



Respondent Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2019-002

**REQUEST FOR PROPOSALS
FOR
PURCHASE OF ELECTIONS EQUIPMENT**

**PROPOSALS DUE FEBRUARY 25, 2019
2:00 P.M.**

RFP NO. 2019-002

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RFP FOR PURCHASE OF ELECTRONICS EQUIPMENT

MANDATORY PRE-PROPOSAL CONFERENCE

In accordance with Section 262.0256 of the Texas Local Government Code, the County will hold a Mandatory Pre-Proposal Conference.

All Respondents must attend the scheduled Mandatory Pre-Proposal Conference:

DATE: WEDNESDAY, FEBRUARY 6, 2019

TIME: 10:00 A.M.
LATE ARRIVALS WILL NOT BE PERMITTED TO ATTEND!

LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TX 76196-0104

Note: There is No opportunity to remotely view the Mandatory Pre-Proposal Conference.

RSVP: Vendors planning to attend the Mandatory Pre-Proposal Conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, February 5, 2019.

Send RSVP'S to Christina Martinez, at (817) 884-2629.

Questions from vendors will be addressed at the Mandatory Pre-Proposal Conference. Any vendor who submits a proposal without attending the scheduled Mandatory Pre-Proposal Conference will have their proposal disqualified. Such applicant who submits a proposal and does not attend the scheduled Mandatory Pre-Proposal Conference waives any right to assert claims due to undiscovered conditions.

NOTE: Late arrivals will not be permitted to attend the Mandatory Pre-Proposal meeting. Anyone leaving prior to the conclusion of the meeting will be removed from the eligibility list and not permitted to submit a proposal.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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Tarrant County is soliciting proposals for **ELECTIONS EQUIPMENT** for **ELECTIONS ADMINISTRATION DEPARTMENT**.

THE ORIGINAL AND TWELVE (12) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE FEBRUARY 25, 2019 AT 2:00 P.M.

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures. "No-Bid" response to be returned on form included in section under forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax, therefore, tax must not be included in the proposal. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County.

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No oral explanation or instructions will be given by County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

CHRISTINA MARTINEZ, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to this proposal including but not limited to, the proposal document, questions and their answers, addenda and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Thursday, February 7, 2019. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

Proposal is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and answers, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires, Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

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The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if the County receives a request for a copy of the Proposal. Tarrant County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act.

Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public records request after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of proposal. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchasing Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

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Proposals will be considered non responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make award in the best interest of the County.

Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. Respondent being interested in any litigation against the County.
4. Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent past performance record with Tarrant County.
9. Limited competition.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The successful Vendor may not assign their rights and duties under an award without the written consent of Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. Vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and work space in order to conduct audits. Tarrant County will provide the vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

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TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (i) VENDOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT OR (ii) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDOR, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES, MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME, AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE, OR FEDERAL GOVERNMENT AGENCIES.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option be stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents, must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract, the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may be cause to remove the Vendor from the contract. Calling upon the secondary or alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primarily Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes_No

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County Vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in the contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? A "NO" answer could result in complete rejection of bid.

_____Yes_No

- 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. The information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Heights ISD	52. City of Big Spring	104. City of Farmersville
2. Allen ISD	53. City of Blue Mound	105. City of Ferris
3. Alvord ISD	54. City of Bonham	106. City of Floresville
4. Anderson County	55. City of Bovina	107. City of Floydada
5. Anna Fire Department	56. City of Bowie	108. City of Forest Hill
6. Aransas County	57. City of Boyd	109. City of Forney
7. Arlington ISD	58. City of Bridge City	110. City of Fort Worth
8. Armstrong County	59. City of Bridgeport	111. City of Frisco
9. Atascosa County	60. City of Brownwood	112. City of Gainesville
10. Aubrey ISD	61. City of Bryan	113. City of Galena Park
11. Bastrop County	62. City of Burkburnett	114. City of Galveston
12. Bell County	63. City of Burleson	115. City of Ganado
13. Benbrook Water Authority	64. City of Caddo Mills	116. City of Garland
14. Bethany Special Utility District	65. City of Canton	117. City of Gatesville
15. Bexar County	66. City of Carrollton	118. City of Georgetown
16. Birdville ISD	67. City of Castle Hills	119. City of Glen Heights
17. Blue Ridge Fire Department	68. City of Cedar Hill	120. City of Godley
18. Bosque County	69. City of Cedar Park	121. City of Granbury
19. Branch Fire Department	70. City of Celeste	122. City of Grand Prairie
20. Brazoria County	71. City of Celina	123. City of Grand Saline
21. Brazos County	72. City of Cibolo	124. City of Grapevine
22. Briar Volunteer Fire Department	73. City of Cleburne	125. City of Greenville
23. Brooks County Constables, Precincts 1-4	74. City of Cockrell Hill	126. City of Haltom City
24. Brown County	75. City of Colleyville	127. City of Haslet
25. Bulverde Police Department	76. City of Columbus	128. City of Heath
26. Burnet County	77. City of Combine	129. City of Hitchcock
27. Bynum ISD	78. City of Commerce	130. City of Horizon City
28. Cameron County	79. City of Converse	131. City of Hudson Oaks
29. Carroll ISD	80. City of Coppell	132. City of Huntsville
30. Carrollton-Farmers Branch ISD	81. City of Copperas Cove	133. City of Hurst
31. Castleberry ISD	82. City of Corinth	134. City of Hutchins
32. Cedar Hill ISD	83. City of Corsicana	135. City of Hutto
33. Chambers County	84. City of Crowley	136. City of Ingleside
34. Cherokee County	85. City of Cumby	137. City of Irving
35. City of Aledo	86. City of Dalworthington Gardens	138. City of Italy
36. City of Allen	87. City of De Leon	139. City of Jacksboro
37. City of Alvord	88. City of Decatur	140. City of Jefferson
38. City of Amarillo	89. City of Deer Park	141. City of Jonestown
39. City of Angleton	90. City of Denison	142. City of Keene
40. City of Anna	91. City of Denton	143. City of Keller
41. City of Arlington	92. City of DeSoto	144. City of Kennedale
42. City of Athens	93. City of Diboll	145. City of Kermit
43. City of Aubrey	94. City of Duncanville	146. City of Killeen
44. City of Austin	95. City of Early	147. City of Krum
45. City of Azle	96. City of Eastland	148. City of Kyle
46. City of Balch Springs	97. City of El Paso	149. City of La Vernia
47. City of Bangs	98. City of Electra	150. City of Lake Dallas
48. City of Baytown	99. City of Emory	151. City of Lake Worth
49. City of Bedford	100. City of Escobares	152. City of Lancaster
50. City of Bells	101. City of Euless	153. City of Laredo
51. City of Benbrook	102. City of Everman	154. City of League City
	103. City of Farmers Branch	155. City of Leander

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

156.	City of Lewisville	210.	City of San Angelo	260.	Decatur ISD
157.	City of Lindale	211.	City of San Benito	261.	Denison ISD
158.	City of Little Elm	212.	City of San Marcos	262.	Denton County
159.	City of Littlefield	213.	City of Sanger	263.	Denton County Fresh Water Supply Dist. No. 1-A
160.	City of Live Oak	214.	City of Sansom Park	264.	Denton ISD
161.	City of Lubbock	215.	City of Seagoville	265.	DeSoto ISD
162.	City of Lucas	216.	City of Sherman	266.	Diana Special Utility District
163.	City of Lufkin	217.	City of Sour Lake	267.	Duncanville ISD
164.	City of Lumberton	218.	City of Southlake	268.	Duval County
165.	City of Mansfield	219.	City of Southmayd	269.	Eagle Mountain-Saginaw ISD
166.	City of Marshall	220.	City of Springtown	270.	East Texas Council of Governments
167.	City of McAllen	221.	City of Stephenville	271.	Ector County
168.	City of McKinney	222.	City of Sulphur Springs	272.	Ector County ISD
169.	City of Melissa	223.	City of Taft	273.	Eddy County, NM
170.	City of Merkel	224.	City of Taylor	274.	El Paso County
171.	City of Mesquite	225.	City of Temple	275.	El Paso County Hospital District dba University Medical Center of El Paso
172.	City of Midlothian	226.	City of Terrell	276.	Electra ISD
173.	City of Mineola	227.	City of Texarkana, AR	277.	Ellis County
174.	City of Mineral Wells	228.	City of Texarkana, TX	278.	Erath County
175.	City of Morgan's Point Resort	229.	City of The Colony	279.	Everman ISD
176.	City of Murphy	230.	City of University Park	280.	Fannin County
177.	City of Nacogdoches	231.	City of Van Alstyne	281.	Floyd County
178.	City of Nederland	232.	City of Venus	282.	Fort Bend County
179.	City of New Braunfels	233.	City of Vernon	283.	Fort Bend County ESD #2
180.	City of North Richland Hills	234.	City of Waco	284.	Fort Worth Housing Authority
181.	City of Odessa	235.	City of Watauga	285.	Fort Worth ISD
182.	City of Ovilla	236.	City of Waxahachie	286.	Fort Worth Transportation Authority
183.	City of Palestine	237.	City of Weatherford	287.	Franklin County
184.	City of Parker	238.	City of Westworth Village	288.	Freestone County
185.	City of Pasadena	239.	City of White Settlement	289.	Frisco ISD
186.	City of Pelican Bay	240.	City of Whitesboro	290.	Grand Prairie ISD
187.	City of Perryton	241.	City of Whitewright	291.	Grandview Police Department
188.	City of Pharr	242.	City of Wills Point	292.	Grapevine\Colleyville ISD
189.	City of Plano	243.	City of Wilmer	293.	Grayson County
190.	City of Port Isabel	244.	City of Winnsboro	294.	Gregg County
191.	City of Poteet	245.	City of Wylie	295.	Grimes County
192.	City of Pottsboro	246.	Clay County	296.	Guadalupe County
193.	City of Princeton	247.	Clear Creek ISD	297.	Hardin County
194.	City of Ralls	248.	Cleburne ISD	298.	Harris County Emergency Services District #7
195.	City of Red Oak	249.	Cochran County	299.	Harris County Emergency Services District #10
196.	City of Rhome	250.	Collin County	300.	Harris County Emergency Services #24
197.	City of Richardson	251.	Collin County Community College District	301.	Harrison County
198.	City of Richland Hills	252.	Comal County	302.	Hawkins ISD
199.	City of River Oaks	253.	Cooke County	303.	Hays County
200.	City of Roanoke	254.	Coryell County	304.	Heart of Texas Region MHMR Center
201.	City of Robinson	255.	Cottondale Volunteer Fire Department	305.	Henderson County
202.	City of Rockwall	256.	Crowley ISD		
203.	City of Round Rock	257.	Dallas County		
204.	City of Rowlett	258.	Dallas/Fort Worth International Airport Board		
205.	City of Royse City	259.	Dallas ISD		
206.	City of Runaway Bay				
207.	City of Rusk				
208.	City of Sachse				
209.	City of Saginaw				

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

306.	Hill County	352.	MHMR of Tarrant County	394.	Richardson ISD
307.	Hood County	353.	Midland County	395.	Rockwall County
308.	Hopkins County	354.	Midway ISD	396.	Round Rock ISD
309.	Housing Authority of the City of Austin	355.	Milam County	397.	Sam Rayburn ISD
310.	Humble ISD	356.	Mills County	398.	San Jacinto College District
311.	Hunt County	357.	Montgomery County	399.	San Patricio County
312.	Hurst Euleless Bedford ISD	358.	Montgomery County Emergency Services District No. 10	400.	Schleicher County
313.	Hutchinson County	359.	Montgomery County Hospital District	401.	Seabrook Vol Fire Dept.
314.	Idea Public Schools	360.	Mount Pleasant Police Department	402.	Senior Center Resource and Public Transit, Inc. of Hunt County
315.	Irving ISD	361.	Mount Vernon PD	403.	Seven Points Fire Rescue
316.	Jack County	362.	Nacogdoches County	404.	Sherman ISD
317.	Jasper County	363.	Navarro County	405.	Smith County
318.	Jefferson County	364.	Nevada Volunteer Fire Department	406.	Springtown ISD
319.	Jefferson County Drainage District #7	365.	New Caney ISD	407.	South Montgomery Fire Department
320.	Jim Wells County	366.	Nolan County	408.	South Texas College
321.	Johnson County	367.	Normangee ISD	409.	SPAN, Inc.
322.	Johnson County Special Utility District	368.	North Central Texas Council of Governments	410.	Stephens County
323.	Karnes County	369.	North Texas Municipal Water District	411.	Sterling County
324.	Kaufman County	370.	North Texas Tollway Authority (NTTA)	412.	Stonewall County
325.	Kaufman ISD	371.	Northwest ISD	413.	Tarleton State University
326.	Keller ISD	372.	Nueces County	414.	Tarrant Appraisal District
327.	Kennedale ISD	373.	Olton Police Department	415.	Tarrant County 9-1-1 Emergency Assistance District
328.	Kerens ISD	374.	Orange County	416.	Tarrant County College District
329.	Kinney County	375.	Orange County Drainage District	417.	Tarrant County Emergency Services District 1
330.	Krum ISD	376.	Palo Pinto County	418.	Tarrant County Hospital District
331.	Lake Dallas ISD	377.	Panola County	419.	Tarrant County Workforce Development Board
332.	Lake Worth ISD	378.	Paradise ISD	420.	Tarrant Regional Water District
333.	Lamar County	379.	Parker County	421.	Taylor County
334.	Lamb County	380.	Parker County Emergency Services District 1	422.	Temple College
335.	Lampasas County	381.	Parmer County	423.	Terrell ISD
336.	Lavon Police Department	382.	Plano ISD	424.	Texarkana ISD
337.	Leon County	383.	Potter County	425.	Texas A&M University at Commerce
338.	Leonard ISD	384.	Public Transit Service of Mineral Wells	426.	Texas A&M University-Kingsville
339.	Lewisville ISD	385.	Quinlan ISD	427.	Texas A&M University-Texarkana
340.	Limestone County	386.	Rains County ESD #1	428.	Texas Alcoholic Beverage Commission
341.	Little Elm ISD	387.	Rancho Viejo Police Department	429.	Texas Dept. of Parks & Wildlife
342.	Lovejoy ISD	388.	Randall County	430.	Texas Dept. of Public Safety
343.	Lowry Crossing Volunteer Fire Dept.	389.	Red Oak ISD	431.	Texas Woman's University
344.	Lubbock County	390.	Red River County	432.	The Woodlands Township
345.	Mansfield ISD	391.	Refugio County	433.	Titus County
346.	Marilee Special Utility Dist	392.	Region 9 Education Service Center Wichita	434.	TML Multistate Intergovernmental Employee Benefits Pool
347.	Maverick County	393.	Region II Education Service Center (ESC)	435.	Tom Green County
348.	McKinney ISD			436.	Town of Addison
349.	McLennan County				
350.	McLennan Community College				
351.	Medina Valley ISD				

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

437.	Town of Argyle	481.	White Settlement ISD
438.	Town of Double Oak	482.	Williamson County
439.	Town of Edgecliff Village	483.	Williamson County Emergency Services District No. 3
440.	Town of Fairview	484.	Wilson County
441.	Town of Flower Mound	485.	Winkler County
442.	Town of Hickory Creek	486.	Winnsboro ISD
443.	Town of Highland Park	487.	Wise County
444.	Town of Lakeside	488.	Wood County
445.	Town of Little Elm	489.	YMCA of Metropolitan Dallas
446.	Town of Northlake	490.	Young County
447.	Town of Pantego	491.	Zapata County
448.	Town of Pecos		
449.	Town of Ponder		
450.	Town of Prosper		
451.	Town of Providence Village		
452.	Town of Sunnyvale		
453.	Town of Trophy club		
454.	Town of Westlake		
455.	Town of Westover Hills		
456.	Travis County		
457.	Travis County Emergency Services District #6		
458.	Travis County Healthcare District		
459.	Trinity River Authority		
460.	United States Marshals Service		
461.	University of North Texas		
462.	University of North Texas Health Science Center		
463.	University of Texas at Arlington		
464.	University of Texas at Dallas		
465.	University of Texas MD Anderson Cancer Center		
466.	Upper Trinity Regional Water District		
467.	Upshur County		
468.	Upton County		
469.	Van Alstyne ISD		
470.	Van Zandt County		
471.	Vernon ISD		
472.	Victoria County		
473.	Waco ISD		
474.	Walker County		
475.	Waller County		
476.	Ward County		
477.	Weatherford College		
478.	Weatherford ISD		
479.	Westminster Fire Dept.		
480.	Weston Volunteer Fire Department		

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **SURVIVABILITY:** All applicable service agreements that were entered into between Bidder and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the contract. At Tarrant County's discretion, existing Purchase Orders issued and accepted by Bidder shall survive the expiration or termination of the Contract.
6. **MINIMUM INSURANCE REQUIREMENTS:**
- A. Respondent shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1. Workers' Compensation/Employer's Liability:
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
– \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3. Auto Liability:
 - a. Combined Single Liability (CSL)
– \$500,000 per occurrence
 - B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
 - C. Required Provisions:
 - 1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, TX 76196 prior to work commencing.
 - 2. All certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 - 3. As to all applicable coverage, Policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4. All copies of the certificates of insurance shall reference the project name and Proposal number for which the insurance is being supplied.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
6. The Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.
7. **CRIMINAL BACKGROUND CHECK:**
 - A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
 1. Vendor must provide information, including but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a required Criminal Background Check Could affect the award of the contract or could result in termination of the contract..
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.
8. **INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**
 - A. The following is only applicable when Vendor is providing an Information Technology hosted or cloud solution:
 1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect's unauthorized access has or may have occurred. In the event of a suspected unauthorized access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
3. **Data**
All Tarrant County data will remain in the 48 contiguous states at all times.
4. **Right to Audit**
Tarrant County reserves the right to audit vendor datacenters which house Tarrant County Data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.)
9. There is no opportunity for remote attendance of the Mandatory Pre-Proposal Conference. Respondents are not allowed to call in to attend this meeting.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

STATEMENT OF WORK

I. PURPOSE:

- A. The purpose of this Request For Proposal (RFP) is to purchase Elections Equipment that will best fit the culture, processes and needs of the Tarrant County Elections Administration Department. Tarrant County is looking for technology that will address the concerns of our voters: security, transparency and accessibility. These will be the main criteria for scoring. Second to that, innovation, simplicity and efficiency will be considered.
- B. The Elections Administration wants to ensure that any system purchased will allow the County to participate, if approved in the future by the Commissioner Court, in the Countywide Polling Place Program (commonly known as the "Vote Center Model"). Although no assurances can be made of when or if Tarrant County would join the program, the need arises in this RFP to identify a solution that will not limit the County's ability to join the program.
- C. Tarrant County has decided to acquire a solution based on the **Hybrid** voting model, also known as **Ballot Marking**. This is, a solution where the voter interacts with a direct-recording electronic (DRE) machine that is capable of producing a paper trail, which must be afterwards scanned by the voter in order to be counted. This offer must be made for three thousand (3,000) DRE devices and four hundred (400) ballot scanners.
- D. Tarrant County has \$14,000,000 immediately available to purchase new voting equipment.

II. CURRENT ENVIRONMENT:

- A. Tarrant County is the third (3rd) largest county in the State of Texas, and the 16th in the nation. With slightly over 1 million registered voters, Tarrant County is required to run multiple elections throughout the year for more than 40 cities and 75 different entities (mostly cities and school districts).
- B. The County is currently divided in almost 700 precincts, which require hiring over 1,500 poll workers on a countywide election for working at more than 350 polling places. For early voting, the usual countywide election requires between 50 and 70 locations, which are open up to 14 days before Election Day (with varying schedules).
- C. Voter Registration data is maintained in a system called VOTEC Election Management and Compliance System (VEMACS), provided by VOTEC Corporation. This system holds, besides the records of each individual registered voter, the definitions of the districts, precincts, polling places and ballot types amongst other information. Data needed to create the election in the voting and tabulation system is extracted in text files and fed to the current Election Management System (EMS), after which the processes of ballot design and voting machine configuration are started.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

- D. Tarrant County currently uses two (2) types of voting machines, provided by HART Intercivic:
 - 1. Direct-Recording Electronic (DRE): these devices are used in Early Voting and Election Day. They do not provide a Voter-Verified Paper Trail (VVPAT).
 - 2. Ballot Scanners: these are used only on Election Day, they allow voters to cast hand-marked ballots at the polling places.
- E. In addition to the types of voting machines listed above, Tarrant County also uses high-speed scanners to process large volumes of Absentee Ballot By Mail (ABBM) mailed by voters to the main office. The high-speed scanner feeds the backend engine, where ballot images are interpreted and converted into electronic vote records.
- F. Tarrant County recently purchased Electronic Poll Books (EPB) from Tenex Software Solutions, for modernizing and upgrading the voter check-in process at the polls. These devices were used for the first time in the September 8, 2018 Tax Ratification Election.
- G. Once results are tabulated, Tarrant County uses an Election Night Reporting (ENR) tool, provided by Scytl, to share the information with the public in an interactive fashion. Static result reports in PDF format are also posted on the County's web site.

III. MINIMUM REQUIREMENTS:

- A. Once all requirements have been met, the vendor must be able to produce, and enter into, a contract that is approved by the Secretary of State of Texas, as per section 125.003 of the Texas Elections Code. The vendor must also commit to maintaining the solution certified during the contract term. Tarrant County reserves the right to offer award to the next highest scoring vendor if the vendor recommended for award does not enter into a contract that is approved by the Secretary of State of Texas.
- B. The vendor must provide a copy of the following documentation from the Technical Data Package (TDP) submitted to the EAC when applying for the certification:
 - 1. Backend installation procedures, including pre-requisites, users and roles configuration and security settings.
 - 2. Election set up including configuration settings, report definition and data import/export.
 - 3. Voting equipment manuals, including:
 - a. Installation and configuration.
 - b. Diagnostics and maintenance.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

4. Poll worker manuals, including:
 - a. Polling place set up steps.
 - b. Procedure for opening the polls.
 - c. Voting session activation, ballot casting and counting.
 - d. Exception procedures: provisional voting, spoiled ballots, etc.
 - e. Closing procedures and results collection.
 5. Central count procedures, including:
 - a. Election Setup.
 - b. Processing ballots of all types: absentee, early, election-day, limited and provisional.
 - c. Ballot interpretation (a.k.a. resolution or adjudication).
 6. Troubleshooting and Frequently Asked Questions manuals.
- C. Vendors MUST commit to integrating with current future Electronic Poll Book solutions acquired by Tarrant County.
- D. The solution offered must include:
1. An Election Management System (EMS) where the election project is created and configured.
 2. A Ballot-On-Demand system to generate Mail Ballots for voters who request them. This system will be used only at the main office of the Elections Administration. Each printer must be capable of printing full color, 2-sided ballots eleven (11) inches long at a rate of 25 ballots per minute. It must also support printing ballots up to nineteen (19) inches long.
 3. Voting and scanning devices, including all accessories and consumables needed for full operation: storage devices, power chords, cases, ballot boxes, etc.
 4. A high speed central scanning solution to be used for processing ballots that are mailed back by voters and accepted by the Ballot Board. The solution must be sized to scan, at least, one hundred and twenty (120) ballots per minute, eleven (11) inches long, at a minimum resolution of 200 dpi. It must accept ballots up to nineteen (19) inches long.
 5. A tabulation solution that is capable of processing all the results produced by the voting machines and generating all necessary reports. This system includes any and all components necessary for collecting results at temporary hubs on election night.
 6. The following services:
 - a. Training necessary for the Elections Administration to run the system without vendor intervention, including but not limited to: installation and configuration, user training, troubleshooting and maintenance.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

- b. On-site support for the first two (2) years in which the equipment is used, the specific dates will be determined by the Elections Department after award. Regardless of the specific elections selected, support for the following activities is to be included:
 - 1) Two (2) days of Election configuration.
 - 2) Two (2) days of Ballot design and testing.
 - 3) Three (3) days of Absentee Ballot By Mail (ABBM) generation and mail out.
 - 4) Three (3) days of processing returned ABBM ballot.
 - 5) Three (3) days of voting machine configuration.
 - 6) Poll worker trainer.
 - 7) Election-Day support.

IV. SCOPE OF WORK:

- A. Vendors are expected to respond in detail to each of these requirements. Simple answers like “Yes, this requirement is complied with” may cause the vendor to be deemed non-compliant.
- B. Evaluators are not required to assume anything that is not stated in the proposals, even if Vendors may be under the impression that Tarrant County staff is in possession of any kind of knowledge gathered at conferences or other public events.
- C. When requirements refer to “scanners” it is the vendor’s duty to specify information for both types of scanners being requested (precinct and high speed central scanners) whenever applicable.
- D. **HARDWARE**
 - 1. **HW01: GENERAL HW REQUIREMENTS**
 - a. For scanners, describe how the lifetime number of ballots scanned are tracked and how this counter is protected from being reset.
 - b. Describe user input interfaces. Tarrant County prefers a touchscreen.
 - c. For scanners, does your solution provide double-sheet detection? If so, describe this process.
 - d. Describe your storage redundancy scheme.
 - 2. **HW02: MAINTENANCE & TERMS OF WARRANTY**
 - a. For how many scans is the scanning technology guaranteed?
 - b. Describe the long-term maintenance schedule for the solution. Vendor should assume any and all costs related to any critical security vulnerabilities, discovered after purchasing the system.

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- c. Describe how Tarrant County personnel will be trained on repairs and maintenance.
- d. Is the vendor guaranteeing that all hardware included will be serviced through the contract period (including COTS hardware)?

E. ELECTION SETUP

1. ES01: VOTER REGISTRATION SYSTEM DATA UPLOAD

- a. Describe ALL software applications required to setup, run and manage the election. Provide a flowchart or any other diagram of how they interact.
- b. Describe steps and skills needed for the process of importing data.
- c. Does the system have the intelligence to prevent inconsistencies in the data loading process? Some examples are: state machine logic, administrative privileges required for certain activities, data validation features or warnings on out-of-sequence changes.

2. ES02: MODELING DISTRICTS, REGIONS & PRECINCTS

- a. Describe how the system models geographical (county, precinct) and political (districts) regions. Are they bound together or are they independent entities?
- b. Describe what and how many resources (e.g. ballot templates, audio files, text translations, reports formats, data exports, etc.) can be shared one election project to another.
- c. Is the solution able to differentiate types of contents from specific contests? Describe how.

3. ES03: CONSOLIDATION OF CONFIGURATION

- a. How many configurations, including and not limited to precincts and ballot types can be grouped into a single device? Describe.

4. ES04: MULTI-LANGUAGE SUPPORT

- a. List all languages that can be added to an election on ballots and screens.
- b. Describe the process of adding audio files for translations to the solution.
- c. Describe how a translated ballot is tested for accuracy and context.
- d. Can the system issue result reports in various languages? Describe.

5. ES05: BALLOT TEMPLATES

- a. Are there templates of sections of the ballots? Describe.
- b. How accessible are the collection of templates?

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- c. Can templates designed by third parties be used on the system? Describe how.
- 6. ES06: BALLOT DESIGNER
 - a. List ballot designer options offered.
 - b. What special skills are needed for designing ballots? Is a WYSIWYG (what you see, is what you get) editor offered?
- 7. ES07: PREVIEW OF BALLOT DESIGN
 - a. Describe the trueness of the ballot preview to the end product.
 - b. How early in the design process can the system begin to generate printed samples for proofing and review?
 - c. Can the system prepare a packet of ballot style samples automatically and eliminate the need to hand pick them?
 - d. Can the samples and previews be watermarked? Would the watermark be configurable?
- 8. ES08: CALCULATING BALLOT TYPES
 - a. Is there a rule-based process for generating ballot styles? Must the user create the ballot styles one-by-one?
 - b. Do the rules make use of the types of entities available (E.g. Type of Contest for precedence in the ballot layout)?
 - c. How does the system address the need to create limited and federal ballot styles? How much work is involved in creating all possible variations of limited and federal ballot styles?
- 9. ES09: L&A TESTING PREPARATION
 - a. Does the system assist in preparing the L&A (Logic and Accuracy) test? Describe items below:
 - 1) Help in creating and determining the pattern for testing the election.
 - 2) Ability to generate the print-ready files for testing the ballot scanners.
 - 3). Existence of Pre-Lat mode in the DRE.
- F. EQUIPMENT PROGRAMMING
 - 1. EP01: CONFIGURATION OPTIONS
 - a. Describe configuration options for the voting equipment.
 - 2. EP02: EQUIPMENT PROGRAMMING PROCESS
 - a. Describe the amount of time to prepare the equipment for the election.

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- b. Is there an option for programming multiple data storage devices?
- 3. EP03: PRODUCTION CONTROL MECHANISMS
 - a. What is the QA process in place for preparing the equipment?
 - b. How does the system help to prevent production errors? (E.g. program the same configuration twice and miss another one).
 - c. How is production monitored? Are there reports available to measure efficiency of the process and the operators?

G. POLLING PLACE SETUP

1. PP01: SIZE, TRANSPORTATION & STORAGE

- a. Provide the size of equipment packaged for transporting.
- b. Describe the space required for storage of units.
- c. Provide the weight of the packaged equipment for transporting.
- d. Describe the weight of equipment used to set up for election. Also describe the weight of equipment used for curbside voting.
- e. Tarrant County uses special containers to secure the equipment sent to the polling locations. In that regard, equipment that can fit the containers after being prepared for dispatch will receive additional points in the scoring. The dimensions of the containers are:

- Interior
 - Height --- 4 ft 9 in
 - Depth --- 2 ft ½ in
 - Width --- 3 ft 3 in
- Door
 - Height --- 4 ft 8 in
 - Width --- 3 ft 1 in
- Ramp
 - Width --- 2 ft 1 in



- f. List and detail any other components or accessories available that may help in the preparation and transporting of the equipment.

2. PP02: POLL WORKER USE

- a. List the number of parts involved in the setup of a polling place.
- b. Provide the amount of time and the process for opening an election.
- c. Describe the process or feature that allows election staff to ensure the equipment has been set up and started.
- d. Provide the amount of time and describe the process for closing the election.

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- e. How does the solution address the problem of printing results for all precincts when operating in Vote Center mode? How long will it take to print results in Tarrant County?

3. PP03: CONTINGENCY PROCEDURES

- a. Is an embedded diagnostics module provided in the voting machines?
- b. Can the equipment do troubleshooting (self-executed or use assisted) in the case of detecting an issue?
- c. Describe the help resources available: documentation, step-by-step videos, tutorials, etc.
- d. Does the solution operate on battery? How long is the battery life?
- e. What type of battery is used? Is the battery internal or removable? How are the batteries charged?

4. PP04: VOTING CONTINUITY

- a. Describe the continuity of the system and a machine after a failure. Does the solution offer a removable storage device for data transfer in case of failure?
- b. What is the process in case of damage to a storage device? If a scanner fails, do ballots have to be rescanned?

H. VOTING EXPERIENCE

1. VE01: INTERFACE DESIGN

- a. Describe steps for the voter to change language displayed on the voting machines.
- b. Describe how a voter would choose to “write-in” a candidate.
- c. How clear is the audio for the voter and poll worker?
- d. Is the number of votes cast and canceled displayed at all times for the poll worker to view? Is the data presented in real time?
- e. How helpful to the voter is the system in exception scenarios? (E.g. over votes, under votes, scanning jams, etc.)

2. VE02: DECISION MAKING FOR THE POLL WORKER

- a. How does the poll worker cancel an active voting session in a DRE if the voter decides to abandon it?
- b. What features does the system provide to ensure that the correct ballot type is given to the voter?

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- c. How does the system provide options for offering a limited ballot to a voter? Describe how the system determines offerings of limited ballots.
- 3. VE03: PRECINCT BASED OR VOTE CENTER VOTING ACCOMMODATION
 - a. Is the system able to accommodate switching from a polling place centered approach to a vote center model?
- 4. VE04: HANDLING OF PROVISIONAL VOTES
 - a. How is it ensured provisional paper ballots cannot be scanned on Election Day?
 - b. How does the system support tracking numbers for provisional ballots? What is the process for looking up the result of a specific provisional ballot?
 - c. What is the process to partially count provisional ballots or to duplicate them into another ballot style?
- 5. VE05: AMERICANS WITH DISABILITIES ACT
 - a. Describe how ADA features can be utilized. Will the voter be able to adjust preferences independently? How involved must a poll worker be in adjusting voter preferences?
 - b. Describe how a voter in a wheelchair can vote comfortably. Describe options for tilting the screen, reducing screen glare, adjusting height and reaching the voting screen.
 - c. How is curbside voting addressed?
- I. CENTRAL SCANNING
 - 1. CS01: CENTRAL SCANNING PROCESS
 - a. How integrated are the election set up and the tabulation sub-systems?
 - b. How does central scanning prevent an already scanned ballot from being scanned a second time?
 - c. Does the solution offer a scanning system that can separate ballots in different output trays?
 - d. Can the system be configured to require the user to review ballots that meet certain characteristics? E.g: overvoted ballots require a review by the user.
 - e. Can the system be configured to automatically accept ballots that meet (or not) certain conditions? E.g: ballots with no overvotes do not require a review by the user.

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J. BACKEND RESOLUTION

1. BR01: INTERPRETATION OF VOTER INTENT

- a. Does the system eliminate the need to duplicate voter ballots?
- b. Does the system allow partial counting of provisional ballots?
- c. Describe how the Tabulation system resolves write-ins for ballots marked on the DRE.

2. BR02: ADDING UOCAVA (UNIFORMED & OVERSEAS CITIZENS ABSENTEE VOTING ACT) BALLOTS

- a. Does the system integrate counts for overseas ballots provided by third party systems?

K. RESULTS REPORTING

1. RR01: REPORTING RESULTS

- a. Specify if and how results can be generated by:
 - 1) Geographical hierarchy
 - 2) Any specific jurisdiction
 - 3) Per precinct, regardless of how precincts are consolidated
- b. Describe how the system would allow users to simultaneously generate reports, export and import data into the system without any apparent loss of quality of service or data access concurrency issues.
- c. List and describe how the system is able to break down results into categories (i.e. mail ballots, early voting, polling place, and provisional ballots).
- d. List and describe how the system aids and allows the user to generate customized reports to meet open records requests.
- e. Does the solution provide a provisional ballot result lookup option?

2. RR02: RESULTS FOR THIRD PARTY SYSTEMS

- a. List and describe options for extracting results for third party systems.

L. DATA MINING

1. DM01: STATISTICAL REPORTS FOR DATA ANALYSIS

- a. List and describe the ability of the system to generate different statistical reports, i.e. statistics for language preferences on ballots cast and types of votes cast in each precinct.
- b. Does the system allow templates to be used for creating reports? Can they be reused from one election to the next?

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- c. List and describe specific statistics that can be exported.
 - d. Are there dashboards and other data visualization tools provided?
 - e. List and describe how the system aids and allows the user to generate customized reports to meet open records requests.
2. DM02: LOG EXTRACTION
- a. Describe how the system consolidates logs of devices deployed.
 - b. Describe the quality of the logs generated.
 - c. List and describe the features available for analyzing data consolidated in the logs.
 - d. List and describe how the system aids and allows the user to generate customized reports to meet open records requests.

V. ASSUMPTIONS & DEPENDENCIES

- A. Proposed solution is constrained by the existing compliance standards maintained by the Election Administration.
- B. All project planning will reflect alignment with Tarrant County change management processes and procedures.

VI. DELIVERABLES AND PAYMENT SCHEDULE

- A. Payment is collected after successfully delivering specific goods to the Elections Administrator. The following list defines the deliverables expected and the payment associated to each of them:

Deliverable	Explanation	% of Payment
D1 - Software installers	Installation media of the following applications: 1) EMS 2) Ballot-On-Demand 3) Voting devices. 4) Central Scanning 5) Tabulation System	15%
D2 - Documentation	All documents that satisfy the information requirement listed in the MINIMUM REQUIREMENTS section of this RFP.	15%
D3 - Hardware	Voting devices that make up the solution, including all of the needed accessories.	50%

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Deliverable	Explanation	% of Payment
D4 – Functional testing acceptance	<p>This deliverable includes:</p> <ul style="list-style-type: none"> • Test Plan – Provide documentation detailing the objectives, and processes for testing the proposed solution to meet Tarrant County Requirements. This document must be approved by the Elections Administrator. • Certificate of acceptance testing completion: this document will be issued by the Elections Administrator after the delivered products are tested as compliant with the test plan previously prepared. 	10%
D4 – End-User Training	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a training Plan which must include one or more of the following training options: <ul style="list-style-type: none"> A. Custom training materials. B. Training by class type (i.e. Admins, Power & Standard End-Users) /location, if known. <input type="checkbox"/> Provide end-user training for select personnel identified by the Election Administration. <input type="checkbox"/> Provide Administrative training for select personnel identified by the Election Administration and Information Technology Department. <input type="checkbox"/> User documentation – Provide customized user manual that describes core functions and user interactions of the proposed solution product. 	10%

VII. EVALUATION CRITERIA:

- A. Tarrant County will evaluate proposals on their compliance with are responsiveness to the requirements described herein, and will recommend the firms to be selected, which, in its opinion, are best suited to accomplish the required services for Tarrant County government.
- B. Evaluation will not rely solely on price, but will also consider adherence to specifications, qualifications, technical considerations, service experience, flexibility, cost effectiveness (to Tarrant Count and the residents), references, and services proposed, to determine the proposal that, in Tarrant County's opinion, best meets its needs.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

C. In order to receive full consideration, each proposal must offer comprehensive and thorough responses to all request included in the RFP. Evaluation criteria includes:

1. Pricing 300 points

a. Price score will be calculated based on the following formula:

$$\text{Lowest Respondent's Price} \div \text{Evaluated Respondent's Price} \times 300$$

b. All items must have a respondent price. This is an all or none solicitation.

2. References 100 points

3. Scope of Work/Specifications... 600 points

SECTION	MAX POINTS
Hardware	30.71
Election Setup	155.91
Equipment Programming	35.43
Polling Place Setup	87.40
Voting Experience	141.73
Central Scanning	18.90
Backend Resolution	30.71
Results Reporting	61.42
Data Mining	37.80

4. **TOTAL** **1,000 points**

VIII. PROPOSAL SUBMISSION:

A. Proposal submission should be prepared in a straightforward and concise manner, identifying clearly and succinctly any deviations, service enhancements, and other differences that exist between the RFP and the proposed services and features to be provided. Emphasis should be placed on responsiveness to the RFP requirements, completeness, clarity of content, and conformance to the RFP instructions.

B. If a contract is required for this project, Respondent must submit their boilerplate contract with this Proposal for legal review.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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C. Provide RFP response in the format and order listed below. All documentation should be in typed or written format on standard 8½ x 11 pages. Do not include any electronic submission such as CD's, DVD's or Flash Drives. Follow the response guidelines precisely. Tarrant County considers how well a respondent follows RFP instructions in evaluation of the responses.

1. **Price Forms: One (1)** copy of all eight (8) pages of the Price Forms **must** be filled out completely, printed, and **submitted in a separate sealed envelope!**
2. **Required Forms:** This section should be the first section of your response and should be the forms exactly as they are presented in the RFP document and in the order stated below. Do not add items such as headers or footers to these forms. Do not remake these forms into your own format.
 - a. Signature Form with signature.
 - b. Addendum Signature Form(s) with signature (if applicable).
 - c. Compliance with Federal and State Laws Form with signature.
 - d. References.
 - e. Deficiencies and Deviations Form.
 - f. HUB Certificate/Form for Disadvantaged Business Enterprises and HUB Certificate (if applicable). Please write N/A on the form if it is Not Applicable.
 - g. Confirmation of meeting the required insurance for this RFP (a sample certificate will suffice).
 - h. Draft Contract Vendor will enter in with Tarrant County.
 - i. Respondent's Proposed Technical Solution to Meet the Statement of Work – This section should provide a thorough written proposal to meet all requests and requirements stated in Sections III. and IV. of the RFP.

IX. PRESENTATIONS:

- A. The Vendor(s) may be invited to provide an oral presentation of the proposed solution to the Evaluation Committee.
- B. After the oral presentations, those Vendors may be re-scored for all Evaluation Criteria categories except Price and References.
- C. Tarrant County reserves the right at its sole discretion to determine if oral presentations are in the best interest of the County. Tarrant County is under no obligation to request presentations.

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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- D. A demonstration of the selected devices/equipment/solution may be required before the final contract approval. The County reserves the right to request said devices/equipment/solution be fully configured/operational for testing.

X. PROHIBITED COMMUNICATION:

- A. Any communication regarding this RFP with any Tarrant County elected official or judiciary; any member of the Evaluation Committee or any member of Elections Administration is strictly prohibited. Only communication methods approved in this RFP, include the pre-proposal conference and faxed questions, will be allowed.

XI. BEST AND FINAL OFFER:

- A. The Respondents presenting the proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
- B. Tarrant County reserves the right, at its sole discretion, to determine if pursuing BAFOs is in the best interest of the County. The County is under no obligation to pursue BAFOs.
- C. In the event the County elects not to pursue BAFOs, contract negotiation will be conducted immediately based on the final rankings previously described.

XII. CONTRACT NEGOTIATION:

- A. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from Elections Administration and various other Tarrant County Departments.
- B. The County reserves the right, at its sole discretion, to determine if pursuing contract negotiation is in the best interest of the County. The County is under no obligation to pursue contract negotiation.

XIII. AWARD:

- A. Tarrant County reserves the right to award to the highest-scoring Respondent meeting the specifications. Tarrant County also reserves the right to not award to any Respondent.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender-neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans, and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) is encouraged to participate in Tarrant County's Proposal process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provide and that the respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply required references will deem Respondent as non-responsive and will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent that if this Proposal is accepted, Respondent will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of the Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of the Proposal.

Respondent hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and understand the specifications and any attachments contained in this Solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature

X

Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

Date _____

Name _____

Title _____

Tel. No. _____

FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWELVE (12) COPIES MUST BE RETURNED WITH PROPOSAL!



Did you sign and submit all
Required Forms?

If not, your Proposal
will be rejected!

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES_____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT
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COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that it/he/she is not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWELVE (12) COPIES MUST BE RETURNED WITH PROPOSAL!

RFP FOR PURCHASE OF ELECTIONS EQUIPMENT

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements as outlined in this Proposal. Unless specifically listed, your response will be considered to be in FULL compliance with the Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the Proposal stipulated must be fulfilled at no additional expense to Tarrant County.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THE ORIGINAL AND TWELVE (12) COPIES SHOULD BE RETURNED WITH PROPOSAL!

NO-PROPOSAL RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ Project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303

Fort Worth, TX 76196

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

*Price all components that complete the Election Management System – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111.
Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.*

Respondent Name: _____

A. Election Management System (EMS)

	Price breakdown per year								
Component and Version	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
TOTAL	\$			\$			\$		

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

Price all components that complete the Central Ballot-On-Demand Solution for your system – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111. Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.

Respondent Name: _____

B. Central Ballot-On-Demand

	Price breakdown per year								
Component and Version	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
TOTAL	\$ _____			\$ _____			\$ _____		

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

*Price all components that complete a Voting Device for your system – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111.
Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.*

Respondent Name: _____

C. Voting Devices

	Price breakdown per year								
Component and Version	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
TOTAL	\$ _____			\$ _____			\$ _____		

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

Price all components that complete a Central Scanning solution for your system – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111. Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.

Respondent Name: _____

D. Central Scanning

	Price breakdown per year								
Component and Version	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
TOTAL	\$ _____			\$ _____			\$ _____		

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

Price all components that complete the Tabulation solution for your system – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111. Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.

Respondent Name: _____

E. Tabulation

	Price breakdown per year								
Component and Version	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
TOTAL	\$ _____			\$ _____			\$ _____		

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

PRICE FORM

Hybrid aka Ballot Marking

Price all anticipated General Project Costs for your system – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111. Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.

Respondent Name: _____

F. General Project Costs

Component and Version	Price breakdown per year								
	Year 1			Year 2 (Maintenance & Fees)			Year 3 (Maintenance & Fees)		
	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)	Unit Price (\$)	Est. Qty.	Total (\$)
Installation									
Warranty									
Training									
Testing									
Other:									
Other:									
Other:									
Other:									
Other:									
Other:									
TOTAL	\$ _____			\$ _____			\$ _____		

**RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment
PRICE FORM**

Hybrid aka Ballot Marking

Price for Optional Items Offered – All prices to include shipping and delivery to 2700 Premier St. Fort Worth, 76111. Quantities are to be estimated to support 3,000 DRE's & 400 Scanners. Use additional Price Form if more space is needed.

Respondent Name:_____

G. Optional Items Offered (Prices will not be included in Price Score)

[illegible]

RFP 2019-002 – Request for Proposals for Purchase of Elections Equipment

Hybrid aka Ballot Marking

Enter and Calculate totals for Price Forms A, B, C, D, E & F

Respondent Name: _____

H. Price Summary: Election Management System, Central Ballot-On-Demand, Voting Devices, Central Scanning, Tabulation & General Costs

Price Summary: EMS, Central BOD, Voting Devices, Central Scanning, Tabulation, General Costs			
Component	Year 1	Year 2	Year 3
A. An Election Management System (EMS) where the election project is created and configured.	\$ _____	\$ _____	\$ _____
B. A Ballot-On-Demand system to generate Mail Ballots for voters who request them. This system will be used only at the main office of the Elections Administration.	\$ _____	\$ _____	\$ _____
C. Voting devices for each type of solution.	\$ _____	\$ _____	\$ _____
D. A high speed central scanning solution to be used for processing ballots mailed back by voters that are accepted by the Ballot Board.	\$ _____	\$ _____	\$ _____
E. A tabulation solution that is capable of processing all the results produced by the voting machines and generating all necessary reports. This system includes any and all components necessary for collecting results at temporary hubs on election night.	\$ _____	\$ _____	\$ _____
F. General project costs.	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____
3-year TOTAL offer:	\$ _____		



Please cut out and affix to the outside of your response

**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

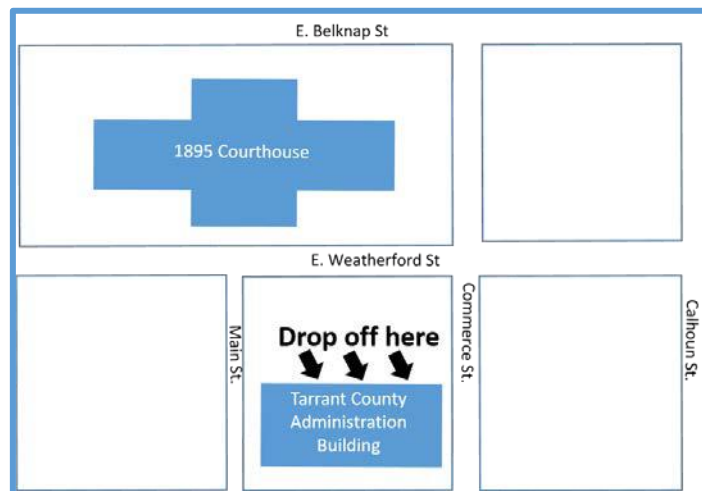
RFP No. 2019-002

RFP for Purchase of Elections Equipment

Due Date: February 25, 2019 at 2:00 P.M.

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

*Street
View*



*Building
View*

