



Request for Proposals: Election Office – Voting Machines

Marshall County Government
2205 Courthouse Annex, Lewisburg, TN 37091
Phone: (931) 359-2300 **Fax:** (931) 359-0551
Email: bsmith@marshallcountyttn.com



Request for Proposals

The Marshall County Election Commission is seeking proposals from qualified vendors for the purpose of replacing its current voting system. This will include the purchase of election management system, ballot marking devices, ballot tabulators, tabulation system, high speed central vote tabulator, training, technical support, and Election Day support.

The election commission serves 21,100 registered voters. For a typical election, we have nine (9) Election Day precincts and two (2) early voting locations and have used forty-nine (49) voting machines.

The voting system purchased by the election commission must meet the following minimum requirements:

- Certified by the U.S. Election Assistance Commission to, at a minimum, the 2005 Voluntary Voting Systems Guidelines
- Certified by the State Election Commission and Coordinator of Elections. A vendor may submit a bid for a system that is under review, but a county may not purchase the system until it is certified.
- Should have accessibility features to allow voters with disabilities to vote independently and privately.

System Description

Describe the overall system for your proposed solution, including hardware and software. Describe the benefits of your system.

Provide any manufacturing process certifications you have received for the components offered. Provide details regarding the location where components are sourced, and the voting system hardware and software are manufactured.

Confirm that all equipment proposed shall be new or newly manufactured, not reconditioned or refurbished in any way.

Ballot Marking Device

Describe the functionality of your proposed ballot marking device, taking the following into account:

- Ease of use by voters and election officials
- Accessibility features
- Support of split precincts or multiple ballot styles on a single unit
- Options to ensure activation of the proper ballot style for each voter
- Preventing the voter from overvoting
- Allowing undervotes, but notifying the voter of their right to cast votes for all contests for which they are eligible
- Allowing voters to make multiple selections for a single contest when applicable
- Process for casting a write-in ballot
- Summary of selections presented to voters
- Troubleshooting features for election officials
- Opening and closing procedures for election officials
- Battery backup in the event of loss of power, including alerts to election officials
- Supplies needed for operation, such as paper and toner

Precinct-based Scanners

Describe the scanner used in the precinct to tabulate votes. Per T.C.A. § 2-20-104(d), precinct-based optical scanners used in an election in this state shall not have any capability, enabled or disabled, for wireless communication of any sort. Per State Election Commission policy, the scanner should have a removable bin to collect the ballots. Take the following into account as you prepare your response:

- Ease of use by voters and election officials
- Clarity to voter and election officials that ballot has been cast and stored
- Poll opening and closing procedures, including printing of a zero tape in the morning and results tapes in the evening
- Safeguards to ensure votes are not cast until polls open and cannot be cast after the last voter in line at the close of polls casts a ballot
- Battery backup in the event of loss of power, including alerts to election officials
- Procedures and time necessary to clear any jammed cards or ballots
- Preservation of ballot images
- Supplies need for operation, such as external memory devices

Direct Recording Electronic (DRE) System with Voter-Verifiable Paper Audit Trail (VVPAT)

Describe the functionality of your proposed DRE system, taking the following into account:

- Ease of use by voters and election officials
- Accessibility features
- How machines are transported and stored
- Support of split precincts or multiple ballot styles on a single unit
- Options to ensure activation of the proper ballot style for each voter
- Preventing the voter from overvoting
- Allowing undervotes, but notifying the voter of their right to cast votes for all contests for which they are eligible
- Allowing voters to make multiple selections for a single contest when applicable
- Process for casting a write-in ballot
- Summary of selections presented to voters
- Troubleshooting features for election officials
- Poll opening and closing procedures, including printing of a zero tape in the morning and results tapes in the evening
- Battery backup in the event of loss of power, including alerts to election officials
- How cast vote records are stored, backed up, and secured on the device
- Anti-tampering features, including protection of unused ports during storage, transportation, and use
- Voter-verifiable paper audit trail functionality for each ballot cast

Absentee Scanner

Describe your central absentee scanning device solution, including the brand and model and any necessary software:

- Ballots per minute capacity
- Capability to read variety of marks on ballots
- Process for handling exceptions, such as overvotes, write-ins, and other ballots needing manual review
- Process for importing results into election management system
- System logs
- Troubleshooting information for election officials
- Battery backup solution in the event of loss of power

Election Management System

Describe your election management hardware and software and their functionality, including the following:

- Programming of the election
- Ballot creation and printing by vendor of choice
- Audit logs
- Election night reporting, including steps to ensure that all anticipated results have been reported

- Process to ensure speed and accuracy of tabulation
- Customization of reports

Maintenance

Confirm capacity to upgrade or modify any of the deliverables without charge to meet requirements mandated by changes to state or federal law or State Election Commission policy.

Confirm capacity to upgrade or modify software to meet requested enhancements.

Security

Describe your processes for identifying specific cybersecurity risks and mitigating them in the election environment, and how the implementation of the mitigation processes will increase the likelihood of success on the current proposal. Be specific and provide specific examples of how this process has been successful in both confirming proper implementation and identifying needed changes. Include lab testing and third-party testing you regularly employ. Provide a description of processes you use for testing, patching, and anomaly handling.

Provide a description of the threat environment as it applies to the systems and their interconnections that are addressed in your proposal. Provide an assessment of the severity of threats and identify and align mitigation approaches to the threats. Also, provide an assessment of the residual risks following mitigation actions.

Describe how you monitor ongoing security threat changes and respond to evolving threats, including monitoring common vulnerabilities and exposures (CVEs) and any ability to receive and share real-time threat information. Indicate participation in information sharing networks, including the Sector Coordinating Council of the Election Infrastructure Subsector (EIS-SCC), the Information Technology Information Sharing & Analysis Center (IT-ISAC), the Election Infrastructure ISAC (EI-ISAC), and others.

Define or provide documentation on incident handling, recovery, and contingency processes, including communication plans, backup procedures, and process for operational data availability. This should also include items such as log and audit, log analysis and assessment, and forensics capabilities.

Define what constitutes an incident and any levels of severity. Include procedures for notifying the government in the event of incidents of each level of severity, to include responsibilities and liability. Additionally, provide a communication plan for managing an incident.

Describe your process for moving data, whether digitally or physically, while maintaining appropriate security protection and data integrity. This includes between organizations such as the proposer and proposed subcontractors, and to the government, where applicable, during transitions to new systems and technologies.

Describe the security audits and penetration analysis performed on a regular basis. If conducted, provide annual security audit reports conducted by an independent auditor.

Training and Support

Describe the training you will provide for staff, election officials, and the public for the new system, including samples of training materials.

Describe your proposed Election Day and general support.

Vendor Qualifications

Vendors shall confirm prior implementation experience with their products in an election jurisdiction of similar size and complexity

Provide qualifications and experience of all proposed personnel, including subcontractors. In addition to basic qualifications (e.g., certifications obtained), include descriptions of experience in the area of elections or cybersecurity, or both. Where applicable, provide any specific knowledge and experience with state and local policies, architecture, and related aspects of the proposed work.

Describe your company process for background checks and security training of those who will be working on the project.

Disclose all countries in which your organization operates. Describe the corporate structure and ownership (e.g., publicly traded corporation, privately held partnership, nonprofit). Disclose all board members or any entity with more than 10% ownership in the organization. Also, disclose any ownership in your company by non-U.S. persons or entities, regardless of ownership percentage.

In the event the vendor ceases to maintain experienced staff and the resources needed to provide any required software maintenance while under an obligation to provide such maintenance, the election commission shall be entitled to have, use, and duplicate for its own use, a copy of the source code and any other software required for a fully operational recovery, along with all documentation for the software products covered by the contract in order for the election commission to use the software in accordance with the terms of the contract.

Deadline for Proposals

Vendors should submit proposals by 2:00 p.m. on Wednesday, November 16, 2022, to the Marshall County Budget Office, 2205 Courthouse Annex, Lewisburg, TN. Marshall County's evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. All firms submitting proposals must be willing and capable to enter into a contract with the County.