



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
DIVISION OF PURCHASING
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316-383-7055
<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#17-0005
ELECTRONIC POLL BOOKS

January 13, 2017

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide one or more Electronic Poll Books (EPB) and Peripheral Equipment for an Electronic Poll Book System. The Electronic Poll Books must be compatible with the ExpressVote Voting machines that the county will be using for elections beginning in 2017.

If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45pm CST, February 7, 2017.

All contact concerning this solicitation shall be made through the Division of Purchasing. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing **in writing**. Failure to comply with these guidelines may disqualify the Proposer’s response.

At the sole option of the county, vendors may be asked to provide a live demonstration, **in person or via video conference**, of their EPB System. Selected vendors must be prepared to provide a presentation on February 13, 2017. Vendors will be notified of the county’s request for a live demonstration by 2:00 pm CST on February 10, 2017. If a Vendor is unable or unwilling to provide this demonstration, they must provide an explanation in their proposal.

Sincerely,

Kimberly Bush, CPPB
Purchasing Agent

Table of Contents

- I. [About this Document](#)
- II. [Background](#)
- III. [Project Objectives](#)
- IV. [Submittals](#)
- V. [Scope of Work](#)
- VI. [Sedgwick County's Responsibilities](#)
- VII. [Proposal Terms](#)
 - A. [Questions and Contact Information](#)
 - B. [Minimum Firm Qualifications](#)
 - C. [Evaluation Criteria](#)
 - D. [Request for Proposal Timeline](#)
 - E. [Contract Period and Payment Terms](#)
 - F. [Insurance Requirements](#)
 - G. [Indemnification](#)
 - H. [Confidential Matters and Data Ownership](#)
 - I. [Proposal Conditions](#)
- VIII. [Required Response Content](#)
- IX. [Response Form](#)

I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Sedgwick County Election Office interfaces with the Kansas Statewide Voter Registration System. The Kansas Statewide Voter Registration System will be the source of all information necessary for loading Electronic Poll Books (EPB) and will be the collection point for voter history from polling places using EPBs. To accomplish this, the winning proposer's Electronic Poll Book System shall utilize the file format provided by the Kansas Statewide Voter Registration System for transfer of information between their EPB System and the Kansas Statewide Voter Registration System.

The Sedgwick County Election Office is soliciting proposals for the deployment of an Electronic Poll Book System that will improve the voting process for Sedgwick County voters and increase accuracy of poll workers conducting their election duties. Currently, precinct rosters are created and printed as ADOBE Acrobat files (PDF) saved individually by polling location three (3) days prior to the election. The Precinct roster pages are assembled in binders by polling location by election office staff, and supplements to these rosters are produced and printed the afternoon before the election by polling location. Both are placed into a transport case to be picked up by the supervising judges the afternoon prior to each election. These pages contain voter information alphabetized by last name, including political party affiliation, street address, voter ID number, precinct and ballot style that the voter is entitled to within that polling location. Annotations will reflect if a voter has been issued or voted via an absentee, advance or early ballot.

These roster pages are used by the poll workers to obtain the voter's signature and record the poll worker's initials to confirm that the voter produced valid voter ID as required by Kansas law. The poll worker issues handwritten tickets depicting the voter's party affiliation (in partisan elections), ballot style, method of voting, and in the case of a provisional voter, the reason the voter is voting a provisional ballot. The voter takes the handwritten ticket to the appropriate voting equipment station where it is surrendered in order to receive their ballot.

Voters whose names do not appear in the paper rosters at a polling location are asked for their address, which is located on a paper map at the polling location. This map indicates precinct boundaries for the area of Sedgwick County around the

polling location. A cross reference guide is provided to each polling location with the polling place name and address assigned to each precinct, allowing poll workers to direct lost voters to their proper polling location.

At the end of Election Day, the rosters are packed into a transport case and returned to the Sedgwick County Election Office. The printed rosters are reviewed one page at a time by election office staff and the voter registration number for each voter who signed the roster is scanned into the Kansas Statewide Voter Registration System. Once all the voters' registration numbers have been scanned in all rosters, the information is processed in the Kansas Statewide Voter Registration System and voter credit is posted to each voter's individual record.

III. Project Objectives

The Sedgwick County Election Office is interested in acquiring approximately 400 electronic poll books for use beginning in the 2017 election cycle in order to achieve the following goals:

1. Accurate and up-to-date voter rolls on Election Day
2. Shorter wait times at polling places on Election Day
3. User-friendly check-in process for both voters and poll workers
4. Reduced provisional voting
5. Reduced printing costs
6. An overall more modern check-in system at polling places on Election Day
7. Increased efficiency and accuracy in post-election issuance of voter credit
8. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
9. Acquire products/services with the most advantageous overall cost to the county.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kimberly Bush, CPPB
Sedgwick County Division of Purchasing
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, February 7, 2017. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

Responders should have detailed responses to the information requested below CLEARLY MARKED as SECTION 1 of their response. Please indicate for each item if your solution meets/does not meet the criteria and HOW it meets/does not meet the criteria.

Minimum Requirements for the Electronic Poll Book System

1. Consist of a system that is small, lightweight and of compact portable design (for transportation purposes).
2. Recognize the precinct where the poll book is being used.
3. Provide information necessary to verify voters' identity.
4. Provide capability for the initial lookup step to be limited to just voters in the precinct or polling location where the EPB is located or county-wide during early voting.
5. Provide step-by-step, sequential instructions to the poll worker on how to properly process each voter, designed to prevent the poll worker from omitting steps or completing steps out of order.

6. Allow for a search based on voter's name, address, voter ID number, Kansas Driver's License, Kansas Non-driver's ID or Kansas Concealed Carry Permit number or other identification allowed by the Kansas Secretary of State.
7. System that is easy to set up and manage, and is user-friendly for poll workers, voters, and administrators.
8. Provide the capability to read a 1D and a 2D bar code from a Kansas Driver's License, Kansas Non-driver's ID or Kansas Concealed Carry Permit with a barcode and select the correct corresponding voter from the database. This shall include bar code scanning capability for each electronic poll book.
9. Where multiple EPB's are deployed at the same voting site, prevent a voter from signing in at different stations without the requirement of internet access.
10. Provide a means for updating the Kansas Statewide Voter Registration System with early voting information in an accurate and timely fashion.
11. Capable of receiving updates from the Kansas Statewide Voter Registration System and accurately reflect newly registered voters, voter name changes and voter address updates.
12. EPB shall provide polling location information for voters who appear at the wrong location, and provide means of directing voters to the correct polling location anywhere in the county.
13. Support a countywide and statewide voter list.
14. Install and search a street file by street name, address, and zip code.
15. Determine the correct ballot style and polling place for an address.
16. Be capable of networking multiple EPBs that are located in a single voting location.
17. Produce a printed barcode composed of the necessary information to activate an ExpressVote voting machine and automate the selection of the correct ballot style for each validated voter using the information contained in the EPB provided directly from the Kansas Statewide Voter Registration System. Describe in detail what hardware and software is required to accomplish this capability.
18. Generate interim reports without suspending registration operations.
19. Provide the capability of selected Poll Workers to mark persons who voted by Absentee Ballot, to allow for override of the system if the voter is considered having voted but poll workers know that the voter has not yet voted, and to correct errors.
20. System must maintain information on advance ballots requested and returned.
21. Touch screen capability is required and must be reflected in system pricing.
22. EPB shall redundantly store voter validation data.
23. Provide a means of quickly recovering data from an EPB that has failed during operations.
24. EPB shall support electronic signature capture. Describe how a voter's digital signature is captured using your system.
25. Bidders shall provide estimates of how long it would take to load an EPB with data.
26. EPB shall allow for voter history to be quickly and accurately uploaded into the Kansas Statewide Voter Registration System.
27. EPB shall have capability to time stamp significant activities such as time of voter check in.
28. EPB must be able to produce all reports while the election is still underway and after it has closed.
29. Winning bidder must offer onsite troubleshooting service on Election Day. Attach current cost figures.
30. Must offer data encryption to ensure security of voter information.
31. Ability to capture and store data on provisional ballots cast on Election Day, including but not limited to a voter's name, address, and date of birth, and on which ballot style and for what reason they cast a provisional ballot.
32. System that is secure and will prevent any unauthorized access to or dissemination of sensitive or confidential voter information:
 - Ability to track searches and edits to the system, including which authorized user performed the action
 - Ability to track the location of all poll books and key components in an electronic poll book system and disable any component containing sensitive or confidential voter information if removed from its authorized location, accessed by an unauthorized person, or used for an unauthorized purpose
33. Operate on battery power during power outages.

Desired Requirements for the Electronic Poll Book System

34. System that is highly configurable and customizable.
35. Capable of interfacing with GIS software to produce map based reports.
36. IOS platform is desirable.

Data Transfer

As part of this proposal, vendors are required to provide a means for transfer of data between the Kansas Statewide Voter Registration System and their EPB System. The following are required:

37. The EPB system shall provide a simple means of downloading voter and election data from the Kansas Statewide Voter Registration System to the EPB system.
38. The EPB system shall provide a simple means of uploading voter history information collected at polling locations by the EPBs to the Kansas Statewide Voter Registration System so that voter history can be updated.
39. County must be able to convert data independent of EPB vendor.

Security

The system shall provide the following security features to prevent unauthorized use.

40. The EPB System should shall provide a record of the following:
 - The program and version in use
 - The election file in use
41. Describe how security is managed with the EPB including but not limited to:
 - User access control features
 - Data encryption

Please provide detailed responses for each of the following:

1. Information about specific hardware, software, and network products included or recommended as part of the electronic poll book system.
2. How the voter database would interface with the electronic poll book.
3. Technical information about how the electronic poll books and networks must be set up and configured and how such equipment and networks would be hosted and maintained.
4. A comprehensive explanation of the security measures in place to keep voter data confidential and secure.
5. A step-by-step description of how the electronic poll books and system would be used by poll workers, voters, and election officials on Election Day and during Early Voting. Important steps to cover would be:
 - a. How to search for voters and what to do if a voter cannot be found
 - b. How to verify the identity of voters through ID scanning, etc.
 - c. Procedures to identify a voter's correct polling place, if at an incorrect location, and solutions for directing the voter there.
 - d. How the system identifies and tracks voters who cast a provisional ballot.
 - e. How the system treats voters whose registration status is listed as "inactive".
 - f. How the system will support other management functions in the polling place, including procedures for before polls open and after polls close.
 - g. How the system will guide poll workers through these steps and how poll workers can access technical support on-location.
 - h. How the system addresses partisan elections
6. Information about all reporting capabilities, including types of reports the system can generate, the level of customization for these reports, procedures for auditing the system and generating audit reports, and procedures for aiding election officials in recount scenarios.
7. A detailed plan for potential implementation of this system, specifying the tasks to be completed, the individuals or entities responsible for implementation, testing and training procedures, and an estimated

timeline for complete implementation.

8. Information about continued maintenance and upgrades for the system.
9. Detailed information about performance history and any material defects or failures of the electronic poll book system being proposed that occurred in the last three years. Please include the relevant election jurisdiction and the name and contact information for the election official in charge at the time such defect or failure was discovered. If a product recall has taken place, please disclose such information.

VI. Sedgwick County's Responsibility

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- Conduct final inspection and approve payment.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kimberly Bush at Kimberly.Bush@sedgwick.gov by 5:00 p.m. CST Friday January 20, 2017. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST Friday January 27, 2017. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Qualifications

Responders should have detailed responses to the information requested below CLEARLY MARKED as SECTION 1 of their response.

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the qualifications listed should be clearly detailed in proposer's response. Proposers shall:

1. Sedgwick County will consider only those proposers who can demonstrate they have successfully deployed at least three (3) systems of comparable complexity and IT architecture to what is being requested in this document for a large county, city or metropolitan area defined as having at least:
 - 300,000 registered voters
 - 1,000 poll workers
 - 30 system usersPlease list the counties/cities/metropolitan areas in which your firm has implemented a system comparable to the system requested in this document. Please provide details of the implementation, number of voters/poll workers/system users and the contact information for a representative from the jurisdiction that can serve as a reference on the success of the project.
2. Provide firm information to include the number of years your company has been in the business of Election Equipment Sales and Service, the number of years your company has offered an Electronic Pollbook System, the number of employees dedicated to the sale, service, maintenance and support of your Electronic Pollbook System (provide outline), and the services you offer for Election Day set-up and support.
3. Any current or pending federal, state, or organization certifications of your electronic poll book hardware and/or software.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
6. Provide project supervision (as required) and quality control procedures.

7. Have appropriate material, equipment and labor to perform specified services.
8. Park only in designated areas and display parking permit (if provided).
9. Wear company uniform or ID badge for identification purposes while on county premises.

C. [Evaluation Criteria](#)

The selection process will be based on the responses to this RFP and live demonstrations, if required. County staff will score each response as determined by meeting the following criteria:

Component	Points
System Features and Design	30
Management of Data and Data Security (Upload/Download)	20
Ease of Use for Voters	10
Ease of Use for Election Workers and Election Staff	10
Customer Service and Support	10
Company Viability	10
Budget Control	10
Total Points	100

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	January 13, 2017
Questions and clarifications submitted in writing by 5:00 p.m. CST	January 20, 2017
Addendum Issued	January 27, 2017
Sealed Proposal due before 1:45pm CST	February 7, 2017
Evaluation Period	February 8-February 22, 2017
Board of Bids and Contracts Recommendation	February 23, 2017
Board of County Commission Award	March 1, 2017

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of **three (3) years with two (2) one year options to renew**. It is anticipated that approximately 400 poll books will be purchased, however the county cannot guarantee the number of systems that will be purchased.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Bodily Injury:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Property Damage:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage \$500,000.00

General Aggregate \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it

will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. [Required Response Content](#)

All proposal submissions shall include the following:

1. Completed and signed Proposal Response Form.
2. Detailed information as requested in Section V.
3. Detailed information as requested in Section VII-B.
4. Provide pricing as requested in Attachment A using the table provided. If more space is needed, please clearly identify and mark as such.
5. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
6. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
7. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
8. Proof of insurance meeting minimum insurance requirements as designated herein must be submitted prior to contract approval.
9. Confirm that at least half of the requested initial purchase of EPB systems should be delivered to the Sedgwick County Election Office NO LATER than March 31, 2017.

IX. Response Form

**REQUEST FOR PROPOSAL
#17-0005
ELECTRONIC POLL BOOKS**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

WEBSITE _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__Asian Pacific-Woman Owned (60) __Subcontinent Asian-Woman Owned (65) __Hispanic Woman Owned (70)

__Native American-Woman Owned (75) __Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____Yes _____No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____Yes _____No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

Attachment A – PRICING

Responders should have the pricing information requested below **CLEARLY MARKED** as **SECTION 2** of their response.

Hardware, Software and Peripheral Equipment

Training and Election Assistance

The county may wish to enter into an agreement for training, EPB system setup, and election preparation assistance with the successful proposer. Pricing should be provided in unit rates (hourly/per unit, etc and CLEARLY identified) Provide pricing on the following services:

THE FOLLOWING REQUIRED EQUIPMENT, SOFTWARE, AND SERVICES SHALL BE INCLUDED IN VENDOR’S BASE PER-UNIT ELECTRONIC POLL BOOK BID:

- 1. Electronic Poll Book with barcode scanning and signature capture capabilities**
- 2. Power brick**
- 3. USB power cable**
- 4. Carrying case**
- 5. Stylus**
- 6. Thermal Printer – prints on thermal paper**
- 7. EPB software required for operation**
- 8. Loading of software on EPB**
- 9. Rotating stand for EPB**
- 10. Shipping**
- 11. Acceptance testing**
- 12. Volume discount pricing (if applicable)**

	Manufacturer	Model	Manufacturer Catalog ID	Total
Cost per Electronic Poll Book (base bid)				
Unit Pricing (contract pricing)				
Peripherals				
Printer				
Scanner				
MiFi/router				
Stand				
Case				
Other (specify) _____				
Other (specify) _____				
Consumables	Provide a parts list including specifications (ink cartridges/paper, etc.)			
	Unit Cost	Description/Comments		
Software License				
Annual Maintenance Cost and applicable escalation structure				
Conversion (if any)				

Training and Training Materials for system setup, maintenance and election workers		
Implementation costs (including travel)		
System Installation		
Report Production: generating, designing and formatting.		
Poll Book Customization (per hour)		
Poll location map display (each)		
Custom conversion services (per hour)		
Service & Support (hourly rate for additional services)		
On-site support services (per election)		
Other costs not included above		
(Specify)		

(Specify)		

Please use the estimated purchase quantity of 400 systems when completing the table below. If volume pricing was submitted as an option above, please provide cost for each volume band as indicated.

Total Cost for all Hardware components (printers, scanners, cases, etc.)	
Total Cost for all software	
Total cost for future upgrades	
Recommended timing of hardware replacement	
Total Cost for hardware refresh	
Total Cost of ownership of system over 5 years	