

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**ELECTION MANAGEMENT SYSTEM (HARDWARE AND SOFTWARE)**  
**FOR**  
**COUNTY CLERK**

**DUE BY: August 9, 2017**

## 1.0 Information

The Outagamie County Clerk's office oversees the elections in Outagamie County. This office is coordinating the purchase and implementation of an election management system for all municipalities within Outagamie County, with the exception of City of New London and Village of Wrightstown. The City of New London is using Dominion Imagecast Evolution and the Village of Wrightstown is using ES&S DS200 and they will not be receiving newer equipment tabulators. However, the proposing vendor should report interface solutions to receiving their returns on election night.

The County is seeking proposals for an election management system with comprehensive software (along with sufficient staff training to conduct in-house use of the system) to provide the following; programs media for equipment tabulation in all county tabulators proposed (currently all municipalities use precinct level machines; consideration of central count equipment may be part of the future election solution); burns media onto drives for distribution to municipalities to be used with equipment tabulators and possibly central count tabulator(s); produces precinct ballot proofs for printer readiness; and products election night results to the County Clerk's Office for efficient reporting to the public, by precinct, of all tabulated contests and referenda results provided by the proposed election tabulators and possible central county tabulator(s).

The system must include functionality, components, storage capabilities and maintenance features that support and enable the basic election process listed below:

1. Ballot preparation and distribution of ballots to voting stations
2. Precinct and absentee voting
3. Vote tabulation and reporting

The system will serve the needs of municipalities located within Outagamie County. The system should include all hardware and software required to implement a complete system to collect, tally and transmit voting data from 52 polling locations to the Outagamie County Clerk's Office. The system must provide for all required reporting and auditing of elections and maintain all required records in archive.

## 2.0 Elections Overview

### *Most Recent Election*

At the most recent election, April 4, 2017, there were 93 reporting precincts, with 115 different ballot styles. Currently, there are 53 polling locations with an additional polling location in the City of Appleton located entirely within another county.

### *2016 Presidential Election*

In the November 2016 General Election, voter turnout was approximately 68% of eligible voters and 85% of registered voters. Attached to this document is a detailed listing of the number of voters and absentee voters in the November 2016 General Election (Attachment A). In considering the number of election tabulators required for future elections, proposers should consider the election data presented on the attachment. The November 2016 General Election is being used as a baseline for determining a cost share arrangement with municipalities. The election had the largest number of voters who voted (95,707) in a four-year cycle with the largest number of absentee voters (32,756) who voted in the same period.

#### *Outagamie County – Current Equipment Utilized*

Outagamie County's municipalities currently utilizes five different manufactured optical scan equipment (two which are newer), two different methods of complying with ADA requirements for handicapped voters (Dominion Edge and Automarks), and has ten municipalities that also hand count paper ballots. A list of municipalities and the type of equipment currently in use is attached (Attachment B).

#### *Outagamie County – Current Process of Election Night Returns Reporting*

To report results, the Outagamie County receives municipal precinct returns via telephone, fax and email. The reported returns are reported utilizing the Outagamie County GIS system, utilizing ArcGIS server. Attached to this RFP is an explanation of the current information with the Outagamie County GIS system (Attachment C).

#### *Outagamie County – Current Process of Programming & Printing Ballots*

Outagamie County utilized various contract vendors for programming equipment and various printers for set-up and printing ballots. Input to the contract vendors is completed by the Outagamie County Clerk's Office, the City of Appleton, and two adjacent counties. Equipment includes programming election tabulators, ADA compliance equipment, and Automark Flashcards to appropriately read and mark the ballots.

### **3.0 Minimum Qualifications to Propose**

The proposing solution must meet the following minimum qualifications in order to submit be proposed –

- The system proposed must currently meet all requirements set forth in Wisconsin Statute Chapter 5, election equipment, Wisconsin Elections Commission (WEC) administrative code, The U.S. Election Assistance Commission (EAC) and any other applicable state and federal laws and regulations at the time of RFP release.
- The system must meet all requirements of Wisconsin Law for election equipment and the components and system together must be certified by WEC by September 1, 2017.
- System must provide ADA compliance, including non-visual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation in the voting process (including privacy and independence) as for other voters.
- Must reset to a state such that the next voter cannot learn how the previous voter voted.
- Voting equipment must provide a totals tape.
- Must have the capability to count, tally and electronically transmit votes from polling places to the County.
- System must include Paper Optical Scan Ballots (other options if certified by the WEC will be considered).
- The County will consider responses for equipment that is currently in the process of being certified to meet the requirements set forth. However, if the system is in process of certification, the equipment must be certified no later than September 30, 2017.

### **4.0 Project Scope**

The vendor will be required to provide the expertise, hardware, software and services to migrate from the current election system, plan, design, create, configure, install and test the new election system and any other services required but not specifically identified to fully implement a new

election system.

Reference Attachment D for further details on the Project Scope.

Additional information regarding the project is located in Attachment E. Attachment E shall be used by the vendor to aid them in their proposal submittal and what features shall be fully explained in their proposal.

## **5.0 Evaluation**

Proposals will be evaluated on a variety of criteria which include:

- Solution Proposed
- Organizational Qualifications
- Project Schedule
- Experience
- Cost

## **6.0 Insurance & Indemnification**

The awarded vendor must comply with the requirements as set forth in Attachment F. Attachment F must be completed and returned with your proposal. The Certificate of Insurance is only required from the vendor upon award.

## **7.0 Confidential Information**

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal records may not be available for public inspection prior to the award of the contract.

Any proposals submitted in conjunction with this request will become a public record and consequently, open for complete public inspection. If there are confidential or proprietary sections of proposals which should be exempted from this requirement, Proposer(s) must complete Attachment G. Only items specifically referenced on Attachment G will be considered. If Attachment G is not included with your proposal, it will be assumed nothing is marked confidential. Additionally, you may include Attachment G and list nothing. Notification of the county's determination on such requests will be made prior to release of any of the information in the proposal.

Information cannot be kept confidential unless it is a trade secret.

Trade secret is defined in § 134.90(1)(c), Wis Stats. As follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

Cost and references are not able to be marked confidential.

## 8.0 **Proposal Submittal and Requirements**

Reference the requirements on Attachment E.

Failure to provide all requested information may result in the rejection of your proposal.

## 9.0 **Contact Information**

### **System Information**

Lori O'Bright  
Outagamie County Clerk  
(920) 832-5079  
[Lori.Obright@outagamie.org](mailto:Lori.Obright@outagamie.org)

### **Purchasing Policy & Procedure Information**

Nicole Schoultz  
Outagamie County, Procurement Coordinator  
(920) 832-6083  
[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

## 10.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a proposal may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any updates online at [www.outagamie.org](http://www.outagamie.org) then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 11.0 **County Reservation**

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval

from Outagamie County.

- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

#### **12.0 Closing Date & Submittal**

Proposals will be received up to 2:00 pm CT, August 9, 2017.

Send or deliver proposals to –  
Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St  
Appleton, WI 54911

Neither email nor fax proposals will be accepted.

#### **13.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

#### **14.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

#### **15.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM  
ELECTION MANAGEMENT SYSTEM**

**Proposals Due:** August 9, 2017 -- 2:00 CT

**Send/Deliver Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St (4<sup>th</sup> Floor, Finance Dept)  
Appleton, WI 54911

**Include all information as requested in Attachment E**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name / Title: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_