



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS (RFP) COVER PAGE

RFP NO: #2022-28

TITLE: Election Equipment

Solicitation Schedule & Deadlines:

June 15, 2022	Solicitation Release Date
June 20, 2022 10:00AM	Deadline for Submitting Questions
June 22, 2022 4:30PM	Deadline to post Addendum
July 12, 2022 2:00PM	Deadline to Submit Response

Responses must be received no later than "Deadline to Submit Response"

July 12, 2022 2:00PM

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Meagan Cowser, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

PURPOSE/ INTRODUCTION/ BACKGROUND

Franklin County is soliciting a Request for Proposals from qualified vendors to provide our Clerks Office with Election Equipment.

Franklin County, Missouri is a First-Class County. The population is approx. 101,492 and is a suburban county of the St. Louis metropolitan area that provides both rural and urban living opportunities.

The County will consider proposals from vendors with specific experience and success in Election Equipment. All proposals must include:

1. Vendor name, address, telephone number and contact persons(s) email address.
2. Description of the vendor's processes, method of approach, and timeline for implementation, including identification of specific services to be provided listed in the above Specific Requirements section of this RFP.
3. List of at least 3 recent (last 24 months) organizations that have used the Vendor's services on similar projects, with contact names and contact information for reference checks
4. Pricing form, completed and signed.
5. All forms and/or tasks performed that are listed on the submission checklist below are completed and/or included with the Proposal:

Only use the forms provided

- I have reviewed the proposal schedule and deadlines, located on the solicitation cover page
- I have read ALL Terms and Conditions and Proposal Documents closely (Located at www.franklinmo.org)
- Solicitation Cover Page
- Affidavit for Work Authorization is completed and Notarized
- Certificate of Insurance(COI)
- I have one original and three copies that are labeled accordingly
- Envelope is sealed and label attached

INSURANCE REQUIREMENTS

1. The awarded vendor shall furnish the County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
 - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
 - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury
 - C. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
 - D. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

Employment of Unauthorized Aliens Prohibited

- (a) Vendor agrees to comply with Missouri Revised Statute section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

- (b) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

- (c) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

OTHER REQUIREMENTS - CONTINUED

Anti-Discrimination Against Israel Act Requirement

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

OFFER AND SCHEDULE OF FEES

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein.

The offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the vendor has the capacities, professional expertise and experience to provide the necessary equipment as described in this RFP. The vendor shall ensure that all information required is submitted with the proposal. All information provided should be verifiable by documentation requested by the County. Failure to provide all information, in accuracy or misstatement may be sufficient cause for rejection.

EVALUATION CRITERIA

The criteria used to select a vendor include the following factors:

- A. Quality and responsiveness of the proposal. (25%)
- B. Ability, capacity, and experience of the Vendor to perform the services. (25%)
- C. Firm's plan/processes, services to be provided, method of approach, and schedule. (25%)
- D. Price to provide the services requested. (25%)

SELECTION PROCESS

The County will review and evaluate the proposals based on the evaluation criteria. Vendors may be selected for interviews or questions for clarification. However, the County may choose to proceed without interviewing any vendors.

The County reserves the right, in its sole discretion, to reject any or all proposals, or portions thereof, to waive technicalities or deficiencies in any or all the proposals. The County reserves the right to cancel this RFP in part or in its entirety.

Specifications for Voting System

Company Background

1. Provide company overview and background.
2. Vendor must provide a reference list of all jurisdictions in the State of Missouri.
3. Provide details of the proposed training program and all associated costs.
4. Vendor must provide location of the closest facility.

System Description

1. The system must be VVSG 1.0 (2005) EAC certified and certified by the State of Missouri.
2. The system must be compatible with the software currently used.
3. The system must include a precinct-based scanner and a Ballot Marking Device (BMD).
4. The files used to load the precinct scanner and the BMD must be interchangeable and not precinct specific.
5. The system must accommodate Rank Choice Voting (RCV).

Precinct Tabulators

1. The unit must contain a battery backup.
2. The unit must accept ballots with no print on the back if no election information is present.
3. The unit must perform a self-diagnostic check each time it is powered on.
4. The unit must return blank and over voted ballots to the voter and print an error report to alert the voter to the anomaly.
5. The unit must accept full-size paper ballots and BMD ballot in the same feed path with no separate trays and/or diverters.
6. The unit must contain three separate and independent memory devices.
7. The unit must provide a write-in report.
8. The unit must audit all transactions and provide audit logs when needed.
9. The unit must have a ballot box with locking wheels and be collapsible for storage.

10. The unit must utilize “double feed detection” rather than a physical gate to not allow multiple ballots to enter the scanner.

Ballot Marking Device

1. The unit must contain a battery backup.
2. The unit must be a universal voting device which ensures all voters possess the same opportunity to independently cast his or her vote and in the same manner as all voters.
3. The unit CANNOT utilize a barcode for tabulation and must contain human-readable text.
4. The system must be comprehensible and easy to use by the entire voting population regardless of age, disability, or infirmity.
5. The unit must allow settings to be adjusted such as, but not limited to, audio volume, audio tempo, contrast, and text size.

GENERAL INFORMATION

- A. One signed original (clearly marked ORIGINAL) and two (2) copies (clearly marked COPY) of the proposal shall be submitted by _____. Proposals shall be enclosed in a sealed envelope and delivered in person, by messenger or by mail to:
- 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. 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 _____. 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 _____ to the above email or fax. If the County determines it necessary, a written addendum will be incorporated in this RFP 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.
- 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 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.

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
- 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. The delivery timetable must be based upon receipt, testing and acceptance of all equipment by_____. First election use is scheduled for _____.
- 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

SYSTEM REQUIREMENTS

The equipment shall be set up and tested before February 2023.

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 Count 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 device. 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 plugs into a standard three prong (110/220V) grounded electrical outlet.
7. 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.
8. The device must allow the ballot to be returned to the Voter within 5 seconds without voter intervention in case the insertion triggers a reject Condition set by the County. The Voter must be provided with an on-screen explanation of the anomaly and a printed message describing the Reject condition in all races affected.
9. The device must accept a full-size ballot and a Ballot Marking ballot without any adjustments to the device feed path.
10. The device must have at least three redundant storage device locations within. Please explain the redundancy of record storage.
11. Explain the Audit Logs and reports available.
12. The Ballot Boxes must be nestable at least four high.
13. The device must be able to accommodate Early Voting on each device without limitations.

Ballot Marking Device:

The ADA system must meet the following requirements: Provide a descriptive response to the following requirements:

- The BMD must be a universal voting device which ensures all voters possess the same opportunity to independently cast his or her vote independently and in the same manner as a sighted voter.
- The BMD must be configured to operate without assistance provided by the poll worker in selecting the accessibility feature(s) for the voter.
- BMD must provide both audio and visual ballot information at the same time
- The device must utilize Google Voice as the Audio source.
- BMD must work with a sip n puff and/or two-way paddle device and other Binary devices
- The BMD must offer Screen Reader functionality for the voters who request that level of functionality.
- The device must accept a bar code ballot identification printed from the Poll Book to initialize the voting process.
- The device must allow specific voter ballot preferences be included in the ballot initialization bar code.
- The device must employ common mobile application navigation tools for us by sighted and non-sighted voters.
- The BMD must require that the voter view all races and candidates before printing ballot. Explain how this is accomplished.
- The device must allow the voter to spoil their ballot prior to insertion or scanning.

SYSTEM REQUIREMENTS (continued)

Absentee In-Person Voting System

Provide a general overview of the proposed solution including use at the Absentee In-Person Voting locations, ease of use by voters, poll officials, results accumulation and reporting.

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 questions.
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. Election night reporting module; Linux compatible and completely upgradeable to later versions.
12. All Firmware, Drives and Software necessary for system to be completely operational shall be noted and included.
13. The system must include Rank Choice Voting (RCV) in the certified version
14. The system must be a single database system. Explain the benefits of the system Architecture.

TRAINING

Provide on-site training at the County Clerk's Training Facility. A minimum of four training sessions will be necessary for staff and poll workers.

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.

PROPOSAL INFORMATION

PROPOSAL SHOULD 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 can provide the County that are not specifically mentioned under the above System Requirements.
- F. The vendor must be an active Ballot printer and located within 100 miles of the county
- G. A cost breakdown of all services to be included (any travel or shipping costs shall be included in proposal amount)
- H. A list of per hour cost for additional services, if required
- I. All project management, implementation, and testing costs shall be included in proposal.
- J. Election Day on site support shall also be included.
- K. All costs are to include shipping/delivery to the County Clerk's Training Facility

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. The County reserves the right to negotiate modifications in the submitted proposals to clarify the proposal, meet the intent of the Request for Proposal or meet their financial requirements
- F. If 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

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send RFP Packet and RFP Information via email? _____

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust ST., STE. 004
Union, MO. 63084

RFP # 2022-28 DATE: July 12, 2022 2:00PM

DESCRIPTION: Election Equipment

Vendor Name: _____

Vendor Address: _____