

Request For Proposal

For Statewide Integrated Voting System

April 15, 2015

Arkansas Secretary of State

State Capitol Building
Business Office
500 Woodlane, Suite 12
Little Rock, AR 72201



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Confidentiality Statement

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Vendor Information

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Phone #: _____
Fax #: _____
Tax ID # (TIN or SSN): _____ (Must include copy of current W-9 Form)
State Minority Business: Yes ☐ No ☐

Do you or anyone at your company have a relative that works at the Arkansas Secretary of State's office? Yes ☐ No ☐ If yes, please provide the name of that relative and relationship:

I certify that this proposal is made without prior understanding, agreement or connection with any corporations, firm or person submitting a proposal for the same services and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this proposal for the bidder.

Authorized Signature

Date

Print or Type Name

TOTAL BID (including Sales Tax)

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted and delivered to the office of the Arkansas Secretary of State, as stated below, no later than:

May 4, 2015 by 4:00pm CST

Submission Delivery Address

The delivery address to be used for all submissions is:

Arkansas Secretary of State's Office

Attn: Business Office

500 Woodlane, Suite 12

Little Rock, AR 72201

Voice: 501-682-2008

Fax: 501-682-1284

Email: purchasing@sos.arkansas.gov rob.hammons@sos.arkansas.gov

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Contact Name: Purchasing Department

Voice: 501-682-2008

Email: purchasing@sos.arkansas.gov rob.hammons@sos.arkansas.gov

Submission Instructions

All information must be completed in full. Failure to sign statement below by authorized representative will render proposal invalid. All proposals must be typewritten or printed in ink. The vendor is cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions may result in rejection of the proposal. Proposals will be accepted until the time and date specified above.

Electronic submissions in response to this Request for Proposal are acceptable. Electronic submissions in response to this Request for Proposal will be accepted as long as they meet the following criteria:

Sent to our fax machine at 501-682-1284

Sent via email to: purchasing@sos.arkansas.gov rob.hammons@sos.arkansas.gov

Document standards:

- Must be in Microsoft Word Format (.docx) or Adobe Acrobat Format (.pdf)

Secretary of State
April 15, 2015

CONFIDENTIAL

Introduction and Executive Summary

The Arkansas Secretary of State, hereinafter referred to as "SOS," is considering replacing the voting equipment in 75 Arkansas Counties and replacing them with a sole-source integrated voting system allowing for automation and full integration between polling place equipment and voter registration system(s). If the project proceeds, the vendor shall be responsible for complete replacement, installation, training, testing, and maintenance, including bridge maintenance for existing systems, no later than March 1, 2016. The scope of the project is to include all equipment, training, testing, maintenance of new equipment, and providing or contracting for bridge maintenance of existing equipment until replacement is complete.

Detailed Specifications

1. Vendor shall provide the following to ensure strength and viability of the vendor for the duration of the voting system life expectancy:
 - a) Financial Statements subject to an independent audit with an unqualified opinion.
 - b) Five (5) consecutive years of audited financial statements including parent company if any.
 - c) History of statewide voting system implementation success. The successful vendor shall provide direct history of a minimum of three (3) successfully managed implementations for the main contractor and any subcontractors utilized in the response to this Request for Proposal.
 - d) Employee Base and Company Size
 - e) Original equipment manufacturer for any equipment not manufactured by the vendor.
 - f) Proof of a robust support organization with a nationwide presence.
2. Vendor shall provide an integrated voting system capable of the following minimum characteristics:
 - a) The system shall allow for automation and full integration between polling place equipment and the voter registration system maintained by the SOS.
 - b) The system shall provide a single-point support system for all aspects of election management.
 - c) The system shall provide for seamless data exchange between systems. Examples include:
 - I. Political subdivision data transfer between the voter registration system and the tabulation system.
 - II. The capability should exist for candidate filing data to be exchanged with the tabulation EMS.
 - d) Equipment status checks should be unloadable to a centralized monitoring type service/system allowing active analysis of tabulators and electronic poll books.
 - e) All voting equipment must be HAVA compliant.

3. Vendor shall provide tabulating equipment with demonstrated capability of the following minimum requirements:
 - a) The voting system tabulation equipment must be a universal voting device which ensures all voters possess the same opportunity to independently cast his or her vote.
 - b) A voting system tabulation equipment which is certified to EAC 2005 standards.
 - c) A voting system tabulation equipment which contains a battery which recharges automatically when power is restored to the system. A system in which the battery requires removing and charging on a separate charging device will not be considered as qualifying under this requirement.
 - d) The voting system tabulation equipment must possess the capability to distinguish common marks. Further, the system must possess the capability to process normal variations in printing and scanning without requiring adjustment of the mark reading thresholds.
 - e) The voting system tabulation equipment must be configured to operate without assistance provided by the poll worker in either activating the device or selecting the accessibility feature(s) for the voter.
 - f) The voting system tabulation equipment must possess the capability of processing a ballot with a blank second or back page if no election data flows to the second or back page.
 - g) The voting system tabulation equipment shall possess the capability of sorting write-ins, blanks, and over-votes on a high-speed scanning device.
 - h) The voting system tabulation equipment shall possess the capability of processing ballots up to nineteen (19) inches.
4. Vendor shall provide Electronic Poll Books with demonstrated capability of the following minimum requirements:
 - a) Electronic Poll Books shall be of solid state design, without moving parts.
 - b) Electronic Poll Books shall be accessible via a central administrative application allowing uploading voter data, inputting voter status changes, changes of address, and new voter additions.
 - c) Electronic Poll Books, if not manufactured by the vendor, may be Commercial Off-the-Shelf (COTS) devices.
 - d) State-wide experience documentation shall be provided, and must include references with the number of Electronic Poll Books deployed through the state or voting jurisdiction.
 - e) Electronic Poll Books shall possess a capacity to support all registered voters in every single Electronic Poll Book database without connectivity to a centralized environment.
 - f) Electronic Poll Book shall possess the capability to automatically print or designate the ballot style for voter use. This may include a personal electronic ballot, an activation card, etc.
 - g) Electronic Poll Books must be capable of connection to a redundant central server architecture providing online capabilities for networking poll books. This environment should possess the following minimum characteristics:
 - i. SAS-70 Certified and PCI-compliant facilities.

- ii. Physical and virtual firewalls.
 - iii. Monitored and managed server for guaranteed uptime.
 - iv. Anti-virus and anti-malware.
 - v. Intrusion detection, intrusion prevention, and data-integrity checking.
 - vi. Data backup and disaster recovery.
- 5) Vendor shall provide an integrated voting system with demonstrated capability of the following minimum system requirements:
- a) The system must possess the capability to monitor all poll books system-wide on an entire state, county, or local scale, depending upon the jurisdictional boundaries of the election.
 - b) The system must possess the capability to automatically transmit alerts to selected election administrators or officials when events occur, identified by specific equipment undergoing the event.
 - c) The system shall be individually marked by unit with integrated identification tags, either sequential numeric or sequential alpha-numeric. Tags shall be configured to indicate ownership by the SOS. The Vendor shall provide an updated equipment location listing, based upon the integrated identification tags on a daily basis as delivery is implemented.
- 6) Vendor shall provide integrated voting systems utilizing the above outlined specifications on a by-county basis using the following registered voter/precinct/polling place information:

Ship To County	Registered Voters	Precincts	Polling Places
ARKANSAS	9,374	30	8
ASHLEY	10,812	30	24
BAXTER	27,614	43	24
BENTON	113,298	57	63
BOONE	21,001	59	15
BRADLEY	5,166	14	9
CALHOUN	3,612	21	8
CARROLL	13,735	27	16
CHICOT	6,730	9	4
CLARK	11,559	21	17
CLAY	9,200	17	19
CLEBURNE	16,904	35	26
CLEVELAND	4,693	17	17
COLUMBIA	12,983	14	7

CONWAY	11,063	31	25
CRAIGHEAD	55,087	23	21
CRAWFORD	30,854	43	43
CRITTENDEN	26,411	40	25
CROSS	9,941	22	7
DALLAS	4,518	9	13
DESHA	7,240	21	13
DREW	9,121	17	18
FAULKNER	66,337	49	36
FRANKLIN	9,191	39	18
FULTON	6,954	13	13
GARLAND	61,803	177	29
GRANT	9,161	18	19
GREENE	19,410	32	16
HEMPSTEAD	10,066	24	16
HOT SPRING	17,708	32	27
HOWARD	6,479	19	17
INDEPENDENCE	19,345	34	30
IZARD	8,150	46	17
JACKSON	9,646	14	14
JEFFERSON	39,530	202	40
JOHNSON	11,589	22	18
LAFAYETTE	4,247	24	7
LAWRENCE	8,546	28	16
LEE	5,313	13	8
LINCOLN	5,686	26	17
LITTLE RIVER	6,888	20	16
LOGAN	10,700	36	22
LONOKE	34,822	55	30
MADISON	8,745	20	21
MARION	9,837	16	17
MILLER	20,950	24	25
MISSISSIPPI	20,763	54	23
MONROE	4,577	25	14
MONTGOMERY	5,414	16	14
NEVADA	14,926	29	16
NEWTON	5,737	20	21
OUACHITA	16,054	21	21

PERRY	5,785	17	18
PHILLIPS	13,639	19	17
PIKE	5,581	11	11
POINSETT	11,890	41	10
POLK	10,900	17	18
POPE	33,348	56	13
PRAIRIE	4,465	21	23
PULASKI	232,761	135	125
RANDOLPH	9,804	29	16
SALINE	66,398	34	37
SCOTT	6,158	26	27
SEARCY	5,397	17	11
SEBASTIAN	68,102	109	47
SECRETARY OF STATE	Spares		
SEVIER	6,398	17	17
SHARP	11,095	25	18
ST. FRANCIS	13,575	66	16
STONE	7,447	19	13
UNION	24,014	30	20
VAN BUREN	8,685	21	22
WASHINGTON	104,996	150	59
WHITE	46,946	91	34
WOODRUFF	4,106	20	12
YELL	9,384	28	27

7) Vendor shall supply election reporting software, firmware, and hardware for all 75 counties.

8) Vendor shall supply all equipment and software necessary for fully integrated system operation.

9) Vendor shall supply software necessary to connect to SOS Voter Registration data files.

10) Vendor shall supply overall project management of the delivery, installation, testing, and training process.

11) Vendor shall provide Election Official Train-the-Trainer for all 75 counties and the Arkansas SOS staff.

12) Vendor shall provide on-site support in each county to include a minimum of one person on-site the day before, the day of, and the day after the first state-wide election.

13) Vendor shall provide all installation and acceptance testing.

14) Vendor shall provide one year of Annual Post-Warranty Hardware Maintenance and Support. In addition, Vendor shall provide as a part of the bid, options for purchase of years two through five for Annual Post-Warranty Hardware Maintenance and Support.

15) Vendor shall provide one year of Annual Post-Warranty Firmware Licensing, Maintenance, and Support. In addition, Vendor shall provide as a part of the bid, options for purchase of years two through five for Annual Post-Warranty Firmware Licensing, Maintenance, and Support.

16) Vendor shall provide one year of Annual Post-Warranty Software Licensing, Maintenance, and Support. In addition, Vendor shall provide as a part of the bid, options for purchase of years two through five for Annual Post-Warranty Software Licensing, Maintenance, and Support.

Timeline

The implementation of this project will have two deadlines:

Phase One: All Systems will be delivered, installed, tested, and training completed by September 15, 2015 to allow for School District Elections to occur in the following Counties:

Ship To County	Registered Voters	Precincts	Polling Places
BOONE	21,001	59	15
COLUMBIA	12,983	14	7
SEBASTIAN	68,102	109	47

Phase Two: All remaining systems in all remaining counties shall be delivered, installed, tested, and training completed by March 1, 2016 to allow for a possible Presidential Preferential Primary in all 75 counties.

Project Manager

The Vendor shall provide a qualified, professional project manager who will be assigned to the contract to oversee all contractual obligations and responsibilities, serving as the primary contact for the SOS. This project manager will be available for meetings, discussions, and reviews and will interact between the SOS and the Vendor, relaying the opinions, creations, and strategies of the Vendor while soliciting comments from the SOS.

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Assumptions & Constraints

Budget and Funding: Maximum expenditure amount not to exceed \$30,000,000 in total.

Notwithstanding any description of fees, costs, expenses, or other expenditures of funds, Vendor acknowledges that the SOS is subject to Constitutional and statutory limitations on spending. SOS cannot spend any more money than that appropriated by the Arkansas Legislature, nor make any payments, or enter into any agreements or other contractual arrangements for payments, in excess of funds appropriated through the legislative process. Appropriations obtained through the legislative process are subject to other constraints of Arkansas Law, including the prohibition on deficit spending, and the limitations imposed through various cost controls, such as the Arkansas Revenue Stabilization Act. SOS agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas Legislature, to which all of SOS spending obligations are subject. Therefore, SOS may terminate this Agreement effective upon delivery of written notice to the Vendor, or on any later date stated in the notice, under any of the following conditions:

- 1) If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or term. The Agreement may be modified by agreement of the parties in writing to accommodate a reduction in funds.
- 2) If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.
- 3) If any license, permit, or certificate required by law or rule, or by the terms of this Agreement is for any reason denied, revoked, suspended or not renewed.
- 4) Termination of this Agreement under this subsection is without prejudice to any obligations or liabilities of either party already accrued prior to termination.

Terms and Conditions

Final approval of all project work shall be obtained from the SOS prior to initial delivery and installation. No additional fee shall be incurred for nominal changes. The SOS and the Vendor will work to come to agreement on any additional fee that may apply should substantial changes (at no fault of the Vendor) be required.

Other Criteria

REFERENCES

- Financial Statements subject to an independent audit with an unqualified opinion.
- Five (5) consecutive years of audited financial statements including parent company if any.
- History of statewide voting system implementation success. The successful vendor shall provide direct history of a minimum of three (3) successfully managed implementations for the main contractor and any subcontractors utilized in the response to this Request for Proposal.
- Employee Base and Company Size
- Original equipment manufacturer for any equipment not manufactured by the vendor.
- Proof of a robust support organization with a nationwide presence.

INVOICING

Vendor shall provide leasing data providing for a five year lease, including maintenance for the duration of the lease under the specification outlined above, and all applicable taxes.

In the event the project proceeds under terms of a lease, the SOS will make the initial lease payment on or prior to June 30, 2015.

ASSIGNMENT

Any contract entered into pursuant to this Request for Proposal is not assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.

GENERAL TERMS & CONDITIONS

Any special terms and conditions included in the Request for Proposal override these standard terms and conditions. The standard terms and conditions and any special terms and conditions become part of any contract entered into if any or all parts of the bid are accepted by the SOS.

ACCEPTANCE & REJECTION

The SOS reserves the right to accept or reject all or any part of a proposal or any and all proposals, to waive minor technicalities, and to award the bid to best serve the interest of the SOS.

FINAL DECISION

All decisions by the SOS are final. Bidders should understand that the SOS is not under Arkansas Procurement law in terms of its Request for Proposal procedures. This Request for Proposal is under the procedures of the Office of the Arkansas Secretary of State only.

BLACKOUT

From the time of receipt of this Request for Proposal by the vendor until award of the contract, Vendor or a contract representative – whether paid or voluntary – of the vendor may make no contact with any employee or family member of an employee of the Arkansas Secretary of State, other than the designee as provided for in this Request for Proposal.