

**ADVERTISEMENT  
FOR THE USE AND BENEFIT OF  
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive Reverse Auction Bids to be submitted electronically via the Neshoba County website at [www.neshobacounty.net](http://www.neshobacounty.net) with said Reverse Auction occurring via invitation on a date and during a time to be specified from qualified vendors in response to this solicitation for acquiring the following equipment:

Turnkey Election System including Precinct Scanners, Ballot-Marking Devices,  
Accessories, Software, Testing, Rental Services and Training

Detailed specifications for the above described equipment and bid submittal forms may be obtained from the Neshoba County Board of Supervisors office at the Neshoba County Courthouse, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or on Neshoba County's website at [www.neshobacounty.net](http://www.neshobacounty.net). Neshoba County, Mississippi will determine if compliance with the specifications exist before accepting any bid.

**INSTRUCTIONS TO BIDDERS:**

All responses to the solicitation for said system shall be returned, with detailed proposals included therewith, less the fixed price amount to be bid, in a PDF document format, and submitted electronically at [www.neshobacounty.net](http://www.neshobacounty.net) under the correct bid solicitation, by 10:00 AM, local time, on Monday, February 4, 2019.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary. It is not the intent of these specifications to limit the bidding to any particular make or manufacturer of equipment or provider of services, but rather to select such equipment and services to provide for specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish the minimum necessary standards only and bids submitted on materials, equipment and services equal thereto, at the sole discretion and determination of Neshoba County, shall be considered.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 7<sup>th</sup> day of January 2019.

/s/ GUY NOWELL  
\_\_\_\_\_  
GUY NOWELL, CLERK  
BOARD OF SUPERVISORS  
NESHOPA COUNTY, MISSISSIPPI

Publication dates: January 16<sup>th</sup> and January 23<sup>rd</sup>, 2019

# Request for Proposals (RFP)

Turnkey Election System including Precinct Scanners,  
Ballot Marking Devices, Accessories, Software,  
Testing and Training

Neshoba County Board of Supervisors  
Neshoba County, Mississippi

January 7, 2019

Proposals Due  
February 4, 2019 at 10:00 AM local time

Reverse Auction  
To Be Determined by Invitation

Award (Anticipated)  
February 19, 2019

## BACKGROUND INFORMATION

Neshoba County, Mississippi, acting by and through the Neshoba County Board of Supervisors, with authority and responsibility for the conduct of elections vested in the Neshoba County Circuit Clerk and Neshoba County Election Commissioners is seeking to replace the existing voting system with a new turnkey election system for the conduct of elections in Neshoba County.

Neshoba County is currently utilizing eighty (80) AccuVote TSX Terminals and one (1) AccuVote OS Scanner with Ballot Box and is seeking to upgrade to all new precinct scanners with associated ballot marking devices for each precinct, new software for reporting, implementation services for the new system, training on the new system, post-warranty support and maintenance and rental services for equipment for the 2019 and 2020 election cycles.

## RFP OVERVIEW

Neshoba County is requesting proposals for a single source turnkey election system solution from an established elections systems provider that will provide and support the equipment acquired to ensure maximum benefit from the investment made.

The Turnkey Elections System to be acquired will include twenty-five (25) or more precinct scanners, twenty-five (25) ballot-marking devices, necessary accessories for both, elections reporting software, implementation services including training and testing, hardware and software warranty, support and maintenance and post-warranty maintenance and support. Further, for the 2019 and 2020 election cycles the proposing vendor shall provide a cost for rental of one (1) or more additional precinct scanners and one (1) or more additional ballot-marking devices for use during the primary and general election cycles, including runoff elections if necessary, as an option for the County to consider. Rental of up to five (5) additional precinct scanners and two (2) additional ballot-marking devices for the 2019 and 2020 election cycles shall be guaranteed by proposing vendor.

The proposing vendor shall also be afforded preferential consideration for a trade-in allowance of existing voting equipment including one (1) AccuVote OS Scanner with Ballot Box and eighty (80) AccuVote TSX Terminals, to be exercised at the option of the County.

While the first year or one year of hardware and software warranty from date of delivery shall be included in the turnkey election system price, the vendor shall offer an annual post-warranty period of a minimum of three years for license, maintenance and

support fees for hardware and software provided. The cost for the annual support fees shall be stated lump sum and shall be billable annually or monthly by mutual agreement of the County and proposing vendor.

This overview provides the general description for the single source turnkey election system being solicited by Neshoba County. It is the responsibility of the proposing vendor to ensure that all components necessary for this complete system is included in their proposal for a turnkey project.

It is expected that this single source solution will be a modern election system solution supplied by a single vendor, implemented by a local solution provider with factory trained local staff capable of providing quick response to the ongoing support needs of Neshoba County, both routine and emergency. Neshoba County requires the solution provider to provide onsite training of the solution provided to administrative and technical staff who will be performing the day-to-day preparation for elections as well as maintenance and upkeep of the system acquired.

It is expected that the system proposed will be fully functional and available for productive use by Neshoba County within 60 calendar days of the date of issuance of the purchase order to the selected vendor. The project award date is February 19, 2019.

The successful bidder for this project will be selected as soon as possible by the County upon receipt and analysis of the proposals presented and qualification to participate in the reverse auction. Upon notification of award the successful bidder will immediately order the required hardware and software upon receipt of the purchase order. All systems will be installed and tested to be operational no later than the dates previously specified. The vendor will supply adequate support staff onsite to quickly address all technical issues that may arise during implementation and training.

*List of Election System Equipment and Services to be included in Turnkey Election System Solution Provided*

- Twenty-five (25) or more Precinct Scanners
  - Each Precinct Scanner shall include a tote bin, a plastic ballot box with steel door and e-bin, reverse wound paper roll, internal backup battery, and minimum 4 GB Jump Drive with a minimum one (1) year warranty.
- Twenty-five (25) Ballot-Marking Devices

- Each Ballot-Marking Device shall include the terminal, internal battery backup, ADA keypad, headphones, 4 GB flash drive, power supply with AC cord, case and a minimum one (1) year hardware warranty.
- Operational, Counting and Reporting Software
  - Will include all required operational software, web-based hosted results software, county-level election-night reporting software and a minimum one (1) year maintenance / warranty on all software.
- Implementation Services
  - Will include all required implementation services including equipment and software training for election commissioners, circuit clerk and staff, technical staff and poll-worker train-the-trainer training. Will also include installation and acceptance testing. A *Poll Manager's Guide* and *Poll Worker Training Guide* shall also be provided by the vendor.
- Ancillary Costs
  - Will include all shipping and handling costs associated with acquisition of the turnkey election system and other costs not previously specified that must be included.
- Post Warranty Maintenance and Support Costs
  - Will include an annual cost for a minimum three (3) year post-warranty period including license, maintenance and support fees.
- Rental Costs
  - Will include the cost for rental of one (1) or more precinct scanners and one (1) or more ballot-marking devices up to a maximum of five (5) precinct scanners and two (2) ballot marking devices for the 2019 and 2020 election cycles. This will include the primary and primary run-off (if applicable) and the general and general run-off (if applicable).

### General Specifications

- Overall Requirements
  - All equipment must be new, newly manufactured, not reconditioned or refurbished in any way.
  - The system must have the ability to support numerous ballot styles on a single voting unit.
  - The system must support multiple splits in a precinct.

- The system must support combined precincts, where more than one precinct is voting at the same location, on either the same or a different ballot style.
- Provide for the privacy of votes throughout the election process.
- Have the ability to support the Choctaw language ballot.
- Be able to withstand frequent loading and unloading, stacking, assembling, disassembling, reassembling, and heavy use, without damage to internal circuitry. Be transportable, without damage to internal circuitry. Transportation conditions may include extremely bumpy roads and possibility of exposure to extreme heat and cold, dust, and other environmental elements.
- Require minimal assembling/disassembling of parts.
- Ensure long product lifecycle by including long-lasting components that allow for replacement or additional components that match the original components.
- Require minimal maintenance during storage.
- Precinct Scanner Hardware
  - The scanner unit shall have a display of at least 12 inches diagonal to present information clearly to the users.
  - The scanner unit must have a touch screen for voter, county staff and poll worker input.
  - The scanner unit must allow for easy access, requiring less than one minute, to access the imaging sensors for cleaning and diagnostics.
  - Allow easy access for clearing of jammed ballots, with no tools required and ability to clear the jam in under one minute.
  - The scanner unit must contain a lithium-ion battery backup that provides power for the unit for a minimum duration of two (2) hours of continuous use. The battery must recharge automatically when power is restored to the system. The battery charger must be integrated into the system. A system that requires the battery to be removed and charged on a separate charger will not be considered as qualifying under this requirement.
  - The scanner unit must provide functionality to charge the unit without turning the unit on.
  - The scanner unit shall provide the battery charge level.
  - The scanner unit shall allow for the capability for expansion through USB hub or ports.
  - The scanner unit shall have the ability to lock access to the input feed tray while not in use.

- The scanner unit shall have the ability to provide an ink stamp on valid cast ballots to prevent rescanning by a poll official.
- The scanner unit shall have the ability to securely update all product firmware without disassembling the unit or breaking the disassembly seals.
- The scanner unit must accept ballots in all four orientations including: face up, face down, top first or bottom first.
- The scanner unit must support a mixture of paper ballots that are single-sided and double-sided within the same election.
- The scanner unit must support the use of paper ballots composed of multiple ballot sheets.
- The included ballot box must have a removable bin that allows for collection of ballots without requiring the poll workers to touch the voted ballots.
- Be fully lockable and have no exposed communication ports.
- Precinct Scanner Functionality
  - The unit shall clearly display the public count during voting sessions.
  - The unit shall have a simple poll opening procedure.
  - The unit shall provide clear and concise messages to tell voters what to do when an exception on the ballot being voted is encountered. Exceptions include over voted, under voted, blank, etc.
  - The unit shall hold the entire ballot within the unit for privacy while exception messages are displayed.
  - The unit shall make clear to the voter how to cast a ballot.
  - The unit shall make clear to the voter when voting action is complete.
  - The unit shall have an icon indicator that tells the poll worker when the AC power connection (external power) is not available.
  - The unit shall provide an audio signal that tells the poll worker when the unit is not operating under AC power.
  - The unit shall have on-line help, voter feedback shall be presented in a clear and concise manner utilizing graphical and color attributes.
- Scanner Software / Firmware
  - The scanner system shall be able to provide diagnostics that allow the viewing of the scanned ballot images, marks detection and digital readings taken by the unit.
- Precinct Scanner Flexibility of Ballot Design and Layout
  - The system shall have the ability to adjust all row and column widths.

- The system shall support eleven (11), fourteen (14), seventeen (17) and nineteen (19) inch ballot pages.
- The ballot layout application must create PDF files that can be utilized with either digital or offset ballot printing.
- The system shall not require preprinted paper ballots for precinct tabulation.
- The system shall not require hand-marked ballots for precinct tabulation.
- Ballot-Marking Device
  - The ballot-marking device provided shall ensure all voters possess the same opportunity to independently cast his or her vote regardless of their physical limitations or disability.
  - The ballot-marking device must be configured to operate without assistance provided by a poll worker in selecting the accessibility feature(s) for the voter.
  - The ballot-marking device must provide both audio and visual ballot information at the same time.
  - The ballot-marking device must have an internal battery backup to supplement AC power.
  - Be fully lockable and have no exposed communication ports.
- Election Management Software
  - All confidential data that is saved to removable media (USB stick, flash card, or other similar device) must be encrypted using AES and a bit strength of 128 or higher.
  - The election management software must have built-in templates which allow the user to copy the ballot layout format from one election to the next election.
  - The election management software must allow custom templates to be saved and copied from one election to another.
  - The election management software must provide for a results output that can be displayed on the web.
  - The election management software must allow results to be reviewed on a periodic bases throughout the tabulation process, at all levels.
  - The election management software must be able to import data from the Mississippi Statewide Elections Management System (SEMS) for layout of election coding.
  - The election management software must be able to export election results for import into SEMS.
  - The system must interface with the SEMS voter registration system for uploading tabulation results.



- Vendor Requirements
  - The proposing vendor must be able to provide on-going and emergency election day support for the solution solicited.
  - The proposing vendor must have access to the software/firmware source code and trained software engineers familiar with the software to make on-going changes/updates to the system.
  - The proposing vendor will provide a secure system in response to this RFP that will ensure the integrity of elections.
  - The proposing vendor will provide the specifications for a computer required to operate the election management software.
  - Vendor must have prior experience managing elections for a jurisdiction comparable with the size of the procuring county based on number of registered voters.
  - Vendor must have the internal infrastructure to support and maintain the systems including repair parts for the next 10 years.

### Overall Solution Requirements

In responding to this RFP the solution provider shall include all hardware, software, installation and configuration services and expenses, ongoing maintenance and support services, any additional support options, rental costs and other costs broken out separately with submission of the reverse auction bid. While all of the components are to be included in the total price for the system, annual support and maintenance shall not be included in the total system price but shall be included for consideration as an annual maintenance contract.

Annual Maintenance and Support shall include the following:

- On-call Emergency Response
- On-Site Hardware Response
- Certified Technician Support
- Troubleshooting and Repair
- Software Upgrades
- Firmware Upgrades

The annual maintenance and support shall be specified as a yearly lump sum cost for the post warranty three (3) year period. Maintenance and support shall be paid monthly or annually upon mutual agreement.

Neshoba County has attempted to provide information that may be of benefit in formulating this proposed solution, but it is the responsibility of the vendor to ensure

their proposal is accurate, complete and capable of providing a complete and functional turnkey election system for Neshoba County.

Bidder shall warrant all equipment to be free from defects in material and workmanship, and to operate in accordance with these specifications for a period of not less than one (1) year from date of delivery.

Products manufactured and assembled in the United States shall receive preferential consideration.

Questions or requests for information (RFI) in regard to this RFP should be directed to County Administrator Jeff Mayo at 601-656-6281 or [jmayo@neshobacounty.net](mailto:jmayo@neshobacounty.net). All formal RFI inquiries should be written (electronically or mechanically) and responses will be provided in same manner.

#### Response Format

The format of the response to this solicitation is left to the proposing vendor but said response shall include all necessary information to ensure that Neshoba County is able to make an informed decision in regard to the solution proposed.

***It should be noted that Neshoba County is subject to Mississippi Open Records Law. As a result, Neshoba County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record.***

#### Proposal Submission

Neshoba County requires the proposal to be submitted as described in the Instructions to Bidders Section on Page 1 of this solicitation

#### Proposal Timeframe

Solicitation for bids will begin on January 7, 2019 and conclude with the reverse auction upon pre-qualification of the specifications provided in response to this request. Upon submission and opening, bids and proposals may not be withdrawn for a period of 60 days from the date of bid and the Neshoba County Board of Supervisors will make the final determination in acceptance or rejection of any bid.

### Proposal Evaluation Criteria

The following is the criteria which will be utilized to weigh the lowest responsive and responsible bidder:

1. Vendor Qualifications – to include responses from references
2. Quality and Completeness of Proposal Submitted
3. Compliance with Implementation and Training Requirements
4. Warranty, Support Services and Maintenance Requirements
5. Compliance with System Requirements
6. Pricing of Components
7. Trade-In of Existing Election Equipment

Neshoba County reserves the right to disqualify any non-compliant vendors and solutions and reserves the right to reject any and all proposals submitted.

### Project Award

It is the intent of Neshoba County to award this project to a single qualified vendor who can provide all of the required capabilities. Neshoba County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this RFP in the best interest of the County.

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to Neshoba County with price and other factors considered.

In the event that an award results from this RFP, then the winning bidder agrees that Neshoba County will be held harmless for any lawsuits resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

### Payment Terms

Each proposal shall include a statement of the standard payment terms for a project of this type. Neshoba County reserves the right to negotiate payment terms upon contract award but generally does not issue payment until all equipment and systems are installed and functioning correctly.

NESHOPA COUNTY BOARD OF SUPERVISORS  
Turnkey Election System  
**OFFICIAL BID FORM**

FOR SUBMISSION OF REVERSE AUCTION BID
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For: Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi

We are pleased to submit the following bid for:

with all items and equipment to provide a Turnkey Election System solution for Neshoba County for the price specified below:

Price Complete, As Specified: \_\_\_\_\_ (← **REVERSE AUCTION BID**)

Delivery and Installation Time: \_\_\_\_\_ (Calendar Days)

Bid is: \_\_\_\_\_ as per specifications, taking no exceptions

\_\_\_\_\_ taking only those specification exceptions listed by letter attached and referenced to page numbers specified (no alternate bids are accepted)

Annual Post-Warranty Support and Maintenance Cost: \_\_\_\_\_ per year

Acquisition of One (1) or more additional Precinct Scanners: \_\_\_\_\_ each

Acquisition of One (1) or more additional Ballot-Marking Devices: \_\_\_\_\_ each

Rental of One (1) or more Precinct Scanners for 2019/2020 election cycles: \_\_\_\_\_ each

Rental of One (1) or more Ballot-Marking Devices for 2019/20 election cycles: \_\_\_\_\_ each

Trade-In Allowance of Existing Voting Equipment: \_\_\_\_\_ lump sum – to be deducted from complete price specified above if option is exercised by County.

As required in the overall solution requirements the vendor must provide all costs broken out separately with this official bid form.

Selling Company Name: \_\_\_\_\_

Manufacturer of Solution: \_\_\_\_\_

FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_