Washington Office of the Secretary of State Elections Division
Elections Business Analysis and Business Requirements – RFP 14-13
Pre-Proposal Q&A
Q9 Update

Q9: Does the OSOS have an inventory or listing of the business processes to be assessed under this engagement?
  o How many business processes in total?
  o Can the list of business processes be provided to bidders (pre-proposal)?
  o How many business process span organizations external to OSOS (e.g., County elections offices)?

A9: No, we do not presently have an inventory of business processes to be assessed under this engagement. However, we will work to compile a list and update our response to this question as soon as possible.

11/13/2014 Update

OSOS has identified the following list of business processes to be included in the business analysis and business requirements. Note: this list is **not** to be considered all inclusive. OSOS will work with the guidance of the apparently successful contractor to identify any additional business processes not identified here. The list is however, our best attempt to accurately answer the question asked.

Voter Registration Database
  • Voter Registration and Updates, including MotorVoter (DOL registrations), in-person and online, underage voter registration
  • VRDB Bulk Audits/Data Audits
  • VRDB Duplicate Management
  • VRDB Transfer Management
  • VRDB Felon Management
  • VRDB Deceased Management
  • VRDB ID Management
  • VRDB Address Management
  • Election Administration and Voting Survey (EAVS), Other Survey Reporting
  • Public Record Requests

Data Handoffs
  • Electronic Registration Information Center (Cross-State, Deceased, Eligible but Unregistered, In-State Duplicate, and In-State Update)
  • Department of Licensing (Motor Voter, Signature Grabber, DOL ID check for MyVote)
  • Department of Health (Deceased check)
  • Department of Corrections (Felon check)
  • Tabulation Systems (HART, Dominion, and ES&S)
  • Geographic Information Systems

- Address Printing Software and Mailing Vendors
- Public Disclosure Commission
- Election Assistance Commission
- Voter Information Project
- Administrative Office of the Courts

County Election Management Systems
- Voter Registration, updates, and cancellations
- Mailing and return of ballots
- Street file and address management
- Precinct and Jurisdiction Management (including redistricting)
- Office and Elected Officials Information
- Candidate filing
- Signature verification
- Voting history
- Connection to VRDB
- EAVS, Other Survey Reporting
- Public Record Requests

Washington Election Information System
- Filing of Resolution for Special Election
- Filing Initiatives to the People
- Petition Signatures: Initiatives to the People, Referendum Measures
- Filing of Initiatives to the Legislature
- Candidate Filing: Numbering of Office Positions, Candidate Filing (including photos and statements), Candidate Withdrawal, Candidate Certification, Write-In Candidacy, Void in Candidacy Causes Office to Reopen, Candidate Display Ordering
- Data handoff with counties using their own filing system
- Alternate Presidential Primary Date: OSOS and Major Party, Proposal and Adoption
- Precinct and Jurisdiction Management
- Voters' Guide
- MyBallot & Mail Ballot Creation
- Office and Elected Officials Information
- Language Translation
- Ballot Drop Boxes locations and hours
- County Websites
- MyVote – Voter Information
- Elections Results Reporting
- Elections Certification: County Canvassing Board and OSOS
- Recounts
- Notice of Special Election
- Special Election February and April
- Primary Election August

- General Election November
- EAVS, Other Survey Reporting
- Public Record Requests