

Buchanan County Commission
411 Jules Street
St. Joseph, MO 64501

Election Equipment

RFP NO. 15-0002

CONTACT: Kim Hartman
PHONE NO.: 816-271-1512
FAX: 816-271-1569

ISSUE DATE: January 5, 2015

E-MAIL: khartman@co.buchanan.mo.us

RETURN PROPOSAL NO LATER THAN: January 20, 2015 at 10:00 a.m.

MAILING INSTRUCTIONS: Print or type **RFP Number, Title** and **Return Due Date** on the lower left-hand corner of the envelope or package.
Name and address of submitter to be in upper left-hand corner of the envelope or package.

RETURN PROPOSAL TO:

Office of the County Commission
Buchanan County Courthouse
411 Jules Street, Room 101
St. Joseph, MO 64501

All questions shall be submitted in writing to the above email or fax. All questions and answers will be mailed to each vendor of record. Questions must be submitted no later than January 14, 2014.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Buchanan County Commission, a binding contract shall exist between the offeror and Buchanan County, Missouri.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE	January 15, 2015
PRINTED NAME		Richard Jablonski	
COMPANY NAME		Election Systems & Software, LLC.	
MAILING ADDRESS		11208 John Galt Blvd	
CITY, STATE, ZIP		Omaha, NE 68137	
PHONE NO.	402.593.0101	FAX NO.	402.593.8107
		E-MAIL ADDRESS	info@essvote.com

Proposal Accepted: _____

Date Accepted: _____

Presiding Commissioner

Eastern District Commissioner

Western District Commissioner

Proposal Submitted by: _____

I hereby certify under Section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the Treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by the vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the Treasury. (110-030-51000)

County Auditor

Date

**Election Equipment
Request for Proposal
Buchanan County, Missouri**

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Buchanan County Commission

411 Jules Street, Room 101

St. Joseph, Missouri 64501-1786

(816) 271-1503 • Fax (816) 271-1569

Ron Hook
Commissioner
Western District

Harry Roberts
Presiding Commissioner

Dan Hausman
Commissioner
Eastern District

January 5, 2015

REQUEST FOR PROPOSAL

OFFICE OF THE COUNTY COMMISSION, BUCHANAN COUNTY, MISSOURI:

The County Commission of Buchanan County, Missouri, hereby advertises for proposals on the following to wit:

Election Equipment – County Clerk’s Office
Proposal Number: 15-0002

Proposal requirements may be obtained from the Purchasing Office, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, MO, or by calling (816) 271-1512. All prospective vendors must request proposal information.

The County Commission of Buchanan County, Missouri, reserves the right to reject any or all proposals, to accept the best proposal, and to make the award in the best interest of Buchanan County.

The County Commission will accept sealed proposals for the above listed until 10:00 a.m. on January 20, 2015. Only the names of the companies submitting proposals will be read at this time. Proposals are to be mailed or delivered to the County Commission, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, MO 64501-1786. Faxed or emailed proposals will not be accepted.

In accordance with RSMo 34.042.2 (3), the proposals shall be opened in a manner to avoid disclosure of contents of competing vendors during the process of negotiation. Only the names of the submitting companies will be read.

BUCHANAN COUNTY COMMISSION


Harry Roberts
Presiding Commissioner

PUBLISHED: St. Joseph News-Press
One insertion
January 6, 2015

**HAVA Compliant Equipment
Request for Proposal
Buchanan County, Missouri**

INTENT

Buchanan County, Missouri, is seeking proposals for a company to provide Election Equipment that will meet or exceed all voting requirements for the State of Missouri. Equipment should be able to be compatible with current voter registration system (Missouri Centralized Voter Registration) in use by Buchanan County, Missouri.

We anticipate that the successful vendor will have all equipment set up, training completed and troubleshooting completed prior to March 1, 2015.

Election Equipment Request for Proposal Buchanan County, Missouri

DEFINITIONS

For the purposes of this document, and for proposals submitted, the following definitions are pertinent:

- The “**County**” refers to the County of Buchanan, State of Missouri
- The “**County Commission**” refers to the County Commissioner’s of the County of Buchanan
- The “**Vendor**” refers to the submitting corporation/company
- The abbreviation “**RFP**” refers to this document titled “Request for Proposals” and all information contained herein
- “**Addenda or Addendum**” refers to a change of information in the Proposal Information that is issued by the County; if the County determines it necessary, a written addendum will be incorporated in this RFP and become a part of the final agreement
- The “**County Clerk**” refers to the County Clerk of Buchanan County, Missouri

**Election Equipment
Request for Proposal
Buchanan County, Missouri**

GENERAL INFORMATION

- A. One signed original (clearly marked ORIGINAL) and four (4) copies (clearly marked COPY) of the proposal shall be submitted by **10:00 a.m. on Tuesday, January 20, 2015.** Proposals shall be enclosed in a sealed envelope and delivered in person, by messenger or by mail to:
- County Commission
Buchanan County Courthouse
411 Jules Street, Room 101
St. Joseph, MO 64501
- B. Proposals received after the due date will not be considered. These will be returned to the Vendor unopened.
- C. The signed proposal shall be considered an offer by the Vendor. Such offer shall be deemed accepted upon execution of a signed contract or signed cover sheet. These documents will incorporate any modifications agreed upon during final negotiations between the Vendor and the County. Proposal shall be good for 90 days.
- D. In order to qualify for consideration, the Vendor must have the experience, technical skills and staff, and financial resources to meet the needs of the County. Additionally, the vendor must be an equal opportunity employer.
- E. All proposals must clearly address how the vendor will accomplish each element of the System Requirements, and address all items listed in the Proposal Information Section.
- F. The award will be made to the Vendor whose proposal is determined by the County, to be in the best interest of the County.
- G. Any questions regarding the proposal should be submitted to Kim Hartman, CPPB in writing (email to khartman@co.buchanan.mo.us, or by fax to (816) 271-1569, or by letter) by January 14, 2015. All material questions and responses will be distributed, in writing, to all interested Vendor of record.
- H. Any discrepancies, errors, or ambiguities in this RFP or addenda (if any) should be reported, in writing to Kim Hartman, CPPB, Purchasing Agent to the above email or fax. If the County determines it necessary, a written addendum will be incorporated in this RPF and become a part of the final agreement.
- I. The Vendor must carry adequate insurance coverage, including a minimum of \$1,000,000 Umbrella Liability Insurance and Worker's Compensation coverage.

**Election Equipment
Request for Proposal
Buchanan County, Missouri**

GENERAL INFORMATION (Continued)

- J. The County is exempt from all state, local and city taxes, a copy of our tax exempt letter will be furnished to the successful vendor – do not include sales tax in proposal amount

- K. Proposals will not be opened and read aloud at the date and time they are due to be submitted. Only the names of the vendors that have submitted proposals by the deadline will be read.

- L. Buchanan County may schedule demonstrations of equipment from one or more vendors after a review of the proposals is complete. Demonstration to be conducted on-site at the County Clerk's Training Facility, 1005 North Fourth Street, St. Joseph, Missouri.

Election Equipment Request for Proposal Buchanan County, Missouri

VENDOR EXPERIENCE & QUALIFICATIONS

The County relies on and will consider in weighing proposals the expertise, experience, ability and capability of the contractor, who must demonstrate proof of experience in the field of elections. This experience shall include years of experience with similar systems, experience with a jurisdiction having the same or similar number of precinct units as provided in response to this RFP and experience providing the same service and support needs as the County.

- Provide company overview to include experience and qualifications as listed above
- Vendor must provide a reference list of jurisdictions of similar size and complexity currently using the proposed system.
- Provide information regarding the financial stability, resources and business background of the vendor
- Successful vendor shall provide a timetable, for providing the proposed system including all related equipment and services as requested by this RFP based upon a contract award by Buchanan County. The delivery timetable must be based upon receipt, testing and acceptance of all equipment by February 1, 2015. First election use is scheduled for April 7, 2015.
- Provide details on the training program for election staff and poll officials. The successful vendor must provide the systems operations and maintenance manuals, as well as training manuals. List titles of manuals to be provided at system implementation/training.
- Provide details on voter outreach programs available – include additional costs, if applicable.
- At award, vendor shall designate a single contact that will coordinate all phases of the project, including but not limited to: information gathering, installation, training and general system maintenance. Provide resume or statement of prior elections industry experience and qualifications for vendor's employees who may be assigned to the project.
- Affiliation with KNOWiNK Electronic Pollpads is important; please include affiliation.
- Vendor must provide a reference list of jurisdictions of similar size and complexity.

Election Equipment Request for Proposal Buchanan County, Missouri

SYSTEM REQUIREMENTS

The Election Equipment shall be delivered, set up, tested and operational for use in the April 7, 2015 elections.

All equipment proposed shall be newly manufactured, not reconditioned or refurbished in any way.

Functionality

Provide a general overview of the proposed solution including use at the polls, ease of use by voters, poll officials, results accumulation/reporting and security/audit capabilities.

Describe, in detail, the Election Equipment and the interface capabilities with the election database system, the Election Day optical scan system, absentee mail ballot system, absentee-in-person system, the results accumulation and reporting system. The proposed solution must be able to incorporate coding and reporting in the same software package.

Precinct County Optical Scan System

The Election Day precinct count optical scan system must meet the following requirements: Provide a descriptive response to the following requirements.

1. The unit is a voter initiated, poll level based unit
2. The source document is a paper ballot. The ballot permits election information to appear on both sides but does not require two-sided printing should all election information appear on only one side of the ballot. Provide details on ballot size, number of voting positions, columns, and ballot layout flexibility.
3. The unit must provide an error report/audit log with date and time of each event.
4. The individual units are interchangeable with each other and employ a removable memory unit. Describe the memory device.
5. The unit has the internal capability of performing self-diagnostics that identify any unit malfunctions. Each system has provisions for verifying its proper preparedness for an election and that both hardware and software are operating correctly.
6. The unit includes the ability to guard against tampering and unauthorized access. The design prohibits unauthorized access to any of the data associated with these processes.
7. The unit must provide counterfeit protection for non-official ballots.
8. Quantity – 30, with carrying case each

Election Equipment

Request for Proposal

Buchanan County, Missouri

SYSTEM REQUIREMENTS (continued)

Absentee Mail System

Provide a general overview of the proposed solution including ballot processing speed, ability to read folded mail ballots, ease of use by election officials, results accumulation and reporting.

Software Functionality

Provide a general overview of the proposed software solution including what functionality is standard or optional.

Provide a detailed response to the following:

1. The system shall include all necessary provisions for security and access control.
2. The software includes the capacity for the creation of newly defined elections, for the retention of previously defined elections and for the modification of a previously defined election.
3. The system ensures that ballots are properly formatted for each precinct within the jurisdiction.
4. The system allows for text, which appears on multiple ballot styles to be entered only once into the system.
5. The system provides the ability to design ballots. System should allow for offices, candidates and questions to be easily moved within columns, across columns and between front and backsides of ballots. In addition, office text, candidates and questions can be easily modified.
6. The ballot definition system provides for the logical definition of the ballot, including the definition of the number of allowable choices for each office and question.
7. The ballot definition system provides the ability to assign identifying codes or marks uniquely associated with each format.
8. Describe the process for preparing the voting systems' memory devices.
9. Describe the process for accumulating and reporting results from Election Day precincts, and absentee in-person voting.
10. Discuss the specific software modules necessary to record and process tabulated votes.
11. All Firmware, Drives and Software necessary for system to be completely operational shall be noted and included.

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TRAINING

Provide on-site training at the County Clerk's Training Facility, 1005 North Fourth Street, St. Joseph, Missouri. A minimum of four training sessions will be necessary for staff and poll workers. Training will need to be scheduled during at least two different weeks.

All travel expenses for hotel, meals, mileage, etc. shall be included in the training cost listed in the proposal. No additional training/travel expense will be allowed.

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EQUIPMENT TRADE-IN

The following equipment may be traded in. Please provide trade-in allowance on each piece of equipment. All equipment may be seen and will be picked up at 1005 North Fourth Street, St. Joseph, Missouri.

- 40 – M100 Precinct Tabulator (there may be more than 40, please provide a price each)
- 3 – Central Count Machines
- 40 – ADA Machines

All equipment is as is, where is. Buchanan County, Missouri makes no guarantees or will warranty any equipment.

**Election Equipment
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Buchanan County, Missouri**

PROPOSAL INFORMATION

All responding agencies should provide one (1) original (clearly marked ORIGINAL) and four (4) copies (clearly marked COPY) of their signed proposal which shall include:

- A. The address of the Vendor's main office and the address of the office which would serve the County
- B. A list of current and former local government clients. Include specific contact names and phone numbers
- C. A description of all work to be done and how it will be accomplished, include materials and products to be used
- D. Provide a time schedule for completion of this project
- E. Any additional services your agency is able to provide the County that are not specifically mentioned under the above System Requirements
- F. A cost breakdown of all services to be included (any travel or shipping costs shall be included in proposal amount)
- G. A list of per hour cost for additional services, if required
- H. All project management, implementation, and testing costs shall be included in proposal.
- I. Election Day support shall also be included.
- J. All costs are to include shipping/delivery to the County Clerk's Training Facility, 1005 North Fourth Street, St. Joseph, MO.

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CRITERIA FOR SELECTION

Proposals received will be evaluated based on the following criteria:

- A. The price of the Vendor's proposal is reflective of the System Requirements to be provided and is comparable in cost to other proposals submitted
- B. The extent to which the proposal is sufficiently detailed, is logically presented, is consistent in terms, format and content; and the extent to which the proposal clearly addresses the System Requirements, and proposal information
- C. The extent, to which the proposal presents a clearly defined, well thought out and effective method to achieve the System Requirements
- D. The quality of references from present and former clients
- E. Evaluation Process:
The award of the contract resulting from this RFP shall be based on the best proposal received in accordance with the evaluation criteria and the scale stated below:
 - 1. Cost – 35 points
 - 2. Experience and Reliability – 20 points
 - 3. Proposed Method of Performance – 20 points
 - 4. Contractor History and References – 15 points
 - 5. Location within Buchanan County – 10 points
- F. The County reserves the right to negotiate modifications in the submitted proposals in order to clarify the proposal, meet the intent of the Request for Proposal or meet their financial requirements
- G. In the event that only one proposal is received in response to this Request for Proposal, the County Commission reserves the right to negotiate the terms and conditions, including the price, as proposed in the Sole Vendor's offer

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COOPERATIVE PURCHASING AGREEMENT

Provide information if your company would enter into an agreement with Buchanan County, Missouri to become the host county for a Cooperative Purchasing Agreement for other counties within the State of Missouri. This agreement would allow any other County in Missouri to purchase this equipment and services at the final price and conditions agreed to with Buchanan County, Missouri. This Cooperative Purchasing Agreement would be good for one (1) calendar year from the date of acceptance.