County of McHenry
Request for Proposal

RFP # 15-69
Provide Poll Book Software

July 13, 2015

This Request for Sealed Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide Poll Book Software as a service to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

<u>GENERAL REQUIREMENT</u>: This is a Request for Sealed Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and one (1) copy, and one CD copy of the complete proposal are to be submitted.**

<u>SUBMISSION LOCATION</u>:

Mailing Address:
Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue Room 200
Woodstock IL 60098
<u>Drop Off In Person</u>:
Purchasing Department
McHenry County Administration Building
667 Ware Road Room 200
Woodstock IL 60098
Phone: (815) 334-4818
Fax: (815) 334-4680

<u>CONTACT PERSON</u>:

Mr. Donald A. Gray, CPPB
Director of Purchasing

SUBMISSION DATE AND TIME: **2:00 PM, (CST) July 31, 2015**
Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

July 13, 2015-----------------------------------	RFP Available
July 21, 2015-----------------------------------	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
July 24, 2015-----------------------------------	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
July 31, 2015-----------------------------------	RFP due in Purchasing at 2:00 P.M.(CST)

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the ***McHenry County Purchasing Ordinance***, approved August 1, 2014. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. ***Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS
The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD
Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION
The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:
1. Qualifications and experience for the specific scope of services as set forth herein (50pts).
2. Cost Proposal based on the contract description (5 pts)
3. Compliance with requirements of this RFP (40 pts).
4. References provided (5 points)

Total 100 points

NON-DISCRIMINATION
Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY
The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE
The State of Illinois requires under Public Works Contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. A copy of the prevailing wage rates is

posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Contractors may access the Illinois Department of Labor website for updates at www.state.il.us/agency/idol.

It shall also be mandatory upon the Contractor to whom the Contract is awarded to insert into each subcontract and into the project Specifications for each subcontract a written stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. It shall also be mandatory upon each subcontractor to cause to be inserted into each lower tiered subcontract and into the project Specifications for each lower tiered subcontract a stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. A Contractor or subcontractor who fails to comply is in violation of the Act.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)
Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)
Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of $5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

OSHA REQUIREMENTS
The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entitles and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is complaint with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and

industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments.

All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

PROTEST PROCEDURES
Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM
Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES
The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS
The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES
The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the   Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

$1,000,000 per occurrence and $2,000,000 in the aggregate;

b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

$1,000,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;

c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of $100,000 for each incident.

d) Professional Liability Insurance with $1,000,000 per occurrence and $1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

(a)   The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

(b)   The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;

(c)   The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;

(d)   Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and

(e)   have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

(f)   Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.
The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE
The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out

of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

CHOICE OF LAW AND VENUE
The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

EVALUATION
Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION
Qualified individuals or firms are to submit **one (1) original and one (1) copy, and one CD copy** of the completed proposal along with any support documentation to:

Mr. Donald A. Gray, CPPB
Director of Purchasing
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on July 31, 2015**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

**BID ENVELOPES ARE TO BE CLEARLY MARKED WITH
THE RFP TITLE, TIME & DATE OF OPENING.**

SUBMITTAL
Submit one (1) bid, multiple bids will not be accepted.

PRICING
Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT
Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE
The County of McHenry does NOT accept any fuel surcharges.

1. Introduction

1.1. Background

The McHenry County Clerk's Election Division conducts elections and registers voters for McHenry County. The McHenry County Clerk ("the Clerk") is the government official responsible for the administration of the elections in McHenry County. McHenry County currently maintains a voter database of 207,000. McHenry County covers approximately 743 square miles. The extreme distance from north to south is approximately 40 miles. McHenry County is divided into 17 townships consisting of a total of approximately 212 precincts and 145 polling places.

In addition to Election Day, McHenry County conducts Early Voting at 10 sites throughout the County, starting fifteen (15) days prior to every Election Day and continuing through Election Day. The Elections Division also administers grace period voting.

1.2. Business Goals and Objectives

The Clerk is seeking proposals to replace the Prism Voter Registration Management System ("Prism") used by the Clerk's Elections Division to manage and/or interface with Mail Voting, Ballot Entitlement, Deputy Registrars, Election Locations Management (polling places, early/grace voting sites, receiving stations, etc.), Election Judge Management, Election Management Reporting, Candidate Filing, Electoral Boards, Election Asset Management, Post-Election Auditing, Communications tools, and other election preparation tasks through the design, construction and installation of a new Voter Registration Election Management System.

The Clerk's vision of the future of voter registration is an increasingly centralized, highly automated network of data sets about voters and potential voters that are compared on a routine basis in-order to increase access to county specific voter lists and improve the accuracy of those lists. Further, communications with voters will be increasingly automated and digital. The goal of the project is twofold. First, to conduct business successfully under the current business rules, and second to deploy a sound system foundation and architecture that conforms to the vision above, that would allow easy adaptation to changing business needs or can easily conform to data sharing requirements necessary to add functionality in the future.

2. Scope

The Elections Division has a Voter Registration Management System (VRMS), originally developed by a third party vendor who is a standalone person. This system runs on several sets of clustered Windows servers (one set for an application server, one set for database and a non-clustered development machine). The system software utilizes Windows Server 2003 running Oracle v10g with more than 100 concurrent users.

Numerous areas of automation have been developed to integrate with the current Voter Registration Management System, including:

> • The Election Judge Management System is part of Data table which the proposed solution will be expected to replace; and

> • Separate modules for Candidate Filing, Electoral Boards, Election Asset Management, and Voter Communications that are based externally to the utilized the current VRMS.

The proposed system must be expandable and scalable, allowing for future modules (for example, various public web interfaces) to be readily developed and deployed without major effect on the proposed system's underlying architecture. If the proposed solution is less than an

entirely new integrated system replacement, the Proposer must present solutions for integrating our existing areas of automation.

The Clerk's office continually looks to increase voter outreach and streamline operations using contemporary technology. Responders to this RFP will be expected to demonstrate technological innovation and leadership in using modern technologies, including understanding how to leverage emerging technologies such as social networking, mobile computing, and cloud computing.

System security is of the utmost importance, and responders must demonstrate extensive knowledge of current system security practices including the latest coding and database security techniques to prevent hostile intrusion or unintended vulnerability due to user or operational errors.

The Clerk is looking for responders whose technology platform is supported by a wide range of third party companies who could take over support if the Clerk's office chose to terminate any support contract with the responder.

In addition, the Clerk shares data through web services with numerous external applications, such as the Statewide Voter Database, the Electronic Poll Book, and other custom modules. The communication path between Clerk's environment and external applications is comprised of web services and windows services. The proposed solution must take into account all communications, data flows and synchronization between the Clerk's environment and any existing external applications.

Serious consideration will be given only to those proposers who demonstrate the capability to effectively interface with a large variety of third-party applications, both existing and those yet to come.

All existing data residing in VRMS must be successfully converted into the new database of record.

The proposed system may be either on premises on the Clerk's hardware, in the cloud, or a hybrid, but the proposed system must be flexible enough to be hosted in either environment, or moved at any time without substantive modification of the system.

The successful proposer will be expected to propose a project team to include a dedicated project manager for all phases of this project who will work primarily with:

> • Business users in the Elections Division under the direction of the County Clerk;
> • The Clerk's existing technology team (Clerk IT) under the management of the IT Director;
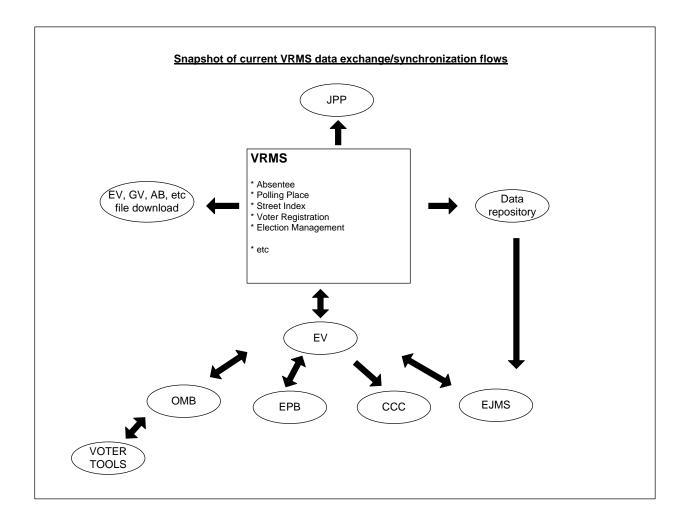> • An internal project manager appointed by the Clerk.

In the role as team member, the selected Contractor will take the lead in technology recommendations, design concepts, and technical expertise in building and deploying these recommendations and concepts. The Clerk's internal project manager and election team will play an active role in the analysis and design, specifications, and acceptance testing of the new system and the Clerk's technology team will assist where applicable with the hardware configurations, technical design, development, and deployment of the new system.

The Contractor is expected to provide sufficient training, system documentation, schematics of the database design and structure, table definitions and dictionary in order to allow Clerk IT staff to maintain and enhance the system after deployment.

3. Current State

VRMS environment	
client	win 8
Databases(s)	Oracle v10g (windows 2003 R2 cluster - 2 nodes)
File Servers	windows 2003 R2 cluster - 2 nodes
Application Servers	windows 2003 R2 cluster - 2 nodes
Proprietary Applications	VRMS is based on a dedicated client-server based computer system running Windows Server 2003 Ent R2 and Oracle10g enterprise edition. The client programs are written in Visual Basic 6.0 and run on Win 8 PCs. All Pcs are located in Clerk's Office premise. The system has a centralized Oracle database configured using Oracle 10g enterprise edition clustering services. VRMS source code was enhanced in 2003 with the Help America Vote Act (HAVA). Architecturally, the system comprises of several discrete executables (exes). In the recent years, changes in State Laws and rapid advancement of computer technology has enabled in-house developer team to add on web services to meet State Law requirements for VRMS to exchange data externally. These external entities are written in C#.Net framework4 MVC3 and SQL server 2008
Network Infrastructure	Current VRMS application is only accessible via client-server on premise. There are at least a dozen web services in place for data exchanges/synchronization between VRMS and several external entities

Sample of data exchanges/synchronization between VRMS and external entity	
External Entity 1 - Web Hosting	
VRMS to EV	at least 13 web services (eg. VRMS to voter, VRMS to signature, etc)
EV to VRMS	3 web services (eg. EV to VRMS\evhist, EV to VRMS\special voters, etc)
OMB to VRMS	1 web service
EV to CCC	1 web service
External Entity 2 - WinEDS (Election Tally Systems)	
VRMS to/from WinEDS	a predefined fixed format file is imported and exported between VRMS and Wineds system before, during and after each election
External Entity 3 - State of Illinois Voter Reg System (State IVRS)	
VRMS to/from State IVRS	a web service and a connection to the State's database are in place to facilitate real time data exchanges
External Entity 4 - Electronic Poll Book (EPB)	
VRMS to/from EPB	web service
External Entity 5 - Joint Petition Program (JPP)	
VRMS to/from JPP	web service

Snapshot of current VRMS data exchange/synchronization flows

(Diagram showing data flows:)

JPP

VRMS
* Absentee
* Polling Place
* Street Index
* Voter Registration
* Election Management

* etc

EV, GV, AB, etc
file download

Data repository

EV

OMB

EPB

CCC

EJMS

VOTER TOOLS

4. Future State

Specific technology requirements are listed in the System Requirements Functional Matrix (See Proposal Form to this RFP).

The proposed system will be used to support Elections Management Operations (Note: this does NOT include the casting or tallying of actual votes and Touch Screen (TSX), tasks currently accomplished through different systems that are not the subject of this RFP). It DOES include all other necessary tasks and operations needed to hold an election. Including, but not limited to, election setup and definition, ballot style creation, voter registration, mail ballot management and tracking, Election Judge (poll worker) management, interfaces with the Illinois Voter Registration System (IVRS) and the Election Judges/Poll Workers public facing tool, election location management (e.g., polling places), and robust reporting to a variety of data interfaces related to elections.

Logging is critical. The proposed system must be able to "recreate" any current and past election data based on a number of variables such as, precincts, ballot styles, election locations, judge assignment/work history, etc. For example, a voter will belong to a different precinct if they move, however we need to know what precinct that voter voted in for each election from both their old address/precinct and their new address/precinct. All reports and views should be available as historical snapshots for past elections. The system should also maintain a change history of all transactions that are related to a voter record irrespective of election.

The system needs to be able to maintain history for each election over time including previous voting history (i.e. whether a voter voted, not whom they voted for) and type of voting such as early, at the polls, provisional, previous polling place, etc.

• A voter is someone who is qualified to register to vote based on many variables, including age, citizenship, and complete information on a registration form. The proposed system must maintain the verification that the voter is registered with the correct supporting documentation, signature, and card images. Tracking the change history of data related to the voter such as, but not limited to address changes, name changes, and voting history. Besides maintaining a voting history, a voter may have several other relationships that need to be tracked such as serving as an election judge, being a candidate in an election, an elected official, deputy registrar and/or other relationships.

• Sensitive voter information such as date of birth, SSN, voting history and signature file (this is currently saved as an image file) and must be encrypted at the database level.

• A core data requirement of the proposed system is the street file, which maintains voters' addresses. Addresses provide the data that determine which candidates a voter may vote for, assigns a voter to a polling place, etc. Addresses are used to create street ranges, which are assigned a tax code. These, in turn, are grouped into sub-precincts, which make up a precinct. Though it is currently what is used, the Clerk is open to systems other than a range-based system. A point-based system with a focus on GIS integration is acceptable. A system allowing for use of both is valuable.

• The proposed architecture allows for proposed or future changes to the state of Illinois voter registration laws and practice, for example:

• Allow for "Universal Registration" that could be implemented nationally, one form of which might allow anyone with a verifiable address (using Social Security, IRS, or other government records) to become automatically registered.

• Allow for potential interfaces with statewide and/or multi-state voter registration systems (e.g., several states now allow online registration for anyone with a valid driver's license that is on file with that state's department of motor vehicles).

• Allow voters to use online queries including, looking up elected officials, obtaining sample ballots, finding polling places, etc.

Data integrity checks should be built into the front end of the system in order to minimize incorrect or duplicate records. The current system VRMS, has a number of real time audits for finding duplicate or erroneous entries. The proposed system must check for and allow resolution of duplicates as well as data required for a complete registration. The new system should also use existing sources of data verification such as external address verification systems and the IVRS.

Although the Clerk desires a system that automates as many operations as possible, the elections process itself is largely defined by its exceptions to the rule. Therefore, the ability for user-defined tables and parameters are a requirement of the system. Any process built into the new system must have the ability to be overridden by manual intervention. There are no processes in the Elections Department that can be inflexibly implemented in 100% of all cases.

Interfaces to other systems, both internal and external are integral to functioning of the existing system, and therefore will be critical to the success of the new system. The new system must be flexible and facilitate interfacing with other systems, both current and future.

The system should make use of configurable workflows that allow the Elections Division to work with various queues of information. These workflows should allow for rerouting of information to supervisors and/or other work groups, bypassing certain records for later review.

The proposed application must meet the highest security standards to guard against malicious attacks. The voter database contains sensitive information that could make it an attractive attack target. The proposed solution must provide layered defenses that prevent currently known and future unknown attacks including, but not limited to, Distributed Denial of Service, SQL Injection, Cross-Site Scripting, Buffer Overflow, and other common or exotic attack methods.

The successful bidder must provide detailed documentation in their response, which demonstrates an in-depth knowledge of Internet security issues and prevention methods including substantive knowledge of third party security tools and services (e.g. Web Application Firewalls). The proposed solution must also include a security module application for administrators to utilize to control user *access,* assignment of specific roles, and rules with the specific functions.

The proposed system should provide at a minimum the following categories:

1. Voter Registration Module-New Add *I* Update
      1.1 Image *I* Signature Capture Storage
      1.2 Provisional Ballot Applications
      1.3 Voter Searches

2. Street Address and Precinct Management
      2.1 District Entitlement
      2.2 Ballot Style Management
      2.3 GIS Interface

3. Election Setup and Election Management

4. Non-Election Day Voting
      4.1 Mail Voting
      4.2 Early Voting *I* Grace Period Voting
      4.3 Nursing Home Voting

5. Site Location Module
      5.1 Polling Places
      5.2 Early Voting Sites /Grace Period Voting Sites *I* Receiving Station Sites

6. Poll Workers
      6.1 Election Judges
      6.2 Election Day Workers

7. Deputy Registrar

8. Special Applications
      8.1 Productivity
      8.2 Candidate *I* Objection Management
      8.3 Petition Record Examination

9. Lower Priority Applications

      9.1 Election Calendar
      9.2 Online Helpdesk
      9.3 Election Equipment Management
      9.4 E-Commerce
10. System Security

11. Quality Assurance *I* Quality Control
      11.1 Data Integrity Screening
      11.2 Purge Management

12. Reporting *I* Query Building

13. Interfacing & Compatibility

14. Communications

Overview of System Requirements:

1) Voter Registration Module-New Add/Update

This large category encompasses many processes to facilitate the registration of voters.

1.1 Image *I* Signature Capture Storage

• Registration of voters comes from a variety of sources including digital, hard copy, and other external interfaces. For a voter registration to be valid, several verifications and certain record retention requirements need to be used. Utilization of various methods to automate this process includes Optical Character Recognition (OCR) and entry from electronic files from the Secretary of State (SOS) and the State Board of Elections (SBOE).

• Image file management allows for the capture and digital retention of signature images as well as other important image data.

• Imaging capability is not only a requirement for voter registration but also for document capture, mapping, communications, and other records.

1.2 Provisional Ballot Applications

• The ability to input, process, and report on provisional applications that are received.

1.3 Voter Searches

• Voting history is maintained for all individuals. The historical information relating to the voter regarding the party they voted, how they voted (early voting, mail voting, or at a polling place), date, and site information are all maintained within a voters' history.

• Voter change history provides the storage of the changed information to a voter's records. It displays date and time, user IDs, as well as the original data and new data. Ability to add *notes,* track and record communications, and other historical information related to the voter.

2) Street Address and Precinct Management

• A core data element for the system are addresses. Addresses provide the data that determine which offices a voter may vote for and assigns a voter to a polling place. Addresses are used to create street ranges, which are attached to a tax code, a group, and a precinct. The best system must integrate use of address ranges and points for different purposes.

2.1 District Entitlement

• District entitlement is the process of determining which districts and jurisdictions a voter belongs to based upon the voter's geographic location (i.e. the address at which they are registered to vote).

2.2 Ballot Style Management

• Ballot styles relate to districts on the ballot and are constrained by township and precinct/group. Ballot Style Management creates the entire set of "ballot styles" that will be used in an election.

2.3 GIS Interface

• Ability to interface voter data in a GIS application including, displaying customized maps in a voter application.

3) Election Setup and Election Management

• Election setup maintains values associated with each specific election such as, election date, ID number, description, mail voting open and closed dates, grace period open and closed dates as well as book-closed dates. This information also includes the ability to designate the precincts in each election as well as the offices associated with the election. To the extent you have a calendaring function or create workflows base upon specific dates, it would be included here.

4) Non-Election Day Voting

4.1 Mail Voting

• The Mail Voting module needs to be able to track disabled, military, overseas, nursing homes, and regular mail voters as well as track the mail voting process from the request of the mail ballot application to the tallying of the ballot. This should be configurable for future or category additions. The Clerk currently uses vendors for various mail voting processes specifically to prepare and mail ballots, allow online ballot delivery, and processing of returned complete ballots. The proposed system is expected to interface with these current vendors through web-services.

4.2 Early Voting *I* Grace Period Voting

• Early Voting allows voters to vote at designated locations prior to Election Day. Early Voting typically lasts two weeks. The Clerk currently uses an Touch Screen voting system to manage both Election Day voting and Grace Period voting. The proposed system is expected to interface with this Touch Screen application by using the digital data the state of Illinois provides for grace period registration and voting, which allows an eligible person to register and vote at the same time after the close of registration (and currently up through Election Day). The application must utilizes a real time data exchange for confirmation and updating of the voter database.

4.3 Nursing Home Voting

• Nursing Home Voting offers supervised voting on mail ballots on a specific day and time just prior to Election Day. The Voter Registration System supports ballot distribution and election judge assignment to support the Nursing Home voting process. Requirements include relating nursing homes and their relevant data to nursing home voters, and managing communication with nursing home administrators.

5) Site Location Module

5.1 Polling Places

• Voters are assigned to precincts. Precincts are assigned to polling places. Some polling places may contain more than one precinct. As a result, there are stand-alone and multiple precinct polling places. The proposed system must allow for grouping and reporting by precinct or polling place.

5.2 Early Voting Sites *I* Grace Period Voting Sites *I* Receiving Station Sites

• In addition to the polling places used on Election Day, we also have early voting, grace period voting sites, and receiving station locations and each of those locations must be managed as well.

• Accessibility, equipment information, location addresses, contact name, and other information needs to be maintained for each election.

• The ability to assign, track, and communicate with workers of early/grace/receiving station sites through the election cycle.

• This view should be retained after the election is over and allow the users to review each election's information.

• The Clerk's vision for the future is to allow polling place site managers online access to detailed information about their locations.

• The ability to access and view map images, documents, and videos that the Clerk may associate with the location and wish to make available to the voter through the County Clerk website interface.

6) Poll Workers

The effective delivery of an election is highly dependent on paid volunteer poll workers (election judges and equipment managers) that manage each polling place from equipment setup through delivering and returning materials to the receiving station at the end of the Election Day. Ensuring an effective and efficient Judges process is paramount to an election's success.

The Judges process is a complex logistical challenge that is changing until and through Election Day.

6.1 Election Judges

• Need: Approximately 1,500 Judges are needed for an election to serve 17 townships, which, consists of 212 precincts and about 154 polling places. Five Judges are required for each precinct, a combination of Democrats and Republicans. There are six types of judges, depending on pre-Election or Election Day voting; Election Judge, Administrative Judge, Equipment Manager, Early Voting Equipment Manager, Nursing Home Election Judge, and Nursing Home Supply Judge.

• Polling Places/Locations: An election specific view should be available which displays all details related to the election location including, the number of voters per precinct, the names of judges assigned to work at each polling location, detailed contact information, etc.

• Recruiting and Assigning Judges: Recruiting judges primarily focuses on getting judges who have served in the past and continue to serve. The current judges' database has 1500 potential Judges. The Committeemen, Democratic and Republican for each of the 17 townships work with the Judges Unit to recruit and assign judges.

• Training: Judges require various levels of training to serve as a judge. There are currently five types of training classes that vary in duration from several hours to several classes over a number of days. Election Judge Training, New Equipment Manager Training, Returning Equipment Manager Judge Training, Early Voting Equipment Manager Training, and Nursing Home Judge Training. All of these training classes need to be scheduled and staffed with high quality trainers.

• Post-Election: Judges payroll is tallied and checks are mailed. In addition, various reports are generated that mainly cover complaints, judge performance, reassignment, removal, and watch lists. These are compiled and used for the next election. • Performance Evaluation: We have constructed an external judge performance database to track how effective individual judges and teams are at administering the elections. This system consist of scores based upon both subjective and objective criteria. Judges are ultimately given a rating. It would be best to integrate this performance evaluation into a new judges system.

6.2 Election Day Workers

• Apart from Election Judges and Equipment Managers, the Clerk's office also employs 500+ workers to fulfill various capacities from Election Day remote data transmitters to trainers who are employed seasonally. To manage these seasonal employees the Clerk's office must have the ability to add/update Election Day workers, assign election assignments, send notifications, and generate both ad hoc and customizable reports.

7) Deputy Registrar

• Illinois voter registration allows for the use of a deputy registrar program. The solution must provide a module to record the deputy registrar agency and the deputy registrars. As well as, track the number of registrations cards returned by each deputy registrars.

• There must be an ability to communicate with the agency or the individual registrar via email or letters about trainings, recommissions, and ID numbers.

8) Special Applications

Listed below are various applications that serve independent functions and operate outside the umbrella of voter registration but are able to communicate and exchange data. Some of these are optional applications whose value we would have to assess against the existing independent systems, but we will be interested to hear of solutions for any of these needs.

8.1 Productivity

• Tracking staff productivity and accuracy is an application that allows management to evaluate the quantity and quality of work done by the staff. It also includes daily work log reports, required by staff and rating done by the supervisors based on standard established output goals.

8.2 Candidate *I* Objection Management

• A database of candidate information for a specific Election with the ability to enter or import names, addresses, contact information, filing date, filling location, party, offices, districts, etc. It must have the ability to interface with existing web applications, ballot layout system, election tally system, and candidate certification applications. As well as, the ability to input, update, report, and communicate filing information to attorneys, the public, and the electoral board.

8.3 Petition Record Examination

• This function will be used to maintain the list of challenged petition. Using this module, the user may enter the challenged petition information, input the challenge details, and view challenged page summaries. This module should also allow the user to process the petition by displaying the challenged lines from the petition, retrieve the matching voter records, validate the objection, the reason for doing so, sustain, or overrule the challenge.

9) Lower Priority Applications

9.1 Election Calendar

• An election calendar with the ability to be changed and updated with the input from multiple users that can capture and manage important pre and post-election deadlines, project start and end dates, and staffing information throughout the election cycle.

9.2 Online Helpdesk

• An online helpdesk to capture, categorize, and report real-time complaints and requests from Election Day fieldworkers to Election Management.

9.3 Election Equipment Management

• McHenry County has a current inventory of more than fifteen thousand pieces of equipment including touchscreen voting machines, optical scanner voting machines, card activators, associated components, and equipment carriers. During an election period, each of these pieces of equipment will be assigned to a specific precinct and polling location including early voting locations. The equipment management function must include at least:

• Records: User customizable tables for defining and setting up of all variables required in this component, e.g. equipment types, types of maintenance issues, machine identification numbers, assignment to specific polling locations/early voting sites, training sites etc.

• Status: The system must accommodate several different types of statuses including, warehouse status (in storage, in repair, awaiting parts, etc.), maintenance history (the date, cost, and description of all maintenance activities etc.), deployment status (assigned, deployed, in transit, etc.), and operational status (operational, not powered up, requires repair, etc.).

• Equipment Tracking: This is a history of all deployed equipment by election to locations including the precinct, polling place, election and date, as well as whether or not the machine was actually used during any given deployment (not all machines deployed to a location are

voted on during an election). Equipment Issues and repair information must also be included in history.

• Interface: Utilization of GPS for tracking election equipment is desired.

9.4 E-Commerce

• The new system should create exports suitable for possible e-commerce applications. It is possible that the Clerk's office will devise products for sale based on voter history, precinct maps, or other information (these types of products are currently produced by private, third party vendors, for sale to political campaigns and other interested parties).

10) System Security

• Ability to define specific roles/functions to a user

• Various types of users defined within groups according to function

11) Quality Assurance *I* Quality Control

11.1 Data Integrity Screening

• Data Integrity Screening is performed periodically to verify voters' addresses, precinct/district assignments, voter status changes, etc. This ensures voter data (voter name, IDs, address, and districts) are complete, accurate, and are up to date. Data integrity checks include viewing the data entered, checking for duplicate records, and review of logical consistency between voter tables against district tables.

11.2 Purge Management

• The Clerk's office also validates and checks voter data against several outside sources including, the Illinois Voter Registration System (IVRS) (which provides possible intrastate and interstate matches), Vital Records (for possible death certificate matches), the Secretary of State (for possible invalid Social Security numbers and Driver's License numbers), and the U.S. Post Office. Bringing these multiple sources of data together in a single screen for a voter or in some way their streamline integration to identify records with multiple hits or possible mismatches would be a desirable quality control tool.

12) Reporting *I* Query Building

• Reporting needs to be flexible and allow ad hoc requests to be facilitated without programming/coding. Operational, public, campaign, management, and election specific reports are needed. The ad hoc reporting system must be powerful enough to facilitate complex queries (including table joins) yet user friendly enough so that a sophisticated user can build queries without programmer support. Output options should be allowable for printouts, file formats, and creation of exports to Excel or another database structures.

• Reporting flexibility is critical for any system considered and should provide flexible comprehensive reporting capabilities that users can self-generate. There must be the ability for user to create real-time and batch reports, to schedule daily and weekly transactional reports, and allow for easy view, print, and export (to Microsoft Excel, Word, PDF, etc.) of reports, both pre-defined and ad hoc. It should be able to create one-page summary screens (dashboards) that show essential information for management to understand key metrics for the voter registration workflow at a glance and allow for ad hoc end-user reporting without requiring programmer assistance.

13) Interfacing & Compatibility

There are varieties of interfaces to other systems, both internal and external, that will interact with the longer-term system. Communication may be inbound only, outbound only, or both. Interfaces to the following systems must be part of the proposed solution:

- Illinois Voter Registration System (IVRS)
  - Illinois Vital Records Systems (IVRS)
  - Illinois Secretary of State Motor Vehicle System (SOS)
- Electronic Pollbook (currently using Robis)
- Mail ballot sorting/application vendors
- GEMS ballot system
- Clerk's public website
  - Voter inquiry external to voter registration system
  - Internal and custom developed system including, directory of elected officials, find my elected officials
- Countywide GIS
  - Other internal system including an Optical Character Recognition (OCR) scanning system.

14) Communications

- Communication integration is very important for any system considered. Capabilities to trigger both automated emails and form letters are required. The system must be able to track email opens, bounce backs, click through rate and be able to report on those instantly.

- Automatically email or print letters for US mail for various communications. This will be based on whether we have a valid email address. If not, a letter for postal mail needs to be generated. In addition, there may be situations that require a postal mail letter. The new system needs to allow flexibility and automation for communication with voters and other constituents.

- Build into system automated "triggers" for various communications. For example, when precincts are consolidated or expanded, each voter needs to be notified of their new precinct and polling place. Provide a method to retain and track all calls/correspondence with voters, political campaigns, or others seeking information.

- Voter Communication includes a variety of mailings and/or emails triggered by events or changes in the voter's record, for example, creating a missing information notice for requesting missing information needed to complete a voter's registration, etc.

The proposed system encompasses all the categories as described in this section with the inclusion of data flows/synchronization among various external entities as illustrated in a simplified diagram below.

THIS PAGE IS MANDATORY.

PROPOSAL FORM

WE, _____, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER

THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE

SPECIFICATIONS CONTAINED HEREIN.

BUSINESS FUNCTION/REQUIREMENTS	Included in Standard Product	Available Customization No Extra Cost	Available Customization Extra Cost	Not Included	Comments
Voter Registration Module – New Add/Update					
Utilization of OCR/ICR for data entry such as, prepopulating fields					
Interface with SOS, POVA, IVRS, Webdr for data entry					
Generate unique identification number automatically					
Ability to record NVRA source automatically					
Ability to capture and maintain document locator information					
Ability to view potential possible duplicates in local database and IVRS					
Maintain incomplete voter records and invalid addresses in a holding table for further research					
Accept and record a "Minor" status, registrant will be who will 18 by the next election date or 17 by the next Federal Election					
Verification of valid street address					
Automatic precinct assignment with applicable districts					
Along with voter registration information also capture mailing address, email, phone numbers, previous registration information, etc.					
Image/Signature Capture Storage					

Clips signature image – stores only current signature image					
Stores and indexes card image – maintains all card images with date and source					
Ability to record and print changes made to a voter registration record					
Automatically increments next record and displays data in correct fields					
Ability to input, process, and report provisional applications					
Voter Searches					
Search on primary name using both exact match and wildcard, and unique ID number					
View all voters from a particular address with signatures					
View change history and voting history					
View petitions voter has signed					
View polling location, current election ballot style, and district information, and incumbents					
Ability to print individual voter registration, voter ID, and voting history					
Ability to assign special circumstances to a voter record such as, homeless, elected official, nursing home voter etc.					
Street Address and Precinct Management					
Standardization and maintenance of address formats, standard USPS abbreviations including street types, city names, and zip codes					
Odd and Even street designation					
Capture pre and post directions, unit type, house number, fractions, street name, city, and zip					
Select users can add, change or extend street addresses defined in security module					
Ability to record street maintenance adds/changes by user					

Ability to link individual addresses to parcels and interface with existing GIS					
Ability to create, combine, rename, duplicate, and delete precincts					
Ability to create, renumber, duplicate, combine, delete groups (splits) within precincts					
Associate majority party, special languages, and polling places to a precinct					
Associate tax codes to a street range or an address					
Ability to move a address, a street range, group, or precinct from another and one precinct to another					
Election Setup and Election Management					
Define an election, including election name and ID, various voting periods, early, grace, absentee, start and end dates					
Ability to create more than (1) election including, mail, grace, and early voting election which could be active at same time					
Assignment of specific districts/offices and precincts to the election					
Generate unique ballot styles based on T/W/P and split					
Ability to interface with various third party vendors, such as, ECI, Electronic Poll Book (Votec), and BPS/WinEDS (Dominion)					
Ability to generate pre-formatted or ad hoc election specific data into a report or file					
Utilizing GPS to track and scanners to input/verify materials associated with a precinct or carrier etc.					
Non-Election Day Voting					
Mail Voting					
Ability to add, update, and delete military/overseas, disabled voters in the system					

Automatically assigns ballot style based on residence and party (if applicable)					
Ability to track absentee ballot from sending out of absentee application, return of application, mailing of ballot, return of ballot, and processing of ballot					
Ability to communicate with voters about mail applications, ballots, and rejections through email or letters					
Ability to import and export data between third party vendor applications via input by scan, keyboard data entry, or flash drive					
Ability to interface online mail ballot request application (OMB) and State Board of Elections (SBOE)					
Nursing Home Voting					
Ability to create, maintain, and schedule Elections and communicate with nursing home administrator via email or letter					
Ability to associate voters and create reports with voter information related to nursing home					
Ability to maintain change history for all voters and nursing home records for current and past Elections					
Site Location Module					
Ability to add, update, and delete election specific Early Voting sites, Grace Period sites, Polling Places, and Receiving Station with name, unique ID, address, associated precincts, and voter information					
Ability to store images, photos, graphs, forms, and maps associated with the sites					
Ability to record facility information such as time open, accessibility information, set up delivery of equipment, etc.					
Ability to set up and record serial numbers of equipment sent to each site location (See Election Equipment Inventory Module Requirements					

Maintain historical information and ability to view for each Election					
Ability to pay site per Election and record remarks/comments to records					
Poll Workers					
Ability to copy a previous elections and judge information to a current election					
Ability to recruit and communicate via email, letter, and text message to existing or new judges					
Ability for the judges to confirm/deny their availability/assignment, take survey, and take tests via web portal					
Ability for township committeeman to assign or deny judges to precinct					
Ability to create training sites, schedule classes, enroll/communicate with judges regarding training classes via email, letter, and text message.					
Interface and exchange data with other modules and third party vendors including, electronic poll book, election tally system, and county email server					
Ability to automate performance evaluation including, test results for election workers and polling sites					
Deputy Registrar					
Ability to setup Deputy Registrar agencies and associated Deputy Registrars					
Ability to capture agency name and number, address, and other contact information such as phone, email etc. for both agencies and Deputy Registrars					
Ability to communicate with agency or individual registrar via email/letters about training, re-commissions, and ID numbers					
Ability to attach images of deputy registrars oaths and audit sheets to individual deputy registrar records					

Ability to produce pre-formatted and ad hoc reports and exchange data with 3rd party application such as Tally system, Online Help Desk, Epoll etc.					
Special Applications					
Candidate/Objection Management					
Ability to enter data or import candidate information for a specific Election such as, name, address, contact information, filing date, filing location, party, offices, districts, etc.					
Interface with existing web applications, ballot layout system, election tally system, and candidate certification applications					
Ability to input, update, report, and communicate objection filling information to attorneys, public, and electoral board					
Petition Record Examination					
Ability to enter details of a petition, types of challenges into an application including, page numbers and line numbers					
Compare and adjudicate petition lines with voter records regarding registration, districts, and signatures					
Ability to create reports for the public, candidates, and Electoral Board for a variety of information					
Election Calendar					
Create an election calendar to capture i: Important pre and post-Election deadlines, project dates, and staffing information					
Online Helpdesk					
Online helpdesk to categorize and report real-time complaints and requests from Election Day fieldworkers to the Election CenterOnline helpdesk to categorize and report real-time complaints and requests from Election Day fieldworkers to the Election Center					

Ability to exchange data with the in-house web application in relation to Election results and certificationAbility to exchange data with the in-house web application in relation to Election results and certification					
System Security					
Various types of users defined within groups according to function					
Quality Assurance/Quality Control					
Ability to identify/merge duplicate voter records within the local database					
Ability to display voter signatures by precinct or districts					
Ability to display card images for selected voters by various user selected criteria					
Ability to quality check and correct voter records					
Reporting/Query Building					
Provide authorized users with pre-formatted election specific reports and files for any information available					
Ad-hoc queries to extract and format data from voter registration and election management database into Excel and other common formats					
Ability to repair, identify, and report precinct-level changes between two user specified elections namely, voters, polling places, early voting sites, etc.					
Ability to produce reports on user transactions by date, by module, or by functions. This productivity module will also user to input daily log of work completed that is not automatically captured by the system					

THIS PAGE IS MANDATORY.

Section 1: Software Development

Item	Description/Module	Units	Unit Price	Ext. Price
Part 1	Voter Registration Module-New Add / Update			
1.1	Image / Signature Capture Storage			
1.2	Provisional Ballot Applications			
1.3	Voter Searches			
Part 2	Street Address and Precinct Management			
2.1	District Entitlement			
2.2	Ballot Style Management			
2.3	GIS Interface			
Part 3	Election Setup and Election Management			
3.1	Election Setup and Election Management			
Part 4	Non-Election Day Voting			
4.1	Mail Voting			
4.2	Early Voting / Grace Period Voting			
4.3	Nursing Home Voting			
Part 5	Site Location Module			
5.1	Polling Places			
5.2	Early Voting Sites / Grace Period Voting Sites/ Receiving Station Sites			
Part 6	Poll Workers			
6.1	Election Judges			
6.2	Election Day Workers			
Part 7	Deputy Registrar			
7.1	Deputy Registrar			
Part 8	Special Applications			
8.1	Productivity			
8.2	Candidate / Objection Management			
8.3	Petition Record Examination			
Part 9	Lower Priority Applications			
9.1	Election Calendar			
9.2	Online Helpdesk			
9.3	Election Equipment Management			
9.4	E-Commerce			
Part 10	System Security			
10.1	System Security			

Part 11	Quality Assurance / Quality Control
11.1	Data Integrity Screening
11.2	Purge Management
Part 12	Reporting / Query Building
12.1	Reporting / Query Building
Part 13	Interfacing & Compatibility
13.1	Interfacing & Compatibility
Part 14	Communications
14.1	Communications

Grand Total: $

Section 2: Hardware & Support					
Item	**Base Year I**	**Option Year II**	**Option Year III**	**Option Year IV**	**Option Year V**
System Testing & Analysis	$	$	$	$	$
Hardware Needs	$	$	$	$	$
Hosting	$	$	$	$	$
Desktop	$	$	$	$	$
Network	$	$	$	$	$
Additional Software Purchase	$	$	$	$	$
License fees (seat licenses, etc.)	$	$	$	$	$
SLA Fees for 5 years	$	$	$	$	$
Special Support Fees for Election Periods	$	$	$	$	$
Misc Cost 1	$	$	$	$	$

Misc Cost 2	$	$	$	$	$
Misc Cost 3	$	$	$	$	$
TOTAL	$	$	$	$	$

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF MCHENRY.

**Please list below other costs that may be associated with this service or used additional sheets if necessary:

_____

_____

_____

_____

THIS PAGE IS MANDATORY.

AUTHORIZED NEGOTIATORS:

Name: _____

Phone # _____

Title: _____

Name: _____

Phone # _____

Title: _____

THIS PAGE IS MANDATORY.

REFERENCES

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

_____

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

_____

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

THIS PAGE IS MANDATORY.

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

_____ Yes _____ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) _____ Yes _____ No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

___Individual ___Real Estate Agent
___Sole Proprietorship ___Government Entity
___*Partnership ___Tax Exempt Organization
___**Corporation (IRC 501(a) only)
___Not-for-Profit Corporation ___Trust or Estate
___Medical and Health Care
   Services Provider Corporation

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

**State of Incorporation _____

_____
(Individual - Partnership - Company - Corporation)

_____
(Business Address)

_____
(City, State, and Zip Code)

_____
(By Printed Name and Signature)   (Title)

_____
(Witness Signature)   (Title)

_____
(Telephone No)   (Fax No)

_____
(Date)

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