

# STATE OF ALASKA REQUEST FOR PROPOSALS



## STATEWIDE VOTING AND BALLOT TABULATION SYSTEM

RFP 190000050

MARCH 18, 2019

The State of Alaska, Division of Elections is soliciting proposals for the implementation, installation, testing, maintenance, support and training for a complete and comprehensive statewide voting and ballot tabulation system.

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ISSUED BY: OFFICE OF THE GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR

DIVISION OF ELECTIONS

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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## SECTION 1. INTRODUCTION & INSTRUCTIONS

### SEC. 1.01 PURPOSE OF THE RFP

The State of Alaska, Division of Elections is soliciting proposals for the implementation, installation, testing, maintenance, support and training for a complete and comprehensive statewide voting and ballot tabulation system that will be used to support all aspects of creating, casting and tabulating ballots and reporting election results. The expected life of the new election management system is at least 15 years. The system will support statewide elections, and the State intends to allow local jurisdictions to use the system and equipment where feasible.

### SEC. 1.02 BUDGET

The State of Alaska, Division of Elections estimates a budget of \$4,000,000 to \$6,000,000 dollars for completion of this project. Award and continuation of any resulting contract is contingent on appropriated funds.

### SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Written proposals must be received no later than **1:00 PM** prevailing Alaska Time on **APRIL 19, 2019**. Faxed or emailed proposals are NOT acceptable.

Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

### SEC. 1.04 PRIOR EXPERIENCE

**OFFERORS MUST MEET THESE MINIMUM PRIOR EXPERIENCE REQUIREMENTS IN ORDER TO BE CONSIDERED RESPONSIVE:**

- A minimum (5) five years of experience implementing a similar voting and ballot tabulation system in at least two (2) primary and two (2) general elections.
- Implementation must have been conducted in the United States within the past 15 years, in a state, municipality, or county that have 500,000 or more registered voters.

An offeror's failure to meet these minimum requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

### SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

## SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

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## SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit (6) six, hard copies of their proposal, in writing, to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

**OFFICE OF THE LIEUTENANT GOVERNOR  
DIVISION OF ELECTIONS  
  
C/O OFFICE OF THE GOVERNOR  
DIVISION OF ADMINISTRATIVE SERVICES  
ATTENTION: DOTTIE WHITEHEAD  
REQUEST FOR PROPOSALS (RFP) #190000050  
  
RFP TITLE: STATEWIDE VOTING AND BALLOT TABULATION SYSTEM  
  
240 MAIN STREET, SUITE 300  
JUNEAU, ALASKA 99801**

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

## SEC. 1.08 PROPOSAL CONTENTS

The following information must be included in all proposals.

### (a) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

### (b) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- G. that the offers will remain open and valid for at least 90 days; and
- H. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### (c) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

### (d) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Office of the Governor reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

(e) FEDERAL REQUIREMENTS

The offeror must identify what version of the U.S. Election Assistance Commission's (EAC) Voluntary Voting System Guidelines (VVSG) the system is certified to and the status of any pending certification.

SEC. 1.09 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.10 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.11 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice web site.

SEC. 1.12 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

- RFP Issued: **March 18, 2019**
- Pre-proposal conference: **March 26, 2019**
- Deadline for Receipt of Proposals: **April 19, 2019**
- Proposal Evaluation: **April 22 - May 3, 2019**
- Offeror Product Demonstration: **May 7 – May 13, 2019**
- State of Alaska issues Notice of Intent to Award a Contract: **May 15, 2019**
- State of Alaska issues contract: **June 3, 2019**
- Contract start: **July 1, 2019**

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by Office of the Governor. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.13 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at **10:00 A.M.**, Alaska Time, on March 26, at the Director's Office in Juneau, Alaska. The purpose of the conference is to discuss the work to be performed with the prospective

offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

#### SEC. 1.14 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked for) will be rejected.

#### SEC. 1.15 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.



## SECTION 2. BACKGROUND INFORMATION

### SEC. 2.01 BACKGROUND INFORMATION

The Division of Elections (DOE) is responsible for conducting statewide federal and state primary and general elections held in even-number years, Regional Educational Attendance Area Elections (for rural school districts) held every year, as well as numerous special elections held throughout rural Alaska. Alaska's primary election includes 3 ballot choices – with each voter only allowed one choice (Republican ballot with Republican candidates only along with ballot measures, Combined ballot with all candidates EXCEPT Republican candidates, along with ballot measures, and a ballot measures only ballot that contains ballot measures but no candidates). Alaska also produces a ballot containing only federal races that is available to certain absentee voters. (Sample ballots for previous elections are available on the division's website at <http://www.elections.alaska.gov/Core/sampleballots.php>).

Alaska is a paper ballot state, supplemented with touchscreen voting for Help America Vote Act (HAVA) compliance, with unique challenges distributing election equipment due to its large size and a highly dispersed voting population. Many remote communities are off the road system and accessible only via plane, boat or other alternate transportation methods (for example snowmobiles or all-terrain vehicles). To effectively and efficiently perform the core election services, the division is divided between the Director's Office in Juneau and four Regional Election Offices located in Juneau, Fairbanks, Nome, and Anchorage. In addition, the division has an Absentee & Petition Office in Anchorage and a satellite Regional Office in Wasilla that covers the Matanuska-Susitna Borough (Mat-Su).

The state is divided into 40 house districts with a total of 441 precinct polling places across the state, over 150 absentee/early locations serving a total of 575,049 eligible voters in 2018. Some absentee/early voting locations have pre-printed paper ballots for one house district and some have pre-printed paper ballots for multiple districts.

- 304 of Alaska's 441 precincts use a single optical scanner throughout Election Day for scanning/tabulating the paper ballots.
- 137 of Alaska's 441 precincts are considered hand-count precincts, meaning election workers hand count the ballots when the polls close and call their assigned Regional Office to report the election results.
- Each of the 441 precincts and five early vote stations in the Regional/Satellite offices receive a touchscreen voting unit, equipped with a voter-verifiable paper trail, for HAVA accessibility and language assistance requirements.

The Director's Office in Juneau is the "host" site (central server) for the entire ballot tabulation system and houses the software and central hardware (servers, modems) used for programming the election database, generating ballots, preparing all memory devices/security keys used in the election with the election parameters, receiving and reporting of the election results. (Samples of election results reports are available on the division's website at <http://www.elections.alaska.gov/doc/info/ElectionResults.php>). The Director's office is also responsible for conducting the initial logic and accuracy test on the memory devices that will be used in the election. The database and memory devices are then sent to the Regional Offices.

The Regional Offices and the Mat-Su satellite office are responsible for storing and preventative maintenance of the ballot tabulation equipment, conducting logic and accuracy testing on all equipment\devices used in the region, and the preparation and distribution of the ballot tabulation equipment to the precinct polling place

locations for Election Day use. In addition, three Regional Offices house software and hardware (regional servers) used to enter the election results from hand-count precincts and precincts that cannot upload results from the polling place. The election database is loaded onto the regional servers and through user credentials, regional staff have access to data enter the election results for specific hand-count precincts. The hand-count precincts call their assigned Regional Office to report election results. Regions then manually enter the results into the election database, print a copy of the entered results, and upload the results to the Director's Office. Currently, Region I (Juneau) uses one data-entry station with attached printer to enter results for approximately 40 precincts, Region III (Fairbanks) uses 2 data-entry stations networked to 1 printer to enter results from approximately 50 precincts, and Region IV (Nome) uses 3 data-entry stations networked to 1 printer to enter results from approximately 99 precincts.

All early, absentee, and questioned ballots are scanned and counted at the Regional Offices using optical scanners and uploading the results to the central server in the Director's Office. During the 2018 General Election, over 95,000 absentee/early/questioned ballots were counted. Region 1 (Juneau) counted approximately 25,700 ballots; Region 2 (Anchorage) counted approximately 40,000 ballots; Region 3 (Fairbanks) counted approximately 14,000 ballots; Region 4 (Nome) counted approximately 3,200 and the Mat-Su Satellite Office counted approximately 14,000. Alaska law allows for partial count of absentee and questioned ballots (meaning only some races on the ballot are counted). Statewide, approximately 10,000 of the absentee and questioned ballots voted during the 2018 general election were partially counted. The partial count ballots are scanned in batches according to the type of count. For instance, statewide races only, statewide/senate races only, statewide/senate/judicial races only, Presidential only.

As mentioned above, the division uses one HAVA compliant, accessible touchscreen voting unit (TSX) in each precinct polling place. The units are equipped with a voter-verifiable paper audit trail (required under Alaska Statute 15.15.032), and an audio recording of the ballot and voter's selections for visually impaired voters. In addition, for precincts requiring non-English language assistance, the TSX unit has an audio recording of the ballot in the appropriate alternative language. In 2018, Spanish, Tagalog and multiple Alaska Native language assistance was supported by TSX units in over 100 precincts. In addition to the precinct units, Alaska uses TSX units in the regional early voting stations. Units used in the early voting stations support multiple ballot styles, for instance the Region II (Anchorage) voting station accommodates voters from 21 different house districts. Approximately 1% of Alaska's voters use the touchscreen voting unit to cast their ballot.

Election results from precincts are currently uploaded to the Director's Office from the polling place locations in a mixture of ways: some are uploaded from the equipment at the precinct location, some locations bring memory devices to Regional Offices or hub locations for uploading, and some call their Regional Office to report the results and the regional office manually enter the results. Note: one precinct could use a combination of methods. For example, there could be an upload from the optical scanner and a called-in result from the touchscreen unit. The Director's Office has 29 dedicated modems to receive optical scan results, 15 dedicated modems to receive TSX results and 4 dedicated modems to receive Regional data entry results.

The division does not store ballot tabulation equipment year-round at remote precinct polling places due to lack of suitable storage space. Therefore, equipment, for over 150 rural precincts, is shipped to, and returned from, these locations for each election. Size, durability, air-carrier restrictions (certain batteries, for example) and weight of hardware systems will be a crucial consideration when determining if equipment can be shipped to remote precinct locations using USPS standards. Even though equipment for urban area precincts is kept at Regional Office locations and does not need to be shipped, it is still necessary that the equipment is portable

enough to move easily between rooms and in and out of storage. Some equipment is also stored at regional hub locations (city or borough buildings) that are not owned by the State.

Alaska allows the boroughs and cities to use its precinct-based hardware for local elections, free of charge. The local governments use their own memory devices and have and will continue to arrange their own election programming with the vendor selected through this RFP. Any solution must allow this arrangement to continue to work.

## SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

### SEC. 3.01 SCOPE OF WORK

DOE is soliciting proposals for the implementation, installation, testing and training of a new voting and ballot tabulation system (software and hardware) that will be used to support elections, including but not limited to defining the election and election parameters, generating ballots (for electronic and print ready ballot files), ballot scanning (at the precinct polling place and regional office levels), tabulation, transmitting and reporting election results. The first election DOE anticipates using the new system in is the August 18, 2020 Primary election.

DOE requires a complete, turn-key system that includes:

1. Precinct-based voting solution for 304 precincts to include ballot counting at the precinct level and HAVA compliant accessible voting.
2. HAVA compliant accessible voting solution for 137 hand-count precincts and 5 early vote stations.
3. Central ballot counting at Regional Offices for absentee/questioned/early ballots (using scanners that can be loaded with multiple ballots and that do not require feeding ballots one at a time). Typically, these ballots are counted on multiple days (election night and then usually 3-5 additional counts) in batches by house district and type of count (full count or partial count) and can have various quantities (small-large) depending on type of count (see background section for approximate quantities).
4. Manual entry at Regional Offices for hand-count precinct election results. The proposed solution must allow for simultaneous data entry of hand-count results as outlined below:
  - a. Region I – at least 2 users entering results.
  - b. Region III – at least 2 users entering results.
  - c. Region IV – at least 3 users entering results.
5. Upload of election results from precincts and Regional Offices to central server located in the Director's Office.
6. Tabulating/Reporting of election results.
7. (Optional) Ballot-on-Demand solution for a minimum of 5 early vote locations to eliminate and/or reduce the number of pre-printed paper ballots DOE distributes to these locations. (Note: currently, DOE prints ballots for each house district for distribution at these locations. The voter is given the ballot for the house district where he/she is registered. DOE envisions a system that would allow multiple house district ballots to be loaded onto a ballot-on-demand solution for accessing by the voter). **(NOTE: As an optional item, this will not be included when evaluating and scoring the proposals).**

The proposed system must continue to maximize accessibility for all Alaskans eligible to vote, including rural and urban voters, voters with disabilities and voters requiring language assistance under Section 203 of the Voting Rights Act (VRA). The wide array of Alaska Native languages, including regional dialects, mean there are many languages that will need to be supported in Alaska. In the 2018 general election, the State provided support for 15 non-English languages, in the form of alternative language sample ballots and audio files on the touchscreen. All on-screen voting is displayed in English, with an audio translation of the ballot in the alternative language. Some precincts may have up to 5 languages supported via audio translation of the ballot. The successful contractor must be willing to work with Alaska officials to add audio files to the system to support Alaska Native, Spanish and Tagalog languages if not already included in the proposed system.

The State prefers COTS, non-proprietary hardware options wherever possible.

## SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately July 1, 2019, for 5 YEARS, EXPIRING 06/30/2024.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

## SEC. 3.03 DELIVERABLES

The contractor will be required to provide a complete, turn-key, EAC certified voting and ballot tabulation system that supports both precinct-based ballot counting and central (regional office) ballot counting as well as provide for HAVA compliant, accessible voting. The contractor shall provide all software, hardware, firmware, equipment, supplies, support and services necessary for a complete and comprehensive solution that meets Alaska's requirements.

All proposed hardware must be newly manufactured, not refurbished. Hardware and software must meet the minimum system requirements outlined as a Must Have in Attachment #1 Requirements and shall include backup power/UPS, any hardware necessary to transmit results from precincts or Regional Offices (including encrypted thumb drives, keys or any other portable storage devices), printers, secure ballot boxes, and any other required hardware. The system must include a centralized scanner system for Regional Offices and a precinct-based solution that incorporates accessible voting requirements.

As part of the deliverables, the contractor will be required to provide the following:

- 1) **Project Management:** The contractor shall prepare a project schedule with specific tasks, milestones and deliverables. The contractor must assign a project manager to oversee and coordinate the ballot tabulation system delivery, implementation, training and support. The assigned project manager shall provide services to ensure the successful delivery and deployment of the system and will be required to provide updates at least weekly to the DOE project manager regarding equipment delivery, installation, implementation training and support, technical difficulties and all other related matters.
- 2) **Shipping and Delivery:** The contractor shall provide for the shipping, tracking and delivery of all system components required for the proposed system to the appropriate offices (Director's and Regional/Satellite) for installation. In addition, the components for the precinct-based solution must be shipped to the appropriate Regional/Satellite Office.
- 3) **Installation:** The contractor must complete the initial installation of the equipment in each Regional/Satellite Office and the Director's Office. Installation will include:
  - a) System installation and configuration plan for the system installed in the Director's Office and in each Regional/Satellite Office.

- b) Preparation of the system to ensure the system is secure and operating properly and ready for election use.
  - c) Installation of all components to fully conduct elections.
  - d) Initial acceptance testing to ensure all system components and precinct-based solution components are operating according to specifications. As part of the acceptance testing, the contractor must provide user-friendly acceptance testing scripts and must provide onsite support for DOE staff when performing acceptance testing.
  - e) Once all equipment is delivered and installed, the contractor must work with DOE to conduct a “mock” election to be used for end-to-end and load testing to verify that all installed components operate properly, and operate as a complete, fully-functioning system, including the upload of mock election results. The contractor must provide a demonstration election and ballots to support the mock election as well as test scripts for logic and accuracy testing.
- 4) **Documentation:** The contractor must provide documentation specific to the hardware and software implemented, including:
- a) User Procedures, including documentation for precinct-based components as well as central scanning and data-entry of hand-count results at regional offices;
  - b) shipping requirements to meet USPS standards and contractor’s warranty;
  - c) election administrator documentation;
  - d) system documentation;
  - e) preventative maintenance plans and procedures; and
  - f) training materials specific to the installation, including setup/takedown processes for precinct-based solution.
- 5) **Training:** The contractor must provide complete, comprehensive training of the entire system for DOE staff, that covers at a minimum:
- a) System software and all aspects of preparing the election database (including import/export features, generating ballot files, downloading election database to memory devices, uploading and reporting of election results, backing-up of the database, preparing for logic and accuracy testing);
  - b) operation of regional scanning solution (including software and hardware);
  - c) regional office procedures for data entry of hand-count results;
  - d) preparation, set-up and takedown processes for precinct-based solution (all components); and
  - e) processes for uploading election results from precincts and Regional/Satellite Offices.
- 6) **Support:** The contractor must provide election support.
- a) Onsite and offsite database review and programming support during election setup during the first primary and general election the system is in use.
  - b) Onsite support at Regional Offices and Director’s Office during the first primary and general election the system is in use. Onsite support will be 3 days, consisting of the day prior, day of, and the day after the election.

- c) During the two weeks prior through two weeks after election day, real time support during Alaska business hours, including weekends.
- d) U.S. based customer support provided by customer service employees residing within the United States.
  - i) The successful vendor agents will be required to be in compliance with the state's security standards, which may include background checks.
- 7) **Repair and Maintenance:** The contractor must provide equipment repair and preventative maintenance recommendations, including recommendations for storage and off-cycle preventative maintenance requirements.
- 8) (Optional) Ballot-on-Demand solution for 5 early vote locations. **(NOTE: As an optional item, this will not be included when evaluating and scoring the proposals.)**
- 9) (Optional) Provide suitable shipping cases for equipment to be sent out to the precincts during an election. **(NOTE: As an optional item, this will not be included when evaluating and scoring the proposals.)**

#### SEC. 3.04 CONTRACT TYPE

A contract resulting from this RFP, if any, shall be a fixed price contract. The contractor will be required to provide the complete ballot tabulation system as set out in the RFP at a total fixed price.

#### SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

#### SEC. 3.06 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

#### SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Office of the Governor. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

#### SEC. 3.08 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed is the Division of Elections Director's Office (Juneau), Regional Offices in Juneau, Anchorage, Fairbanks and Nome as well as the Region 2 satellite office in Wasilla.

The state can offer temporary work space for the contractor to use during installation, testing, training and election support as well as meeting space for any meetings that take place between contractor and state.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

### SEC. 3.09 THIRD-PARTY SERVICE PROVIDERS

Not applicable.

### SEC. 3.10 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience **SHALL** be considered in determining whether the offeror meets the requirements set forth in **SEC. 1.04 PRIOR EXPERIENCE**.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

### SEC. 3.11 JOINT VENTURES

Joint ventures will not be allowed.



### SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

### SEC. 3.13 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

### SEC. 3.14 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### SEC. 3.15 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### SEC. 3.16 LIQUIDATED DAMAGES – NORMALLY USED FOR CONSTRUCTION ONLY

Not Applicable.

### SEC. 3.17 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Office of the Governor.

### SEC. 3.18 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information.

“Reasonable care” means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure ( to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor’s receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### SEC. 3.19 INSURANCE REQUIREMENTS

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form **APPENDIX B1** attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in **APPENDIX B1** must be set out in the offeror’s proposal.

### SEC. 3.20 TERMINATION FOR DEFAULT

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing

written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 8. ATTACHMENTS**.

## SECTION 4. PROPOSAL FORMAT AND CONTENT

### SEC. 4.01 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals; however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

### SEC. 4.02 INTRODUCTION

Proposals must include a transmittal letter that includes the following:

- The complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.
- Indication if the offeror intends to use subcontractors, and if so, specific detail outlined in Section 3.10.
- A statement confirming that the offeror's firm meets the minimum Prior Experience set out in Section 1.04.
- Confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder.
- Signature of a company officer empowered to bind the company.

An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

### SEC. 4.03 UNDERSTANDING AND TECHNICAL SOLUTION FOR THE PROJECT

- Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and include a high-level architecture overview (including diagrams) of the proposed solution.
- Offerors must identify the EAC certification status of the proposed system and which version of the VVSG the system is certified under (include a copy of the certification provided by EAC).
- Offerors must provide at a minimum a detailed description of:
  1. The proposed "host" site in the Director's Office, for programming the election, preparing ballots, receiving and reporting of election results. Outline the software and hardware components that are included.
  2. The proposed system in the Regional Offices for counting of absentee/questioned/early vote ballots, including your solution for counting partial count ballots and uploading results to the host site. Outline the software and hardware components that are included.
  3. The proposed system for regional data-entry and uploading to host site of hand-count election results.
  4. The proposed precinct-based system, including accessible voting device, ballot box, how the election is loaded onto the equipment, and how the equipment can be transported to precinct polling places.
  5. The expected useful life of the proposed system and where the proposed system is at in its product useful lifecycle.

6. (Optional) Describe any ballot-on-demand solution you would propose. DOE, dependent on pricing and available funding, may purchase ballot-on-demand as part of the ballot tabulation system.

**(NOTE: As an optional item, this will not be included when evaluating and scoring the proposals.)**

- Offerors must complete Attachment 2, Miscellaneous Specifications.
- Offerors must outline the security features of the proposed system, including a detailed description of the planned security that answers the underlying questions of (1) how does the State stop people from doing things to the system that should not be done, and (2) if someone does something, how does the State determine what was done? At a minimum, discuss the following topics:
  - Operational security, including backup capabilities and protocols (for data and configurations).
  - Security of results transmission from precincts or Regional Offices to the Director's Office, including a description of supported communication technologies and methods used to ensure data integrity;
  - Physical security of the system itself; and
  - Access controls, including user authentication.
    - If software components need to be updated (e.g., virus definition updates, system upgrades/patches), identify and describe how this will be accomplished.

*Note:* For security reasons, the State envisions that the system will be air gapped. If a firm recommends a different approach, explain the recommended approach and why this approach should be used.

- Offerors must outline the audit functionality in the proposed system, not only for the software components but also for all hardware. The description should answer the foundational question: how can the State prove that the output from the system is trustworthy and no one has tampered with any component of the system? At a minimum, discuss the following topics:
  - What elements are included in audit functions;
  - What data is captured in logs;
  - The auditing techniques used;
  - The available reports and logs; and
  - How the logs are secured.

#### SEC. 4.04 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the project schedule.

Proposed methodologies described will include:

- A high-level schedule for the implementation, including the projected length of time to complete each step of the implementation.

- The testing approach to be used for the following types of testing performed as part of the initial system implementation, to include:
  - System testing;
  - Performance/stress testing;
  - Acceptance testing; and
  - Logic and Accuracy testing.

*Note:* The selected firm will coordinate and oversee acceptance testing; however, DOE personnel must conduct the testing itself.
- The training approach that will be used for training election staff on use of the proposed system, including the types of training and the method and mode of each type. Include sample training materials for a component of the election creation/set up process, and a component of the ballot scanning process.
- Any mitigation plan, including steps taken to mitigate risks due to unforeseen circumstances. At a minimum, discuss the following topics:
  - Recommendations to prevent, mitigate and recover from an emergency situation that may disrupt an election;
  - Technology threats;
  - Recommendations for contingency planning; and
  - System redundancy and backups.
- The support model, including how support calls are handled during the phases of an election lifecycle and recount.
- The maintenance and warranty structure. Describe the product's lifecycle, including frequency of updates to specialized election software and to the firmware of specialized hardware. Identify how long the firm supports a software version. Define whether updates to the software over time would require the system's network to be rebuilt, and if so, the frequency at which this would occur.
  - Identify who would perform maintenance (e.g., firm, subcontractor, local technicians, etc.).
  - Identify the types of system support and maintenance typically performed by the client's IT staff and the skillsets required for each type.
  - Attach a copy of your standard warranty for the system.

#### SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT

The offeror selected in response to this RFP must provide experienced, qualified professionals to ensure the success of the project. Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the project schedule. The management plan for the project must include:

- An organizational chart showing proposed project manager and team members and defining all key functional and technical roles of team members.

- Detailed list showing each individual proposed to serve on the project, with a complete description of his/her role, responsibilities and years of experience with implementing voting and ballot tabulation systems.
- Confirmation that the offeror commits that the project team members will actually be assigned to the project and will not be reassigned without notifying DOE.
- If the offeror intends to use subcontractors, the offeror must identify in the proposal the name of the subcontractors and the portions of the work that will be performed by subcontractors.

#### SEC. 4.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an overview about your company, its capabilities and why it should be selected for this project. The overview should describe the company's stability and ability to perform required work for this project and ongoing election support and equipment repair and maintenance. Offeror may provide any additional information that demonstrates the strength it can bring to this project.

Offerors must also provide detailed information describing experience implementing a comparable ballot tabulation system (including the use of the software/hardware being proposed) and provide at least three (3) and no more than five (5) references where the proposed system has been implemented.

#### SEC. 4.07 DEMONSTRATION

Offerors must provide an on-site mock election demonstration that gives a clear and meaningful understanding of the proposed solution. Location of the Demonstration will be either Juneau or Anchorage, determined by DOE. Offerors must present their demonstration in real time and must supply all components required to perform the demonstration. DOE will provide internet connectivity, a projection screen, tables, chairs and any other requested accommodations DOE finds reasonable.

Each offeror will be limited to one, 6-hour demonstration on a single day that provides an overview of:

- Software used to create election parameters, receive and report results. In addition, DOE would like to see how system imports data, exports results and ballot images, how languages are handled, how audio is imported and at a minimum the Election Summary, Statement of Votes Cast and Card Cast reports.
- Proposed solution for precinct-based equipment (including ballot box and any accessible device and components).
- Scanning solution for Regional Offices for counting absentee/questioned/early ballots, including scanning partial count ballots.
- Manual entry of election results from Regional Offices for uploading to Director's Office.

As part of the demonstration, DOE would like the offeror to prepare a mock election and test ballots that will be used to show scanning with the precinct-based solution, central scanning at the regional offices and other features of the proposed system and that includes at a minimum:

- One jurisdiction wide race (with at least 4 candidates plus write-in), 2 state senate races (with at least 2 candidates, plus write-in), and 4 house district races (with at least 2 candidates, plus write-in) covering a total of 12 precincts. For instance, Governor (jurisdiction-wide), Senate A, Senate B, House District 1, House District 2, House District 3 and House District 4. House District 1-2 can be assigned to Senate A and House District 3-4 can be assigned to Senate B. There should be a minimum of 3 precincts assigned to each house district, for a total of 12 with 2 of the precincts (in the same house district) sharing the precinct equipment.
- There should be enough ballots for 4 different test decks (one for each house district) with extras for evaluators to use. The test decks can be created following the 1, 2, 3, 4 pattern (1<sup>st</sup> candidate gets 1 vote, second 2<sup>nd</sup> gets 2 votes, 3<sup>rd</sup> gets 3 and 4<sup>th</sup> gets 4, etc). The test decks will be used to scan ballots for the precincts as well as for absentee/questioned/early vote ballots.
  - The candidate names in the jurisdiction-wide race must be rotated by house district.
  - The candidate names shall include both their registered party affiliation and their party designation (i.e., Smith, Ballot (D) Alaska Democrat Party Nominee, where the (D) refers to the candidate's party affiliation).
- Process for uploading election results.

#### SEC. 4.08 COST PROPOSAL

Cost proposals must include an overall fixed cost for all direct and indirect costs associated with the performance of the contract. Offerors must complete and submit Attachment #3, Proposal Cost Sheet and must attached an itemized list detailing all software, hardware, and miscellaneous system components needed for a complete turn-key system (i.e., power cords, memory devices, ballot boxes, security keys, access cards) that are included with the system cost proposal, broken out by item and quantity.

1. The cost proposal must include the cost (including licensing) for the overall system software that is needed to program and prepare for elections, generate ballot files, tabulate and report results at the Director's Office as well as software that is needed at the Regional/Satellite Offices for manual entry of election results and centrally scanning absentee/questioned/early vote ballots.
2. The cost proposal must include the cost for all system hardware needed for implementation of the system in the Director's Office and the Regional/Satellite Offices. (This includes the hardware for the manual entry stations required as outlined in the Scope of Work).
3. The cost proposal must include the cost, per unit, for all hardware/software/firmware/licensing and any other peripheral items needed for the precinct-based voting and ballot counting solution for 304 precincts, including HAVA compliant accessible voting.
4. The cost proposal must include the cost, per unit, for all hardware/software/firmware/licensing and any other peripheral items needed for the precinct-based HAVA compliant accessible voting solution for 137 hand-count precincts and 5 early vote stations.
5. The cost proposal must include the cost for project management, installation and training.



6. The cost proposal can include the cost for any optional items the offeror would like to propose (i.e., ballot-on-demand, shipping cases). (NOTE: Optional items and their associated costs will not be included when evaluating and scoring the proposals.)

Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

## SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

### THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

#### SEC. 5.01 UNDERSTANDING AND TECHNICAL SOLUTION FOR THE PROJECT (20%)

**Proposals will be evaluated against the questions set out below:**

- 1) How well has the offeror demonstrated a thorough understanding of the organization of the Division of Elections, including the roles between the Director's office and the Regional Offices and proposed a solution that addresses the various roles between the Director's office and Regional offices as well as the unique logistical challenges with implementing a ballot tabulation system in Alaska?
- 2) How well does the offeror's proposed solution address the various ballot counting methods, including how results are reported and is the proposed solution architected to address the variations used in Alaska to count and report results?
- 3) How well does the proposal describe the total overall system architecture, at the Director's office and Regional offices and demonstrate that the system can meet the requirements set out in the RFP and outline in Attachment 1?
- 4) How well does the proposal describe the offeror's solution for precinct-based ballot tabulation as well as central scanning for absentee/questioned and early vote ballots, including scanning and reporting results for partial count ballots (i.e., Statewide only, Statewide/Senate, Statewide/Senate/Judicial etc.) and does it appear the proposed solution can adequately meet the ballot tabulation needs of the State of Alaska?
- 5) Did the offeror provide reasonable detail/recommendation on how the precinct-based equipment could be shipped to rural precincts (shipping boxes/containers/cases) during the elections?
- 6) For storage at the Regional Offices, is the precinct-based equipment in the proposed solution portable enough to move easily between rooms when preparing for an election?
- 7) Does the proposal clearly identify the EAC certification status of the proposed solution and which version of the VVSG the system is certified under?
- 8) How well does the proposal outline the security features of the proposed system, including security of results transmissions, user security authentication and access controls?

#### SEC. 5.02 METHODOLOGY USED FOR THE PROJECT (5%)

**Proposals will be evaluated against the questions set out below:**

- 1) How well has the offeror described a project schedule and does the schedule depict a reasonable timeframe for the project from start to finish?
- 2) How well does the proposal describe the offeror's proposed testing strategy and has the offeror provided sample test scripts that depict a logical approach to the various tests outlined in the RFP?

- 3) How well does the proposal describe the training approach and does it appear that the proposed training provide staff with a clear understanding of how to operate and maintain both hardware and software used in the proposed solution?

#### SEC. 5.03 MANAGEMENT PLAN AND EXPERIENCE FOR THE PROJECT (5%)

**Proposals will be evaluated against the questions set out below:**

- 1) How well does the proposal demonstrate that the offeror has the experience and qualifications necessary to complete the requirements of this RFP and deliver a solution on time?
- 2) How well does the proposal outline the organization of the project team and does it appear that the offeror has experienced personnel resources in place for successful completion of the project on time?
- 3) Does the proposal demonstrate that the offeror has the ability to provide adequate support for its solution and products after the contract is complete?

#### SEC. 5.04 SOLUTION DEMONSTRATION (35%)

**Proposals will be evaluated against the questions set out below:**

- 1) How well did the demonstration give a clear understanding of the proposed solution, including the software and hardware components?
- 2) How well did the demonstration show that the proposed solution can meet the functional requirements in Attachment 1 and meet Alaska's ballot counting needs and processes?
- 3) How well did the demonstration show that the proposed solution offers efficient, high-speed scanning at the Regional Offices for absentee/questioned/early vote ballots?
- 4) How well did the offeror demonstrate the proposed solution can efficiently process and report results for partial count ballots?
- 5) How well did the demonstration show that the proposed solution can produce ballots at the house district level for tabulation of absentee/questioned/early vote ballots.
- 6) How well did the demonstration show that 2 precincts in the same house district can share precinct-based equipment and results tabulated to the correct precinct?
- 7) How well did the demonstration show that the proposed solution includes an efficient process for manual entry of election results from hand-count precincts?
- 8) Does the proposed precinct-based solution appear to be user friendly and compact enough for elderly poll workers to manage, including the ability to easily setup and takedown the equipment at the polling place?
- 9) Will the proposed precinct-based solution be reasonably transported, be capable of withstanding transport conditions without incurring damage and be able to be shipped to rural precincts using USPS as a shipping method?
- 10) How well did the demonstration show that the proposed precinct-based solution will meet the language accessibility needs for Alaska and allow for designating which languages to apply to individual precincts, without requiring an "all or none" for language accessibility?

SEC. 5.05 CONTRACT COST (25%)

Overall, a minimum of **25%** of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.12.

**Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 3.15.

SEC. 5.06 ALASKA OFFEROR PREFERENCE (10%)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

## SECTION 6. GENERAL PROCESS INFORMATION

### SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game;
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only;
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance; or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

#### SEC. 6.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

#### SEC. 6.05 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer.

Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

#### SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

#### SEC. 6.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in Juneau or Anchorage, Alaska. Offerors will be responsible for their travel and per diem expenses.

## SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## SEC. 6.10 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the **Department of Administration, Division of General Service's** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

## Sec. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;



- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

#### **Alaska Bidder Preference Statement**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

#### **SEC. 6.13 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

#### **Alaska Veteran Preference Statement**

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

#### **SEC. 6.14 ALASKA OFFEROR PREFERENCE**

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

#### **SEC. 6.15 FORMULA USED TO CONVERT COST TO POINTS**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

## SEC. 6.16 EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES

### (a) FORMULA USED TO CONVERT COST TO POINTS

#### STEP 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

#### STEP 2

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

**Offeror #2 receives 37.4 points.**

*$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 37.4$*

**Offeror #3 receives 33.7 points.**

*$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 33.7$*

### (b) ALASKA OFFEROR PREFERENCE

#### STEP 1

Determine the number of points available to qualifying offerors under this preference.

100 Total Points Available in RFP x 10% Alaska offerors preference = 10 Points for the Preference

#### STEP 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska offerors preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	83 points	No Preference	0 points
Offeror #2	74 points	Alaska Offerors Preference	10 points
Offeror #3	80 points	Alaska Offerors Preference	10 points

#### STEP 3

Add the applicable Alaska offerors preference amounts to the offeror's scores:

Offeror #1	83 points	
Offeror #2	84 points	(74 points + 10 points)
<b>Offeror #3</b>	<b>90 points</b>	<b>(80 points + 10 points)</b>

**STEP 4**

**Offeror #3** is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

## SECTION 7. GENERAL LEGAL INFORMATION

### SEC. 7.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). This form is attached in **SECTION 8. ATTACHMENTS** for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

### SEC. 7.02 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### SEC. 7.03 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### SEC. 7.04 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

### SEC. 7.05 RIGHT OF REJECTION

Offerors must comply with all RFP terms, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or

- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

#### SEC. 7.06 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

#### SEC. 7.07 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

#### SEC. 7.08 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

#### SEC. 7.09 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

#### SEC. 7.10 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

#### SEC. 7.11 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with SEC. 7.05 RIGHT OF REJECTION. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights

under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

#### SEC. 7.12 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

#### SEC. 7.13 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

## **SECTION 8 ATTACHMENTS**

### SEC. 8.01 ATTACHMENTS

- 1) PROGRAMMING ELECTIONS REQUIREMENTS
- 2) MISCELLANEOUS SPECIFICATIONS
- 3) PROPOSAL COST SHEET AND OPTIONAL ITEMS
- 4) PROPOSAL EVALUATION FORM
- 5) PROPOSAL CHECKLIST
- 6) NOTICE OF INTENT TO AWARD

### **SEPARATE ATTACHMENTS**

STANDARD AGREEMENT FORM

APPENDIX A – TERMS AND CONDITIONS

APPENDIX B1 – INSURANCE REQUIREMENTS

## ATTACHMENT 1 PROGRAMMING ELECTIONS REQUIREMENTS

### A. PROGRAMMING ELECTIONS REQUIREMENTS

1.	The system must meet the requirements of and be certified under Voluntary Voting System Guidelines (VVSG) 1.0, published in 2005. While minimally acceptable, the State would prefer a system certified under VVSG 1.1, published in 2015.	Must Have
2.	The system architecture must include redundancy in election programming, allowing full election functionality from at least three geographically distinct locations.	Must Have
3.	The system must allow election officials the ability to create an election in a single, centralized database that allows for defining the election parameters (e.g., candidate and contest information), designing ballots and generating ballot displays that can be installed in all voting equipment for which they are intended.	Must Have
4.	Within the system, authorized users can establish political subdivisions, at both the State and municipal levels. Subdivisions will include Senate, House, Judicial, School, Borough Assembly, City Council, and Service Area districts.	Must Have
5.	When creating the election, election officials can designate a contest as being jurisdiction wide or associate it with a specific political subdivision (see A4 for a discussion of political subdivisions).	Must Have
6.	The system allows authorized users to define a new election from scratch, from an election template, or from a previous election.	
7.	The system supports having multiple active elections concurrently.	Must Have
8.	When an election is being defined, the system allows authorized users to enter the following election information in the system once and then use that information in multiple places (e.g., same candidate appears on multiple ballot styles). All fields must support special characters: <ul style="list-style-type: none"> <li>a. Candidate names</li> <li>b. Candidate political affiliation (where applicable)</li> <li>c. Ballot proposition text</li> <li>d. Precinct name</li> <li>e. Number of registered voters</li> </ul>	Must Have
9.	The system supports multiple lines of text for candidate name and multiple lines for candidate political affiliation during election definition.	Must Have
10.	When an election is being defined, the system allows authorized users to enter election information in the system by: <ul style="list-style-type: none"> <li>a. Manually entering data</li> <li>b. Importing data. Describe supported file types.</li> </ul>	Must Have

	c. Copying/pasting text from other software (e.g., Microsoft Word), including character-level and paragraph-level formatting	
11.	<p>After an election is defined, the system will provide administrative reports, in a non-proprietary format, that may be used to proof the election. These reports will include, at a minimum:</p> <ul style="list-style-type: none"> <li>a. Contests with candidates</li> <li>b. Contests with card styles</li> <li>c. Contests with reporting precincts</li> <li>d. Base precincts with card styles</li> <li>e. Base precincts with contests, candidates, districts/precincts, ballot style</li> </ul>	Must Have
12.	<p>After an election is defined, the system will provide the export of election parameters, at minimum, in PDF, text, and XML formats so that the State can import data into other systems used by the division. The parameters available for export will include, at a minimum:</p> <ul style="list-style-type: none"> <li>a. Ballot styles with districts</li> <li>b. Ballot styles with races</li> <li>c. Races with candidates</li> <li>d. Race rotation with cards</li> <li>e. Ballots with cards</li> </ul>	Must Have
13.	The system will use the official election database for logic and accuracy testing (LAT), rather than using a copy. The official election database will be cleared of any testing votes cast after LAT, prior to the actual election.	Must Have
14.	The system must allow for audio files supporting at least five languages on any one Help America Vote Act (HAVA) compliant accessible voting unit. Different machines will have different languages loaded to them, based on the needs of the specific precinct.	Must Have
15.	The solution will allow for creation of sample ballots from the election database in multiple alternative languages required in Alaska.	Must Have
16.	<p>When defining an election, the system will allow users to select languages for which only audio translations will be provided.</p> <p><i>Note: State currently displays only an English language ballot.</i></p>	Must Have
17.	When defining the election, authorized users must be able to designate which languages apply to an individual precinct. If an alternative language applies to a specific precinct, the system must apply only the selected alternate languages to that precinct (i.e., not all languages in the database).	Must Have
18.	The system must support importing audio files of alternate languages both as individual files and as a batch. These files will be prepared in applications external to the election management system.	Must Have



19.	For primary elections, the system must be able to generate ballot styles for specific political parties as well as "ballot measures only" ballot style. Some ballot styles will include candidates for a single political party and ballot measure(s); other ballot styles, in the same election, will have candidates from multiple political parties and ballot measure(s). "Ballot measures only" ballot style will not contain any partisan contests.	Must Have
20.	The system will allow authorized users to designate individual contests as having ballot rotation of candidate names. The system will allow users to specify the order of rotation by district level. For example, the candidate names in statewide and Senate races are rotated by House District (meaning that for the ballot styles on which that contest appears, Candidate A will be listed at the top for House District 1, Candidate B will be listed at the top for House District 2, etc.). State representative races are not rotated.	Must Have
21.	The system must be able to generate a jurisdiction-wide ballot that contains only federal contests, without the need for a separate ballot style for each precinct.	Must Have
22.	If a ballot is generated containing only federal contests (see A21), the ballot must be formatted for 8.5" x 11" paper, regardless of the page size of other ballot styles in the election.	Must Have
23.	The system will allow election officials to produce and print a ballot at either a Precinct or House District level.	Must Have
24.	The system must enable the user to define the ballot layout, header content, and instructions once and apply those to all ballot styles in the election.	Must Have
25.	The system must support the ability to have different ballot headers depending on the type of ballot (i.e., instructions for paper ballots vs. ballot marking devices)	Must Have
26.	The system must support designing single-sided, two-sided, and multipage ballots (counted as a single ballot).	Must Have
27.	The system must support paper ballot sizes up to and including 17/18 inches in length.	Must Have
28.	The system must support importing images and incorporating them in the ballot designs.	Must Have
29.	The system must allow the user to configure layout options: <ul style="list-style-type: none"> <li>a. Number of columns</li> <li>b. Font (face, style, size, color)</li> <li>c. Oval/box position</li> <li>d. Number of lines for candidate names</li> </ul>	Must Have
30.	For each ballot style in an election, the system will generate sample ballots in a nonproprietary format (such as PDF) that cannot be accepted or counted by a scanner.  <i>Note: Sample ballots will include versions in alternate languages.</i>	Must Have

31.	For each ballot style, the system will output the final ballot designs to a PDF and in a "print ready" format to be used by the ballot printer and a "scan ready" format for internal use as a batch or to print on demand.	Must Have
32.	The accessible voting units used in the regional early voting stations must be able to accommodate multiple ballot styles.	Must Have
33.	For each ballot style, the system will produce a fully legible, compressed PDF that fits on a standard letter size (8.5' x 11") page.	Nice to Have

## B. PROCESSING BALLOTS REQUIREMENTS

1.	Support at least one million eligible voters per statewide election (in 2018, there were 575,049 registered voters).	Must Have
2.	Any equipment that electronically generates ballots must produce a paper record of the ballot that the voter can review and correct at the time of voting and that can be used for a recount. The paper record must identify the election, precinct, ballot style, and vote recorded for each contest. Although a machine-readable barcode may be generated, the printed record must allow for visual confirmation of the votes cast in each contest. The paper record produced for voters with disabilities must be the same size and style as the paper record produced for all other voters.  <i>Note: the verifiable paper record is currently provided in English only, regardless of the language in which the ballot was voted.</i>	Must Have
3.	At Regional Offices, staff must be able to scan a batch of at least 100 ballots at a time (i.e., place multiple ballots in the feeder at a time, instead of one ballot at a time).	Must Have
4.	The system must allow multiple staff members at each Regional Office to work simultaneously, scanning ballots and entering results from precincts. Not only would this include multiple scanners running simultaneously, but also the ability to manually enter hand count results while running scanners.	Must Have
5.	The system must tabulate ballots to the appropriate precinct, including in the following situations:  a. Precinct has more than one ballot style b. Multiple precincts are voting at the same location, using the same equipment (either on the same ballot style or a different ballot style)	Must Have
6.	The system must allow absentee and questioned ballots to be tabulated and reported at the House District level, rather than at the precinct level. Provide a detailed explanation of how users will accomplish designating ballots to be tabulated at the House District level, and how those ballots will be tabulated.	Must Have
7.	When processing a batch of ballots, at a Regional Office, the system must support an authorized user designating that the system only count some contests (and ignore others) for all ballots in that batch. Processing partial count ballots must not require the user to create a duplicate/facsimile ballot with only those races marked.	Must Have

	<p><i>Note: For absentee and questioned (provisional) ballots, Alaska allows a partial count of races on the ballot that the voter is eligible to vote. For example, a voter who is registered in a polling place in House District 10 but goes to a polling place in House District 29 is required to vote a questioned (provisional) ballot. The division will count all races on the ballot that the voter is eligible to vote but will not count the House District 29 race(s). In this example, the count would be a partial count for statewide races only. Currently, the division scans/counts partial count ballots in batches by House District and the type of count – i.e., all ballots in a single House District where only the statewide races can be counted are scanned together for a House District. The division currently uses header cards for each batch to accomplish partial counts at the regional level. For example, for each House District, ballots are counted by count type as follows:</i></p> <ul style="list-style-type: none"> <li><i>a. for all ballots in which statewide only contests will be counted</i></li> <li><i>b. for all ballots in which statewide contests and senate contest will be counted</i></li> <li><i>c. for all ballots in which statewide contests and judicial contests will be counted</i></li> <li><i>d. for all ballots in which only the Presidential contest will be counted</i></li> </ul>	
8.	The system must be capable of scanning and tabulating a ballot with federal contests only, even if the ballot is a different paper size than other ballot styles in the election.	Must Have
9.	The system enables election officials to scan ballots before Election Day without tabulating or partial results being available to anyone (e.g., tabulation function can be disabled until set date and time).	Must Have
10.	If a ballot has an overvote in one or more contests, the system allows election officials to adjudicate those contests. Electronic adjudication is preferred at Regional Offices and Director's Office.	Must Have
11.	The system must support utilizing the election database for recounts and allowing the user to designate which contests and candidates are included in the recount. The system must be capable of recounting either A) all races or B) one or more races, in a precinct or precincts, district or districts, or statewide.	Must Have
12.	In a recount, the system shall not require the user to re-enter election information (i.e., districts, candidates, proposition text) or regenerate ballots. The recount database must allow the same ballots used in the election to be used during the recount.	Must Have
13.	During central scanning, the system will capture an image of any write-ins entered by the voter.	Nice to Have
14.	The system allows adjudication of write-ins as a separate process from adjudicating overvotes.	Nice to Have
15.	The system allows authorized users to enter qualified write-in candidates.	Nice to Have

16.	During adjudication of write-ins, adjudicator may use the list of authorized write-ins to facilitate adjudication.	Nice to Have
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### C. TRANSMITTING RESULTS REQUIREMENTS

1.	Precinct count systems will be able to efficiently transmit results directly to the Director's Office in Juneau.	Must Have
2.	The Director's Office and Regional Offices will be able to manually enter the results of hand counts called in from precincts that do not have precinct count systems.	Must Have
3.	Regional Offices will be able to securely transmit any results entered or scanned at the Regional Office to the Director's Office in Juneau. The system will prevent duplicate transmissions of system-tabulated results.	Must Have
4.	The system will support uploading precinct results from hub locations or Regional Offices to the Director's Office.	Must Have

### D. REPORT RESULTS REQUIREMENTS

1.	<p>The system produces a Summary Election Results report, showing the results for each race/contest to include:</p> <ul style="list-style-type: none"> <li>a. Race/Contest Name</li> <li>b. Number of precincts</li> <li>c. Precincts reporting</li> <li>d. Times counted</li> <li>e. Total votes</li> <li>f. Candidate name and political affiliation</li> <li>g. Number of votes</li> <li>h. Percentage of vote</li> </ul>	Must Have
2.	<p>The system produces a Statement of Votes Cast Report, which reports results by precinct, to include:</p> <ul style="list-style-type: none"> <li>a. Race/Contest Name</li> <li>b. Number of registered voters</li> <li>c. Number of cards cast</li> <li>d. Percentage of turnout</li> <li>e. Total votes for each candidate in each contest</li> <li>f. Total votes for each issue</li> <li>g. House District total votes for absentee, questioned, and early voting</li> </ul>	Must Have
3.	<p>The system produces a Cards Cast Report, which reports the number of cards cast by District/Reporting Unit, to include:</p> <ul style="list-style-type: none"> <li>a. Precinct name</li> <li>b. Voting groups</li> <li>c. Number of ballot/card cast by each precinct based unit</li> </ul>	Must Have

4.	In the results for a contest with write-ins, the system includes the total count in the write-in category.	Must Have
5.	The system allows authorized users to export reports to a non-proprietary electronic format for posting to a website.	Must Have
6.	The system must produce a report, at any point in the process, showing which portable memory devices (if utilized) have been uploaded and which have not been uploaded to the election database for uploading election results.	Must Have
7.	The system must be capable of generating reports in a format on standard letter-sized paper (8.5"x11")	Must Have

## E. NON-FUNCTIONAL REQUIREMENTS

1.	The system must be an integrated system, with support coordinated through a single vendor	Must Have
2.	The system must not be a cloud-based solution.	Must Have
3.	System is architected such that, if specialized election hardware fails during an election, the State is still able to continue processing ballots and tabulating results.	Must Have
4.	<p>In case of a loss of power, system provides for a graceful shutdown either by a user or with an automatic operation of any equipment that stores election or ballot data. A graceful shutdown means that it is done without loss of data and in a manner that enables a user to resume operation from the point it stopped once power is restored.</p> <p>In addition to your overall response, describe for each of the following how your system handles a power loss:</p> <ul style="list-style-type: none"> <li>a. Central database</li> <li>b. Individual units at a polling location or vote center</li> <li>c. Central tabulation and reporting</li> </ul>	Must Have
5.	System provides the ability for all data and configurations to be backed up to removable media device.	Must Have
6.	All hardware for the system is new.	Must Have
7.	The State can reset all passwords (e.g., default administrative passwords) for system components. No passwords will be hardcoded into the devices.	Must Have
8.	System provides user authentication.	Must Have
9.	System security and authorization settings must be able to be managed by a designated administrator without the need for programming.	Must Have

10.	System provides system administration capabilities for appropriately authorized users to configure, monitor, and maintain the system.	Must Have
11.	Equipment for use in precinct locations must be within the size and weight restrictions for shipping (including by air) via the US Postal Service.  <i>Note: 2018 maximum size allowed for a parcel shipped via USPS is no more than 108 inches in length and girth combined. Maximum weight is 70 lbs.</i>	Must Have
12.	Equipment to include suitable shipping and/or storage cases depending on the destination of the equipment. Cases for shipping equipment to remote precincts to be built to withstand inclement weather conditions and transportation in rugged conditions including small planes, snow machines, and all-terrain vehicles. Cases for equipment not requiring shipping to remote precincts could be suitably less durable, such as soft case.	Nice to Have
13.	Ballot boxes for use in rural precincts must be compact and able to be shipped via USPS.  <i>Note: 2018 maximum size allowed for a parcel shipped via USPS is no more than 108 inches in length and girth combined. Maximum weight is 70 lbs.</i>	Must Have
14.	Equipment for use in Regional Offices must be lightweight and portable to allow for movement of equipment to and from storage locations for each election cycle.	Must Have
15.	System supports an unlimited number of users with varying permissions/user group assignments.	Nice to Have

## ATTACHMENT 2

### MISCELLANEOUS SPECIFICATIONS

Offerors must restate and provide a detailed response to each of the following system specification items.

#### **Election Database Software**

1. Does your proposed system have a limit on the number of ballot styles allowed per election?
2. How many simultaneous active elections does your system allow?
3. Is there a limit on the number of elections your system can store?
4. When setting up the election database, provide a description of the database elements that can be imported, and the file types supported for import.
5. For the election results reports, which reports does your system allow to be exported, and the file types supported for export?
6. Provide a description of your system's alternative language capabilities. Specifically:
  - a. How many languages does your system support?
  - b. Does your system allow specific alternative languages to be designated to specific precinct(s) or does it have to apply to all precincts?
  - c. Can audio for Alaska Native languages be added to your system for general prompts and instructions to voters.
  - d. Can the ballot be presented in English and the audio translation of the ballot be in a designated alternative language?
  - e. Can the election specific audio (contest headings, candidate names, ballot measures, etc.) be imported as a batch or does it require individual files to be imported?
  - f. Describe any limitations in supported audio file types, number of files or individual audio file size.
7. Describe the options provided in your system for candidate name rotation.
8. What is the maximum paper ballot size your system supports?
9. Describe the security features of your system that allow for user level roles and access.
10. Describe the type of administrative and/or audit reports that are available to proof the election database to ensure the entered information is accurate.
11. Describe any plans you have for future system enhancements.

**Precinct-Based System**

1. Describe the typical precinct configuration, including the minimum floor space required for the system.
2. Describe the process for preparing the units for Election Day use.
  - a. How is the specific election information (including precinct designation) loaded onto the unit?
  - b. If a removable memory device (i.e., memory card, thumb drive) is utilized, describe safeguards in the event of power failure or device failure.
  - c. Is there any election related information stored directly on the unit, and if so, describe what information is stored.
  - d. Describe how logic and accuracy testing is performed.
3. Describe the procedures poll workers will follow to open and close the polls.
4. Describe the power requirements for making electrical connections at the polling place and features of the voting device to include battery backup, etc. Describe any power considerations that are needed at the polling place.
5. Describe the size, weight, and setup for your proposed precinct-based solution.
6. Describe the physical storage requirements for your proposed solution. This should include any associated equipment, including how many can be stacked, any means by which the equipment is protected from damage, what power is required for storage, the practical temperature limits the system can withstand and any other limitations.
7. Describe the procedure for transferring precinct vote totals to the election database.
8. Describe the pre-election and post-election reporting features.
9. Describe the features and capacity of the ballot box.
  - a. How many ballots can fit in the ballot box based upon the size of the ballot being used?
  - b. How many compartments?
  - c. Can the precinct scanner be used to scan ballots without being seated on the ballot box?
10. Describe the size and style of any ballot produced using the accessible voting device and the printer hardware needed. Also include if the ballot produced is in a different format than ballots produced for all other voters.
11. Describe how the voter votes using the accessibility feature of your proposed system.
  - a. How is the ballot accessed by the voter? Is it pre-loaded on the unit or does it require a voter access card?
  - b. If the ballot is accessed using a voter access card, describe how the access cards are programmed.
  - c. How are the voter's selections presented to the voter before casting the ballot?



12. For ballots printed by the precinct-based solution, describe the type, weight and size of the paper used to print ballots, including any specialized paper requirements?
13. Does the scanner and/or accessible voting device require any specialized ink to print precinct reports and/or ballots? Describe the type of ink and/or ink cartridges required.

**Central Scanning (Regional Offices)**

1. Describe the features of the scanner:
  - a. Is it a specialized scanner or COTS scanner?
  - b. How many ballots a minute does the scanner scan?
  - c. How many ballots can be stacked into the feed tray?
  - d. What is the maximum paper length the scanner supports?
  - e. What is the power requirement?
  - f. Does it have a visual display of the numeric count of the ballots scanned and can that count be cleared after each batch of ballots?
  - g. Are there any special features that assist the user in determining if a ballot wasn't scanned and if so, which ballot?
2. Describe the typical configuration, including the minimum amount of floor space needed for the proposed solution for scanning absentee/early/questioned ballots at the Regional/Satellite Offices.
3. When scanning absentee/early/questioned ballots, DOE batches and counts the ballots by house district and type of count (i.e., full count, statewide only, statewide/senate, etc.). After each batch is counted, describe the process users will follow to obtain the election results for each individual batch.

### ATTACHMENT 3 PROPOSAL COST SHEET

Proposals must include an itemized list of all costs associated with contract performance and include a total fixed price for the entire Ballot Tabulation System. The total fixed price must include all direct and indirect costs, hardware, software, licenses, maintenance, support, installation, training, project management and any additional miscellaneous expenses associated with contract performance.

Proposals received that do not include a total fixed cost for the entire system and associated costs shall be considered nonresponsive and shall not be evaluated.

#### **Item #1 – Ballot Tabulation System Software**

Total Initial Cost: \$ \_\_\_\_\_  
(attach list of software included in cost proposal)

Licensing first 2 years: \$ \_\_\_\_\_

Licensing year 3: \$ \_\_\_\_\_

Licensing year 4: \$ \_\_\_\_\_

Licensing year 5: \$ \_\_\_\_\_

#### **Item #2 – Director’s Office “Host” Site and Regional/Satellite Office Hardware**

(servers, scanners, printers and any additional items required for system as outlined in Scope of Work)

Hardware: \$ \_\_\_\_\_  
(attach list of all hardware, including quantity, included in cost proposal)

Warranty/maintenance first 2 years: \$ \_\_\_\_\_

Warranty/maintenance year 3: \$ \_\_\_\_\_

Warranty/maintenance year 4: \$ \_\_\_\_\_

Warranty/maintenance year 5: \$ \_\_\_\_\_

Itemized list of all additional costs:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Item #3 – Precinct-Based Voting and Ballot Counting Solution**

(attach list of all hardware/software included in cost proposal that is needed for both precinct-based ballot counting and HAVA compliant accessible voting)

Hardware Cost: \$\_\_\_\_\_per unit x 304 \$ \_\_\_\_\_

Software Cost: \$\_\_\_\_\_per unit x 304 \$ \_\_\_\_\_

Licensing: \$\_\_\_\_\_per unit x 304 \$ \_\_\_\_\_

Itemized list of all additional costs:

_____	\$_____ per unit x 304	\$ _____
_____	\$_____ per unit x 304	\$ _____
_____	\$_____ per unit x 304	\$ _____
_____	\$_____ per unit x 304	\$ _____
_____	\$_____ per unit x 304	\$ _____

**Item #4 – HAVA Compliant Accessible Voting Solution**

(attach list of all hardware/software included in cost proposal that is needed for HAVA compliant accessible voting at 137 hand-count precincts and 5 early vote locations)

Hardware Cost: \$\_\_\_\_\_per unit x 142 \$ \_\_\_\_\_

Software Cost: \$\_\_\_\_\_per unit x 142 \$ \_\_\_\_\_

Licensing: \$\_\_\_\_\_per unit x 142 \$ \_\_\_\_\_

Itemized list of all additional costs:

_____	\$_____ per unit x 142	\$ _____
_____	\$_____ per unit x 142	\$ _____
_____	\$_____ per unit x 142	\$ _____
_____	\$_____ per unit x 142	\$ _____
_____	\$_____ per unit x 142	\$ _____

**Item #5 – Project Management, Installation and Training**

Project Management:

\$ \_\_\_\_\_

Training:

\$ \_\_\_\_\_

Installation:

\$ \_\_\_\_\_

Itemized list of all additional costs:

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL FIXED PROPOSAL COST**

**\$ \_\_\_\_\_**

\_\_\_\_\_  
Printed name of Authorized Representative:

\_\_\_\_\_  
Signature of Authorized Representative:

\_\_\_\_\_  
Dated:

### **OPTIONAL ITEMS AND RELATED COST**

**IMPORTANT NOTICE:** As a value-added option, offerors are encouraged to include all costs associated with Items #1-#3 listed below. Providing this information is optional. The information and cost will NOT be considered during the evaluation process and will be used for information purposes only.

#### **Item #1 – Lease Option**

Offerors should include a separate cost sheet for leasing the hardware associated with the precinct based voting and ballot counting solution and the HAVA compliant accessible voting solution. If offerors are interested in providing a lease option, include the terms associated with the lease agreement.

#### **Item #2 – Ballot-on-Demand**

(attach list of all hardware/software included in cost proposal)

Hardware Cost: \$\_\_\_\_\_per unit x 5 \$ \_\_\_\_\_

Software Cost: \$\_\_\_\_\_per unit x 5 \$ \_\_\_\_\_

Licensing: \$\_\_\_\_\_per unit x 5 \$ \_\_\_\_\_

Itemized list of all additional costs:

\_\_\_\_\_ \$\_\_\_\_\_ per unit x 5 \$ \_\_\_\_\_

\_\_\_\_\_ \$\_\_\_\_\_ per unit x 5 \$ \_\_\_\_\_

\_\_\_\_\_ \$\_\_\_\_\_ per unit x 5 \$ \_\_\_\_\_

#### **Item #3 – Precinct Equipment Shipping Cases**

Hardware Cost: \$\_\_\_\_\_per unit x 150 \$ \_\_\_\_\_

Itemized list of all additional costs:

\_\_\_\_\_ \$\_\_\_\_\_ per unit x 150 \$ \_\_\_\_\_

\_\_\_\_\_ \$\_\_\_\_\_ per unit x 150 \$ \_\_\_\_\_

\_\_\_\_\_  
Printed name of Authorized Representative:

\_\_\_\_\_  
Signature of Authorized Representative:

\_\_\_\_\_  
Date:

## ATTACHMENT #4

### Proposal Evaluation Form

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

RFP Number: **RFP #190000050**

#### EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **100**

Proposals will be evaluated against the questions set out below:

#### 5.01 Understanding and Technical Solution for the Project (20%)

1. How well has the offeror demonstrated a thorough understanding of the organization of the Division of Elections, including the roles between the Director's office and the regional offices and proposed a solution that addresses the various roles between the Director's office and Regional offices as well as the unique logistical challenges with implementing a ballot tabulation system in Alaska?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How well does the offeror's proposed solution address the various ballot counting methods, including how results are reported and is the proposed solution architected to address the variations used in Alaska to count and report results?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How well does the proposal describe the total overall system architecture, at the Director's office and Regional offices and demonstrate that the system has the ability to meet the requirements set out in this RFP and outline in Attachment 1?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How well does the proposal describe the offeror's solution for precinct-based ballot tabulation as well as central scanning for absentee/questioned and early vote ballots, including scanning and reporting results for partial count ballots (i.e., Statewide only, Statewide/Senate, Statewide/Senate/Judicial etc.) and does it appear the proposed solution can adequately meet the ballot tabulation needs of the State of Alaska?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the offeror provide reasonable detail/recommendation on how the precinct-based equipment could be shipped to rural precincts (shipping boxes/containers/cases) during the elections?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. For storage at the regional offices, is the precinct-based equipment in the proposed solution portable enough to move easily between rooms when preparing for an election?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Does the proposal clearly identify the EAC certification status of the proposed solution and which version of the VVSG the system is certified under?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How well does the proposal outline the security features of the proposed system, including security of results transmissions, user security authentication and access controls?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR 5.01: \_\_\_\_\_

## 5.02 Methodology Used for the Project (5%)

9. How well has the offeror described a project schedule and does the schedule depict a reasonable time frame for the project from start to finish?

NOTE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. How well does the proposal describe the offeror's proposed testing strategy and has the offeror provided sample test scripts that depict a logical approach to the various tests outlined in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. How well does the proposal describe the training approach and does it appear that the proposed training provide staff with a clear understanding of how to operate and maintain both hardware and software used in the proposed solution?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR 5.02: \_\_\_\_\_



### 5.03 Management Plan and Experience for the Project (5%)

12. How well does the proposal demonstrate that the offeror has the experience and qualifications necessary to complete the requirements of this RFP and deliver a solution on time?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. How well does the proposal outline the organization of the project team and does it appear that the offeror has experienced personnel resources in place for successful completion of the project on time?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Does the proposal demonstrate that the offeror has the ability to provide adequate support for its solution and products after the contract is complete?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR 5.03: \_\_\_\_\_

### 5.04 Solution Demonstration (35%)

15. How well did the demonstration give a clear understanding of the proposed solution, including the software and hardware components?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. How well did the demonstration show that the proposed solution can meet the functional requirements in Attachment 1 and meet Alaska's ballot counting needs and processes?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. How well did the demonstration show that the proposed solution offers efficient, high-speed scanning at the regional offices for absentee/questioned/early vote ballots?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. How well did the offeror demonstrate the proposed solution can efficiently process and report results for partial count ballots?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. How well did the demonstration show that the proposed solution can produce ballots at the house district level for tabulation of absentee/questioned/early vote ballots.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. How well did the demonstration show that 2 precincts in the same house district can share precinct-based equipment and results tabulated to the correct precinct?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. How well did the demonstration show that the proposed solution includes an efficient process for manual entry of election results from hand-count precincts?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Does the proposed precinct-based solution appear to be user friendly and compact enough for elderly poll workers to manage, including the ability to easily setup and takedown the equipment at the polling place?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Will the proposed precinct-based solution be reasonably transported, be capable of withstanding transport conditions without incurring damage and be able to be shipped to rural precincts using USPS as a shipping method?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. How well did the demonstration show that the proposed precinct-based solution will meet the language accessibility needs for Alaska and allow for designating which languages to apply to individual precincts, without requiring an “all or none” for language accessibility?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

### 5.05 Contract Cost (25%)

Overall, a minimum of **25%** of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.12.

#### Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 3.15.

**EVALUATOR'S POINT TOTAL FOR 5.05:** \_\_\_\_\_

### 5.06 Alaska Offeror Preference (10%)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**EVALUATOR'S POINT TOTAL FOR 5.06:** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:** \_\_\_\_\_

## ATTACHMENT #5 PROPOSAL CHECKLIST

**Important Notice:** Offeror's must sign and submit this Proposal Checklist with their proposal in order for their proposal to be considered. Signature on the checklist indicates that you have read the RFP requirements and submitted all requested information as set out in the RFP. Completion of this form does not guarantee a responsive proposal.

☐ **General Requirements**

- ☐ Register with the Procurement Officer – RFP Cover Page
- ☐ Submit all copies of proposal by the required deadline – Section 1.01
- ☐ Minimum Prior Experience Requirements – Sections 1.04
- ☐ Proposal Required Review – Section 1.08
- ☐ Offeror's Proposal Certification – Section 1.08 a & b
- ☐ Conflict of Interest Statement – Section 1.08 d, if applicable
- ☐ Comply with Insurance Requirements – Section 3.19
- ☐ Subcontractor Information – Section 3.10, if applicable
- ☐ Application of Preference Affidavit – Section 6.11
- ☐ 5% Alaska Bidder Preference Affidavit – Section 6.12
- ☐ Comply with state's Standard Contract Provisions – Section 7.01

☐ **Proposal Format and Content – Section 4**

- ☐ Introduction
- ☐ Understanding and Technical Solution for the Project
- ☐ Methodology Used for the Project
- ☐ Management Plan for the Project
- ☐ Experience & Qualifications
- ☐ Demonstration
- ☐ Cost Proposal

- ☐ **Proposal meets all additional RFP requirements and has submitted all required information as set out in the RFP.**

### OFFEROR'S CERTIFICATION

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

**ATTACHMENT #6**  
**NOTICE OF INTENT TO AWARD CONTRACT**



Office of the Lieutenant Governor  
Division of Elections  
C/O Office of the Governor  
240 Main Street, Suite 300  
P.O. Box 110001  
Juneau, Alaska 99801-0001

**THIS IS NOT AN ORDER**

**DATE ISSUED:** \_\_\_\_\_

**RFP NO.:** 190000050

**RFP ISSUE DATE:** March 18, 2019

**RFP SUBJECT:** Statewide Voting and Ballot Tabulation System

**PROCUREMENT OFFICER:** Dottie Whitehead **SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received with the apparent low bidder(s) indicated. A bidder who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **Bidders, identified here as the apparent low responsive bidders, are instructed not to proceed until a Purchase Order, Contract Award, or other form of notice is given by the Contracting Officer.** A company or person who proceeds prior to receiving a Purchase Order, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

ITEM NO.	PRICE	AWARD	COMMENTS	RESPONSIVE YES/NO/?	BIDDER

LEGEND: @ -- AWARD TO BIDDER  
Y -- RESPONSIVE BID  
N -- NON-RESPONSIVE BID  
? -- BID NOT EVALUATED BECAUSE THERE WAS A LOWER RESPONSIVE BID

**SUMMARY**

**NOTES:**

