

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 19-006

FRESNO VOTING SYSTEM

Issue Date: August 8, 2018

Closing Date: September 19, 2018 at 2:00 PM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact Gary Cornuelle at Phone (559) 600-7110.

Undersigned agrees to furnish the commodity or service stipulated in the attached response at the prices and terms stated in this RFP.
Bid must be signed and dated by an authorized officer or employee.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

SIGNATURE

PRINT NAME

TITLE

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
KEY DATES	4
GENERAL REQUIREMENTS & CONDITIONS	5
INSURANCE REQUIREMENTS	9
BID INSTRUCTIONS	11
SCOPE OF WORK	13
SCOPE OF WORK PROPOSAL REQUIREMENTS	16
COST PROPOSAL.....	67
AWARD CRITERIA	71
PROPOSAL CONTENT REQUIREMENTS	72
TRADE SECRET ACKNOWLEDGEMENT	74
DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS.....	75
CERTIFICATION.....	77
REFERENCE LIST.....	78
PARTICIPATION.....	79
DIR ACKNOWLEDGEMENT.....	80
CHECK LIST	81
EXHIBITS	82

OVERVIEW

The County of Fresno on behalf of the Department of County Clerk/Registrar of Voters is requesting proposals from qualified vendors to provide a comprehensive voting system specifically designed for County elections, meeting the design and requirements listed in the California Voters Choice Act (California Senate Bill (SB) 450 (2016)) as well as any and all applicable federal, state, and local election code requirements. The desirable system will provide efficiencies in the processing of the County's 440,000 registered voters, focusing on security, integration, customization, data conversion, training, documentation, and project management. The ideal solution should also have design abilities to continue to manage the County's growing population of registered voters, which anticipates a 10% increase over the next 10 years. The County prefers a proven system.

The County would prefer to have a prime Proposer, or systems integrator, to act as a Prime Contractor legally and financially responsible for all software, hardware, and implementation services and support for any or all categories listed below. However, the County will allow Proposers to bid on individual sections. Further, the County reserves the right to award individual sections. The County expects that all related costs, direct and indirect, will be included in the Proposal subdivided by sections.

KEY DATES

RFP Issue Date:	August 8, 2018
Bidders' Conference:	August 22, 2018 at 2:00 PM County of Fresno - Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702
Written Questions for RFP Due:	August 27, 2018 at 10:00 AM Questions must be submitted on the Bid Page.
RFP Closing Date:	September 19, 2018 at 2:00 PM Proposals must be electronically submitted on the Bid Page.

BIDDERS' CONFERENCE & SITE INSPECTION:

A bidders' conference will be held in which the scope of the project and proposal requirements will be explained. Addenda will be prepared and distributed to all bidders if questions are submitted.

Bidders are to contact Gary Cornuelle at County of Fresno - Purchasing, (559) 600-7110, if they are planning to attend.

GENERAL REQUIREMENTS & CONDITIONS

TERM: It is County's intent to contract with the successful bidder for a term of three years with the option to renew for up to two additional one year periods based on mutual written consent.

The County reserves the right to terminate any resulting contract upon written notice.

AWARD: The award will be made to the vendor offering the proposal that is deemed the most advantageous to the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County will be the sole judge in making such determination. The County reserves the right to reject any and all proposals. Award Notices are tentative. Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid Purchase Order by Purchasing. After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

Award may require approval by the County of Fresno – Board of Supervisors.

PARTICIPATION: The bidder may agree to extend the terms of the resulting contract to other political subdivisions, municipalities, and tax-supported agencies. Such participating governmental bodies may make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

CONFIDENTIALITY: Services performed by the bidder shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

The bidder shall submit to County's monitoring of said compliance.

The bidder may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

The bidder shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County. The bidder shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

SB854: California law (SB854) now requires public works contractors subject to prevailing wage requirements to register annually with the Department of Industrial Relations (DIR) and pay an annual fee. The County of Fresno will not accept public works bids from contractors and subcontractors who have not registered with the DIR and have not met this requirement. This requirement, found in Labor Code Sections 1725.5 and 1770-1777.7, now applies to *all* public works projects. Refer to <http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html> for more information.

Contractor must submit verification of DIR registration with their proposal. Failure to submit verification may result in their proposal being considered non-responsive.

PREVAILING WAGES: The work to be done on this project will involve the repair, alteration, maintenance, installation, rehabilitation, demolition, construction or reconstruction of public buildings, streets, utilities, and/or other public works. In accordance with Labor Code section 1770, et seq., the Director of the Department of Industrial Relations of the State of California has determined the general prevailing wages rates and employer payments for health and welfare pension, vacation, travel time and subsistence pay as provided for in Section 1773.1, apprenticeship or other training programs authorized by Section 3093, and similar purposes applicable to this public work project.

The prevailing wage rates for all hours worked, including holiday and overtime rates, on this project are on file with the Purchasing Department, 4525 E. Hamilton Avenue, Fresno, California 93702, and are herein incorporated by this reference. Information pertaining to applicable Prevailing Wage Rates may be found on the website for the State of California – Department of Industrial Relations:

<http://www.dir.ca.gov/oprl/PWD/index.htm>. Information pertaining to applicable prevailing wage rates for apprentices may be found on the website for the State of California – Department of Industrial Relations: <http://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp>

It shall be mandatory upon the Contractor herein and upon any subcontractor to pay not less than the prevailing wage rates, including overtime and holiday rates, to all workers, laborers, or mechanics employed on this public work project, including those workers employed as apprentices. Further, Contractor and each subcontractor shall comply with Labor Code sections 1777.5 and 1777.6 concerning the employment of apprentices. A copy of the above-mentioned prevailing wage rates shall be posted by the Contractor at the job site where it will be available to any interested party.

Contractor shall comply with Labor Code section 1775 and forfeit as a penalty to County Two Hundred Dollars (\$200.00) for each calendar day or portion thereof, for each worker paid less than the prevailing wage rates for the work or craft in which the worker is employed for any work done under this project by Contractor or by any subcontractor under Contractor in violation of Labor Code section 1770, et seq. In addition to the penalty, the difference between the prevailing wage rates and amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor or subcontractor.

Contractor and each subcontractor shall keep an accurate record showing the names, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this public work project. In accordance with Labor Code section 1776, each payroll record shall be certified and verified by a written declaration under penalty of perjury stating that the information within the payroll record is true and correct and that the Contractor or subcontractor complied with the requirements of Labor Code sections 1771, 1811 and 1815 for any work performed by its employees on this public work project. These records shall be open at all reasonable hours to inspection by the County, its officers and agents, and to the representatives of the State of California – Department of Industrial Relations, including but not limited to the Division of Labor Standards Enforcement.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor. A specialty contractor cannot contract for work outside of their classification even if they are going to subcontract that work to another licensee who does hold the classification. The only classification that may do that is the B – General Building contractor.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.

3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

DISCLOSURE: The bidder is required to disclose if, within the three-year period preceding the proposal, their owners, officers, corporate managers and partners have been convicted of, or had a civil judgment rendered against them for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- violation of a federal or state antitrust statute;
- embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED: No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

TIE BIDS: In the event of a tie score between two or more proposals at the completion of the evaluation process, the evaluation team will break the tie by re-evaluating the proposals and coming to a consensus on which proposal to award. Additional information or interviews may be requested from bidders with the tied proposals.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS & RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

PAYMENT: County will make partial payments for all purchases made under the contract and accumulated during the month. Terms of payment will be net forty-five (45) days.

E-PAYMENT OPTIONS: The County of Fresno provides an E-pay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an E-pay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

LICENSES AND CERTIFICATIONS: Any license(s) and/or certification(s) required in this RFP must be obtained by the bidder prior to submitting a proposal and must be active and in good standing. Proposals submitted without the proper license(s) and/or certification(s) will be deemed non-responsive.

PUBLIC CONTRACT CODE SECTION 7028.15: Where the State of California requires a Contractor's license; it is a misdemeanor for any person to submit a bid unless specifically exempted.

INSURANCE REQUIREMENTS

Without limiting the County's right to obtain indemnification from contractor or any third parties, contractor, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

- A. Commercial General Liability: Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This policy shall be issued on a per occurrence basis. County may require specific coverage including completed operations, product liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of the contract.
- B. Automobile Liability: Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should include any auto used in connection with this Agreement.
- C. Professional Liability: If Contractor employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.
- D. Worker's Compensation: A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Additional Requirements Relating to Insurance:

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to County.

Contractor hereby waives its right to recover from County, its officers, agents, and employees any amounts paid by the policy of worker's compensation insurance required by this Agreement. Contractor is solely responsible to obtain any endorsement to such policy that may be necessary to accomplish such waiver of subrogation, but Contractor's waiver of subrogation under this paragraph is effective whether or not Contractor obtains such an endorsement.

Within thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the **County of Fresno, Theresa Thompson 2221 Fresno Street, Fresno California 93721**, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

BID INSTRUCTIONS

- All prices and notations must be typed or written in ink.
- Unless otherwise noted, prices shall remain firm for 180 days after the closing date of the bid.
- Proposals must be electronically submitted on the forms provided in this RFP with all pages numbered.
- Additional material may be submitted with the proposal as attachments. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).
- Bidders must electronically submit their proposal in .pdf format, no later than the proposal closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- County of Fresno will not be held liable for any costs incurred by vendors in responding to this RFP.
- Bidders are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential, see Trade Secret Acknowledgement section.
- If a bidder finds any discrepancies or has any questions, submit all inquiries to the Bid Page on Public Purchase or contact Gary Cornuelle at (559) 600-7110. Any change in the RFP will be made only by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.
- Failure to respond to all questions or to not supply the requested information could result in rejection of your proposal. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested.
- Proposals received after the closing date and time will NOT be considered.
- Proposals will be evaluated by an evaluation team led by County Purchasing and may consist of County of Fresno department staff, community representatives from advisory boards, and other members as appropriate. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. Upon review and evaluation, the evaluation team will make the final recommendation to the County department.
- Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599 **and** in Word format to gcornuelle@FresnoCountyCA.gov. Appeals should address only areas regarding RFP contradictions, procurement errors, proposal rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

- All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific Analyst managing this RFP is identified on the cover page, along with his or her

contact information, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal appeal against the RFP, such vendor may contact the Purchasing Manager who manages that appeal as outlined in the County's established appeal procedures. All such contact must be in accordance with the sequence set forth under the appeal procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board at scheduled Board Meeting.

SCOPE OF WORK

The County of Fresno on behalf of the Department of County Clerk/Registrar of Voters is requesting proposals from qualified vendors to provide the following:

A. Overview

The County of Fresno County Clerk/Registrar of Voters exists to serve the citizens of Fresno County by faithfully conducting the election process through which they choose their representatives. The County's vision for a Voting System is a Solution or set of Solution Components that is ideal for Vote Center voting models by utilizing modern technology in a transparent, secure, and cost-effective manner. The optimal solution will have the ability to integrate with preexisting components as applicable. These areas of integration are identified in the matrix of system/component requirements.

A review of all proposals will be conducted through September and October 2018 as needed. All proposers shall be prepared to provide on-site demonstrations of equipment and services during the proposal review process. Final determination of selected proposals is expected by November 2, 2018 with official awarding of the contract to follow as negotiations and Board of Supervisor's meetings allow.

B. Background: Growth, Changing Trends, Aging Voting Equipment, and Senate Bill 450

1. County of Fresno Jurisdiction Environment

The County of Fresno is located in the Northern portion of the Central Valley and has an estimated population of 979,915 and growing. The county seat is the City of Fresno. The county is home to fifteen (15) cities: Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, San Joaquin, Sanger, and Selma.

Fresno serves approximately 440,000 voters – a number that is growing by the day – including an extensive population who primarily communicate in a language other than English. Currently two (2) languages are required under the federal Voting Rights Act on the County's ballot (Spanish and English). In addition, six (6) languages are required under the California Voting Rights Act: Chinese, Hmong, Khmer, Korean, Punjabi, Tagalog, and Vietnamese. These numbers are expected to increase in the coming years.

2. Registrar of Voters Environment

The County of Fresno Clerk/Registrar of Voters conducts all local, city, county, state, and federal elections for the citizens of the County. On average, two (2) elections per year are conducted by the County. Simultaneous to the County's growth is a change in voting trends. As with other California counties, the County of Fresno is experiencing an increasing number of voters who are casting their ballots by mail, rather than visiting their polling place on Election Day as voters are requiring greater flexibility and more options for casting their ballots. Under the California Voters Choice Act (CA SB 450 (2016)), every voter in the County would receive a Vote by Mail ballot.

Voting Volume Statistics

County of Fresno voters elect hundreds of municipal and special district officers, school board members, and superior court judges, and help elect representatives in county, state, and federal contests. The number of candidates per major election averages 100 with up to ten (10) local measures. Two hundred thirty (230) ballot types were used by the County for the 2016 General Election.

The County is responsible for administering countywide elections for approximately 440,000 registered voters. In the 2016 Presidential General Election, the County experienced high voter turnout at 66.7%. Of the 291,890 ballots cast, 160,103 were Vote by Mail ballots and 131,787 were precinct ballots cast at one of 280 polling places. Election materials were printed in English and Spanish with supplemental materials also printed in Chinese, Japanese, Khmer and Hindi.

Below is a look at previous election statistics:

Election	Registered Voters	Total Ballots Turnout	Vote by Mail Ballots Cast	Percent Turnout	Number of Polling Places
2016 General Election	437,667	291,890	160,103	66.7	280
2016 Primary Election	415,217	169,333	102,067	40.8	291
2014 General Election	416,433	163,420	98,519	39.2	253
2014 Primary Election	412,127	107,805	76,041	26.2	246

3. California Election Laws and Regulations

In addition to the factors of growth, changing trends, the age of the County's current voting system, and the County's desire to enhance voter services and convenience, Fresno County is considering opting into the California Voter's Choice Act (CA SB 450 (2016)) of 2016, which changes the way Californians cast their ballots. The County of Fresno would implement the Voter's Choice Act in 2020 and is working toward compliance of its requirements. With the passage of the California Voter's Choice Act in late 2016, some California counties are now permitted to conduct elections using Vote Centers instead of polling places (followed by additional counties in 2020 and 2022).

As background, the California Voter's Choice Act is a permissive California election law requiring election officials to automatically mail a Vote by Mail ballot to all registered voters for each election. Election officials are required to replace polling places with a certain minimum number of ballot drop-off locations and Vote Centers. In the County, there will be over 30 drop-off locations and approximately 50 Vote Centers.

Each Vote Center must be able to perform certain voter-related services, including enabling voters to:

- Cast a ballot in-person
- Drop-off their voted ballot
- Access same-day voter registration
- Receive a replacement ballot
- Use accessible voting machines
- Access language assistance and translated materials

More details about the specifics of the Voter's Choice Act can be found on the California Secretary of State's website at: <http://www.sos.ca.gov/elections/voters-choice-act/>.

California Elections Code section 19006(a) further requires the County use a voting system that the Secretary of State has approved for use in California. Still, the County encourages all organizations and firms that are developing voting systems that are yet to obtain approval from the Secretary of State to respond to this RFP, especially if those organizations and firms are nearing the testing phase of their systems. Only systems with the ability to be certified by the Secretary of State (SOS), for use in California, on or before September 7, 2018, will be considered. This certification shall include all Voting Systems, parts of a Voting System, and Ballot Marking Devices.

For additional information on Voting System Certification in California, go to: <http://www.sos.ca.gov/administration/regulations/current-regulations/elections/voting-system-certification-regulations/>.

The Voting System shall also meet all requirements of federal law and State of California law/rules that address accessibility of Voting Systems. These laws/rules include:

- a. The Help America Vote Act (HAVA) of 2002
- b. The Americans with Disabilities Act (ADA) of 1990
- c. The Federal Rehabilitation Act
- d. The Voting Rights Act (VRA) of 1965
- e. The Election Assistance Commission's Voluntary Voting System Guidelines (VMSG)
- f. State of California Election Code

The Proposer is to customize, configure, test, implement and support a Vote Center solution that fully complies with State requirements.

C. Services to be Provided

The County is looking for solutions for the following Voting System Components:

- A. Ballot Creation & Output Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- B. Vote Center Check-In Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- C. Vote Center Ballot Printing On Demand [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- D. Accessible Ballot Marking Device [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- E. Central Count Scanning and Tabulation [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- F. Adjudication/Ballot Duplication [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- G. Election Help Desk Management [PROPOSER TO PROVIDE DETAILED SCOPE OF WORK WITH DELIVERABLES AND DELIVERY MILESTONES IF OFFERED]
- S. Security Requirements [PROPOSER TO COMPLETE SUBCATEGORY RESPONSE CODE AND DETAILED RESPONSE FOR EACH REQUIREMENT REFERENCE ID.]

SCOPE OF WORK PROPOSAL REQUIREMENTS

Pursuant to instructions included in this RFP, Proposal Content Requirements, a bidder's proposal shall include a response to the following:

1. Scope of Proposer Services

The Proposer must provide the Services scope of this project in a professional manner using only individuals of suitable training and skill. The Proposer shall provide the following services within the seven Voting System Solution Components (a-g) as follows:

- a. System development, delivery, installation, testing, and appropriate operational diagnostics.
- b. Software and hardware improvements, upgrades, and modifications throughout the term of the agreement.
- c. County staff training. Initial training and supplemental training concurrent with any improvements, upgrades or modifications to any part of the system.
- d. Outreach component with an emphasis on familiarizing the County's residents with the Proposer's system(s), using a variety of media-ready messages and materials.
- e. Complete system testing during minor elections within the County. Should the County not hold a minor election with which to fully test the system, the Proposer will provide a comprehensive test election to fully exercise the system.
- f. Financing options for the acquisition of the proposed system.

2. System Instruction and Training Program

The Proposer will provide a comprehensive program with documentation (written procedures) to train County staff in all aspects of the use of the proposed systems, and with all systems updates. After this training, County staff will be able to fully utilize and support the proposed system without the intervention of Proposer staff. Training is to include certification of selected Fresno County staff. In addition, Proposer shall provide a variety of instructional materials on the use of the system for dissemination to the County's electorate. Proposer shall include onsite support for 2 major election cycles as part of their proposed solution.

3. Primary and Supplemental Services

Proposer agrees to provide services to the County required for the development, implementation, and continued support of the system during the term of the agreement. These services will include any supplemental services that are requested by the County and added to the scope during the proposal period or supplemental services that the Proposer deems a requirement to deliver quality services. The Proposer shall provide training documentation and written procedures with system updates.

4. Prime Proposer Services

The County prefers one Proposer to act as a Prime Proposer with total responsibility for the Proposed Voting System or individual Solution Component(s). However, the County will allow Proposers to bid on individual Services with full responsibility for that Services and its complete integration with other inter-related Services. The successful Proposer must assume single source, i.e., turnkey responsibility, for either the project as a whole or, if bidding on individual Services, for those individual Services and will be the sole point of contact for all Proposed System or services (if bidding on a Service) including delivery, installation, operation, building modifications, testing, training, warranty, maintenance, problem determination, and resolution of the Proposed System or individual Solution Component(s). Since there are several Solution Components on which Proposers can choose to bid, there could be one or multiple Proposers awarded. See list of Solution Components on page 6.

Proposers must clearly explain planned use of subcontractors in their Proposal, including terms of any subcontract, capabilities, experience, and portion of the work to be performed by the subcontractors. The

Proposer, as Prime Contractor for either the project as a whole or individual Services, is responsible for Contract performance whether subcontractors are used. The awarded Proposer(s) will be the sole point of contact (either for the project as a whole or individual Services) for County about contractual matters including the performance of services and the payment of any and all charges. Current employees of the County may not participate as resources for subcontractors of the Proposer.

5. Deliverables

The Deliverables for this project are to be the products and services necessary for the successful acquisition and implementation of new voting technology for the County and the conducting of successful elections in 2019 and beyond with this new technology. The Proposer is to provide a list of the proposed Deliverables and estimated timelines for each, including certification of any solution or component requiring Voting System Certification by the California Secretary of State's Office. Additionally, in order to evaluate the ability of the Deliverables to meet the County's requirements, the Proposer is required to complete the Solution Components response section below.

6. Solution Component Responses

The Proposer must complete the section(s) below for each of the Solution Components section they are proposing. Additionally, **every** Proposer, whether responding to one or more of the Solution Component sections, must respond to the Security Requirements at the end of this section.

REQUIREMENTS MATRIX INSTRUCTIONS

The matrices below were developed to assist Proposers in sharing information about proposed Voting System Solutions Components and whether they meet the needs of the County of Fresno. This matrix has been designed to be both as simple as possible and as comprehensive as possible for all Parties involved in responding to this RFP and in reviewing and scoring the responses. Proposers are encouraged to provide detailed responses to these items.

The Proposer must assign a Subcategory Response Code to each listed solution requirement in the Solution Component section for which they are submitting a proposal, using only the values of 1, 2, 3, or 4. The Subcategory Response Codes can be placed directly in the matrices provided. The Response Code values and meanings are described as follows:

1 – **Yes**. The proposed solution ***provides full functionality for the requirement***. Some configuration may be necessary, but not customization. This functionality is considered part of the base solution cost.

2 – **Yes with Customization**. The proposed solution ***provides partial functionality for the requirement***. Customization and additional costs are required to meet full functionality and ***customization is being proposed***. In such cases, the Proposer shall provide a description, in the Proposer Response column, of the partial functionality provided. If customization would cause a certification issue, please explain in the Proposer Response column. Customization Costs to provide complete functionality shall be included in the Cost Proposal in the Customization Cost category.

3 – **No**. The specific requirement is ***not met, and the Proposer does not propose a customization or service to meet it***. In such cases, the Proposer shall provide in the Proposer Response column an explanation of the reason(s) for not proposing customization to meet the requirement, including any potential workaround options.

4 – **Not Proposing for Category**. The Proposer is ***not proposing a solution for requirements within the Requirement Category***, but is proposing solutions to requirements in other categories. For example, a Proposer may be proposing a solution that addresses Ballot Duplication only. In this example, the Proposer would mark each Ballot Duplication requirement with the appropriate Response Code and mark all the requirements in other categories with a Response Code of "4".

The Proposer must also provide a detailed response for each individual requirement, as denoted by a Requirement Reference ID (for example, A-1). The Proposer shall provide a separate document listing

each Requirement Reference ID, and the detailed response to that individual requirement. Provide responses for each individual Requirement Reference ID, fully and individually.

Ballot Creation and Output Management (Section A)

Solution Description: The County's new election solution must include a Ballot Creation and Output Management component for generation of ballots to be used in electronic and physical formats. The component must be capable of integrating with remote-accessible Vote by Mail, Ballot on Demand printing, Vote Center based accessible voting units and printing of physical ballots for Vote by Mail usage. No partial solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Certification	A-1	Ability to be certified by the State of California by September 7, 2018.		
Integration	A-2	Ballot information and voter registration information files to be exchanged with Fresno County's Election Management System (EMS) supported by DFM. Need to be able to import all data elements that are needed to create the ballot. This includes, but not limited to, contest titles, candidate names, election information, candidate details, proposition text, ballot headings, instruction text, number of valid choices, number of write-ins, rotation information, precincts, districts, contest to district association, ballot position, contest parties, crossover party allowed, etc. Note: Please list in which jurisdictions you have conducted previous DFM integrations, or if none, please list jurisdictions where you have conducted previous EMS integrations and name the various EMS systems.		
	A-3	Ability to import voter registration counts for active voters and report the percentage of turnout relevant to the vote tally for active voters. If multiple cards ability to report breakdown by card. For primary elections, this must also include party breakdowns.		
	A-4	Desirable: Ability to aggregate and report on results from other systems. Describe other voting systems or Proposers with which the proposed tabulation is integrated, in order to support the ability to aggregate results from various systems. Describe how results are aggregated from multiple systems.		

	A-5	Ability to provide export information to support ballot insertion/sorting equipment. This includes but is not limited to information regarding ballots printed, which is required for inserting. Also describe the ability to integrate printing ballots with inserting those ballots for mailing.		
Language	A-6	Ability to support multiple languages required by federal, state and County code recognizing the County's growth and diversity. The County of Fresno currently supports: Spanish, Chinese, Korean, Vietnamese, Tagalog, Hmong, Khmer, and Punjabi in addition to English. Accommodate an unlimited number of languages for an election. Provide which character sets are supported outside the English alphabet. Please explain the capabilities of your system to handle multiple languages.		
	A-7	Support audio ballot creation by recording with unlimited multilingual audio capacity. Ability to record audio separately, and import into the ballot creation system. Describe your solution.		
	A-8	Desirable: Ability to lock down language translations one at a time, without creating a separate election database each time the translations are finalized.		
	A-9	Desirable: Ability to translate text separately, and import into the ballot creation system. Ability to translate a text string globally, or individually. Specifically, ability to translate for all occurrences of a string such as "Attorney and Teacher," or to translate for the individual occurrence of that string, and have a separate translation for another occurrence in the ballot of that string.		
Layout	A-10	Desirable: Allow authorized users the ability to create custom voter instructions that may include images.		
	A-11	Desirable: Ability to globally edit ballot information. For example, if a candidate name has changed, it can be changed in one place, and all affected ballot styles are automatically updated.		
	A-12	Provide for standard ballot layout templates to be edited for ease of election specification.		

	A-13	Provide an authorized user the ability to customize the standard ballot layout templates.		
	A-14	Provide software capability for authorized users to create newly defined ballot layouts or templates.		
	A-15	Allow for creation of two-sided and multipage ballots. Note: Explain how your system handles the creation and reporting of multipage ballots and explain what size ballots are supported.		
	A-16	Provide a mechanism for the definition of the ballot, including the definition of the number of allowable choices for each office, contest, measure, and for special voting options such as write-in candidates. Note: Please state your solution's maximum number of potentially active voting positions (arranged to identify party affiliations if a primary election), offices, and their associated labels and instructions, candidate names and their associated labels and polling instructions, and issues or measures and their associated text and instructions.		
	A-17	Provide for the retention of previously defined ballot layouts or templates.		
	A-18	Support multiple elections at the same time.		
	A-19	Desirable: Allow for shading, colors, and graphic features, such as boxes or lines, to be used to enhance ballot appearance and readability. Note: Please include with your Proposal a sample ballot from your solution that highlights your solution's capabilities and flexibility. Please include all options including use of various fonts and colors.		
	A-20	Ability to support flexible ballot layout including the use of various fonts and font sizes and characters outside the English alphabet. Describe how the ballot creation system supports this.		
	A-21	Desirable: Configure target mark (left or right). Note: Include options for target areas in response.		
	A-22	Desirable: Have optional text on ballot.		
	A-23	Desirable: Ability to spellcheck a ballot		

		directly from the system.		
	A-24	Desirable: Ability to adjust targets to support fold lines.		
	A-25	Desirable: Ability to make changes to any ballot information, data, or text without affecting other ballot styles, information, data, or text on the ballot.		
	A-26	Desirable: Ability to have candidates rotate on the ballot according to California law. This should be done without having to manually define the rotation. Ideally, the rotation will be defined by the EMS and imported into the ballot creation system.		
	A-27	Ability to support crossover parties according to California law. Crossover party ballots should be identifiable by the voter on the ballot. Describe how the ballot creation system is able to support this functionality.		
	A-28	Ability to define an unlimited number of parties.		
	A-29	Describe your ability to support large blocks of text for instructions.		
	A-30	Desirable: Ability to make formatting changes based on ballot style. For example, be able to force a contest to a new column only for one ballot style at a time.		
	A-31	Ability to support large numbers of candidate, candidate information and text in a contest. Describe how the system can support at least 250 candidates, 20 measures, 100 contests, instructions, ballot headings, and measure text. Describe the largest number of candidates a contest can reasonably support on paper and electronic ballots.		
Printing & File Output	A-32	Ability to easily and quickly create all necessary election media. Describe how the ballot creation system will output ballot content to an election media device for use in equipment (ballot marking devices, scanners, tabulators, etc.).		

	A-33	Ability for output ballot content to accommodate accessible voting, including, but not limited to, adjustable audio and visual output. Note: Please detail capacity limits of data fields for accessible voting (e.g., font sizes, display options).		
	A-34	Ability to produce ballot content output for paper ballot printing, with the following capabilities: -Accommodate non-proprietary, print-ready format (e.g. PDF). -Handle multiple font features and images. -Handle special character sets associated only with non- English languages. Note 1: Please provide your ballot size capabilities and layout options. Note 2: Please provide information about your system's font capabilities (e.g., typefaces, sizes, kerning and leading, color, bolding, underscoring, and italics).		
	A-35	Support the use of ballot printing on demand technology for Vote Centers and supply ballot PDFs and other necessary file outputs for these devices. The ballot creation system must have the ability to support alternative Proposer ballot printing on demand solutions. Please describe the outputs.		
	A-36	Ability to support the use of outside vendors to print ballots, including the ability to export ballots via PDF to send to external print vendors or use these files in the County's own print facility. Describe how ballot files are created and how quickly they can be created. Over 500,000 ballots may be printed each election, so the print files must be efficiently created. Describe your system's ability to print this large volume of ballots and the amount of time required to produce this volume on one system.		
	A-37	Export ballots (via PDF or other formats) for use in a remote ballot access solution for military and overseas voters and/or accessible voters that could include an option for online ballot marking.		
	A-38	Ability to print or output ballot files by a County user.		
Security	A-39	Election media must be secure. Describe security controls of election media. For example, election media data must be encrypted. Describe the highest possible		

		encryption level.		
	A-40	Ability of audit logs to indicate any access of any ballot or ballot creation data or system intrusion.		
	A-41	Ability require multifactor authentication for important ballot creation tasks. Describe the appropriate security features. Describe if the authentication/user management system has the ability to alert administrators when users fail the authentication too many times and/or lock out after a number of failed authentication attempts.		
	A-42	Ability to provide a test mode which supports testing to validate the correctness of election programming for each voting device and ballot style and ensure that the ballot display corresponds with the installed election program. Allow all operations to be conducted in test and live mode, but prevent the combining of these test mode results with live election results.		
Testing	A-43	Ability for a mock election setup and support for public use prior to the initiation of a live election.		
	A-44	Generate practice ballots for each ballot style that will not be accepted or counted by a scanner.		
	A-45	Desirable: Generate a consolidated practice ballot containing all contests.		
	A-46	Ability to allow a voter to vote a provisional ballot with the same accessibility as voter voting a non-provisional ballot. Describe how provisional ballots are issued and recorded.		
	A-47	Ability to meet the standards for accessible voting systems in California. The font size of the text on the ballot must be able to be configured to be in accordance with California Election Code and California Secretary of State Regulations. Please provide how the system can comply with these requirements. Additionally, describe the maximum number of choices that can fit in a contest on a ballot. The County often has contests with over 50 candidates, and the system must support this as a		

		minimum.		
	A-48	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 50 Vote Centers. Describe how the ballot definition data is loaded onto the Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
Recounts	A-49	Ability to facilitate recounts, manual hand counts, and risk limiting audits. Please describe: -The level of granularity of results can be printed. For example, by precinct, by batch, by individual ballot, individual voting device, etc. -Describe all capabilities of the system to support recounts, manual hand counts, and risk limiting audits		
Reporting	A-50	Ability to create and export results data, and update results for the public every thirty (30) minutes. Please describe: -The format of the exports (tab delimited, CSV, XML, PDF, etc.) -The different export jobs that are predefined. -The length of time that it takes to run an export of cumulative results for every contest, precinct, and party in a typical County Primary and General Election. -How export jobs can be customized or filtered. -If there is the ability to create custom or ad-hoc exports and save them for future use.		
	A-51	Describe election result reports to be published on election night via the Internet. Describe the language of the report (e.g., HTML), and if it is customizable. Provide a screenshot.		

	A-52	Ability to transfer election results to the State of California's election reporting system. Describe how this export is defined and generated. It must be compatible with California State template files.		
	A-53	Desirable: Ability to report write-in results, to include the actual write-in names, on any report. Describe how this is a user configurable option to include or exclude for all of the reports and exports.		
	A-54	Ability to redact or combine results at a precinct level to protect voter secrecy. Describe how this can be accomplished.		
	A-55	Ability to report a list of all undervotes, overvotes or write-in votes, etc. in the reports and exports. Describe how this is a user configurable option to include or exclude for all of the reports and exports.		
	A-56	Ability to create a report of the Statement of Votes. Describe the format of this report, and how it conforms to California's requirements.		
	A-57	Ability to customize reports. Describe how report can be customized, including, but not limited to: -Report headers (e.g. "Unofficial" or "Final Unofficial") -Vote methods -Contest titles -Candidate names -Multiple cards -Canvass updates		
	A-58	Ability to include creation date, time, and page numbers on all reports.		
	A-59	Ability to sort by candidates with the most votes. List the reports where candidates are sorted by the most votes.		
	A-60	Ability to display political party designation for each candidate for partisan elections.		
	A-61	Ability to report exceptions and problems. Describe how the tabulation system can report missing precincts and Vote Centers. Describe any other reports that may be helpful in detecting problems.		
	A-62	Ability to detect errors. Describe how the tabulation system reports errors to the users and the specificity of the error		

		messages.		
Security	A-63	Ability for audit logs to indicate any unauthorized access of any reporting data, results data, or system intrusion.		
	A-64	Ability for the tabulation system to be secured with encryption. Describe the encryption levels and types and how it is used on the tabulation system, and any other devices associated with it.		
	A-65	Desirable: Ability for the tabulation system to support multifactor authentication for important tabulation tasks. Describe how multifactor authentication is applied to the tabulation system.		
	A-66	Ability for the tabulation system to have role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.		
	A-67	Ability to prevent unauthorized devices or media from being introduced to the tabulation system. Include devices that are not part of the tabulation system, as well as devices that are part of the tabulation system, but are not pre-authorized for the election.		
	A-68	Ability for redundancy capabilities to be built into the tabulation system. Please explain any general and real- time redundancy features. Describe the steps to backup and restore a tabulation database.		
	A-69	Ability for the tabulation system to remain secure. Describe how the Operating System is patched and upgraded. Describe malicious detection tools that can be loaded. Describe the typical lifecycle of the current Operating System and if there is an LTS (long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your State certification?		
	A-70	Ability for the tabulation system to be locked down. Describe how unused services and ports can be disabled.		

	A-71	Ability to allow County personnel to set voting patterns to test results reporting. Describe how this can be accomplished by County personnel.		
	A-72	Ability to support multiple phases of logic and accuracy testing. Describe the ability for testing to be performed for the current election with the assurance that test results are segregated from the actual election results.		

Vote Center Check-In Management (Section B)

Solution Description: The County is seeking a Check-In Management Solution (Solution) to support a Vote Center model. Each of the approximately 50 Vote Centers in Fresno County must be able to check in over 500 voters per day, throughout the voting period. In order to support California requirements, it is desirable that voter data be synchronized in near real time. The County is also seeking to take advantage of the additional technical and efficiency possibilities offered with a Management Control Dashboard that will assist the County in monitoring and managing its Vote Centers. No partial Solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Certification	B-1	Describe your proposed solution and its ability to meet all State of California requirements.		
Functionality	B-2	Ability for solution to function without being connected to a voting system at any time.		
	B-3	Ability for solution to contain voter registration and voting history data of the over 600,000 voter records in Fresno County. Describe how it contains all of the following data: -Name, address, precinct, party preference, language preference, date of birth, driver's license, signature image, and additional fields as requested. Describe how the County has the option to not use or transmit fields, if desired. -Whether or not the voter has been issued any type of ballot and what type of ballot was issued. -Whether or not the ballot has been received by the election official, how it was received, and what the status is (counted, not counted, etc.)		

	B-4	Ability for the County to define whether to include or exclude voters based on their registration status (active, inactive, and pending). Describe how the system allows the ability to include or exclude voters depending on the status, such as registrations that have been rejected due to incomplete information.		
	B-5	Ability to transmit and receive voter activity with all other components of the Solution in the County as well as the EMS. Describe the architecture of how this will work.		
Hardware	B-6	Ability for electronic signature capture in which the Solution shall utilize current, industry best standards. Describe how an image of the electronic signature made by the voter on the device shall be retained and identified as the signature of the voter.		
	B-7	Ability for the Solution to support the voter registration and voting workflow that is required by California and its Statewide Voter Registration Database. For example, a voter must be marked as having voted countywide in near real time.		
	B-8	Desirable: Describe your Solutions ability to be used for line management to be used for voters checking in at a Vote Center.		
	B-9	Desirable: Ability for on-site forms production from the Solution in addition to verification of voter eligibility. Please describe any forms that can be produced.		
	B-10	Desirable: Ability for the Solution to have a robust and configurable dashboard command center manager whereby County staff can see a near-real-time summary report of all Vote Centers and their respective components. County staff should be able to see what is trending, if there are any problems, turnout, how long wait-time is at any given Vote Center, etc. Please describe the capabilities of the dashboard.		
	B-11	Desirable: Describe the Solutions ability to communicate Vote Center status to the voter.		

	B-12	Ability to handle the notation of vote (or street index) requirements as defined in the California Elections Codes 14294, 14298 and EC4005. Describe how the system will meet this requirement.		
	B-13	Desirable: Describe the Solutions ability to track the location of the systems components, such as GPS tracking capabilities.		
	B-14	Desirable: Ability to communicate with Vote Center staff. Describe any functionality that allows the central office to send messages or communicate with Vote Center staff. Include options such as Skype, remote desktop control, etc.		
	B-15	Desirable: Ability for the devices to be portable, easily transported, and easily held by Vote Center staff. Describe how the device is small and lightweight for storage, transport, and Vote Center staff usage. Describe the hardware size, weight, and specifications, as well as how they are stored and transported.		
Software	B-16	Describe your software update process		
Integration	B-17	Ability for the Solution to integrate with the voting system to automatically allow Vote Center staff to select the proper ballot based on the voter's precinct, party, and language. Describe the following: -The voting systems with which this functionality is available. -The process for automatically issuing a ballot based on the voter's precinct, party, and language. -How an "air gap" is maintained during this process.		
	B-18	Desirable: Ability for Solution to be integrated with a call center helpdesk system. Describe any call center helpdesk systems that the proposed solutions can be integrated with. Describe if the Vote Center staff has the ability to submit a problem directly to a helpdesk system using the proposed Solution device.		

	B-19	Ability for the Solution to securely exchange information with the Election Management System (EMS) used in Fresno County. Please describe specifics on how the Solution will integrate with the County's EMS. Include a network diagram. Include specifics on anywhere the data will be stored. Include the protocols and ports that will be used to transmit data. Include the types of network connections that are supported on the devices (such as Wi-Fi, etc.) Include any other relevant information.		
Reliability	B-20	Ability for the Solution to function when network connectivity is lost. This will require it to store a local version of the electronic list of registered voters to serve as a backup. When network connectivity is restored, the queued transactions must be transmitted, and missed transactions from outside the Vote Center must be received. Voters should be able to fully complete the voting process when there is no network connectivity. Describe how this is supported by the proposed system.		
	B-21	Ability to handle large volumes of transactions. The Solution must be able to handle over 500 transactions coming from each of the 50 Vote Centers per day. It also must handle over 50,000 transactions, resulting from returned Vote by Mail ballot activity in the central office per day. It must also handle voter registration updates that occur during the voting period. Please describe the capacity of transactions that can be processed in near real time, and the protections in place in order to prevent the Solution from being "overloaded."		
	B-22	Ability for battery backup in the event of a power failure. Please describe how your Solution would handle a power failure.		
Security	B-23	Ability of the Solution to encrypt all the voter registration data, the data stored on the device, and data being transmitted. Describe the encryption type and levels.		

	B-24	Ability to produce a list of audit records that reflect all actions of the system, including in-process audit records that display all transactions. Such audit records shall be able to be exported in non-proprietary, human readable format, and stored in a separate location other than the device.		
	B-25	Desirable: Ability to only allow pre-approved, specific devices to be connected to the Solutions network. Other devices that are not pre-approved for the election should not be able to be connected. Describe how the proposed system has the ability to do this.		
	B-26	Ability for audit logs to indicate any tampering or unauthorized access to the Solution. This should include compromised data or system intrusion.		
	B-27	Ability for the Solution to remain secure for future elections. Describe how the Operating System is patched. Describe which malicious detection tools can be loaded. Describe the typical lifecycle of the current operating system and if there is an LTS (Long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your State certification?		
	B-28	Ability for the Solution to have secure logins for Vote Center staff. Describe how Vote Center staff logins are managed, and if they are managed centrally. Describe the ability for the County to define password complexity requirements.		
	B-29	Ability to support cellular LTE connections. Describe if the solution will be able to be used with a Private Mobile Connection solution over a WAN/MPLS.		
	B-30	Ability for the data exchange to remain secure. Describe how the exchange of data of the Solution is being done securely from end to end.		

	B-31	Ability for the Solution to remain secure if lost or stolen. Describe other remote management and security features, such as the ability to remotely wipe the device, ensure encryption, and how to prevent unauthorized access in this scenario. Ability to support a Mobile Device Management solution, which includes these features.		
Usability	B-32	Ability to be user friendly for Vote Center staff. Describe how a Vote Center staff member can easily start the proposed device, successfully login and verify that the device: -Has been set up correctly. -Is working correctly and able to verify the eligibility of the voter. -Is correctly recording, transmitting, and receiving that a voter has voted. -Has been shut down correctly when not in use.		
	B-33	Ability for the Solution to enable voters to quickly check in and begin voting. Describe how it aids in the speed and flexibility in the check-in process. Please describe how a Vote Center staff member can quickly look up a voter, have the voter sign, and update the voter's record.		

Vote Center Ballot on Demand (Section C)

Solution Description: The County is seeking a Vote Center Voting Solution to support our 440,000 registered voters. Each of the County's approximately 50 Vote Centers (or Early Voting Locations) must be able to process over 500 voters each day throughout the election period. No partial Solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Functionality	C-1	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 50 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
	C-2	Ability to provide Vote Center devices for approximately 50 Vote Centers in the County. Please provide a recommendation on how many devices would be needed to support more than 500 voters in a day for 50 Vote Centers. Provide a breakdown of the number needed of each type of device, considering the requirements and the Scope of Work of this RFP.		
	C-3	Ability to issue paper ballots on-demand for the correct precinct, party, and language. Describe the process for Vote Center staff to issue the correct paper ballot. Include how Vote Center staff can do this manually and how this can be done using an automated method.		

Hardware	C-4	<p>Ability for the devices to be easily transported, both in delivery and by individuals.</p> <p>Describe the following:</p> <ul style="list-style-type: none"> -Specifications, including dimensions and weight. Be sure to include these specifications when prepared for transport by delivery vehicles and individuals. The weight should be light enough for a Vote Center staff member to be able to lift and carry. -How the devices are stored and transported. Include the footprint, and how the devices can be transported in delivery vehicles. -How the devices are protected during transport from movement, and elements such as moisture. Include the steps required by elections staff, and poll workers to set up, and close the equipment to prepare for transport 		
	C-5	<p>Ability for the devices to be stored between elections, using minimal warehouse space. Include the footprint, electrical requirements, and environmental requirements, such as temperature restrictions.</p>		
	C-6	<p>Describe: Any/all printers currently certified or will have the ability for certification by September 7, 2018. Include make and model and printing specifications specific to each. Additionally, please describe any abilities for printing ballots using color printers, including the required watermark and tint. Describe how the printers are capable of supporting over 500 voters a day at each Vote Center for an 11-day voting period with ballots that may be multi-card and two- sided.</p>		
	C-7	<p>Ability to be used with standard electrical requirements. Describe the standard electrical requirements for use at a Vote Center. Describe the power draw for each device.</p>		
	C-8	<p>Desirable: Ability to print pre-marked ballots from online marking systems. Describe how the system can read a barcode created from an online marking system, or a barcode on a smart phone, and print the voter's ballot with the voter's selection.</p>		

	C-9	Ability to reset screen calibration, including between uses in an election, if a touchscreen interface is utilized. Please describe how your solution logs such calibration and produces any warnings when calibration needs to be reset.		
	C-10	Ability to maintain the equipment between elections with minimal effort. Please describe the following: -How the log data is downloaded after the election. -How the devices are cleared of data between elections. -Describe all maintenance activities required between each election, including testing the software, inspecting the hardware, preventative maintenance, equipment preparation before an election. Be detailed and all-inclusive in your response.		
	C-11	Ability to maintain the equipment while requiring minimal replacement of parts and consumables. Describe the parts and consumables that need to be replaced between each election. Describe how these parts and consumables are replaced. Be detailed in the procedures to replace the parts and consumables.		
	C-12	Desirable: Provide a certified technician program for Fresno County staff to perform hardware maintenance and annual preventive maintenance.		
Reliability	C-13	Ability to provide, in the case of power interruption, a means for voting operations to continue. This feature shall consist of either an uninterruptible power supply (UPS) or other means to keep electronic voting equipment active. Please specify how your system will provide battery backup, how long it can run on battery power, and how it indicates power loss or low-battery state, so that election staff or election officials can take appropriate steps.		
	C-14	Ability to easily understand equipment errors. Describe how the devices display errors to help Vote Center staff troubleshoot the issues.		

Security	C-15	Ability for the devices to be protected from tampering with minimal use of tamper evident seals. Describe which areas on the equipment should have tamper evident seals. Describe how to minimize the number of places on the hardware that can be opened. These areas should be able to easily use numbered seals on voting devices, printers, and scanners/tabulators for use in the Vote Center.		
	C-16	Ability to alert user of any attempt of security breach of data. Describe the ability for audit logs to indicate any unauthorized access of any election information data or system intrusion.		
	C-17	The Vote Center devices must be secure. Describe how the data is protected when it is stored. If encrypted, provide the type and level of encryption.		
	C-18	Ability for unauthorized devices to be prevented from being introduced to the Vote Center. Include prevention measures for devices that are not part of the Vote Center solution, as well as devices that are part of the Vote Center solution, but are not pre-authorized for the election. For example, describe how it prevents unauthorized devices from being introduced, such as a flash drive, in addition to actual components of the system that were not defined for the election.		
	C-19	The transmission of any data must be secure. Describe how the transmission of data is secure, and include types and levels of encryption. Describe the type of data transmission, if any, is required to occur in your system and please describe how this process works.		
	C-20	Desirable: Ability to support multifactor authentication during the startup process. Describe how multifactor authentication can be implemented for Vote Center staff to start up the voting devices.		
Usability	C-21	Ability for the devices to be easily used by Vote Center staff. Describe in detail the steps required and the menus used by the Vote Center staff to operate the ballot printing equipment. Include the entire process starting from the beginning.		

	C-22	Ability for the devices to be easily closed by the Vote Center staff at the end of voting. Describe in detail the steps required and the menus used by the Vote Center staff to close the polls. Describe how Vote Center staff can balance the number of voters and ballots cast. Describe how Vote Center staff close the polls electronically and physically close the devices to prepare for transportation.		
	C-23	Ability to detect errors. Describe how the system reports errors to the users and the specificity of the error messages.		

Accessible Ballot Marking Device (Section D)

Solution Description: The County is seeking a Vote Center Voting Solution to support our 440,000 registered voters. Each of the County's approximately 50 Vote Centers must be able to process over 500 voters each day throughout the election period. Accessible Voting/Onscreen Ballot Marking Devices are an integral part of this overall Vote Center Voting Solution. No partial Solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Accessibility	D-1	Ability to allow a voter to vote a provisional ballot with the same accessibility as a voter voting a non- provisional ballot. Describe how provisional ballots are issued and recorded.		
	D-2	Ability for the devices to be accessible to blind and visually impaired voters. Verify that buttons or text on the devices are also in braille. Ability to have ports available for voter-supplied accessibility tools and assistive devices. Ability to allow for connection of these personal assistive devices, such as sip-and-puff systems, tactile switches, and other accessibility tools that could be supplied by the voter. Please describe such capabilities provided by your system and how they allow the voter to interact with the system. Describe the type of ports to allow this and how the system protects against unauthorized access through these ports.		

	D-3	<p>The system must have audio capabilities for blind, visually impaired, and other voters who may require audio assistance. Please describe the following in regard to audio capabilities:</p> <ul style="list-style-type: none"> -How the audio ballot provides the same information as the readable ballot. -How a voter can review, edit, and change their write-in input using the audio capabilities. -How a voter can select their language using the audio ballot. -How the system has audio capabilities in all languages. -Ability for a voter to change volume and/or speed of an audio ballot. Explain how the voter can fast-forward through instructions and measure text. -Ability for a voter to mark a ballot and print the marked ballot. -When printing a marked ballot, describe how a voter using the audio interface can verify his or her selections. -Ability to verify the ballot. -If applicable to the device, the ability to review the Voter Verifiable Paper Audit Trail (VVPAT) by voters who cannot see or read the VVPAT. This requires a feature that enables read-back from the physical VVPAT. 		
	D-4	<p>Ability to adjust the size, text and other visual properties of the ballot. Please address the following:</p> <ul style="list-style-type: none"> -Ability to display a high contrast ballot. -Ability to adjust the font size. -Ability to zoom in to a portion of the ballot. -Ability to be restored to initial settings after the voter casts the ballot, so it is ready for the next voter. -Ability for the voting screen to remain glare-free regardless of positioning. 		
	D-5	<p>Ability to provide voting equipment designed to allow for installation in a voting location accommodating access by voters with disabilities in compliance with the Americans with Disabilities Act (ADA), HAVA and all applicable federal and state laws that address accessibility to voting for persons with disabilities.</p> <p>Please describe how your system's features comply with HAVA, ADA and other federal and state laws that require accessibility for voters with a variety of disabilities, including visual, mobility, and cognitive impairments. Explain how your system meets EAC accessibility standards</p>		

		for voting systems.		
	D-6	Ability to meet the standards for accessible voting systems in California. The font size of the text on the ballot must be able to be configured to be in accordance with California Election Code and California Secretary of State Regulations. Please provide how the system can comply with these requirements. Additionally, describe the maximum number of choices that can fit in a contest on a ballot. The County often has contests with over 50 candidates, and the system must support this as a minimum.		
	D-7	Ability to include a privacy enclosure or voting booth that contains the voting device(s) designated for voters with disabilities and complies with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), providing sufficient dimensions to allow access to voters who use wheelchairs. Please explain how your voting device complies with all forward and side reach requirements of the ADA and ADAAG.		
	D-8	Ability for the devices to be physically accessible. Describe how the voting devices are adaptable for voters with disabilities either through adjustability of the device or the voting booth, or inclusion of an auxiliary device. Please describe the following: -The auxiliary voting device must be lightweight and removable making it portable for use on a voter's lap, or provide your alternative solution. -How the ballot is activated, and specify how it may be used easily by voters, including voters with disabilities. -Any additional features of your system that are designed to accommodate voters with disabilities.		

	D-9	Ability for the devices to support curbside voting. Describe how the voting devices can be easily brought by Vote Center staff to a voter in their vehicle. Describe how a voter would complete the ballot while remaining in their vehicle.		
	D-10	Desirable: Ability to display the unit serial number(s) of tabulation devices both physically and within any applicable software, logs, or reports.		
	D-11	Ability for the ballot definition data to be easily transferred from the ballot creation system to the Vote Center devices required in the County for approximately 50 Vote Centers. Describe how the ballot definition data is loaded onto the various Vote Center devices. Describe the activities required to remove the old election data, and the activities required to load the new ballot definition data. Describe what needs to be done to each individual device.		
	D-12	Ability to provide devices for approximately 50 Vote Centers in the County. Please provide a recommendation on how many devices would be needed to support more than 500 voters in a day for this number of locations. Provide a breakdown of the number needed of each type of device, considering the requirements and the Scope of Work of this RFP.		
	D-13	Desirable: Ability to display a protective counter showing the count of all ballots processed on the equipment, which is not reset after an election.		
	D-14	Ability for a ballot marking device to automatically return to a state, such that the next voter cannot learn how the previous voter voted, once the paper ballot is printed. Describe how this is accomplished.		
	D-15	Ability to update audio recordings on the devices without updating other election information, or creating a new election. Explain the process and procedure, with time frames, required to reprogram the audio read-back on the voting device in the event that there is a change to a name or contest on the ballot in the final few weeks before an election.		

	D-16	Desirable: Ability to add certified write-in candidates that will be presented to the voter if the voter requests to view it. Describe when and how the certified write-in candidates can be added to the devices.		
	D-17	Ability to use separate voter instructions for an electronic or audio voting session.		
Hardware	D-18	Ability for the devices to be easily transported, both in delivery and by individuals. Describe the following: -Specifications, including dimensions and weight. Be sure to include these specifications when prepared for transport by delivery vehicles and individuals. The weight should be light enough for a Vote Center staff member to be able to lift and carry. -How the devices are stored and transported. Include the footprint, and how the devices can be transported in delivery vehicles. -How the devices are protected during transport from movement, and elements such as moisture. Include the steps required by elections staff, and poll workers to set up, and close the equipment to prepare for transport		
	D-19	Ability for the devices to be stored between elections, using minimal warehouse space. Include the footprint, electrical requirements, and environmental requirements, such as temperature restrictions.		
	D-20	Ability to be used with standard electrical requirements. Describe the standard electrical requirements for use at a Vote Center. Describe the power draw for each device.		
	D-21	Ability to accept printed ballots from other on-demand systems. Please describe in detail from which ballot on demand printers/vendors your system can accept printed ballots.		
	D-22	Ability to reset screen calibration, including between uses in an election. Please describe how your electronic voting equipment logs such calibration and produces any warnings when calibration needs to be reset.		

	D-23	<p>Ability to maintain the equipment between elections with minimal effort. Please describe the following:</p> <ul style="list-style-type: none"> -How the votes cast data, and the log data is downloaded after the election. -How the devices are cleared of data between elections. -Describe all maintenance activities required between each election, including testing the software, inspecting the hardware, preventative maintenance, equipment preparation before an election. Be detailed and all- inclusive in your response 		
	D-24	<p>Ability to maintain the equipment while requiring minimal replacement of parts and consumables. Describe the parts and consumables that need to be replaced between each election. Describe how these parts and consumables are replaced. Be detailed in the procedures to replace the parts and consumables.</p>		
	D-25	<p>Desirable: Provide a certified technician program for Fresno County staff to perform hardware maintenance and annual preventive maintenance.</p>		
	D-26	<p>Ability to provide, in the case of power interruption, a means for voting operations to continue. This feature shall consist of either an uninterruptible power supply (UPS) or other means to keep electronic voting equipment active. Please specify how your system will provide battery backup, how long it can run on battery power, and how it indicates power loss or low-battery state, so that election staff or election officials can take appropriate steps.</p>		
	D-27	<p>In the event of the failure of a voting device, ability to retain a record of all votes cast prior to the failure. Please explain how your system retains and reports votes cast in the event of an equipment failure, or a loss of all types of power.</p>		
	D-28	<p>Ability to easily understand equipment errors. Describe how the devices display errors to help Vote Center staff troubleshoot the issues.</p>		

Security	D-29	Ability for the devices to be protected from tampering with minimal use of tamper evident seals. Describe which areas on the equipment should have tamper evident seals. Describe how to minimize the number of places on the hardware that can be opened. These areas should be able to easily use numbered seals on voting devices, printers, and scanners/tabulators for use in the Vote Center.		
	D-30	Ability to alert user of any attempt of security breach of data. Describe the ability for audit logs to indicate any unauthorized access of any election information data or system intrusion.		
	D-31	The Vote Center devices must be secure. Describe how the data is protected when it is stored. If encrypted, provide the type and level of encryption.		
	D-32	Ability for unauthorized devices to be prevented from being introduced to the Vote Center. Include prevention measures for devices that are not part of the Vote Center solution, as well as devices that are part of the Vote Center solution, but are not pre-authorized for the election. For example, describe how it prevents unauthorized devices from being introduced, such as a flash drive, in addition to actual components of the system that were not defined for the election.		
	D-33	The transmission of any data must be secure. Describe how the transmission of data is secure, and include types and levels of encryption. Describe the type of data transmission, if any, is required to occur in your system and please describe how this process works.		
	D-34	Ability to only allow ballots to be cast that are authorized by Vote Center staff. Describe how votes cast are restricted to only ballots authorized by the Vote Center staff.		
	D-35	Desirable: Ability to support multifactor authentication during the startup process. Describe how multifactor authentication can be implemented for Vote Center staff to start up the voting devices.		

	D-36	Ability to require authentication for Vote Center staff to activate a ballot. Describe the authentication used for Vote Center staff to activate a ballot.		
	D-37	Ability to detect tampering of the hardware. Describe how the hardware is designed to help detect tampering, and to accommodate tamper evident seals. Describe how there are minimal “false positives” when implementing these procedures to detect hardware		
Testing	D-38	Ability to support Logic and Accuracy testing for ballot marking equipment, including user created automated scripts with various vote patterns. Describe how the devices can be used to conduct Logic and Accuracy testing.		
	D-39	Ability to test equipment without affecting the election. Describe how the equipment can be tested with the same election data in test mode, without affecting any live election activities		
	D-40	Ability to support multiple phases of logic and accuracy testing. Describe the ability for testing to be performed for the current election with the assurance that test results are segregated from the actual election results.		
Usability	D-41	Ability for the devices to be easily used by Vote Center staff. Describe in detail the steps required and the menus used by the Vote Center staff to open the polls for voting. Include the entire process starting from physically opening the devices.		
	D-42	Ability for the devices to be easily closed by the Vote Center staff at the end of voting. Describe in detail the steps required and the menus used by the Vote Center staff to close the polls. Describe how Vote Center staff can balance the number of voters and ballots cast. Describe how Vote Center staff close the polls electronically and physically close the devices to prepare for transportation.		
	D-43	Ability for the devices to be used by the voters with minimal directions. Describe in detail the steps required and the menus used by the voters to cast a ballot. Include the entire process starting from printing on a blank ballot, or marking and printing a ballot. Include the steps		

		necessary if a voter wishes to correct a choice.		
	D-44	Ability for the voter to understand how to interact with the equipment. Describe the indicators or directional instructions on the devices that make the equipment easy to use. Also, describe how Vote Center staff are alerted if the voter is in an error state.		
Verifiability	D-45	<p>Ability for the voting equipment to produce voter verifiable paper audit trails when necessary according to California law and regulations. Describe the voter verifiable paper ballot trails, including:</p> <ul style="list-style-type: none"> -Compliance with federal and state certification requirements. -The use cases with which devices paper ballot trails are generated. -How the paper ballot trail is generated. -How voter selections are “read back” to the voter before casting the ballot for visually impaired and other voters that require audio assistance. -How paper audit trails can be used in a standard audit, a risk limiting audit and a recount. -Any automated methods to recount using paper audit trails (such as barcodes). -The type, size, and characteristics of the paper used for a paper audit trail. -How many votes can be recorded on a paper audit trail before it needs to be replaced? 		
	D-46	Ability to verify choices before casting a vote. Describe how prior to casting the vote, the devices display (visually or using audio, as applicable) a summary indicating the choices made or skipped.		
	D-47	<p>Ability for a voter to change a selection until the voter is satisfied with the choice at any time prior to the final casting of a ballot or printing a marked ballot. Please describe how your proposed voting system allows the voter to review and/or modify his/her selections before final casting of the vote or printing of the marked ballot. Describe how the system alerts the voter that the ballot will be cast and final, and assures the voter when the ballot was properly cast.</p>		

	D-48	Ability to detect errors. Describe how the tabulation system reports errors to the users and the specificity of the error messages.		
--	------	---	--	--

Central Count Scanning and Tabulation (Section E)

Solution Description: The County is seeking a high-speed Central Count Scanning and Tabulation Solution to support its 440,000 registered voters. This solution requires flexible resolution options and data integration, with the majority of the scanning and tabulation to be completed in a 14-day window around scheduled election days. The County centrally scanned and tabulated approximately 170,000 ballot sheets in the November 2016 General Election and the County expects this number to grow in the future. No partial Solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Adjudication	E-1	Ability to quickly adjudicate or resolve overvotes, undervotes, write-ins, and damaged voting targets (voting targets that the system can't read). Please address the following: - Describe the complete process required for a user to view and resolve the contests that require adjudication. Provide diagrams and screenshots to illustrate. Describe the features that allow this to be done quickly. -Describe user configurable options to automatically resolve, or require manual resolution in each of the above categories. Defaults should be set to require manual resolution on all categories, unless the user changes the setting. -Describe how users are quickly able to identify why the contest is being presented to them for adjudication.		
	E-2	Ability to easily manage the adjudication process. Describe the following: - How users are able to adjudicate the unresolved contests while scanning is still occurring. - If adjudication can occur from a central computer (or computers) for all scanners, or if there is a limitation on the number of scanners for which an adjudication station can be used. - How to track what is left to be adjudicated. - How multiple users can be adjudicating contests at the same time. Indicate if they can adjudicate contests from all scanners from any adjudication station. Please include a network diagram to demonstrate		

		how the adjudication stations are connected to the scanning stations.		
	E-3	Ability to quickly adjudicate write-ins. Describe the following: -If the system is able to only require manual resolution for contests that have qualified write-ins. Contests without qualified write-ins can be automatically resolved. - How users adjudicate write-in contests. Describe the step-by-step process for a user, and describe the features that allow this to be done quickly.		
	E-4	Ability to filter and view adjudicated contests. Describe how the system allows a user to filter all contests by adjudication type and what selection was made. Include all filtering options, such as contest, precinct, etc.		
	E-5	Ability to physically locate a specific ballot in a batch of ballots. Describe how this can be accomplished and provide examples.		
	E-6	Ability to record overvotes, undervotes, and unresolved write-ins for tabulation purposes. Describe how these are recorded and ultimately reported.		
Certification	E-7	Ability to be certified by the State of California by September 7, 2018.		
Functionality	E-8	Ability to scan at least 300 ballot cards in a batch. Identify the minimum number and maximum number of ballot cards that can be scanned in each batch.		
	E-9	Ability for an end user to verify ballots scanned, ballots accepted, and ballots rejected prior to saving the batch of ballots to the system.		

	E-10	Ability to go back and view batch information and ballot images in the batch. Please describe: -How the system allows a user to go back and view the details of a batch. -List all the information the user is able to view after the batch is scanned. -The ability to search for specific ballots within batches. List the fields that a user can use to search for specific ballots.		
	E-11	Describe how this system would support current 1% Manual Tally processes required under EC §15360.		
	E-12	Desirable: Ability to support a risk limiting audit. Describe the ability to support a risk limiting audit, including the ability to see how a specific ballot's vote choices were recorded.		
	E-13	Ability and controls for an authorized user to rerun a batch of ballots, if necessary, without impacting results to date. Describe how a user can cancel a batch before saving and how a user can rescan a batch that was already saved.		
	E-14	Capability of scanning both the front and back page of a ballot when data is contained on the back of a ballot page.		
	E-15	Ability to handle multipage ballots. Please address the following: -How the system handles multipage ballots that are incomplete. Include how this affects the total number of ballots cast. -How the system handles multipage ballots when the pages are separated (not in order), but contained in the same batch. Include how, or if, this affects the total number of ballots cast.		
	E-16	Ability to accept ballots in any of the four (4) possible orientations. Describe how this works.		
	E-17	Desirable: Ability to display a protective counter, showing the count of all ballot pages processed on the equipment, which is not reset after an election. Please describe.		

	E-18	<p>Ability to accurately capture votes marked by a voter or a ballot marking device on a paper ballot without adjusting machine thresholds. Please address the following:</p> <ul style="list-style-type: none"> -Characterize the accuracy of your central ballot scanner in capturing voter intent. -Describe how acceptance/rejection criteria for ballot marks are established for your central location scanner. -Describe if the above acceptance/rejection criteria is adjustable by the user. -Describe if the user has the ability to see contests with marks within certain thresholds in order to be able to see how the machines are automatically adjudicating the vote, or presenting to the user for manual adjudication. For example, the user may wish to see voting targets that were not completely filled in and how they were counted. 		
	E-19	<p>Ability to identify and reject ballots that are not valid or authorized for the election. Please describe:</p> <ul style="list-style-type: none"> -How a user is able to identify a rejected ballot, and pull from the batch for duplication. -How your system identifies ballots that have been printed on nonstandard paper or on a home printer. 		
	E-20	<p>Ability to detect ballots or batches that are scanned more than once. Describe how the system is able to detect this while conforming to California regulations.</p>		
Hardware	E-21	<p>Desirable: Ability to connect scanners to the other scanners, scanning stations, and adjudication stations. Describe if there is any limitation for the connectivity of any of these items, including the maximum number of devices that can be connected together. Please provide a network diagram to demonstrate their connectivity.</p>		

	E-22	<p>Ability to quickly and accurately scan all required ballots in a short time frame. The County may need to scan 1 million ballot cards in a 10-day period. Please describe:</p> <ul style="list-style-type: none"> -The specifications of the scanners that are supported. Include speed in ballot cards per minute, and capacity of the ballot feeders. -The models of the scanners supported. -The maintenance required on the scanner to support 24x7 scanning. -Consumables required by the scanner and how often they require replacement (by scan volume). -If the system will support future updates of scanners. -Describe a recommendation on how many scanners would be needed. Please show the calculations that led to this recommendation. 		
	E-23	<p>Ability to easily scan and manage ballots. Please describe:</p> <ul style="list-style-type: none"> -The steps a user needs to take to scan a batch of ballots. Include the steps required on the scanner as well as the scanning station. -How many ballot cards can be scanned per hour, accounting for time to load new batches, time for the station to process the images, etc. 		
Integration	E-24	<p>Ability to transfer recorded votes from the central count scanning system to the tabulation system. Please describe:</p> <ul style="list-style-type: none"> -How votes are recorded – and to which media – to be transferred to a tabulation system. -The exports that can be created to be imported into a tabulation system, or vote reporting system to be aggregated with other results. -Other voting systems or Proposers which have integrated and aggregated results with this proposed scanning system's vote results. -Other voting systems or Proposers which are capable of importing and aggregating results with this proposed scanning system's vote results. 		

	E-25	Ability to facilitate recounts, manual hand counts, and risk limiting audits. Please describe: -The level of granularity of results can be printed. For example, by precinct, by batch, by individual ballot, individual voting device, etc. -Describe all capabilities of the system to support recounts, manual hand counts, and risk limiting audits.		
	E-26	Ability to export results data. Please describe: -The format of the exports (tab delimited, CSV, XML, PDF, etc.) -The different export jobs that are predefined. -The length of time that it takes to run an export of cumulative results for every contest, precinct, and party in a typical County Primary and General Election. -How export jobs can be customized or filtered. -The ability to create custom or ad-hoc exports and save them for future use.		
	E-27	Ability to integrate with other potential systems in the future. Describe if the system export data uses the NIST finalized data standard (1500-100) for election night results reporting.		
Reliability	E-28	The scanning stations need to be reliable. The scanning station needs to be able to continuously run and process ballots with virtually no downtime. Please address: -How errors on the scanner and scan station are detected and reported to the user. -How the scanner processes folded ballots with minimal multiple feeds or jams. -How multiple feeds or ballot jams are detected, reported to the user and then corrected. -The minimum requirements for the scanning station computers. -The capacity of the scan station for processing ballots. Specifically, what are the limits of ballot images that can be processed per minute per hour, etc.? -The expected downtime.		
Security	E-29	Ability for audit logs to indicate any unauthorized access of any data or system intrusion.		

	E-30	Encryption-based security. Describe the encryption levels and types and how it is used on the central count scanning system and any other devices associated with it.		
	E-31	Desirable: Ability to support multifactor authentication for important central count scanning tasks. Describe how multifactor authentication is applied to the central count scanning system.		
	E-32	Role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.		
	E-33	Ability to disallow unauthorized devices or media from being introduced to the central count scanning system. Include in your answer both devices that are not part of the central count scanning system, as well as devices that are part of the central count scanning system, but are not pre-defined for the election.		
	E-34	Ability for redundancy capabilities built into the central count scanning system. Please explain any general and real time redundancy features. Describe the steps to backup and restore a central count scanning database and other data.		
	E-35	Ability to remain secure for future elections. Describe how the Operating System is patched. Describe which malicious detection tools can be loaded. Describe the typical lifecycle of the current operating system and if there is an LTS version. If an LTS version exists, describe the typical length of time in which the company/developers support it.		
	E-36	Ability for the system to be locked down. Describe how unused services and ports can be disabled.		

Adjudication/Ballot Duplication (Section F)

Solution Description: Fresno County is seeking an automated Ballot Duplication Solution to decrease the time necessary to duplicate a damaged or otherwise machine-unreadable ballot while increasing the accuracy of the duplication process as well as streamlining the management of the ballots that require duplication. Currently, manual duplication can take up to 5 minutes and occupies two elections workers per ballot. The county manually duplicates 15,000 damaged ballots during each election and seeks significant improvement in this area through the usage of an automated Ballot Duplication System. No partial Solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>
Auditability	F-1	Ability to create an audit trail. Describe the auditing capabilities and what user actions are recorded.	
Certification	F-2	Ability for Ballot Duplication Solution to be certified by the State of California by September 7, 2018.	
Functionality	F-3	Ability to automatically present the identified contests that require manual adjudication and the contests that were automatically adjudicated. Describe how the system: -Presents to the user contests that it could not automatically adjudicate. -Presents to the user how it adjudicated the contests it was able to adjudicate. -Allows the user to override a contest that was automatically adjudicated. -Allows the user to adjudicate a contest that was not automatically resolved.	
	F-4	Ability to zoom in when viewing the ballot.	
	F-5	Ability to support multiple elections at the same time.	
	F-6	Ability to quickly duplicate large numbers of contests and ballots. Include the specifications of a recommended scanner including ballot cards per hour.	
	F-7	Describe how the system handles partial duplication – i.e. Provisional Ballot duplication between ballot styles	
	F-8	Describe how the scanners are connected to the other scanners, scanning stations, and adjudication stations. Describe if there is any limitation for the connectivity of any of these items, including the maximum number of devices that can be connected together. Please provide a network diagram to demonstrate their connectivity.	

	F-9	<p>Ability to easily manage the adjudication process. Describe the following:</p> <ul style="list-style-type: none"> - How users are able to adjudicate unresolved contests and override contests that were automatically adjudicated. - Whether adjudication can occur from a central computer or computers for all scanners, or if there is a limitation on the number of scanners for which an adjudication station can be used. - How to track what remains to be adjudicated. - How multiple users can be adjudicating contests at the same time <p>Describe how the batches are distributed and tracked. Describe if they can adjudicate contests from all scanners from any computer. Please include a network diagram to demonstrate how the adjudication stations are connected to the scanning stations.</p>	
	F-10	Ability to easily use the system software. Describe the steps required for a user to go through a group of ballots that require duplication. Provide screenshots and diagrams if necessary. Describe how many ballots per hour for a typical Fresno County General or Primary Election can be duplicated on screen.	
	F-11	Desirable: Ability for a ballot to be assigned a "duplicate ID" upon initial scan. Describe how the "duplicate ID" is assigned and whether it has the ability for the "duplicate ID" to be printed on the duplicated ballot.	
	F-12	Ability for two tiers of duplication access. Describe how a higher-level user can review another user's work. This should be an optional configuration.	
	F-13	Desirable: Capability for touchscreen compatibility. Describe if a touchscreen can be used to duplicate ballots.	
	F-14	Ability to manage and duplicate ballots of multiple precincts, parties, and languages. Describe how the duplication software can support these variations.	
	F-15	Ability to read ballots marked with highlighters, colored pens, or pencils and other nontraditional writing implements. Describe if the ballot duplication system can detect these types of marks.	
	F-16	Ability to read ballots of different sizes, paper weights, and orientations. Describe how these are parameters are established per election.	

	F-17	Capability of much faster and more accurate duplication of ballots than via manual ballot duplication. Currently it takes approximately 5 minutes per ballot in a General Election to manually duplicate it by completing all the voted squares in all the contests. Please provide details on time and labor saved with your solution.	
	F-18	Ability for the system to be defined with election-specific data. Describe how the election definition, and ballot styles are loaded into the system.	
	F-19	Ability for the system to detect the precinct, party, and language on the ballot. Describe how the system detects this. Describe how it detects it if the ballot barcode is unreadable (if it uses Intelligent Character Recognition for example). Describe how a user can manually select these options or override the detected options. Describe the barcode types, if any, used by your system.	
	F-20	Ability to print duplicated ballots. Describe how the system prints duplicated ballots. Describe if the printer must be connected to the duplication station. Explain if a batch of ballots can be created and printed separately.	
Hardware	F-21	Ability to quickly print duplicated ballots on high-speed printers. Please list any special printer requirements for your solution, or if it can be printed on any certified ballot printer.	
Security	F-22	Ability for audit logs to indicate any unauthorized access of any ballot duplication data or system intrusion.	
	F-23	Desirable: The Ballot Duplication Solution must support multifactor authentication for important duplication tasks. Describe how multifactor authentication is applied to the duplication system.	
	F-24	Ability to use an authentication mechanism – for administration tasks. Describe user account and password requirements for both client and server environments. The duplication system must have role- and group-based authentication. Describe how the system implements role- and group-based authentication to manage access.	
	F-25	Ability for the duplication system to remain secure. Describe how the Operating System is patched and upgraded. Describe malicious detection tools that can be loaded. Describe the typical lifecycle of the current operating system and whether there is an LTS (long-term support) version. If an LTS version exists, describe the typical length of time in which the company/developers support it. How do you maintain your certification through changes?	
	F-26	The duplication system must be locked down. Describe	

		how unused services and ports can be disabled.	
--	--	--	--

Election Help Desk Management (Section G)

Solution Description: The County is seeking a call center style Election Help Desk Management Solution to help track and resolve calls from Vote Center staff, individual voters and ballot box drop off site locations. Historically, the County has had over 50 operators to answer over 250 calls per day from polling place staff over an election period and potentially over 1000 calls from voters in one day during that same election period. The Election Help Desk Management Solution must be able to successfully manage this volume of calls and inputs in an efficient, easy to navigate solution. No partial solutions will be considered for award by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
Architecture	G-1	Ability to provide information regarding the required architecture. Describe the architecture of the product. Describe if it is a fully hosted solution, or if it is hosted locally. Describe the database management system, the web server, etc. Please provide a diagram. Include security protections in the diagram.		
	G-2	Ability to support hundreds of users/operators. Describe how the solution is able to support hundreds of users simultaneously. Describe how the application is able to scale.		
Functionality	G-3	Ability for operators to easily detect and flag duplicate calls. Describe how the operator can detect and flag duplicate calls.		
	G-4	Ability to configure look and feel, fields used, and placement of fields on the user screens. Describe the ability to do this.		
	G-5	Ability to add County-specific text and language to direct the users and provide information throughout the process.		
	G-6	Ability to preload Vote Center information, maps, voter information, poll worker contact information, etc.		
	G-7	Ability to monitor and report the frequency of issue types and equipment problems. Describe how this information is categorized and reported. Describe your reporting and data analytics.		

	G-8	Ability to send broadcast messages to support staff.		
	G-9	Solution must be easy and intuitive to operate for users. Please provide screenshots to demonstrate. Also, show a workflow diagram to demonstrate how quickly a user can create, close, or escalate a ticket.		
	G-10	Ability to preconfigure select options or text for various fields, such as problem categories, predefined text for solutions, etc.		
	G-11	Ability to track locations of field support personnel. Describe how it tracks locations, and assigns tickets to field support personnel. Describe how it closes tickets for field support personnel. Describe if it has the ability for the field support to view tickets, close tickets, and get directions using a mobile device or smart phone.		
	G-12	Ability to escalate calls from Vote Center staff or voters to other levels of users. Ability to customize number of escalation levels and escalation workflow. Describe the ability to accomplish this.		
Security	G-13	Describe your systems authentication mechanism – including user account and password requirements for both client and server environments.		
	G-14	Solution must be secure. Describe the levels of role- and group-based authentication. Describe how the data is secured. Describe how the operating system is patched. If it is a hosted solution, be specific to the details of security for a hosted solution.		
Integration	G-15	Describe the Help Desk systems capability to be integrated with the selected Vote Center solution. Describe if the Vote Center staff has the ability to submit a problem directly to the Help Desk system utilizing the Vote Center solution.		

Security Requirements (Section S)

Every Proposer must complete the following section.

The following matrix highlights minimum security standards as set forth by the County. These requirements include general security requirements, as well as requirements that may be specific to the Solution Components for which the Proposer is proposing a solution. The Proposer is to provide a response acknowledging the manner in which they will comply with each security requirement. No partial Solutions will be considered by the County.

<u>Subcategory</u>	<u>Requirement Reference ID</u>	<u>Requirements (Mandatory unless otherwise marked as desirable):</u>	<u>Subcategory Response Code (1,2,3,4):</u>	<u>Detailed Response:</u>
General Security Requirement	S-1	All Proposer provided services, applications and hardware must have and maintain the appropriate Federal and State certifications over the term of the contract.		
	S-2	Ability to provide for the security in compliance with the NIST security requirements to protect the confidentiality, integrity, and availability of the information systems.		
	S-3	Ability to demonstrate that the Proposer will develop, implement, maintain, and use appropriate safeguards as outlined in the NIST standards that reasonably prevent the misuse of information systems and appropriately protect the confidentiality, integrity, and availability of information systems. Describe how the Proposer will develop and implement policies and procedures to meet the NIST security requirements.		
	S-4	Ability to ensure that any agent, including a Vendor or subcontractor, to whom the County provides access agrees to the same restrictions and conditions that apply through this Agreement.		
	S-5	Ability to ensure that any agent, including a Vendor or subcontractor, to whom the County provides access to information systems, agrees to implement reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability of the information systems.		
	S-6	Ability to demonstrate a security plan that complies with NIST security requirements.		
	S-7	Ability to demonstrate a commitment to immediately, report security incidents that occur on the County's information systems that may affect any County systems to the identified Chief Information Security Officer or designee and the Registrar of Voters.		

	S-8	Ability to maintain audit events according to County policy, state and federal requirements or other best practices as applicable and provide this information to the County upon request. These audit logs must be kept according to the County records retention policies, or state and federal requirements (whichever is the longest).		
	S-9	Describe how your company is protected against intrusion, tampering, viruses, etc. Include written policies and procedures.		
	S-10	Describe the Proposer's security training requirements for staff and to ensure security training to internal staff and County staff that access information systems is provided.		
	S-11	Ability to certify and complete continuity planning, according to NIST security requirements before moving information systems into a production status.		
	S-12	Ability to demonstrate conformance to the requirement that the Proposer will not copy any County data obtained while performing services under this RFP to any media, including hard drives, flash drives, cloud service or other electronic device, other than as expressly approved by the County in writing.		
	S-13	<p>Ability to conform to the requirement that the Proposer shall return or destroy all confidential information received from the County, or created or received by the Proposer on behalf of the County. For any items destroyed, the County will require certification of secure destruction (DoD standards) along with a list of what was destroyed (model, serial number, content, date of destruction, etc.). A few references of examples for media destruction are listed below:</p> <p>Secure destruction guideline that we would like to see followed: NIST Special Publication 800-88 http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf FTC Reference: 16 CFR Part 682 https://www.ftc.gov/sites/default/files/documents/federal_register_notices/disposal-consumer-report-information-and-records-16-cfr-part-682/040420disposalofconsumer.pdf Recognized Proposer Association (Proposers that perform destruction) http://www.naidonline.org/nitl/en/certification.html</p> <p>In the event that the Proposer determines that returning or destroying the confidential information is infeasible, Proposer shall notify the County in writing of the conditions</p>		

		that make return or destruction infeasible.		
	S-14	Ability to conform to the requirement that the Proposer will return all data that is the property of the County in a format specified or a mutually agreed upon format by the County, within 14 days at no additional costs.		
	S-15	Ability to develop and implement a disaster recovery plan for timely restoration of the system in the event of a disaster or major incident during, before, or after an election. This is applicable to Proposers that are selling products and services that include hosting or storing County data, systems, or applications.		
	S-16	Ability to provide the process and plans to update the application to stay current with platforms and infrastructure.		
	S-17	Ability to provide remote access for management of the systems or repositories hosting the County data – if applicable. This must use the County's approved mechanisms.		
	S-18	Ability to support encryption and upgrade key levels. Describe the current maximum key level or other parameters that allow the solution to remain secure in the future.		
Security Communication	S-19	Application development must be done in a secure manner. Describe your security practices regarding secure application development.		
	S-20	The Proposer must have an incidence response plan. Describe the Proposer's incident response structure and communication process to customers during		

		a disaster or incident.		
Data Security and Availability	S-21	Ability for the Proposer to respond to potential compromises. Describe the Proposer's process and timeframe for responding to County request for logs and other information if a compromise occurs, is suspected, or is being investigated by the County involving the Proposer's environment or technologies.		
Right to Audit	S-22	Describe what happens to the application or system and the data in the event the Contractor goes out of business, is purchased by another entity, or if the Contract runs out. The response should cover any secondary cloud storage partner of the Proposer who is contracted with in support of the County's Contract.		
	S-23	Ability for the County to audit the Proposer's environment (and its subcontractors) who store, process or transmit County data; such as a physical visit or request for information related to processes, procedures, logs, and configurations of solutions that host, process, or transmit County data.		
	S-24	Ability for the County to periodically audit the public facing IP addresses that are declared by the Proposer as nodes that process, store, or transmit County data. If the IP addresses or the scan results of the County indicate security issues, the Proposer agrees to immediately resolve of the matter, regardless of whether the IP address or system is dedicated to the County or shared with other Proposer's customers.		
Data Security and Availability	S-25	Ability to provide information about location of data storage, addressing requirements to keep all data in the United States (including in a disaster scenario). Describe how the Proposer will assure the County that its data will not be relocated without its written approval.		
Service Desk Authentication	S-26	Ability for the Proposer's internal service desk to keep County's tickets secure. The County personnel creating service desk tickets with the Proposer must be securely authenticated. For example, when a service request or a service incident request involves a County configuration setting, requests about data, network architecture, manual and automated controls, access control, remote access, or procedures, the data in the request must remain secure. Requesters must be always authenticated through documented agreed upon procedures and		

		controls.		
	S-27	Proposer must guarantee that a current approved caller list and agreed procedures will be on file and referenced by its trained employee and Contractors that are able to process, respond to any service/incident requests from the County and others as authorized by the County in writing. As a part of the employee security awareness training, the Proposer's service staff must be trained (at least annually be certified) on social engineering techniques and the agreed-upon procedures and safeguards. The Proposer must agree to secure and audit the authorized lists and agreed-upon procedures.		
Log Requirement	S-28	Ability to log access to the proposed system. Describe how the system is able to generate reports for the following areas: 1. User accounts access control (including any service accounts required for operations, password expirations, last time used, user categories, user IDs). 2. Systems' security controls listing the security configuration parameters configurable by the customer.		
	S-29	Ability to log login attempts. Describe how the solution will provide an audit trail for each logon (unsuccessful attempts and successful validations) capturing the following information: user name, user ID, date/time, resource accessed/modified (as applicable). The response should address the impact to performance and capacity during realistic peak operational conditions.		
Data Communications and Data Security	S-30	Data transmission must be secure. Describe the Proposer's ability to secure data transmission when data is electronically transmitted between systems locally in a single Proposer or multi-Proposer contracted scenarios.		
Physical Security	S-31	Ability to physically store devices used in the solution. Describe the ability to physically secure any devices that may be used, and/or stored at the Vote Centers. Include the ability to use tamper evident devices, cable locks, etc.		

Solution Security Certification & Customer Dependencies	S-32	Ability for the County to implement wireless and/or wired communication that meets state requirements. If there are customer security dependencies to meet these requirements, please clarify.		
Telecommunications and Data Security	S-33	Ability to securely transmit data. Describe how the solution provides the ability to secure telecommunications and data transmission when data is electronically transmitted over public and/or private networks.		
Access Control Management	S-34	Ability to implement best practices for access control. Describe where these standards can be used through procedures and system capabilities that prevent and limit and detect access to critical system components in order to guard against loss of system integrity, availability, confidentiality, and maximize accountability.		
NTP (Time Synchronization)	S-35	Ability for networked components of the system to be set to use Network Time Protocol (NTP) for time synchronization and only be synchronized to a predefined source(s), only modifiable by the system administrator. For on premise solutions the source(s) will be the County's NTP solution. For a hosted solution, it must be a Proposer provided GPS base source, or a recognized valid USA based Internet NTP source.		
Log Management	S-36	Ability for security logs to be recorded within the system as well be transferable when possible to a secondary secured central storage not within the system whose logs are being recorded. Describe the log format utilized for your logs. Example of logs: system, security (access), change logs capturing configuration, account changes, or access of objects.		
Access Control	S-37	Ability for the system to provide features, functions, and capabilities to perform user administration and assign roles and access privileges (including service accounts). All changes will be logged.		
	S-38	If applicable, describe ability for the proposed solution to generate a report based on user ID, and all of the system that it has been (or currently is) logged into. The report should include the system names, login/logoff times and objects accessed.		
Authentication	S-39	Desired: The proposed system must support multifactor authentication for important tasks. Describe how multifactor authentication is applied to the proposed system.		

Roles and Responsibilities	S-40	<p>Ability to define responsibilities of County and Proposer for security. Describe how the Proposer will be able to define the Proposer and customer responsibilities and workflows for secure access to ensure compliance and data security, confidentiality, and integrity of systems and data.</p> <p>FIPS Reference: http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm</p>		
Backup/Restore and Disaster Recovery	S-41	<p>Ability to provide documented backup and restore and disaster recovery capabilities. Describe features of the disaster recovery model, including encryption and access control. If disaster recovery model includes storage of data at a location other than the County, describe the location ensuring it is within the continental United States.</p>		
Security Risk Communication to Security	S-42	<p>The Proposer must immediately notify designated County security personnel of any potential breach or risk, including when:</p> <ul style="list-style-type: none"> - County data may be at risk. - County data may be at risk of unauthorized disclosure(s). - County data may have been breached. - County data is subpoenaed through a legal channel. - County data may be inaccessible due to supplier disputes, bankruptcy, or other business and legal scenarios. - County data or copy of County data or any replica, or digital shadow has been intentionally or accidentally copied or moved to a non-U.S. geography or non-County authorized third party. <p>Describe the Proposer's willingness to comply with this requirement.</p>		

Data Security	S-43	<p>Ability for the Proposer to protect the County's sensitive data, if that is part of the solution. Please describe the following when applicable:</p> <ol style="list-style-type: none"> 1. Proposer's own SOC 2 Type II audit results (no older than six (6) months) – not to be confused with hosting providers, such as Microsoft or Amazon's SOC 2 Type II audit results. 2. Proposer's cloud storage provider's SOC 2 Type II audit results (no older than 6 months). 3. Proposer's cloud physical geography (limited to continental United States). 4. Proposer's cloud storage meets the Fed Ramp requirements. 5. Proposer's cloud storage meets the State of California requirements. Supplier should supply written proof of what has been certified. 6. Proposer's security incident management, e- discovery and cloud forensics processes. 7. Proposer's application and interface security must meet the applicable state and federal requirements for the term of the contract. 8. Proposer's threat and vulnerability management processes. 9. Proposer's access management governance and processes when its staff and supplier staff can access regulated data. 10. Proposer's commitment to independent security test of end-state solution before going live and remediating the findings in a timely fashion. 11. Proposer's commitment to assure County-owned data on the supplier infrastructure is not accessed or mined. 12. Proposer's agreement that all data supplied by the County will remain the sole property of the County and the Proposer may not sell or lease this data at any time. 		
	S-44	<p>Ability to securely erase data. Describe the secure erase (DoD Standards) process for the solution, when equipment needs to send back to Proposer or manufacturer for service, upgrades or warranty. Refer to NIST SP 800-88, Guidelines for Media Sanitization - NIST Web Site: NIST.Gov.</p>		
	S-45	<p>Ability to securely ship equipment with data. Describe the data protection in shipment, when equipment with data needs to be serviced.</p>		

Background Checks	S-46	Ability to maintain background checks for employees. Describe your employee and Contractors' background- check level and frequency (for employees and Contractors who program, secure, administer, or service equipment or storage containing regulated data).		
-------------------	------	--	--	--

COST PROPOSAL

A. COMPENSATION:

B. SCHEDULE AND PAYMENT:

1. Payment Deliverable Schedule:

Please respond to this RFP with your most competitive payment schedule. Remuneration will be made upon milestone actions, such as system component deliverables, successful acceptance testing, successful mock election(s), and successful March 2020 election.

Note - Proposer to provide a detailed Deliverable Schedule and total Not to Exceed Amount for each section. An Excel sheet has been attached to facilitate response to multiple components. The completed schedule should identify:

a. Hardware Costs: List the description, make, model, and unit cost of each piece of hardware you are proposing. List all support supplies (paper, toner, ink cartridges, special items) required and indicate if those associated supplies are proprietary or off-the-shelf.

Description	Make	Model	Cost/Unit	# Units	Extended Cost

b. Software Costs: List the description, version, and unit cost of each software component you are proposing.

Description	Make	Model	Cost/Unit	# Units	Extended Cost

c. Project Labor Cost: List the description of the service to be provided and the reason for the service (installation, training, testing, etc.), hourly cost, and number of hours you are proposing for each service.

Description of Service / Reason for Service	Hourly Cost	# Hours	Extended Cost

d. Materials Costs: List the description of the materials to be provided (staff training, outreach component), and the cost for each component (either total, per piece, or per hour, if applicable).

Description	Cost/Unit	# Units	Extended Cost

e. Proposed Post Implementation Support Costs: List the costs associated with warranty, operations support, maintenance support, and application support in Fresno County over a five (5) year period.

Post Implementation Support (provide type)	Unit Cost	# Units	Extended Cost

f. Other Services, Components, or Supplies: Indicate other Services, Components, or Supplies being proposed to benefit County's implementation process. Proposer should list the description and purpose of the item being proposed in detail, unit cost of each item and the number of units needed of each item.

Description	Cost/Unit	# Units	Extended Cost

C. FIRM DISCOUNT AND PRICING STRUCTURE:

1. Invoicing Instructions:

The Proposer will provide an invoice on Proposer's letterhead for services rendered. Each invoice will have a number and will include the following information:

- i. Proposer's name and address
- ii. Proposer's remittance address (if different from 1 above)
- iii. Name of County Agency/Department
- iv. County Contract Number
- v. Date of Order
- vi. Product/Service Description, Quantity, and Prices
- vii. Sales Tax, if applicable
- viii. Proposer's Federal I.D. number
- ix. Total

The responsibility for providing an acceptable invoice to the County for payment rests with the Proposer. Incomplete or incorrect invoices are not acceptable and will be returned to the Proposer for correction. The County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the auditor-controller for processing of payment.

D. TRADE-IN OFFER FORM:

Optional - use if offering trade-in quotes for Department's existing voting system equipment

Item	Quantity		Trade-In Offer per unit	Total Trade-In Offer
TSX Voter Assist Terminal	450			
Precinct Scanner/ Accu-vote OS	441			
Central Count Scanner	9			
PCMCIA cards OS	435			
PCMICA cards TSX	415			
Black Ballot Box	352			
Accu-vote TSX Hard Case	500			
Accu-vote TSX Soft Tablet Case	400			
OS Soft Case <i>Durable black denim with protective padding, double zippers that can accommodate a lock</i>	450			

AWARD CRITERIA

All proposals will be evaluated using the same criteria. While cost is important, other factors are also significant, and the County may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within a reasonable budget. Evaluations will be based on the criteria listed below:

COST

- As submitted under the "COST PROPOSAL" section .

CAPABILITY AND QUALIFICATIONS

- Do the service descriptions address all the areas identified in the RFP? Will the proposed services satisfy County's needs and to what degree?
- Does the bidder demonstrate knowledge or awareness of the problems associated with providing the services proposed and knowledge of laws, regulations, statutes and effective operating principles required to provide this service?
- The amount of demonstrated experience in providing the services desired in a California County.

MANAGEMENT PLAN

- Is the organizational plan and management structure adequate and appropriate for overseeing the proposed services?

PROPOSAL CONTENT REQUIREMENTS

It is required that the vendor submit his/her proposal in accordance with the format and instructions provided under this section.

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET:
 - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION
- IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Conditions.
 - B. Exceptions to General Requirements.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements.
 - E. Exceptions to Proposal Content Requirements.
 - F. Exceptions to any other part of this RFP.
- X. VENDOR COMPANY DATA: This section should include:
 - A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
 - B. Descriptions of any similar or related contracts under which the bidder has provided services.
 - C. Descriptions of the qualifications of the individual(s) providing the services.

- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
 - E. A brief description of the bidder's current operations, and ability to provide the services.
 - F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
 - G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
 - H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
 - I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.
- XI. SCOPE OF WORK:
- A. Bidders are to use this section to describe the essence of their proposal.
 - B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work Proposal Requirements" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work Proposal Requirements" items. Each description should begin with a restatement of the "Scope of Work Proposal Requirements" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
 - C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
 - D. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- XII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.
- XIII. CHECK LIST

TRADE SECRET ACKNOWLEDGEMENT

Each proposal submitted is public record under the California Public Records Act (Cal. Gov. Code, secs. 6250 and following) and is therefore open to inspection by the public as required by Section 6253 of the California Government Code. This section generally states that "every person has a right to inspect any public record". The County will not exclude any proposal or portion of a proposal from treatment as a public record except information that it is properly submitted as a "trade secret" (defined below), and determined by the County to be a "trade secret" (if not otherwise subject to disclosure, as stated below). Information submitted as "proprietary", "confidential" or under any other terms that might state or suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are not treated as a public record under that section. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Such information must be submitted in a separate PDF file named "Trade Secret" and marked as "Confidential" in the Public Purchase system. Bidders must include a clear and concise statement that sets out the reasons for confidentiality in accordance with the foregoing definition of "trade secret." Examples of information not considered trade secrets are pricing, cover letter, promotional materials, references, and the like.

Information submitted by a bidder as "trade secret" will be reviewed by County of Fresno's Purchasing Division, with the assistance of the County's legal counsel, to determine conformance or non-conformance to the foregoing definition.

Information that is properly identified as "trade secret" and which the County determines to conform to the definition will not become public record (if not otherwise subject to disclosure, as stated below). The County will safeguard this information in an appropriate manner, provided however, in the event of a request, demand, or legal action by any person or entity seeking access to the "trade secret" information, the County will inform the bidder of such request, demand, or legal action, and the bidder shall defend, indemnify, and hold harmless the County, including its officers and employees, against any and all claims, liabilities, damages, or costs or expenses, including attorney's fees and costs, relating to such request, demand or legal action, seeking access to the "trade secret" information.

Information submitted by bidder as trade secret and determined by the County not to be in conformance with the foregoing California Government Code definition shall be excluded from the proposal and deleted by the County.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if (1) they are not electronically submitted in a separate PDF that is marked "Trade Secret" and marked as Confidential in the Public Purchase system; or (2) disclosure thereof is required or allowed under the law or by order of court.

Bidders are advised that the County does not wish to receive trade secrets and that bidders are not to supply trade secrets unless they are absolutely necessary.

I have read and understand, and agree to the above "Trade Secret Acknowledgement."

BIDDER MUST CHECK ONE OF THE FOLLOWING:

Has bidder submitted certain bid information that is a "trade secret," as defined by Section 6254.7 of the California Government Code, and in compliance with the requirements of this Trade Secrets Acknowledgement?

By marking "**NO**", bidder does not claim any confidentiality of any bid information submitted to the County.

☐ **YES** ☐ **NO**

ACKNOWLEDGED AND AGREED BY BIDDER:

Signature

Date

Print Name

Title

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS****INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Please list the person most familiar with your contract. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

DIR ACKNOWLEDGEMENT

I acknowledge in accordance with labor Code Sections 1725.5 and 1770-1777.7, that I have registered with the Department of Industrial Relations (DIR) and all Certified Payroll Records will be uploaded to the DIR Website. Any additional requirements that materialize from the SB854 legislation will be complied with. Attached is verification of the DIR registration.

(Authorized Signature)

Title

DIR Number

SUBCONTRACTORS:

List all subcontractors that would perform work in excess of one/half of one percent of the total amount of your bid, and state general type of work such subcontractor would be performing:

CONTRACTOR'S LICENSE:

Bidder to possess appropriate license for the project in accordance with current regulations/statutes.

The bidder shall possess a current State of California contractor's License, Class [enter license class] or another license class that covers the work to be performed. The proposal must indicate the license held by the bidder, which enables him/her to perform the work.

If the license is other than a Class [enter license class], the bidder must explain why his/her license(s) is acceptable. The County will review and determine if acceptable.

Number and Class:

Date of Issue:

Bidder must also submit verification of Contractor's License from the Department of Consumer Affairs – Contractors' State License Board. Failure to submit verification may result in bidder's response being considered non-responsive.

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (if applicable):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Verification of Department of Industrial Relations Contractor Registration.
10. _____ Verification of Contractor's License and the Department of Consumer Affairs – Contractors' State License Board
11. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
12. _____ Bidder's proposal, in PDF format, electronically submitted to the Bid Page on Public Purchase.

Return Checklist with your RFP response

EXHIBITS

A. Cost Proposal