



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 18, 2017

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT ADMINISTRATOR

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS18809-ELECTION_SYS
Elections System Solution**

ADDENDUM #2

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal. All other terms and conditions remain the same.

Q1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

Answer- There are no geographical restrictions for company location. Vendors submitting proposals will be evaluated on their ability to meet the requirement in the Request for Proposals. See the next question regarding vendor activity and data requirements.

Q2. Whether we need to come over there for meetings?

Answer- Communication will require face to face interaction at times. Vendors can identify preferred or available communication methods for the solution offered.

Q3 Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Answer- Refer to the RFP, page 23, paragraph s, "Vendor Activity." "No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration." Vendors submitting proposals must attest in their transmittal letter to the requirement on page 2 of the RFP, "the transmittal letter must attest to the fact, at a minimum, that the Vendor shall not store or transfer non-public State of

Delaware data outside of the United States. For technology related solicitations, Vendors may refer to the Delaware Department of Technology and Information identified terms and conditions included in this solicitation.”

Q4. Can we submit the proposals via email?

Answer- Proposals may not be submitted via email. Proposal submission is described in the RFP, page 5, Section B, RFP Submissions.

Q5 Can we call in to the mandatory pre-bid meeting? If so, what is the teleconference number?

Answer- The mandatory pre-bid meeting was conducted on December 5, 2017. In-person attendance was required.

Q6. On page 42 the RFP says “Two (2) paper copies of the vendor proposal paperwork”, but on page 5 it says “one (1) paper copies”.

Answer- Please provide two (2) paper copies, and one electronic copy of your proposal response.

Q7. In a paper ballot system, can election day and early voting ballots be printed in accordance with how you have prescribed absentee ballots, for example with the candidate name under the office title and political parties listed beside or below the candidate?

Answer – Yes, but our preference is that our paper ballots mirror our voting machine ballots as specified in <http://delcode.delaware.gov/title15/c045/index.shtml> Title 15 Chapter 45 § 4502 Form and designation of ballots.

Q8. In addition to the requirement for US EAC certification to VVSG 1.0, is state certification required for Election Day and Absentee Voting systems?

Answer- No.

Q9.

Section Number:

Appendix B Scope of Work, Part 3: Electronic Poll Books

Paragraph Number:

Question 7, a

Page Number:

21

Text of passage being questioned:

IV. Security

7a. Data In-Motion Security: If Precinct EPBs utilize LAN networking connectivity: All Precinct EPBs must be connected via wired connection (e.g. LAN Ethernet Cable) utilizing a closed and independent switch.

Question: Who is responsible for providing the networking hardware and precinct connectivity? Counties or vendor?
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Answer: Vendor will be responsible for networking hardware. The State of Delaware will be responsible for connectivity.

Q10.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 1, b-d

Page Number:

32-33

Text of passage being questioned:

Requirements for Voter Registration System: General Requirements & Features

1b-d: Pertains to data accessibility, functional application administration, extensibility, and system access

- b. Provide authorized users with read-only access to the data for registered voters within other counties, including historic voter activity data, historic voting participation data, historic affidavit images and historic signature images for registrants.
- c. Provide authorized county users the ability to update the voter registration data for voters within their county.
- d. Prohibit county users from changing data for voters in other counties except to submit a transaction that moves a matched voter from another county into their county.

Question: Is the requirement to provide one state system and three separate systems for the counties that update the state system, or is a single system with permissions controls preferable?

Answer: Single system with permission controls.

Q11.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 1, b - e

Page Number:

32-33

Text of passage being questioned:

Requirements for Voter Registration System > General Requirements & Features

1. General Requirements & Features:

- b. Provide authorized users with read-only access to the data for registered voters within other counties, including historic voter activity data, historic voting participation data, historic affidavit images and historic signature images for registrants.
- c. Provide authorized county users the ability to update the voter registration data for voters within their county.
- d. Prohibit county users from changing data for voters in other counties except to submit a transaction that moves a matched voter from another county into their county.
- e. Automatically send electronic notice to each appropriate county whenever a voter record is added or updated through automatic processes.

Question: Under what circumstances can a county make changes to a voter in another county? Can the State make updates to voter records?

Answer: The system shall have control permissions where administrators can enable users from one county and/or State to update records in another county.

Q12.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 1, i

Page Number:

33

Text of passage being questioned:

Requirements for Voter Registration System > General Requirements & Features

1i. Be able to process voter registration data originating from new sources of voter registration data both internal and external to Department of Elections, with only the addition of a pluggable interface. Note: Department of Elections intends that DHSS-DSS and DOL will be among the potential “new sources” of voter registration data once they are able to plan for and implement a method to provide new voter registration data.

Question: Do the kiosks and Dept of Elections feed directly in and update voter records? Or is the change sent down for approval to the county systems?

Answer: All voter registration applications go through a review and approval process. Hence, no updates are done directly to the voter record.

Q13.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 1, j

Page Number:

33

Text of passage being questioned:

Requirements for Voter Registration System > General Requirements & Features

1j. Be able to process voter registration from existing sources. Note: DMV submits registration through their mainframe system as well as self-service kiosks. DMV is in the process of deploying an online drive license and state ID service which is expected to submit voter registrations as well.

Question: Does DMV interface and update voter records automatically or are changes sent down for county users to approve?
Is the interface real time or a bulk process?

Answer:

1. All voter registration applications go through a review and approval process. Hence, no updates are done directly to the voter record.
2. Interfaces are in real time.

Q14.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 4, a

Page Number:

38-39

Text of passage being questioned:

Requirements for Voter Registration System > Voter Registration – Voter Search

4a. Must allow an authorized user to query and locate an existing record in the system interactively, using any one or a combination of the following criteria:

1. Full or partial first name;
2. Common variances on first name;
3. Full or partial middle name;
4. Full or partial last name;
5. Soundex variations on last name;
6. Full or partial residence address;
7. Full or partial mailing address;
8. Full or partial telephone number;
9. Full or partial Voter ID;
10. Full or partial DL/ID;
11. Full or partial Registration application number;
12. Full or partial SSN4;
13. Full or partial date of birth (DOB)
14. Place of birth;
15. Political party preference;
16. Election District; and
17. Political district.

<p>Question: Is this capability needed for local voter records and/or searching the State database of records?</p>

Answer: This will be a single statewide system. County offices and the State shall be able to search the entire database.

Q15.

Section Number:

Appendix B Scope of Work, Part 5: Voter Registration

Paragraph Number:

Question 29, m

Page Number:

59

Text of passage being questioned:

State-level Processes - Website: Voter Portal (Public Access)

29m. The public website must allow voters who have voted a vote-by-mail ballot to mark their absentee ballot online.

Question: Is the expectation that the voter would then print and mail their ballot in after marking it online or will they use it as a guide for completing their official mail ballot?

Answer: For voters authorized to use the online ballot marking tool, the expectation would be that the voter would print the ballot and accompanying documents (hardcopy printing as well as softcopy, e.g. PDF), and return them via mail, email, fax, or courier.

Q16

Section Number	Paragraph Number	Page Number	Text of Passage being Questioned	Question
Section i – Overview	4-5	2	A mandatory pre-bid meeting has been scheduled for this solicitation. This is a mandatory meeting. If a Vendor does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.	Is it a requirement that any potential subcontractor to have attended the mandatory meeting in order to participate? Or is the mandatory attendance at the pre-proposal conference only a Prime Contractor requirement?

Answer: The mandatory pre-bid meeting is a requirement of the Prime Vendor bidding on the Request for Proposals. The pre-bid meeting was conducted on December 5, 2017. A list of vendors in attendance that are eligible for consideration as a Prime Vendor, is available at, http://bidcondocs.delaware.gov/GSS/GSS_18_809_ELECTIONS_SYS_prebid.pdf

Use of subcontractors is allowed as described in the RFP, page 8, section 13.

Q17.

Section Number	Paragraph Number	Page Number	Test of Passage being Questioned	Question
Section III – Required Information	1-3	Page 3	Required Information The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State. A. Minimum Requirements 1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.	Will products in EAC cert process, but without an EAC number, be considered as a potential solution?

Answer: Products must be certified by the time the contract is awarded.

Q18.

Section Number	Paragraph Number	Page Number	Text of Passage being Questioned	Question
Section B – RFP Submissions	Paragraph 14	Page 9	<p>14. Sub-Contracting The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor. Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any subcontractors must be approved by State of Delaware.</p>	<p>Will Subcontractors be considered in only in conjunction with the Prime Contractor submitting their information? Or can a Subcontractor be paired with any Prime Contractor to provide a solution for any of the 4 components of the RFP?</p>

Answer: The use of subcontractors is allowed as described in the RFP, page 8, section 13. The contract award will be with the Prime Vendor. Subcontractors are identified by the Prime Vendor using attachment 6 in the RFP, page 36.

Q19.

Section Number	Paragraph Number	Page Number	Test of Passage being Questioned	Question
Scope of Work – Appendix B – Part 2: Voting Machines	Paragraph g	Page 13	Voting machines used in polling places or early voting sites must have a battery capable of operating the device for at least 16 hours , and have a battery that recharges automatically when power is restored to the system.	Can you verify the requirement of an internal battery capable of powering the voting machine for 16 hours without the need of an external power source? Will Devices be required to contain an internal battery capable of 16 hours of continuous usage without recharging or utilizing an external power source?

Answer: Devices are required to contain an internal battery capable of 16 hours of continuous usage without recharging or utilizing an external power source.

Q20.

Section Number	Paragraph Number	Page Number	Text of Passage being Questioned	Question
B. RFP Submissions, 13. Multi-Vendor Solutions (Joint Ventures)	c. Multiple Proposals	RFP Page 9	"c. Multiple Proposals A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals."	We plan to submit a proposal as the primary vendor for Part 3. Electronic Poll Books in Appendix B. Since we are not proposing to serve as the primary vendor for the entire Scope of Work in the RFP, is it acceptable for us to be included as a subcontractor for Part 3. Electronic Poll Books for other primary vendor proposal responses?

Answer: If a vendor submits its own proposal (Prime Vendor), they cannot bid as a subcontractor of any other vendor. If a vendor chooses not to submit its own proposal, it can be included as a subcontractor with one or multiple other Prime Vendors that submit proposals.

Q21.

Section Number	Paragraph Number	Page Number	Test of Passage being Questioned	Question
7. General Contract Terms	c. ACA Safe Harbor	RFP Page 18	"The Vendor shall identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e. per employee, per invoice, etc.). The State will consider the Additional Fee and prior to award reserves the right to negotiate any fees offered by the Vendor. Further, the Additional Fee shall be separately scored in the proposal to ensure that neither prices charged nor the Additional Fee charged will have a detrimental effect when selecting vendor(s) for award."	Under what circumstances would the State be willing to exempt a vendor from the ACA Safe Harbor Requirement? We commit to use only KNOWiNK personnel to fulfill the services of this contract and our desire is to be exempted from the ACA Safe Harbor requirement.

Answer: The State cannot exempt a vendor from this requirement. Vendors should identify a method and nominal charge. The Affordable Care Act Safe Harbor language requires an established fee be charged to the State to identify the contracted vendor is complying with Affordable Care Act as an employer.

All other terms and conditions remain the same.



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