

**WEAKLEY COUNTY, TENNESSEE
INVITATION TO BID
BID # 2018-01**

The Weakley County, Tennessee Finance Department will be accepting bids for the Weakley County Election Commission on the following items:

**Voting Machines – BMD, Precinct Tabulator, BOD System, Electronic Pollbook,
Stands, and Maintenance**

Information can be obtained from the Department of Finance, 8319 Highway 22, Suite B, Dresden, TN 38225, between the hours of 8:00 A.M. and 4:00 P.M. or online at www.weakleycountytn.gov.

Bids will be accepted **until 3:00 P.M., September 29, 2017** at the Weakley County Department of Finance. Bids received after this time will be deemed late and will not be considered. Bids must be sealed and marked on the outside of the envelope:

"SEALED BID #2018-01 – Voting Machines."

Bids may be hand delivered or mailed to:

John H. Liggett
Director of Finance
Weakley County, Tennessee
8319 Highway 22, Suite B
Dresden, TN 38225

The Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin or gender.

Bid document may be downloaded at www.weakleycountytn.gov.

Any questions concerning the bid should be made to John Liggett, Director of Finance, or Alex Britt, Administrator of Elections.

**WEAKLEY COUNTY, TENNESSEE
BID SPECIFICATIONS
BID # 2018-01**

Bidder may bid on any or all items as specified on the attached bid forms. Bids may be submitted by using the attached forms or in another format, but bid prices should be clearly evident and easy to comprehend.

Bidder should include any technical data sheets or statements that would be helpful in determining bid compliance with minimum specifications. Bids are contingent upon funds being approved by the Weakley County Commission.

General

- System must have the capability to generate a ballot on demand.
- System must not require preprinted paper ballots for precinct tabulation.
- System must not require hand marked ballots for precinct tabulation.

Certification

- System must be certified by the Election Assistance Commission before contract is awarded.
- System must be approved & certified by the State Coordinator of Elections and the State Election Commission.
- Proof of a Certificate of Conformance required when submitting bid.

Company

- Company must have conducted election business for at least the past 10 years.
- Company must have the internal support to maintain the systems for the next 10 years.
- Company must have a means (meaning access to source code and trained software engineers familiar with the software) to make on-going changes/updates to the system as deemed required by law or a client is willing to pay for.
- Company must have a direct relationship with the manufacturer of all the voting technology.
- Company must have direct prior experience managing complex countrywide implementations.
- Company must provide third party certified independent audited corporate financial statements for the past 3 years.

Flexibility of Ballot Design and Layout for the Precinct Tabulators

- Ability to adjust all row and column widths.
- Supports an 11", 14", 17" 19" ballot pages.
- Ballot layout application must create pdf files that can be utilized with either digital or offset ballot printing.

Precinct Tabulator Hardware

- Tabulator unit should have a display capable of feedback to the voter, polling place official, and warehouse personnel.
- Tabulator unit must have a touch screen for voter, county staff and poll worker input and feedback.
- Tabulator unit must allow for easy access (less than one minute) to the imaging sensors for cleaning and diagnostics.
- Tabulator unit must contain a battery which recharges automatically when power is restored to the system. A system in which the battery requires removing and charging on a separate charging device will not be considered as qualifying under this requirement.
- Tabulator unit must have a lithium-ion battery back up that lasts for a minimum of 2 hours of continuous use.
- Tabulator unit has the capability for expansion through USB hub or ports.
- Tabulator unit has the ability to lock access to the input feed tray while not in use.
- Tabulator unit will provide for battery charge level conditions.
- Ability to securely update all product firmware without disassembling the unit or breaking the disassembly seals.
- Ability to securely verify product application and firmware.
- Provide functionality to charge the unit without the need to power the unit on.
- Tabulator must accept ballots in all four orientations (face up or face down, head first or feet first).

Tabulator Functionality

- Clearly displayed public count during voting sessions.
- Simple poll opening procedure.
- Clear messages to tell voters what to do when exception ballots (over voted, blank, etc...) are encountered.
- Icon indicator that tells the poll worker when the AC connection (external power) is not available.
- Voter Feedback presented in a clear concise manner utilizing graphical and color attributes.
- Tabulator has on line help.

Tabulator Firmware

- Tabulation system should be able to provide diagnostics that allow the viewing of the scanned ballot images, marks detection, and digital readings taken by the unit.
- Ballot images are easy to read and provide the ability to apply voter intent and vote tabulation rules to the viewed images.

Ballot Marking Device

- The BMD must be a universal voting device which ensures all voters possess the same opportunity to independently cast his or her vote.
- The BMD must be configured to operate without assistance provided by the poll worker in selecting the accessibility feature(s) for the voter.
- BMD must use the same paper ballot which is issued to all non-disabled voters.
- BMD must provide both audio and visual ballot information at the same time.
- BMD must work with a sip n puff and/or two-way paddle device.

Election Management System (EMS) Software

- All confidential data that is saved to removable media (USB stick, flash card or other similar device) must be Encrypted using AES and a bit strength of-128 or higher.
- EMS must have built-in templates which allow the user to copy the ballot layout format from one election to the next election.
- EMS must allow custom templates to be saved and copied from one election to another.
- EMS must provide for a results output that can be displayed on the Web using graphical and textual presentation of the information.
- EMS must allow for results to be reviewed on a periodic basis throughout the tabulation process, at all levels.

Electronic Pollbook System

- All equipment must be new or newly manufactured, not reconditioned or refurbished in any way.
- Safeguards against tampering and damage must be provided. What safeguards are built into the system?
- Be easy to use. Please describe the steps to find a voter who belongs in the specific precinct location. Please describe how long it takes to process a voter. (We will consider this as a performance expectation.)
- Provide the ability to refine the initial lookup step to voters in the precinct or voting location where the electronic pollbook is located.
- Provide information necessary to verify a voter's identity.
- Allow for a search based on name, address, or voter ID.
- Provide search functions to find a voter, appropriate voting location or ballot style.
- Provide polling place information for voters who appear at the wrong location. What information will be available to the poll worker to help direct a voter to the correct voting location?
- Provide any addresses and maps for directing voters regardless of whether or not the system is networked to a central server system.
- Where multiple electronic poll books are deployed at the same voting site, prevent a voter from checking in at different stations.
- Provide for networking of multiple electronic pollbooks in a single voting location.
- Provide for quick loading of an electronic pollbook with data needed for an election. Please describe what information is loaded on each electronic pollbook,

and provide an estimate of how long it would take to load the data, based on the number of registered voters in Weakley County TN.

- Provide for quick and accurate transfer of voter role data from our voter registration system to the electronic pollbook system. Please define your minimum expectations for file format for this exchange.
- Provide for quick and accurate upload of voter history information collected at polling locations by the electronic pollbooks to our voter registration system following Election Day. Please define your minimum expectations for file format for this exchange.
- Help prevent poll worker errors from being made. Please describe.
- System must interface with Microsoft Windows operating system, Windows 7 or newer.
- Be secured from unauthorized access. Please describe.
- For security purposes, provide a record of the program, version and election file in use.
- Provide for data encryption. Please describe.
- Provide user access control features. Please describe.
- Provide a touch screen with at least a 10" diagonal screen dimension.
- Be capable of supporting a countywide registered voter list.
- Provide for installation and searching of street file by street name, address, and zip code.
- Redundantly store voter validation data within the tablet or laptop. Please describe how this is accomplished.
- Provide the name(s) of the poll worker(s) completing each voter validation in the audit trail of the electronic poll book.
- Generate interim reports without suspending registration operations.
- Provide for quick recovery of data from an electronic pollbook that has fully failed during operations.
- Enable an authorized override of the system to allow a vote to take place – cancel voter validation – when a voter is shown to have voted but we know they have not. Please describe how this is accomplished.
- Maintain information on absentee ballots requested and returned.
- Provide the ability to process Provisional voters. Please describe this process in detail.
- Not be dependent on a real-time connection to a centralized voter registration system.
- Time stamp significant activities, such as time of voter check-in.
- Provide sufficient reports. Please describe all reports available from the system while the election is still underway and after it has closed.
- Be able to print a list of all voters validated in each respective precinct immediately following the close of polls on Election Day.
- Be capable of operating partially or fully during a power outage. Please describe.
- Provide at least 10 hours of integral battery backup within the tablet or laptop. How many hours can the tablet or laptop operate on battery power alone?
- Use of the Cloud for data conversion purposes is not acceptable.

- Provide the capability to accurately communicate the correct ballot style to the BMD.
- Provide the capability to review the confirmed actual ballot style information provided to each voter using the electronic pollbook audit trail.

Product Quantity & Miscellaneous Request

- BMD – 55.
- Precinct Tabulator – 12.
- BOD System – 1.
- Electronic Pollbook – 25.
- Provide annual license, maintenance, any other applicable fees, and supply cost with a guaranteed price lock not less than three (3) years.
- Provide one (1) bid that includes voting machine stands (if available) and one (1) bid that does not include voting machine stands.
- Weakley County requires that the bidders submit three (3) hard copies of the bid and one (1) electronic copy on a jump drive submitted with the bid.

Bids will be reviewed and awarded on the basis of the lowest and best bid as determined by the Director of Finance and Administrator of Elections.

Owner reserves the right to reject any and all bids.

No bidder may withdraw his bid within 60 days of the actual opening thereof.

Any questions concerning the bid should be directed to the John Liggett, Director of Finance, at (731) 364-5429 or Alex Britt, Administrator of Elections, at (731) 364-5564.

**Weakley County, Tennessee
Bid Form
Bid #2018-01**

<u>Product</u>	<u>Price/Item</u>
Ballot Marking Device (Quantity = 55)	_____
Precinct Tabulator (Quantity = 12)	_____
BOD System (Quantity = 1)	_____
Electronic Pollbook (Quantity = 25)	_____
Machine Stands (if available)	_____
Annual License, Maintenance, Applicable Fees, and Supply Costs with Guaranteed Price Lock not less than three (3) years	_____

Comments:

Bidder's Name/Company:

Address:

Phone #:

Signature & Date:

BIDDER CERTIFICATION

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: _____

Title: _____

Name of Firm/Partnership/Corporation:

Date: _____

BIDDER'S AFFIDAVIT

_____ hereby certifies that neither it nor it's agent, nor any other party for it, has paid or agreed to pay, directly or indirectly, to any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be paid hereafter.

We further certify that no Employee of the Employer owns directly or indirectly, any interest in the bidding company or agency of any of its subsidiaries except: (List names and percent of ownership for any exceptions).

Agency: _____

Signed: _____

Date: _____