



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

October 16, 2015

ADDENDUM # 1

RFP: 7549934

Title: VOTING EQUIPMENT SYSTEM

Bid Closing Date & Time: October 30, 2015 at 10:00 am (ET)

Notice to Vendors:

**ATTACHED ARE VENDOR QUESTIONS FROM THE PRE-BID/PROPOSAL
CONFERENCE AND OPEN QUESTION PERIOD WITH STATE RESPONSES.**

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP #7549934 VOTING EQUIPMENT SYSTEM

Question 1: We specialize in ballot printing on demand systems and are not a tabulation vendor and do not offer precinct or central count equipment. Our Ballot Printing on Demand systems have the ability to print ballots for all of the major tabulation systems. We want to propose a solution but we see some conflict in language we would like to receive clarification on.

Here the State is open and looking for options

On page three (3) of the Instructions and Notifications item number two (2) 'alternative methodologies to accomplish the desired results' and item number seven (7) 'intended that an award will be made to a prime vendor or prime vendors in the various categories'.

Here the State limits options for ballot printing on demand systems by requiring only tabulation vendors to respond

Section 3: Scope of Work, at the top of page 6, and again at the top of Appendix B: vendor must answer "yes" on Appendix B to **ALL** requirements or the proposal will be deemed non-responsive.

Will the State deem our proposal unresponsive if we do not answer 'yes' to all of Appendix B as we would propose only our core competency (hardware, software, maintenance, services) of a ballot printing on demand system?

Answer to question 1:

Yes. A vendor must answer "yes" to all stipulations in Appendix B in order to be considered a responsive bidder.

Question 2: What would be the intended location/s of the 50 ballot printing on demand units?

Answer to question 2:

There will be one ballot on-demand printer system at each of the 39 municipal locations and three at the Department of State. The remaining eight will be used as emergency back-ups.

Question 3: What would be the intended location/s of the 1,100 ballot printing on demand units?

Answer to question 3:

The 1,100 ballot on-demand printer systems will not be implemented in 2016. However, at this time the intended locations upon implementation would be: two ballot on-demand printer systems at each polling place, one at each of the 39 municipal locations, five at the Department of State, and the remaining 218 will be used as emergency back-ups.

Question 4: **Question 1:** In the RFP Scope of Work, Item 1 under I. System/System Equipment Requirements, General Description, states, “The Tabulation System equipment, which includes coding and programming equipment; optical scan precinct count units; regional tabulation equipment; central tabulation equipment and; central mail ballot counting equipment, and accessible voting equipment and ballot on-demand printer systems will be in operation for any elections scheduled in Appendix A: List of Regularly Scheduled Elections for the Period of the Contract to be held after April 1, 2016, and for all other Title 17 (Rhode Island General Laws) elections for the term of the contract. (provide yes/no response on compliance matrix).”

- What are those title 17 elections?
- What elections do you hold in odd years, if any?
- How and when do you run local elections for the local government entities listed below (not listed in Appendix A:
 - Townships: 31 townships, operated under a charter, along with unincorporated areas
 - Cities: 8 city governments, operated under a charter (Providence, Warwick, Cranston, Pawtucket, East Providence, Woonsocket, Newport, and Central Falls)
 - Other: 91 special districts and 4 independent school districts
 - Counties: 5 counties, without county government structure

Answer to question 4:

A Title 17 election is any election as defined in Rhode Island General Law 17-1-2 (<http://webserver.rilin.state.ri.us/Statutes/TITLE17/17-1/17-1-2.HTM>).

There are no regularly scheduled elections in odd years. The only elections held in odd years are special elections.

All local (city/town) elections are run simultaneously with federal and state elections on the dates listed in Appendix A of the Request for Proposals (RFP). There are no Title 17 special district, independent school district or county elections in Rhode Island

Question 5: What are the estimated dates for the live demonstrations vendors will provide during the Evaluation and Selection period?

Answer to question 5:

The live demonstrations will be scheduled with all responsive bidders during the technical evaluation phase. Live demonstrations are expected to be scheduled for the middle of November.

Question 6: At what point in the election process are you allowed to open (not scan) by-mail ballots?

Answer to question 6:

Beginning 14 days prior to Election Day, the State Board of Elections (BOE) can begin certifying mail ballots. During this time period, the BOE will remove the certified ballots from their oath (return) envelopes and store them in containers labeled by municipality. Mail ballots can be fed through the machines starting 14 days before Election Day. Mail ballot totals however, are not tabulated until after the polls close.

Question 7: How does the State envision that 50 ballot on-demand printer systems would be distributed? How would 1100 ballot on-demand printer systems be distributed?

Answer to question 7:

There will be one ballot on-demand printer system at each of the 39 municipal locations and three at the Department of State. The remaining eight will be used as emergency back-ups.

The 1,100 ballot on-demand printer systems will not be implemented in 2016. However, at this time the intended locations upon implementation would be: two ballot on-demand printer systems at each polling place, one at each of the 39 municipal locations, five at the Department of State, and the remaining 218 will be used as emergency back-ups.

Question 8: Is it permissible to include the Bidder Certification Cover Sheet and W-9 in the Technical Proposal?

Answer to question 8:

Yes, in the original proposal only. The State does not need multiple copies.

Question 9: RFP page 17, Item 7 states, “Vendor will provide sufficient technicians so that up to seven (7) tests can be conducted simultaneously.” Is this intended to mean, “... so that up to seven (7) **devices** can be **tested** simultaneously?”

Answer to question 9:

Yes.

Question 10: pg 7 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Requirements, Other Requirements: #2**-Proposal will include a trade-in credit and disposal of the State’s current voting equipment. Currently, the State possesses: 693 precinct count units, 1,008 ballot boxes, 649 accessible voting units, and 645 accessible voting unit tables.

Are there any restrictions on the sale of Rhode Island's current equipment to vendors other than the provider of that system?

Answer to question 10:

No, the State of Rhode Island imposes no restrictions on the sale of the current equipment.

Question 11: pg 7 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Requirements, Other Requirements: #2**-Proposal will include a trade-in credit and disposal of the State’s current voting equipment. Currently, the State possesses: 693 precinct count units, 1,008 ballot boxes, 649 accessible voting units, and 645 accessible voting unit tables.

If the trade in credit applies to all vendors, will the state also transfer licenses to operate the equipment so vendors will receive some value from this trade in and be able to use it to supply other jurisdictions?

Answer to question 11:

No. The State does not own the licenses.

Question 12: pg 6 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Tabulation System Equipment : #6**-Two mail ballot counting systems each with the ability to count approximately 250,000 ballots cast by mail ballot voters

Are you open to a number different than two that would provide you greater efficiencies, speed, transparency and at lower cost?

Answer to question 12:

Yes, however a back-up unit(s) is required.

Question 13: pg 7 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Requirements, Other Requirements: #2**-Proposal will include a trade-in credit and disposal of the State's current voting equipment. Currently, the State possesses: 693 precinct count units, 1,008 ballot boxes, 649 accessible voting units, and 645 accessible voting unit tables

Are you requiring tables for the accessible units even though there may be more accessible and usable solutions available?

Answer to question 13:

No. The Technical Review Committee will take into account all possible solutions even if they do not include tables.

Question 14: pg 7 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Requirements, Other Requirements: #3**- The delivery timetable must be sufficient to allow for complete testing and set up so that the System is ready for use for the 2016 election schedule, commencing with the presidential preference primary to be held on April 26, 2016.

When do you anticipate pollworker training to begin for the April 26 primary?

Answer to question 14:

The week of April 4th.

Question 15: pg 7 **SECTION 3: SCOPE OF WORK, General Scope of Work/Mandatory Requirements, Other Requirements: #3**- The delivery timetable must be sufficient to allow for complete testing and set up so that the System is ready for use for the 2016 election schedule, commencing with the presidential preference primary to be held on April 26, 2016.

How many days of testing do you anticipate so that the System is ready for use for the 2016 election schedule, commencing with the presidential preference primary to be held on April 26, 2016?

Answer to question 15:

There will be five weeks of system testing.

Question 16: pg 33 **SECTION 7: PROPOSAL SUBMISSION** -Responses (an original plus seven (7) copies) should be mailed or hand-delivered in a sealed envelope

In the technical proposal, questions 5 asks for the manuals included in the Technical Data Package as well as product documentation and training materials. Can these materials be submitted as PDF files on a memory stick/thumb drive? If yes, should each of the 8 copies of the proposal submitted include a separate thumb drive? If no, can only one set of all requested documents be submitted?

Answer to question 16:

Applicants must submit hard copies of their technical and cost proposals as described in the RFP- that is one original and seven copies of their Technical and Cost (sealed) proposals. One electronic version of the technical proposal must be submitted with the original hard copy technical proposal and one electronic copy of the Cost proposal should be submitted and sealed with the hard copies of the cost proposal. The evaluation team does not have access to the electronic file, they will be scoring proposals only on the hard copies of the proposals. The electronic versions are used by Purchases to respond to APRA requests only.