

# STATE OF ALASKA



Office of the Lieutenant Governor  
Division of Elections  
C/O Office of the Governor  
PO Box 110001  
240 Main Street, Suite 300  
Juneau, Alaska 99811-0017

Request for Proposals  
RFP #2013-0001-1748  
Date of Issue: July 24, 2013

Title and Purpose of RFP:  
State of Alaska  
Statewide Voter Registration and Election Management System

**Important Notice:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

R. Shawn Henderson  
Procurement Officer  
Office of the Governor

Shelly Growden  
Project Director  
Division of Elections

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## SECTION ONE INTRODUCTION AND INSTRUCTIONS

### 1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit five (5) copies of their proposal, in writing, to the procurement officer in a sealed envelope. It must be addressed as follows:

**Office of the Lieutenant Governor  
Division of Elections  
C/O Office of the Governor  
Attention: R. Shawn Henderson  
Request for Proposal (RFP) #2013-0001-1748  
Project name: Statewide Voter Registration and Election Management System  
240 Main Street, Suite 300  
Juneau, Alaska 99811**

Proposals must be received no later than 1:30 P.M., Alaska Time on **August 15, 2013**. Fax and/or oral proposals are not acceptable.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

**R. Shawn Henderson**  
[Shawn.henderson@alaska.gov](mailto:Shawn.henderson@alaska.gov)

**Phone: 907-465-3899  
Fax: 907-465-2211  
TDD: 907-465-3514**

### 1.02 Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately **October 15, 2013**, until completion, approximately **December 15, 2015**.

The approximate contract schedule is as follows:

- RFP Issued: **July 24, 2013**
- Pre-proposal Conference: **July 31, 2013**
- Deadline for Receipt of Proposals: **August 15, 2013**
- Proposal Evaluation Committee completes proposal evaluation: **September 4, 2013**
- Offeror Demonstration and Evaluation: **September 9 – 13, 2013**
- State of Alaska issues Notice of Intent to Award a Contract: **September 16, 2013**
- State of Alaska issues contract: **September 30, 2013**,
- Contractor review and signature completed: **October 7, 2013**
- Contract start: **October 15, 2013**.

### **1.03 Purpose of the RFP**

The Office of the Lieutenant Governor, Division of Elections, is soliciting proposals for the development, implementation, data conversion, testing, installation, maintenance, support and training of a new centralized, integrated statewide voter registration and election management system that includes an electronic pollbook solution.

### **1.04 Budget**

The Office of the Lieutenant Governor, Division of Elections (DOE) estimates a budget of \$3,500,000 - \$5,000,000 for completion of this project. All costs must be included in the total fixed proposal price.

### **1.05 Location of Work**

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

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

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

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

### **1.06 Human Trafficking**

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

### **1.07 Assistance to Offerors with a Disability**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

### **1.08 Required Review**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if

these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

### **1.09 Questions Received Prior to Opening of Proposals**

All questions must be in writing and directed to the issuing office, addressed to the procurement officer. The interested party must confirm telephone conversations in writing.

The receipt of questions must be at least 10 days before the due date of proposals.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

### **1.10 Amendments**

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

### **1.11 Alternate Proposals**

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

### **1.12 Right of Rejection**

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. A proposal from a debarred or suspended offeror shall be rejected.

### **1.13 State Not Responsible for Preparation Costs**

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

## 1.14 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

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

## 1.15 Subcontractors

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

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

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

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

## 1.16 Joint Ventures

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

## 1.17 Offeror's Certification

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

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;

- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### **1.18 Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Office of the Governor, reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Office of the Governor's determination regarding any questions of conflict of interest shall be final.

### **1.19 Right to Inspect Place of Business**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

### **1.20 Solicitation Advertising**

Public notice has been provided in accordance with 2 AAC 12.220.

### **1.21 News Releases**

News releases related to this RFP will not be made without prior approval of the Lieutenant Governor's Office, and then only in coordination with the project director.

### **1.22 Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

### **1.23 Disputes**

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

### **1.24 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## **1.25 Federal Requirements**

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

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

## SECTION TWO STANDARD PROPOSAL INFORMATION

### 2.01 Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the opening date.

### 2.02 Pre-proposal Conference

A pre-proposal conference will be held on ***July 31, 2013, at 10:00 AM, Alaska Time, in the Division of Elections Conference Room, 240 Main Street, Suite 400, 4<sup>th</sup> floor, Juneau, Alaska.*** The purpose of the conference is to discuss the work to be performed with the prospective offerors **and outside user groups** to allow them to ask questions concerning the RFP. Questions and answers will be documented and sent to prospective offerors as soon as possible after the meeting. Interested firms are invited to attend in person or dial in by calling **1-800-315-6338, conference code 3535#.**

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

### 2.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

### 2.04 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

### 2.05 Supplemental Terms and Conditions

Proposals must comply with Section 1.11 **Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

### 2.06 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

## **2.07 Discussions with Offerors**

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## **2.08 Prior Experience**

For offers to be considered responsive, offerors must have successfully developed and installed a centralized, integrated voter registration and election management system, serving as the prime contractor, in at least one jurisdiction with a minimum of 500,000 registered voters. The system must have been installed and fully operational, at a minimum, for at least one General election held in either 2006, 2008, 2010 or 2012.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

## **2.09 Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

## **2.11 F.O.B. Point**

Not applicable.

## **2.12 Alaska Business License and Other Required Licenses**

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### 2.13 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site:

<http://doa.alaska.gov/dgs/policy.html>

**Alaska Products Preference** - AS 36.30.332

**Recycled Products Preference** - AS 36.30.337

**Local Agriculture and Fisheries Products Preference** - AS 36.15.050

**Employment Program Preference** - AS 36.30.321(b)

**Alaskans with Disabilities Preference** - AS 36.30.321(d)

**Alaska Veteran's Preference** - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

### 2.14 5 Percent Alaska Bidder Preference AS 36.30.321(a), AS 36.30.990[25], & 2 AAC 12.260

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;

- (2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- (5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

#### **Alaska Bidder Preference Affidavit**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

### **2.15 Percent Alaska Veteran Preference AS 36.30.321(f)**

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.990[25] as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

#### **Alaska Veteran Preference Affidavit**

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

### **2.16 Formula Used to Convert Cost to Points AS 36.30.250 & 2 AAC 12.260**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 40% of the overall total score. The weighting of cost may be different in your particular RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

**EXAMPLE**

#### **Formula Used to Convert Cost to Points**

**[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1 - Non-Alaskan Offeror	\$40,000
Offeror #2 - Alaskan Offeror	\$42,750
Offeror #3 - Alaskan Offeror	\$47,500

**[STEP 2]**

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

**Offeror #1 receives 40 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

**Offeror #2 receives 37.4 points.**

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$42,750 & = & 37.4 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

**Offeror #3 receives 33.7 points.**

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$47,500 & = & 33.7 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

**2.17 Alaska Offeror Preference  
AS 36.30.321 & 2 AAC 12.260**

2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990[25], are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

**EXAMPLE**

**Alaska Offeror Preference**

**[STEP 1]**

Determine the number of points available to Alaskan offerors under the preference.

**Total number of points available - 100 Points**

$$\begin{array}{ccccccc} 100 & \times & 10\% & = & 10 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \end{array}$$

Available	Percentage Preference	Given to Alaskan Offerors Under the Preference
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**[STEP 2]**

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

*Offeror #1 - 89 points*

*Offeror #2 - 80 points*

*Offeror #3 - 88 points*

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

*Offeror #1 - **89 points***

*Offeror #2 - **90 points***

*Offeror #3 - **98 points***

Offeror #3 is awarded the contract.

## 2.18 Contract Negotiation

**2 AAC 12.315 CONTRACT NEGOTIATIONS** After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held at the Division of Elections, in Juneau.

## 2.19 Failure to Negotiate

If the selected offeror:

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## 2.20 Notice of Intent to Award (NIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## 2.21 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SECTION THREE STANDARD CONTRACT INFORMATION**

### **3.01 Contract Type**

A contract resulting from the RFP, if any, shall be a fixed price contract that does not exceed \$5,000,000. The contractor however is not guaranteed any certain dollar amount. The contractor will be obligated to provide a statewide voter registration and election management system, including development, installation, implementation, data conversion, testing, maintenance, support, electronic pollbook solution and all necessary training.

### **3.02 Contract Approval**

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by Office of the Lieutenant Governor. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### **3.03 Standard Contract Provisions**

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

### **3.04 Proposal as a Part of the Contract**

Unless otherwise specified in the contract, the requirements and specifications set forth in this RFP and the successful proposal will be incorporated into Appendix C of the contract, and will be binding upon the contractor. In any case in which these differ, the contract and then the RFP in that order, shall take precedence over the proposal submitted by the contractor.

### **3.05 Additional Terms and Conditions**

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### **3.06 Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

### **3.07 Bid Bond - Performance Bond - Surety Deposit**

#### ***Performance Bond***

Offerors must obtain a letter of commitment for a performance bond from a bonding company and submit it with the proposal. The amount of the performance bond must be equal to the entire dollar value of an offeror's offer, for the full term of the contract. If the contractor fails to satisfactorily perform the contract, the bonding company that provided the performance bond will be required to obtain timely performance of the contract. The actual performance bond must be obtained from the bonding company and provided to the state within 30-days of the date of award of the contract. An offeror's failure to provide the performance bond, within the required time, will cause the state to reject the proposal.

### **3.08 Contract Funding**

Funding for this project has been appropriated from state and federal funds.

### **3.09 Proposed Payment Procedures**

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

### **3.10 Contract Payment**

No payment will be made until the contract is approved by the State. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.11 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.12 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### **3.13 Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.14 Termination for Default**

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written

notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work. This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

### **3.15 Contract Changes - Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Office of the Governor, Administrative Services Director.

### **3.16 Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

### **3.17 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

Prior to receiving confidential information, the contractor will be required to sign a non-disclosure agreement. Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

- Social Security numbers, birth dates, birth places, Alaska driver's license/state ID numbers, voter ID numbers and residence address information contained in voter records from the existing statewide voter registration system operated by the State of Alaska, Division of Elections. The contractor will have access to these records during data conversion.
- State of Alaska Information Technology Standards
- State of Alaska Information Security Policies

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation,

governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure ( to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

## SECTION FOUR BACKGROUND INFORMATION

### 4.01 Background Information

The Alaska Division of Elections (the division) is the sole entity responsible for processing and maintaining all voter registration documents and records for the entire state. There are over 486,400 “active” voter registration records and approximately 100,000 “inactive” records.

Voter registration records maintained are necessary and critical to determine and report on which voters are eligible to vote, including which election district the voter is eligible to vote. Alaska Statute Title 15 outlines the state legal requirements for voter registration in Alaska. In addition, the National Voter Registration Act (NVRA), Help America Vote Act (HAVA) and the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) outlines the federal requirements for voter registration.

In addition to voter registration, the division is responsible for conducting statewide primary and general elections, state-conducted local elections for rural Alaska and numerous special elections such as incorporation and liquor option elections. As part of the election management functions, the division maintains records and information for precincts, election districts, polling places, election workers, contests, candidates, absentee/early ballots and questioned ballots. The division is also responsible for the management and processing of initiative, referendum and recall petitions and signature verification.

In order to administer and manage statewide voter registration and elections, the division is divided into four election regions. The regional offices are located in Anchorage (Region II), Fairbanks (Region III), Juneau (Region I) and Nome (Region IV). In addition to the regional offices, the division maintains a Region II satellite office in Wasilla, an Absentee & Petition Office in Anchorage, and the Director’s Office in Juneau. The division has 30 full-time staff members and hires 40+ temporary staff during the election cycle to assist in the preparation and conduct of elections.

There is one congressional district for Alaska (the entire state), 20 senate districts and 40 house districts. Two house districts make up a senate district. The house districts are further divided into election precincts. Alaska currently has 438 election precincts. Elections are conducted at the precinct level. Each precinct has a designated polling place. Currently, for each election, there is a paper register containing the names of the eligible voters for that precinct at the polling place. Voter’s sign their name on the register before obtaining the ballot for their precinct. The paper registers are then returned to the division to manually enter voter history for each election.

Although each division office processes voter registration documents, regional offices are responsible for conducting elections based on the house districts as follows:

Region I – House Districts 28 – 35

Region II – House Districts 7 – 27

Region III – House Districts 1 – 6, 38 and 39

Region IV – House Districts 36, 37 and 40

The division currently utilizes a division-owned, centralized, integrated statewide voter registration and election management system (VREMS) that has been in place since 1985. This is an ADABAS database management system programmed in Natural language, maintained on the State of Alaska’s mainframe. Each division office has “real-time” access to all information and records maintained in VREMS using a TN3270 emulator application (BlueZone) on a Windows 7, 64-bit desktop/laptop computer. This means that if a record is updated, those changes are recorded immediately and available to any division user.

In addition to division offices, some municipalities, state agencies and absentee voting officials have “read-only” access to certain modules in VREMS through a Virtual Private Network (VPN). Any new system implemented must have the ability to access a VPN to provide this continued service.

Information on voter registration and other records is manually entered in VREMS by division staff at the various division offices. The division manually processes over 190,000 voter registration documents a year. The documents used to add, update or change a voter registration record are microfilmed and the reel and frame number is then manually added back to the voter record for future reference. If staff needs to retrieve a copy of a voter record document, or verify a voter’s signature, they must go to microfilm to obtain a copy of the document or to view a voter’s signature.

Currently, VREMS interfaces with other applications to perform certain functions. Any new system implemented by the division must have the ability to interface with these systems as well.

- The Alaska State Accounting System (AKSAS) is used by the division to process election worker and polling place payments. This system is being replaced by IRIS. IRIS is a CGI Advantage™ Financial Management solution which will replace AKSAS on July 1, 2014. IRIS is a third party software, in that the division does not have the ability to change it. The voter registration and election management system will be required to interface with IRIS by providing election worker payment data in an IRIS-ready XML format. A detailed interface specification is available upon request.
- The Interactive Voice Response (IVR) system is used by the division to enable voters to find their assigned polling place location and, during Primary elections, check their political party affiliation. The IVR prompts the user to enter his/her social security number or voter identification number. The system then retrieves the information from VREMS and reports results to the user.
- On-line lookup for voter registration status and absentee ballot status. These are web-based applications on the Alaska Enterprise Technology Services (ETS) maintained website. The voter registration lookup enables voters to retrieve their individual voter registration record to see address, political party, district/precinct and polling place information on their voter record. The absentee ballot status lookup enables voters to check the status of their absentee ballot application and ballot. Both system requires the user to enter either their voter identification or name and identifier. The application then retrieves and displays the information from VREMS.

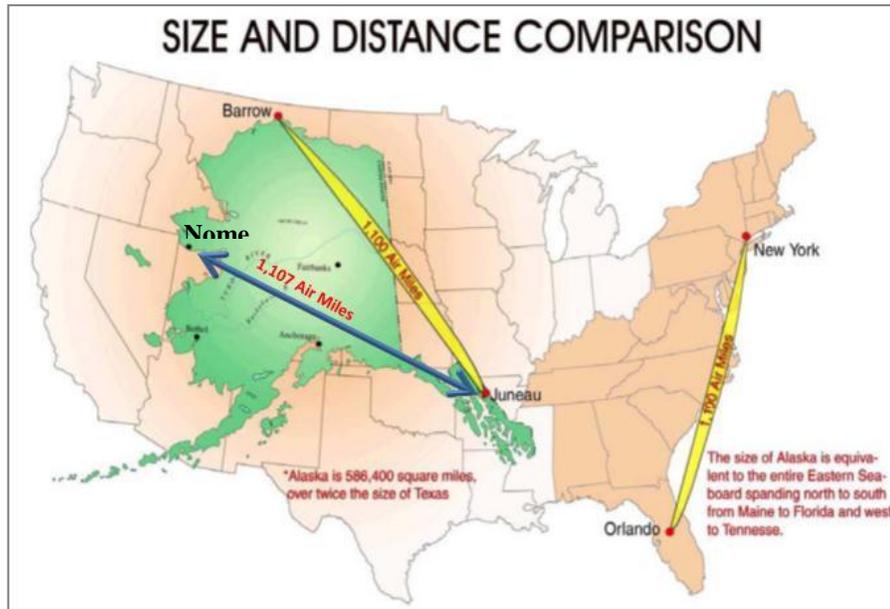
The division manually maintains over 21,000 address/geographic files in VREMS. Each address/geographic file is assigned to the pertinent house district, precinct and other election jurisdictions. When a voter registers or updates his/her registration, the residence address entered into the system for the voter is assigned to one of the address/geographic files which in turn assigns the voter to the proper precinct. Every 10 years, during redistricting, the address/geographic files must be reassigned to the appropriate precinct based on redistricting. The division must be able to work on redistricting of the address/geographic files without affecting voter records until such a time that redistricting is final.

Between 2006 and 2009, the division was involved in a contract for the development of a new voter registration and election management system. Although this previous contract did not result in a new system, many activities and documents, including .net source coding, associated with the project is owned by the division. Upon execution of a contract, the documents, materials and .net source coding the division has in its possession will be made available to the successful contractor, if desired, to review and/or utilize during the development of a new system.

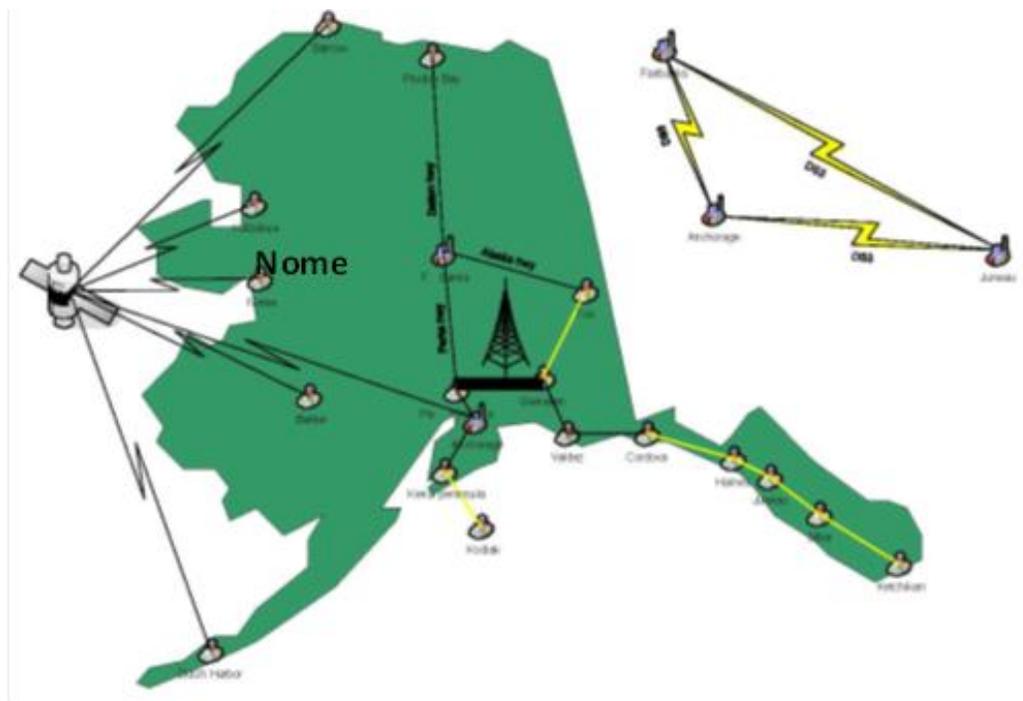
### **Existing Network Infrastructure and Challenges**

Connectivity and latency within the State of Alaska are a challenge due to distance and remoteness. Offerors should be aware of these factors when preparing a proposal. The State is routinely upgrading bandwidth as solutions become cost effective; however, no alternative connectivity options are available in rural Alaska which will have an impact on the Region IV office in Nome. Offerors should assume the network will not improve dramatically before this solution must be installed. Offerors should provide minimum requirements in their proposal.

The following diagrams help provide a perspective on the distances between locations within the state and how connectivity is constrained for remote areas.



Connectivity for the Anchorage, Fairbanks and Juneau offices are through a wide area network (WAN). The WAN is fully controlled and operated by ETS. The Nome office is on the state network but connectivity is through satellite.



## SECTION FIVE SCOPE OF WORK

### 5.01 Scope of Work

The Division of Elections is soliciting proposals for the development, implementation, data conversion, testing, installation and training of a new centralized, integrated statewide voter registration and election management database system and electronic pollbook solution that is in full compliance with applicable federal and state laws, the business requirements of the division as outlined in the Statewide Voter Registration and Election Management Requirements, Attachment 1, and that will replace the existing, mainframe-based system currently used in the State of Alaska.

The new system must be based on a recent release of .net, Microsoft SQL Server or Oracle database management system and utilize server software that includes a recent release of an industry standard, enterprise-grade operating system.

The contractor will be required to collaborate with the Alaska Enterprise Technology Services (ETS) and the Office of the Governor network administrators to ensure the network design is compatible with the state's network. This design shall be approved by the division and Office of the Governor network administrators. ETS is the provider of network services to state agencies.

The contractor will have principal responsibility for the project management planning and implementation through go-live of the new system and must assign a Project Manager. The division will assign an Alaska Project Manager and other key staff to work in partnership with the contractor throughout the life of the project.

In general, the division is seeking proposals for a new statewide voter registration and election management database system that is built on new technology, that provides "real-time" access to division offices and that will enable the division to efficiently and effectively manage and maintain voter registration records and perform election management functions as well as:

- implement an electronic pollbook solution as part of this RFP for up to 438 precincts that is fully integrated with the voter registration and election management system and that includes features such as being light-weight, compact and easily deployed to remote locations throughout Alaska. automated processing of voter history onto voter records, including the ability to implement "real-time" voter history that is available for public inspection, indication if the voter has applied for an absentee ballot and the status of the ballot, and the ability to import and display the voter's photo from the state driver's license record into the electronic pollbook;
- interface with other state agency applications, such as DMV and Health and Social Services, for processing of voter registration documents and for electronic signature capture so that the amount of "paper" registration documents can be reduced. Currently, DMV processes and prints over 45,000 voter registration documents a year and mails those documents to the appropriate division offices for entry into the existing voter registration system and through this RFP, the division would like to attain the ability to receive electronic data and images of voter registration documents, including the voter signature, into the system for human-involved processing;
- implement online voter registration through a web-based application that interfaces with the application for processing voter registration application submitted online.
- effectively manage the storage and retrieval of voter signatures as well as registration documents completed by the voter without having to rely on microfilming of such documents; and
- interface with the division's web-based absentee ballot delivery and on-line voting application. The online absentee voting application is used by the division to transmit blank ballots to absentee voters. The voter retrieves, and can mark and return, his/her absentee ballot online.

### 5.02 Deliverables

The contractor must provide a new statewide voter registration and election management database system and electronic pollbook solution that meets the requirements outlined in Attachment 1, including the following:

- a) **Deliverables:** The contractor shall accomplish the work and present the deliverables described in this section. Each deliverable must be formally accepted by the DOE before sign-off. The contractor is responsible for scheduling acceptance “walk through” sessions to present each deliverable to the division’s Project Manager. The division will sign-off on the deliverable, or provide a report documenting why the deliverable is not acceptable within 10 business days (close of business), unless otherwise specified, of the formal walk through.

The division’s review time will begin upon receipt of the contractor’s deliverables. Review dates and times for subsequent project deliverables shall be set when the project plan is approved. In order to expedite the final review of each deliverable, the contractor shall provide interim draft deliverables for preliminary review, as agreed upon with DOE.

- b) **Project Schedule:** Within 30 business days of executing the contract, the contractor will be responsible for developing a detailed project schedule, broken into phases, that outlines and identifies all activities, tasks, milestones and deliverables for each phase of the project.

The schedule must be maintained in a version of Microsoft Project (as coordinated with the division) and include all activities, tasks, resources, schedules for conducting analysis, design development, testing and implementation of the statewide voter registration and election management system. The schedule must include separate tasks for each activity and milestone; logical sequence and interdependencies, including those with division and contractor tasks; resource requirements and assignments; target completion dates for each task and deliverable; and identification of and compliance with deadlines and milestones.

The schedule must reflect a system “go-live” in all division offices at the same time.

Although the division has identified the below seven phases to help frame the project schedule/tasks, the contractor may propose alternative phases that will best meet the project needs and goals.

Phase Number	Activities
Phase 1 - Plan	Project Schedule/Planning Analysis Assessment System Configuration / Architecture Design
Phase 2 - Design	Application Design Database Design Network Design Data Mapping Conversion Plan
Phase 3 - Develop	Development Software Modification Pilot Implementation/Transition Strategy
Phase 4 - Test	Unit Testing System Testing Conversion Design
Phase 5 – Convert and Train	Conversion Data cleansing Training
Phase 6 – Install and User Testing	System Installation Plan Hardware Installation User Acceptance Testing (with converted data)
Phase 7 – Go Live	Statewide Rollout and Implementation Final Documentation Transition to Maintenance and Support

- c) **Project Planning Requirements:** The contractor is responsible for developing, and submitting for division approval, a set of comprehensive project planning documents that together, will constitute the overall master Project Plan. The individual project plan documents must be submitted and approved in conjunction with the applicable project phase and prior to the associated activity commencing. The project schedule must reflect the dates the plans will be submitted and provide for a 30-day approval period, unless otherwise specified, by the division.

The Project Plan will include, but is not limited to, the following planning documents, requirements and activities:

- ❖ **Resource Management Plan** - The contractor must provide experienced, qualified professionals to ensure the success of the project. The resource management plan must include an organizational chart for its proposed team members defining all key functional, technical and management roles of, and reporting relationships among, team members. The contractor shall include a narrative to accompany the organizational chart describing positions, titles, organizational relationships, unit functions, individual duties and other related information. Upon approval of the plan, changes to personnel or the level of commitment to the project shall be approved by the division. The division's intent with this requirement is not to unduly hinder the contractor's ability to allocate and manage its human resources, but to ensure that personnel represented in the contractor's proposal are applied to the project.

The contractor is expected to provide ongoing project management, technical advice and consultation with the division on decision-making and planning efforts. The contractor's Project Manager must be available, in-person or by telephone during Alaska Standard Time (AST) business hours. The contractor must be prepared to respond to division inquiries within one business day, unless an otherwise response time is agreed upon.

- ❖ **System Configuration Management Plan** - The contractor may choose to develop and install a configuration sufficient to accomplish the project requirements and must test the total system on the final configuration. The contractor must create a configuration management plan that describes and identifies the baseline configuration of the overall system, including the various system components (hardware and software), how each component is configured and how the components are connected or arranged to implement the overall system.
- ❖ **Change Control Plan** - Change control is an on-going effort that affects all phases of the project. The contractor is responsible for tracking changes, regardless of whether they are initiated by the division or the contractor.

All change requests shall be documented and retained, including those that are not approved by the division. The change shall be initiated by a request that provides details of the change. The change request shall include time and dollar estimates prepared by the contractor. The division must evaluate all change requests for approval or disapproval. The contractor shall be responsible for timely upgrades of the existing documentation, so that documentation reflects all approved changes.

All changes to the system must be reflected in the documentation. As modifications are made that affect the original documentation (requirements, process decomposition, business rules, data flow, manuals, etc.), the contractor is responsible for timely upgrades to that documentation to reflect those changes that have been approved and delivered.

The contractor must create a change control plan and design a change request form that includes:

- ◇ Description of Change
- ◇ Control numbering
- ◇ Priority
- ◇ Date submitted / completed
- ◇ Proposed cost of the change
- ◇ Estimated impact on the project schedule
- ◇ Impact on application if change is made

- ◇ Impact on application if change is not made
- ◇ Approval line for contractor's Project Manager
- ◇ Approval line for division's Project Manager

- ❖ **Conversion Plan** – The contractor is responsible for all aspects of data conversion from the existing system to the new system. The division will be available to provide assistance in data interpretation and participate in testing and evaluation of the results.

Based upon the approved recommendation for the phasing of the application, the contractor must develop data-mapping, conversion and migration plan for what files and data are converted and when the conversion will occur. This plan shall include information regarding the synchronizing of data to ensure there is no lost data as the system is phased in. As part of the plan, the contractor must develop a data map that describes each field and/or table in the existing system and how it will be treated by the conversion program

The contractor must provide programs for converting the existing data to the new system. These conversion programs must be unit and system tested prior to turning over to the user testers for acceptance testing.

The contractor is responsible for identifying data anomalies that require "data cleansing" activities and will assist with the needed "data-cleansing" These "cleansing" activities will ensure that all data is ready for conversion and processing.

- ❖ **Transition/Implementation Plan** - The contractor is responsible for all implementation activities and shall develop a plan that includes the transition from the existing system to the new application system. This plan will provide the details for transitioning all division offices into a production environment. It shall include information regarding how the transition occurs. Working with the division, the contractor must develop an implementation strategy that allows for a statewide implementation that best suits the environment and timeframe of the division.
- ❖ **System Security Plan** – The contractor shall develop and document a security plan that meets or exceeds the State of Alaska security standards. The state's Chief Computer Security Officer and the Technology Management Council must approve the security plan before final designs are accepted. The security plan must utilize the State of Alaska Security Framework to establish the minimum categories and requirements for the plan.
- ❖ **System Installation / Availability Plan** – The contractor is responsible for all aspects of the system installation, setup, load software, testing and validation of the operation of the hardware and software environment that will ultimately support the entire application and ensure it is fully integrated with the state network's security, WAN and LAN infrastructures. The contractor must develop a detailed installation plan that, at a minimum:
  - ◇ Identifies and describes all hardware and software necessary for installation and needed to support the entire application, including a comprehensive itemization of all hardware components and software licenses.
  - ◇ Identifies installation tasks that must be coordinate with the state, such as facility readiness and preparation necessary for accommodating the technical solution.
  - ◇ Identifies a detailed installation schedule that minimizes the time period between hardware procurement/delivery and the actual installation activities. The schedule must include the installation, setup and operational validation tasks as part of the overall schedule.
  - ◇ Provides a description of the strategy for uninterrupted operations of the production system.
  - ◇ Provides for disaster recovery plan.
  - ◇ Provides for a restore plan for error recovery on any component or file, including specific restoration instructions.
  - ◇ Provides a complete backup plan including the estimated recovery times from the point of having hardware available, priority of servers/files/services recovered, and all directions necessary to recover such.

- ◇ Provides for a maintenance plan that includes recommended schedules for backups (for both error recovery and disaster recovery) indicating, the resources necessary and time required, and any disadvantages of the recommended plan and that also describes provisions for the distribution/installation of system updates.
- ❖ **System Testing** – The contractor is responsible for all preliminary testing of the total system, including application functions, all interface elements, backup and restore capabilities, security, and those measures designed to support availability requirements. The contractor is responsible for tracking and solving of problems reported for all test phases and activities. The contractor must develop a detailed testing plan that, at a minimum, addresses the following:
  - ◇ Network/Communication testing.
  - ◇ Performance testing.
  - ◇ Load testing.
  - ◇ Full integration testing.
  - ◇ System acceptance testing.
  - ◇ Security, backup and disaster recovery testing.
  - ◇ Unit/module testing.
  - ◇ User acceptance testing

The division will be responsible for conducting user acceptance testing on the functionality of the application. The contractor must develop comprehensive testing scripts that cover all functional requirements of the application and that include the desired outcome. The contractor shall notify the division upon completion that the system/subsystem is ready for testing. The division may modify the test scripts, if necessary.

The contractor must be available to support (run the transactions and any reports required, correct any programming problems discovered by the test) the division's acceptance testing effort. If the test is unsuccessful, it will be documented and reported to the contractor's Project Manager for coding changes. If test results cause changes to be made to the system, appropriate regression testing must be performed to ensure that no inadvertent changes are made.

- ❖ **Training Plan** - There are various areas that require on-site training. At a minimum, the contractor will provide for a comprehensive training plan that cover the following:
  - ◇ Application Training – Prior to implementation, the contractor shall train all division staff. The contractor must ensure that all trainees understand the application and can properly use the application. The division anticipates this training to be on a regional level, but will work with the contractor to determine the best approach to accomplish this training.
  - ◇ Architecture Training – Training must be conducted for up to two state employees regarding the operation, maintenance, remote management and on-site support.
  - ◇ Software Training – Training must be conducted for up to two state employees regarding the software (excluding the application) used to support and supplement the application.
  - ◇ Database Training – Training must be conducted for up to two state employees regarding the support and maintenance of the database.
  - ◇ Maintenance, Support and Operations – Training must be conducted for up to two state employees on the maintenance and support of the application and the application development tools.

Throughout the life of the project, the contractor must update the project plan documents, as needed, to address changing project situations. Any changes must be submitted, in writing, to the division for written approval before any activity regarding proposed changes. For each proposed change, the contractor must assess whether any new hazards or risks are introduced into the project. The contractor must report if tasks need to be repeated as a result of changes to plan documents.

- d) **Project Management/Monitoring Requirements:** The contractor must designate an experienced, full-time Project Manager whose prime responsibility is to monitor, coordinate and report on all activities of the project

plan and who will have overall responsibility for the contractor's performance under the contract negotiated through this RFP.

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

The contractor is responsible for tracking and managing problems, issues and risks.

- ❖ **Monitor Risks, Problems and Resolutions:** The contractor shall proactively identify risks to the project, make recommendations to prevent and/or reduce risks, identify causes of any missed deadlines, and monitor status of corrective actions/risk intervention strategies.
- ❖ **Monitor Technical Compliance:** The contractor shall develop and carry out a methodology to evaluate technical aspects of the project including, but not limited to, IT systems, policies and procedures, conversion and training. The contractor must also monitor technical changes such as new versions of software, error detection and corrections, and movement of modules into production. The contractor shall notify DOE of any issues resulting from this activity.
- ❖ **Report Status:** The contractor shall review project milestones and deliverables and report both positive features of the work completed as well as areas of technical or business risk and shall prepare project status reports that summarize key information related to the status and performance of the project. Additionally, status reporting meetings shall be conducted at intervals agreed upon between the contractor and division.

The contractor shall provide a status report, at intervals agreed upon between the contractor and division, that contains, but not limited to, the following information:

- ◇ Executive summary on technical, business and schedule aspects.
- ◇ Progress, actual vs. planned.
- ◇ Accomplishments.
- ◇ Schedules.
- ◇ Risks, issues and concerns

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

- e) **Requirements Tracking:** The contractor is responsible for making sure the proposed system meets all requirements outlined in the Statewide Voter Registration System Requirements (Attachment 1) and shall propose and utilize tools to completely document and track compliance with the requirements from identification to implementation. It is very important for the contractor to have a method of ensuring that the system is in compliance with all requirements.
- f) **Architecture, Hardware and Operating Software:** The proposed architecture solution must be integrated within the existing state Ethernet network infrastructure, be compatible with the most current release of Windows desktop operating systems as well as compatible with 64-bit Windows 7 Enterprise currently being used by the division and must provide the best performance, scalability, flexibility, security, redundancy and load balancing between available resources.

The contractor must procure all hardware and system software (operating system, utilities, etc.) and all other elements required for the project and not mentioned elsewhere in this RFP, including the hardware necessary for implementing the proposed electronic pollbook solution for up to 438 precincts. The division must provide approval before purchase is made.

The hardware and software must be compliant with the State of Alaska Information Technology Standards.

To ensure compliance with these standards, the below outlines the options for hardware and software:

### **Hardware**

Servers – Dell  
Workstations – Dell  
Network Switches – Cisco  
Image processing accelerator card – Kofax adrenaline  
Scanner – Fujitsu or Cannon  
Printers – HP

### **Software**

Server OS – Windows, Linux, Solaris 32 or 64 bit VMWare, Microsoft Virtual PC and Microsoft Hyper-V  
Server data backup – Symantec BackupExec  
Server – Intranet / Internet - Apache, Tomcat, Jboss, IIS  
Server Application Terminal Server – Citrix, MS Terminal Server  
Data Capture – Kofax ascent capture  
Database – .net, Microsoft SQL or Oracle  
Antivirus / Malware - McAfee  
Intrusion Detection – Cisco  
Report distribution management - Mobius ViewDirect for Internet/Web, ViewDirect for Networks  
Desktop OS – Windows 7 64-bit

Office staff work stations are not within the scope of this RFP. Contractors should submit minimum requirements for state-supplied hardware.

Equipment offered in response to this RFP must be new equipment, meaning that the equipment is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration) prior to its sale to the division. The division will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered for this project complies with this requirement.

Software shall be the current release, or not less than one version behind, at the time of purchase. The division will be listed as the owner of all licenses.

- g) Software Licensing:** The contractor shall provide all necessary licenses for all software (excluding tools and utilities) provided to the division to constitute an enterprise-wide license for use in division offices and any other sites designated by the DOE as a provider of voter registration information. The licenses shall cover unlimited users and shall not require an annual renewal.
- h) Application Development Tools:** The contractor shall provide the application development tools, aids, scripts, utilities and related tool sets. Software shall be not less than one version behind the current release at the time of purchase. Application development tools must meet State of Alaska Information Technology Standards. To ensure compliance with these standards, development tools will need to be MS Visual Studio and crystal reports.

The contractor shall ensure that this software provides the necessary functionality and integrates with the software being developed for the application.

- i) Data Ownership:** The division will be the sole owner of the data that resides in the system. No technical characteristics of the system supplied by the contractor shall prohibit or unreasonably inhibit access to all data in all tables and files in the system provided to the division pursuant to this RFP.
- j) Documentation:** For all documentation to be provided to the division under the contract, the contractor shall provide a draft document. With division approval, the contractor shall then prepare the final document, which must include one original and one copy. The division shall have 10 working days to review and approve each draft document.

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

- k) Escrow of Source Code:** Within 30 days after receiving notice its software has passed the division's user acceptance test, the contractor shall deposit the source code for the software, DLLs, compilers, firmware and any special utilities prepared by the contractor, including all software documentation, relevant commentary and explanations (Escrowed Material) into an escrow repository. The contractor warrants that the source code deposited, and all subsequent deposits under this Agreement, must include comments and documentation and be complete and capable of compilation by a knowledgeable technician into an operable version. The Escrowed Material shall be maintained in good working order, sequence and business-like fashion.

Not later than every six months thereafter, the contractor shall deposit, with a mutually agreed upon Escrow Agent, all revisions, corrections, changes, modifications and enhancements to the Escrowed Material. Within seven days after such deposit with the Escrow Agent, both the contractor and the Escrow Agent shall give written notice of receipt to the division. The Escrow Agent, for a period of not-to-exceed 15 years, will retain all previous versions of Escrowed Materials.

The cost of the Escrow Agent shall be borne by the division.

The contractor's proposal for this escrow procedure shall contain a warranty that the Escrowed Material does not contain any expiry key or other mechanism for establishing a date or time beyond which the software license will be invalid or beyond which the software will not function properly.

Upon written notice of cause to the contractor and the Escrow Agent, the division may conduct tests of the Escrowed Material, under the contractor's supervision, to confirm the conditions and usability of the Escrowed Material. Any direct costs associated with testing the Escrowed Materials shall be borne by the division.

Default by the contractor shall be deemed to have occurred under this Escrow Agreement upon occurrence of any of the following:

- 1) If the contractor has availed itself of, or been subjected to by any third party, a proceeding in bankruptcy in which the contractor is the named debtor; an assignment by the contractor for the benefit of its creditors; the appointment of a receiver for the contractor; or any other proceeding involving insolvency or the protection of, or from, creditors and same has not been discharged or terminated without any prejudice to the division rights or interest under this license agreement within thirty (30) days.
- 2) If the contractor has ceased its on-going business operations, or the sale, licensing, maintenance, or support of the software to the documented requirement of this Agreement.
- 3) If the contractor offers an upgrade or release of the software that the division documents does not meet Alaska's election management, operational, or legal requirements.
- 4) If the contractor breaches or defaults any term or condition of the contract.

- l) Information Technology Standards:** The proposed system must comply with the State of Alaska Information Technology Standards developed or amended by the Enterprise Technology Services (ETS). The contractor must collaborate with ETS and the Office of the Governor network services during the network design phase to ensure the proposed system is compatible with the state's network. The division will obtain any required approvals, permissions or waivers from other State of Alaska agencies in order to install, operate or maintain the system.

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

The contractor will be required to be on-site for all related installation activities. As the system is migrated into the production environment, the contractor must provide dedicated staff who were involved in the project to provide on-site support in Juneau, Alaska throughout the go-live and post, go-live phases until all issues have been resolved and accepted by the division. In addition, the contractor must provide on-site support for up to 90 calendar days during the first statewide election cycle (primary and general elections) following go-live of the system. It is the intent of this provision that the first statewide election cycle following go-live will provide a proper demonstration and test of the system in order to ensure that all functionality performs within the requirements.

The contractor’s on-site staff must have the historical knowledge of the project, skills, expertise and capability of addressing and resolving any production problem related to the implementation.

The contractor shall provide operations and maintenance support to repair any malfunction of the system. At the end of the on-site support period, the term of the Warranty shall commence.

- n) **Application Warranty:** At the end of the on-site support period, the term of the Warranty shall commence. This will cover any problems that are discovered, after final acceptance.

If the division reports a suspected warranty problem, it will be evaluated to determine if it is covered by the warranty. The warranty will cover any application problem that does not function as described in the most current copy of the requirements document, including all change requests.

- o) **Service Level Agreement:** The contractor shall enter into a Service Level Agreement (SLA) with the division for a mutually agreed upon time period. This agreement will address various areas of service expectations such as response time, quality, accuracy and scalability. The division defines response time as the maximum time period that will elapse between the initial division request acknowledgement and commencement of resolution.

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

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

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

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

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

The SLA shall contain a description of the escalation procedure that the contractor will follow to handle support calls and assure a timely resolution of support and maintenance requests, satisfactory to the division. The service level agreement shall provide for:

- ❖ Updates to the software in a timely manner for changes required by law in regards to all system functions.
- ❖ Periodic system updates for enhancements requested by the division.
- ❖ A software enhancement program that includes a regular schedule of software updates.

**p) Billing Procedures and Payment Method:** The contractor shall provide an invoice no later than the 30<sup>th</sup> of the month following the month worked for all work that has been accepted and approved by the division.

Payment shall be made after the completion of each milestone (defined by the Payment Schedule), the acceptance of the deliverables by the division and receipt of an acceptable invoice from the contractor. The following individuals (or designees) must accept the deliverables before the payment will be authorized:

- ❖ Project Manager
- ❖ Director of the Division of Elections

Payment for each deliverable will be based on the following estimated percentages of the total offered price excluding actual costs for hardware and software. The division shall withhold twenty percent (20%) of each payment (except for hardware and software).

Portions of the 20 percent holdback will be paid to the contractor upon completion of (3) separate milestones:

- ❖ All deliverables have been accepted by the division.
- ❖ The complete statewide system successfully supported the first statewide Primary election after go-live.
- ❖ The complete statewide system successfully supported the first statewide General election after go-live.

Payment Schedule		
Phase	Initial Payment Percentage	Net Payment Percentage
Hardware	Full cost	Full cost
Software (excluding the application)	Full cost	Full cost
Phase 1	10% (less 20%)	8%
Phase 2	20% (less 20%)	16%
Phase 3	15% (less 20%)	12%
Phase 4	10% (less 20%)	8%
Phase 5	20% (less 20%)	16%
Phase 6	5% (less 20%)	4%
Phase 7	20% (less 20%)	16%
Retained until successful use of the complete system, statewide, in the first		5%

<b>Payment Schedule</b>		
<b>Phase</b>	<b>Initial Payment Percentage</b>	<b>Net Payment Percentage</b>
Primary election after go-live		
Retained until successful use of the complete system, statewide, in the first General election after go-live.		15%
TOTAL	80%	100%

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

## SECTION SIX PROPOSAL FORMAT AND CONTENT

### 6.01 Proposal Format and Content

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

Proposals should be prepared without expensive artwork, unusual printing or materials not essential to its utility and clarity. Written proposals must be submitted stapled or in binders (3-hole punched) to facilitate duplication if necessary. One original and five copies of the proposal shall be submitted. The original must be marked as "original" and contain the original signed copy of the transmittal letter referred to in Section 6.02.

To facilitate review of the proposals on an equitable basis, page limits specified for each required proposal section must be followed. A page is defined as one side of an 8 ½" by 11" piece of paper. Font size for all narrative descriptions must be 12-point type. The number of pages that may be included in the appendices is not limited in order to provide the opportunity to include additional information such as resumes, list of references, software/system specifications, video demo, etc. However, evaluators cannot be expected to comprehend all material in exhibits whose content and relevance to the proposal description are not clearly integrated into the proposal.

The proposals must be presented in the order set forth below. Each section must be numbered and titled with the corresponding number and titled section, with all relevant material included. Each page must be numbered consecutively and supplemental materials should be presented as labeled appendices, each of which is referenced in the text of its respective section.

Proposals shall contain the following items in the order listed: (Refer to Section 6.02 – 6.08 for an explanation of each category and additional details)

1. Table of Contents
2. Introduction
  - Transmittal Letter
  - Executive Summary
3. Technical Solution for the Project
4. Methodology Used for the Project
5. Management Plan for the Project
6. Experience and Qualifications
7. Cost Proposal
8. Alaska Offeror's Preference

### 6.02 Introduction

- 1) **Proposal Transmittal letter:** The transmittal letter must include, at a minimum, the following:
  - A brief state of the offeror's understanding of the work to be done.
  - Indication if the offeror intends to use subcontractors or if the proposal is submitted as a joint venture. (Specific detail regarding subcontractors and/or joint venture, as outlined in Section 1.15 and 1.16 must be provided in Section 6.06 of the proposal.
  - The complete name and address of the offeror's firm, including the name, mailing address, telephone number and email of the person the state should contact regarding the proposal.
  - A statement confirming that, by signing the proposal's transmittal letter, the offeror certifies they will comply with those items outlined in Section 1.17, Offeror's Certification.
  - A statement confirming that the offeror's firm meets the minimum Prior Experience set out in Section 2.08.
  - A statement and evidence that the offeror possesses a valid Alaska Business License and meets any professional license(s) or certification requirements outlined in Section 2.12.

- If applicable, provide notice that the offeror's firm qualifies as an Alaska Bidder as outlined in Section 2.14.
- A statement indicating if the offeror agrees or objects to the State's Standard Agreement Form, included as Attachment A. If the offeror objects, the objections must be identified in a document attached to the proposal as outlined in Section 3.03.
- A statement confirming that the offeror's firm has no intellectual property conflicts with third parties.
- A statement that the person signing the transmittal letter is authorized to legally bind the offeror.
- The signature of person(s) empowered to legally bind the offeror.

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

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

**Page Limit: 5 pages**

### 6.03 Technical Solution for the Project

The proposal must present a full and complete description of the technical solution the offeror intends to employ and illustrate how the technical solution will serve to accomplish the work outlined in Section 5, Scope of Work. The technical solution should be thoroughly described, with the rationale for the offeror's recommendations explained. The proposed technical solution must address the following aspects of the project:

- 1) **Architecture:** Provide a detailed plan that outlines the offeror's plan to implement the architectural portion of this project. The proposal should include specific information regarding the recommendations for the platform and architecture of the system and must include the following:
- a) Descriptions, supported by diagrams, showing the total overall system architecture (hardware and software) being proposed.
  - b) A detailed description of the role of each component (or set of related components) in the total system architecture and how it contributes to:
    - ❖ Performance
    - ❖ Capacity
    - ❖ Scalability
    - ❖ Redundancy
    - ❖ Availability
    - ❖ Reliability
    - ❖ Recoverability
    - ❖ Security
    - ❖ Network Load Balance and Cluster Support
    - ❖ Monitoring capability
  - c) A description and requirements definition for the network configuration of the proposed technical solution, including the identification of any network or other pertinent element that would need to be addressed/upgraded to support the recommended architecture as well as bandwidth requirements to support the division's typical user load (50 concurrent users), peak user load (250 concurrent users) and Election Day load (500+ users).
  - d) High-level overview that describes the security strategy the offeror proposes to implement, including information relating to how the system security will be integrated and compatible with the state's current

virus protection and intrusion detection methods.

- e) A description and requirements definition of any supportive components required to successfully execute any particular function, e.g. remote management, remote problem notification, etc.
  - f) Description of the proposed interface strategy with the Alaska State Accounting System (IRIS), the division's IVR, and the division's on-line voter registration status and absentee ballot status, as described in Section 4.01.
  - g) A detailed description of the proposed electronic pollbook solution, including the hardware and software requirements for the proposed system, and how it will be integrated with the voter registration and election management system.
- 2) **Software:** Must be compliant with the State of Alaska Information Technology Standards. Utilizing the information in this RFP, provide a detailed description of the software proposed for all elements of the technical solution. The proposal must document if the proposed application software is a "COTS" product or if it will be a custom developed product. If the software is COTS, include a description of the customization efforts that may be necessary.
- 3) **Database:** Must be compliant with the State of Alaska Information Technology Standards. Utilizing the information provided in this RFP, provide the following:
- a) Database system recommended and any supporting capabilities (utilities, any special backup considerations, etc.).
  - b) Identify reasons for the recommendations.
  - c) Any special considerations in the database arena in order to have a successful implementation of the requirements described in detail.

The division will be the sole owner of the data that resides in the system. Provide affirmation that includes a statement of clear recognition that the division:

- a) is the sole owner and custodian of all data in the system provided by the offeror; and
  - b) shall have the unrestricted right to access and use all data in the system without interference by or assistance from the offeror.
- 4) **Application Development Tools:** Must be compliant with the State of Alaska Information Technology Standards. Provide information regarding the application development tools that the offeror recommends for this application.

If the proposed application development software is not the manufacturer's "state of the art", indicate why that choice was not made. Indicate your understanding of its "position" relative to expected offerings from the software manufacturer over the next two years and recommendations for possible transition of the application software to utilize advances of the new application development offering.

List and describe the function of all items proposed for the development tools. Describe any specific hardware requirements needed to support functions and/or productivity of personnel regarding the development tools.

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## 6.04 Methodology Used for the Project

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule. The proposed methodology must address the following aspects:

- 1) **Proposed Project Approach:** The proposal must provide an overview of how the offeror will approach the project and a description the various phases the offeror will use to frame the project schedule and activities. Include any experience or usage of the approach and phases being proposed in other projects of similar nature.  
  
Although the division provided a suggested phase outline in Section 5.02(b), the contractor may propose alternative phases that will best meet the project needs and goals. As part of the description of each phase, outline and identify all activities, tasks, milestones and deliverables that will be addressed during each phase of the project.
- 2) **Proposed Project Schedule:** The proposal must include a preliminary project schedule, broken into the project phases, that includes milestones and estimated delivery dates for all deliverables. The preliminary schedule should provide the division with clear understanding of the offeror's proposed time frame for the project, from start to completion.
- 3) **Project Master Plan Summary:** As indicated in Section 5.02(b) of this RFP, the project master plan will include several comprehensive planning documents. The proposal must include a high-level summary of the below listed master plan elements. The summary does not have to be as detailed as required in the final master project plan, but it should provide sufficient detail to give the division a clear understanding of the offeror's proposed strategy for each item:
  - a) **System Installation:** Provide a high-level description of how the offeror would fulfill the installation responsibilities and ensure the proposed technical solution is installed, operational and integrated within the state's network infrastructure.
  - b) **Data Conversion:** Converting the current data to the new system is a large, complex effort. Provide an explanation of the proposed data conversion strategy and how the offeror plans to execute this effort and ensure the accuracy of the data conversion. Include any relevant experience with large, data conversion projects.
  - c) **System Testing:** Provide a high-level description of the offeror's proposed testing strategy and methods for any COTS products or custom developed products. The description must address the testing plan creation, methodology on load testing, test case/script generation, test phases, the execution of the test plan and proposed participation by state and division staff.  
  
The test plan execution should include the topics of results recording, defect handling and regression testing. Include a description of any testing tools the offeror plans to use.
  - d) **Training:** Provide a high-level overview of the offeror's proposed training strategy, including a description of the types of training and the staff that should receive this training to maintain and operate the proposed solution. As part of the overview, describe the documentation and materials that will be provided to compliment the training and that will enable staff to gain a full understanding of how to operate the proposed solution.
- 4) **Warranty and Annual Maintenance:** Provide a narrative that outlines the provisions covering warranty of hardware and software components of the solution. As part of the narrative, identify the warranty period of system components and the period when maintenance costs will begin. Describe what is included, excluded and the duration of the proposed warranty and maintenance agreement.
- 5) **Documentation:** Describe the documents the offeror typically delivers on a system application of this type, including the documentation format (hardcopy, online, etc.), documentation type (technical, user, etc.) and frequency of updates.

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- 6) **Voter Registration and Election Management System Requirements:** The proposal must describe the offeror's approach and solution for meeting the requirements outlined in Attachment 1. If the proposed solution includes a COTS voter registration and election management system, describe the customization

efforts necessary to meet the requirements and any risks involved. Include the process, method and tools the offeror will utilize to ensure full understanding of the requirements as they relate to the division's business processes and that will completely document and track compliance with the requirements from identification to implementation.

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## 6.05 Management Plan for the Project

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

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule. The management plan for the project must address the following elements:

- 1) **Resource Management Plan:** Provide a high-level summary of the offeror's proposed resource management plan, including the following:
  - a) An organizational chart showing proposed team members and defining all key functional, technical and management roles of, and reporting relationships among, team members.
  - b) Detailed list showing each individual proposed to serve on this project, with a complete description of his/her role, responsibilities, estimated percentage of time the individual will be dedicated to the project, and experience with voter registration and election management systems. Include resumes for proposed personnel, describing each individual's educational background, experience and any other pertinent professional information that demonstrates the individual's qualifications and experience as related to a project of this type.
  - c) Confirmation that the offeror commits that the proposed personnel will actually be assigned to the project, and will not be reassigned to other projects without the explicit written approval of the division and that the division will have the right to cancel any and all agreements with the offeror if specific personnel proposed by the offeror will not be available for the project.
  - d) Confirmation that the division retains the right of approval over all proposed personnel, including potential substitutions to those proposed in response to this RFP and that the offeror commits to replace project personnel whose performance is unsatisfactory to the division with other personnel whose experience and skills are acceptable to the division.
- 2) **Project Monitoring:** Describe the offeror's proposed strategy for ongoing project management throughout the life of the project, including the metrics and other indicators the offeror will utilize to monitor the project's progress towards its goals and execution of the project schedule, as well as monitor and identify risks associated with the project and what the offeror will do to mitigate known risks.
- 3) **Joint Venture and/or Subcontractors:** If the offeror is submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

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## 6.06 Experience and Qualifications

The proposal must present a full and complete description of the qualifications of the offeror to complete the requirements in Section Five, Scope of Work.

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

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

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- 2) **Relevant Business Experience and References:** Offerors must provide a summary of every comparable voter registration and election management system (or similar project) serving as the prime contractor the offeror implemented within the last 10 years. The summary must include information relating to the solution implemented, including if it was a COTS solution or custom developed, and if COTS, the amount of customization required, if any. The summary must also describe if the project was successfully completed, completed as originally scheduled (if not, the extra time required to complete) and within the original bid amount (if not, include the dollar amount of the overage). A list of each jurisdiction and/or entity the system was implemented for must also be included in the summary. Additionally, the summary must disclose any litigation the offeror has been involved with over contract performance.

Offerors must provide at least three references, with at least one being from a jurisdiction where the offeror successfully developed, installed and implemented a centralized voter registration and election management system with a minimum of 500,000 registered voters. Each reference must include:

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

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

- ❖ Requirements gathering and definition
- ❖ System design
- ❖ System development
- ❖ Conversion
- ❖ Security
- ❖ Testing
- ❖ Project Management

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

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

The offeror shall also include a statement of the offeror's other contractual obligations that might have an influence on the capabilities of the offeror to perform the conditions of the contract (i.e., shared personnel) or, whose financial condition is deemed to be a risk to the division for successful performance of the contract.

The division may disqualify from consideration any offeror who is involved in bankruptcy proceedings.

## 6.07 Cost Proposal

Offerors must include in their proposal a TOTAL FIXED PRICE for the statewide voter registration and election management system, including the electronic pollbook solution. The TOTAL FIXED PRICE must include all hardware, software, equipment, maintenance, support and all additional miscellaneous expenses associated with fulfilling the RFP requirements and the implementation of an electronic pollbook solution for 438 precincts. Proposals received that do not include a total fixed price shall be considered non-responsive and shall not be evaluated.

Cost proposals must include the cost of the following:

### **Item #1 – Statewide Voter Registration and Election Management System:**

- a) hardware costs – identify all the hardware costs associated with the proposed system;
- b) software costs - identify all the software costs associated with the proposed system;
- c) labor costs - identify all the labor costs associated with the proposed scope of work, to include a total estimate of hours necessary. Include hourly rates for work identified and approved that is beyond the scope of this RFP; and
- d) miscellaneous costs – identify any and all miscellaneous costs associated with the proposed system.

### **Item #2 – Electronic Pollbook Solution:**

- e) hardware costs – identify all the hardware costs, per unit, associated with implementing the proposed solution in 438 precincts;
- f) software costs – identify all the software costs, per unit, associated with implementing the proposed solution in 438 precincts; and
- g) miscellaneous costs – identify any and all miscellaneous costs, per unit, associated with implementing the proposed solution in 438 precincts.

### **Item #3 – Total Cost**

- h) total costs – identify the total proposed cost for of the entire project as outlined in the costs associated to items 1 and 2 above.

## 6.08 Offeror's Presentation

Offerors must provide an on-site presentation of the proposed statewide voter registration and election management system and electronic pollbook solution. The presentation will be limited to 6 hours and should allow for questions. Presenters must include key personnel identified in the proposal.

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

The goal of the presentation is to give the Proposal Evaluation Committee (PEC) members a clear understanding of the solution being proposed and how that solution will meet the requirements outlined in Attachment 1.

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

- a) Brief overview of company that includes previous experience implementing similar projects and why the offeror should be selected for the project.
- b) Brief conceptual description of the proposed architecture, including diagrams and offeror's reasons for selecting the proposed architecture.
- c) A discussion of the technical, cost and schedule risks and a description of what efforts are planned to reduce those risks.

- d) High-level overview of proposed schedule and background as to how the proposed schedule was determined.
- e) High-level overview of the offeror's management strategy of the project.
- f) Thoughts, comments or strategies relating to the proposed statewide voter registration and election management system ability to provide the additional capabilities desired by the division as outlined in Section 5.01.
- g) If the proposal includes implementation of an existing statewide voter registration and election management system, a demonstration of the system's capabilities as they relate to the following sub-systems and/or modules required by the division and outlined in Attachment 1 and the offeror's proposed strategy for making any modifications necessary to meet the requirements:
  - ❖ Geographic Entities
  - ❖ Voters
  - ❖ Election Management
  - ❖ Absentee/Questioned Voting
  - ❖ Petition Management
  - ❖ System Administration
  - ❖ Reports

If a required sub-system is not included in the existing proposed application the offeror should clearly describe how and when it will be integrated into the system.
- h) If the proposal does not include the implementation of an existing statewide voter registration and election management system, the offeror must clearly describe the methodology and vision for development of such a system.
- i) Any other item, outlined in Section 6.03, 6.04, 6.05 or 6.06, the offeror believes will provide the PEC members with a clear understanding of the solution being proposed and the offeror's ability to meet the requirements of this RFP.

## 6.09 Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SEVEN.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

## **SECTION SEVEN EVALUATION CRITERIA AND CONTRACTOR SELECTION**

### **THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100**

Proposals will be evaluated against the questions set out below:

#### **7.01 Technical Solution for the Project (10 Percent)**

- [a] Does the proposal clearly describe the total overall system architecture (hardware and software), supported by diagrams, and demonstrate that the system has the ability to meet the requirements of this RFP?
- [b] Does the proposal describe a proposed failover solution for two remotely separated, synchronized installations and demonstrate the system architecture will be fully redundant with no single point of failure?
- [c] Has the offeror clearly described the architecture of each component as it relates to the total system architecture as outlined in Section 6.03, including backup and recovery and the electronic pollbook solution?
- [d] How well does the proposal describe the network configuration of the proposed technical solution, including the connectivity with hardware components, bandwidth requirements and possible remedies and/or options for clients with low bandwidth and high latency office locations?
- [e] How well does the proposal outline the security strategy and does it include a description of secure client connection, transmission and storage of sensitive information?
- [f] How well does the proposal describe the software elements of the technical solution and will the software meet state standards?
- [g] Does the proposal clearly identify the recommended database system, supporting capabilities of the database, the reasons for the recommendation and affirmation that the division will be the sole owner of the data residing in the system?
- [h] Has the offeror detailed the application development tools necessary to meet the requirements of this RFP?

#### **7.02 Methodology Used for the Project (15 Percent)**

- [a] How well does the proposal describe the project approach and project phases and does the methodology depict a logical approach to fulfilling the requirements of the RFP?
- [b] Has the offeror adequately described the project schedule, including relevant phases, milestones and deliverables and does the proposed schedule depict a reasonable timeframe for the project from start to completion?
- [c] Does the proposal provide a clear and detailed plan on how the offeror will execute data conversion and does the data conversion strategy demonstrate the offeror's ability to ensure the accuracy of the data conversion?
- [d] Does the proposal clearly describe the offeror's proposed test strategy from creation to implementation?

- [e] How well does the proposal describe the training strategy and will the proposed training provide staff with a clear understanding of how to maintain and operating the proposed solution?
- [f] How well does the proposal outline the provisions covering warranty and annual maintenance of the proposed solution?
- [g] Does the proposal address, in sufficient detail, the offeror's approach and proposed solution for meeting the Statewide Voter Registration and Election Management System requirements outlined in Attachment 1, is the approach and/or proposed solution practical and feasible to meet Alaska's requirements and if the proposed solution is a COTS product, does the proposal identify modifications that may or may not be necessary?

### **7.03 Management Plan for the Project (5 Percent)**

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- [b] Is the organization of the project team clear?
- [c] Does the proposal include an organizational chart that defines all key functional, technical and management roles of team members?
- [d] How well does the management plan illustrate the lines of authority and communication?
- [e] Does the proposal include resumes and do the resumes demonstrate the individual has the qualifications and experience necessary for a project of this type?
- [f] How well does the proposal describe the offeror's proposed strategy to fulfilling the ongoing project management requirements?

### **7.04 Experience and Qualifications (10 Percent)**

- [a] Does the proposal demonstrate that the offeror has the experience and qualifications necessary to complete the requirements of this RFP?
- [b] How well has the firm demonstrated experience in completing similar projects successfully, on time and within budget?
- [c] Has the firm provided letters of reference from previous clients and do those letters demonstrate a positive relationship and reputation between the offeror and the client?
- [d] Does it appear the firm is financially solvent and has the resources to complete the project, including financial, personnel and time?
- [e] Does the proposal demonstrate that the offeror has the ability to provide adequate support for its products after the contract is complete?

### **7.05 Contract Cost (40 Percent)**

Overall, 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

The electronic pollbook solution included in the cost proposal will be evaluated based on implementation in all 438 precincts. In the event that the State determines, at a later date, that the electronic pollbook solution will be implemented in fewer than 438 precincts, the total contract amount will be reduced based using the price per unit outlined in the cost proposal.

#### **7.06 Alaska Offeror Preference (10 Percent)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

#### **7.07 Presentation Evaluation (10 Percent)**

Presentations will be evaluated on the following:

- [a] Did the presentation provide a clear understanding of the offeror's proposed solution?
- [b] Did the presentation demonstrate the offeror's ability to implement the proposed solution?
- [c] Did the presentation demonstrate how the proposed solution can meet the RFP and Attachment 1 requirements?

## **SECTION EIGHT ATTACHMENTS**

### **8.01 Attachments**

#### ***Attachments***

1. Statewide Voter Registration and Election Management System Requirements
2. Proposal Cost Sheets
3. Proposal Check List
4. Proposal Evaluation Form
5. Standard Agreement Form
6. Appendix A
7. Appendix B1
8. Notice of Intent to Award

**Attachment #1****Statewide Voter Registration and Election Management System Requirements****General Overview**

The State of Alaska, Division of Elections is responsible for managing and maintaining voter registration records. The division currently has seven different offices across the state that process voter registration records and perform election management functions. Each office must have real-time access to the registration and election management system. Once a record is updated in one office, any other office must have immediate access to the updated information.

In addition to voter registration, the division is also responsible for conducting state and federal elections as well as some local elections.

The system must contain at a minimum the following sub-systems and/or modules:

- Geographic Entities
- Voters
- Election Management
- Absentee/Questioned Voting
- Petition Management
- System Administration

The division must be able to extract data from the system and produce various reports. The voter registration and election management system must include a software solution that includes a general report writer for creation of formatted reports using the extracted data. In addition to any standard reports, the system must be able to produce, at a minimum, 100 custom reports specifically for use in Alaska as approved and defined by the division.

When generating reports, the division must be able to:

- Generate reports on demand, overnight or in “batch” mode as defined by the division.
- Select various options for sorting, filtering and selecting political jurisdiction of requested data as defined by the division, including whether or not to suppress confidential information contained on voter records.
- Select printing options, such as output to paper, electronically as ASCII text, or in PDF format.
- Print paper reports either locally or through the Juneau or Anchorage Data Center

The reports shall be identified and approved by the Alaska Division of Elections during the detailed, technical design phase of the implementation project.

The detailed requirements for each module as outlined on the following pages.

**Geographic Entities Requirements**

<b>Req. #</b>	<b>Requirement</b>
<b>G1</b>	<b>Districts</b>
G1-1	<p>Alaska currently has 40 house districts, 20 senate districts and four judicial districts. Each district has a unique number as follows:</p> <p>House Districts: 2-digit number (leading zero if necessary)  Senate Districts: 1 alpha character (A, B, C, etc.)  Judicial Districts: 1, 2, 3 and 4</p> <p>These districts must be associated to the appropriate precinct designated in Alaska.</p> <p>The system must provide the capability to add, update or delete house districts, senate districts and judicial districts and shall provide a convenient and clear ability to assign these districts to specific precincts.</p>
G1-2	<p>Alaska associates other election jurisdictions such as boroughs, cities, rural school districts and coastal management districts to major or minor political subdivisions (districts). Major political subdivisions are assigned to individual precincts if the entire election jurisdiction is wholly contained within a precinct. Minor political subdivisions are assigned to individual street records if the election jurisdiction does not apply to the entire precinct.</p> <p>The system must provide the capability to add, update or delete major and minor political subdivisions and provide a convenient and clear ability to assign them to individual precincts or street/geographic area records.</p>
G1-3	The system must provide authorized users the ability to look up districts. (House, Senate, Judicial, Major and Minor)
G1-4	Alaska tracks the number of active registered voters assigned to each district. The system must have the ability to track registered voters by district. (House, Senate, Judicial, Major and Minor)
G1-5	The district and precinct files/tables must be available to other system modules (address library, voters, election management, petitions, etc.)
<b>G2</b>	<b>Precincts</b>
G2-1	<p>Alaska currently maintains 438 individual voting precincts. Each precinct has an assigned number and name. Each precinct must have a house, senate and judicial district associated to the precinct.</p> <p>The system must provide a convenient and clear ability to add and update precincts and allow for a minimum growth in the number of precincts maintained in the system of at least 100%.</p>
G2-2	<p>The system must provide for a 6-digit precinct number assignment consisting of:</p> <p>Position 1-2: State House District Number (01, 02, 03 etc.)  Position 3: -  Position 4-6: Precinct number assignment (leading zeros if necessary)</p> <p>The system must allow Alaska to maintain the designated precinct numbers and names upon implementation and must allow for duplicate precinct number assignments (position 4-6) as long as the state house district number (position 1-2) is different.</p>
G2-3	Once a precinct is established in the system, street/geographic area records are associated to the precinct and voters are assigned to the precinct based upon their residence address.

	The system must prevent the deletion of a precinct record if there are any street/geographic records or active registered voters associated with the precinct.
G2-4	The system must provide authorized users the ability to look up precincts and view on screen or print the election jurisdictions assigned to the precincts (House, Senate, Judicial, major political subdivision).
G2-5	Alaska tracks the number of active registered voters assigned to each precinct. The system must have the ability to track and report the number and names of registered voters by precinct.
G2-6	The Division of Elections has four regional offices. Each office is responsible for maintaining precinct records.  The system must allow for a regional office designation to be assigned to the precinct record.
<b>G3</b>	<b>Street/Geographic Area Records</b>
G3-1	Voter records must be automatically assigned to districts/precincts based upon the voter's residence address (street name and city only). The system must allow for the definition and storage of street records and geographic area records in an address library (aka street index or locator). The system must be able to handle records in the library that are: <ul style="list-style-type: none"> <li>• standard street addresses (with or without house number); and</li> <li>• non-standard addresses that cover a geographic area only, such as just city name or descriptive phrase such as "2 blocks from post office".</li> </ul> <p>For street records, the system must allow for a street to be set up with or without house number ranges and/or mileage ranges designated and must require a city name, zip code and precinct number to be assigned to the street record.</p> <p>For geographic area records, the system must allow a geographic name to be entered and must require a city name, zip code and precinct number to be assigned to the geographic area.</p>
G3-2	The system must provide a convenient and clear ability for authorized users to perform the following tasks associated with maintaining street and geographic area records in the library: <ul style="list-style-type: none"> <li>• add new or modify existing streets and house number ranges, including precinct number assignment;</li> <li>• add new or modify existing geographic areas, including precinct number assignment;</li> <li>• extend house number range associated with a street;</li> <li>• split street records into multiple house number segments as long as house number ranges do not overlap;</li> <li>• reassign voters from a street record that was split into the new segments;</li> <li>• delete existing street and/or geographic area records only if no voter's are assigned to record;</li> <li>• maintain odd/even/both indicator for street records;</li> <li>• assign mileage indicator for highways and/or streets;</li> <li>• assign low and high mileage range, including low and high fraction for records where the mileage indicator is assigned;</li> <li>• maintain large residential complexes that utilize a single street address, but that has many buildings and/or units that are potentially assigned to different precincts;</li> <li>• assign street and geographic area records to a precinct, which in turn assigns the street and geographic area to the appropriate house, senate, judicial district and any major political subdivision assigned to the precinct as well as the regional</li> </ul>

	<p>jurisdiction;</p> <ul style="list-style-type: none"> <li>• assign up to 10 minor political subdivisions to street or geographic area records;</li> <li>• designate a street record or geographic area record as “permanent absentee voting (PAV)”;</li> <li>• enter a comment on the street or geographic area record;</li> <li>• reassign voters from one street or geographic area record to another where the voter’s residence address matches;</li> <li>• move groups of address records from one precinct to another;</li> <li>• view on screen or print voter records assigned, and/or the number of voters assigned, to street or geographic area record;</li> <li>• view on screen or print street and geographic area records assigned to a precinct or minor political subdivision; and</li> <li>• view on screen the house district, senate district, judicial district and any major/minor political subdivisions assigned to the address record.</li> </ul>
G3-3	The system must prevent duplicate and overlapping street and/or geographic area records in the same city. For instance, for street records, there can only be one street record with the same city name, unless the street is split into house number ranges. If the street has house number ranges assigned, the system must prevent overlapping ranges unless there is a different odd/even distinction for the range. For geographic area records, there cannot be duplicate geographic area names associated with the same city.
G3-4	In some instances, street and/or geographic area records need to be inactivated or placed in a pending status so that no further voter records can be assigned to the street and/or geographic area record. The system must have the ability to designate a record as either inactive, pending, or in-progress and once so designated, no further voter records may be assigned to the street and/or geographic area record until the designation is removed.
G3-5	<p>The system must have the ability to automatically assign a voter record to the appropriate address library record, which in turn assigns the voter record to the appropriate district/precinct, when the voter’s residence address is entered on the voter record. When automatically assigning the voter record, the system must have the following capabilities:</p> <ul style="list-style-type: none"> <li>• if the house number and street name, including street type, directional designations (North, South, East, West), odd/even range and city name, entered on the voter’s record matches a street record, the system must automatically assign the voter record;</li> <li>• if there is not a street record that matches the data entry of the residence address on the voter record, but there is a single geographic area record with the same city name as entered on the voter record, the system must automatically assign the voter record; and</li> <li>• if there is more than one geographic area record with the same city name, the system must present the user with a list of possible street records and geographic area records to select from before assigning the voter record. However, the system must prevent a user from selecting a street record until the data entry of the voter’s residence address is fixed to match street record information.</li> </ul>
G3-6	The system must have the ability to define individual user access to add, modify or delete records within the address library.
G3-7	<p>The system must provide a convenient and clear ability for users to look up streets and/or geographic records in the address library by whole or partial street name, or city only. If searching for a street record using a partial name, the system must present the user with a list of streets that begins with the characters entered.</p> <p>The system must allow for searching address library records to be limited to a city name, expand to the user’s region, or to be statewide.</p>
G3-8	The system must provide the ability to assign and address type code to any record in the

	<p>address library, such as commercial address, nursing home, etc., and whether or not the address record is valid for registering voters.</p> <p>For example, users can set the address record for 3500 College Road, Fairbanks as commercial address and indicate no further voter records can be assigned to this address. Voters assigned to the address before such a designation remain in the address record, but additional voters cannot be added. If a user tries to add a voter where the address record is not valid for registering voters, the system must provide a warning and not allow the voter record to be completed.</p> <p>The address type codes must be user-defined.</p>
G3-9	The system must have the ability to track and report the names and number of active registered voters assigned to each address library record.
<b>G4</b>	<b>Reports</b>
G4-1	<p>The system must provide the ability to produce, at a minimum, the following geographic entity printed reports and ASCII-formatted electronic files:</p> <ul style="list-style-type: none"> <li>• list of precinct numbers and names by house district, senate district, judicial district, or major/minor political subdivision;</li> <li>• number of registered voters assigned to each precinct, with or without breakdown by political party affiliation (also in HTML format);</li> <li>• address library reports, including user-specified subsets of the entire files such as, all address records in a precinct, house district, senate district, region, major/minor political subdivision or in a city;</li> <li>• names and mailing addresses of active registered voters assigned to individual address records; and</li> <li>• precinct cross reference detailing the house, senate, judicial and major/minor political subdivisions assigned to the precinct.</li> </ul>
<b>G5</b>	<b>Redistricting</b>
G5-1	<p>The system must provide a solution that will allow the division to reassign, add, modify, consolidate, and delete precincts for redistricting. As part of the solution, the system must allow users to reassign address library records from one precinct to another if the precinct boundary is modified.</p> <p>The system must prevent the deletion of precincts if address library records are assigned to the precinct being deleted.</p>
G5-2	<p>The system must have the ability to establish multiple “future views” or “test scenarios” that can be used for redistricting so that modifications to precincts and address library records can be made without affecting existing records until the future view or test scenario is activated.</p> <p>The system must allow the future view or test scenario to be set up for the entire state or just for specific region(s) and must allow for multiple future views or test scenarios to be running simultaneously and for the user to designate which view or scenario they are making modifications to. For instance, in view 1 the user might assign 123 Main street to precinct 01-155, but in view 2, this same street might be assigned to precinct 05-540.</p> <p>The reports established for geographic entities must also be available and contain redistricting data based on the future view or test scenario.</p>
G5-3	When working in a future view or test scenario, the system must allow users to reassign an existing address library record from one precinct to another and to change the minor district designations assigned to the library record. However, if the user needs to modify

	the house number range, or create a new address library record, the system must prevent these changes from being made in a future view or test scenario.
G5-4	<p>The system must provide for automatic reassignment of voter records during redistricting and must have the ability to automatically flag voter records to generate an export file to produce a voter ID card for all voter records affected during redistricting if the voter's house district and/or precinct assignment is changed.</p> <p>When voter records are reassigned to a new district/precinct during redistricting, the system must maintain a history of the prior district/precinct assignment on the voter record in such as way that the information is viewable by users.</p>
G5-5	The system must have the ability to track and report the number of registered voters assigned to precincts in a future view or test scenario to allow the user to determine size requirements for precincts.

## Voter Record Requirements

Req. #	Requirement
<b>VR1</b>	<b>Data Management</b>
VR1-1	<p>Alaska assigns a unique voter identification number to each voter record maintained. The system must provide unique voter identification numbers for each voter record in the system. Alaska must be allowed to maintain existing identification numbers assigned to voter records.</p> <p>The voter identification number is confidential. When producing reports where the voter identification number is included in the report format, the system must allow the user to include or exclude the voter identification number. If included, the user must have the ability to select one of the following formats as the number:</p> <ul style="list-style-type: none"> <li>• voter identification number;</li> <li>• ascension number (derived from the voter number and division defined); or</li> <li>• obscured (standard format where division-defined data is included before and after the actual voter ID number).</li> </ul>
VR1-2	<p>In Alaska, there are two types of voter records: active and inactive. Only “active” registered voters are eligible to vote and appear on voter registration lists and voter registration statistical reports.</p> <p>The system must have the ability for entry, storage, processing, searching and display of, at a minimum, an active and inactive voter record status code.</p>
VR1-3	<p>There are various conditions associated with active records and reasons why a voter record may be inactive such as death, felony conviction, purged or voter requested to inactivate record. In order to keep track and describe the various conditions associated with a voter’s status, Alaska uses a 2-character condition code on each voter record. Each condition code is associated to a specific status, either active or inactive. For instance, the condition code RE (registered elsewhere) is user-assigned when an active voter record is changed to inactive if notice is received that the voter registered in another state. The condition code of UN (undeliverable address) is user-assigned when the division mails something to the voter that is subsequently returned by the post office as being undeliverable.</p> <p>The system must have the ability to enter, store and display a minimum of 50 user-defined condition codes.</p> <p>In addition, the system must have the ability to set which condition codes can allow record updates and prevent records with certain condition codes from being updated until the condition code is first updated. For instance, a record with condition code FC (felony conviction) cannot be updated until the condition code is updated to FD (felony discharge).</p>
VR1-4	<p>The system must allow for the entry of voter names using the following parsed name fields:</p> <ul style="list-style-type: none"> <li>• last name;</li> <li>• first name;</li> <li>• middle initial(s); and</li> <li>• suffix (Sr., Jr., other generations).</li> </ul> <p>The system must have the ability to concatenate the name fields for display purposes.</p>
VR1-5	<p>Alaska has both standardized and non-standardized residence addresses. Since Alaska has many rural locations that do not have standardized addresses, the system must be able to accept input of residence addresses in free form as well as using the following</p>

	<p>parsed residence address fields:</p> <ul style="list-style-type: none"> <li>• house/mileage number;</li> <li>• house/mileage fraction number;</li> <li>• 2-digit pre-directional code (i.e., SW, S, N);</li> <li>• street name;</li> <li>• type (i.e. street, road, highway, trail, avenue);</li> <li>• suffix (alpha/numeric);</li> <li>• city;</li> <li>• zip (brought into voter record from geographic file); and</li> <li>• zip+4 (optional).</li> </ul> <p>An example of non-standardized residence address is “blue house next to post office, Allakaket, AK”. Free form entry of this address could either be entering “blue house next to post office” in either the street or suffix field.</p>
VR1-6	<p>Many voters in Alaska have a different mailing address from their residence address (i.e. post office box). The system must allow for both a residence and mailing address, with mailing being optional. However, for those voters whose mailing address is the same as their residence address, the system must default to the residence address as the mailing address unless a user enters a separate mailing address.</p> <p>If a separate mailing address is needed, the system must allow for the following “parsed” fields long enough to meet US postal, foreign and military mail regulations:</p> <ul style="list-style-type: none"> <li>• mailing address line 1 (free-form entry);</li> <li>• mailing address line 2 (free-form entry);</li> <li>• mailing address line 3 (free-form entry);</li> <li>• city;</li> <li>• state;</li> <li>• zip (including +4); and</li> <li>• country.</li> </ul> <p>The system must provide a solution for indicating if the mailing address on a voter’s record is undeliverable and flag records with undeliverable mailing addresses on voter lists. In addition, there must be a solution that will allow the user to indicate if the mailing address is a forwarding address.</p>
VR1-7	<p>The system must allow for the entry and display of the following identifying information:</p> <ul style="list-style-type: none"> <li>• voter’s birthdate (mm/dd/yyyy);</li> <li>• voter’s Social Security Number (SSN) both the full 9-digit number and the last-4 of the SSN with the last-4 being accessible for input, query and reporting; and</li> <li>• voter’s driver’s license number or state ID number.</li> </ul>
VR1-8	<p>In order to track eligibility to vote and to perform voter list maintenance, Alaska maintains various dates on voter records. The system must have the ability to capture the following date information using an eight-digit field (mm/dd/yyyy):</p> <ul style="list-style-type: none"> <li>• original registration date - auto-filled when adding a new voter record to system, available for change on existing voter record;</li> <li>• registration date – for new voter records, this date is same as original registration date and is auto-filled. For existing records, this date is user entered based on effective date of voter initiated update;</li> <li>• district registration date – this date is system generated when the voter record is changed from one house district to another and is based upon the voter’s registration date;</li> <li>• precinct registration date – this would be a new date added to system and would be system generated when the voter record is changed from one precinct to</li> </ul>

	<p>another and would be based on the voter’s registration date;</p> <ul style="list-style-type: none"> <li>• date of entry (DOE) – this is the date an update was made to a voter record and is system generated;</li> <li>• condition – this is system generated when the voter’s condition code is assigned;</li> <li>• suspension date – user entered based upon when an active voter record is manually inactivated; and</li> <li>• restoration date – user entered based upon the restoration date of a convicted felon.</li> </ul>
VR1-9	<p>Alaska maintains voter history on each voter record for 10 years. The system must be able to maintain, at a minimum, voter history for 10 years.</p> <p>Currently, voter history is maintained with the year followed by 5 positions, with each position representing a certain type of election, i.e., 12-02005 where 12 is year, first position is for primary election, second position is for general election, third position is statewide special election, fourth is local special election and fifth is local regular election. If there is a character other than zero in the position, it means the voter voted.</p> <p>With the new system, the division envisions being able to view and maintain history in a date format (mm/dd/yyyy) based on the date of the election and the assigned election ID.</p>
VR1-10	<p>The system must have the ability to check and report on duplicate voter registration records using various matching algorithms such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• duplicate birthdate and last name;</li> <li>• duplicate last-4 of SSN and last name;</li> <li>• duplicate last-4 of SSN and birthdate;</li> <li>• duplicate SSN; and</li> <li>• duplicate driver’s license/state ID and last name.</li> </ul>
VR1-11	<p>In the event that duplicate records are found in the database, the system must provide a convenient solution to merge the data from the separate records into a single record. The solution will allow the various voter history references and documents attached to the records to be preserved into the single record.</p> <p>If a duplicate record has an absentee ballot application on file, the system must include a solution that will maintain/merge the absentee ballot application information onto the record that is to remain in the system.</p>
VR1-12	<p>In the event that duplicate records are found and corrected, the incorrect record needs to be deleted from the system. The system must provide the ability to delete voters and limit which users have the rights to delete voter records.</p>
VR1-13	<p>It is not uncommon for political parties and/or groups to change in Alaska. The system must allow an authorized user to add, modify or delete political affiliation types.</p> <p>In addition, the system must be able to facilitate a “group” or “block” reassignment of records from one political affiliation type to another by a system administrator.</p>
<b>VR2</b>	<b>Search/View Voter Records</b>
VR2-1	<p>It is common for voters to contact the Division of Elections regarding their voter record. At the time of contact, division staff must be able to search for the voter and view the record details to provide information to the voter. The system must be able to check for existing voter records, both active and inactive, using the following possible search methods:</p> <ul style="list-style-type: none"> <li>• voter’s full name;</li> <li>• voter’s last name and partial or full first name;</li> <li>• voter’s partial or full last name and partial or full first name;</li> <li>• voter’s full or partial last name, full or partial first name and date of birth;</li> </ul>

	<ul style="list-style-type: none"> <li>• voter’s full or partial last name, full or partial first name and last-4 digits of SSN;</li> <li>• voter’s full SSN;</li> <li>• voter’s date of birth and last-4 digits of SSN;</li> <li>• voter’s voter ID number; or</li> <li>• voter’s driver’s license/state ID number.</li> </ul> <p>When performing the search, if there is more than one potential record match, the system must return a list of possible matches.</p>
VR2-2	<p>When viewing voter records, the system must have the ability to conveniently view and produce a print report and/or print screen of the following information on an individual voter record:</p> <ul style="list-style-type: none"> <li>• voter name, birthdate, SSN, last-4 SSN, driver’s license number;</li> <li>• residence address and private residence address indicator;</li> <li>• mailing address;</li> <li>• status and condition code;</li> <li>• political party affiliation;</li> <li>• dates associated with the record;</li> <li>• current district and precinct assignments and prior house district and precinct assignment;</li> <li>• polling location for current precinct assignment;</li> <li>• sex;</li> <li>• military, overseas and disability indicators;</li> <li>• voter history information; and</li> <li>• documents attached to a record (i.e., microfilm reference and/or scanned images/signatures).</li> </ul>
VR2-3	<p>When viewing voter records, the system must provide a visual indication on all display screens, preferably color-coded, that indicates the person is not of voting age at the time of display or if the voter’s record is in an inactive status.</p>
VR2-4	<p>When searching for voter records, the system shall allow users to select from any on-screen display of voter records that meet search criteria.</p>
<p><b>VR3 Add/Update Voter Records</b></p>	
VR3-1	<p>Registration applications come from a variety of sources and the source must be tracked for reporting under the National Voter Registration Act (NVRA), Help America Vote Act (HAVA) and Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA). For tracking and reporting, Alaska currently groups (batches) the received application by appropriate NVRA source, by date in each regional office and the Absentee and Petition Office. There may be one or multiple registration applications received by a source on any given date. If there is a large number of applications received on the same day from the same source in a regional office, that group of applications may get split into two or more groups for processing. The groups of applications are then processed as “batches” by source and by date and there may be times when the processing of the group of applications has to be stopped and restarted at a later time (for instance the group is not completed by end of the day).</p> <p>The current system for “pre-batching” registration application by NVRA source can be cumbersome and take several hours during peak election times when the volume of mail is high.</p> <p>The system must include a solution capable for data entry and/or scanning of registration applications to be processed as groups by NVRA source and date received for each office (including multiple groups from the same source on the same day) and allow for</p>

	<p>stopping/restarting the processing of a group of applications. When processing the group of applications, the user must have the ability to skip applications in the group if the application is incomplete and does not meet registration requirements.</p> <p>The system must also provide a mechanism to track and report on the number of registrations applications by source and date range, including the number of new voters added, the number of updates to existing records, the number of unchanged (duplicate information, only registration date updated) and the number of incomplete applications.</p>
VR3-2	<p>Before creating a new record, the system must be able to perform a check, using a matching algorithm, to determine if the potential registrant already exists in the database. If potential records exists, the system must provide a list of matching records for the user to either select from or add a new record if it is determined that there is not a duplicate.</p>
VR3-3	<p>The system shall, with ease of data entry, allow the user to add data on newly registered voters and must display data on existing registered voters and allow the user to modify existing records without re-entering existing data. The display data on existing records must include the most recently stored signature image.</p> <p>The following information must be available to add to new records or modify existing records:</p> <ul style="list-style-type: none"> <li>• name fields;</li> <li>• residence address fields;</li> <li>• private residence address indicator;</li> <li>• mailing address fields (optional entry);</li> <li>• birthdate (mm/dd/yyyy) (required for new records);</li> <li>• SSN, including only the last-4 digits of SSN (optional entry);</li> <li>• Alaska driver's license/state ID (optional entry);</li> <li>• Sex;</li> <li>• political affiliation;</li> <li>• proof of ID provided indicator (HAVA);</li> <li>• registration date;</li> <li>• voter ID card flag;</li> <li>• state/county information for previous registration (optional entry);</li> <li>• disability indicator (optional entry);</li> <li>• permanent absentee indicator (optional entry);</li> <li>• telephone number (optional entry); and</li> <li>• email address (optional entry).</li> </ul>
VR3-4	<p>When entering residence address information, the system shall facilitate auto-fill of the zip code using the address library. For instance, once the street and city is entered, the system would determine the zip code from the address library.</p>
VR3-5	<p>The system must be able to auto assign the voter's house district and precinct using the residence address entered on the record. If there is not a match in the address library for the residence address entered, the system must present the user with a list of possibilities to select from. For example, if a user entered Main St., Juneau, but the address library contained Main Ave, Juneau, the user would get a list of all street names of Main in city Juneau, as well as any geographic area records with city name Juneau, in order to correct the entry or to pick the geographic area record. If there was no record in the address library for Main, the system must allow the user to conveniently obtain a list of all street names with the associated city.</p> <p>If a voter's residence address is updated to a new address, the system must have the ability to maintain the prior district/precinct assignment for users to view on screen.</p>
VR3-6	<p>A person is eligible to register within 90 days of his/her 18<sup>th</sup> birthday, but is not eligible to</p>

	<p>vote until he/she turns 18.</p> <p>To determine that a voter meets the age requirements, the system must provide for automatic calculation of age during data entry and must prohibit records from being added if the voter is not old enough.</p> <p>When calculating the age, the system will compare the original registration date to the birthdate entered on the voter record.</p>
VR3-7	<p>In Alaska, a person who resides overseas can register and vote for federal offices if the person was last domiciled in Alaska. The system must allow an authorized user to register federal overseas voters.</p> <p>Federal overseas voters are not required to provide a residence address, but the system must allow the user to enter either a full or partial residence address.</p> <p>Federal overseas voter records must be searchable and retrievable as if they were fully registered voters. However, the system will not include these voters on any voter registration lists or precinct registers unless specifically requested by an authorized user.</p>
VR3-8	<p>Division offices receive registration applications on a daily basis. The system must allow registrations to continue to be processed after the registration deadline for an election, without affecting the created precinct register.</p> <p>However, during a Primary election, the system must provide a solution that will allow for a “freeze” on the voter’s political party affiliation as of the 30-day registration deadline for a Primary election. The voter’s party affiliation as of the registration deadline determines which primary election ballot the voter is eligible to vote. What this means is that a user can update the party affiliation on a record after the deadline, but the new affiliation will not become effective, or appear on display screens, until after the election ID is changed to a certified status.</p> <p>The solution should include the ability for a user to determine if the voter’s party affiliation was updated after the deadline.</p>
VR3-9	<p>The system must allow a user to enter and modify data on a voter record whether or not there is a scanned image of the registration document or digitized signature to associate with the record. This requirement means that in the event the scanning capability is not available for any reason, the system will allow data entry and modification of data on a voter record.</p>
VR3-10	<p>When a voter is initially registering to vote by mail, the division must verify the voter’s identity under HAVA. If the identity cannot be verified, the voter’s record is flagged as needing proof of ID. Once the voter votes and is given voter history, the flag is removed from the record.</p> <p>The system must have the ability to automatically remove the proof of ID flag from a voter’s record when the voter is given voter history from a precinct register.</p>
VR3-11	<p>It is not uncommon for the division to send mail to a voter, using the mailing address that is on the voter record, and have such mail returned to the division as undeliverable. In some instances, the post office provides the voter’s forwarding address. When the division receives undeliverable mail without a forwarding address, the voter’s record is flagged as undeliverable (UN condition/reason code is assigned). When the division receives undeliverable mail with a forwarding address, the voter’s mailing address is updated to the forwarding address and a notice is sent to the voter at the new address.</p> <p>The system must allow a user to flag a voter record as undeliverable. For those records</p>

	<p>that are undeliverable, voter lists must include an indication that the record is undeliverable. (Indicator can be a character flag, such as an asterisk)</p> <p>In addition, for mail returned with a forwarding address, the system must allow a user to flag the mailing address as forwarding and later produce an electronic report of all records in the region with the forwarding indicator. Once the report is generated, the forwarding flag is then removed from the voter record.</p>
VR3-12	<p>When processing voter registration batches, the system must allow a batch to be closed out before process completion and re-opened and completed by a different user.</p> <p>For example, if a user selects a batch for processing, begins data entry but does not complete processing all forms in the batch, a different user would have the ability to select and open the batch for additional processing.</p> <p>In addition, the system must allow an authorized user to manage the processing order of batches and re-arrange the order of the batches to be processed, including the deletion of batches for the users region. For example, a user in Nome should not be able to change the processing order or delete batches for Juneau.</p>
VR3-13	<p>It is not uncommon for a voter, who has an active absentee ballot application on file, to submit a voter registration application. The system must have a solution that will allow the user performing data entry to determine if the voter has an current absentee ballot application on file so that the absentee record can be updated if necessary.</p>
<b>VR4</b>	<b>Voter Registrars</b>
VR4-1	<p>Individuals can register to vote in Alaska through independent voter registrars (registered voters who assist applicant with completing and submitting the voter registration form). Voter registrars may be acting on their own behalf or performing their duties as part of their employment (i.e., municipal clerk).</p> <p>The system must allow the division to assign individual registered voters as a voter registrar and to process and track the number of registration forms submitted by the registrar.</p> <p>In addition to the standard voter record information, the division must be able to maintain the following information for each registrar:</p> <ul style="list-style-type: none"> <li>• registrar status (active or inactive);</li> <li>• home telephone;</li> <li>• work telephone;</li> <li>• fax number;</li> <li>• email address;</li> <li>• date trained as registrar;</li> <li>• date responded to last registrar notice (to maintain active registrar status);</li> <li>• organization name, if applicable; and</li> <li>• organization mailing address, if applicable.</li> </ul> <p>If the registrar is acting on behalf of an organization, the system must have the ability to default to the organizational mailing address, rather than the registrar’s voter record mailing address, when producing registrar reports and electronic mailing list.</p>
VR4-2	<p>Those registrars who have submitted a limited number of registration forms in a two-year period are contacted to determine if they are still interested in being a registrar.</p> <p>The system must have a solution that will allow the division to identify registrars who have</p>

	limited activity.
VR4-3	When processing voter registration applications submitted through a registrar, the system must have the ability to track the date and number of registration forms processed following VR3-1.
<b>VR5</b>	<b>List Maintenance</b>
VR5-1	<p>In compliance with NVRA, HAVA and Alaska election laws, the division must perform annual list maintenance to identify, inactivate and remove voter registration records. List maintenance is a multiple step process that entails identifying records who have had no contact/activity with the division or who have not voted in any election in four years, sending them an initial notice, and sending a second notice prior to inactivation.</p> <p>The system must be able to identify and flag as list maintenance those records meeting the list maintenance requirements and produce an electronic list of the voters for the division to send the initial notice.</p> <p>Of those records flagged for initial notice, the system must have the ability to mark the record as needing a second notice and producing an electronic list for the division to send the second notice.</p> <p>Once flagged for a second notice, if the voter does not respond within the designated timeframe, the system must allow an authorized user to run a command/program to automatically inactivate those records and establish the voter's condition/reason code as "purged".</p> <p>Voters who were sent the initial notice, but not flagged for a second notice, can remain in the system as flagged for list maintenance and can be included in the next annual list maintenance if they still meet the requirements.</p> <p>The list maintenance solution provided must meet NVRA, HAVA and Alaska election law requirements.</p>
VR5-2	<p>When identifying and flagging records for annual list maintenance, the system must have the ability to consider activity appearing on the voter record as defined by the division and outlined in Alaska Statute. If the voter record indicated the required activity, the system must not flag that record for list maintenance.</p> <p>Examples of voter activity that would preclude a voter record from being flagged would be a voter initiated change to voter record, voting in any election, applying for an absentee ballot, signing a petition (as sponsor or signer).</p>
VR5-3	<p>Once voter records are flagged for the initial notice, the system must provide a quick and convenient solution for users to designate voter records needing a second list maintenance notice.</p> <p>When designating records for the second notice, the system must prevent records from being flagged for a second notice if they were not flagged for the initial notice and must allow users to enter multiple records either through manual entry or using bar code scanner, without having to go into each individual voter record to make the designation.</p>
VR5-4	Once voter records are flagged for the second notice, the system must prevent records from being "purged" if there has been voter initiated activity on the voter record.
VR5-5	As part of list maintenance, the system must be able to remove records, with certain "condition/reason" codes, that have been in an inactive status for four years and produce an electronic report, with division-defined information, of the records removed.
<b>VR6</b>	<b>Interfaces</b>
VR6-1	The division's current database interfaces with web applications and Interactive Voice

	<p>Response (IVR) system that allow voters to check their polling place location, party affiliation, registration status and ballot status. The voter enters either their voter identification number or a combination of name and identifiers (SSN, last-4 SSN, birthdate) into the web applications which then interfaces with the database and returns certain data elements on the voter record, as defined by the division, to the web application for viewing by the voter.</p> <p>The system must include a standardized method to interface information on a voter's record, as defined by the division, with web applications, such as the division's online status and myAlaska, and IVR system. For instance, a voter voting an absentee ballot must be able to check the status of his/her ballot on-line showing when the application was received, when the ballot was mailed, when the voted ballot was received, and the ballot count code assigned to the returned ballot.</p> <p>The method must meet all requirements established by the State of Alaska Enterprise Technology Services.</p>
VR6-2	<p>After each election, the division pays election workers for their time at the polls. The system must have the ability to interface election worker payment data with the state's financial management solution, IRIS, by providing election worker payment data in an IRIS-ready XML format.</p>
VR6-3	<p>Under NVRA, voter registration is performed at the Alaska Division of Motor Vehicles (DMV) simultaneously when a person applies for a driver's license. DMV obtains and enters all voter registration information into their database to produce a registration application that is currently mailed to the division.</p> <p>The division expects that the new system will provide a solution that will allow the voter data obtained at DMV or any other state agencies that electronically captures all elements in voter record data, as well as the voter signature, to be accepted and processed in the new system electronically to eliminate the need for DMV or another agency to print a paper version of the registration data.</p> <p>When processing, the user would need the ability to review the DMV data prior to accepting it and link it to an existing voter record or add a new record. Once accepted/linked, the DMV data would be used to update and/or add a voter record without the need for the user to re-enter the data.</p>
VR6-4	<p>Prior to each election, the division produces precinct registers to be used at polling places as well as other various election related reports. The division has the ability to print these items on a local printer in each office or at the state data centers located in Anchorage and Juneau.</p> <p>The system must provide a solution that provides an interface with printers in the data centers so users can select to print reports at the data center when necessary.</p> <p>The vendor must work with the Alaska Enterprise Technology Services to provide the printing ability at the data centers.</p>
<b>VR7</b>	<b>Scanning/Imaging/Signature Maintenance</b>
VR7-1	<p>Alaska currently microfilms registration documents and enters the appropriate microfilm reference on individual voter records in order to retrieve the registration document submitted by the voter. This is a cumbersome and inefficient manual process.</p> <p>The system shall provide a solution to scan registration documents and attach the scanned image to a voter record for subsequent retrieval, display and printing. In addition, the system must allow the division to capture the voter's digitized signature,</p>

	<p>associate the signature with the record, and store the signature.</p> <p>The scanning capabilities must be compatible with commercially available scanning, bar code and OCR equipment.</p>
VR7-2	<p>The division includes a bar-code format of the voter identification number on various mailings and the precinct registers. The system must support the automated entry of data, via bar code reading at the desktop of both linear and 2D datamatrix and QR bar codes.</p> <p>At a minimum, the system must have the ability to receive bar code data for:</p> <ul style="list-style-type: none"> <li>• voter history data from precinct registers;</li> <li>• absentee ballot processing;</li> <li>• list maintenance; and</li> <li>• voter record searches</li> </ul> <p>As part of this requirement, the division is looking for a software capability, when combined with the appropriate bar code gun, to read, at a minimum, all character sets of the Code 3 of 9, 128, UCC-128, EAN-128, SSCC-18 and SCC-14 and AIM QR Code 2005 and ISO/IEC 18004;2006 specifications.</p>
VR7-3	<p>The scanning solution implemented must provide the ability to deskew, rotate and despeckle scanned images.</p>
VR7-4	<p>The system must provide the ability to extract (“clip”) a digitized signature image from a digitized voter registration form, associate that signature to the appropriate voter record, load the digitized signature image into the database, and make the signature image available for retrieval and display.</p> <p>The system must prevent a user from making any modifications to the basic characteristics, structure and recognizable format of the signature.</p>
VR7-5	<p>In addition to capturing digitized signatures, signatures need to be captured and linked to a voter record from paper voter registration documents.</p> <p>In order to efficiently capture signatures from various versions of registration documents, the system must allow for “zoning” of the signature area on, at a minimum, the following registration documents:</p> <ul style="list-style-type: none"> <li>• C03 – Voter Registration Application;</li> <li>• C06 – Absentee By Mail Ballot Application;</li> <li>• C07 – Absentee By Fax Application;</li> <li>• C17A – List Maintenance Notice (1);</li> <li>• C17B – List Maintenance Notice (2);</li> <li>• E14 – Absentee Ballot Oath and Affidavit;</li> <li>• E15 – Special Needs Ballot Oath and Affidavit;</li> <li>• E23 – Questioned Ballot Oath and Affidavit; and</li> <li>• X02 – Early Vote Ballot Oath and Affidavit</li> <li>• Federal Post Card Application</li> <li>• Federal Write-In Absentee Ballot Application</li> </ul> <p>The system shall support configurable and one-off manual zoning of registration documents to capture signatures for storage.</p>
VR7-6	<p>Scanned images and signatures shall be in a standard, non-proprietary TIFF format. The system shall not modify or store in any way (such as a special “wrapper) the TIFF images that would require use of proprietary software to view, display or print the images.</p>
VR7-7	<p>Signatures shall be stored in a way to provide for timely display.</p>

VR8	Reports
VR8-1	<p>Alaska produces various voter registration and election management reports in both printed and electronic format. The system must have the capability to print reports locally at the users designated printer and at the Juneau and Anchorage data centers operated by the Alaska Enterprise Technology Services. In addition, the user must have the ability to select the report to be generated overnight or on demand.</p> <p>The system must allow the user to select to print any report in paper or electronic format ASCII text (both delimited and fixed-width).</p> <p>The system must allow a user to generate a report, as defined by the division, containing the names and other division-defined information of all active, inactive, or cancelled voters, or any combination thereof, that are subject to disclosure under Alaska public records laws.</p>
VR8-2	<p>Alaska produces voter identification and voter acknowledgement cards twice a month. ID cards are sent to those voters who have completed all registration requirements. Acknowledgement cards are sent to those voters who have registered but have been flagged as needing proof of identity.</p> <p>The system must provide a batch function to create voter ID cards and/or acknowledgement cards. The batch process must auto generate twice a month, with specific days of the month set by the system administrator (i.e., 3<sup>rd</sup> and 18<sup>th</sup>). The dates must be able to be altered on demand. In addition to specifying the dates, due to the Primary “freeze” on party affiliation, the system must have the ability for the division to suspend the ID cards from being generated until such a time as the election is certified.</p>
VR8-3	<p>Alaska produces voter lists containing the names of registered voters in numerous political jurisdictions. The system must allow the user to order registration reports, containing standard division-defined data, and filter the data by, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• any political jurisdiction (i.e., statewide, senate district, house district, judicial district, major political jurisdiction, minor political jurisdiction, precinct, geographic file, region);</li> <li>• political affiliations (include all affiliations or user selects which affiliations to include);</li> <li>• records with certain reason/condition code (include all or user selected);</li> <li>• new/updated records in district from user selected date;</li> <li>• records in district up to a user selected date;</li> <li>• record flagged as disabled;</li> <li>• records flagged as military;</li> <li>• records flagged as overseas; and</li> <li>• records flagged as permanent absentee.</li> </ul> <p>When ordering reports, the system must also allow the user to:</p> <ul style="list-style-type: none"> <li>• select the sort options of the data set (alpha by name, district or precinct);</li> <li>• include confidential data; and</li> <li>• suppress the residence address on those records containing the private residence indicator.</li> </ul> <p>Standard reports shall contain only those records with an active status. The system shall suppress the printing of confidential data unless specifically included by user.</p>
VR8-4	<p>In addition to standard voter record reports, the system must allow users to build an electronic (ASCII formatted) voter list, containing the last name, first name, middle initial and name suffix, from user selected data. At a minimum, the electronic report would allow</p>

	<p>the user to select voter records for one of the following filters:</p> <ul style="list-style-type: none"> <li>• statewide;</li> <li>• house district;</li> <li>• senate district;</li> <li>• house district/precinct;</li> <li>• major political jurisdiction;</li> <li>• minor political jurisdiction;</li> <li>• judicial district;</li> <li>• condition code (reason code); or</li> <li>• geographic file.</li> </ul> <p>Once the filter is chosen, the system must allow the user to select the data fields to include such as:</p> <ul style="list-style-type: none"> <li>• voter ID (as either true number, obscured number or ascension number);</li> <li>• residence address (with or without private residence address indicator);</li> <li>• mailing address (if selected to be included, there must be a flag for those records marked as undeliverable mailing address);</li> <li>• date of birth;</li> <li>• social security number;</li> <li>• last 4-digits of social security number;</li> <li>• Alaska driver’s license/state ID number;</li> <li>• sex;</li> <li>• political affiliation; and</li> <li>• house district/precinct.</li> </ul>
VR8-5	<p>The system must provide a statistics report that will indicate the number of registered voters (active only) by precinct (in precinct order). The report must include the total for the precinct as well as the number registered under each political affiliation category.</p> <p>When ordering this report, the user must be able to select statewide, region, or by house district. The report must be available in paper, electronic and HTML formats.</p>
VR8-6	<p>The system must provide a statistics report that will indicate the number of registered voters by the following age groups:</p> <ul style="list-style-type: none"> <li>• 18 and 19</li> <li>• 20</li> <li>• 21</li> <li>• 22 – 24</li> <li>• 25-34</li> <li>• 35-44</li> <li>• 45-54</li> <li>• 55-59</li> <li>• 60 – 64</li> <li>• 65-74</li> <li>• Above 75</li> </ul> <p>The report must provide a breakdown of the total number of active records in each category, as well as a breakdown of the number of male, female and by each political affiliation.</p>
VR8-7	<p>The system must provide a statistics report that will indicate the number of registered voter by age group who voted in a specific election. The report must provide a breakdown, by age category of the total, male, female records and the total of how many voted. The report must further breakdown the number of voted in each political affiliation</p>

	for each age group.
VR8-8	Under NVRA, HAVA and UOCAVA, the division must produce a statistical report showing the number of registrations received by NVRA source. The system must provide a statistical report that meets these requirements. The report must be able to be ordered by region or statewide as well as by date range and yearly (for specific year). If ordering by year, the user must have the ability to select the report to print quarterly or monthly with totals at the end of the selection as well as the overall total of all for the year.
VR8-9	<p>When adding/updating voter registration records, the applicant can request cancellation of his/her registration in another state.</p> <p>The system must provide a batch function to be automatically generated, on a monthly basis defined by the division, a notice of those registrations that request cancellation in another state. There must be a separate notice for each state that the division can use to mail to individual states. The notice must include the voter's full name, residence address, mailing address, date of birth, SSN or last-4 digits of SSN.</p> <p>The system must provide the capability for an authorized user to maintain the contact information for each state (names, email, mailing address, fax numbers) for election officials in other states in which the notices will be sent.</p>
VR8-10	<p>Currently, if a voter's mailing address was updated based on a forwarding address provided by the postal service, the division updates the voter's mailing address and then flags the record as "forwarding". The forwarding flag allows the division to produce an electronic list of the flagged records to send the voter a letter.</p> <p>The system must provide a solution that will allow a user to produce an electronic report, by region, of voters with a forwarding address flag. Once the report is produced, the flag must be automatically removed by the system.</p>
VR8-11	The system must provide a batch function to create an electronic voter file, based on reason codes, to produce notifications (i.e, list maintenance notices) for in-house or off-site printing.
VR8-12	The system must provide, in both paper and electronic format, a registrar report. When ordering the report, the user needs the ability to order statewide, by selected house districts, selected precincts or region. In addition, the user must have the ability to select the data elements from the registrar record to include in the report, including the date the registrar last submitted registration applications.
VR8-13	<p>In order to clean up duplicate voter registration records, the system must provide the ability to report on potential duplicate registration records using, at a minimum, the following match criteria:</p> <ul style="list-style-type: none"> <li>• duplicate birthdate and last name;</li> <li>• duplicate last-4 of SSN and last name;</li> <li>• duplicate last-4 of SSN and birthdate;</li> <li>• duplicate SSN; and</li> <li>• duplicate driver's license/state ID and last name.</li> </ul> <p>In addition to duplicate records, the system must provide a report, based on election ID, showing those voters who voted, in the same election, more than once. For example, if the voter voted at the polling place and was given voter history from the precinct register, and also voted either an absentee, questioned or early ballot, the system would generate a report, by house district, of duplicate voters.</p>
VR8-14	In addition to the identified user selected reports, the system must provide for division-defined standard electronic reports provided to Alaska Permanent Fund (PFD) and the Alaska Court System.

	<p>These reports will contain standard voter record information.</p>
<p>VR8-15</p>	<p>Prior to each primary and general election, the division produces a voter pamphlet that is mailed to each registered voter household. The system must provide an electronic (ASCII format) address file by household. The file must contain the house district and region associated with the household.</p> <p>In addition to the actual address file, the system must provide for a printed statistical report showing the number of registered households in each house district and region.</p> <p>The household address file will be provided by the division to the printer selected for producing the pamphlets.</p>
<p>VR8-16</p>	<p>In an effort to identify voters who may be registered in more than one state, the division participates in a data matching project with other states.</p> <p>Although the matching generally involves a standard data format for an ASCII text file that is exported from the registration system, there has been and could be a need to make adjustments to the data fields and format of the export.</p> <p>The system must be able to generate a standard export of active voter records that can be used to match registration data with other jurisdictions and agencies. The export will contain division-defined data, including a division-defined data format.</p> <p>In addition to a standard data format, the division envisions a system that will allow a system administrator to define the various data fields and format to produce an extract of the “active” voters that can be used to match registration data with other states.</p>
<p>VR8-17</p>	<p>Prior to removing voter records or “purging” records for list maintenance, the division produces a report that shows voter records before and after any changes. This report was previously sent to a vendor to produce the data on microfiche. Rather than producing microfiche, the division wants to produce a voter report that can be saved and used for future reference if necessary.</p> <p>The system must have the ability to produce a division defined report that will allow the capture of voter record data before and after list maintenance.</p>

## Election Management Requirements

Req. #	Requirement
<b>EM1</b>	<b>Election Administration</b>
EM1-1	<p>The division establishes a 6-digit alpha/numeric code to identify each individual election and to perform election related tasks. In addition to the Primary and General elections, the division conducts other various local elections as well as prepares registers for all municipal elections in Alaska.</p> <p>The system must allow for the creation, storage and tracking of multiple overlapping elections using a 6-digit alpha/numeric election ID code (i.e., 10GENR represents 2010 General Election).</p> <p>Once the election ID is created, the system must allow users to search (by election ID, name or year) and view the election ID and allow an authorized user to update information about the election.</p>
EM1-2	<p>When establishing an election ID, the system must allow for the entry and capture of the following data:</p> <ul style="list-style-type: none"> <li>• type of election (i.e, primary, statewide, local, other);</li> <li>• date of election;</li> <li>• status of election (i.e, active, inactive, certified, marked for deletion);</li> <li>• name of election – at least 60 characters;</li> <li>• poll times (open and close);</li> <li>• candidate filing deadline;</li> <li>• registration deadline - using the date of the election, the system must automatically calculate and display the registration deadline 30-days prior to the election date and allow for modification of the date by authorized user for those elections where the registration date is not 30-days prior;</li> <li>• fiscal ledger code; and</li> <li>• fiscal collocation code.</li> </ul> <p>In addition to the above data, the system must have the ability to select, with ease, the applicable jurisdiction (house districts, major districts or minor districts) specific to the election.</p>
EM1-3	<p>Alaska produces precinct registers using the election ID. The register contains the names of all active status registered voters who are within the jurisdiction of the election and who were registered on or before the registration deadline established in the election ID for each precinct in the state, or each individual precinct associated with the jurisdiction of the election.</p> <p>The system must have the ability to generate the precinct registers (both a paper and electronic copy) when an authorized user requests the creation for a specific election ID. The user must have the ability to create registers statewide, by region or by individual house district.</p> <p>Once registers are created, the number of registered voters added to the registers must be added to the election ID.</p> <p>The system must have the ability to delete, override or re-create a register when requested by an authorized user without having to create a new election ID.</p>
EM1-4	<p>Once created, the precinct registers must contain the following information:</p> <ul style="list-style-type: none"> <li>• voter ID number (numeric and bar code format);</li> </ul>

	<ul style="list-style-type: none"> <li>• voter’s name, residence and mailing address, digitized signature from record;</li> <li>• voter signature area;</li> <li>• political party affiliation; and</li> <li>• identification presented columns (VC, PK, OI where VC=voter card, PK=personally known, and OI=other ID).</li> </ul> <p>The voter names appearing on the register must be sequentially numbered.</p> <p>The voter’s signature area must include the text “MUST SHOW ID” (in all caps) for any voter whose registration record indicates proof of identification is needed.</p> <p>Each register page must contain the house district and precinct number, precinct name, election ID, and page number in the header. In addition, the bottom of each register page must include an area to record the number of signatures and a subtotal.</p>
EM1-5	<p>When generated, the precinct registers must include the names of those 17 year olds who are registered on or before the registration deadline and who will turn 18 on or before Election Day.</p>
EM1-6	<p>The system must contain a solution that will allow the registers, once generated, to be printed locally or at the Anchorage or Juneau data center.</p> <p>When ordering the registers to print, the user must have the ability to print all registers for a region, house district or multiple districts, precinct or multiple precincts.</p> <p>In addition to printing the registers, the system must have a solution that will allow users to view the names appearing on a register (including register line number the name appears), on screen, in the same order as they appear on the printed register.</p>
EM1-7	<p>Upon completion of the post-election review, the division certifies state-conducted elections. The system must allow, but not require, an authorized user to change the status of an election to “certified”. For a Primary election, once the election is certified, the system must have a feature that will “unfreeze” the political party affiliation on voter records and display the affiliation updated after the registration deadline.</p> <p>Once an election ID is marked as certified, the system must include features that will:</p> <ul style="list-style-type: none"> <li>• prevent information contained within the election ID record from being modified or deleted;</li> <li>• prevent precinct registers from being created or modified;</li> <li>• prevent contest or candidate information from being added, modified or deleted, but allow the contest/candidate information to be copied to a new election ID;</li> <li>• allow an absentee ballot to be logged onto an individual voter record for the election (in the event the division receives a voted ballot after the election is certified);</li> <li>• prevent polling places and absentee voting locations from being assigned to the election ID, but allow those assigned to a certified election to be copied to a new election ID;</li> <li>• allow election workers (including hours worked) to be added to the election ID, including copying all workers assigned to a certified election ID to a new election ID; and</li> <li>• allow voter history to be recorded on a voter record.</li> </ul>
EM1-8	<p>The system shall provide an authorized person with system administrator or database administrator privileges with the capability to perform the following tasks if the status of an election is marked as certified:</p> <ul style="list-style-type: none"> <li>• delete all election records associated to an election ID, including contests,</li> </ul>

	<p>candidates, polling place assignments, election worker assignments, created precinct registers, absentee, questioned and early vote;</p> <ul style="list-style-type: none"> <li>remove the records of a certified election ID from the database and archive the information from that election ID to a media external to the database.</li> </ul> <p>The deletion, removal and/or archival of election ID records shall not include voter history data for the election that is attached to an individual voter record.</p> <p>The system must prevent an unauthorized user from performing any tasks associated with the deletion, removal or archival of election records associated to a certified election.</p>
<b>EM2</b>	<b>Contest/Candidate Administration</b>
EM2-1	<p>The various races appearing on a ballot for each election are identified as contests. The system must have the ability to define multiple contests, assign contests to a specific election ID and define if the contest is partisan or nonpartisan (Primary election).</p> <p>When defining the contests for an election, the system must provide, with ease, a solution that will allow all or part of the contests defined for a previous election ID to be copied into a new election ID. If all contests are selected, the system must allow an authorized user to delete a contest.</p> <p>Although contests can be defined for an election, they are not required for all election ID's that will be defined. The system must not require contests to be defined for each election ID.</p>
EM2-2	<p>Once contests are defined for an election, the names of candidates are added to each contest. The system must allow an authorized user to add, update and delete multiple candidates as they relate to a specific contest assigned to a specific election ID.</p> <p>To minimize data entry, the candidate module must interface with the voter registration records and bring forward the following information from the candidate's voter record:</p> <ul style="list-style-type: none"> <li>voter #;</li> <li>name;</li> <li>residence address;</li> <li>mailing address; and</li> <li>political party affiliation.</li> </ul> <p>If the candidate is not a registered voter, the system must allow above information about the candidate to be entered into the contest (i.e., Presidential/Vice Presidential candidates).</p> <p>In addition to the voter record data, the system must allow for the entry of the following key information relating to each candidate:</p> <ul style="list-style-type: none"> <li>incumbent indicator;</li> <li>status (certified, not certified, withdrawl);</li> <li>filing date;</li> <li>filing method (declaration, write-in or nominating petition);</li> <li>name for ballot;</li> <li>financial disclosure submitted (optional as not all candidates submit);</li> <li>fee submitted (optional as not all candidates submit);</li> <li>campaign web address</li> <li>campaign mailing address;</li> <li>campaign phone number;</li> <li>campaign fax number;</li> </ul>

	<ul style="list-style-type: none"> <li>• email address; and</li> <li>• comment field.</li> </ul> <p>If the candidate filing method is nominating petition, the system must allow a user to indicate the petition ID for the candidate and link to the petition module.</p>
EM2-3	Information contained in the candidate file is used on the division’s website and in the division’s ballot tabulation database. The system must have the ability to export candidate information, as defined by the division, in both an html and text format. The text format must meet the import requirements in the division’s ballot tabulation database.
EM2-4	The system must have the ability to indicate a candidate is a winner in a specific election and allow those candidates marked as winners to be carried forward to another election ID (i.e., candidate x wins the primary election and needs to appear on general election ballot).
EM2-5	In an election, there are contests on the ballot that do not have candidates (i.e., ballot measures). The system must allow contests to be defined for a specific election that do not have candidates.
EM2-6	Throughout the election, the division must be able to easily view and print reports showing the contests assigned to an election and the candidates in each contest. The system must have the ability to view on screen the contests and candidates as well as produce a report of contests and candidates for a specific election ID.
<b>EM3</b>	<b>Polling Places and Election Workers</b>
EM3-1	<p>For each precinct there is an assigned voting location i.e., polling place. In addition to precinct polling places, Alaska has absentee voting locations. The system must provide a solution that will allow for the management (add, delete, modify) of the division’s polling places and absentee voting locations as well as the assignment of the locations to specific elections.</p> <p>The following information must be maintained on each polling place:</p> <ul style="list-style-type: none"> <li>• polling site id (district/precinct number for precinct polling places and division designated number for absentee polling locations);</li> <li>• region (# of division regional office responsible for poll site);</li> <li>• polling site type (precinct, absentee official, absentee station);</li> <li>• status (active or inactive);</li> <li>• polling place name;</li> <li>• polling place address;</li> <li>• polling place city;</li> <li>• polling place phone number;</li> <li>• ballot count method (hand-count, electronic or absentee);</li> <li>• language assistance indicator (yes or no) and language;</li> <li>• type of building (i.e., church, school, community center);</li> <li>• payment requested indicator (yes or no);</li> <li>• vendor number (required if pay = yes);</li> <li>• accessible indicator (yes or no);</li> <li>• date of accessibility survey (mm/dd/yyyy);</li> <li>• owner name;</li> <li>• owner mailing address;</li> <li>• owner telephone # and fax #;</li> <li>• tax id #;</li> <li>• contact name and contact telephone #;</li> <li>• comment field (free-form at least 72 characters); and</li> <li>• directions (free-form input area for users to enter driving directions to location).</li> </ul>
EM3-2	For those polling places designated as electronic ballot count method, the system must

	provide a solution that will allow users to maintain information needed to upload election results (i.e., location of telephone jack, dialing prefix, instructions on gaining access to telephone jack).
EM3-3	<p>The system must provide the ability for users to assign one, multiple or all active polling places within a region to an election. In addition, the system must have the ability to copy all assignments from one election ID to another election ID.</p> <p>The system must prevent the deletion of a polling place that is assigned to an active election ID.</p>
EM3-4	When preparing for an election, regional offices send recruitment notices to polling places to ensure the facility can be used for the election. The system must be able to track polling place recruitment by allowing the user to indicate when the polling place recruitment notice was sent and when it was returned.
EM3-5	<p>Numerous election workers are recruited and assigned to polling locations for an election. For an election, workers are assigned to a position and may be assigned to multiple positions within the same election at different polling locations</p> <p>The system must provide a solution that will support tracking of interested workers, recruitment and management of election workers, worker positions, election assignments and pay rates.</p> <p>The solution provided must allow users to maintain and access names of individuals interested in serving as election workers for subsequent recruitment and assignment to an election.</p> <p>The solution provided must allow users to assign workers and their position(s) to an election ID individually at the worker record level and through an “all-in one” screen where multiple workers can be assigned to the individual polling place. In addition, the system must be capable of copying all workers assigned to one election ID into another election ID (i.e., copy all workers from primary election to general election).</p> <p>Once workers are assigned, the system must have the ability for the user to designate the worker to a training session and mark if the worker attended either on the individual worker record or through an “all-in one” screen for the polling place.</p>
EM3-6	<p>To minimize data entry, the worker module must interface with the voter registration records and bring forward the following information from the voter’s registration record:</p> <ul style="list-style-type: none"> <li>• voter id #;</li> <li>• name;</li> <li>• mailing address;</li> <li>• house district and precinct of registration record;</li> <li>• political party affiliation;</li> <li>• social security number; and</li> <li>• birthdate.</li> </ul> <p>If the worker is not a registered voter, the system must allow the above information, with the exception of a voter ID #, to be entered as a worker record (i.e., youth workers).</p> <p>In addition to the voter record data, the system must allow for the entry of the following key information relating to each worker:</p> <ul style="list-style-type: none"> <li>• worker status (active or inactive);</li> <li>• social security number (if not included on voter record);</li> <li>• telephone # (if not included on voter record);</li> </ul>

	<ul style="list-style-type: none"> <li>• cell phone #;</li> <li>• fax #;</li> <li>• email address (if not included on voter record);</li> <li>• vendor #;</li> <li>• languages in addition to English (choose from list of division defined languages and/or add other with name of language if not in list);</li> <li>• alternate mailing address; and</li> <li>• comment area (free-form text at least 1,024 characters).</li> </ul> <p>The system must maintain information about the last election and position worked on worker records and allow users to view and/or print all previous election assignments and positions an election worker has worked.</p>
EM3-7	<p>Many election workers work multiple positions during an election. The system must allow the same worker to be assigned to multiple positions in the same election. If a user is attempting to assign a worker who is already assigned to the specific election, the system shall provide a notification to the user that the worker is already assigned and shall allow for an override option, if applicable.</p> <p>The system must allow a user to view and/or print the election workers assigned to specific polling locations as well as view all locations where a worker is assigned for a specific election.</p>
EM3-8	The system must be able to provide some form of notification (either visually on screen or in printed report) if an assigned election worker's voter record becomes inactive.
EM3-9	The system must allow users to delete a worker record if that worker is not assigned and allow for an override option if the worker is assigned.
EM3-10	Pay rates are associated to the various types of election worker positions used during an election. The system must have the ability to associate pay rates, hourly and fixed, to worker position types.
EM3-11	<p>After each election, the regional offices process election worker payments. Hours worked by each worker are listed on a timesheet and multiple workers in the polling place may be on a single timesheet.</p> <p>The system must allow users to process election worker payments in bulk on an "all-in-one" screen for the polling location. Users must be able to enter the number of hours worked or a fixed rate. If number of hours is entered, based on the worker's position type, the system must automatically calculate the worker's pay.</p> <p>In addition to entering the election worker payments, the "all-in-one" screen must allow payment to the polling place to be entered.</p>
EM3-12	All election worker payments are processed and generated by the Alaska State Accounting System (IRIS). The system must be able to prepare compensation files, on demand, that meet the requirements and that can be used by IRIS to generate worker payments.
<b>EM4</b>	<b>Voter History Information</b>
EM4 -1	<p>The division maintains 10 years of voter history on each voter's record. The history provides information showing the year and election in which the voter voted. The voter history shows if a voter voted in-person at a precinct polling place, voted an absentee ballot, voted an early ballot or voted a questioned ballot.</p> <p>The system must be able to maintain, at a minimum, 10 years of voter history in a mm/dd/yyyy format. The history must reflect the election name and/or election ID and the type of voter activity (in-person, absentee, early or questioned).</p>

	When viewing a voter's record, the system must provide a clear and convenient method for users to view the voter's voter history. In addition, the system must be able to include voter history information on both printed and electronically generated voter reports.
EM4-2	<p>Voter history needs to be added to voter records when precinct registers are processed and when a voted absentee, early or questioned ballot is added to a voter's record.</p> <p>The system must provide users with the ability to update voter history for an election through (a) typing the voter's voter ID number into a data entry screen, (b) scanning bar code data from precinct registers or absentee ballot envelopes, and (c) uploading an electronic precinct register (electronic pollbook).</p> <p>The system must allow users to enter voter history manually on an individual voter record and, for precinct register history, through an "all-in-one" type screen where the voter records appearing on each page of the screen match the order of names appearing on each page of the precinct register.</p>
EM4-3	The system must have the ability to automatically add voter history to a voter record when a voter's voted absentee, early or questioned ballot is added to the voter record.
EM4-4	The system must automatically check for existing voter history, in the same election, when voter history is recorded during an election. For instance, when an absentee, early or questioned ballot is recorded on a voter record, the system must check to ensure that another ballot has not already been recorded and if it has, alert the user that the voter already has voter history and the type of history (i.e., polling, absentee, early or questioned) for the election.
EM4-5	When adding voter history from precinct registers, if a voter's record is flagged as needing proof of identification, the system must have the ability to automatically remove the identification flag if history is provided from a precinct register.
EM4-6	The system must have the ability to generate a report, statewide, by house district or by region, that lists all voters who voted more than one time in a specific election based on voter history. The report must provide enough information for users to know specific information about the duplicate voting (i.e., district/precinct number of register from where history was provided, house district and sequence number of absentee or early ballot, district/precinct of questioned ballot).
EM4-7	In the event that voter history was erroneously added to the incorrect voter record, the system must provide a clear and convenient method for users to remove voter history for a specific election on a voter record.
EM4-8	The system must have the ability to produce electronic precinct registers that will interface with electronic pollbooks and that allows automated processing of voter history for those precincts using electronic pollbooks, including the ability to update voter history "real-time" from pollbook interface.
<b>EM5</b>	<b>Reports</b>
EM5-1	The system must have the ability to produce a division-defined report showing the contests and candidates entered for a specific election. The report must be available in paper, electronic, and HTML formats and must include the contest name and candidates. Users must have the ability to print the candidates for a specific contest or for all contests included in the election. If producing a statewide candidate list, the system must produce the list of candidates in contest order (i.e., statewide contests, Senate District A, B, etc, and House District 1, 2, 3, etc.) Users must have the ability to select if ballot measures are to appear on the report.
EM5-2	The system must have the ability to produce a report of polling place locations. The report must be available in printed, ASCII text and HTML formats. When ordering the reports, users must have the ability to request all polling locations or just specific types (polling, absentee). The printed report must contain the district/precinct number, precinct name,

	polling location and polling address. Users must have the ability to produce the report statewide, by house district or by region.
EM5-3	<p>The system must have the ability to produce a polling place assignment report for a specific election ID. The report must be available in printed and ASCII text formats. Users must have the ability to produce the report statewide, by house district or by region. The report must include:</p> <ul style="list-style-type: none"> <li>• district/precinct number;</li> <li>• precinct name;</li> <li>• polling place name;</li> <li>• polling place address;</li> <li>• vendor number;</li> <li>• pay indicator;</li> <li>• sent/received date of recruitment notice;</li> <li>• owner name;</li> <li>• owner address;</li> <li>• contact name and telephone number;</li> <li>• owner telephone number;</li> <li>• owner fax number; and</li> <li>• comment field</li> </ul>
EM5-4	The system must have the ability to produce, in paper and ASCII text format, an election worker availability report. The report would list the names and contact information of individuals who have expressed an interest in being an election worker but who have not been assigned to the election. The user must have the ability to print the report by house district or region.
EM5-5	<p>The system must have the ability to produce, in paper and ASCII text format, a report showing election worker assignments for a specific election ID. Users must have the ability to produce the report statewide, by house district or by region. The report must include:</p> <ul style="list-style-type: none"> <li>• district/precinct number, precinct name and polling place name;</li> <li>• voter ID number of election worker (with ability to suppress);</li> <li>• election worker name;</li> <li>• election worker contact information (mailing address, telephone number, email);</li> <li>• election worker's political affiliation;</li> <li>• district/precinct assigned to worker's voter record;</li> <li>• position assigned;</li> <li>• election worker vendor number; and</li> <li>• sent/received date of recruitment notice.</li> </ul>
EM5-6	The system must have the ability to view and/or print a list of all elections worked, including the position, for an individual election worker.
EM5-7	<p>The system must have the ability to produce a report showing those voters who have voted more than one time in a specific election ID. For instance, if a voter received voter history from a processed precinct register and also voted an absentee, early or questioned ballot. The report must provide the voter ID number, voter name, district/precinct number where the ballot was voted, district/precinct number where the voter is registered as well as information relating to the type of ballot voted (in-person at polls, absentee, early or questioned), the district of the ballot voted and for absentee, early or questioned, the ballot sequence number. The report must provide the total number of voters who voted more than once by type of ballot voted. (i.e. Total Absentee Duplicates Reported = 27; Total Questioned Duplicated Reported = 10) Users must be able to produce the report statewide, by house district or by region.</p> <p>Users must be able to produce the report statewide, by house district or by region.</p>



**Absentee, Early and Questioned Ballot Voting Requirements**

Req. #	Requirement
<b>AV1</b>	<b>Processing Absentee Ballot Applications and Generating Absentee Records</b>
AV1-1	<p>Instead of voting in-person at a polling location, a voter may apply to receive an absentee ballot by mail or electronically. Alaska law allows a person to register and/or update his/her voter registration record at the same time as applying for a ballot. When applying for an absentee ballot, a voter may request a ballot for all elections in the calendar year or may request a ballot for specific elections (Primary Election, General Election, REAA Election or Special Election). It is not uncommon, during Presidential elections, for the division to receive and process 50,000+ absentee ballot applications in a short time frame.</p> <p>Voters must apply for their ballot in the calendar year of the election.</p> <p>The system must provide a solution that will allow the division to manage and process absentee ballot applications for by-mail and electronic ballots.</p> <p>The system must also provide a solution that will allow the division to generate absentee records, multiple times for a specific election, for those individuals who have applied for a ballot so the division can transmit ballots to voters and keep track of those voters who have been sent a ballot following the requirements outlined in Alaska Statutes, UOCAVA and the Military and Overseas Voter Empowerment Act (MOVE).</p> <p>As part of the solution, the system must allow for the use of standard, division defined designations for the following:</p> <ul style="list-style-type: none"> <li>• ballot type (i.e., mail, electronic, FWAB, etc);</li> <li>• application status (i.e., complete, incomplete with reason);</li> <li>• primary ballot type (i.e., Republican, Democratic, ballot measures); and</li> <li>• voted ballot accept and reject codes.</li> </ul>
AV1-2	<p>Since a voter may use a single application to request ballots for multiple elections within the calendar year, the solution provided must be able to maintain multiple election categories. The categories will define which elections voters will be sent a ballot. The categories will be, at a minimum,:</p> <ul style="list-style-type: none"> <li>• all elections in calendar year;</li> <li>• primary election;</li> <li>• general election ;</li> <li>• REAA election;</li> <li>• primary and general election;</li> <li>• primary and REAA election; and</li> <li>• general and REAA election</li> </ul> <p>If a state-conducted special election is held, any applicant who is in the “all in calendar year” category will be eligible to receive an absentee ballot.</p> <p>When processing absentee ballot applications, the system must have a solution that will allow the user to indicate the election the application is being processed for.</p> <p>For those voters who apply for a ballot for “all in calendar year”, the system must provide a solution that will populate the absentee record in the current year Primary and General election ID and any other election IDs created where the voter is eligible to participate. (Currently, the division uses a “holding” election ID and the application record is automatically populated into the specific election IDs when the hold is released.)</p>

AV1-3	<p>Since voters can only apply for an absentee ballot in the calendar year of the election, the system must not allow a user to enter an absentee ballot application prior to January 1<sup>st</sup> of the calendar year for elections in that year.</p>
AV1-4	<p>Currently when processing absentee ballot applications, division staff must perform data entry in two separate subsystems for each application; first the application is processed in the voter registration system to update necessary information on the voter record, and then the application is processed in the absentee subsystem to enter the application information. Performing data entry in two separate systems for a single application is time consuming and cumbersome.</p> <p>The division envisions a system that would migrate information (as determined by the division) from a voter’s record into the absentee voting subsystem and allow users to update any voter registration record data directly from the absentee subsystem in the same manner as they would from the voter registration subsystem. Furthermore, when processing absentee applications, rather than having to pre-batch the received applications into the NVRA categories, the division envisions a system that will allow the type of application submitted from the voter to be selected from a “drop-down” field in the processing screen.</p> <p>In addition to allowing standard voter registration record data to be updated and the type of submitted application to be selected, the system must allow users to add specific information about the absentee ballot application. The following must be available to add or update:</p> <ul style="list-style-type: none"> <li>• ballot mailing address (formatted like voter mailing);</li> <li>• ballot fax number;</li> <li>• ballot email address;</li> <li>• primary ballot choice;</li> <li>• military indicator;</li> <li>• overseas indicator;</li> <li>• remote Alaska indicator;</li> <li>• permanent absentee indicator;</li> <li>• date application is received;</li> <li>• ballot type; and</li> <li>• application status.</li> </ul> <p>In addition to the above fields, the division envisions a system that would allow users to enter free-form comments relating to an absentee application to enable staff to track communications and other events with specific absentee voters.</p>
AV1-5	<p>When applying for a ballot, a voter may select to have the ballot mailed to the voter’s permanent mailing address as reflected on the voter’s registration record or the voter may supply a new ballot mailing address.</p> <p>When generating absentee records, the system must default to the voter record mailing address unless there is a separate address entered for ballot mailing address on the absentee record.</p> <p>If there is a separate ballot mailing address, the system shall not migrate the ballot mailing address to the voter registration record.</p> <p>Once the absentee record is created for a specific election, if the voter record mailing address is used as the ballot mailing address, the system shall prevent the ballot mailing address from being updated with a change made to the voter record mailing address.</p>

AV1-6	<p>When processing applications, the system must alert the user if the voter is not eligible for the Primary ballot choice entered based on the voter’s political party affiliation reflected on the voter’s registration record. For instance, if the voter is registered with a political affiliation of Democrat and requests a Republican Primary ballot, the user must be alerted that the voter is not eligible to select the Republican ballot.</p>
AV1-7	<p>The system must include a solution that will generate absentee records for those voters who have applied for a ballot. When generating absentee records for a specific election ID, the system must be able to:</p> <ul style="list-style-type: none"> <li>• generate records multiple times for same election id (each time generating records, the system will include only those voters who have not previously had an absentee record generated for same election id);</li> <li>• generate records by “ballot type” (i.e., by-mail, electronic);</li> <li>• generate records for certain types of voters only (i.e., those requiring proof of id, military or overseas);</li> <li>• populate the ballot sent date on each record generated as designated by user (date must be current date or greater);</li> <li>• populate the district/precinct of the ballot issued on each record generated (based on the district/precinct of the voter record at the time the absentee record is generated);</li> <li>• populate the region assignment (based on which region the district/precinct is assigned to); and</li> <li>• produce report of the absentee records generated, both paper and electronic (ASCII text, delimited and fixed-width), as defined by the division for use to send each voter a ballot.</li> </ul> <p>The system must allow for the records to be generated through a batch process or by individual voter record.</p> <p>If a voter applies for an absentee ballot, but then record is inactivated prior to a ballot being sent, the system should automatically cancel the ballot application.</p>
AV1-8	<p>Once an absentee record is generated and a ballot is sent, it is not uncommon for the division to receive a ballot back as undeliverable or to receive communication from the voter indicating he/she wants a different Primary ballot type or that the voter didn’t receive the first ballot and needs a second ballot sent.</p> <p>For those ballots that are returned as undeliverable, the system must allow a user to indicate on the absentee record that the ballot was returned undeliverable.</p> <p>For those ballots where the voter indicates he/she wants a different ballot type or who needs another ballot issued, the system must provide a method that will allow a user to cancel a sent ballot and re-issue a replacement ballot and maintain a record of the issuance of an additional ballot.</p> <p>If a user is re-issuing a ballot, the system must alert the user if a voted ballot for the same election ID has already been recorded on the voter’s record.</p>
AV1-9	<p>Some elections are conducted entirely by-mail. The system must have the ability to generate absentee records for an all by-mail election. When generating the records, the system must include all active voter records who meet the registration deadline requirements and who are registered in the jurisdiction specified in the election ID.</p>
AV1-10	<p>The system must be capable of interfacing with an electronic balloting web-based application that allows ballots to be transmitted and received electronically. The interaction between the software and the state are performed through web browsers accessing the application through HTTPS protocol.</p>

	<p>Currently, the interface is a division-defined export in a pre-determined ASCII text format that is uploaded by division staff to the on-line absentee voting solution.</p> <p>The system used by the division accepts data in a number of formats such as VIP XML, OASIS EML and other XML formats as well as ACSII text formats.</p> <p>The division envisions a system that will streamline the process for daily transfers of data on who applied for an on-line ballot to the web-based application.</p>
AV1-11	<p>The system must allow a voter to be flagged as a permanent absentee voter. Once flagged, the system must have a solution that will bring permanent absentee voters into the absentee file for state conducted elections and must allow the division to produce reports, as defined by the division, of the names of permanent absentee voters.</p>
AV1-12	<p>Often, voters will submit more than one absentee ballot application. The system must allow a user to view, on screen, all election ID's that a voter has been assigned, as well as see if the voter is included in the "all elections in the calendar year" category.</p>
<b>AV2</b>	<b>Processing Voted Absentee Ballots</b>
AV2-1	<p>Voters may receive and vote an absentee ballot in various ways (by mail, electronically, in person through an official, or special needs through representative). Only by mail and electronic ballots must be applied for prior to receiving. After voting an absentee ballot, the ballot is returned to the division.</p> <p>When voted absentee ballots are received by the division, the various divisional offices enter the voted ballots as received into the voter registration database for the corresponding election ID. Each regional office enters the voted ballots for the districts assigned to the region. The voted ballots are entered by district (house district for Primary/General elections, REAA district for REAA elections), in date order by date received, and automatically assigned a sequence number. The sequence number increments each time a voted ballot is entered in the district. Once the ballot is entered on a voter's record, the voter is given voter history for the election.</p> <p>The system must provide a solution that will allow users to process voted absentee ballots in groups or batches. Each time a group of ballots is being processed, the system must require the user to enter the election ID, region, district and date for which the ballots are being processed. Based on the region entered, the system must prevent the processing of ballots for a district not associated with the region. For instance, if House Districts 1-5 are associated to Region III, when processing ballots, the system must prevent Region III from processing ballots for districts 6-40.</p> <p>The election ID must carry forward to the input screen so the user can easily discern the election in which they are processing ballots.</p>
AV2-2	<p>The system must migrate required information from the voter registration record to the absentee ballot input screen. Types of information that will be required are:</p> <ul style="list-style-type: none"> <li>• status/condition (reason) code;</li> <li>• name;</li> <li>• residence address;</li> <li>• mailing address;</li> <li>• identifiers (voter number, SSN, last-4 SSN, dob, driver's license);</li> <li>• dates (registration, original registration, district registration);</li> <li>• political affiliation;</li> <li>• house district and precinct;</li> <li>• prior house district assignment;</li> </ul>

	<ul style="list-style-type: none"> <li>• senate district;</li> <li>• judicial district; and</li> <li>• marjor/minor districts.</li> </ul> <p>In the event that a non-registered voter votes an absentee in person or special needs ballot, the system must provide a solution that will allow a user to enter basic information about the voter (Name and mailing address) in order to process and enter the required information for the ballot. Any new records added in this manner will be assigned a voter ID number, but will automatically be added to the system in an Inactive status with a condition (reason) code established by the division.</p>
AV2-3	<p>When processing a voted ballot on an individual voter record, the system must have the following input fields:</p> <ul style="list-style-type: none"> <li>• accept and reject code;</li> <li>• type (code for type of absentee ballot voted);</li> <li>• district (based on ballot voted, carried forward from information entered for group);</li> <li>• location ballot issued; and</li> <li>• date ballot received (carried forward from information entered for group).</li> </ul> <p>For by mail and electronic ballots, the Type, District and Location will carry forward based on the information entered when processing the absentee ballot application and the system must allow a user to override this information, without it affecting the application record, in the event the voter returned a different type of ballot (i.e., voted in person through and official instead of returning by mail ballot).</p> <p>The region associated with the ballots being processed will be populated from the group designation.</p> <p>The system must prevent a voted ballot from being processed on a record without the above information. In addition, the system must allow accept and reject codes to be modified once a ballot has been transmitted in case staff made an error in assigning a code.</p>
AV2-4	<p>Each time a voted ballot is processed and assigned an accept or reject code, the system must assign a sequence number to the processed ballot once the record is transmitted. The sequence number must be based on the district of the ballot processed and increment each time a ballot for the district is transmitted.</p> <p>Once assigned, the user must be able to view the sequence number on screen to record on the ballot envelope.</p>
AV2-5	<p>The system must allow for multiple entries on an absentee record.</p> <p>For example, there could also be an instance where a voter applied for a by mail ballot, voted and returned it, and then also voted an absentee ballot in person through an official. Both ballots would need to be processed in the system.</p>
AV2-6	<p>Once a voted ballot is transmitted, the system must update the voter history on the voter's registration record.</p>
AV2-7	<p>In the event that a voted ballot was incorrectly processed on a voter's record, the system must provide a solution that will allow the ballot to be deleted even though it has been assigned an accept/reject code and sequence number. Once deleted, the system will remove the voter history.</p> <p>The system must maintain accountability of all deleted ballots and the associated sequence number. (The sequence number is maintained with the deleted ballot)</p>

	Deleted ballots must not be included in the totals on ballot count reports but the total number of deleted ballots in a district will be indicated on the count report.
AV2-8	<p>When processing voted absentee ballots, the system must provide for the following warning messages if, while entering a voted ballot, the voter:</p> <ul style="list-style-type: none"> <li>• has already been assigned voter history for the same election id. (absentee, early, questioned or in-person from the precinct register);</li> <li>• is not 18 years of age;</li> <li>• has an inactive status on voter record;</li> <li>• registration date is after the registration deadline; and</li> <li>• is registered in a different district than the ballot being processed if the ballot is assigned an accept code.</li> </ul>
<b>AV3</b>	<b>Processing Early Ballots</b>
AV3-1	<p>Early voting is differentiated from absentee voting by the fact that the voter’s ballot is immediately processed on the voter record at the time the voter votes. Early voting is allowed only during Primary and General elections and only in certain locations.</p> <p>The system must provide a solution that will allow the division to process early voted ballots for a Primary and General election and limit early voting to certain locations (regional offices).</p>
AV3-2	When processing early voters, the system must require the user to enter the election ID and early voting location before processing voters.
AV3-3	<p>The system must allow the user to search for the voter record and must migrate required information from the voter record to the early voting screen. The information that must migrate is as follows:</p> <ul style="list-style-type: none"> <li>• status/condition (reason) code;</li> <li>• name;</li> <li>• residence address;</li> <li>• identifiers (voter number, SSN, last-4 SSN, dob, driver’s license);</li> <li>• dates (registration, original registration, district registration);</li> <li>• political affiliation; and</li> <li>• house district and precinct.</li> </ul> <p>The election ID will carry forward based on the ID entered at the beginning of processing early voters.</p> <p>The system must alert the user if the voter record has been flagged for Proof of Identity, if the record is inactive or if the voter is registered in a house district that is not eligible for early voting at the designated location.</p>
AV3-4	<p>Once the voter’s record is located, currently division staff enter the district where the voter is registered to generate a sequence number that appears on screen. Staff then prints the record for the voter to sign and transmits. The sequence number becomes permanent upon transmittal.</p> <p>The system must include a solution that will allow the issuance of early vote ballot by house district, assign a sequence number (by house district) and allow staff to print the record as an “early vote” certificate. The house district must match the district of the voter’s registration record and the sequence number must become permanent upon transmittal of the early vote record. If the user cancels instead of transmitting, the sequence number is released and may be reassigned to the next early voter in the district.</p> <p>The system must prevent the crossover of sequence numbers being issued for absentee or questioned ballots.</p>

AV3-5	<p>The system must include a solution that will allow the user to generate and print locally an “early voting certificate” which contains the information on the input screen, including the district assigned and pre-assigned sequence number. The system must allow the confidential identifiers to be suppressed when printing the certificate.</p> <p>This printed certificate is given to the voter to sign for his/her ballot. Once the voter signs the certificate, the user transmits the early voting record. Once transmitted, the system must update the voter history on the voter’s registration record.</p>
AV3-6	<p>In the event that an early voted ballot was processed in error, the system must provide a solution that will allow the user to delete the early voted ballot. Once deleted, the system must remove the associated voter history.</p> <p>The system must maintain accountability of all deleted ballots and the associated sequence number. (The sequence number is maintained with the deleted ballot)</p> <p>Deleted ballots must not be included in the totals on ballot count reports but the total number of deleted ballots in a district will be indicated on the count report.</p>
AV3-7	<p>The system shall restrict a user from processing an early voted ballot on a voter record under the following circumstances:</p> <ul style="list-style-type: none"> <li>• voter’s status is inactive;</li> <li>• voter’s district registration date is after the registration deadline;</li> <li>• voter already has voter history for same election id;</li> <li>• voter is not 18; and</li> <li>• voter is not registered in the house district associated to the region and site id processing early vote ballots.</li> </ul>
<p><b>AV4 Processing Questioned Ballots</b></p>	
AV4-1	<p>If a voter goes to a precinct polling place to vote and his/her name is not on the precinct register, the voter is issued a questioned ballot. Questioned ballots are processed by the division similar to absentee ballots with the exception that questioned ballots are processed and assigned a sequence number at the precinct level.</p> <p>The system must provide a solution that will allow users to process voted questioned ballots in groups or batches. Each time a group of ballots is being processed, the system must require the user to enter the election ID, region, district and precinct for which the ballots are being processed. Based on the region entered, the system must prevent the processing of ballots for a district not associated with the region. For instance, if House Districts 1-5 are associated to Region I, when processing ballots, the system must prevent Region I from processing ballots for districts 6-40.</p> <p>The election ID, district and precinct must carry forward to the input screen so the user can easily discern the election in which they are processing ballots.</p>
AV4-2	<p>The system must migrate required information from the voter registration record to the questioned ballot input screen. Types of information that will be required are:</p> <ul style="list-style-type: none"> <li>• status/condition (reason) code;</li> <li>• name;</li> <li>• residence address;</li> <li>• mailing address;</li> <li>• identifiers (voter number, SSN, last-4 SSN, DOB, driver’s license);</li> <li>• dates (registration, original registration, district registration);</li> <li>• political affiliation;</li> </ul>

	<ul style="list-style-type: none"> <li>• house district and precinct;</li> <li>• prior house district assignment;</li> <li>• senate district;</li> <li>• judicial district; and</li> <li>• marjor/minor districts.</li> </ul> <p>In the event that a non-registered voter votes a questioned ballot, the system must provide a solution that will allow a user to enter basic information about the voter (Name and mailing address) in order to process and enter the required information for the ballot. Any new records added in this manner will be assigned a voter ID number, but will automatically be added to the system in an Inactive status with a condition (reason) code established by the division.</p>
<p>AV4-3</p>	<p>When processing a questioned ballot on an individual voter record, the system must have the following input fields:</p> <ul style="list-style-type: none"> <li>• accept code; and</li> <li>• reject code.</li> </ul> <p>The district, precinct and region associated with the ballots being processed will be populated from the group designation.</p> <p>The system must prevent a voted ballot from being processed on a record without the above information. In addition, the system must allow the accept and reject code to be modified once a ballot has been transmitted in case staff made an error in assigning a code.</p>
<p>AV4-4</p>	<p>Each time a voted ballot is processed and assigned an accept or reject code, the system must assign a sequence number to the processed ballot once the record is transmitted. The sequence number must be based on the district and precinct of the ballot processed and increment each time a ballot for the district and precinct is transmitted.</p> <p>Once assigned, the user must be able to view the sequence number on screen to record on the ballot envelope.</p>
<p>AV4-5</p>	<p>In the event that a voter votes a questioned ballot at more than one precinct polling place, the system must allow for multiple questioned ballot entries on the questioned ballot record.</p>
<p>AV4-6</p>	<p>Once a voted ballot is transmitted, the system must update the voter history on the voter's registration record.</p>
<p>AV4-7</p>	<p>In the event that a voted questioned ballot was incorrectly processed on a voter's record, the system must provide a solution that will allow the ballot to be deleted even though it has been assigned an accept/reject code and sequence number. Once deleted, the system will remove the voter history.</p> <p>The system must maintain accountability of all deleted ballots and the associated sequence number. (The sequence number is maintained with the deleted ballot)</p> <p>Deleted ballots must not be included in the totals on ballot count reports but the total number of deleted ballots in a district will be indicated on the count report.</p>
<p>AV4-8</p>	<p>When processing voted questioned ballots, the system must provide for the following warning messages if, while entering a voted ballot, the voter:</p> <ul style="list-style-type: none"> <li>• has already been assigned voter history for the same election id. (absentee, early, questioned or in-person from the precinct register);</li> <li>• is not 18 years of age;</li> <li>• has an inactive status on voter record;</li> </ul>

	<ul style="list-style-type: none"> <li>• registration date is after the registration deadline; and</li> <li>• is registered in a different district than the ballot being processed if the ballot is assigned an accept code.</li> </ul>
<b>AV5</b>	<b>Absentee, Early and Questioned Ballot Reports</b>
AV5-1	The system must allow the user to select to print any absentee, early or questioned ballot report in paper or electronic format (ASCII text). In addition, the user must have the ability to select the report to be generated overnight or on demand.
AV5-2	The system must be able to generate a report, as defined by the division, of all absentee ballot applications processed or updated during a specific date range for a specific election ID.
AV5-3	<p>The system must be able to generate a report, as defined by the division, that will enable the division to send confirmation notices to absentee ballot applicants notifying them that their application was received and the status of their application (based on ballot type and application status codes).</p> <p>If the application is accepted, the notice will include which elections they are schedule to receive ballots for and other information deemed necessary by the division. If the application is rejected or incomplete, the notice will include the reason and other information deemed necessary by the division.</p> <p>The system must provide a solution that will prevent absentee applicants from being sent more than one confirmation notice for the same election.</p> <p>When generating the report, users must have the ability to select all or individual ballot type and application status to generate the report for.</p>
AV5-4	<p>The system must be able to generate a report, with or without confidential information and as defined by the division, of absentee voters for a specific election ID. Reports can be generated for all voters applying for a ballot, for voters with return ballots only, or for both.</p> <p>When generating the report, users must have the ability to make the following selections:</p> <ul style="list-style-type: none"> <li>• jurisdiction for voters appearing on report (region, district or statewide);</li> <li>• date range (i.e., voters applying from x date to x date or blank for all);</li> <li>• include ballot type requested, all or only certain types;</li> <li>• include voter id number and format (voter ID, obscured or ascension #);</li> <li>• include voter’s residence address;</li> <li>• include fax or email address where ballot is to be sent;</li> <li>• include accept and reject code for returned ballots; and</li> <li>• include only those with returned ballots.</li> </ul> <p>This report will be used both internally and given to the public.</p>
AV5-5	<p>The system must have the ability to generate an absentee count report, as defined by the division, for a specific election ID that meets federal reporting requirements and that contains the following type of information:</p> <ul style="list-style-type: none"> <li>• number of absentee ballot applications processed, including the type of application;</li> <li>• number of absentee ballots mailed by type;</li> <li>• number of absentee ballots sent electronically;</li> <li>• number of absentee ballots returned as undeliverable;</li> <li>• number of absentee ballots cancelled; and</li> <li>• number of voted ballots received by ballot type (mail, electronic, in person, etc.) with breakdown of number of accepted ballots and number of rejected ballots for each ballot type.</li> </ul>

	<p>When generating the report, users must have the ability to make the following selections:</p> <ul style="list-style-type: none"> <li>• jurisdiction of report (region, district or statewide);</li> <li>• include counts for             <ul style="list-style-type: none"> <li>○ all voters</li> <li>○ military flagged only</li> <li>○ military and overseas flagged only</li> <li>○ overseas flagged only</li> <li>○ exclude voters flagged as military or overseas; and</li> </ul> </li> <li>• include breakdown of counts by absentee voting location.</li> </ul>
<p>AV5-6</p>	<p>The system must have the ability to generate a report, with confidential information and as defined by the division, of absentee voters who have a voted ballot processed for a specific election ID. The report will contain the information necessary for the review board to determine the voter’s eligibility to vote the ballot.</p> <p>When generating the report, users must have the ability to make the following selections:</p> <ul style="list-style-type: none"> <li>• jurisdiction for voters appearing on report (region, district or statewide);</li> <li>• date range (ballots received from x date to x date or blank for all);</li> <li>• sequence number range (blank for all);</li> <li>• sort by name or sequence number; and</li> <li>• print voter names or ballot counts only (total accepted, by accept code and total rejected, by reject code).</li> </ul> <p>This report must include the accept or reject code and sequence number assigned to the ballot. After each district, the report must include a total count of absentee ballots, broken out by accept/reject code type. The report must also include a total count, broken out by accept/reject code type, at the end of each district and if generated by region or statewide, a final total of the counts for the jurisdiction selected. This is an internal report only to be used by the division and/or absentee ballot review board.</p>
<p>AV5-7</p>	<p>The system must have the ability to generate a report, as defined by the division and for a specific election ID, of absentee and questioned voters whose ballot was only “partially” counted or was rejected based on the voter’s accept or reject code assigned to the ballot.</p> <p>When generating the report, users must have the ability to select the following:</p> <ul style="list-style-type: none"> <li>• jurisdiction for voters appearing on report (region, district or statewide);</li> <li>• absentee or questioned; and</li> <li>• include:             <ul style="list-style-type: none"> <li>○ voters with rejected ballot;</li> <li>○ voters with partial count accept code;</li> <li>○ voters with both reject and partial count.</li> </ul> </li> </ul>
<p>AV5-8</p>	<p>The system must have the ability to generate a report, as defined by the division and for specific election ID, showing the name and sequence number of early voters. Users must be able to generate the report by district, region or early voting site ID, with the option to include the voter’s ID number.</p> <p>When generating the report, users must be able to specify a date range and must be given the option to run a “counts” only.</p>
<p>AV5-9</p>	<p>The system must be able to generate a report, without confidential information and as defined by the division, of questioned voters for a specific election ID.</p> <p>When generating the report, users must have the ability to make the following selections:</p> <ul style="list-style-type: none"> <li>• jurisdiction for voters appearing on report (region, district, district and precinct or</li> </ul>

	<p>statewide);</p> <ul style="list-style-type: none"> <li>• include voter id number and format (voter id, obscured or ascension #);</li> <li>• include voter’s residence address; and</li> <li>• sort by sequence number or name.</li> </ul> <p>This report must include the accept or reject code and sequence number assigned to the ballot. If the report is generated by region, district or statewide, it must be broken out by precinct. The end of the report must include a total count of questioned ballots, broken out by accept/reject code type.</p> <p>This report will be used both internally and given to the public.</p>
AV5-10	<p>The system must have the ability to generate a report, with confidential information and as defined by the division, of questioned voters who have a voted ballot processed for a specific election ID. The report will contain the information necessary for the review board to determine the voter’s eligibility to vote the ballot.</p> <p>When generating the report, users must have the ability to make the following selections:</p> <ul style="list-style-type: none"> <li>• jurisdiction for voters appearing on report (region, district, district and precinct or statewide);</li> <li>• sequence number range (blank for all);</li> <li>• sort by name or sequence number; and</li> <li>• print voter names or ballot counts only (total accepted, by accept code and total rejected, by reject code).</li> </ul> <p>This report must include the accept or reject code and sequence number assigned to the ballot. If the report is generated by region, district or statewide, it must be broken out by precinct. After each precinct, the report must include a total count of questioned ballots, broken out by accept/reject code type. The report must also include a total count, broken out by accept/reject code type, at the end of each district.</p> <p>This is an internal report only to be used by the division and/or absentee ballot review board.</p>
AV5-11	<p>The system must have the ability to generate a report, as defined by the division, that will show ballot count numbers for a specific election in a single report for absentee, questioned and early vote ballot totals.</p> <p>In addition to the actual voted ballot counts, the report must include information needed for federal reporting, as defined by the division, relating to the counts for the number of absentee ballot applications received and the number of ballots sent.</p>

**Petition Management Requirements**

Req. #	Requirement
<b>PM1</b>	<b>Petition Administration and Data Management</b>
PM1-1	<p>There are various types of petitions (initiative, referendum, recall, liquor option, incorporation, candidate nominating and limited political party) circulated throughout Alaska that can place a ballot measure or a candidate on the ballot if it is signed by the proper number of qualified voters. Depending on type of the petition, there are requirements related percentage of number of voters who sign, number of signatures from districts or quantity of signatures required.</p> <p>Initiative, referendum and most recall petitions require an application containing the names of at least 100 qualified voters who will serve as sponsors of the petition and the designation of a petition committee of three sponsors. If the application is in the proper form and contains the proper number of sponsor signatures, the division accepts the petition application and issues 500 sequentially numbered petition booklets, with each booklet containing a set number of pages with a set number of signature lines on each page. The petition sponsor may print additional, sequentially numbered booklets.</p> <p>Petition booklets are issued to circulators, who may or may not be a registered voter. Circulators gather the required signatures of qualified voters who support the petition. To qualify, signatures must meet certain percentage and district requirements unique to the type of petition. Signatures must be gathered within a certain time frame and all petition booklets must be filed as a single unit on or before the petition deadline.</p> <p>Other types of petitions (liquor option, incorporation, candidate nominating and limited political party) are simply filed with the division and must be signed by a certain number of qualified voters registered in a specific area.</p> <p>The system must provide a solution that will allow the division to:</p> <ul style="list-style-type: none"> <li>• manage the petition processes for multiple petitions simultaneously;</li> <li>• allow multiple users to check petition signatures simultaneously for the same petition or for separate petitions;</li> <li>• produce statistical reports showing the number of accepted and rejected (with breakdown by reason for reject) signatures processed to date on an individual petition, including a breakdown of the number of accepted signatures in each house district if petition is set up as initiative or referendum;</li> <li>• to denote or “mark” an unlimited number of voter records as having been accepted or rejected as a signer of a petition;</li> <li>• to view on the voter record each petition a voter has signed.</li> </ul>
PM1-2	<p>There must be a full-featured system for setting up petitions, consistent with Alaska Statutes, that allows for the following:</p> <ul style="list-style-type: none"> <li>• petition id (alpha numeric) and text description of the petition name;</li> <li>• petition status (active or inactive);</li> <li>• petition type (initiative, referendum, recall, liquor option, nominating, limited political party, other);</li> <li>• petition committee members contact information (name, address, email, telephone numbers for three members);</li> <li>• date application received;</li> <li>• date application approved;</li> <li>• date petition booklets distributed;</li> <li>• date signed petition booklets received from sponsors;</li> </ul>

	<ul style="list-style-type: none"> <li>• date petition booklets must be received;</li> <li>• date petition certified;</li> <li>• jurisdiction for signatures (statewide, house district, senate district, judicial district, major/minor jurisdiction);</li> <li>• number of signatures required and number of votes cast for jurisdiction in previous general election;</li> <li>• for initiative and referendum petitions, number of votes cast in each of the 40 house districts in previous election; and</li> <li>• comment field (free-form text).</li> </ul>
<p>PM1-3</p>	<p>For initiative, referendum and recall petitions, after setting up the petition in the system, users need the ability to add petition sponsors and have the system verify the sponsor is a registered voter. There may be multiple users adding sponsors to an individual petition.</p> <p>When entering petition sponsors, users must have the ability to search and select a specific voter record and have division-defined voter record information populate into the petition subsystem or manually enter division-defined information for those individuals who are not registered voters.</p> <p>The system must allow users to view and/or print a list of petition sponsors entered for a specific petition ID.</p>
<p>PM1-4</p>	<p>The system must have a clear and convenient method for users to:</p> <ul style="list-style-type: none"> <li>• assign the unique booklet number or range of booklets to a designated circulator (circulator does not have to be registered voter) and the number of pages in the book and the number of signature lines on each page, the date the booklet was issued and received must be populated from the petition setup;</li> <li>• designate if an individual booklet is accepted or rejected;</li> <li>• if booklet is rejected, allow user to designate a division-defined reject code; and</li> <li>• if booklet is rejected, the system shall allow signers to be entered but must not include signers of the booklet as qualified signers in petition statistical reports until such a time when the booklet is marked as accepted.</li> </ul> <p>The system must allow users to add booklet information in any order at any time and allow users to view and/or print a list of petition circulators for a specific petition ID.</p>
<p>PM1-5</p>	<p>When processing signatures for petition sponsors and/or petition signers, if the signature is rejected, the division needs to maintain a record of the reason for the rejected signatures.</p> <p>The system must allow for the setup and maintenance of signature accept/reject reasons by authorized division staff and must provide the ability for authorized users to add, modify and delete codes associated with accepting or rejecting a sponsor and/or signer signature.</p>
<p>PM1-6</p>	<p>When all processing for a specific petition is finished, the system must allow an authorized user to mark the petition as complete.</p> <p>Typically, once a petition is complete, the division would not want any records pertaining specifically to that petition, such as assignment of booklets or indication that a voter signed the petition, to be added, modified or deleted; however, in the event of a court order, the division may be required to process further booklets and/or signatures or include booklets/signatures that were previously marked as rejected.</p> <p>The system must have a feature that would:</p> <ul style="list-style-type: none"> <li>• allow an authorized user to change the status of a completed petition so further</li> </ul>

	<p>processing can be performed if necessary; and</p> <ul style="list-style-type: none"> <li>prevent an unauthorized user from modifying, adding or deleting records associated with a completed petition.</li> </ul>
PM1-7	<p>The system shall provide an authorized person with system administrator or database administrator privileges with the capability to perform the following tasks:</p> <ul style="list-style-type: none"> <li>delete a petition and associated data for a petition from the database; and</li> <li>remove the records of a petition from the database and archive the information from that petition to media external to the database.</li> </ul> <p>The petition archival process shall not include history data that is attached to an individual voter. Individual voter data archival shall be a separate function.</p>
<b>PM2</b>	<b>Petition Signature Verification</b>
PM2-1	<p>In order to determine if the petition meets statutory requirements, the division must check each signature on the petition to determine if the petition is signed by the required number of registered voters.</p> <p>The system must provide for a convenient and efficient method for users to process an unlimited number of signatures on a filed petition. The system must provide the designation and tracking of voter signatures on a petition in a manner consistent with Alaska statutes and in a format designated by the division.</p> <p>The system must migrate division-defined information from the voter registration record to the petition module and allow users to view information from registered voter records when processing signatures.</p>
PM2-2	<p>The system must include a solution that will begin the signature verification process by entering the petition ID, book, page and line number.</p> <p>For each subsequent signature, the system shall advance to the next signature line in the book and page number being processed. If the line number has a crossed out signature or is blank, the system shall allow the user to skip that line and advance to the next line number with a signature.</p>
PM2-3	<p>The system must allow a user to exit from the book and page number being processed and select another book, page or line number at any time.</p>
PM2-4	<p>When entering petition signers, the system must have a solution that will allow users to enter specific division-defined information about each signer, including the date the petition was signed and then the system will determine if there is a voter record that matches the specific entered information.</p> <p>If an active voter record is found, the system must compare the voter's original registration date to the date the voter signed the petition and if the voter was registered on or before the signature date, mark the voter record as accepted.</p> <p>If the voter record is not found or the voter was registered after the signature date, the system must mark the voter record as rejected. I</p> <p>f a voter record is found and the voter is in an inactive status, depending upon the suspense date and the condition code (reason code) will determine if the signature is accepted or rejected as defined by the division. The system must provide a solution for the division to review and if necessary, change rejected or accepted records.</p> <p>In addition, if a voter record is found, the system must compare the date the voter signed</p>

	<p>the petition with the date the booklets were distributed and received and if the date falls before or after the distribute and receive dates, the system must notify the user of the discrepancy.</p> <p>Once a voter record is marked as accepted or rejected, the system must allow a user to change the accept or reject code attached to the signature. If a signature is rejected, the system must allow a user to indicate the reason for each rejection.</p>
PM2-5	The system must record in a registered voter's record that the voter signed a particular petition, including the petition book, page and line number of the voter's signature and allow users to view, from the voter record, the petition information.
PM2-6	The system must be able to determine if a voter signed the same petition more than one time and if so, alert the user doing data entry and reject the subsequent entered signature(s) as duplicate. If a signature is rejected as duplicate, the system must not record the petition, book, page and line number on the voter's record.
PM2-7	The system must have a convenient solution to remove, at any time, a designation that a voter has signed a petition. If removed, the system must not include the signature in the count of registered voters signing the petition.
<b>PM3</b>	<b>Petition Statistics and Reports</b>
PM3-1	<p>The system shall provide authorized users with the ability to prepare printed reports and export files containing petition signature verification statistics.</p> <p>The system shall provide authorized users with the ability to display and print complete forms and other petition reports for editing and to generate a results report for each petition.</p>
PM3-2	<p>The system shall allow authorized users to generate a printed report on demand from the petition management subsystem that contains the unique identifier numbers of each petition book or petition application pages for a specific petition, the number of pages in each book or the number of application pages, and the number of entries on each page. Authorized users will use this report to proof against the actual books or application pages in order to assure the accuracy of the data entered. The system shall allow for confidential identifiers to be included or excluded, based on the user's preference. The printed report shall be able to include any or all relevant voter registration and petition management information deemed necessary by the Division of Elections.</p> <p>In the event the proofing operations reveal changes that need to be made in the database, the system shall allow authorized users to modify, correct, and update the book or application page data as necessary and to print subsequent printed reports for proofing as required.</p> <p>The system shall provide generation of these proofing reports and update of the database in a manner consistent with Alaska statutes and rules and in a format designated by the Division of Elections.</p>
PM3-3	<p>The system shall provide the ability for an authorized user to generate a statistical report indicating how many accepted and rejected signatures from either a user-defined "sample" or on the entire petition or petition application that have been tallied at the time of generating the report. The generated report shall be of such accuracy that the Division of Elections can make a determination if a sufficient number of signatures have been affixed to petitions to authorize placement of the issue on an election ballot or for certification of the application.</p> <p>The report shall indicate and display a "key" of all petition signature accept and reject codes and a brief description of their meanings. The report shall list a breakdown of how many signatures were designated with each code.</p>

	<p>The system shall provide for preparation of such statistical reports in a manner consistent with Alaska statutes and rules and in a format designated by the Division of Elections.</p>
<p>PM3-4</p>	<p>The system shall provide the ability for an authorized user to generate a report containing information on all registered voters who were identified as having signed a petition or petition application (whether the signatures were verified and accepted by the Division of Elections as having signed any petition that is undergoing the verification process). The report shall include the following:</p> <ul style="list-style-type: none"> <li>• voter’s confidential identifiers (with ability to suppress);</li> <li>• voter’s full name;</li> <li>• voter’s residence (with ability to suppress) and mailing address;</li> <li>• voter’s original registration date;</li> <li>• voter’s registration status;</li> <li>• status of signature (accept or reject code); and</li> <li>• book, page, line number of voter’s signature.</li> </ul> <p>This report shall also include any voter who signed the petition and could not be identified as a registered voter. The information reported for these signers shall include:</p> <ul style="list-style-type: none"> <li>• full name;</li> <li>• residence and mailing address; and</li> <li>• status of signature (accept or reject code).</li> </ul> <p>The system shall provide for preparation of such a report in a manner consistent with Alaska statutes and rules and in a format designated by the division.</p>
<p>PM3-5</p>	<p>The system shall provide authorized users functionality to generate a report on the number of petition signatures that have been verified by all petition staff within a specified date range. The "date range" shall include a default value of "today" meaning the time from 12:01 a.m. until the time the authorized user executed the report generation command.</p> <p>For example, if the authorized user executes the report generation command at 09:56 p.m. on September 25th, the application will print the report automatically containing the name of every petition staff and the number of registered voters whom they have verified and indicated an acceptance or rejection of a petition signature since 12:01 a.m. on September 25th.</p> <p>However, the system shall provide the functionality for the user to select a different starting date and time (for example, September 01 at 08:00 a.m.) and a different ending date and time (for example, September 01 at 09:56 p.m.) for the report parameters.</p> <p>The system shall provide for preparation of such a report in a manner consistent with Alaska statutes and rules and in a format designated by the division.</p>
<p>PM3-6</p>	<p>The system shall provide the ability for authorized users to generate a report, on demand, containing the following information for; all circulators of any petition(s), a specified circulator of any petition(s), all circulators of a specified petition or a specified circulator of a specific petition submitted to the division. The report shall contain the following:</p> <ul style="list-style-type: none"> <li>• voter number (if circulator is registered);</li> <li>• full name;</li> <li>• residence (with ability to suppress) and mailing address;</li> <li>• id of petition circulated;</li> <li>• total number of books submitted, including individual book id numbers;</li> <li>• total number of accepted signatures contained in submitted books;</li> </ul>

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	<ul style="list-style-type: none"><li>• total number of rejected signatures contained in submitted books; and</li><li>• breakdown of code designation of all accepted or rejected books, including book id number.</li></ul> <p>The system shall provide for preparation of such a report in a manner consistent with Alaska statutes and rules and in a format designated by the division.</p>
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## System Administration, Security and Data Conversion Requirements

SA1	General Requirements and Administration
SA1-1	<p>The system must have the ability to perform real-time processing. Once data is entered and transmitted, it must be updated with all information and available for viewing by all division offices throughout the state.</p> <p>All division offices must have the ability to enter information into the system and must be able to perform voter registration record updates for any voter in the state, no matter what the voter's residence address is.</p>
SA1-2	<p>The system must have the ability to establish users and security levels based on user types. The system administrator must have the ability to add users at any time and must accommodate additional regions should new regions be formed in Alaska.</p>
SA1-3	<p>The system's objects shall be protected and controlled through Configuration Management and version control. The system must be maintained using industry standard configuration management and quality assurance policy and practices.</p>
SA1-4	<p>Authorized users must have the ability to add, modify and delete data elements in "lookup tables" used by the system and the database management system. This should be restricted to tables that contain values to be stored in the database only and not containing values used in internal system program logic.</p>
SA1-5	<p>The system administrator must have the ability to perform daily backup of the servers and retrieval capabilities that enable recovery of data by entire file/table. Application module must also be recoverable.</p>
SA1-6	<p>The system shall offer self-sensing and reporting of component state, errors, load, intrusion and resource limitations.</p> <p>In addition, the system must provide the ability for the system administrator to read, search, copy and print system logs that report various system conditions, such as error conditions, system failures, track changes, traffic volume and user usage.</p> <p>The system administrator must have the ability to maintain, archive, and purge the system log information.</p> <p>The system shall provide the option for access to specified system information by authorized users.</p>
SA1-7	<p>The system must have the ability to schedule various routine activities for automatic execution at specified and recurring dates and times. Examples of such activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• database backup;</li> <li>• system backup;</li> <li>• database compression;</li> <li>• full database duplicate checks;</li> <li>• exports of various ASCII text files to FTP site for external distribution, i.e., voter id card extract on the 3<sup>rd</sup> and 18<sup>th</sup> of every month; and</li> <li>• generating, formatting and printing standard and custom reports.</li> </ul>
SA1-8	<p>The system shall provide for data deletion, archival and retrieval. This functionality should allow for execution of pre-defined periodic archival jobs as well as the ability to select specific records from the address library, election, petition and voter registration files and move them from the current production tables to an archive file or media external to the database.</p> <p>When archiving election and petition information, the system must maintain voter history and petition signature history on individual voter records.</p>

	<p>Examples of election and petition data removed would be election set-up, polling place and worker assignments, petition set-up, sponsor, circulator and signature verification for specific petition.</p> <p>Examples of deleted data would be individual voter records if found to be duplicates and the deletion of records that have been in an inactivate status for four years.</p>
SA1-9	<p>The system must have the ability to perform both logical and physical deletion of data, including purging and archiving functions, as necessary to meet NVRA requirements.</p> <p>The system must provide methods for the identification and approval of records to be archived prior to moving the records into the archive file (manual review).</p>
SA1-10	<p>The system must support storage of null values in data fields where null is an accepted value.</p>
SA1-11	<p>The system shall provide the division with a clearly defined and documented approach to managing voter registration and election management records and workflow in a manner that meets operational and legal requirements outlined in Alaska statutes, HAVA, NVRA and UOCAVA.</p> <p>When installed and operational, the system must be in complete compliance with all relevant data collection, data management, data maintenance and data reporting requirements of Alaska election laws as they exist at the time of issuance of the RFP.</p>
SA1-12	<p>The system must be able to facilitate the entry of data once and populate the various modules where needed. For example, when a voter registration record is updated, if that voter is also an election worker, the worker record should be updated by the system automatically.</p>
SA1-13	<p>The system shall provide an easy-to-use and flexible capability for database administrators to manage the indexes associated with the underlying database management system.</p>
SA1-14	<p>The vendor shall collaborate with the Alaska Enterprise Technology Services (ETS) during the network design phase. ETS is the provider of network services to state agencies.</p> <p>In addition, the vendor shall collaborate with ETS on support associated with the interfacing of the system with IRIS and the data center printing requirements.</p>
SA1-15	<p>The vendor will be responsible for the assessing, mapping and understanding of the Alaska Voter Registration and Election Management legacy system business processes.</p> <p>The vendor will map differences between their product and the legacy systems in the areas of:</p> <ul style="list-style-type: none"> <li>• voter registration;</li> <li>• precincting/address library;</li> <li>• election management;</li> <li>• absentee/early/questioned voting; and</li> <li>• petition processing.</li> </ul> <p>These findings must be integrated in the training curriculum of the new system.</p>
SA1-16	<p>As part of the project deliverables, the vendor will be expected to deliver XML specifications for the transfer of information for various functions such as:</p> <ul style="list-style-type: none"> <li>• data export;</li> <li>• data import from various agencies;</li> <li>• data conversion;</li> <li>• election results; and</li> </ul>

	<ul style="list-style-type: none"> <li>interfacing with voting equipment.</li> </ul> <p>The XML specifications created must be compliant with all current XML specifications and standards. They must use XML approved techniques to supply security and ensure that transfers originate from the appropriate agencies.</p> <p>XML specification requirements are:</p> <ul style="list-style-type: none"> <li>they must conform to latest approved W3C XML specifications at the time presented;</li> <li>XML design must be well formed and able to be validated;</li> <li>XML schema will be produced and published;</li> <li>it will use XML encryption and XML signature to ensure a secure transfer of information; and</li> <li>use XML query for information requests, permitting selective data sets.</li> </ul> <p>The goal of this XML is to simplify the movement of data between many systems that will coexist in the HAVA mandated environment and to interface with other state agency systems such as IRIS (election worker payment system). Since each of these systems have their own operational development life cycles, it is hoped that the XML specification would remain a constant reference that accommodates the changes systems will encounter over coming years.</p>
<b>SA2</b>	<b>User Interface and Documentation</b>
SA2-1	<p>The system must allow a user to access the various modules (geographic entities, voters, election management, absentee/questioned voting, petitions and system administration) without having to exit current work being performed. For example, if a user is updating a voter record, and needs to look at information in geographic entities, the user must be able to go to this module without having to close the voter record.</p> <p>This requirement may be met by allowing a single user to have multiple sessions of the system open at the same time.</p>
SA2-2	<p>The system shall allow each user to 1) change the user password, 2) change desktop settings, and 3) change search options.</p> <p>For example, the user might be more comfortable with a certain screen background and color scheme. The user may want to search for voter records by using a minimal amount of data or by using several data fields.</p>
SA2-3	<p>The system must have the ability to provide users with warning, informational and notice messages, including the ability to provide a broadcast capability to notify users of important information when the user logs into the system.</p> <p>The user should be able to access Help function to obtain further instructions related to a message being displayed.</p>
SA2-4	<p>The system must have an online, indexed “help” capability to assist users and administrators in finding information relative to the system and applications functions and operations.</p> <p>All online documentation shall be resident on the division’s servers and/or client workstations. This means that documentation shall not be resident on the vendor’s website and shall not require Alaska’s users, including technical administrators, to access a website or web server other than the division’s server, in order to load, review, print or otherwise use any online documentation provided by the vendor.</p>
SA2-5	<p>All system required software must be operationally compatible and fully functional with other common desktop applications (word processing, email, spreadsheet and database</p>

	<p>applications.)</p> <p>In particular, the system must be operationally compatible with the current release of MS Office, MS Office 2010 and MS Outlook and must allow the user to concurrently load desktop suite software and the system and allow the user to “select” and “copy” information from the system and “paste” the information into the open desktop suite software.</p> <p>The system must not adversely impact the operation of the concurrently loaded desktop software and shall not require a reboot of the client workstation in order to leave or deactivate a session of the vendor software and open or activate a session in one of the common desktop applications.</p>
SA2-6	The system shall use dropdown menus, icons and/or shortcut keys to navigate to the desired application function.
SA2-7	The system shall allow the use of drop-down lists that are populated from values in a database table. These table values should be updatable by appropriately authorized users. The drop-down selection feature should allow selection of a value by clicking the value or allow typing of the value with type-ahead capability (field is populated with next table entry that matches the letters that have been typed). When a table value is to be deleted, the system should notify the user when database records contain the value to be deleted and disallow the change unless overridden by an appropriately authorized user.
SA2-8	The system must provide standard data entry edit checking and automatic data formatting. In addition, the system must allow for the entry of non-case sensitive criteria. For example, to search for a last name of “McDaniel” the user must be able to enter “mcdaniel”.
SA2-9	<p>The system’s screen navigation must meet Alaska’s data entry needs. For example it should include the following:</p> <ul style="list-style-type: none"> <li>• support positional cursor control so that the cursor will automatically position at the first logical field for data entry;</li> <li>• when moving through data entry, a user should not have to tab through display only fields. When tabbing, display only fields would be automatically skipped;</li> <li>• for SSN field on voter records and election workers, the cursor should position at the beginning of the SSN; and</li> <li>• the screen layout for data entry should match the data form layout. For example, when navigating through the data entry screen for voter registration, the screen navigation would match the flow of the voter registration application so that users can quickly and efficiently enter the appropriate data.</li> </ul>
SA2-10	<p>The system should allow default values to be specified and carried forward from record to record in data fields. This applies to either manual entry or a file load.</p> <p>For manual entry, the specified values (also referred to as “sticky” values) shouldn’t change from record to record unless the operator changes the value at some point. Once changed, the new value then becomes the “sticky” value. For instance, voted absentee ballots are entered by district and in date order. If the user was entering ballots for district 13 that were received 8/25/2010, the date the ballot was received could be a “sticky” value so that the user doesn’t have to enter the date for every ballot in the batch.</p> <p>For auto batch load, the system shall allow the operator to pre-set the default values.</p>
SA2-11	<p>The system must have the ability to provide users with clear and useful error messages. Error message notification must be both visual and audio with the user having the option to suppress the audio.</p> <p>An example of an audio response is a “beep” sound.</p>

SA2-12	<p>The system must be able to accurately display the current NVRA status (known as status and condition code) of each registered voter on as many relevant display screens as practical, including but not limited to:</p> <ul style="list-style-type: none"> <li>• voter registration data entry and record viewing screens;</li> <li>• absentee voting screens;</li> <li>• absentee, early and questioned ballot processing screens;</li> <li>• election worker screens; and</li> <li>• voter history screens.</li> </ul> <p>In addition to displaying the NVRA status, the system must be capable of displaying a color-coded background that distinguishes inactive voter records from active voter records. For instance, active records all one color background and inactive a different color background.</p>
SA2-13	<p>The vendor shall agree to provide documentation of the results of performance, load, integration and system testing.</p>
SA2-14	<p>The vendor must utilize a full-scale testing strategy, including the development of Alaska specific test cases and test data that is an accurate representation of production data and processes.</p>
SA2-15	<p>The system documentation provided by the vendor must contain sufficient database schematic documentation to identify all of the lookup tables and a description of all lookup tables. A data model, including all data elements, logical relationships and a diagram shall also be provided.</p>
SA2-16	<p>The vendor must provide a complete set of (a) technical documentation, (b) database and application documentation and (c) end user documentation. This documentation will be considered as an integral part of the software solution. A printed version must be provided and distributed to each division office.</p>
<b>SA3</b>	<b>Configuration, Sizing and Performance</b>
SA3-1	<p>The system must be compatible with the most current release of Windows desktop operating systems as well as compatible with 64-bit Windows 7 Enterprise currently being utilized by the division.</p> <p>The division envisions an architecture with the system being based on a recent release of .net, Microsoft SQL Server or Oracle database management systems and that utilizes server software that includes a recent release of an industry standard, enterprise-grade operating system.</p> <p>The division requires a system that stores the division's data and information on a server configuration hosted within the state's network and not in a cloud environment.</p> <p>Users must be able to access concurrent sessions of the system.</p>
SA3-2	<p>The vendor shall provide a network design that is compatible with the state's network. This design shall be approved by division and Office of the Governor network administrators. This design document will include at a minimum the following elements:</p> <ul style="list-style-type: none"> <li>• the maximum offered and accepted load provided by past implementations for client and server side network interface;</li> <li>• the recommended bandwidth for client and server side network interface;</li> <li>• the maximum acceptable latency for client and server application; and</li> <li>• the average latency for client and server agents based on metrics from past implementation monitoring.</li> </ul>
SA3-3	<p>The system must be able to traverse public networks in a secure fashion. This will allow users to access the system in remote locations not serviced directly by the state's network, such as, absentee voting locations.</p>
SA3-4	<p>The system architecture shall support management of central functions such as security</p>

	(i.e. firewalls, intrusion detection, permissions, access), batch processing and system administration from a single location.
SA3-5	<p>The system must provide for optimal load balancing and fault tolerance distributed over multiple servers. For example, the access for a user in a particular region shall automatically switch over to an alternate designated server in the case of hardware/software failure or excessive system load.</p> <p>If redundant servers are required, each server instance must be able to operate completely independently of the other locations, if necessary.</p>
SA3-6	<p>The system software must support local desktop printing, scanning, print to fax and print to file functions for reports and other printed output.</p> <p>Since the division utilizes a variety of printers and scanners, the system must support existing printers to the degree they are supported by the current release of Windows desktop operating system and 64-bit Windows 7 Enterprise.</p>
SA3-7	The system shall allow stored images to be exported in a non-proprietary file format.
SA3-8	The system will detect and log all program exception handling; including exceptions to system calls, performance exceptions (such as unanswered remote procedure calls), and security related exceptions (such as repetitious invalid passwords).
SA3-9	<p>The vendor shall provide and execute a multi-environment system that accommodates separate environments for production and development/testing. The configuration shall allow a particular system component to exist in both the production and testing versions:</p> <p>The vendor's proposal shall include all software licenses required to make fully operational this multi-tiered environment.</p>
SA3-10	<p>The proposed hardware and configuration must provide the response times specified below for the interactive functions.</p> <p>a) Card scanning = 2 seconds  b) Data entry upon commit to database = 1 second  c) Record inquiry by ID number = .5 second  d) Record inquiry by name = 1 second  e) Duplicate identification = 5 seconds  f) Report/label generation = 5 seconds  g) Session startup / password verification = 30 seconds</p> <p>The vendor shall consider the following assumptions:</p> <ul style="list-style-type: none"> <li>• peak user count of 250 users;</li> <li>• minimum of T-1 connection;</li> <li>• card scanning - time to scan a card and enter the scanned image in the system;</li> <li>• data entry - time between when the operator hits the enter key for a database commit and when the system is ready to accept another entry;</li> <li>• record inquiry - time between when the operator hits the enter key for a database commit and when the system is ready to accept another inquiry;</li> <li>• duplicate identification - the time starting when the operator asks the system to identify possible duplicates and ending when the list of possible duplicates are displayed on the screen; and</li> <li>• report/label generation - the time it takes the system to compile information and be ready to print.</li> </ul>
SA3-11	The system must provide a high level of availability. Regularly scheduled down time must not exceed 5 hours per day (after 12am) for maintenance. Higher availability may be needed during peak election periods.

SA3-12	The system must have scalability for a potential expansion of up to 50% of the number of users.
SA3-13	The system must have the ability to store and manage all information (data and images) for up to ten million voters (active and inactive).
<b>SA4</b>	<b>Security</b>
SA4-1	<p>The vendor shall develop and document a security plan that meets or exceeds SOA standards. The State Chief Computer Security Officer and the Technology Management Council shall approval the said security plan, before final designs are accepted. The security plan shall utilize the State of Alaska Security Framework to establish the minimum categories and requirements for the plan.</p> <p>In addition, the vendor shall assist and participate in the development of a clear, enforceable security policy for the system with input from Division of Elections and ETS staff.</p>
SA4-2	The system shall comply with all SOA Security Policies and Directives, to include, but not limited to current and proposed; Patch Management, Zero-Day Protection, Anti-virus, Accountability, Encrypted Authentication, Auditing, Logging, Vulnerability Assessments, Incident Reporting and Security Monitoring.
SA4-3	<p>The system shall operate utilizing a DMZ, Extranet and Intranet Topology. This shall include separation of internal interfaces, systems or processes from externally exposed interfaces, systems or processes. It may require further separation between the between the Division of Elections interfaces, systems or processes and other State of Alaska (SOA) Departments or Divisions interfaces, systems or processes.</p> <p>The overall system architecture shall include a separate DMZ for proxy servers in which firewalls separate the external environment from the DMZ and the internal environment from the DMZ.</p>
SA4-5	<p>The system shall comply with the standards for securing servers and services defined in the NIST 800 Series documentation and shall utilize the security benchmark tools found at <a href="http://www.cisecurity.org/">http://www.cisecurity.org/</a> for establishing basic security levels.</p> <p>The vendor shall utilize the following NIST 800 series documents as its guidelines when establishing the overall security of the system:</p> <ul style="list-style-type: none"> <li>• security self-assessment (NIST 800-53);</li> <li>• security development life cycle management plan (NIST 800-64); and</li> <li>• engineering principals for information security (NIST 800-27 Rev A.</li> </ul> <p>Secure Hash should meet or exceed SHA-256 as defined in Federal Information Processing Standards (FIPS) 180-4.</p>
SA4-6	<p>The system shall provide for encrypted authentication and communication to all systems and services to include the following:</p> <ul style="list-style-type: none"> <li>• back-end services;</li> <li>• client, administrative and web services; and</li> <li>• digital signatures.</li> </ul>
SA4-7	The system shall provide for encrypted authentication to Statewide Active Directory (AD) server for all back-end service accounts and administrative accounts.
SA4-8	The system shall provide detailed security logging that includes successful and unsuccessful authentication to all systems or services and must be able to prevent and log unauthorized attempts to penetrate the system and unauthorized procedures by authorized users.
SA4-9	The system shall provide database security management capability that allows for the following features:

	<ul style="list-style-type: none"> <li>at least two individuals, identified by the division as the system administrators, to act as security and recovery managers, controlling access and authorization for all users; and</li> <li>prevents circumventing the application software in such a manner as to gain unauthorized access to the underlying database.</li> </ul> <p>The vendor will be responsible for specifying and implementing this capability during the project implementation.</p>
SA4-10	<p>Currently, the division has users that have full access to view, add, modify and delete information in various modules, while other users have limited access and/or “read-only” access to certain modules.</p> <p>The software must allow the system administrator to establish statewide, workgroup and individual levels of access to various files, tables and/or modules in the system. For instance, Level I access may have the ability to perform all functions, including deleting records, where as Level II may not have the ability to delete records and Level III can only view information in limited modules.</p> <p>The division expects the system to provide system/security administrators the capability to establish and maintain security and access controls for individuals and groups as well as for the statewide election user.</p>
SA4-11	<p>The division intends to require users to change their application password at certain intervals.</p> <p>The system must have the capability to support both automated and forced application password expiration. Automated expiration will be performed at intervals specified by the system administrator.</p>
<b>SA5</b>	<b>Data Conversion</b>
SA5-1	<p>The vendor will be responsible for developing a data conversion plan and for the conversion of data from the division’s existing registration system into the vendor provided new system</p> <p>Data elements that must be included in the conversion plan include information such as voter registration record information and activity, election management data, address library, precinct and district information, codes and lookup table values..</p> <p>The vendor’s conversion strategy and process must include methods for the conversion and migration of all data elements of the existing system and include a process to provide standard definitions and data types (for example, date, number, alphanumeric) approved by the division for all data elements.</p> <p>The strategy and process shall use encoding/decoding, encryption/decryption and compression/decompression where appropriate.</p>
SA5-2	<p>The vendor will be responsible for documenting and producing a data map that outlines where data elements from the existing system are located in the new system.</p>
SA5-3	<p>When migrating data, the conversion strategy and process must include the production of a data conversion exception report for any data elements that cannot be converted to the new system or that do not fit within the structure of the new system. For example, if a voter record has a party affiliation code of O, but this code is not identified in the new system, the voter record and reason for exception must appear on the conversion exception report for resolution by the division and/or the vendor.</p>
SA5-4	<p>The division recognizes that there are possible duplicate voter registration records in the existing system, and while the division periodically goes through the records to resolve</p>

	<p>duplicates, the vendor’s conversion process must be capable of identifying potential duplicate records during data migration for future resolution by the division.</p>
SA5-5	<p>The vendor’s conversion strategy and approach must utilize iterative testing and validation of the migrated data until the division accepts the results and is confident that all data will successfully migrate to the new system.</p>
SA5-6	<p>The project time schedule must allow at least one month for the division to test a full data conversion through both complete visual inspection and random sampling techniques to assure a 100% accurate conversion.</p> <p>During conversion testing, the division will expect to verify “before” and “after” statistical reports of the numbers of registered voters as well as reports from the address file to verify all data converted. At a minimum, the division will verify the following;</p> <ul style="list-style-type: none"> <li>• total number of “active” registered voters in the system;</li> <li>• total number of “inactive” registered voters in the system;</li> <li>• total number of registered voters in each house district;</li> <li>• total number of registered voters in each region;</li> <li>• total number of male, female, and undesignated gender “active” registered voters;</li> <li>• total number of “active” registered voters in each precinct, including the number of voters in each political party;</li> <li>• total number of “active” registered voters by age group;</li> <li>• total number of registered voters in each of the condition codes;</li> <li>• total number of registered voters assigned to each address/geographic file;</li> <li>• total number of precincts;</li> <li>• list of voting sites (polling and absentee)</li> <li>• registered voters flagged as election workers in various regions, districts or precincts;</li> <li>• polling place and election worker assignment report for any active election IDs at the time of conversion;</li> <li>• absentee voter records assigned to any active election ID at the time of conversion; and</li> <li>• questioned voter records assigned to any active election ID at the time of conversion.</li> </ul>

**ATTACHMENT #2**

**PROPOSAL COST SHEET**  
**Statewide Voter Registration and Election Management System**  
**RFP #2013-0001-1748**

Proposals must include an itemized list of any and all costs associated with contract performance. A total fixed price for the entire Statewide Voter Registration and Election Management System, including the electronic pollbook solution. The total fixed price must include all direct and indirect costs, hardware, software, licenses, maintenance, support, installation, training, labor, travel, and any additional miscellaneous expenses associated with contract performance must be listed below. Proposals received that do not include a total fixed cost for the entire system and associated costs shall be considered nonresponsive and shall not be evaluated.

**Item #1 – Statewide Voter Registration and Election Management Solution**

Hardware Cost:	\$ _____
Software Cost:	\$ _____
Licensing:	\$ _____
Annual Maintenance & Support:	\$ _____
Installation and Onsite Training:	\$ _____
Total labor cost, estimated hours and hourly rates:	\$ _____
Travel Cost:	\$ _____
Itemized list of any and all additional costs:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Item #2 – Electronic Pollbook Solution**

Hardware Cost: \$_____ per unit x 438	\$ _____
Software Cost: \$_____ per unit x 438	\$ _____
Licensing: \$_____ per unit x 438	\$ _____

Itemized list of any and all additional costs:

_____	\$_____	per unit x 438	\$_____
_____	\$_____	per unit x 438	\$_____
_____	\$_____	per unit x 438	\$_____
_____	\$_____	per unit x 438	\$_____
_____	\$_____	per unit x 438	\$_____

**TOTAL FIXED PROPOSAL COST** \$\_\_\_\_\_

\_\_\_\_\_  
Printed name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

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

ATTACHMENT #3

### PROPOSAL CHECKLIST

**Important Notice:** Offeror’s must sign and submit this Proposal Checklist with their proposal in order for their proposal to considered. Signature on the checklist indicates that you have read the RFP requirements and submitted all requested information as set out in the RFP. Completion of this firm does not guarantee a responsive proposal.

**General Requirements**

- Register with the Procurement Officer – RFP Cover Page
- Submit all copies of proposal by the required deadline – Section 1.01
- Proposal Required Review – Section 1.08
- Subcontractor Information – Section 1.15
- Joint Venture Information – Section 1.16
- Offeror’s Proposal Certification – Section 1.17
- Conflict of Interest Statement – Section 1.18
- Authorized Signer/Proposal Valid for 90 days – Section 2.01
- Minimum Prior Experience Requirements – Sections 2.08
- Financial Statements for last two (2) years
- No IP Conflict of Interest
- Application of Preference Affidavit – Section 2.13
- 5% Alaska Bidder Preference Affidavit – Section 2.14
- Comply with state’s Standard Contract Provisions – Section 3.03
- Comply with Insurance Requirements – Section 3.06
- Bid Bond letter of commitment – Section 3.07

**Proposal Format – Section 6.0**

- Introduction – Section 6.02
- Technical Solution for the Project – Section 6.03
- Methodology – Section 6.04
- Management Plan – Section 6.05
- Experience & Qualifications – Section 6.06
- Proposal Cost and Cost Sheet – Section 6.07, Attachment No. 2

**Proposal meets all additional RFP requirements and has submitted all required information as set out in the RFP.**

**OFFEROR’S CERTIFICATION**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

**ATTACHEMENT #4**

**PROPOSAL EVALUATION FORM**

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name \_\_\_\_\_

Name of Proposal Evaluation (PEC) Member \_\_\_\_\_

Date of Review \_\_\_\_\_

RFP Number: **RFP 2013-0001-1748** \_\_\_\_\_

**EVALUATION CRITERIA AND SCORING  
THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100**

Proposals will be evaluated against the questions set out below.

**7.01 Technical Solution for the Project—10 Percent**

[a] Does the proposal clearly describe the total overall system architecture (hardware and software), supported by diagrams, and demonstrate that the system has the ability to meet the requirements of this RFP??

EVALUATOR'S NOTES: \_\_\_\_\_  
\_\_\_\_\_

[b] Does the proposal describe a proposed failover solution for two remotely separated, synchronized installations and demonstrate the system architecture will be fully redundant with no single point of failure?

EVALUATOR'S NOTES: \_\_\_\_\_  
\_\_\_\_\_

[c] Has the offeror clearly described the architecture of each component as it relates to the total system architecture as outlined in Section 6.03, including backup and recovery and the electronic pollbook solution?

EVALUATOR'S NOTES: \_\_\_\_\_  
\_\_\_\_\_

[d] How well does the proposal describe the network configuration of the proposed technical solution, including the connectivity with hardware components, bandwidth requirements and possible remedies and/or options for clients with low bandwidth and high latency office locations?

EVALUATOR'S NOTES: \_\_\_\_\_  
\_\_\_\_\_

[e] How well does the proposal outline the security strategy and does it include a description of secure client connection, transmission and storage of sensitive information?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[f] How well does the proposal describe the software elements of the technical solution and will the software meet state standards?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[g] Does the proposal clearly identify the recommended database system, supporting capabilities of the database, the reasons for the recommendation and affirmation that the division will be the sole owner of the data residing in the system?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[h] Has the offeror detailed the application development tools necessary to meet the requirements of this RFP?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.01** \_\_\_\_\_

## **7.02 Methodology Used for the Project—15 Percent**

[a] How well does the proposal describe the project approach and project phases and does the methodology depict a logical approach to fulfilling the requirements of of the RFP?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[b] Has the offeror adequately described the project schedule, including relevant phases, milestones and deliverables and does the proposed schedule depict a reasonable timeframe for the project from start to completion?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[c] Does the proposal provide a clear and detailed plan on how the offeror will execute data conversion and does the data conversion strategy demonstrate the offeror's ability to ensure the accuracy of the data conversion.

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[d] Does the proposal clearly describe the offeror’s proposed test strategy from creation to implementation?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[e] How well does the proposal describe the training strategy and will the proposed training provide staff with a clear understanding of how to maintain and operating the proposed solution.

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[f] How well does the proposal outline the provisions covering warranty and annual maintenance of the proposed solution.

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

[g] Does the proposal address, in sufficient detail, the offeror’s approach and proposed solution for meeting the Statewide Voter Registration and Election Management System requirements outlined in Attachment 1, is the approach and/or proposed solution practical and feasible to meet Alaska’s requirements and if the proposed solution is a COTS product, does the proposal identify modifications that may or may not be necessary?

EVALUATOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.02** \_\_\_\_\_

**7.03 Management Plan for the Project—5 Percent**

[a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[b] Is the organization of the project team clear?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[c] Does the proposal include an organizational chart that defines all key functional, technical and management roles of team members?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[e] Does the proposal include resumes and do the resumes demonstrate the individual has the qualifications and experience necessary for a project of this type?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[f] How well does the proposal describe the offeror's proposed strategy to fulfilling the ongoing project management requirements?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.03** \_\_\_\_\_

**7.04 Experience and Qualifications—10 Percent**

[a] Does the proposal demonstrate that the offeror has the experience and qualifications necessary to complete the requirements of this RFP?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[b] How well has the firm demonstrated experience in completing similar projects successfully, on time and within budget?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[c] Has the firm provided letters of reference from previous clients and do those letters demonstrate a positive relationship and reputation between the offeror and the client?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[d] Does it appear the firm is financially solvent and has the resources to complete the project, including financial, personnel and time?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[e] Does the proposal demonstrate that the offeror has the ability to provide adequate support for its products after the contract is complete?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.04** \_\_\_\_\_

### **7.05 Contract Cost — 40 Percent**

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

#### **Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.16.

**EVALUATOR'S POINT TOTAL FOR 7.05** \_\_\_\_\_

### **7.06 Alaska Offeror Preference — 10 Percent**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**EVALUATOR'S POINT TOTAL FOR 7.06** \_\_\_\_\_

### **7.07 Presentation Evaluation (10 Percent)**

[a] Did the presentation provide a clear understanding of the offeror's proposed solution?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

[b] Did the presentation demonstrate the offeror's ability to implement the proposed solution?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[c] Did the presentation demonstrate how the proposed solution can meet the RFP and Attachment 1 requirements?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.07** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTION** \_\_\_\_\_

**ATTACHMENT #5**

**STANDARD AGREEMENT FORM**

1. Agency Contract Number	2. ASPS Number	3. Financial Coding	4. Agency Assigned Encumbrance
5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number	

**This contract is between the State of Alaska,**

8. Department of	Division	hereafter the State, and		
9. Contractor		hereafter the		
Mailing Address	Street or P.O. Box	City	State	ZIP+4

10. **ARTICLE 1. Appendices:** Appendices referred to in this contract and attached to it are considered part of it.

**ARTICLE 2. Performance of Service:**

2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract.

2.2 Appendix B sets forth the liability and insurance provisions of this contract.

2.3 Appendix C sets forth the services to be performed by the contractor.

**ARTICLE 3. Period of Performance:** The period of performance for this contract begins \_\_\_\_\_, and ends \_\_\_\_\_.

**ARTICLE 4. Considerations:**

4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$ \_\_\_\_\_ in accordance with the provisions of Appendix D.

4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:

11. Department of	Attention: Division of
Mailing Address	Attention:

<b>12. CONTRACTOR</b>		<b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm			
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative:			
Title			
<b>13. CONTRACTING AGENCY</b>		Signature of Head of Contracting Agency or	Date
Department/Division	Date		
Signature of Project Director		Typed or Printed Name	
Typed or Printed Name of Project Director		Title	
Title			

**NOTICE: This contract has no effect until signed by the head of contracting agency or designee.**

## ATTACHMENT #6

## APPENDIX A GENERAL PROVISIONS

### Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in a signing this contract.

### Article 2. Inspection and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

### Article 3. Disputes.

- 3.1 Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

### Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the Alaska State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of the contract.

### Article 5. Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

### Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

### Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

### Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

### Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

### Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

### Article 11. Governing Law.

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

### Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law the General Provisions of this contract supersede any provisions in other appendices.

### Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

### Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

## APPENDIX B1 INDEMNITY AND INSURANCE

### Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

### Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a 30-day prior notice of cancellation, nonrenewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**NOTICE OF INTENT TO AWARD CONTRACT**



Office of the Lieutenant Governor  
 Division of Elections  
 C/O Office of the Governor  
 240 Main Street, Suite 300  
 P.O. Box 110001  
 Juneau, Alaska 99811-0001

**THIS IS NOT AN ORDER**

**DATE ISSUED:** \_\_\_\_\_

**RFP NO.:** 2013-0001-1748

**RFP ISSUE DATE:** \_\_\_\_\_

**RFP SUBJECT:** Statewide Voter Registration and Election Management System

**PROCUREMENT OFFICER:** R. Shawn Henderson **SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received with the apparent low bidder(s) indicated. A bidder who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **Bidders, identified here as the apparent low responsive bidders, are instructed not to proceed until a Purchase Order, Contract Award, or other form of notice is given by the Contracting Officer.** A company or person who proceeds prior to receiving a Purchase Order, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

ITEM NO.	PRICE	AWARD	COMMENTS	RESPONSIVE YES/NO/ ?	BIDDER

- LEGEND: @ -- AWARD TO BIDDER  
 Y -- RESPONSIVE BID  
 N -- NON-RESPONSIVE BID  
 ? -- BID NOT EVALUATED BECAUSE THERE WAS A LOWER RESPONSIVE BID

**SUMMARY**

**NOTES:**