

Trousdale County Election Commission Hartsville, TN

Replacing current voting system to meet
state of Tennessee statutes

April 2023

Request for Competitive Sealed Proposals



Responses may be mailed/hand delivered in a sealed envelope or box with title and due date marked on the outside of the envelope to:

Trousdale County
Election Commission
Attn: Voting System Replacement
214 Broadway
Hartsville, TN 37074

Deadline: Monday, June 12, 2023 | 4:30pm CST.

**Trousdale County Election Commission
Request for Competitive Sealed Proposals (RCSP)
Replacing Current Voting System**

The Trousdale County Election Commission is seeking proposals from qualified vendors for the purpose of replacing its current voting system. This will include the purchase of: election management system, direct recording electronic (DRE) system with Voter-Verifiable Paper Audit Trail voting system (VVPAT), absentee scanner, tabulation system, high speed tallying printers, training, technical support, and Election Day support.

This project is funded by a grant administered by the Tennessee Department of State, Division of Elections.

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Section 1.0 – Instructions:

- 1.1 Review the Request for Competitive Sealed Proposal (RCSP) issued and requirements within and return your complete proposal with the enclosed SUBMISSION FORMS by the due date.
- 1.2 The sealed proposal submission must be complete and received by the Trousdale County Election Commission, 214 Broadway, Hartsville, TN 37074 by the deadline date of **Monday, June 12, 2023 | 4:30pm CST.**
- 1.3 The person(s) authorized to sign on behalf of the Provider and to bind the Provider to statements made in response to the Request for Competitive Sealed Proposal must sign the proposal.
- 1.4 **HARD COPIES:** Provide six (6) copies of your proposal, one (1) unbound, signed, and clearly marked as ORIGINAL and five (5) copies of the original clearly marked as COPY in a sealed envelope or package. The original and all copies should be identical (excluding differences in labeling as noted above).
- 1.5 **DIGITAL:** You may provide a digital copy of your proposal by emailing tclpvote@yahoo.com .

- 1.6 All proposals will be irrevocable for a period of thirty (30) days from the date of the proposal submission deadline.
- 1.7 Include product literature, information, samples, and pictures as necessary.
- 1.8 If you have any other inquiries about the proposal, please contact the Election Commission at tclpvote@yahoo.com

Section 2.0 – Definitions:

In this RCSP, the following terms have ascribed to the following meanings:

- a. **“Preferred Provider”** means the Provider whose Proposal, as determined through the evaluation analysis description in the RCSP, provides the best overall value in meeting the requirements of the Trousdale County Election Commission, and with whom a contract will be considered;
- b. **“Proposal”** means a proposal submitted in response to this RCSP;
- c. **“Provider”** means the person, Provider, firm or partnership, consortium or joint venture that submits, or intends to submit, a proposal in response to this RCSP;
- d. **“RCSP”** means the Request for Competitive Sealed Proposals document in its entirety, inclusive of any addenda that may be issued by the Trousdale County Election Commission;
- e. **“Submission” and/or “Proposal”** means the Provider’s written reply or submission in response to this RCSP;
- f. **“Work” and “Services”** means all work and services required under these documents, and in accordance with the Contract Requirements, General Requirements, and Specifications.

Section 3.0 – Scope of Request:

The Election Commission serves 6237 registered voters. For a typical election, we have 10 Election Day precincts and one early voting location and have used 14 voting machines. The proposal will need to address 20 voting machines, 15 VVPAT units, 10 high-speed printers, 1 absentee scanner, 11 battery backups and a second laptop.

The voting system purchased by the Election Commission must meet the following minimum requirements:

- Certified by the U.S. Election Assistance Commission to, at a minimum, the 2005 Voluntary Voting Systems Guidelines
- Certified by the State Election Commission and Coordinator of Elections. A vendor may submit a bid for a system that is under review, but a county may not purchase the system until it is certified.
- Should have accessibility features to allow voters with disabilities to vote independently and privately.

System Description

Describe the overall system for your proposed solution, including hardware and software. Describe the benefits of your system.

Provide any manufacturing process certifications you have received for the components offered. Provide details regarding the location where components are sourced and the voting system hardware and software are manufactured.

Confirm that all equipment proposed shall be new or newly manufactured, not reconditioned or refurbished in any way.

Direct Recording Electronic (DRE) System with Voter-Verifiable Paper Audit Trail (VVPAT)

Describe the functionality of your proposed DRE system, taking the following into account:

- Ease of use by voters and election officials
- Accessibility features
- How machines are transported and stored
- Support of split precincts or multiple ballot styles on a single unit
- Options to ensure activation of the proper ballot style for each voter
- Preventing the voter from overvoting
- Allowing undervotes, but notifying the voter of their right to cast votes for all contests for which they are eligible
- Allowing voters to make multiple selections for a single contest when applicable
- Process for casting a write-in ballot
- Summary of selections presented to voters
- Troubleshooting features for election officials
- Poll opening and closing procedures, including printing of a zero tape in the morning and results tapes in the evening
- Battery backup in the event of loss of power, including alerts to election officials
- How cast vote records are stored, backed up, and secured on the device
- Anti-tampering features, including protection of unused ports during storage, transportation, and use
- Voter-verifiable paper audit trail functionality for each ballot cast

Absentee Scanner

Describe your central absentee scanning device solution, including the brand and model and any necessary software:

- Ballots per minute capacity
- Capability to read variety of marks on ballots
- Process for handling exceptions, such as overvotes, write-ins, and other ballots needing manual review
- Process for importing results into election management system
- System logs
- Troubleshooting information for election officials
- Battery backup solution in the event of loss of power

Election Management System

Describe your election management hardware and software and their functionality, including the following:

- Programming of the election
- Ballot creation and printing by vendor of choice

- Audit logs
- Election night reporting, including steps to ensure that all anticipated results have been reported
- Process to ensure speed and accuracy of tabulation
- Customization of reports

Maintenance

Confirm capacity to upgrade or modify any of the deliverables without charge to meet requirements mandated by changes to state or federal law or State Election Commission policy.

Confirm capacity to upgrade or modify software to meet requested enhancements.

Security

Describe your processes for identifying specific cyber security risks and mitigating them in the election environment, and how the implementation of the mitigation processes will increase the likelihood of success on the current proposal. Be specific and provide specific examples of how this process has been successful in both confirming proper implementation and identifying needed changes. Include lab testing and third-party testing you regularly employ. Provide a description of processes you use for testing, patching, and anomaly handling.

Provide a description of the threat environment as it applies to the systems and their interconnections that are addressed in your proposal. Provide an assessment of the severity of threats, and identify and align mitigation approaches to the threats. Also, provide an assessment of the residual risks following mitigation actions.

Describe how you monitor ongoing security threat changes and respond to evolving threats, including monitoring common vulnerabilities and exposures (CVEs) and any ability to receive and share real-time threat information. Indicate participation in information sharing networks, including the Sector Coordinating Council of the Election Infrastructure Subsector (EIS-SCC), the Information Technology Information Sharing & Analysis Center (IT-ISAC), the Election Infrastructure ISAC (EI-ISAC), and others.

Define or provide documentation on incident handling, recovery, and contingency processes, including communication plans, backup procedures, and process for operational data availability. This should also include items such as log and audit, log analysis and assessment, and forensics capabilities.

Define what constitutes an incident and any levels of severity. Include procedures for notifying the government in the event of incidents of each level of severity, to include responsibilities and liability. Additionally, provide a communication plan for handling an incident.

Describe your process for moving data, whether digitally or physically, while maintaining appropriate security protection and data integrity. This includes between organizations such as the proposer and proposed subcontractors, and to the government, where applicable, during transitions to new systems and technologies.

Describe the security audits and penetration analysis performed on a regular basis. If conducted, provide annual security audit reports conducted by an independent auditor.

Training and Support

Describe the training you will provide for staff, election officials, and the public for the new system, including samples of training materials.

Describe your proposed Election Day and general support.

Vendor Qualifications

Vendors shall confirm prior implementation experience with their products in an election jurisdiction of similar size and complexity.

Provide qualifications and experience of all proposed personnel, including subcontractors. In addition to basic qualifications (e.g., certifications obtained), include descriptions of experience in the area of elections or cyber security, or both. Where applicable, provide any specific knowledge and experience with state and local policies, architecture, and related aspects of the proposed work.

Describe your company process for background checks and security training of those who will be working on the project.

Disclose all countries in which your organization operates. Describe the corporate structure and ownership (e.g., publicly traded corporation, privately held partnership, nonprofit). Disclose all board members or any entity with more than 10% ownership in the organization. Also, disclose any ownership in your company by non-U.S. persons or entities, regardless of ownership percentage.

In the event the vendor ceases to maintain experienced staff and the resources needed to provide any required software maintenance while under an obligation to provide such maintenance, the Election Commission shall be entitled to have, use, and duplicate for its own use, a copy of the source code and any other software required for a fully operational recovery, along with all documentation for the software products covered by the contract in order for the Election Commission to use the software in accordance with the terms of the contract.

Section 4.0 – Communications:

1.9 Please contact the Election Commission at tclpvote@yahoo.com for any additional questions.

Section 5.0 – Proposal Content:

Proposals submitted in response to this RCSP should be detailed sufficiently and demonstrate attention to the scope of the request as outlined in Section 3.0 of the RCSP and include the following:

5.1 Letter of Introduction

Introducing the Provider and signed by the person(s) authorized to sign on behalf of and to bind the Provider to statements made in response to this RCSP, and Signed Proposal Submission Forms. This letter should include a description of capability and history of Provider.

5.2 Table of Contents

Include page numbers and identify all included materials in the proposal submission.

5.3 Section 1 – Statement of Understanding

Provider should include a statement of understanding and approach to this project; the statement should describe the Providers understanding of the project, special skills, and innovative thinking that they would bring to the project.

5.4 Section 2 – Provider Profile

Providers should be able to adequately reflect that they have the staff, organization, culture, and financial resources to ensure their ongoing ability to deliver and support the Project.

5.5 Section 3 – Proposed Project Team Members

A description of the applicant's organizational composition and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.

5.6 Section 4 – Specific Project Experience

Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation, cost, and client contact information.

5.7 Section 5 – List of References

Provide a minimum of three client references with which the applicant has provided similar services within the last five years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact. References should show satisfactory performance on similar projects.

5.8 Section 6 - Description of Provider Product Warranties & Additional Product Information.

Providers should include a product list. Describe the Providers product warranties and any applicable limitations.

5.9 Section 7 – Proposed Project Design & Budget

Provider shall provide budgetary costs for the voting system hardware and software.

Section 6.0 – Time Period for Implementation

6.1 This project is funded by a grant administered by the Tennessee Department of State, Division of Elections. The Trousdale Election Commission intends to close this project out no later than November 30, 2023.

6.2 Based on this date, provide a work schedule detailing the timing of tasks and significant activities or milestones.

Section 7.0 – Proposal Evaluation Criteria

Proposals will be evaluated through a comprehensive review by the Election Commission. The aim of the Commission will be to select the Proposal which, in its opinion, meets the Trousdale County Election Commissions requirements under this RCSP and provides the best overall value to the Trousdale County Election Commission. By responding to this RCSP, Providers will be deemed to have agreed that the decision of the Election Commission will be final and binding.

7.1 Selection Criteria

The Election Commission will utilize the evaluation and selection process to establish a Total Score for each Proposal as noted in 7.2 below. Based on this scoring, high-scoring providers may be asked to attend an interview, and a final selection made on the basis of proposal and interview evaluation.

7.2 Selection Process

The Election Commission will score the proposals using the Evaluation Criteria Table below:

Evaluation Criteria Table

Criteria	Points Available
Experience & qualifications	20
Project understanding & knowledge of Area	15
Voting System expertise	15
Project Design & Budget	15
Warranties and equipment options	15
Experience with TSOS grants	10
Quality, clarity, and completeness of submittal package	10
TOTAL	100
Interview and Presentation	
At the discretion of the Trousedale County Election Commission, providers who have received high ranking may be invited to an interview with the Election Commission, the results of which will be used by the Commission as a mechanism to revisit, revise, confirm, and finalize the score and select the Preferred Provider	
Provider's presentation and ability to answer questions during the interview related to the capabilities and knowledge in fulfilling the terms of the proposed services, experience with municipalities, and performance of service and equipment	50

7.3 Clarifications

As part of the evaluation process, the Election Commission may make requests for further information with respect to the content of any part of the Proposal in order to clarify the understanding of the Provider's response. The clarification process shall not be used to obtain required information that was not submitted at time of close or to promote the Provider's company. The Election Commission may request this further information from one or more Providers and not from others.

7.4 Interviews

The Trousedale County Election Commission reserves the right to interview one or more high-scoring Providers. Providers will be short listed for an interview based on the scoring of their written proposals using the Evaluation Criteria Table. The representative of a Provider at the interview must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting agreement. The Election Commission may interview any Provider without interviewing others, and the Trousedale County Election Commission will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

7.5 Evaluation Results

Upon conclusion of the evaluation process, a final decision will be made by the Election Commission. Proposal evaluation results shall be the property of the Trousedale County Election Commission and are subject to public release pursuant to the Open Records Request Act.

Section 8.0 – Proposed Budget

The Election Commission does not intend to pay more than \$500,000 for this portion of the project.

Section 9.0 – General Terms:

9.1 Provider Assurance

Unless otherwise stated, the goods, material, articles, equipment, work or services specified, or called for in or under this Proposal shall be delivered, or completely performed, by the Provider as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion. The Provider shall clearly show any special charges as separate items on the invoice.

9.2 Official Agreement

No verbal arrangement or agreement relating to the goods, material, articles, equipment, work or services specified, or called for, under this Proposal, will be considered binding, and every notice, advice, or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

9.3 Insurance and Policies

Provide proof of Commercial Liability Insurance Coverage. All insurance policies shall be endorsed to provide minimum advance written notice of not less than thirty (30) days in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to Trousdale County Election Commission.

9.4 Guaranty of Proposal

All goods, material, articles, equipment, work, or services specified, or called for, in or under this Proposal, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the offer and this Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda, or other details pertaining thereto, or provided in connection therewith.

9.5 Formal Contract

The Provider will be required to execute and enter into a formal contract that is satisfactory to the Trousdale County Election Commission.

9.6 Warranty of Product

The Provider warrants any goods, material, articles, or equipment to be supplied under, or pursuant to, this Proposal.

9.7 Proposal/Quotation Costs

The Provider shall bear all costs and expenses with respect to the preparation and submission of this proposal costs and the Provider participation in the proposal process, including, but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification by the Trousdale County Election Commission.

9.8 Addenda

If the Provider finds discrepancies in, or omissions from these specifications, or if the Provider is in doubt as to their meaning, the Provider shall notify the Trousdale County Election Commission, who may issue a written addendum.

9.9 Trousdale County Election Commission Rights and Options Reserved

The Trousdale County Election Commission reserves the right to award the contract to any provider who will best serve the interest of the Trousdale County Election Commission. The Trousdale County Election Commission reserves the right, in its sole discretion, to exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RCSP:

- To reject any and all proposals
- To re-issue this RCSP at any time prior to award of work
- To cancel this RCSP with, or without, issuing another RCSP
- To supplement, amend, substitute, or otherwise modify this RCSP at any time prior to the selection of one or more providers for negotiation
- To accept or reject any or all of the items in any proposal and award the work in whole or in part
- To waive any informality, defect, non-responsiveness, and/or deviation from this RCSP and its requirements
- To permit, or reject, at The Trousdale County Election Commission's discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections of proposals by some or all of the Providers following proposal submission.
- To request that some, or all, of the Providers modify proposals based upon the Trousdale County Election Commission's review and evaluation.
- To request additional, or clarifying information, or more detailed information from any Provider at any time, before or after proposal submission, including information inadvertently omitted by the Provider.

9.10 Performance

All work to be done under the Contract shall be done to the satisfaction of the Trousdale County Election Commission.

9.11 Termination of Contract

The Trousdale County Election Commission reserves the right to terminate any contract for any reason of:

- Non-conformance to the terms of the contract
- Inability to supply, or deficiencies in, the standard of service or products being supplied
- In the event that the Contractor shall fail to maintain, or keep in force, any terms and conditions of the contract, the Trousdale County Election Commission may notify the Contractor in writing of such failure and demand that the same be remedied within thirty (30) days written notice.
- The Trousdale County Election Commission shall be the sole judge in what constitutes unacceptable service.

9.12 Coordination of Work

The Provider shall coordinate all work with the Trousdale County Election Commission, or their representative authorized to act for them, to ensure coordination and timely execution of service.

9.13 Assignment

The Contractor shall not assign, or subcontract, any of its obligations except as contained in the contract without the prior written approval of the Trousdale County Election Commission.

9.14 Records

The Contractor shall maintain proper records of all sales to the Trousdale County Election Commission. These records shall be available for examination and/or audit by the Trousdale County Election Commission during the term of the contract and up to one (1) year beyond the termination of the contract.

Section 10.0 – Submission Forms

10.1 Required submission forms include:

- Proposal Form
- RCSP – Reference Sheet
- Proposed Budget
- List of Subcontractors (if any)

REQUEST FOR COMPETITIVE SEALED PROPOSAL

**Trousdale County Election Commission
Replacing Current Voting System**

Company Name

Contact Name

Title

Address

Phone Number

Email Address

Authorized Signature

Date

**Insert
Schedule B
Proposed Project Budget**

**Trousdale County Election Commission
Replacing Current Voting System
RCSP - Reference Sheet**

Company Name _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

References

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

**Trousdale County Election Commission
Replacing Current Voting System
List of Subcontractors**

Company Name _____

The Provider proposes that no work will be performed by a subcontractor. _____
Initial

The Provider proposes to sublet the following portions of the work to person, firms, or corporations listed below:

List of Subcontractors

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____