

Election Management and Voting System

Request for Proposal

Point of Contact:

Steve Pate
MIS Director
Sauk County MIS
608-355-3542
Fax: 608-355-3526
spate@co.sauk.wi.us

Proposal Submittal Address:

Sauk County Clerk
505 Broadway, Rm #144
Baraboo, WI 53913

Clearly Mark Proposal:

Voting System Proposal

Dates:

Responses Due by: 4:30 p.m. CST, June 10, 2015

Written Questions Due No Later Than: June 1, 2015

All correspondence related to this RFP document must be directed to the point of contact listed above. Any questions regarding the specifications should be written and submitted via email or fax.

| | |
|--|-----------|
| PART ONE: INTRODUCTION AND GENERAL INFORMATION | 3 |
| 1. INTRODUCTION | 3 |
| 2. ORGANIZATION..... | 3 |
| 3. DEFINITIONS..... | 3 |
| 4. CORRESPONDENCE WITH SAUK COUNTY..... | 3 |
| 5. BACKGROUND INFORMATION..... | 3 |
| PART TWO: SPECIFICATIONS | 5 |
| 1. SYSTEM REQUIRMENTS..... | 5 |
| 1.1. Critical Requirements | 5 |
| 1.2. Functional Requirements | 5 |
| 1.3. Network and Interface Requirements | 5 |
| 2. SERVICES REQUIRED..... | 5 |
| 2.1. System Installation, Configuration and Migration..... | 6 |
| 2.2. Training..... | 6 |
| 3. FUNCTIONAL REQUIREMENTS WORKSHEET..... | 7 |
| PART THREE: GENERAL REQUIREMENTS STANDARD TERMS AND CONDITIONS..... | 14 |
| PART FOUR: PROPOSAL SUBMISSION INFORMATION | 16 |
| 1. REQUIREMENTS OF CONTRACTOR | 16 |
| 2. EVALUATION PROCESS | 17 |
| 2.1. Evaluation Criteria..... | 17 |
| 2.2. Interviews and Demonstrations..... | 17 |
| 3. AWARD..... | 17 |
| 4. RIGHT TO REJECT..... | 17 |
| PART FIVE: COST PROPOSAL / SIGNATURE PAGE | 18 |
| Cost Proposal Worksheet..... | 19 |
| Addendum 1 – Example Reports | 21 |

PART ONE: INTRODUCTION AND GENERAL INFORMATION

1. INTRODUCTION

This document constitutes a request for competitive proposals from qualified individuals or firms to provide computer hardware/software and/or related services in accordance with the terms and conditions set forth herein.

2. ORGANIZATION

This document, referred to as a Request for Proposal (RFP), has been divided into the following parts for the convenience of the contractor:

| | | |
|------------|---|--|
| Part One | - | Introduction and General Information |
| Part Two | - | Specifications |
| Part Three | - | General Requirements, Terms and Conditions |
| Part Four | - | Proposal Submission Information |
| Part Five | - | Cost Proposal / Signature Page |

3. DEFINITIONS

For the purpose of this RFP the proposing vendor will be referred to as Vendor or Contractor and Sauk County will be referred to as County.

4. CORRESPONDENCE WITH SAUK COUNTY

Any request for additional information regarding this Request for Proposal must be directed to the point of contact. Vendors should not contact any other County employee or official. Questions regarding specifications should be submitted in writing by email or fax.

5. BACKGROUND INFORMATION

Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 14 villages, and 3 cities. The County has an estimated population of 61,481. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a tax administration and collection effort, and other government related functions.

5.1. Technology Infrastructure

Sauk County Management Information Systems manages a centralized IT infrastructure for County operations. Server platforms employed include: Server 2008, Server 2012, IBM OS/400, Linux, and UNIX. Windows servers are deployed on a VMWare based virtual infrastructure. System backup is provided by a centralized disk to disk network backup system. Internet access is restricted by a firewall. User accounts are managed by a Microsoft Windows Domain.

5.2. Current System

Sauk County currently uses an optical scan system purchased in 1999 and a touch screen system purchased in 2006.

PART TWO: SPECIFICATIONS

1. SYSTEM REQUIREMENTS

Sauk County wishes to purchase and implement a centralized, County managed, electronic voting system to better serve the needs of 37 municipalities located within Sauk County, currently utilizing the County's voting system. The system should include all hardware and software required to implement a complete system to collect, tally and transmit voting data from 37 polling locations to the County. The system must provide for all required reporting and auditing of elections and maintain all required records in archive. Any system to be considered must meet all requirements set forth Wis. Stat. ch. 5, election equipment, and any other applicable state and federal laws and regulations.

1.1. Critical Requirements

Any system must meet all requirements of Wisconsin Law for election equipment and must be certified by GAB. To be considered, the following critical requirements are mandatory for any system:

- 1.1.1. The system must provide for ADA Compliance
- 1.1.2. The ADA voting equipment must reset to a state such that the next voter cannot learn how the previous voter voted.
- 1.1.3. The voting equipment must provide a totals tape.
- 1.1.4. The system should have the capability to count, tally and electronically transmit votes from polling places to the County

1.2. Functional Requirements

In addition to the critical requirements listed above, the County has a number of detailed functional requirements that the new system should be able to perform. Table 1 below contains the list of functional requirements. Contractors should indicate whether or not their proposed solution meets each of these requirements using the following codes:

F = Fully provided within the software as a standard feature
P = Partially provided within software as a standard feature
C = Customization or third party application required to meet specification
NA = Not available

Any requirements coded as P or C require an explanation of the feature and any customization required to meet the specification.¹

1.3. Network and Interface Requirements

It is expected that the selected system will be compatible with Sauk County's Virtual environment which has been standardized on VM Ware. In addition, the system should support automated, centralized, disk to disk backup and integrate in to the County's existing disaster recovery systems.

2. SERVICES REQUIRED

¹ An editable (MS Word) version of the table is available from the County's Point of Contact or for download on the County's website www.co.sauk.wi.us/rfps

May 22, 2015

2.1. System Installation, Configuration and Migration

The successful vendor will be required to perform all software installation tasks, configure necessary hardware and provide for the migration of existing records (as required) to implement the proposed solution. Any required computer or network hardware will be provided by the County to meet the vendor's system specifications. Below is a list of typical tasks which will be required:

- 2.1.1. Configuration of server to meet system specifications
- 2.1.2. Configuration of appropriate backup procedures for system tables
- 2.1.3. Configuration of workstation clients
- 2.1.4. Configuration of interfaces to other County Systems
- 2.1.5. Configuration of peripheral devices and equipment provided by the vendor

The above list is not intended to be all inclusive. It is the vendor's responsibility to identify all of the tasks necessary to produce a fully implemented system. It is expected that installation will begin no later than 30 days after a contract is signed with full implementation of system to be completed within 60 days.

2.2. Training

The successful vendor will be required to provide training materials and services for staff in the County Clerk's Office and the various municipal clerks, along with the appropriate training and reference materials to be used by staff performing system functions.

3. FUNCTIONAL REQUIREMENTS WORKSHEET

Complete the following table per the instructions given in 1.2 above. This table is available in electronic format from the contact listed on the cover page of this document.

| | Functional Requirement | Code (F, P, C, NA) | Remarks |
|----|--|-----------------------------|---------|
| 1) | General Requirements | | |
| a) | The election system should provide the ability for Sauk County staff to program all election tabulation equipment without any assistance from the vendor, should the County choose to do so. | | |
| b) | Vendor should provide programming services for all election tabulation equipment, as required. | | |
| c) | The election system should allow County staff to configure, maintain and reuse jurisdictional parameters such as political districts, municipalities, reporting units, polling places etc. | | |
| d) | The election system should allow County staff to insert reporting unit records without the need to renumber the current list. | | |
| e) | The election system should support global election variables that can be reused, in part or whole, such as the type of election, contests, candidates, offices and party, etc. | | |
| f) | The system should allow for reusable templates that can be used for editing or copying to create and define a new election. | | |
| g) | The election system should maintain a database of election types and allow for modification and reuse of some or all the data. | | |
| h) | The election system should support electronic import of the election data from the GAB system into the election system software. | | |
| i) | The election system should provide help resources to assist County staff. | | |
| j) | The election system should provide context-sensitive help to County staff. | | |
| k) | The election system should highlight required fields to aid users in data entry during election programming. | | |
| l) | The election system should provide auto-complete / auto-suggest during data entry (e.g., user types a few letters into a text field and the system suggests matching text strings). | | |

Voting System RFP

May 22, 2015

| | | | |
|----|---|--|--|
| m) | The election system should provide spelling and grammar check. | | |
| n) | The election system should support ballot creation and allow for ballot styles that apply to different Reporting units. | | |
| o) | The election system should allow for the set-up of ballot layouts including the support for number, types, and placement of columns; portrait or landscape layout; number and placement of vote targets; header shading options; font types and sizes; independence of front and back designs; English and Spanish language. | | |
| p) | The election system should have an ability to upload and securely manage commonly used images and document formats like .pdf, .docx, .jpg, .gif, .xml. | | |
| q) | The election system should generate ballots in electronic or paper format to review and proof the ballot layout. | | |
| r) | The election system should offer full functional testing with the ability to zero the test results without the need for vendor intervention. | | |
| s) | The election system allows County Staff to program the following: <ul style="list-style-type: none"> i. Reporting units ii. Contests iii. Candidates iv. Political Parties v. Ballot Styles vi. Reporting units per ballot style vii. Ballot styles per reporting unit | | |
| 2) | Equipment | | |
| a) | The voting equipment should offer both paper based voting and touch screen voting. | | |
| b) | The voting equipment should provide multi-language support to the voters. List the languages supported out of the box in the system. Spanish is required. | | |
| c) | The voting equipment should allow the tempo and volume of the auditory controls to be adjusted as needed. | | |
| d) | The voting equipment should handle over votes and under votes by providing clear instructions and options for the voter to review their ballot and allow an override should the voter decide to submit the ballot as completed. | | |
| e) | The optical scan voting equipment should support the configuration of bins to allow for segregation of | | |

Voting System RFP

May 22, 2015

| | | | |
|----|---|--|--|
| | write-in ballots. | | |
| f) | The optical scan voting equipment should be capable of reading colored ballots. List supported colors. | | |
| g) | The optical scan voting equipment should generate a notification when the machine accepts and records the ballot successfully. | | |
| h) | The optical scan voting equipment should generate an audio and visual notification when the machine rejects a ballot or encounters an issue with the ballot with clear instructions describing the issue. | | |
| i) | The audio notifications for either success or ballot rejection can be turned off by system admin. | | |
| j) | The audio notifications are selectable by system admin. | | |
| k) | The optical scan voting system should tabulate multiple paged ballots even when the pages are not fed in numerical order. | | |
| l) | For multiple paged ballots, the optical scan voting equipment should display the total number of pages scanned and pending scan. | | |
| m) | The optical scan voting equipment should handle previously folded ballots without causing jamming or other issues that would slow down the voting process. | | |
| n) | The optical scan voting equipment should handle ballot stickers without causing jamming or other issues that would slow down the voting process. | | |
| o) | The optical scan voting equipment should read ballots marked with any commonly available marking device, such as pencils and felt pens. | | |
| p) | The optical scan voting equipment should not read red ink (or some other undetectable/excluded color). | | |
| q) | The HAVA voting system should provide a clear, audible program for visually impaired voters. | | |
| r) | The HAVA voting system should allow authorized County staff to customize and reprogram the audio ballot content without support from the vendors. | | |
| s) | The election system should provide an audio / visual warning of power issues or low battery state. | | |
| t) | In the event of a power failure, the election equipment should support battery backup to continue with the vote collection and tally process for a minimum of 4 hours. | | |
| u) | The voting equipment should generate status and audit log reports. | | |
| v) | System must provide for a minimum of 150 Wards, | | |

Voting System RFP

May 22, 2015

| | | | |
|----|---|--|--|
| | 175 Reporting Units, 300 Ballot Styles. | | |
| w) | The totals tape should automatically print signature lines for a minimum of 7 election inspectors. | | |
| 3) | Vote Tabulation | | |
| a) | The election system should have the capability to tabulate results at the County level, providing one set of totals for each reporting unit including reporting units that may have multiple ballot styles. | | |
| b) | The election system should provide a report combining total votes cast between two or more devices at each polling location. | | |
| c) | The election system should provide a report combining total votes cast in a municipality for all polling locations. | | |
| 4) | Data Transmission | | |
| a) | The election system should allow for electronic transmission of results from the precinct tabulators. | | |
| b) | The election system should aggregate the results collected from the different types of voting machines. | | |
| c) | The election system should identify the polling location and confirm the receipt and validation of reported results when they are transmitted to the County Clerk's Office. | | |
| d) | The voting equipment should provide notification to election inspectors that results have been successfully transmitted to the County Clerk's Office. | | |
| e) | When authorized by the County Clerk's Office staff, the election system should allow for the retransmission of voting results after an initial transmission has been validly accepted. | | |
| f) | When authorized by the County Clerk's Office staff, the election system should allow for corrections to previously transmitted results. | | |
| g) | The election system should provide export of election results that can be transmitted to the County Clerk's Office website. | | |
| h) | The election system should provide file export for direct upload or electronic transmission of election results from the County Clerk's Office to the GAB CRS system. | | |
| i) | The election system should support the transmission of election test data in order to verify the proper operation of communication equipment and tallying software prior to an election. | | |
| 5) | Reporting | | |
| a) | The election system should provide standard reports | | |

Voting System RFP

May 22, 2015

| | | | |
|----|--|--|--|
| | <p>with the option to input user customization to include at a minimum:</p> <ul style="list-style-type: none"> i. Statement of votes cast: All races, State/Federal Races only, County races only.* ii. Election Summary Report: All races, State/Federal Races only, County races only.* <p>*examples attached as Addendum 1</p> | | |
| b) | The election system should identify, segregate and report uncounted ballots due to errors, write-ins, over votes and under votes. | | |
| c) | The election system should produce an Election Summary and Election Detail Reports. | | |
| d) | The election system should provide reports needed for a contest recount. | | |
| e) | The election system must allow the reproduction of the memory packs to perform a recount. | | |
| f) | The system should provide ad-hoc reporting which allows users to filter and select relevant data to be reported. | | |
| g) | The election system should provide for statistical reporting such as percentage of voter turnout. | | |
| h) | The system should generate an audit log report | | |
| i) | The election system should offer analytical reports preferably spanning multiple elections. | | |
| 6) | Technology and Security | | |
| a) | The system should employ a common programming process and interface for all equipment and devices used in Sauk County. | | |
| b) | <p>The system should support multiple connectivity options for secure data transmission to include:</p> <ul style="list-style-type: none"> i. Wired internet ii. Wireless Internet iii. Cellular Modem iv. Analog Modem (land line) v. Digital Modem (land line) vi. Direct network connection | | |
| c) | The system should support failover of backend data servers through virtualization. | | |
| d) | The election system should ensure data integrity in the event of a power outage. | | |
| e) | <p>The election management system should integrate into Active Directory and utilize domain user credentials and security settings - in the event the solution does not utilize domain security policy the system should:</p> <ul style="list-style-type: none"> i. The election system software should support | | |

| | | | |
|----|--|--|--|
| | <p>assignment of login IDs so that individual users are required to log into the system with their respective ID and password.</p> <p>ii. The election system software should have a built-in authentication mechanism that provides access only to valid authorized users.</p> <p>iii. The election system should require users to change their application passwords at regular intervals as set by the system administrator.</p> <p>iv. The election system should require users to input numerals, special characters etc. to improve password strength.</p> <p>v. The election system password policy should include minimum and maximum length for passwords.</p> <p>vi. After repeated failed login attempts, the election system should disable the user IDs for a specified period of time.</p> | | |
| f) | The election system should support maintenance of user roles that allow authorized staff members to perform tasks defined for their respective roles. | | |
| g) | The election system should track the completion of each defined step in the election programming process. | | |
| h) | The election system should generate audit logs of user actions as new elections are defined, modified or deleted. | | |
| i) | The election system should create an audit log of all programming changes performed by a user. | | |
| j) | The audit logs created by the election system should contain information related to the following actions: a. the user who performed an action; b. the date and time on which the action was performed and; c. the type of action performed (which field was changed and the value). | | |
| k) | The election system should be capable of logging audit files to a designated file location that is secure and not readily accessible to users. | | |
| l) | The election system should allow authorized users to delete/archive an election. | | |
| m) | The election system should be capable of being locked down to prevent changes after programming is complete. | | |
| n) | The voting equipment should maintain audit logs of | | |

Voting System RFP

May 22, 2015

| | | | |
|----|---|--|--|
| | actions performed. | | |
| o) | The election system should prohibit modifications to audit data or audit logs. | | |
| p) | The election system should provide alerts or notifications to a designated recipient when a particular action such as deleting or modifying a record is performed. | | |
| q) | Audit logs should be available for viewing and printing. | | |
| r) | The election system should generate backup files for archive or offsite storage. | | |
| s) | The election system should identify the polling location when the voting results are being transmitted to the County Clerk's office. | | |
| t) | The election system should identify which voting machines have transmitted their results and those that are pending transmission. | | |
| u) | The election system should have safeguards to prevent the acceptance of malicious or duplicate results during the results transmission process. | | |
| v) | The election system should have a built-in mechanism to check and verify that all test data is expunged before the system is rolled out into production. | | |
| 7) | Vendor Support | | |
| a) | Vendor provides onsite service - note typical response time in remarks field. | | |
| b) | Vendor will provide programming services for all equipment for a fee. | | |
| c) | Vendor provides 24 x 7 support for equipment and programming. | | |
| d) | Vendor provides training on system use to include: <ul style="list-style-type: none"> i. programming ii. operation iii. archiving iv. maintenance | | |
| e) | Vendor utilizes end user feedback for system improvement. | | |
| f) | Vendor holds user group training or meetings periodically | | |
| g) | Vendor provides additional memory devices for temporary use in the event of a recount. | | |

May 22, 2015

PART THREE: GENERAL REQUIREMENTS STANDARD TERMS AND CONDITIONS

SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are proposed, they must be identified by manufacturer, model number, and such other information necessary to establish equivalency. Sauk County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal.

DELIVERY: Deliveries shall be F.O.B. destination unless otherwise specified.

METHOD OF AWARD: Award shall be made to the lowest responsible, responsive vendor unless otherwise specified. Sauk County reserves the right to award based upon the evaluation of the proposals, which the County deems to be in its best interest.

PAYMENT TERMS AND INVOICING: Sauk County normally will pay properly submitted vendor invoices within forty-five (45) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

TAXES: Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below which is excepted by State Statutes.

Sauk County, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel, and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Sauk County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

Any terms or conditions that the vendor wishes to propose in a final contract must be included in the proposal, or they may not be considered upon final award. Any final contract must be acceptable to the County for legal sufficiency and compliance with the terms and conditions of the RFP.

APPLICABLE LAW: The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin.

It is understood that requirements of s. 59.52 Wisconsin Statutes do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.

May 22, 2015

ARBITRATION/APPEALS PROCESS: Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Clerk's Office, Sauk County West Square Building, 505 Broadway, Rm #144, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.

Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.

Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions, as stated above, shall apply.

SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

WARRANTY: Unless otherwise specifically stated by the Contractor, equipment purchased as a result of this request shall be warranted against defects by the Contractor for ninety (90) days from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.

CANCELLATION: Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the vendor to comply with the terms, conditions, and specifications of this contract.

PUBLIC RECORDS ACCESS: It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Contractor shall cooperate with Sauk County in the fulfillment of open record requests in accordance with Wisconsin's Open Meeting Law and the Federal Freedom of Information Act.

Proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

DISCLOSURE: If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the County unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.

MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

PART FOUR: PROPOSAL SUBMISSION INFORMATION

1. REQUIREMENTS OF CONTRACTOR

- 1.1.** The selected vendor must be able to provide the required equipment, software and services; and install, configure and provide for the migration of existing data (as required) for the proposed system.
- 1.2.** The selected vendor must be able to provide ongoing service, support and maintenance for the system.
- 1.3.** Each vendor shall submit a pricing worksheet (Part Five) and a hard copy of the proposal. All proposal documents must also be submitted in electronic format. Do not email electronic copies of the proposal prior to the final proposal submission date.
- 1.4.** Each vendor shall provide a detailed configuration document for the proposed system to include:
 - 1.4.1. Minimum and optimal server specifications and operating system requirements
 - 1.4.2. Minimum and optimal workstation specifications including supported operating systems
 - 1.4.3. Recommended backup procedures
 - 1.4.4. Supported database(s)
- 1.5.** Each vendor shall provide a written implementation plan to include a time line for each participant in the implementation and transition from the date of delivery and a detailed description of services provided for the installation, configuration and maintenance of the system.
- 1.6.** Each vendor shall provide a detailed training plan to include: a training outline, hours of training to be provided and material to be presented.
- 1.7.** Each vendor shall complete the functional requirements table (Table 1) included in Part Two of this document.
- 1.8.** Each vendor shall provide a detailed description any of the functional requirements coded C (customization required) or P (partially provided) as described under the Functional Requirements section of this document.
- 1.9.** Each vendor shall provide copies of the following from the proposed system:
 - 1.9.1. User Access Permissions Audit Reports
 - 1.9.2. Systems Access Audit Report
 - 1.9.3. System Error Reports
- 1.10.** Each vendor shall supply a list of three references for which they have installed similar systems.
- 1.11.** Each vendor shall provide a brief company profile including: how long the firm has been in business, number of employees, number of technicians available to provide service, average response time for service, the location from which technicians will be dispatched and the name, address, telephone, fax and contact information for the firm and a list of any Wisconsin Governments utilizing the proposed solution.
- 1.12.** If services will be provided by a third party vendor, include a brief history of the third party company including: how long the firm has been in business, number of employees, number of technicians available to provide services, location from which service technicians will be dispatched, average

May 22, 2015

response time for service calls and the name, address, telephone, fax and contact information for the firm.

1.13. All pricing shall be good for a minimum of 120 days after the RFP response date.

1.14. Proposals must be received by the required response date and time at the address specified on the front of this document. Proposals received after this date and time, or sent to the wrong location, may be rejected by the County.

2. EVALUATION PROCESS

2.1. Evaluation Criteria

After determining that a proposal satisfies the mandatory requirements stated in this Request for Proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request for Proposal shall be based on the best proposal received in accordance with the evaluation criteria stated below:

| | | |
|--------|--|-----|
| 2.1.1. | Cost | 20% |
| 2.1.2. | System Compliance with Specifications | 40% |
| 2.1.3. | Continuing Vendor Support | 15% |
| 2.1.4. | Vendor Reputation and Past Performance | 25% |

Sauk County reserves the right to negotiate the terms and conditions, including the price of any proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.

2.2. Interviews and Demonstrations

As part of the evaluation process, the County may conduct interviews or request demonstrations with the Vendors that provide the top ranked proposals. Demonstrations are to be held at the County's facilities and provided at the Vendor's expense.

3. AWARD

Sauk County will award to the Contractor who submits a proposal that is determined to be most advantageous to the County. In determining the most advantageous proposal, Sauk County reserves the right to consider criteria such as, but not limited to, quality of workmanship, design features, compatibility, standardization, past experience, delivery, installation, vendors past performance with the County and/or service reputation and service capability. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

4. RIGHT TO REJECT

4.1. This request does not commit the County to award any contract nor pay any costs incurred in the submission of a proposal.

4.2. The County reserves the right to reject any or all proposals at its sole discretion.

May 22, 2015

PART FIVE: COST PROPOSAL / SIGNATURE PAGE

The submission of a proposal shall be considered as a representation that the proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable Federal, State and Local regulations that affect, or may at some future date affect the performance of the contract.

The proper submission of this form by the proposer will be considered as the proposer's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and the Contractor, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the County, execution of this document by the proper County officials, and delivery of the fully-executed contract to the successful proposer. The contract may only be amended by written agreement by the Vendor and Sauk County.

The Contractor shall, as part of this purchase contract, agree that Sauk County shall not be subject to any price increases from the time the contract is accepted by Sauk County until project completion. Sauk County shall be able to acquire the equipment and services at the new price in the event of price reductions during this same period.

May 22, 2015

Cost Proposal Worksheet

The equipment and services listed below will be provided to the County at the prices stated. The County intends to procure a minimum of one voting and tally system for each of the 37 polling locations plus one for use in programming and a spare. The County reserves the right to change this number dependent on the needs of the municipalities and available budget.

| Description | Unit Cost | Total Cost |
|--|-----------|------------|
| Voting Management System Software with Installation and Configuration | | |
| Voting System for Polling Location² | | |
| Voting System Installation & Configuration (per polling location) | | |
| Annual Support Costs for Voting System (per polling location) | | |
| Annual Support Costs for Election Management Software | | |
| Training Costs for voting equipment | | |
| Training Costs for Election Management System | | |
| Additional Vote Tabulators | | |
| Additional Voting Systems | | |
| Annual Support for Additional Tabulators | | |
| Annual Support for Additional Voting Systems | | |
| Shipping | | |
| Total for System | | |

The contractor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the contractor and Sauk County.

² Based on one voting unit and one tabulator per location

Voting System RFP

May 22, 2015

AUTHORIZED SIGNATURE

Date

PRINTED NAME

Title

CONTRACTOR'S FIRM

ATTACH YOUR COST PROPOSAL TO THIS FORM AND RETURN IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THIS REQUEST FOR PROPOSAL.

Addendum 1 – Example Reports