

STATE OF GEORGIA



Georgia Technology Authority

REQUEST FOR PROPOSAL

GTA000040

**On Behalf of the
Office of the Secretary of State
For
Statewide Voting System**

Proposal Due Date: February 11, 2002 2:00 PM EST

Offerors please fill in the information below:

Company Name:
Contact Name:
Company Address:
Street:
City:
State:
Zip:
Company Telephone:
Company Fax
Email (Point of Contact):

Submit Proposal to:

**Georgia Technology Authority
100 Peachtree Street
Suite 2300
Atlanta, GA 30303**

All available information concerning this Request for Proposal can be downloaded from the Georgia Technology Authority website: www.gta.ga.gov . All questions should be in writing and directed to:

GTA Contracting Officer: **Gary Powell**
Email: gpowell@gta.ga.gov (preferred method of communication)
Telephone: 404-463-2300
Fax: 404-463-2390

PROPOSAL LETTER

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Georgia Technology Authority (GTA), and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Georgia Technology Authority.

It is understood and agreed that we have read the GTA's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such GTA specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from the proposal due date.

**PROPOSAL SIGNATURE AND CERTIFICATION
(Bidder to sign and return with proposal)**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____

Date _____

Print/Type Name _____

Print/Type Name _____

Company

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1.0 INTRODUCTION

1.1 Purpose of Procurement

Through this solicitation by the Georgia Technology Authority, the Office of the Secretary of State is seeking to procure the services of a firm or firms capable of providing for use in the state Direct Recording Electronic (DRE) voting equipment, with audio interface for non-visual access, in polling places, plus optical scan voting equipment for absentee balloting. These systems and associated services are to be provided as needed during the term of the contract.

These systems and services must provide on-demand, easy to use, cost-effective, direct recording electronic (DRE) voting systems at the polling places and optical scan voting systems for absentee balloting for use by the citizens of Georgia for any Federal, State or Local election conducted within the term of the contract that results from this RFP.

1.2 Overview Of Procurement Process

Pursuant to the provisions of the Official Code of Georgia Annotated 50-25-7.3 and GTA Rules 665-1 et. Seq., the Georgia Technology Authority (GTA) has determined that the use of competitive sealed bidding will not be practical or advantageous to the State in completing the acquisition of the services and/or commodities described herein. Competitive sealed proposals shall be submitted in response hereto in the same manner as competitive sealed bids and shall be opened in the same manner as competitive sealed bids. All proposals submitted pursuant to this request shall be made in accordance with the provisions of the Solicitation, these instructions and specifications.

This procurement shall be a negotiated, solution-based procurement. To accomplish the objective of this procurement the Offeror's Technical Proposals will be evaluated using either, or a combination of, numerical and adjectival methods to determine the "best value" for the State.

Potential Offerors should note that the GTA reserves the right to withdraw or cancel this procurement at any time prior to the issuance of a Notice of Award.

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Award(s) shall be made to the responsible Offeror(s) whose proposal(s) is determined in writing to be the most advantageous for the State, taking into account all of the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. GTA reserves the right to reject any and all proposals submitted in response to this request.

1.2.1 State Technology Resource Agent

O.C.G.A. § 50-25-7.2 authorizes the Georgia Technology Authority to act as the agent of any agency for any technology resource purchase exceeding \$100,000.00. All parties acknowledge and agree that during the term of this agreement, the Georgia Technology Authority is authorized to act as agent for any state agency that is a party to this Agreement exercising any and all rights, powers and responsibilities available to the principal agency and/or granted to the Georgia Technology Authority by law.

1.3 Schedule of Events

See **Appendix A**, Schedule of Events. Proposals will be received at the date and time set forth therein at the following location:

Georgia Technology Authority
100 Peachtree Street, Suite 2300
Atlanta, GA 30303-3404

1.4 Designated Holidays

Offerors are advised that State agencies will be closed for the designated 2001-2002 State holidays listed below:

Martin Luther King, Jr.'s Birthday	January 21 st – Monday - 02
Confederate Memorial Day	April 26 th – Friday - 02
National Memorial Day	May 27 th – Monday - 02
Independence Day	July 4 th – Thursday - 02
Labor Day	September 2 – Monday - 02
Columbus Day	October 14 th – Monday - 02
Veterans Day	November 11 th – Monday - 02
Thanksgiving Day	November 28 th & 29 th , Thurs & Fri - 02
Christmas Day	December 25 th & 26 th Wed & Thurs - 02

On occasion, the Governor may elect to close all or selected State facilities for a full day or part of a day because of inclement weather or other reasons.

1.5 Restrictions on Communications with Staff

From the issue date of this RFP until a successful Offeror is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any State Staff except through the Contracting Officer named herein, or during the offerors conference, or as provided by existing work agreement(s). For violation of this provision, the State shall reserve the right to reject the proposal of the offending offeror. All questions concerning this RFP must be submitted in writing (*e-mail preferred*, or fax may be used) to the Contracting Officer. No questions other than written will be accepted. No response other than written will be binding upon the State.

1.6 Acronyms and Definitions of Terms

CO	Contracting Officer
COAR	Contracting Officer Administrative Representative
EMS	Election Management System
GTA	Georgia Technology Authority
IT	Information Technology
O.C.G.A.	Official Code of Georgia Annotated (State Statues)
RFP	Request for Proposal
SEB	State Election Board
SFY	State Fiscal Year
SOS	Secretary of State
SOW	Statement of Work

ABS (Absentee Ballot System) - This has the same meaning as Optical Scan or Optical Scan Absentee Ballot Voting System

Agency – Any and all State of Georgia departments, agencies, authorities, commissions, colleges, and universities.

Ballot Field – The identification of the office name, applicable district, and in some cases, the county name. This information is contained on the printer's list.

Best Value – The expected outcome of an acquisition that, in the state's estimation, provides the greatest overall benefit in response to the requirement. An approach that highlights the importance of technical merit and/or performance of an offer to satisfy a particular requirement, relative to the importance of the price paid to satisfy a particular requirement.

Bidder, Contractor, Offeror or Vendor (used interchangeably herein) – A vendor who returns a properly completed bid in response to a request for solicitation from an authorized state or agency purchasing agent and shall include all entities and employees of those entities that are directly or indirectly included in a proposal to provide services and/or equipment pursuant to this RFP.

Can, May, Should – Used to express non-mandatory provisions; words denote the permissive.

Cast – To deposit or indicate a ballot or vote.

Challenged Ballot - A ballot that has been cast by an elector whose right to cast a ballot in a particular election has been challenged. This ballot is not counted until a hearing is held and a ruling has been made regarding the challenge. If the challenge is upheld, the ballot is not counted. If the challenge is not upheld, the ballot is added to all other ballots.

Contract Administration – The management of all actions that must be taken to assure compliance with the terms of the contract after award.

Contracting Officer (CO) – Any person who is authorized to take actions on behalf of the GTA to: enter into a contract, amend, modify or deviate from the contract terms, conditions, requirements, and specifications; terminate the contract for convenience or default; to issue final decisions regarding contract questions or matters under dispute. The CO may delegate certain responsibilities to his/her authorized representatives.

Contracting Officer Administrative Representative (COAR) – Any person who is designated to assist in the administration of the contract, or to assist the CO in the discharge of his/her responsibilities.

Desirable Requirements – Specific elements that would be nice to have, but are not considered critical or essential for delivery of the goods or performance of the services.

DRE- Direct Recording Electronic

DRE Voting System - Is one that:

Records votes by means of a ballot display provided with mechanical or electro-optical devices;

Processes the data by means of a computer program;

Records voting data and ballot images in internal memory devices;

Tabulates voting data as hard copy or stored in a removable memory device; and,

Incorporates an audio interface for non-visual access.

Early Voting – Ability of voters to cast an absentee ballot in person during a prescribed period of time prior to Election Day.

Evaluation – The in-depth review and analysis of contractors' proposals. It involves the application of judgment to the contractor's proposed price and performance using the express evaluation factors and criteria in the solicitation and the procedures outlined herein. The purpose of evaluation is to identify deficiencies, omissions, and need for clarification in proposals, determine the existence of price and technical realism, and discriminate among proposals as to which best meets the acquisition objectives so that an appropriate selection and award is made.

Information Technology (IT) – Any equipment, or interconnected system(s) or subsystem(s) of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.

Minimum Requirements – The minimum or basic elements that are absolutely essential to the requirement. Must be clearly identified in the solicitation document.

Overvote – A casting of more selections per race or ballot issue than allowed.

Polling Place – State or local election officials designated voting facility where citizens cast ballots and includes one or more precincts.

Precinct – A geographical area, established in accordance with Georgia Election Code [21-2-2], within which all electors vote at one polling place.

Printer's List – The printer's list is the vehicle by which the State Election Division informs the local election boards and the ballot printers of the content of each ballot. The list contains each office to be voted on, the

number of candidates to vote for, the ballot styles in which each of those offices are to appear, each candidate's name as it is to appear on the ballot, the proper sequence in which those candidates names are to appear, any other information that should appear next to the candidate's name (i.e. county of residence, presidential candidate authorization), and the number of write-in spaces that must be allotted to each office.

Provisional Ballot - Allows individuals whose name does not appear on the precinct's list of registered voters to cast a ballot. This ballot is not added to other voted ballots until it is determined by local election officials whether the individual was properly registered to vote in the election in question or not.

Purchase Orders - will be initiated by the Office of the Secretary of State as a notice to proceed for a specific job. As appropriate, a purchase order will contain the following information:

- Project
- Required delivery location(s)
- Required delivery date(s)
- On-site contact(s)
- Quantity of machines
- Any special delivery instructions, such as hours or days when shipments will not be received.

Request for Proposal (RFP) – A solicitation used when discussions may be required prior to contract award; a document used for soliciting competitive proposals.

Solicitation – A request to prospective vendors soliciting price quotation or proposal. Contains, or incorporates by reference, the specifications or statement of work, and all contractual terms and conditions.

SOS – The Office of the Secretary of State (terms used interchangeably throughout the document)

Statement of Work (SOW) or Scope of Services – A document prepared by the requester and included in the requisition package, which delineates and fully describes the service to be performed or the required end result.

Statutes – Laws passed by Congress or a state legislature and signed by the President or the governor of a state, respectively, that are codified in volumes called "codes" according to subject matter.

Undervote - A failure to register the maximum allowed number of selections for a race or ballot issue.

User – Office of the Secretary of State or designated representative.

Using Entity – State and Local Election Officials.

VWD (Voter with Disability)– A registered voter with one or more physically restricting conditions such that the individual cannot vote using a regular DRE voting unit.

Voting System - all the necessary components (hardware, software, and associated services) to fulfill the requirements within this RFP for the DRE and absentee ballot requirements.

Voting Unit – The device used by a voter to record his/her vote. It includes the recording device, the voting booth, all electrical cords and other necessary wires and cables, a suitable power failure back-up system, and any necessary controlling unit or equipment.

VWD Unit – DRE voting unit that is designed to accommodate voters with disabilities by providing interactive devices that allow the voter to operate the voting unit without assistance. This unit must be capable of providing:

1. Non-visual access using a method that includes manual controls and audible speech; and
2. The ability to review the completed ballot before submitting his or her vote.

Warranty – A guarantee given to the state, by the contractor, stating that a product or service is reliable and free from defects and that the contractor will repair/replace the defective product or re-perform the service.

1.7 Contract Term

The resultant contract shall be contingent upon the State of Georgia gaining approval for actions contained herein from the United States Department of Justice pursuant to Section 5 of the 1965 Voting Rights Act. The contract will have options to renew for up to three (3) additional contract periods with a contract end date of one year after award, each year. The option to renew or cancel the contract during any of the option periods shall only be extended to the state of Georgia. The annual renewal of the offeror's contract shall be subject to appropriations and based on the Offeror's successful contract performance the preceding year. Contract award will be by the issuance of a Notice of Award. Renewals will be accomplished through the issuance of Notice of Award Amendments. (See Paragraph 5.3, Period of Performance.)

1.8 Background

In light of the General Election of November 2000 in which the Georgia Secretary of State discovered almost 94,000 votes for President that were not recorded, legislation was introduced by the Secretary of State calling for election reform in Georgia. Senate Bill 213 was subsequently passed by the Georgia General Assembly in March 2001 and signed by Governor Roy Barnes in April 2001.

A key component of the legislation was a directive that, subject to funding by the General Assembly, the State of Georgia would provide to each county of the state uniform voting equipment by July 2004. With the statutory responsibility to provide and conduct elections vested with local governments, this provision offers a significant statement in that the State is willing to facilitate a one-time equipment replacement initiative to achieve uniformity and the benefits that accrue there from.

In an effort to determine the best characteristics of a Georgia voting solution, Senate Bill 213 created the "21st Century Voting Commission" to oversee a pilot project using Direct Record Electronic (DRE) Voting equipment in several municipal elections in 2001, and to further assist the Secretary of State in developing recommendations to the Governor and the General Assembly for voting equipment and related election improvements.

Following the lessons learned during the November 2001 pilot project and responding to the demands of the voting public, the 21st Century Voting Commission and Secretary of State have recommended that the state select a DRE Voting System to serve as Georgia's uniform voting system for precinct and in-person ballots and an optical scan voting system to serve as the uniform absentee Voting System. The Commission further recommended both systems shall be programmed and votes tallied using an integrated election management program.

1.9 Overview of the Agency

Visit the Secretary of State web page at www.sos.state.ga.us.

1.10 Contract Price Adjustments

Lowest Hardware and Software Prices Guarantee

For all hardware and software acquired under this contract, the Contractor must guarantee that the prices as quoted in **Appendix C** shall be no higher than the prices that it charges to any customer other than the U.S. Federal Government. Therefore, if at any time after the commencement of this contract, the Contractor charges any lower price(s) to any other non-Federal customer for the same or equivalent equipment and software, it shall adjust its Georgia prices for all equipment and software purchased thereafter in the future to no more than the price(s) charged to any other non-Federal customer for the same or equivalent hardware and software.

1.11 Offerors Conference

There will be a mandatory Offerors' Conference on the date and at the time specified in Appendix A, Schedule of Events. The purpose of this conference is to answer any questions or requests for clarification of the RFP. The conference will be held on January 23, 2002, at 10:00 A.M. Attendance at this conference is mandatory in order to submit a proposal. Previous dealings with the GTA, SOS or SOS Elections Division shall not negate this requirement. Offerors may submit written questions to the Contracting Officer named above on or before the date stated in Appendix A, Schedule of Events. Questions received during the conference may be answered during the conference or deferred until posting of the questions and answers later.

Answers to both written questions received before the Offerors Conference and those submitted during the Offerors Conference will be available at the GTA website at www.gta.ga.gov as indicated in Appendix A, Schedule of Events.

Any questions received after the Offerors' Conference may or may not be answered by GTA.

Answers provided by the GTA either at the Offeror's Conference or in writing will not be considered binding. All binding answers to Offeror's inquires will be included in a formal amendment to this RFP. Any additional questions answered will be posted to the website where the RFP document is located. **Offerors are reminded and encouraged to check this website daily for any changes to the RFP.**

2.0 SCOPE OF WORK (Specification)

2.1 Introduction

The Georgia Technology Authority (GTA) has established certain requirements with respect to proposals to be submitted by Offerors.

Whenever the terms "can", "may", "should", "shall", "must", "will", or "is required" are used in the RFP, the specification being referred to is *a minimum* requirement of this RFP. Failure to meet any minimum requirement **will result in a reduction of the score** of the Offeror's proposal.

2.2 Objective of the Procurement

The overall objective of this Procurement is to obtain the equipment and services that will allow the SOS to establish and install a standardized voting system statewide that will provide the state's voters with security, accuracy and ease of use.

2.3 Contract Oversight and Staffing

The Office of the Secretary of State will appoint a Project Manager to provide oversight and general administration to the successful Offeror from contract execution until conclusion. Offeror shall direct all required reports and project updates to the SOS Project Manager, who will be the primary point of contact during the project. The Project Manager shall also be responsible for approving payment requests.

2.4 Detailed Minimum Requirements (Phase I)

2.4.1 Initial Certified System

Offerors must clearly demonstrate and document within the technical proposal and the Executive Summary of their technical proposal that, as of the **February 15, 2002**, they have an initial DRE or optical scan system that satisfies the following minimum requirements. This identified system is not required to be the system the Offeror is proposing to the state for purposes of this RFP. The Executive Summary shall include reference to the page number(s) in the proposal where such evidence can be found.

1. Federal Election Commission Standards

All hardware and software components of the proposed system, including provisions for absentee voting and disabled voters, must comply with the FEC Voting System Standards. Evidence of this compliance will be the issuance of a qualification number by the Election Center.

2. Independent Testing Agency (ITA)

All equipment and software must be qualified by an ITA. The ITA must be approved by the National Association of State Election Directors (NASED). The proposal must include in the Executive Summary, along with signed authorization directing the ITA that performed the qualification testing to:

- a. Submit the qualification report of its testing directly to the Contracting Officer, and;
- b. Allow the Contracting Officer or designee full access to all test records and data.

3. State of Georgia Certified

All equipment and software must be certified by the State of Georgia. A copy of the certification issued by the state must be included in the Executive Summary. **This is a mandatory requirement.**

2.4.2 The Proposed System

Offerors must clearly demonstrate and document within the technical proposal and the Executive Summary of their technical proposal that, as of March 29, 2002, the Voting System they wish to propose to the state for the purpose of this RFP satisfies the following minimum requirements. The Executive Summary shall include reference to the page number(s) in the proposal where such evidence can be found.

1. Federal Election Commission Standards

All hardware and software components of the proposed system, including provisions for absentee voting and disabled voters, must comply with the FEC Voting System Standards. Evidence of this compliance will be the issuance of a qualification number by the Election Center. All hardware shall have achieved compliance at the time that the proposal is submitted. Software and firmware shall have been submitted to the appropriate Independent Testing Agency (ITA) at the time the proposal is submitted, as evidenced by a letter from the ITA indicating receipt, and testing must be completed and a qualification number issued by the Election Center prior to contract award.

The proposal must contain a copy of a letter to each ITA authorizing the ITA to release to the State any records or test results related to the proposed voting system.

2. Independent Testing Agency (ITA)

All equipment and software proposed must be qualified by an ITA or currently pending ITA qualification provided the system has successfully completed the source code review portion of the testing. The ITA must be approved by the National Association of State Election Directors (NASED). Either a copy of the qualification certificate issued by the NASED approved ITA, or documentation from a NASED approved ITA that the system is pending qualification and that the source code review portion of the testing is complete and satisfactory, must be included in the Executive Summary, along with signed authorization directing the ITA that performed or is currently performing the qualification testing to:

- a. Submit the results of its testing directly to the Contracting Officer, and;
- b. Allow the Contracting Officer or designee full access to all test records and data.

Offerors that submit offers without ITA qualification must provide proof that the source code review portion of the testing is complete and satisfactory and that the proposed equipment is currently pending ITA qualification. However, prior to the State making a

decision to award (See "Award Date" in Schedule of Events in Appendix A), the non-certified equipment must have ITA qualification and all documentation required must be submitted to the State. If the Offeror fails to produce the required ITA qualification prior to the Award Date, that Offeror's proposal will be rejected.

3. State of Georgia Certified

All equipment and software proposed to satisfy provisions of this RFP must be certified by the State of Georgia prior to the Award Date (See Schedule of Events in Appendix A). A copy of the certification issued by the state must be included in the Executive Summary. **This is a mandatory requirement.**

2.4.3 Experience and Financial Capacity

The Offeror must demonstrate both the experience and financial capability to satisfy all immediate and long-term requirements for the requested system and system support.

2.4.4 System Requirements, Performance and Capabilities

Both the DRE and ABS systems must meet the following requirements, unless otherwise indicated:

Accuracy

Both DRE and ABS systems should:

- Produce a record of each vote;
- Accurately report all votes cast;
- Control logic and data processing methods to detect errors and provide correction method;
- Provide for the storage and tabulation of write-in votes;
- Accommodate multi-member districts whereby multiple votes are cast for more than one post in the same election;
- Permit diagnostic testing of all the major components within each unit;
- Provide printout results containing candidates and/or issues in an alphanumeric format next to the vote totals;
- Provide logic and accuracy tests in the memory of the main processor and the programmable memory device used on Election Day, including zero printouts before each election and a precinct tally printout at the close of each election.
- Permit recounts and contested elections to be conducted pursuant to Election Code [O.C.G.A §21-2-495 (Recounts) and O.C.G.A § 21-2-524 (Contested Elections)]; and
- In the event of the failure of a unit, retain a record of all votes cast prior to the failure.

The DRE system should:

- Present the ballot to the voter in a clear and unambiguous manner;
- Alert voter to Undervotes and prohibit Overvotes before final vote is cast;
- Provide a summary screen at the end of the ballot showing what the voter has chosen prior to final vote being cast;
- Address Provisional Ballots and Challenged Ballots and the maintenance of those ballots;
- Provide for the tabulation of votes cast in split precincts, where all voters residing in one precinct are not voting the same ballot style; and
- Provide for the tabulation of votes cast in combined precincts, where more than one precinct is voting at the same location, on either the same ballot style or a different ballot style.

Audit and Security (for both DRE and ABS systems unless otherwise noted)

- Provide for a detailed print record of each ballot cast (DRE only);
- Provide that each voter's ballot is secret and the voter cannot be identified by image, code or other methods;
- Provide for summary reports of votes cast on each voting device by extracting information from a memory device or a data storage device;
- Provide printed records regarding the opening and closing of the polls and include the following:
 - Identification of election, including opening and closing date and times;
 - Identification of each unit;
 - Identification of ballot format;
 - Identification of candidate and/or issue, verifying zero start;
 - Identification of all ballot fields and all special voting options;
 - Summary report of votes cast for each device, or ability to extract same;
 - Prevent printing of summary reports before the sequence of events required for closing of the polls are completed;
 - Poll opening reports should have all system audit information required;
 - No loss of data during generation of reports including results, images and inaccurate vote counts;
 - Integrity and security of data maintained according to time frame for federal, state and local elections;
 - Prevention of functions in an improper sequence;
 - Security provisions compatible with administrative set up and operational use;
 - Requirement for pre-election testing of logic and accuracy;
 - Requirement for logic and accuracy results to be stored in memory of main unit processor and Election Day device;
 - Programmable memory device to be sealed in unit with means of tamper detection;
 - Allow for extraction of data from memory devices to a central host;
 - Prevent modification of the voter's vote after the ballot is cast;

- Protect the secrecy of the vote such that the vote may not be observed during the voter's selection of preferences, during the casting of the ballot, and as the voted ballot is transmitted for recording on a storage device; and
 - Prohibit voted ballots from being accessed by anyone until after the close of polls.
- Provide for security procedures system-wide, from turn on to turn off; and
- Provide for safeguards against and evidence of tampering, theft or damage of the system and units.

2.4.5 Election Management System

The Election Management System (EMS) shall consist of the hardware and software required to accomplish the functions described below.

– Administrative Database

The EMS shall allow local and state election officials to generate and maintain an administrative database containing the definitions and descriptions of political subdivisions and offices within the jurisdiction. The environment in which all databases in the subsystem are maintained shall include all necessary provisions for security and access control.

The EMS shall provide for the definition of political and administrative subdivisions where the list of candidates or contests may vary within the polling place and for the activation or exclusion of any portion of the ballot upon which the entitlement of a voter to vote may vary by reason of place of residence or other such administrative or geographical criteria.

Any database may be generated and maintained in any file structure suitable to the requirements of the jurisdiction. It is the intent of the database hierarchy described herein to ensure that data entry, updating, and retrieval be effectively integrated and controlled. Any structure, which provides the required functional capability, security, and privacy, is acceptable.

For each election, the EMS shall allow the user to generate and maintain a candidate and contest database and provide for the production or definition of properly formatted ballots and software. This database shall be used by the system with the administrative database to format ballots or edit formatted ballots within the jurisdiction.

– Ballot Generation

The EMS shall provide a software capability for the creation of newly defined elections, for the retention of previously defined formats in that election, and for the modification of a previously defined ballot format. Such systems shall be designed

so as to facilitate error-free definition of elections and their associated ballot layouts for DRE and ABS.

The subsystem shall be capable of handling at least 500 potentially active voting positions, arranged to identify party affiliations in a primary election, offices and their associated labels and instructions, candidate names and their associated labels and instructions, and issues or measures and their associated text and instructions.

– **Election Programming**

The subsystem shall provide a facility for the definition of the ballot, including the definition of the number of allowable choices for each office and contest, and for special voting options such as write-in candidates. It shall provide for all voting options and specifications as provided for in Georgia Election Code.

The subsystem shall generate all required master and distributed copies of the voting program in conformance with the definition of the ballot for each polling place and voting device, including devices required to facilitate absentee voting and disabled voters.

The distributed copies, resident or installed in each voting device, shall include all software modules required to monitor system status and generate machine-level audit reports, to accommodate device control functions performed by polling place officials and maintenance personnel, and to register and accumulate votes.

– **Ballot Validation**

The subsystem shall provide a facility for executing test procedures which validate the correctness of election programming for each voting device and polling place and insure that the ballot display corresponds with the installed election program.

The voting system election management component must be able to receive data electronically from SOS via electronic storage media or modem in an agreed upon format that contains, at a minimum, the following data:

- Full candidate name
- Candidate sequence
- County of residence where applicable or, for president and vice president, the city and state
- Text of ballot questions and voting option language
- Name of authorizing presidential candidate for a Presidential Primary Delegate
- Office name
- Number to vote for each office
- Party affiliation
- Ballot style indicator
- Number of registered voters at the precinct

The voting system election management component must also be capable of returning data electronically to SOS via electronic storage media or modem in an agreed upon format that contains the following information:

- Candidate Name
- Office
- Number of votes for (including ballot questions)
- Number of votes against (where applicable) (including ballot questions)
- Number of people voting summary and by party affiliation (if applicable)
- Number of registered voters at the precinct level (by party affiliation if applicable).

The EMS shall contain minimal, if any, double entry elements.

The EMS shall be flexible enough to allow the import/export of ballot information and voter registration information to and from a centralized statewide database, which will be undergoing changes in the coming years.

The EMS shall accommodate multiple languages. The system shall allow local election officials the ability to download information from software used to translate information to the appropriate language or the system should perform translations automatically.

The Vendor shall provide a statewide license for the entire voting system, whereby local governments shall not be required to purchase a license separately.

2.4.6 Back-Up System

The back-up system must:

- Remain in operation during power surge or other abnormal electrical occurrences;
- Engage immediately with no loss of data in the event of disruption of electrical connection; and
- Provide documentation on the backup system and its maintenance while not in use for elections.

The back –up system should: Power all components, including illumination, audible and disabled voter tools.

2.4.7 Speed of System

The Voting System shall permit voters to cast ballots quickly and easily without any loss of accuracy; and

Provide for an accurate and immediate transfer of data.

2.4.8 Absentee Voting

Absentee voting system must be integrated with the entire Voting System provided by the Vendor;

The devices that produce or process the absentee ballots shall be programmed from the same database and election definition that is used to program the precinct voting devices;

The reporting and tallying system for the remote absentee ballot system shall be capable of tallying the absentee votes as a separate precinct or allocating the absentee votes back to the voter's precinct;

The absentee results shall be easily integrated with Election Day and Early Voting results (if applicable) in a timely manner; and

The absentee voting system element must produce and record results from an optical scan ballot.

2.4.9 Early Voting [If applicable]

DRE voting equipment is to be used for "Early Voting".

DRE Units used for "Early Voting" must have all the capabilities of the DRE units used for precinct voting, as well as the following functionality:

The capability of storing and presenting to the voter any ballot style in use in any given jurisdiction;

Able to maintain multiple ballot combinations on a single DRE voting unit;

Able to accommodate multi-member districts; and

Easily download results from "Early Voting" balloting into the final tally of votes.

2.4.10 Provisional Voting [If applicable]

DRE and ABS voting equipment, as well as the EMS, must be able to separate provisional ballots from non-provisional ballots cast at the precinct on Election Day; and

Results from provisional ballots should be easily downloaded into the final tally of votes, once those provisional ballots have been determined to be eligible for counting.

2.4.11 Election Reporting Requirements

Provide a cumulative, canvass and precinct report of absentee voting, provisional ballot voting, early voting, and Election Day voting as one total;

Provide a cumulative, canvass and precinct report of absentee voting, provisional ballot voting, and early voting as one total;

Provide a cumulative, canvass and precinct report of Election Day as one total;

Provide for unofficial and official reports, in standard or custom format, including absentee and provisional voting, early voting, Election Day and total vote;

Provide the ability to custom design an election report to include the following information in total or in part:

- Name of election;
- Political subdivision and party involved - separate reports should be available for each subdivision and party;
- Date of election;
- Type of report;
- Total number of registered voters in each political subdivision and total number of registered voters in each race, and, where applicable, a breakdown by party; and
- Total number of registered voters in each voting precinct, including a sub-listing when the precinct is split; and
- Provide for the formatting of election results by capturing election data embedded in the database and producing specialized reports, i.e. a report of votes by multi-member district, legislative district or congressional district.

Provide, for election night reporting, a listing of precincts reporting and a listing of precincts not reporting;

Provide for the operator of the reporting system to change the appearance of the report by reformatting the data;

Provide for the removal of an already counted precinct and a re-counting of that same precinct in the event of errors in transmission;

Provide individualized sample ballot information for storage on a website and for reproduction and distribution;

Provide for the automatic transmission of election results through whatever medium chosen by the State, whether it be Internet, telephone lines, electronic data, etc;

Provide for the storage of election results in any version of software required, i.e. Access, Excel, Adobe, ASCII; and

Provide for election results to be produced in such a manner as to allow for easy copying for paper distribution upon request.

2.4.12 System Audit Log

The system audit log shall contain sufficient information to allow the auditing of all operations related to central site ballot tabulation, results consolidation, and report generation. It shall include:

- an identification of the program and version being run
- an identification of the election file being used
- a record of all options entered by the operator
- a record of all actions performed by the subsystem
- a record of all tabulation and consolidation input.

The system audit log must be created and maintained by the system in the sequence in which operations were performed.

2.4.13 Access to Election Data

Provisions shall be made for authorized access to election results after closing of the polls and prior to the publication of the official canvass of the vote.

The system may be designed so that results may be transferred to an alternate database or device. Access to the alternate file shall in no way affect the control, processing, and integrity of the primary file or allow the primary file to be affected in any way.

2.4.14 Voter Comfort

Font size should be adjustable for ease of sight, but not below the font size of twelve (12), at one hundred percent (100%) magnification;

Ballot should be easy to read, intuitive and follow a logical progression;

Ballot should include minimal, easy to follow on-screen instructions for use by the voter (DRE only);

Voters are to be shown a summary screen at the end of the ballot to warn against an Undervote (DRE only);

Device should be capable of supporting both Latin and character based languages (DRE only);

Voter should be aware by clear means of ballot choice;

Voter should be allowed to change selection until the voter is satisfied with choice at anytime prior to the final casting of a ballot;

Voter should be allowed to review all ballot choices before casting the ballot;

Device should prevent Overvotes (DRE only);

Device should notify voter of all Undervotes (DRE and ABS);

The ABS device should have the capacity to notify voter of all Overvotes;

Device shall prompt the voter to confirm the voter's choices before casting their ballot, signifying to the voter that casting the ballot is irrevocable and directing the voter to confirm the voter's intention to cast the ballot, and shall further signify to the voter that the ballot has been cast after the vote is stored successfully;

Voting booth must be designed so as to provide privacy for the voter while voting and must be well lit, equipped with a fixed surface of writing height on which to vote and accommodate elderly, disabled or other voters with special needs (DRE only); and

During contract period, demonstration materials shall be provided at each polling place to inform voters on how to use the voting equipment prior to actually voting.

2.4.15 Disabled Voter Comfort

All DRE voting units should be adaptable for disabled voters, from a restructuring of the voting unit or booth to the removal of the device.

In addition to the requirements outlined in paragraph 2.4.14, the units that will accommodate voters with disabilities must be capable of providing:

- Non-visual access using a method that includes touch controls and audible speech;
- The voter with the ability to review the completed ballot before submitting his or her vote;
- The system must communicate to the voter the fact that the voter has failed to vote in a race or has failed to vote the number of allowable candidates in any race and require the voter to confirm his intent to under vote before casting the ballot;
- The system must prevent the voter from Overvoting any race;
- The voter must be able to write in a candidate name in races which allow write-in candidates;
- The voter must be able to review their write-in input to the interface, edit that input, and confirm that the edits meet their intent;

- There must be a clear, identifiable action that the voter takes to “cast” the ballot;
- The system must make clear to the voter how to cast a ballot, such that the voter has minimal risk of doing so accidentally, but when the voter intends to cast the ballot, the action can be easily performed;
- Once the ballot is cast, the system must confirm to the voter that the action has occurred and that the voter’s process of voting is complete; and
- Once the ballot is cast, the system must preclude the voter from modifying the ballot cast or voting or casting another ballot.

2.4.16 Comfort Requirements for Poll Workers and Election Superintendent and Staff for Both DRE and Absentee Ballot Systems

Devices should be transportable, without damage to internal circuitry;

Devices should withstand frequent loading and unloading, stacking, assembling, disassembling, reassembling, and heavy use, without damage to internal circuitry.

Devices should provide poll workers with a method to immediately detect if a voting unit is not operating properly;

The programmable memory device should be easy for Poll Workers to operate after the closing of the polls; and

Devices should be “tamper-proof” while in a storage configuration either in storage or the polling location.

2.4.17 Comfort Requirements for Poll Workers and Election Superintendent and Staff for DRE System

Devices should be of such size as to be able to move through standard size doorways into various size polling places for storage in a particular location within the polling place prior to Election Day use;

Devices should allow for a Poll Worker to assist a voter in activation, either through remote help or direct access to the voting unit,; or devices should allow the voter themselves to activate the unit using some form of activation device,; [i.e. smart card, access code, or activation cartridge];

DRE systems used should be as lightweight as possible.

2.5 Specialized Requirements (Phase II)

2.5.1 Training and Education

The Vendor must provide:

Extensive training programs on all phases of the Voting System(s). Such training shall be sufficient to the point that State and Local Election personnel shall be able to operate the system without continuous support by the Vendor. The training shall address but shall not be limited to, the following topics:

- Programming of units;
- Preparation of each individual unit;
- Preparation of polling place to accept voting devices;
- Electronic transmission of election results;
- Tabulation of results;
- Equipment and software used at the central counting station;
- Methods of ensuring the accuracy of precinct results;
- Full understanding of the audit procedures;
- Conduct of a recount;
- Conduct of a contested election;
- Records preservation requirements;
- Printing, designing and reformatting election reports;
- Troubleshooting to solve temporary problems;
- Safeguards to prevent and detect tampering or theft;
- Hot points for system errors; and
- Training on the use of the Election Management System to design and layout ballots.

A detailed training program for each county, which shall include:

- Setting up and testing the voting equipment;
- Suggestions for precinct set-up;
- Operation of the voting device from start to finish;
- Processing of voters, from the early voter, to the absentee voter, to the regular voter, to the provisional voter;
- Troubleshooting methods to quickly identify and resolve any problems;
- The opening and closing of polling locations on Election Day;
- Proper operation and security for Early Voting (if applicable);
- Modem transmission of election results (if applicable);
- Printing of zero counts before the polls open;
- Assisting voters who require help while in the voting process;
- Immediate determination of device problems;
- Using the battery back up during electrical failure;
- Taking a malfunctioning piece of equipment out of service;
- Closing the polls and producing results in any of the methods available for that particular device;

- Poll worker training provided to the County, by the Vendor, will be administered by the County; and
- Training materials for use by election personnel when conducting educational outreach programs.

Assistance with pre-election training of poll workers shall be performed prior to the General and General Runoff Elections in the first even year federal statewide election of use.

The Vendor will provide a poll worker training program on videotape to the SOS and each county election superintendent. This video program will assist the SOS and local election superintendents in preparing poll workers to work the polls and properly operate the voting equipment.

Voter Education programs will be conducted by the State and the County. However, Vendor will be expected to provide basic voter education material to support state and county efforts.

2.5.2 Documentation

The proposal shall include the following documentation:

- System operator's manual;
- Environmental requirements for storage, transportation, and operation, including temperature range, humidity range and electrical supply requirements;
- User manuals detailing system functionality;
- Although it is not necessary for ITA tests to be conducted prior to filing an application for certification or provisional certification, all ITA qualification testing completed or in process at the time of application must be identified;
- Copy of a letter from the Vendor, to each ITA, that,
 1. Directs the ITA to send a copy of the completed ITA qualification report to the State,
 2. Authorizes the ITA to discuss their procedures and findings with the State, and
 3. Authorizes the ITA to allow the State to review all records of any qualification testing conducted on the voting system or its components;
- Software and firmware documentation, information, and materials, including the following:
 1. A copy of the release software, firmware, utilities, hardware, and instructions required to install, operate and test the voting system.
 2. Diskettes, tapes, or compact disks containing copies of all source code files required to develop the system object code and firmware; with any utilities, hardware, and instructions required for the State to read the source code on a personal computer with a MS-DOS or Microsoft Windows operating system;

3. System flow chart describing information flow; entry and exit points; and the relationship of programs, device drivers, data files, and other program components;
4. Identification of version, release, and modification levels of all software and firmware components;
5. Identification of the steps and procedures required to generate all program modules providing system functions for which certification or provisional certification is requested;
6. Identification of all compilers, assemblers, development libraries, device drivers, operating systems, and monitors required to generate and operate the executable programs;
7. Identification of all program elements which are static and not subject to change in either content or use when distributed for sale, during testing, or during operation; and
8. Identification of all program elements which are not static and therefore are subject to change in content or use when distributed for sale, during testing, or during operation.

2.5.3 Warranty, Support and System Documentation

The Vendor shall provide:

A minimum of a one (1) year warranty, with options of extending to three (3) years, for all Voting System hardware and software, regardless of whether this warranty period for any piece of equipment and software shall extend beyond the term of this contract as described in RFP section 1.7;

Documentation of acceptance testing for each unit delivered;

During the term of the contract all software upgrades, as well as all hardware and software patches to repair defects in the system, at no charge to the using entity or State;

One complete set of user and technical documentation for all hardware and components required to operate each system for the SOS and each local Election Superintendent, in both printed and in an electronic format; and

Well-trained support personnel, conversant in the English language, for all activities that are the Vendor's responsibility.

2.5.4 Election Administration Support

The Vendor shall provide:

- An overall contract administrator who will serve as the principal point of contact for the Vendor with SOS.
- A minimum of one technician for every thirty (30) precincts reasonably dispersed throughout the state, to support counties in which the system is being deployed. This on-site technical support shall be provided throughout the General and General Runoff Elections in the first even year federal statewide election of use, shall be accessible for any support requested during an election occurring in the first odd-numbered year, and shall be provided in the subsequent following even-numbered year Presidential Preference Primary, General Primary and General Primary Run-off.

As contemplated herein, the above on-site technical support requirement would be provided for: the 2002 General Election, the 2002 General Election Run-off, the 2004 Presidential Preference Primary, the 2004 General Primary and the 2004 General Primary Run-off. Technical support would be provided for any special or other election in 2003,

- On-site technical support shall include at least the following:
 - Pre-election programming and ballot set-up;
 - Pre-election logic and accuracy testing;
 - Election day support during the full hours of operation; and
 - Post election testing and reporting.
- Service technicians who are well trained, and capable of replacing malfunctioning equipment in the polling places. Each technician that performs troubleshooting in polling places must have reliable, dedicated transportation that will allow the technician to promptly respond to a polling place voting system problem situation, and said transportation shall be of sufficient size to accommodate several voting units. As a primary function, these technicians shall transport spare voting units for possible replacement of polling place voting units that are inoperative. Units that cannot be repaired "on the spot" and needed at the polling location for the capturing of votes, shall be picked up immediately after the election ends, repaired and returned. Each technician shall further maintain a reasonable supply of spare parts and components necessary to repair a malfunctioning voting unit or return it to service. Technicians must also have cellular telephones or other means of real time communication so that they may be dispatched to polling locations that are experiencing system problems.

2.5.5 Post-Warranty Maintenance of Equipment and Software

Following the warranty period for each piece of equipment and software provided under the contract, the Vendor shall continue to maintain such equipment and software in proper operating condition for the full duration of the contract, including option periods, if exercised. The Vendor is to maintain a current inventory of all equipment and software provided under this contract, including information on the date of delivery of the equipment and software to the State to readily ascertain whether any piece of equipment is currently within the warranty period or is covered under the after warranty maintenance. Except for circumstances of abuse, malicious action or gross negligence by State or using entity officials, employees, their agents, servants, guests or subcontractors, or acts of God, the Vendor shall repair or replace such equipment or software so that they fully and properly perform as required under the contract. The only charge for such maintenance shall be the per voting unit maintenance charge bid by the Vendor in the appropriate section of **Appendix C** to this RFP (Cost Proposal Form).

The replacement of parts or components can be with entirely new parts or components, or with refurbished parts or components such that the equipment or software will function like new. Similarly, the Vendor can replace a malfunctioning unit or software with the same or similar unit, provided that SOS has certified such unit for usage in Georgia. For the purposes of this contract section, "replacement" shall mean replacement from the Vendor's stock and not from the stock of SOS or using entities. In instances when a temporary replacement has been made from SOS or using entity stock, the Vendor shall perform repairs on the improperly functioning equipment or software or make replacement from its stock within 4 weeks from the date of the temporary replacement.

All maintenance is to be performed within reasonable timeframes from notification to the Vendor of a problem. In instances where the Vendor learns of problem situations that are likely to negatively affect a significant portion of the equipment or software provided under this contract, the Vendor shall prospectively make appropriate repairs, adjustments or replacements to all such equipment or software to forestall the problem's occurrence. When a piece of equipment or software does not operate properly during pre-election programming and ballot set-up, pre-election logic and accuracy testing, or during post election canvassing, testing and reporting, the equipment shall be repaired or replaced within 4 working hours of notification of the problem. When a piece of equipment or software ceases to operate properly on an Election Day and is not repaired or replaced at that time, the equipment or software shall be replaced within 4 weeks from the date of the election during the warranty period. During the maintenance period, the equipment or software shall be repaired or substituted with a loaner within 4 weeks from the date of the election.