

# Invitation to Bid #12PSX0377

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## Maintain Voting Accessibility System

Contract Specialist: **Elizabeth Basso**

Date Issued: **16 November 2012**

Due Date: **28 November 2012**

**Department of Administrative Services**



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# Invitation to Bid

## Maintain Voting Accessibility System

### Overview

Pursuant to the Help America Vote Act of 2002, current ballot-marking devices permit the voter to verify, in a private and independent manner, the votes selected by the voter on the ballot before the ballot is cast. In addition, each ballot-marking device provides the voter with the opportunity to change the ballot or correct any error before the ballot is cast. Finally, each ballot-marking device notifies or prevents a voter from voting for more candidates than a voter is entitled to vote for before the ballot is cast.

Each ballot-marking device produces a permanent paper record with a manual audit capacity for such device. The ballot-marking device provides the voter with an opportunity to change the ballot or correct any error before the permanent paper record is produced.

Each ballot-marking device is accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters. The ballot-marking device provides alternative language accessibility (Spanish) for approximately 47 different ballot styles pursuant to the requirements of the Voting Rights Act of 1965 (42 U.S.C. 1973aa-1a).

The Connecticut Secretary of the State's Office is seeking to contract through the Department of Administrative Services (DAS) with a firm capable of providing maintenance and support to current ballot-marking devices that provide accessibility to the voting process for individuals with disabilities in each of the 779 polling places within the State of Connecticut.

Maintenance of the voting systems shall include but not be limited to all software, hardware, and equipment and documentation as needed to support election activities. The Contractor shall maintain, replace and deliver, at its sole cost and expense, the ballot marking device, software, documentation and supplies, as detailed elsewhere in this solicitation, to specific locations at times designated by the State.

### Scope

Contractor shall provide technical support for each election and primary for which the machine is used. Such support shall include but is not limited to ballot preparation and set-up, software installation and configuration (at central location), hardware installation and configuration (at central location), telecommunication line installation (at central location), pre-election and primary day maintenance and support, and election and primary day system support.

It is the intention of the State to enter into a contract with a single vendor through December 31, 2026.

Contractor must have successfully administered an election or primary under the supervision of one or more election jurisdictions (state or local). Contractor must submit a list of prior jurisdictions which utilized the equipment bid by the Contractor. Such list must include contact person title, jurisdiction, address, and number of voting precincts which utilized the equipment bid.

Contractor must coordinate delivery of the ballot marking device, software, documentation and supplies with each city and town as listed herein. Such services shall include but not be limited to:

1. Training of personnel identified by the Secretary of the State;
2. Warranty, support, and maintenance of equipment and software;
3. System software upgrades;
4. Election administration support;
5. Ballot programming and administration; and
6. Complete system installation, set-up and testing (including software and hardware installation and set-up) at one central location.

This contract replaces the following contract award(s) in part or in total: 06ITZ0068

## Instructions to Bidders

### I. Bid Schedule

RELEASE OF ITB:	Date: 16 November 2012
RECEIPT OF QUESTIONS:	Date: 20 November 2012, by noon Eastern Time
ANSWERS TO BE POSTED AS ADDENDUM:	Date: 21 November 2012
BID DUE DATE:	Date: 28 November 2012 2:00 PM Eastern Time

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing via email to [elizabeth.basso@ct.gov](mailto:elizabeth.basso@ct.gov).

### III. Questions

Questions for the purpose of clarifying this bid must be emailed to: [elizabeth.basso@ct.gov](mailto:elizabeth.basso@ct.gov) and must be received by the Contract Specialist no later than the date and time specified.

#### **IV. Solicitation Submission**

Solicitations shall be submitted online by the bid due date and time only. Bidders must upload their solicitation submission to their BizNet Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

#### **V. Public Bid Opening**

Please note that the public bid openings are now conducted online. Since solicitations are now uploaded to the bidder's BizNet account, solicitation results will be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

##### How to View Bid Results:

- Go to the DAS/Procurement website: [das.ct.gov/Portal](http://das.ct.gov/Portal)
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

### **Bid / Contract Requirements**

#### **I. Mandatory Extension to State Entities**

Bidders are required to offer and extend this contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize this contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

#### **II. Quantities and/or Usages**

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

#### **III. Contract Separately / Additional Savings Opportunities**

The State reserves the right to either seek additional discounts from the contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services,

the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

#### **IV. Emergency Standby for Goods and/or Services**

In the event of a declared emergency or natural disaster within the State of Connecticut, not resulting from inadequate inventory or contract expiration, but which are expected to be temporary in nature, DAS and/or the Client Agency reserves the right to request the goods and/or services called for in this contract from the Contractor. The Contractor shall make best effort to provide goods and/or services at the time and in the manner specified by DAS and/or the Client Agency. From the time a request for goods and/or services is made the contractor shall acknowledge the request within two (2) hours. If the Contractor is unable to respond or provide the goods and/or services requested, DAS and/or the Client Agency reserves the right to procure said good and/or services from another source. Contractors called upon to perform under emergency circumstances shall supply goods and/or services in a timely manner such that time is of the essence.

Contractors shall offer the DAS and/or Client Agency first priority for goods and/or services, which are unknown at this time, but which may be required during an actual emergency, from its regular sources of supply at the rates set forth in Exhibit B of this Contract.

#### **V. Brand Name Specifications and/or References**

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict bidders to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the bidder shall warrant to the State that it is fit for that purpose. Bids on comparable items must clearly state the exact article being offered including any and all applicable options and the bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

#### **VI. Contract Award**

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- A. by item, group of items, or in it's entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

## **VII. Micro Business Preference**

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

## **VIII. Subcontractors**

DAS must approve any and all subcontractors utilized by the successful bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a bid that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request. The successful bidder must provide the majority of services described in the specifications.

## **Index of Abbreviations/Definitions**

### **Abbreviations:**

DAS	Department of Administrative Services
ITB	Invitation to Bid

### **Definitions:**