

**TOWN OF EASTHAM
REQUEST FOR PROPOSALS FOR ELECTONIC VOTING EQUIPMENT**

The Town of Eastham is seeking a qualified vendor to provide secure wireless electronic voting at the Monday, May 2, 2016 Open Town Meeting.

The system must provide the Town Moderator with the ability to manage the meeting and the Town Clerk with the legally required voting certification/documentation. The system shall include all communications devices and software in a secure configuration such that data in any and all forms cannot be compromised. The system shall include a handheld voting device for each voting member attending Town Meeting assuming three different scenarios, a) 500 devices; b) 800 devices; c) 1,000 handheld devices and 8 voter registration terminals. Multiyear quotes (3) should be provided.

The selected vendor shall provide the necessary training and system operators to ensure system operations and accuracy.

All individuals and firms interested in applying are directed to the town website, www.eastham-ma.gov, for full submission requirements. Applicants should submit proposals in two sealed envelopes as follows: (1) an original non-price proposal with eight (8) copies and (2) an original price proposal with one (1) copy, on or before **Thursday, February 25, 2016 at 2:30PM** addressed to:

Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642

Late responses will not be considered and will be returned unopened.

2.0 General Requirements

Applicants should submit proposals in two sealed envelopes as follows: (1) an original non-price proposal with eight (8) copies and (2) an original price proposal with one (1) copy, on or before **Thursday, February 25, 2016 at 2:30PM**.

Proposals should be submitted in two separate envelopes and marked as follows:

NON-PRICE PROPOSAL

“REQUEST FOR PROPOSALS FOR ELECTONIC VOTING EQUIPMENT”

PRICE PROPOSAL

“REQUEST FOR PROPOSALS FOR ELECTONIC VOTING EQUIPMENT”

Proposals received after this time will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to this Request for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this bid packet.

Applicants are cautioned to allow sufficient time for their proposals to be hand-delivered or received by mail. The Town of Eastham reserves the right to reject any and all proposals or proposals that are incomplete or deemed non-responsive or that are not in the best interest of the Town.

The Town of Eastham acknowledges that this Request for Proposal is issued consistent with the Uniform Procurement Act, M.G.L. c30B. Therefore, the provisions of M.G.L. c30B are incorporated herein by reference.

2.1 General Description/Overview

The Town of Eastham traditionally holds its Annual Town Meeting at the Nauset Regional High School gymnasium. The space measures 138' by 108', with high ceilings. There are no visual impediments, but it is a traditional steel and concrete gymnasium, and wireless signals can be intermittent. The structure is hardwired for internet access. Voters are seated in moveable chairs, in blocks of 10 x 10 rows (groups of 100) with the possibility of additional seating in bleachers.

We anticipate the need for manual votes that may need to be entered into vote counts, and need to be prepared to accommodate voters with visual impairments or physical limitations.

Voters will enter by one door, register to vote, and receive a device. This process should be as easy and time limited as possible to keep any wait time minimized.

Town Meeting is scheduled for one night, Monday, May 2, 2016, but we need the vendor to allow for the possibility of up to two consecutive nights May 2-3, 2016, and plan accordingly.

3.0 Technical Requirements

The technical requirements that follow should by no means limit the response of bidders. Please suggest any alternatives to requested information; especially in any case where the bidder thinks the system or process can be improved. The town is seeking a simple, user-friendly, accurate and timely way to vote on issues/items where exact vote counts are required.

3.1 Hand-held Voting Device

- a) A handheld voting device must be provided for each registered voter present at town meeting
- b) The number of devices required for the 2016 Town Meeting is either, 500, 800 or 1,000.
- c) The device must have the ability to record YES or NO.
- d) The device must provide a loop response to the voter's selection and indicate the voter's choice of YES or NO. The voter's choice must be sent to the vote recording system, the recording system must send the voter choice back to the device for display and reset after the voting period has ended.
- e) The device must also display any system error messages which interfere with voting security or operation.

- f) The device must allow the voter to change their vote any time during the “voting period.”
- g) When the Moderator announces the vote result, the voting devices and base system must be cleared of the current vote and remain disabled until the next “voting period.”
- h) The vendor must explain how the system/device will accommodate visually impaired voters, or those physically unable to use the device.
- i) The device must have the ability to remain in a power on condition for at least six (6) continuous hours.
- j) The selected device should be capable of responding to the voter’s choice within a 138' by 108' school gymnasium and should be able to scale to a smaller auditorium or two smaller rooms if necessary.
- k) The vendor should outline a process of how the devices are returned after use, and what fees or requirements there will be for missing or broken devices.

3.15 Electronic Voter Registration

- a) Please detail procedure for the electronic registration of voters.
- b) Describe the procedure to assure that only the devices in the hands of registered voters can be counted.
- c) System should include the software and hardware for 8 registration stations using the town voting rolls as the database.
- d) Utilization of third party software is acceptable provided technical support and training is included.
- e) Describe how/if the system can produce a scannable list of voters who registered at Town Meeting.

3.2 Voting System

- a) Please detail the procedure used for a standardized period for voting, and notice of the beginning and end of the voting period.
- b) The vendor should describe what means the system provides to indicate the voting period is active.
- c) The vendor should identify the capability of the system to adapt to an Open Town Meeting application, including how the system may account for any manual votes in a timely manner.
- d) The voting system must provide a means to create and maintain a file of active voting devices that contains the voting device identification only.
- e) The voting system must allow for devices to be added to or deleted from the active voting device file in a reasonable time frame, and so as not to impede the voting process.
- f) Describe how the system moves from one vote to another, stores, and clears information. After a vote has been recorded, can the system provide the ability to delete the vote totals from the voting system?
- g) The voting system must have the ability to track which voter checked out which voting device. This data will be used only to insure we received all of the issued voting devices and to retrieve any lost device.
- h) The Vendor should identify what platform and network the system uses to connect voting system components and transmit information, and describe the security features of the system in detail including all system, components and application software.

3.3 Vendor Support

- a) The Vendor should describe how sufficient backup hardware and software will be provided to replace any component that should fail before or during Town Meeting.
- b) The Vendor should outline its capacity to install, test and operate the voting system, including a run through on the day of the town meeting at least 6 hours prior to the event start time, and system operation during the event(s).
- c) Describe how the system accommodates failed voting devices or voters unable to use the device.
- d) Please identify what is expected from the Town in terms of support personnel, equipment, supplies and site availability.
- e) The Vendor should describe how you will provide Town Personnel with training in the use of the system, and the Town Clerk's citizen volunteers with voter check-in, voting device issuing, voter check-out, voting device return, and voter assistance procedures. Training support needs can be adjusted based on previous utilization and operation of the supplier's equipment.

5.0 Evaluation Criteria

All proposals will be evaluated and ranked in accordance with stated criteria as:

Highly Advantageous: Meeting and exceeding the requirements or criteria.

Advantageous: Meeting the requirements or criteria.

Disadvantageous: Does not meet the requirements or criteria.

5.1 Specifically, the criteria for evaluating proposals will include the following;

5.1.1 Applicant response conforms to all submission requirements, and is complete;

5.1.2 The individual/firm has experience and can demonstrate capacity with similar size voting groups,

5.1.3 The individual/firm can provide a simple, time sensitive, user-friendly system with the ability to provide updates and maintenance as required.

5.1.4 The Individual/Firm demonstrates and presents evidence of successful application in a similar environment, or has municipal experience.

Project proposals meeting at least three (3) of the above criteria will be ranked responsive, and reviewed further.

6.0 Submission Requirements

- 6.1 Letter of interest signed by firm principals
- 6.2 Résumé of all proposed project team members
- 6.3 Narrative description of approach
- 6.4 Signed and Completed Certificate of Non-Collusion and Statement of Tax Compliance (*Attachment 1*)

The successful Firm(s) will be interviewed and it is expected that the full project team as well as the project manager will attend.

All submissions for consideration shall be received at the time and place specified below:

Thursday, February 25, 2016 at 2:30PM
Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642

With a price and non-price proposal in separate envelopes and so labeled as shown, and with the name of the respondent prominently shown on the envelope.

NON-PRICE PROPOSAL
“REQUEST FOR PROPOSALS FOR ELECTONIC VOTING EQUIPMENT”

PRICE PROPOSAL
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7.0 Questions

All questions shall be in writing (**email preferred**) and addressed to:

Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642
Or (admin2@eastham-ma.gov)

All written questions shall be received no later than **Friday, February 12, 2016** and will be answered in email by **Tuesday, February 16, 2016**. Responses will be distributed to all firms that have registered on the Town website under this RFP.

ATTACHMENT 1

TOWN OF EASTHAM

CERTIFICATE OF NON-COLLUSION

EXHIBIT B

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature of individual signing bid or proposal)

(Name of business)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal
Identification Number _____

Signature of Individual signing proposal
