstration. The overall evaluation of the Proposals submitted (including demonstration) will be based on a Rating Scale of (1-5 with 5=highest) in seven categories with a possible maximum rating of 35 points as outlined below.

	Rating 1-5 (5=highest)	Comments
Pollbook Features and Design		
Upload/Download Management of Data		
Ease of Use for Voters		
Ease of Use for Pollworkers		
Company Viability		
Customer Service and Support		
Budget Control		

After the formal evaluation of each Proposal submitted by the various vendors, the Board Members of the Clermont County Board of Elections will make a selection to purchase one of the proposed Electronic Pollbook Systems (although the Board reserves the right to award or not award a contract and reject any and all proposals and waive any formalities).

All vendors submitting Proposals will be notified in writing of the decision of the Board of Elections.

GENERAL SPECIFICATIONS

Clermont County uses the DIMS-Net Voter Registration System which is the source of all voter and election structure information necessary to build a database for the Electronic Pollbooks. The voter information from the DIMS-Net Voter Registration System must be able to be downloaded to the Electronic Pollbooks for use on Election Day. The Electronic Pollbooks must then be able to update the DIMS-Net Registration System with voter history when used in the polling places. Vendors will need to outline the format to be used to transfer this information between the Registration System and the Electronic Pollbooks. This data transfer is mandatory.

Proposal Pricing should provide for:

- 182 Electronic Pollbook Units – Clermont County has 166 Precincts
- Any other equipment used in the operation and maintenance of the Electronic Pollbooks
- Protective Transit and Storage Case for each of the 182 Electronic Pollbooks
- Cost of Training (as outlined below)
- Licensing, Software or Maintenance Fees
- Any other costs associated with the purchase, delivery, installation and/or operation of the Electronic Pollbook System

Requirements and Baseline Features for an Electronic Pollbook System (Should include, but not limited to):

- Provide required information to verify a voters identity and address
- Voter must be searchable by last name, first name, date of birth and voter id number
- Must capture signatures for comparison
- Ability to scan driver's licenses
- Ability to connect multiple units in one location and prevent a voter from checking in at different stations
- Must show whether a voter requested an Absentee Ballot
- Must be able to direct voter to correct polling place (and address) anywhere in the county
- Must be capable of operating during power outages

- Must be secured from unauthorized use to prevent confidential information from being exposed
- Must be easy to use and easy to train poll workers on
- Capable of allowing the Board to assume in-house set-up and operation
- Preference will be given to a Touch Screen Tablet based application

Training Requirements for Electronic Pollbook System Selected

Training on the use of the accepted system must be on all facets of the system and must be conducted in person, after the initial purchase and prior to the first use of the system. **The Training Costs must be included in your Proposal.** Training must include (but not limited to):

- Provide a manual for use and maintenance of equipment.
- Provide onsite in-depth review of the system
- Review of System Set-Up which includes loading the data from the Voter Registration System for an election
- Maintenance of the system prior to, during and after the election
- On-site set-up of equipment
- Security and tampering detection
- Process to upload the voter history and signature from the pollbook into the voter registration system after an election
- Production of Voter Reports
- Troubleshooting for potential malfunctions and error messages
- Proper storage of equipment when not in use
- Ongoing training for updated features should be provided by Manual Updates, Webex sessions or in person training

SECTION II - (Submit with Proposal)

Questions to be Addressed in the Proposal:

(Vendor _____)

A. Regarding Equipment

- 1) How long does it take to load the registration data into the Pollbook units?
- 2) What search functions are provided to find a voter and their voting location?
- 3) How long does it take to process a voter with your Pollbook?
- 4) Can the Pollbook operate partially or fully during a power outage?
If so, describe battery back up and how long it will operate?
- 5) Can the Pollbook generate interim reports without suspending the registration process?
- 6) Is the Pollbook capable of supporting Voting Centers allowing for all county voters?
- 7) How are the Pollbooks synchronized when there are multiple units in a single voting location?
- 8) Does your system support electronic signature capture?
- 9) Will the Pollbook have polling place information for voters who appear at the wrong location? Explain.
- 10) Does the system maintain Absentee Ballot Requests and Returned Ballot information?
- 11) Does the Pollbook have the ability to read the coding on a Driver's License as well as the barcode on a Voter ID Card?
- 12) Does your Pollbook have a method to enter the Ballot Stub Number of the Voter as well as provide for recording a voided ballot?
- 13) Does the system include a date and time that the voter was checked in? How are these reports provided?
- 14) Explain the process for cancelling a transaction.
- 15) How would the information that is input at the Polls from the voter be uploaded into the Voter Registration Database from the Pollbook?
- 16) Provide Warranty information with Warranty Period and any exclusions.
- 17) Provide Annual Maintenance Cost.
- 18) Provide cost of Election Day Set-Up and Support.

Questions to be Addressed in Proposal (cont.)

B. Regarding Security

- 1) The system must be secure from unauthorized use. Describe how security is managed with your Pollbook by means of:
 - User access control features
 - Data encryption

C. Regarding Vendor

- 1) How many years has your company been in the business of Election Equipment Sales and Service?
- 2) How many years has your company offered an Electronic Pollbook System?
- 3) How many employees are dedicated to the Sale, Service and Maintenance of your Electronic Pollbook System? Please outline.
- 4) Do you provide service for Election Day Set-Up and Support?

AFFIDAVIT 1

**AFFIDAVIT IN COMPLIANCE WITH SECTIONS 9.24 AND 5719.042
OF THE OHIO REVISED CODE**

STATE OF _____

SS:

COUNTY OF _____

Personally appeared before me the undersigned, a Vendor submitting a Proposal for the
Purchase of Electronic Pollbooks

for _____
(Name of Firm)

for a _____ contract let by the County of Clermont, who, being
(Type of Product or Service)

duly cautioned and sworn, makes the following statement with respect to the personal property
taxes on the general tax list of personal property of Clermont County, Ohio:

1. That the undersigned at the time of making this Proposal on the aforementioned
contract was not charged with any delinquent personal property taxes on the general tax list of
personal property of Clermont County.

2. That this statement is made in compliance with Section 5719.042 to be incorporated
into the contract between the parties as provided in that Section of the Ohio Revised Code.

3. That pursuant to §9.24 of the Ohio Revised Code, if the project for which this
Proposal is submitted has been identified as being funded in whole or in part with funds from the
State of Ohio, the affiant further certifies that the vendor, if an individual, or if a corporation, any
principal owning more than 10% equitable interest in the corporation, does not have a finding for
recovery issued by the Auditor of State which remains unresolved as defined in §9.24 ORC.

Signature: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public _____,

Printed Name of Notary: _____

My Commission expires: _____

AFFIDAVIT 2

NON-COLLUSION AFFIDAVIT OF PRIME VENDOR OF PROPOSAL

STATE OF _____

SS:

COUNTY OF _____

_____, being first duly sworn, deposes and says that:

- 1) He is _____ of _____
(Owner, Partner, Officer, Representative or Agent) (Company)
the Vendor that has submitted the attached Proposal:
- 2) He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:
- 3) Such Proposal is genuine and is not a collusive or sham Proposal:
- 4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent of this Proposal Request, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from submitting in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Proposal or of any other Respondents or to fix any overhead, profit or cost element of the Proposal price or Proposal price of any other Proposal, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Clermont County or any person interested in the proposed Contract:
and
- 5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Signature: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public _____,

Printed Name of Notary: _____

My Commission expires: _____