



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
SOS09E01

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

SECRETARY OF STATE  
 BUILDING 1, ROOM 157K  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0770 558-6000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/13/2010				

BID OPENING DATE: 01/22/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-28		
ADDENDUM NO. 2 RESPONSES TO QUESTIONS RECEIVED PRIOR TO JANUARY 9, 2010 DEADLINE. E POLL BOOK APPLICATION						
***** THIS IS THE END OF RFQ SOS09E01 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

**RESPONSES to RFP QUESTIONS – SOS09E01****Mike Sibley, President - Decision Support**

1. 3.2.2g: Could you indicate the documents (Voter ID Card, Driver's License, etc.) that are to be scanned and the data elements that are to be derived from the bar code scan?

**Response:** In the future we hope to be able to scan the Voter Registration Card and/ or Smart Card to have the individual voter data displayed on the epollbook screen. This information would include data that is currently printed in our paper poll books – Voter Name (first , middle, last), Resident Address, Voter Id (numeric, bar code forms), Date of Birth, Voter Status, Registered Party, Voter Signature, Absentee/ Early Voting Flag, with plans to include any additional data that may be required.

2. 3.2.5e: Why is a touch screen interface required? Should this be an option instead of a requirement?

**Response:** According to the specification in the RFP, it is. We actually want the capability to be supported in the future, but this feature is not necessary at this time. We want to know at what point in time the vendor anticipates offering this feature.

We are changing the Functional Requirement as follows: “The application should support touch-screen technology.”

**Mike Mankin, PMP - Election Systems & Software, Inc.**

1. 1.9.3: With the short time made available to vendors to respond to this solicitation, would the State entertain extending the bid opening date to January 29, 2010?

**Response: We do not plan to extend the bid opening date.**

2. 1.9.4.5/1.16: When can vendors expect the announcement of the contract award? How soon after award, is delivery of equipment to end users anticipated?

**Response: We anticipate our internal selection process to take approximately 30 days, and then the additional processes are subject to the dates of Purchasing and the Attorney General. We request that the solution be in place no later than August 1, 2010.**

3. 3.2.2j: Can we get an example of the applicable paperwork necessary for an individual to vote a provisional ballot in the State of West Virginia?

**Response: Please find attached Provisional Ballot documentation.**

4. 3.2.2l: Can we be provided the SVRS vendor specifications?

**Response: This will be provided to the vendor upon contract award.**

5. 3.2.3b: Can we be provided with the specified information for the poll slip?

**Response: Included on the poll slip should be Ballot Stub number, Registered Party (if Primary election), Voter ID (numeric *and* barcode format). Also, if the solution does not provide a separate printed slip for a provisional ballot cast, the poll slip should include a provisional ballot indicator for the poll worker to mark.**

6. 4.2: Will vendors have the opportunity to demonstrate our product solution to the evaluation committee?

**Response: Only the vendors who meet all mandatory requirements will be given the opportunity to give an oral presentation.**

7. RFQ Forms: Does the State want vendors to fill out and return the RFQ form (pages 1-3)? If so, is it a part of the technical or cost proposal package?

**Response: Yes. It is to be included as part of the total response package.**

**PROVISIONAL BALLOT PROCEDURE**

**POLL CLERKS**

- 1. Do not sign the back of the ballot.
- 2. Inform voter the ballot will be a provisional ballot, the reason for this, and that the board of canvassers will determine whether ballots can be counted.
- 3. Complete each section below and **both sign at bottom.**
- 4. Insert voted ballot in envelope in voter's presence.
- 5. After voter signs on seal, insert envelope in large provisional ballot envelope.

**VOTER**

- 1. Mark ballot and fold it to protect privacy of vote.
- 2. Return ballot to poll clerks and remain while ballot is sealed in envelope.
- 3. Sign across seal.

**CHALLENGE OF VOTER**

**ELECTION HELD**

Precinct No. \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_ Party \_\_\_\_\_  
(Primary Only)  
 \_\_\_\_\_ voted the ballot

(Print name of provisional voter)  
 sealed in this envelope, signed the poll book on Poll Ticket No. \_\_\_\_\_

states that he/she resides in \_\_\_\_\_  
(City or Town)

at \_\_\_\_\_  
(Street and Number or Rural Route and Number)

and that his/her birthdate is \_\_\_\_\_

Previous Name \_\_\_\_\_  
(If Known)

Previous Address \_\_\_\_\_  
(If Known)

The right of the voter named above to vote in this election has been challenged for the following reason(s):

- The registration record of this voter was not found in the registration book.
- The signature of the poll book and the signature on registration record do not match and the identity of the voter could not be confirmed by other means.
- The voter registered by mail and has not presented a valid identification.
- The voter is an election official residing in another precinct.
- The voter has moved and is voting in the NEW precinct serving their new address.

Other Reasons: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Poll Clerks' signatures

\_\_\_\_\_  
 \_\_\_\_\_

0110

### PROVISIONAL BALLOT FORM

**INSTRUCTIONS TO POLL CLERKS:**

Inform the voter that his/her ballot will be a provisional ballot, the reason you are challenging the ballot and advise them that they will be notified by the Board of Canvassers as to whether or not their vote will be counted. **If you need verification of the voter's correct voting precinct, please contact the County Clerk's office.**

**INSTRUCTIONS TO THE ELECTION COMMISSIONERS:**

Upon receiving this form, choose the provisional ballot option on the screen and enter the provisional code which is located in the top right hand corner of this form. Place the provisional ballot form in the envelope provided once you have activated the correct ballot for the voter.

**PROVISIONAL VOTER INFORMATION**

PRIMARY  GENERAL Election held on \_\_\_\_\_ Precinct No. \_\_\_\_\_ District \_\_\_\_\_  
County \_\_\_\_\_ Party \_\_\_\_\_ (Primary only)

**Printed Name of Voter**

Voter states that he/she resides at the following address: \_\_\_\_\_  
And that his/her birthdate is \_\_\_\_/\_\_\_\_/\_\_\_\_ and that his/her previous address was \_\_\_\_\_

The above named voter has had his/her right to vote challenged in this election for this reason(s).

- The voter's registration record was not found in the poll book.
- The voter's registration record indicates that either the voter voted during early voting period or received an absentee ballot by mail
- Voter insisted on voting ballot of party other than the one they are registered (Primary)
- Pollworker believes voter is able to vote without assistance, but voter insists on receiving assistance.
- The digitized signature on the poll book and the voter's signature do not match and the identity of the voter could not be confirmed by other means.
- The voter registered and has not presented a valid identification as required.
- The voter is a pollworker registered in another precinct.
- This voter changed his/her address and voted in their new precinct

Other

Reasons: \_\_\_\_\_

\_\_\_\_\_  
Poll Clerk

\_\_\_\_\_  
Poll Clerk

\_\_\_\_\_  
Voter's Signature

**Michael Helm, PMP – Datacard Group**

1. How many counties do you feel will be participating in the May election?

**Response: We anticipate no more than 12 counties to participate.**

2. What date do you think the winning vendor be under contract?

**Response: As soon as we evaluate the vendors, make the selection, and all state required paperwork is reviewed and signed.**

3. Will there be oral presentations? If so, when?

**Response: Yes. Dates are yet to be determined.**

4. Will vendors be granted additional time to respond to the RFP due to the oversight in the release of the RFP's functional requirements? If so, how long will the extension be?

**Response: No, there will be no extension granted.**

**Felice Liston – Manager, Sales Operations – Hart Intercivic**

1. 3.2.2h – once name and address changes are captured, does the information get exported back to a VR system or is it to be included in a report?

**Response: Information will be passed back to the Voter Registration system once verified, and it does need to be included in a report.**

2. 3.2.2k – are pad captured signatures stored? If so, are they exported to a VR or another system or are the signatures to be included in a report?

**Response: Yes, potentially both.**

3. 3.2.3b – what format is the voter pass to be generated? Barcode, printed code, or possibly electronic media? Is this format information publicly available or under the proprietary control of any vendors?

**Response: We do not want information to be proprietary; however we do want the information to potentially be encrypted.**

4. 3.2.3h – does the poll book need to validate that the new address provided by the voter desiring to change precincts is located within the precinct in which the voter wishes to vote before allowing the voter to post? If so, will street indexes be available for import by the poll book?

**Response: Yes, the address needs to be validated before being posted and the street indexes will be available for import.**



**John Medcalf, CEO – VOTEC Corporation**

1. 3.2.1c - Please reference where vendors may access the latest EAC/NIST guidelines as referenced by the RFP?

**Response: Please re-read the requirements.**

2. 3.2.2j - **Regarding paperwork:** What is the minimum number of page printers such as laser or inkjet available at any voting location? Does the application definition as it now stands envision that all paperwork could be handled by printing labels with the variable information?

**Response: It is intended that only one printer per poll book be provided. 8-1/2" x 11" paper is not a requirement. Labels are a potential consideration. Please see the response to question 5 – ES&S for details.**

3. 3.2.2k - Does comparing signatures mean side by side on screen? Does comparing signatures mean having the computer program render a judgment or express a confidence factor? Or is visual comparison sufficient?

**Response: Yes, this is a visual comparison. We do not specify the use of a software comparison at this time.**

4. 3.2.2l - Is there an existing SVRS vendor specification for the voter history? Please provide this if it exists or discuss how this will be provided.

**Response: These specifications will be provided following award. They do, however, follow industry standards.**

5. 3.2.3b - Please provide a data element list and a sample printout for a voter pass/poll slip.

**Response: Please refer to question 5 – ES&S for details.**

6. 3.2.5b - Please provide a list of the likely redundant devices that might be considered for 2010 deployment.

**Response: We are not planning on providing any redundant equipment.**

7. 3.2.6a - Is the State providing the county level training? Is the State participating in the county level training? **If the vendor is expected to provide all or part of the county training:** Is WebEx training acceptable for part of all of the county level training? Is group training for multiple counties at one time at one site acceptable? If so, how many sessions would the State estimate? What does the State estimate as the time frame during which counties will receive training?

**Response: No, we are requesting that the selected vendor provide the county training. We, at the SOS office, will participate in order to understand the system and equipment.**

**WebEx training may be used as follow-up, but not as the initial mode of training. Group training is acceptable and must be based on the number and location of participating counties. We estimate a two-month period for training.**

In reference to a request for Oral Presentations, we have revised our Evaluation Criteria to the following:

A. Executive Summary	15 Points Possible
B. Functional Criteria	30 Points Possible
C. Project Management	15 Points Possible
D. Oral Presentation	5 Points Possible
D. Hardware Requirements	5 Points Possible
E. Cost	<u>30 Points Possible</u>
Total	100 Points Possible