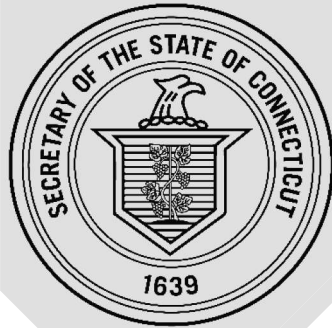


State of Connecticut

Secretary of the State



Statewide Voter Scanner and Tabulator System Requirements

October 1, 2023

INTRODUCTION:

The Office of the Secretary of the State, SOTS, is soliciting proposals for the procurement, deployment, training, and maintenance of new voter scanner and tabulator systems statewide.

LOCATION OF WORK:

Work may be performed, completed, and managed in Hartford and/or other locations within the state as determined by the Project Director.

The state WILL provide meeting space for project planning meetings between the state and the contractor.

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

REVIEW:

Vendors 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 proposal opening. This will allow the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of vendor's proposals upon which an 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 time set for opening.

QUESTIONS RECEIVED PRIOR TO OPENING OF PROPOSALS:

All questions must be in writing, directed to the issuing office, and addressed to the procurement officer. The interested party must confirm telephone conversations in writing. The receipt of questions must be at least **ten days** before the due date of proposals.

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.

AMENDMENTS:

If an amendment is issued, it will be provided to all who were issued a copy of the RFP and those who have registered with the procurement officer as having downloaded the RFP from the State of Connecticut.

ALTERNATE PROPOSALS:

Vendors may only submit one proposal for evaluation. Alternate proposals (proposals that offer something different than what is asked for) will be rejected.

RIGHT OF REJECTION:

Vendors must comply with all the terms of the RFP and all applicable local, state, and federal laws, codes, and regulations.

The procurement officer may reject any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of the RFP.

Vendors may not qualify the proposal nor restrict the rights of the state. If a vendor does so, the procurement officer may determine the proposal to be a non-responsive counteroffer, 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 vendor shall be rejected.

STATE NOT RESPONSIBLE FOR PREPARATION COSTS:

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

DISCLOSURE OF PROPOSAL CONTENTS:

All proposals and other material submitted become the property of the State of Connecticut and may be returned only at the state's option. 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.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the vendor must be clearly identified, and the vendor must include a brief statement that sets out the reasons for confidentiality.

SUBCONTRACTORS:

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

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

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

A vendor'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.

JOINT VENTURES:

Joint ventures are acceptable. If submitting a proposal as a joint venture, the vendor must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

VENDOR'S CERTIFICATION:

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

- (a) the laws of the State of Connecticut;
- (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 vendor 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.

CONFLICT OF INTEREST:

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract have a possible conflict of interest (e.g., currently employed by the State of Connecticut or formerly employed by the State of Connecticut) and, if so, the nature of that conflict. The Office of the Secretary of the State 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 vendor.

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.

ASSIGNMENT:

The contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

DISPUTES:

Any dispute arising out of this agreement will be resolved under the laws of the State of Connecticut. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Connecticut.

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.

FEDERAL REQUIREMENTS:

The vendor must include a statement indicating they will comply with the below Federal Requirements:

- National Voter Registration Act (NVRA)
- Help America Vote Act (HAVA)
- Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

BACKGROUND INFORMATION:

The State currently uses optical scan voting systems in its 169 towns. There are approximately 3500 units in total deployed. These systems are approaching their end of life. The age of these systems, as well as the unavailability of replacement parts, has increased the need to replace them.

In addition, there is legislation on the horizon that will have requirements that exceed the functional limits of the current systems.

The some of these legislative initiatives are as follows:

1. Early Voting,
2. Ranked Choice Voting,
3. Risk Limiting Audits.

The State of Connecticut is committed to deploying voter scanner tabulator systems that are currently or will be certified in the near future to the EAC VWSG 2.0 Guidelines.

SCOPE OF WORK

The Connecticut Secretary of the State's Office is seeking to contract with a firm capable of providing voter scanner and tabulator systems, as defined in Connecticut General Statutes and Regulations, and meets the requirements outlined in Attachment 1, for the cities and towns of the State of Connecticut. The cities and towns of the State of Connecticut will use the contract resulting from this RFP. Each city and town shall own the voter scanner and tabulator systems and be responsible for the accompanying maintenance and support payments. The terms and conditions of the contract may not be modified by any city or town.

The State of Connecticut intends to provide funding for:

Three thousand (3000) voter scanners and tabulator systems for polling places, election day registration locations (EDR), central counting locations, and spares. Fifteen (15) high-speed central counting systems, twenty-five (25) Medium speed central counting systems, and (5) Ballot-on-demand systems. All accessories, including but not limited to ballot collection bins, backup power, storage case, and physical security devices.

The vendor must agree to allow additional purchases, for the duration of a contract as a result of this RFP, by the Cities and Towns of the State of Connecticut. Such purchases must be in accordance with this contract. No modifications to such contract shall be allowed without the express written consent of the Department of Administrative Services.

Delivery of the voter scanner and tabulator systems shall include but not be limited to all software, hardware, documentation, or any specifications within this RFP that are needed to support election activities. The selected Vendor(s) must provide the Voter Scanner and Tabulator Systems along with providing the related services in accordance with his RFP.

Such services shall include but not be limited to:

1. Training on the use of the voter scanner and tabulator systems, for both election officials and the general public;
2. Warranty, support, and maintenance of equipment and software;
3. System hardware and software upgrades;
4. Election administration support.

DELIVERABLES:

The contractor must provide voter scanner and tabulator systems that meet the requirements outlined in Attachment 1, including the following:

a) Deliverables: The contractor shall accomplish the work and present the deliverables described in this section. Each deliverable must be formally accepted by the SOTS before sign-off. The contractor is responsible for scheduling acceptance “walk-through” sessions to present each deliverable to SOTS’s Project Manager. The SOTS will sign-off on the deliverable, or provide a report documenting why the deliverable is not acceptable within **ten business days** (close of business), unless otherwise specified, of the formal walk-through. The SOTS’s review time will begin upon receipt of the contractor’s deliverables. Review dates and times for subsequent project deliverables shall be set when the project plan is approved. In order to expedite the final review of each deliverable, the contractor shall provide interim draft deliverables for preliminary review, as agreed upon with SOTS.

b) Project Schedule: Within 30 business days of executing the contract, the contractor will be responsible for developing a detailed project schedule, broken into phases, that outlines and identifies all activities, tasks, milestones, and deliverables for each phase of the project. The schedule must be maintained in a version of Microsoft Project (as coordinated with SOTS) and include all activities, tasks, resources, and schedules for conducting analysis, design development, and testing. The schedule must include separate tasks for each activity and milestone; logical sequence and interdependencies, including those with SOTS and contractor tasks; resource requirements and assignments; target completion dates for each task and deliverable; and identification of and compliance with deadlines and milestones. The schedule must reflect a system “go-live” in all SOTS offices at the same time.

c) Project Planning Requirements: The contractor is responsible for developing, and submitting for SOTS approval, a set of comprehensive project planning documents that, together, will constitute the overall master Project Plan. The individual project plan documents must be submitted and approved in conjunction with the applicable project phase and prior to the associated activity commencing. The project schedule must reflect the dates the plans will be submitted and provide for a 30-day approval period, unless otherwise specified, by SOTS. The Project Plan will include, but is not limited to, the following planning documents, requirements, and activities:

➤ Resource Management Plan - The contractor must provide experienced, qualified professionals to ensure the success of the project. The resource management plan must include an organizational chart for its proposed team members, defining all key functional, technical, and management roles of, and reporting relationships among, team members. The contractor shall include a narrative accompanying the organizational chart describing positions, titles,

organizational relationships, unit functions, individual duties, and other related information. Upon approval of the plan, the Secretary of the State shall approve changes to personnel or the level of commitment to the project. The SOTS's intent with this requirement is not to unduly hinder the contractor's ability to allocate and manage its human resources but to ensure that personnel represented in the contractor's proposal are applied to the project. The contractor is expected to provide ongoing project management, technical advice, and consultation with the SOTS on decision-making and planning efforts. The contractor's Project Manager must be available, in person or by telephone, during Eastern Standard Time (EST) business hours. The contractor must be prepared to respond to SOTS inquiries within one business day, unless an otherwise response time is agreed upon.

➤ System Configuration Management Plan - The contractor may choose to develop and install a configuration sufficient to accomplish the project requirements and must test the total system on the final configuration. The contractor must create a configuration management plan that describes and identifies the baseline configuration of the overall system, including the various system components (hardware and software), how each component is configured, and how the components are connected or arranged to implement the overall system.

➤ Change Control Plan - Change control is an ongoing effort that affects all project phases. The contractor is responsible for tracking changes, regardless of whether they are initiated by the SOTS or the contractor. All change requests shall be documented and retained, including those not approved by the SOTS. The change shall be initiated by a request that provides details of the change. The change request shall include time and dollar estimates prepared by the contractor. The SOTS must evaluate all change requests for approval or disapproval. The contractor shall be responsible for timely upgrades of the existing documentation, so that documentation reflects all approved changes. All changes to the system must be reflected in the documentation. As modifications are made that affect the original documentation (requirements, process decomposition, business rules, data flow, manuals, etc.), the contractor is responsible for timely upgrades to that documentation to reflect those changes that have been approved and delivered. The contractor must create a change control plan and design a change request form that includes:

- Description of Change
- Control numbering
- Who is requesting change – Contractor, Subcontractor, SOTS
- Priority
- Date submitted / completed
- Proposed cost of the change
- Estimated impact on the project schedule
- Impact on the application if change is made
- Impact on the application if change is not made
- Approval line for contractor's Project Manager
- Approval line for SOTS's Project Manager

- Transition/Implementation Plan - The contractor is responsible for all implementation activities and shall develop a plan that includes transitioning from the existing system to the new application system. This plan will provide the details for transitioning all SOTS offices into a production environment. It shall include information regarding how the transition occurs. Working with the SOTS, the contractor must develop an implementation strategy that allows for a statewide implementation that best suits the environment and timeframe of the SOTS.
- System Security Plan – The contractor shall develop and document a security plan. The state’s Chief Computer Security Officer and/or Agency Information Technology Manager must approve the security plan before final designs are accepted.
- System Installation / Availability Plan – The contractor is responsible for all aspects of the system installation, setup, load software, testing, and validation of the operation of the hardware and software environment that will ultimately support the entire System. The contractor must develop a detailed installation plan that, at a minimum:
 - Identifies and describes all hardware and software necessary for installation and needed to support the entire application, including a comprehensive itemization of all hardware components and software licenses.
 - Identifies installation tasks that must be coordinated with the state, such as facility readiness and preparation necessary for accommodating the technical solution.
 - Identifies a detailed installation schedule that minimizes the time period between hardware procurement/delivery and the actual installation activities. The schedule must include the installation, setup, and operational validation tasks as part of the overall schedule.
 - Provides for disaster recovery plan.
 - Provides for a maintenance plan that includes recommended schedules for backups (for both error recovery and disaster recovery) indicating the resources necessary and time required, and any disadvantages of the recommended plan and that also describes provisions for the distribution/installation of system updates.
 - System Testing – The contractor is responsible for all preliminary testing of the total system, including application functions, all interface elements, backup and restore capabilities, security, and those measures designed to support availability requirements. The contractor is responsible for tracking and solving of problems reported for all test phases and activities. The contractor must develop a detailed testing plan that, at a minimum, addresses the following:
 - Performance testing.
 - Load testing.
 - Full integration testing.

- System acceptance testing.
- Security, backup, and disaster recovery testing.
- Unit/module testing.
- User acceptance testing

➤ Training Plan - There are various areas that require on-site training. At a minimum, the contractor will provide for a comprehensive training plan that covers the following:

- State election officials
- Municipal election officials
- General Public

d) Project Management/Monitoring Requirements: The contractor must designate an experienced, full-time Project Manager whose prime responsibility is to monitor, coordinate, and report on all activities of the project plan and who will have overall responsibility for the contractor's performance under the contract negotiated through this RFP.

➤ Early Identification of Problems: The contractor shall be responsible for the early identification and communication of problems, project issues, and risks associated with the execution of the Project. The primary areas of ongoing focus shall include, but are not limited to: adherence to schedule (time) and reasonableness of staffing assumptions (people). The contractor is responsible for tracking and managing problems, issues, and risks.

➤ Monitor Risks, Problems, and Resolutions: The contractor shall proactively identify risks to the project, make recommendations to prevent and/or reduce risks, identify causes of any missed deadlines, and monitor the status of corrective actions/risk intervention strategies.

➤ Monitor Technical Compliance: The contractor shall develop and carry out a methodology to evaluate technical aspects of the project, including, but not limited to, IT systems, policies and procedures, conversion, and training. The contractor must also monitor technical changes such as new versions of software, error detection, and corrections, and the movement of modules into production. The contractor shall notify SOTS of any issues resulting from this activity.

➤ Report Status: The contractor shall review project milestones and deliverables and report both positive features of the work completed as well as areas of technical or business risk and shall prepare project status reports that summarize key information related to the status and performance of the project. Additionally, status reporting meetings shall be conducted at intervals agreed upon between the contractor and SOTS. The contractor shall provide a status report, at intervals agreed upon between the contractor and SOTS, that contains, but not limited to, the following information:

- Executive summary on technical, business, and schedule aspects.
- Progress, actual vs. planned.

- Accomplishments.
- Schedules.
- Risks, issues, and concerns

The contractor shall provide its own computer hardware and software during this project. Software used by the contractor for communications and deliverables during this project must be Microsoft Office and Microsoft Project, unless otherwise agreed to by the SOTS. Copies of all working documents, deliverables, communications, etc., must be provided to the SOTS in both hardcopy and electronic format.

e) Requirements Tracking: The contractor is responsible for ensuring the proposed system meets all requirements outlined in the System Requirements and Process/Procedure Flows(Attachment 1) and shall propose and utilize tools to completely document and track compliance with the requirements from identification to implementation. It is essential for the contractor to have a method of ensuring that the system is in compliance with all requirements.

f) Architecture, Hardware, and Operating Software: The proposed architecture solution must be integrated within the existing state infrastructure, and be compatible with the most updated and currently supported operating system currently being used by the SOTS.

Equipment offered in response to this RFP must be new equipment, meaning that the equipment is currently in production by the manufacturer and is still the latest model, edition, or version generally offered. The equipment must be warrantied as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration) prior to its sale to the SOTS.

The SOTS will not accept remanufactured, used, or reconditioned equipment. The contractor is responsible for ensuring that each piece of equipment delivered for this project complies with this requirement. Software shall be the current release, or not less than one version behind, at the time of purchase. The SOTS will be listed as the owner of all licenses.

g) Software Licensing: The contractor shall provide all necessary licenses for all software (excluding tools and utilities) provided to the SOTS to constitute an enterprise-wide license for use in SOTS offices and municipal sites designated by SOTS. The licenses shall cover unlimited users and shall not require an annual renewal.

h) Application Development Tools: The contractor shall provide the application development tools, aids, scripts, utilities, and related toolsets.

i) Data Ownership: The SOTS will be the sole owner of the data that resides in the system. No technical characteristics of the system supplied by the contractor shall

prohibit or unreasonably inhibit access to all data in all tables and files in the system provided to the SOTS pursuant to this RFP.

j) Documentation: For all documentation to be provided to the SOTS under the contract, the contractor shall provide a draft document. With SOTS approval, the contractor shall then prepare the final document, which must include one original and one copy. The SOTS shall have **ten working days** to review and approve each draft document.

Documentation must be provided for the users to explain how the system works. This documentation must be written in layman terms and clearly explain how to use the system for daily, weekly, quarterly, annual, and special processing, as well as for maintenance of the application. The document must explain those variables that can be updated by the users. All documentation must be provided in MS Word format.

k) On-Site Support: Throughout the life of the project, the contractor will be required to be present in Connecticut at various phases for project planning, process mapping, installation, testing, and implementation activities. The SOTS will provide, at no cost to the contractor, meeting space for project planning meetings.

The contractor will be required to be on-site for all related installation activities. As the system is implemented, the contractor must provide dedicated staff who were involved in the project to provide on-site support in various locations in the state of Connecticut throughout the go-live and post, go-live phases until all issues have been resolved and accepted by the SOTS.

In addition, the contractor must provide on-site support for any and all elections.

The contractor's on-site staff must have the historical knowledge of the project, skills, expertise, and capability to address and resolve any production problem related to the implementation. The contractor shall provide operations and maintenance support to repair any malfunction of the system. At the end of the on-site support period, the term of the Warranty shall commence.

l) System Warranty: At the end of the on-site support period, the term of the Warranty shall commence. This will cover any problems that are discovered, after final acceptance. If the SOTS reports a suspected warranty problem, it will be evaluated to determine if it is covered by the warranty. The warranty will cover any application problem that does not function as described in the most current copy of the requirements document, including all change requests.

m) Service Level Agreement: The contractor shall enter into a Service Level Agreement (SLA) with the SOTS on an annual basis. This agreement will address various areas of service expectations, such as response time, quality, accuracy,

and scalability. The SOTS defines response time as the maximum time period that will elapse between the initial SOTS request acknowledgment and the commencement of resolution.

The Priority Level of the request, as determined by the SOTS, governs the response time to a support request to the contractor.

Priority Level	Description
Severe	Critical functionality failure exists with excessive risk to the ability of Connecticut's election officials to use the system. System or application catastrophic failure has occurred or is very likely to occur imminently.
High	Desired functionality is not as indicated in the requirement. There is a high risk that the application will not perform critical functions. The issue stops Connecticut's election officials from performing a function. No workaround is available.
Medium	Desired functionality is missing, or the application misses election officials' expectations for delivering the functionality. A temporary workaround is available. Some risk exists. It may be inconvenient to Connecticut's election officials for a period of time not to exceed two weeks.
Low	Desired functionality is missing, or the application misses election officials' expectations for delivering the functionality. Workaround is available. No risk exists. The matter is a cosmetic problem.

The SLA shall include four levels of onsite and telephone software support at the SOTS central server locations for 24/7 coverage with varying levels of response time depending upon the level of priority established by the SOTS and the election period.

Peak Election Period (60 days prior to & 60 days after any election)	
Priority Level	Response Time
Severe	1-hour phone response, 4-hour onsite response
High	2-hour phone response, 8-hour onsite response
Medium	8-hour phone response, 24-hour onsite response
Low	24-hour phone response, 5 day onsite response

Non-Peak Election Period	
Priority Level	Response Time
Severe	2-hour phone response, 4-hour onsite response
High	8-hour phone response, 24-hour onsite response
Medium	24-hour phone response, 5 day onsite response
Low	48 day phone response, 10 day onsite response

The SLA shall contain a description of the escalation procedure that the contractor will follow to handle support calls and assure a timely resolution of support and maintenance requests, satisfactory to the SOTS.

The service level agreement shall provide for:

- Hardware support.
- Updates to the software or hardware in a timely manner for changes required by law regarding all system functions.
- Periodic system updates for enhancements requested by the SOTS.
- A software enhancement program that includes a regular schedule of software updates.

n) Billing Procedures and Payment Method: The contractor shall provide an invoice no later than the 30th of the month following the month worked for all work that has been accepted and approved by the SOTS. Payment shall be made after the completion of each milestone (defined by the Payment Schedule), the acceptance of the deliverables by the SOTS, and receipt of an acceptable invoice from the contractor.

The following individuals (or designees) must accept the deliverables before the payment will be authorized:

- Project Manager
- Director of the Legislative and Elections Division
- Agency Information Technology Manager

o) Performance Penalties and Rewards: All deliverables and performance measures in this RFP will be monitored by SOTS. Notwithstanding any conflicting terms and conditions, any and all performance issues (including untimely performance, failure to provide deliverables, etc.) must be resolved or corrected to the satisfaction of SOTS before payments will be made. The SOTS reserves the right to determine if withholding of payment is warranted.

PROPOSAL FORMAT AND CONTENT

Proposal Format and Content

The State discourages overly lengthy and costly proposals. However, for the State to evaluate proposals fairly and completely, vendors must follow the format set out herein and provide all of the information requested.

Proposal Transmittal letter: The transmittal letter must include, at a minimum, the following:

- A brief statement of the vendor's understanding of the work to be done.
- Indication if the vendor intends to use subcontractors or if the proposal is submitted as a joint venture.
- The complete name and address of the vendor's firm, including the name, mailing address, telephone number, and email of the person the state should contact regarding the proposal.
- A statement confirming that, by signing the proposal's transmittal letter, the vendor certifies they will comply with those items outlined in this proposal.
- A statement confirming that the vendor's firm meets the minimum Prior Experience.
- A statement and evidence that the vendor meets any professional license(s) or certification requirements required by law.
- A statement confirming that the vendor's firm has no intellectual property conflicts with third parties.
- A statement that the person signing the transmittal letter is authorized to legally bind the vendor.
- The signature of the person(s) empowered to legally bind the vendor.

A vendor's failure to include these items in the proposal may cause the proposal to be determined to be non-responsive, and the proposal may be rejected.

Executive Summary: The summary should provide a high-level overview of the proposal that provides the SOTS with an overall understanding of the vendor's proposal. The summary should be prepared in such a manner as to make it understandable to individuals not familiar with the terminology peculiar to a project of this type.

Technical Solution for the Project

The proposal must present a full and complete description of the technical solution the vendor intends to employ and illustrate how the technical solution will serve to accomplish the work outlined in the Scope of Work Section. The technical solution should be thoroughly described, with the rationale for the vendor's

recommendations explained. The proposed technical solution must address the following aspects of the project:

Methodology Used for the Project

Vendors 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 state's project schedule. The proposed methodology must address the following aspects:

1) Proposed Project Approach: The proposal must provide an overview of how the vendor will approach the project, methodology, and a description of the various phases the vendor will use to frame the project schedule and activities. Include any experience or usage of the approach and phases being proposed in other projects of similar nature. As part of the description of each phase, outline and identify all activities, tasks, milestones, and deliverables that will be addressed during each phase of the project.

2) Proposed Project Schedule: The proposal must include a preliminary project schedule, that includes milestones and estimated delivery dates for all deliverables. The preliminary schedule should provide the SOTS with a clear understanding of the vendor's proposed time frame for the project, from start to completion.

3) Warranty and Annual Maintenance: Provide a narrative that outlines the provisions covering the warranty of hardware and software components of the solution. As part of the narrative, identify the warranty period of system components and the period when maintenance costs will begin. Describe what is included, excluded, and the duration of the proposed warranty and maintenance agreement. The vendor will provide an M&O proposal with the annual costs associated.

4) Documentation: Describe the documents the vendor typically delivers on a system application of this type, including the documentation format (hardcopy, online, etc.), documentation type (technical, user, etc.), and frequency of updates.
Management Plan for the Project

The vendor selected in response to this RFP must provide experienced, qualified professionals to ensure the success of the project.

Vendors 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 state's project schedule. The management plan for the project must address the following elements:

Resource Management Plan: Provide a high-level summary of the vendor's proposed resource management plan, including the following:

- a) An organizational chart showing proposed team members and defining all key functional, technical, and management roles of, and reporting relationships among, team members.
- b) Detailed list showing each individual proposed to serve on this project, with a complete description of their role, responsibilities, estimated percentage of time the individual will be dedicated to the project, and experience with voter scanner and tabulator systems. Include resumes for proposed personnel, describing each individual's educational background, experience, and any other pertinent professional information that demonstrates the individual's qualifications and experience as related to a project of this type.
- c) Confirmation that the vendor commits that the proposed personnel will actually be assigned to the project and will not be reassigned to other projects without the explicit written approval of the SOTS and that the SOTS will have the right to cancel any and all agreements with the vendor if specific personnel proposed by the vendor will not be available for the project.
- d) Confirmation that the SOTS retains the right of approval over all proposed personnel, including potential substitutions to those proposed in response to this RFP, and that the vendor commits to replace project personnel whose performance is unsatisfactory to the SOTS with other personnel whose experience and skills are acceptable to the SOTS.

Project Monitoring: Describe the vendor's proposed strategy for ongoing project management throughout the life of the project, including the metrics and other indicators the vendor will utilize to monitor the project's progress towards its goals and execution of the project schedule, as well as monitor and identify risks associated with the project and what the vendor will do to mitigate known risks.

Joint Venture and/or Subcontractors: If the vendor is submitting a proposal as a joint venture, the vendor must submit a copy of the joint venture agreement, which identifies the principals involved and their rights and responsibilities regarding performance and payment. If a vendor intends to use subcontractors, the vendor must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Experience and Qualifications

The proposal must present a full and complete description of the vendor's qualifications to complete the requirements in the Scope of Work Section.

1) Company Overview: Provide information about your company, its capabilities, and why it should be selected for this project. The overview should describe the kinds of projects the vendor's firm typically performs.

Describe evidence of company stability and ability to perform required work for this project. Include items such as number of years in business, number of employees, employees with voter scanner and tabulator experience, and company location(s). The vendor may provide additional information demonstrating the strengths it can bring to this project.

2) Relevant Business Experience and References: Vendors must provide a summary of every comparable voter scanner and tabulator system (or similar project) serving as the prime contractor the vendor implemented within the last ten years. The summary must include information relating to the solution implemented, including if it was a COTS solution or custom developed, and if COTS, the amount of customization required, if any.

The summary must also describe if the project was successfully completed, completed as originally scheduled (if not, the extra time required to complete), and within the original bid amount (if not, include the dollar amount of the overage). A list of each jurisdiction and/or entity the system was implemented for must also be included in the summary.

Additionally, the summary must disclose any litigation the vendor has been involved with over contract performance.

Vendors must provide at least three references, with at least one being from a jurisdiction where the vendor successfully developed, installed, and implemented a centralized voter scanner and tabulator system with a minimum of 3,000 tabulators. Each reference must include:

- Customer name, customer contact name, title, current telephone number, and email
- Project description
- Overview of original project schedule and actual completion/final implementation date
- Original project budget and final total cost with savings/overage documented
- Number of internal users of the application system
- Number of registered voters and/or records in the system
- Number of transactions processed (average daily/monthly/yearly)
- Description of architecture used

Referenced projects should demonstrate the vendor's capability in the following areas:

- Requirements gathering and definition
- System design
- System development
- Conversion

- Security
- Testing
- Training
- Project Management

The SOTS reserves the right to contact and verify, with any and all firms with whom the vendor has been known to have conducted business, the quality, and degree of satisfaction for such performance.

3) Financial Status: Vendor must provide company financial information. This information must include, at minimum, how long the company has been in business and whether or not it is a wholly owned subsidiary of another company. If the company is publicly traded, include a financial statement for the last two years, which includes, at minimum, a profit and loss statement and a balance sheet. If the company is not publicly held, submit a copy of the company's most recent financial statement and organization/financial structure of the company. All financial information (except public information for a publicly held company) will be treated as confidential and shall be used for this proposal only.

The vendor shall also include a statement of the vendor's other contractual obligations that might have an influence on the capabilities of the vendor to perform the conditions of the contract (i.e., shared personnel) or whose financial condition is deemed to be a risk to the SOTS for successful performance of the contract. The SOTS may disqualify from consideration any vendor who is involved in bankruptcy proceedings.

Cost Proposal

Vendors must include in their proposal 1) A one-time TOTAL FIXED PRICE for the statewide voter scanner and tabulator system. 2) An ANNUALIZED ongoing cost for hardware, software, labor and miscellaneous costs.

The TOTAL FIXED PRICE must include all hardware, software, equipment, maintenance, support, and all additional miscellaneous expenses associated with fulfilling the RFP requirements. Proposals received that do not include a total fixed price shall be considered non-responsive and shall not be evaluated.

The ANNUALIZED ongoing cost must include all hardware, software, equipment, maintenance, support, and all additional miscellaneous expenses associated with fulfilling the RFP requirements. Proposals received that do not include an annualized ongoing price shall be considered non-responsive and shall not be evaluated.

Cost proposals must include the cost of the following:

- a) hardware costs – identify all the hardware costs associated with the proposed system;
- b) software costs - identify all the software costs associated with the proposed system;
- c) labor costs - identify all the labor costs associated with the proposed scope of work, including a total estimate of hours necessary. Include hourly rates for work identified and approved that is beyond the scope of this RFP; and
- d) miscellaneous costs – identify any and all miscellaneous expenses associated with the proposed system.
- e) Items such as; SAAS, tool cost, credentialing, document generation, etc.

Vendor's Presentation

Vendors must provide an on-site presentation of the proposed statewide voter scanner and tabulator system. The presentation will be limited to 6 hours and should allow for questions. Presenters must include key personnel identified in the proposal.

Offers must provide an agenda that outlines the contents of their presentation no less than two days prior to the presentation date. The agenda must include the presentation's significant points related to this RFP's requirements.

The goal of the presentation is to give the selection committee members a clear understanding of the proposed solution and how that solution will meet the overall requirements.

Vendors are encouraged to, at a minimum, include the below listed topics during the presentation/demonstration.

- a) A brief overview of the company that includes previous experience implementing similar projects and why the vendor should be selected for the project.
- b) Brief conceptual description of the proposed architecture, including diagrams and vendor's reasons for selecting the proposed architecture.
- c) A discussion of the technical, cost, and schedule risks and a description of what efforts are planned to reduce those risks.
- d) High-level overview of the proposed schedule and background as to how the proposed schedule was determined.
- e) High-level overview of the vendor's management strategy of the project.
- f) Thoughts, comments, or strategies relating to the proposed statewide voter scanner and tabulator system's ability to provide the additional capabilities desired by the SOTS.
- g) Any other item the vendor believes will provide the selection committee members with a clear understanding of the solution being proposed and the vendor's ability to meet the requirements of this RFP.



ATTACHMENT 1

System Requirements and Process/Procedure Flows

Process/Procedure Descriptions:

Vendors shall define their workflow for the following processes.

1. Ballot Layout and Design. Describe the workflow between municipal officials and other stakeholders. Also, describe the ability to interface with Election Management Systems (e.g., for ballot definition or reporting results).
2. Electronic voting machine programming.
3. Logic and accuracy testing.
4. Start and end-of-day process.
5. Procedures, equipment, instructions, and time required for the ROVs and Town Clerks in the cities and towns to prepare the proposed system for use in an election.
6. Total vote tabulation at the precinct, town, and state levels.
7. Tabulation of write-in votes.
8. Result reporting includes election night reporting of both local and aggregate results.
9. Recount vote process.
10. Comparison Risk Limiting Audits based on CVRs. Describe how to export CVRs and how ballots are imprinted.
 - a. Describe any identifier imprinting capability of the system and physical protections to ensure this imprinting mechanism does not have the ability to alter voter intent. For voter-facing electronic voting machines, identifiers must be random using a cryptographically secure pseudorandom number generator.
 - b. Describe why CVRs (and any other information used to conduct an RLA) only disclose the votes appearing on the set of ballots and not any further information, such as the images of ballots or the order in which they were cast.
 - c. Describe the CVR format.
11. Producing and exporting ballot manifests.
12. Memory card security, storage, and handling.
13. Ballot security, storage, and handling.
14. Electronic voting machine security, storage, handling, maintenance, and upgrades.
 - a. Describe the average support requirements for other customers that have adopted this solution. Break down by election cycle setup, election day support, and telephone support.
15. All methods/procedures or installed devices or software for vendor tracking system hardware and software usage.
16. The project implementation plan for the cities and towns of the State of Connecticut. Such a plan shall include the necessary time to conduct user and public education

to ensure proper and efficient use.

- a. Describe your supplied method for educating voters on using all electronic voting machines in the proposed system.

Overall System Requirements

1. Any electronic voting machine in the proposed system shall be certified according to VVSG 1.0 or higher.ⁱ The Vendor shall provide certification documents as part of their proposal.
2. The Vendor shall complete the VVSG 2.0ⁱⁱ requirements matrix as part of their proposal for any electronic voting machine in the proposed system.
 - a. For all requirements of VVSG 2.0 that The Vendor is not compliant with, they shall indicate a date for compliance or an explanation for why their system will not satisfy that requirement.
3. The Vendor shall indicate whether they will apply for VVSG2.0 certification of any electronic voting machine that will be part of the deployed system on Jan. 1, 2026. The vendor shall include the cost to upgrade the system to VVSG 2.0 certification as an option.
4. Logic and accuracy testing software.
 - a. Software should accept input of candidates, offices, ballot positions, final tallies, and a number of test ballots.
 - b. Software should generate a ballot per page with some undervotes.
5. Any ballot marking device in the proposed system must allow the Voter to handle and directly deposit their ballot in a tabulator.
6. No electronic voting machine in the proposed system shall have any external network connections. If network support exists, it must be disconnected at the hardware level.
7. The vendor shall allow the State and its designees to perform any action needed on the proposed system necessary to safeguard CT elections.
 - a. The vendor shall supply in escrow for the duration of the contract:
 - i. copies of all source code files required to develop the system object code and firmware.
 - ii. any utilities, hardware, and instructions required to operate and upgrade the voting system.
8. The proposed system must provide a means for the state to lay out and program ballots independent of the Vendor. The Vendor shall also provide an alternative option, with a separate price in the proposal, to provide ballot programming.
9. Ballot support
 - a. The proposed system must provide support for multiple ballot pages, sides, and sizes.
 - b. The proposed system shall be capable of ingesting ballots printed on demand by commodity printers. Describe supported paperweight.
 - c. The proposed system shall be capable of ingesting ballots marked by an external ballot marking device.
10. Describe how the proposed system can evolve as state statutes change. The Vendor shall indicate their support for:
 - a. early voting, which began in Connecticut in 2023,

- b. rank choice voting, indicating both recording and round-by-round tabulation support, and
- c. risk-limiting audits (see procedures above).

Support for CT Elections

1. The proposed system shall display, or accommodate, the names of the political parties and party designation either in columns or horizontal rows immediately adjacent to the column or row occupied by the candidate or candidates of the political party or organization. This may be accomplished by the “Vote By Office” format
2. It is desirable for the vendor to provide software to automatically lay out the electronic voting machine ballots and sample ballots in one operation.
3. The election set-up parameters shall accommodate multiple candidates, offices, and parties as specified in Connecticut law.
4. The proposed system shall provide for all voting options and specifications as provided for in Connecticut Election law.
5. The proposed system shall generate all required master and distributed copies of the election setup data in conformance with the definition of the ballot for each polling place and electronic voting machine.
6. The proposed system shall accommodate voters regardless of their ability to read. Explain how the proposed system allows all voters to cast a ballot.
7. Describe support for multiple ballot pages, sides, and sizes.
8. The proposed system shall comply with election statutes. State here how the proposed system complies with Connecticut and Federal Statutes.
9. The proposed system shall provide a means of recording votes cast for candidates for any office whose names do not appear on the ballot. Please explain how the proposed system handles write-in votes and how such procedure complies with Federal and State Laws, Statutes, and Regulations.
10. Electronic voting machines must provide a means for moderators to check the total number of cast ballots during election day.
11. Official voting data reports for each electronic voting machine shall comply with the requirements of the Connecticut Elections Code.
12. Other than HAVA, Statutory, regulatory, or other required reporting, the Proposer should provide a means for the Secretary of the State to design, develop, and produce custom reports from the information available and accessible in the proposed systems memory modules or storage media.

ⁱ <https://www.eac.gov/voting-equipment/voluntary-voting-system-guidelines>

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