



Respondent Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2018-070

**REQUEST FOR PROPOSALS
FOR
ELECTRONIC POLL BOOKS
FOR ELECTIONS ADMINISTRATION**

**PROPOSALS DUE MARCH 29, 2018
2:00 P.M.**

RFP NO. 2018-070

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MANDATORY PRE-PROPOSAL CONFERENCE

In accordance with Section 262.0256 of the Texas Local Government Code, the County will hold a Mandatory Pre-Proposal Conference.

All Respondents must attend the scheduled Mandatory Pre-Proposal Conference:

DATE: FRIDAY, MARCH 9, 2018

TIME: 10:00 A.M.
LATE ARRIVALS WILL NOT BE PERMITTED TO ATTEND!

LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
COMMISSIONERS COURTROOM
100 E. WEATHERFORD ST., 5TH FLOOR
FORT WORTH TX 76102

RSVP: Vendors planning to attend the Mandatory Pre-Proposal Conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Thursday, March 8, 2018.

Send RSVPs to Rita C. Pauley at (817) 884-2629.

Questions from Respondents will be addressed at the Mandatory Pre-Proposal Conference. Any vendor who submits a proposal without attending the scheduled Mandatory Pre-Proposal Conference will have their proposal disqualified. Such applicant who submits a proposal and does not attend the scheduled Mandatory Pre-Proposal Conference waives any right to assert claims due to undiscovered conditions.

NOTE: Your firm must attend the Mandatory Pre-Proposal Conference. Proposals from firms not attending the Mandatory Pre-Proposal Conference will be disqualified.

Late arrivals will not be permitted to attend the Mandatory Pre-Proposal meeting. Anyone leaving prior to the conclusion of the meeting will be removed from the eligibility list and not permitted to submit a proposal.

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

Tarrant County is soliciting proposals for **ELECTRONIC POLL BOOKS** along with associated software, services, and maintenance for **ELECTIONS ADMINISTRATION**.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND TEN (10) COPIES

OF

COMPLETED PROPOSALS

MUST BE RECEIVED IN THE

TARRANT COUNTY PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76196-0104

ON OR BEFORE MARCH 29, 2018

AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND TEN (10) COPIES

OF

COMPLETED PROPOSALS

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TARRANT COUNTY PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76102

ON OR BEFORE MARCH 29, 2018

AT 2:00 P.M.

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on form included in section under Forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

RITA C. PAULEY, CPO, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to this proposal including but not limited to, the proposal document, questions and their responses, addenda and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.**

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Monday, March 12, 2018. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

Proposal is issued in compliance with County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire Proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if Tarrant County receives a request for a copy of the Proposal. Tarrant County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

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Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of proposal. Tarrant County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistency of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make award in the best interest of Tarrant County.

Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. The Respondent being interested in any litigation against Tarrant County.

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4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.
9. Limited competition.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The successful Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. Vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and work space in order to conduct audits. Tarrant County will provide the Vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

TO THE EXTENT PERMITTED BY LAW, RESPONDENT AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) RESPONDENT'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF RESPONDENT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

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RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a thirty-six (36) month contract effective from date of award or notice to proceed as determined by Tarrant County Purchasing. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTION:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.
 - A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of proposal.**

Yes No

 - 1) If you, the Respondent, checked Yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.

 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

B. SECONDARY/ALTERNATE AWARD: Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may be cause to remove the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
- 2) If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
- 3) Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

Yes No

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	58.	City of Burleson	116.	City of Grand Prairie
2.	Allen ISD	59.	City of Caddo Mills	117.	City of Grand Saline
3.	Alvord ISD	60.	City of Canton	118.	City of Grapevine
4.	Anna Fire Department	61.	City of Carrollton	119.	City of Greenville
5.	Anderson County	62.	City of Castle Hills	120.	City of Haltom City
6.	Aransas County	63.	City of Cedar Hill	121.	City of Haslet
7.	Arlington ISD	64.	City of Cedar Park	122.	City of Heath
8.	Armstrong County	65.	City of Celeste	123.	City of Hitchcock
9.	Atascosa County	66.	City of Celina	124.	City of Hudson City
10.	Bastrop County	67.	City of Cibolo	125.	City of Horizon Oaks
11.	Bell County	68.	City of Cleburne	126.	City of Huntsville
12.	Benbrook Water Authority	69.	City of Cockrell Hill	127.	City of Hurst
13.	Bethany Spec Utility Dist	70.	City of Colleyville	128.	City of Hutchins
14.	Bexar County	71.	City of Columbus	129.	City of Hutto
15.	Birdville ISD	72.	City of Combine	130.	City of Irving
16.	Blue Ridge Fire Department	73.	City of Commerce	131.	City of Italy
17.	Bosque County	74.	City of Converse	132.	City of Jacksboro
18.	Branch Fire Department	75.	City of Coppell	133.	City of Jefferson
19.	Brazoria County	76.	City of Copperas Cove	134.	City of Keene
20.	Brazos County	77.	City of Corinth	135.	City of Keller
21.	Briar Volunteer Fire Dept.	78.	City of Corsicana	136.	City of Kennedale
22.	Brooks County Constables, Precincts 1-4	79.	City of Crowley	137.	City of Killeen
23.	Brown County	80.	City of Dalmy	138.	City of Krum
24.	Bulverde Police Department	81.	City of Dalmouthington Gardens	139.	City of Kyle
25.	Burnet County	82.	City of De Leon	140.	City of La Vernia
26.	Cameron County	83.	City of Decatur	141.	City of Lake Dallas
27.	Carroll ISD	84.	City of Deer Park	142.	City of Lake Worth
28.	Carrollton-Farmers Branch ISD	85.	City of Denison	143.	City of Lancaster
29.	Castleberry ISD	86.	City of Denton	144.	City of Laredo
30.	Cedar Hill ISD	87.	City of DeSoto	145.	City of League City
31.	Chambers County	88.	City of Diboll	146.	City of Leander
32.	Cherokee County	89.	City of Duncanville	147.	City of Lewisville
33.	City of Aledo	90.	City of Early	148.	City of Lindale
34.	City of Allen	91.	City of Eastland	149.	City of Little Elm
35.	City of Alvord	92.	City of El Paso	150.	City of Littlefield
36.	City of Amarillo	93.	City of Electra	151.	City of Live Oak
37.	City of Anna	94.	City of Emory	152.	City of Lubbock
38.	City of Arlington	95.	City of Eules	153.	City of Lucas
39.	City of Athens	96.	City of Escobares	154.	City of Lufkin
40.	City of Aubrey	97.	City of Everman	155.	City of Lumberton
41.	City of Austin	98.	City of Farmers Branch	156.	City of Mansfield
42.	City of Azle	99.	City of Farmersville	157.	City of Marshall
43.	City of Balch Springs	100.	City of Ferris	158.	City of McAllen
44.	City of Bangs	101.	City of Floresville	159.	City of McKinney
45.	City of Baytown	102.	City of Forest Hill	160.	City of Melissa
46.	City of Bedford	103.	City of Forney	161.	City of Merkel
47.	City of Bells	104.	City of Fort Worth	162.	City of Mesquite
48.	City of Benbrook	105.	City of Frisco	163.	City of Midlothian
49.	City of Blue Mound	106.	City of Gainesville	164.	City of Morgan's Point Resort
50.	City of Bovina	107.	City of Galena Park	165.	City of Murphy
51.	City of Bowie	108.	City of Galveston	166.	City of Nacogdoches
52.	City of Boyd	109.	City of Ganado	167.	City of Nederland
53.	City of Bridge City	110.	City of Garland	168.	City of New Braunfels
54.	City of Bridgeport	111.	City of Gatesville	169.	City of North Richland Hills
55.	City of Brownwood	112.	City of Georgetown	170.	City of Odessa
56.	City of Bryan	113.	City of Glen Heights	171.	City of Ovilla
57.	City of Burkburnett	114.	City of Godley	172.	City of Palestine
		115.	City of Granbury	173.	City of Parker
				174.	City of Pasadena

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

175.	City of Pelican Bay	235.	Cochran County	288.	Heart of Texas Regional
176.	City of Pharr	236.	Collin County		MHMR Center
177.	City of Plano	237.	Collin County Community	289.	Henderson County
178.	City of Port Isabel		College District	290.	Hill County
179.	City of Poteet	238.	Comal County	291.	Hood County
180.	City of Pottsboro	239.	Cooke County	292.	Hopkins County
181.	City of Princeton	240.	Coryell County	293.	Housing Authority of the City
182.	City of Ralls	241.	Cottondale Vol Fire Dept		of Austin
183.	City of Red Oak	242.	Crowley ISD	294.	Humble ISD
184.	City of Rhome	243.	Dallas County	295.	Hunt County
185.	City of Richardson	244.	Dallas/Fort Worth	296.	Hurst Eules Bedford ISD
186.	City of Richland Hills		International Airport Board	297.	Hutchinson County
187.	City of River Oaks	245.	Dallas ISD	298.	Idea Public Schools
188.	City of Roanoke	246.	Decatur ISD	299.	Jack County
189.	City of Robinson	247.	Denison ISD	300.	Jasper County
190.	City of Rockwall	248.	Denton County	301.	Jefferson County
191.	City of Round Rock	249.	Denton County Fresh Water	302.	Jim Wells County
192.	City of Rowlett		Supply Dist No. 1-A	303.	Johnson County
193.	City of Royse City	250.	Denton ISD	304.	Johnson County SUD
194.	City of Runaway Bay	251.	DeSoto ISD	305.	Karnes County
195.	City of Rusk	252.	Diana Special Utility District	306.	Kaufman County
196.	City of Sachse	253.	Duncanville ISD	307.	Kaufman ISD
197.	City of Saginaw	254.	Duval County	308.	Keller ISD
198.	City of San Angelo	255.	Eagle Mountain-Saginaw ISD	309.	Kennedale ISD
199.	City of San Benito	256.	East Texas Council of Govs.	310.	Kerens ISD
200.	City of San Marcos	257.	Ector County	311.	Kinney County
201.	City of Sanger	258.	Ector County ISD	312.	Krum ISD
202.	City of Sansom Park	259.	Eddy County, NM	313.	Lake Dallas ISD
203.	City of Seagoville	260.	El Paso County	314.	Lake Worth ISD
204.	City of Sherman	261.	El Paso County Hospital	315.	Lamar County
205.	City of Sour Lake		District dba University	316.	Lamb County
206.	City of Southlake		Medical Center of El Paso	317.	Lampasas County
207.	City of Southmayd	262.	Electra ISD	318.	Lavon Police Department
208.	City of Springtown	263.	Ellis County	319.	Leon County
209.	City of Stephenville	264.	Erath County	320.	Lewisville ISD
210.	City of Sulphur Springs	265.	Everman ISD	321.	Limestone County
211.	City of Taft	266.	Fannin County	322.	Little Elm ISD
212.	City of Taylor	267.	Floyd County	323.	Lovejoy ISD
213.	City of Temple	268.	Fort Bend County	324.	Lowry Crossing Vol Fire Dept
214.	City of Terrell	269.	Fort Bend County ESD#2	325.	Lubbock County
215.	City of Texarkana, AR	270.	Fort Worth Housing Authority	326.	Mansfield ISD
216.	City of Texarkana, TX	271.	Fort Worth ISD	327.	Maverick County
217.	City of The Colony	272.	Fort Worth Trans Authority	328.	McKinney ISD
218.	City of University Park	273.	Franklin County	329.	McLennan County
219.	City of Van Alstyne	274.	Freestone County	330.	McLennan Comm. College
220.	City of Venus	275.	Frisco ISD	331.	Medina Valley ISD
221.	City of Vernon	276.	Grandview Police Dept.	332.	Merilee Special Utility Dist.
222.	City of Waco	277.	Grapevine\Colleyville ISD	333.	MHMR of Tarrant County
223.	City of Watauga	278.	Grayson County	334.	Midland County
224.	City of Waxahachie	279.	Gregg County	335.	Midway ISD
225.	City of Weatherford	280.	Grimes County	336.	Milam County
226.	City of Westworth Village	281.	Guadalupe County	337.	Mills County
227.	City of White Settlement	282.	Hardin County	338.	Montgomery County
228.	City of Whitesboro	283.	Harris County Emg Svcs	339.	Montgomery County Emg
229.	City of Whitewright		District #7		Svcs Dis No 10 (ESD 10)
230.	City of Wills Point	284.	Harris County Emg Svcs	340.	Montgomery County Hospital
231.	City of Wilmer		District #24		District
232.	City of Wylie	285.	Harrison County	341.	Mount Pleasant Police Dept.
233.	Clay County	286.	Hawkins ISD	342.	Mount Vernon Police Dept.
234.	Clear Creek ISD	287.	Hays County	343.	Nacogdoches County

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

344.	Navarro County	393.	Tarrant County 9-1-1 Emergency Assistance District	438.	University of Texas MD Anderson Cancer Center
345.	Nevada Vol Fire Dept			439.	Upper Trinity Regional Water District
346.	New Caney ISD	394.	Tarrant County College District	440.	Upshur County
347.	Nolan County	395.	Tarrant County Emergency Services District 1	441.	Upton County
348.	Normangee ISD	396.	Tarrant County Hospital District	442.	Van Alstyne ISD
349.	North Central Texas Council of Governments	397.	Tarrant County Workforce Development Board	443.	Van Zandt County
350.	North Texas Municipal Water District	398.	Tarrant Regional Water District	444.	Vernon ISD
351.	North Texas Tollway Auth	399.	Taylor County	445.	Victoria County
352.	Northwest ISD	400.	Temple College	446.	Waco ISD
353.	Nueces County	401.	Terrell ISD	447.	Walker County
354.	Olton Police Department	402.	Texas A&M University at Commerce	448.	Waller County
355.	Orange County	403.	Texas A&M University- Kingsville	449.	Ward County
356.	Orange Cnty Drainage Dist	404.	Texas Alcoholic Beverage Commission	450.	Weatherford College
357.	Palo Pinto County	405.	Texas Dept. of Parks & Wildlife	451.	Weatherford ISD
358.	Panola County	406.	Texas Dept. of Public Safety	452.	Westminster Fire Dept.
359.	Paradise ISD	407.	Texas Woman's University	453.	Weston Volunteer Fire Department
360.	Parker County	408.	Titus County	454.	White Settlement ISD
361.	Parker County Emergency Services District 1	409.	TML MultiState Intergov Employee Benefits Pool	455.	Williamson County
362.	Parmer County	410.	Tom Green County	456.	Williamson County Emg Services District #3
363.	Potter County	411.	Town of Addison	457.	Wilson County
364.	Public Transit Service of Mineral Wells	412.	Town of Argyle	458.	Winkler County
365.	Quinlan ISD	413.	Town of Double Oak	459.	Wise County
366.	Rains County ESD #1	414.	Town of Edgecliff Village	460.	Wood County
367.	Rancho Viejo Police Dept.	415.	Town of Fairview	461.	YMCA of Metropolitan Dallas
368.	Randall County	416.	Town of Flower Mound	462.	Young County
369.	Red Oak ISD	417.	Town of Hickory Creek	463.	Zapata County
370.	Red River County	418.	Town of Highland Park		
371.	Refugio County	419.	Town of Lakeside		
372.	Region 9 Education Service Center of Wichita	420.	Town of Little Elm		
373.	Region II Education Service Center (ESC)	421.	Town of Northlake		
374.	Richardson ISD	422.	Town of Pantego		
375.	Rockwall County	423.	Town of Ponder		
376.	Round Rock ISD	424.	Town of Prosper		
377.	Sam Rayburn ISD	425.	Town of Providence Village		
378.	San Jacinto Community College District	426.	Town of Sunnyvale		
379.	San Patricio County	427.	Town of Trophy Club		
380.	Schleicher County	428.	Town of Westlake		
381.	Senior Center Resource and Public Transit, Inc. of Hunt County	429.	Town of Westover Hills		
382.	Seven Points Fire Rescue	430.	Travis County		
383.	Sherman ISD	431.	Travis County Healthcare District		
384.	Smith County	432.	Trinity River Authority		
385.	Springtown ISD	433.	U.S. Marshals Service		
386.	South Montgomery Fire Department	434.	University of North Texas		
387.	South Texas College	435.	University of North Texas Health Science Center		
388.	SPAN, Inc.	436.	University of Texas at Arlington		
389.	Stephens County	437.	University of Texas at Dallas		
390.	Sterling County				
391.	Tarleton State University				
392.	Tarrant Appraisal District				

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Liability (CSL)
— \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
 - 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and Proposal number for which the insurance is being supplied.
 - 5) The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) The Respondent is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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5. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

6. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.
 4. **Right to Audit**
Tarrant County reserves the right to audit Vendor datacenters which house Tarrant County Data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

STATEMENT OF WORK

I. ACRONYMS

A. Definition of acronyms and abbreviations used in this document.

Acronyms/Terms	Descriptions
ADA	Americans with Disabilities Act (ADA)
COOP	Continuity of Operations Plan use to ensure that agencies are able to continue performance of essential functions under a broad range of circumstances.
DOJ	Department of Justice (DOJ)
DR	Disaster Recovery Plan is a documented process or set of procedures to recover and protect a business infrastructure in the event of a disaster.
HAVA	Help America Vote Act (HAVA)
ITD	Information Technology Department
PMBOK	Project Management Body of Knowledge – widely accepted global standards provide guidelines, rules and characteristics for project, program and portfolio management.
Real Time	“Immediate” or “occurring now” or virtually immediately
RFP	Request for Proposal
SaaS	SaaS (Software as a Service) is a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.
SLA	Service Level Agreement
VUID	State Voter Registration ID (VUID)
VOTEC VEMACS	Voter Registration System
VPN	Virtual Private Network
VU: BS	Voting Unit (Reporting Precinct) Ballot Style

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II. SOLICITATION CALENDAR

Estimated Date	Milestone
3/2/2018	Advertisement #1
3/8/2018	Mandatory Pre-Proposal RSVPs due
3/9/2018	Advertisement #2
3/9/2018	Mandatory Pre-Proposal Conference
3/12/2018	Questions Due
3/16/2018	Q&A Posted Online
3/29/2018	Proposal Opening
4/16/2018 to 4/20/2018	Vendor Presentations Week
4/27/2018	Vendor contacted for signed contract, 1295 & COI
5/15/2018	Commissioners Court for Award
5/15/2018	Contract begins. Award letter & contract sent to vendor
5/15/2018	Elections Administration contacts vendor to schedule delivery, set-up and testing
6/15/2018	MANDATORY completion of all hardware and software installation, configuration and/or customization, and testing of the proposed solution
6/25/2018	MANDATORY Completion Date and receive vendor's invoice on or before date

III. PURPOSE

- A. Tarrant County Elections Administration is seeking proposals for a turnkey, electronic poll book solution to replace their existing paperbound and electronic poll books. Tarrant County is targeting the procurement of a solution that combines election voter registration, mobile devices, and enterprise mobility management into an end-to-end, election poll book solution that meets the requirements provided within this Request for Proposal (RFP).

IV. BACKGROUND

- A. The Elections Administration oversees the electoral process for Tarrant County which consists of conducting all federal, state and county elections and certain elections for municipalities, independent school districts and other political subdivisions that contract with Tarrant County for election services.
- B. In preparation for each year's election, the Elections Administration participates in the setup, configuration and testing of ninety-two (92) voter check-in workstations (electronic poll books) to be used during Early Voting. Approximately, one hundred eighty-five (185) total labor hours are vested over a 60–90 day period insuring all solutions follow information security protocols and to coordinate between various internal technology divisions. In addition to the electronic poll books, approximately 400–500 paperbound poll books are printed and distributed to designated polling centers on Election Day.

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- C. During Election Day, poll machines are distributed to designated voting/polling centers. Once deployed, a secure virtual private network connection (VPN) to the voter registration management solution (i.e. VOTEC VEMACS) is established over an approved Internet link. If Internet connectivity is not available, one (1) of fifty-nine (59) third (3rd) party mobile Internet hotspot devices is used.
- D. When a voter arrives at any polling center on Election Day and wishes to vote, the voter must check in with an election worker who verifies the voter's registration. Currently, the voter verification process is manual and requires the use of a paper-based signature poll book. During Early Voting when a voter arrives at any polling center and wishes to vote, the voter must check in with an election worker who verifies the voter's registration. The Early Voter verification process is electronic and requires the use of an electronic poll book.

V. SCOPE

- A. This project consists of the procurement of a turn-key, electronic poll book solution. At a minimum, the Respondent's responsibilities include, but are not limited to, the following:
 - 1. Assign a Project Manager or an Account Management Team to serve as Tarrant County's advocate and a single point of contact. The account manager shall remain available throughout the term of the contract as long as that individual is employed by the vendor. If Tarrant County determines the account manager is unable to perform in accordance with the service requirements or to communicate effectively, the account manager shall be replaced at the written request of Tarrant County representatives.
 - 2. Implement an electronic poll book solution that will meet identified capabilities and requirements referenced under the section labeled "SPECIFICATIONS".
 - 3. Provide an estimated one hundred fifty (150) electronic poll book mobile devices with initial purchase; subject to change. Tarrant County reserves the option to buy additional electronic poll book mobile devices in the following years as funds become available.
 - 4. Work collaboratively with Elections Administration and ITD to develop Go Live Acceptance Criteria and coordinating Go Live Acceptance Testing.
 - 5. Provide onsite technical support on the selected Election event to include Early Voting and Election Day, post-Go Live.
 - 6. Provide ongoing technical support (i.e. remote and onsite) for the proposed electronic poll book solution to include its core- and operating-level software and all hardware components.
 - 7. Provide all required reports exclusively to the Tarrant County designated representative(s). Other employees will be forbidden to obtain reports or data therein for themselves, associates, or any other person(s).

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8. Work with Tarrant County representatives to design and coordinate reports, which could include modifications of existing programs to meet Tarrant County requirements.
 9. Work with Tarrant County representatives and other County departments and personnel to conduct meetings, as needed, including planning sessions, key employee group briefings, and individual and group Commissioners Court briefings.
 10. This section shall provide a thorough proposal to meet the requirements stated in the RFP with detail down to each individual requirement's level. Proposal must include detailed and comprehensive responses to all requirements and descriptive questions. References to specific requirements should be noted by using the section coding, e.g. Section VIII.A.1.
 11. Describe the implementation process for Tarrant County. Provide a project plan, including timing and resources (hardware, software, connectivity, staffing, etc.) and any required diagrams, charts, etc. needed to provide a clear picture of vendor solution. Identify any risks or limitations related to an implementation and mitigation plan, including but not limited to, bandwidth, server availability, multi-tenancy, and number of users.
 12. Describe your technical expertise and capability to process Tarrant County's transaction volumes, amounts and information accurately and on time without interruption.
- B. This solicitation is a request for proposals to provide electronic poll book services for Tarrant County on an annual basis. The fulfillment of these services is dependent upon availability of funding.
 - C. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and the vendor's qualifications and capabilities to provide the specified service.
 - D. The prices offered to Tarrant County as indicated on the Proposal Price Form, shall be inclusive of any and all costs associated with the Respondent providing their services. Examples: salaries, benefits, materials, supplies, overhead fees, travel expenses, and profits.

VI. APPLICABLE LAWS AND STANDARDS

- A. The Respondent shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards, and regulations necessary to perform the services. As an employer, the Respondent must comply with all federal, state, and local applicable laws, standards, and regulations with regard to their employees.

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VII. RESPONDENT QUALIFICATION

- A. The Respondent shall be in good financial standing. Notification of sale, dissolution, or merger of the Respondent's company, either proposed or realized, must be made to Tarrant County's designated representative as soon as the Respondent becomes aware of its possibility.

VIII. SPECIFICATIONS

A. Functional Specifications

All requirements are derived from the following documents:

- Help America Vote Act (HAVA)
- Texas Elections Code

1.0	MUST allow for multiple independent on-line elections to be managed simultaneously on the same back end installation. (Note: Early voting and/or election day voting time periods may overlap prompting the need to coordinate multiple independent elections.)
2.0	MUST retain all historical election records for a minimum of thirty-six (36) months from the date of the Election for which it was last used, per Tarrant County Elections Commission.
3.0	MUST support reporting needs including voter identity information, signature provided and location data, date and time, as needed, per Tarrant County Elections Commission.
3.1	MUST be able to create the following required reporting data elements: <ul style="list-style-type: none"> • Provisional Voter Information • Voter Data Information
3.2	SHOULD provide standard reports with sample copies of each. If customizable reports or data extracts are available, the feature must be described.
4.0	MUST be able to securely capture and record a voter's electronic signature. Provide samples of the signature records.
4.1	MUST comply with State of Texas signature capture rules. (Refer to Texas Register Title 1. Part 4. Chapter 81. Subchapter C "Voting Proposed solutions". Rule 81.58 or Texas Election Code 63.002.)
4.2	MUST provide proof of certification by the Texas Secretary of State to capture electronic signatures.
5.0	MUST meet the Federal Laws regarding Americans with Disabilities Act (ADA) requirements as it relates to poll books and Department of Justice (DOJ) Language that are required for Tarrant County.
5.1	MUST offer multi-lingual requirement at a minimum (English, Spanish and Vietnamese) capabilities.
5.2	MUST offer ADA Capabilities in adjusting font size and color as needed.
6.0	MUST be able to manage all mobile devices from a central poll book management control endpoint.
6.1	MUST provide various methods of importing/uploading of voter registration data into the central poll book management control endpoint for secure redistribution to the electronic poll book mobile devices.
6.2	MUST allow users to easily, and without vendor support, import countywide voter registration database information into the solution.

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6.3	MUST be able to track, aid in the recovery or disabling of electronic poll book mobile devices if stolen or removed.
6.4	MUST provide documentation describing the communication protocol between the solution components (central server and remote units) and any integrated 3 rd party system (i.e. the voter registration system). This documentation must include details on how real-time transactions are handled.
7.0	MUST support multiple connectivity methods (i.e. wired, wireless, and mobile Wi-Fi hotspot).
8.0	MUST support voter eligibility verification processes online or offline.
8.1	MUST verify precinct assignment for any voter in the County.
8.2	MUST be able to redirect voters to the correct polling place location.
8.3	MUST be able to print a receipt documenting the redirect.
8.4	MUST be capable of operating and providing verification when online or offline, independent of a connection to the central poll book management control endpoint.
8.5	MUST have a real-time transaction update with the central server when operating online. This means all transactions happening at the poll book are sent to the server, and all relevant updates at the server are sent to the poll book.
9.0	MUST <u>control</u> voting irregularities including, but not limited to double-voting or ineligible voting.
9.1	MUST record and store voter history regarding a request for a ballot in an election regardless of method i.e. Early Voting, Election Day, or Absentee. (Retain all historical election records for a minimum of thirty-six (36) months, per Tarrant County Elections Commission)
9.2	MUST <u>prevent</u> voters from voting in more than one party's primary in the same election.
9.3	MUST <u>prevent</u> voters who vote in a party's primary from voting in a different party's run-off election.
9.4	MUST allow for correcting mistakenly checked in voters on a specific electronic poll book mobile device or from central poll book management console at the main Elections Administration.
10.0	MUST ensure correct ballot is issued to correct voter at correct time.
10.1	MUST be capable of scanning and recognizing valid State of Texas driver's licenses, State of Texas identification cards and State Voter Registration ID (VUID) on the voter registration card issued by Tarrant County.
10.2	MUST be able to communicate ballot style information for any current or future voting machine used by Tarrant County so the voting solution will issue the voter correct ballot style.
11.0	MUST be able to create and maintain a human-readable audit trail and statistics to assist with compliance reporting, including capture and storage of all voters in real-time. (Retain all historical election records for a minimum of thirty-six (36) months, per Tarrant County Elections Commission)
11.1	Upon return of the deployed poll books, the central system MUST be able to synchronize its copy of each unit's log if any entries were added in the unit in off-line mode.

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11.2	MUST allow, at the central server, to search the audit logs using different criteria: voter name, time of entry, polling location, or any other option available in the proposed solution.
11.3	MUST allow the export of audit logs, from the central server, into a delimited file.
12.0	MUST support the check-in of the voters using search, display, and selection of the voter for processing.
12.1	MUST support full search for voter by any combination of the following: <ul style="list-style-type: none"> • First Name • Last Name • Date of Birth • Residential Street Number • Residential Street Name • Town or City • Texas Voter Registration Number
12.2	SHOULD support Texas Driver's License in combination of 12.1.
12.3	MUST be able to display, at a minimum, the following voter information: <ul style="list-style-type: none"> • Texas Voter Registration Number • Texas Voter Registration Name • Residential address • Voter registration status • Precinct • Ballot style assignment • ID Exemption • Privacy Voter • Gender • Date of Birth • Party affiliation in Primary Elections • Eligibility to vote in immediate election
12.4	MUST be able to capture a voter's status as follows: <ul style="list-style-type: none"> • Active • Suspended • Early Voted • Mail Ballot Requested • Mail Ballot Returned • FPCA Ballot Mailed • FPCA Ballot Returned • ID Exception • Similar Name Affidavit • ID Required • Privacy Voter • For a Primary Runoff, if Voter voted in Primary and which party
13.0	MUST support the following voting methods. <ul style="list-style-type: none"> • Select and record in-person voter history both on Election Day and Early Voting • Select and record primary ballot preference (partisan primary only) • Select and record Provisional Voting for Early Voting • Ability to cancel vote issuance (Cancel Check-In)

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13.1	SHOULD support the following methods: <ul style="list-style-type: none"> • Select and record Provisional Voting for Election Day • Select and record limited ballot voting
14.0	SHOULD support provisional voting needs.
14.1	SHOULD be able to print voter provisional labels. Example: -----PROVISIONAL----- VU: BS: NAME ADDRESS DATE TIME
14.2	SHOULD be able to capture and store provisional voter ballot data including, but not limited to: <ul style="list-style-type: none"> • Name • Address • Ballot style • Date & Time (Retain all historical election records for a minimum of thirty-six (36) months, per Tarrant County Elections Commission)
14.3	SHOULD record the voter provisional method (i.e. Early Voting, Election Day, or Absentee) whether for an existing or new voter.
14.4	SHOULD be able to produce a report of provisional records with voter information, location and ballot style information.
14.5	SHOULD be able to display and record precinct voted based on voting address.
14.6	SHOULD maintain a provisional voting log.
14.7	SHOULD allow for the manual update of individual records from the central poll book management control endpoint, which are replicated to all online poll books deployed.
15.0	SHOULD provide an alert, through real-time communication with the central poll books management endpoint, when an action needs to be taken based on, but not limited to, the following metrics: <ul style="list-style-type: none"> • Technical assistance needed • Additional equipment needed • Supplies or staff needed • Ballots needed • Voter at the wrong precinct or re-direct to correct precinct • Electronic Poll Book Mobile Device Health Check • Voter Processing data (i.e. turn-out and wait times)
16.0	SHOULD provide the necessary external tools that can assist the Elections Administration in conducting post-election recounts and audits.

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B. Transportation and Power Specifications

1.0	MUST be easily transportable in stackable, secure, shock-resistant carrying cases without damaging internal circuitry.
2.0	SHOULD allow for storing units, in their protective case, in stacks of at least four (4) feet tall.
3.0	SHOULD include devices that withstand frequent loading and unloading, stacking, assembling, disassembling, reassembling, and heavy use, without damage to internal circuitry.
4.0	SHOULD not exceed twenty (20) pounds in weight for a stored kit (not including consumables), packed in its shock resistant carrying case.
5.0	SHOULD include electronic poll book mobile devices that are lightweight, with the unit weighing less than eight (8) pounds.
6.0	MUST include electronic poll book mobile devices that have the ability to charge the battery without removing it.

C. Hardware Specifications

1.0	MUST describe all relevant information, including physical descriptions model numbers, and part numbers, concerning components such as, but not limited to, laptops, tablets, printers, cables, etc.
1.1	MUST have 2.5 hours of battery life at a rate of a voter checking in every two (2) minutes, with a low battery indicator.
1.2	MUST have enough internal memory to store the information for three (3) million voter records.
1.3	MUST include a self-contained printer with the following minimum specifications: <ul style="list-style-type: none">• Inkless and ribbon-less• Internal battery• Graphics capable for printing bar codes.• Capable of handling character maps for all alphabets (i.e. Spanish, Chinese, Vietnamese, Arabic), and special characters.
2.0	MUST provide a warranty for all hardware (i.e. network, mobile devices, printers, etc.) provisioned under the proposed solution for the duration specified in the awarded contract.
2.1	MUST provide information regarding the Warranty period. Tarrant County will assume the warranty covers any component of the system. Any exclusion must be specifically cited.
2.2	MUST describe ongoing maintenance for both software and hardware. Include all service level options if there is more than one and provide a copy of the Maintenance Agreement.

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D. Security

1.0	MUST describe in detail the Vendor's Information Security Program and Policies and provide person(s) to contact for additional questions.
2.0	MUST describe security measures in place to protect data (including voter signatures, changes, and updates) while at-rest on the electronic poll book mobile device and while in-transit during Internet or cloud-based transmission to and from the proposed solution's central poll book management control endpoint.
2.1	MUST have the ability to encrypt all data traffic while in transit.
2.2	MUST have the ability to encrypt all data while at rest on any electronic poll book mobile device.
3.0	MUST describe Internet intrusion prevention systems and control protocols the proposed solution uses. If third (3 rd) party testing has been done, include dates, name and contact information for such third party and at least one (1) sample test results report from that third party.
4.0	MUST describe how the proposed solution will detect, prevent, and report any suspicious software behavior in any part of the proposed solution.
5.0	MUST describe all access control methods, password encryption and protection levels.
6.0	MUST be secure from unauthorized use and provide information of all manipulations and actions performed.
7.0	SHOULD store error messages in an audit log coded with individual device identification numbers.
8.0	SHOULD provide an audit log to track all actions taken by the user.

E. Implementation Specifications

1.0	MUST adhere to best practice project management methodology to ensure all phases of projects are completed on time (including milestones presented on Solicitation Calendar), within budget and meet the stakeholders' business requirements. This includes the use of Microsoft Project software (or similar tool that is exportable to Microsoft Project) to create all project scheduling artifacts.
2.0	MUST provide a proposed project schedule that includes: <ul style="list-style-type: none"> • Delivery, set-up, configuration, and testing of all hardware required by the proposed solution no later than thirty (30) days after the Date of Award. • Delivery, set-up, configuration, and testing of all software or cloud-based components required by the proposed solution no later than thirty (30) days after the Date of Award.
3.0	MUST provide guidance and assistance in the development of an operational manual or "Run Book" (or "How -To" manual) to assist with routine support and administrative functions required by Elections Administration.

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3.1	<p>MUST provide documentation describing, at least, the following topics:</p> <ul style="list-style-type: none"> • Backend installation procedures, including pre-requisites, users and roles configuration and security settings. • Election set up including configuration settings, report definition and data import/export. • Poll book manuals, including: <ul style="list-style-type: none"> ○ Installation and configuration, ○ Diagnostics and maintenance. ○ Poll worker manuals, including: <ul style="list-style-type: none"> ▪ Log in and verification steps ▪ Voter search methods, including steps and troubleshooting when a voter is not found ▪ Procedure to identify the voter is at the wrong polling location and what the correct location is ▪ How to cancel a voter that has checked in each of these cases: by mail, wrong voter checked in on the poll pad, wrong voter checked in at another location whether in early voting or on election day ▪ How to handle voters whose registration is listed as “Suspense” ▪ How the proposed solution tracks voters who have already cast a ballot, specifying what types of ballots are tracked ▪ How the poll book handles search results for same or similar name voters • Set up and activation of proposed solution on Early Voting and Election Day, both in polling place and the backend solution • Troubleshooting and Frequently Asked Questions (FAQ) manuals
4.0	<p>MUST engage in a knowledge transfer process and deliver a set of materials to guide the relationship and information sharing with Elections Administration. Knowledge Transfer is achieved but not limited to the following:</p> <ul style="list-style-type: none"> • Transition Plan documentation and training. • Test knowledge transfer for transition planning. • Disaster Recovery Plan and documents. • Service Level Agreement (SLA) and remediation.
5.0	<p>MUST describe how the proposed solution architecture will be configured, where the proposed solution would be hosted, whether the Elections Administration staff would maintain equipment, and any other relevant facts concerning the hosting environment.</p>
6.0	<p>MUST describe the resources Elections Administration must provide, both during the initial implementation of the proposed solution and for ongoing maintenance and support.</p>
7.0	<p>MUST identify any risks or any limitations related to an implementation and migration plan, including but not limited to: bandwidth, server availability, multi-tenancy, and number of users.</p>
8.0	<p>MUST describe recommendations for the inclusion of this proposed solution into existing business continuity and disaster recovery processes including Continuity of Operations Plan (COOP).</p>

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

F. Warranty

1.0	MUST provide up-to-date software during the warranty period.
2.0	MUST repair all equipment that is identified as not functioning properly. Vendor performs diagnostics to identify the problem and repairs or replaces any equipment or component to restore the proposed solution to full operation. All expenses incurred must be covered by the warranty.
3.0	MUST complete all repair work within ten (10) days of the receipt of request. However, during a 30-day period prior to an election, all request for repair or replacement MUST be made within 48-hours.
4.0	MUST ensure that equipment under warranty is supported by and replacement parts available by the Vendor for no less than three (3) years from date of acceptance by Tarrant County.

G. Support Specifications

1.0	MUST provide North America-based ongoing software support in accordance with the agreed Service Level Agreement. This includes the use of a help desk and method of tracking reported issues that is visible to Tarrant County.
1.1	MUST contain online and offline self-help functions.
1.2	MUST offer flexible service support options including telephone and/or e-mail support.
1.3	MUST describe to what extent Elections Administration should be able to support the proposed solution without Vendor's assistance.
2.0	MUST schedule any maintenance windows affecting election data or <u>functionality</u> within the scheduled downtime window approved by the Elections Administration.
3.0	MUST describe the process for upgrading to a new release (Maintenance Update 0.x versus Major Release x.0). How do you manage structural incompatibilities, if any, between releases? Describe the process for applying patches.
4.0	MUST describe in detail your Service Level Agreements to maintain continued operation of the proposed solutions.
5.0	SHOULD include 99.9% uptime services reliability and availability, in accordance with established Services Level Agreements (SLA).

H. Configurability

1.0	MUST describe the ability of the proposed solution to support configurations and/or customizations based on the Elections Administration's evolving needs over time, including changes in the law or mandates.
2.0	MUST describe the ability of the proposed solution to support configuration or customized changes without the assistance of the Vendor.

I. End-User Training

1.0	MUST include custom end-user training.
1.1	SHOULD include comprehensive documentation and downloadable end-user guide(s).
1.2	SHOULD consist of computer-based training or software that provides interactive, self-paced training at the desktop, workstation, or laptop computer level.
1.3	SHOULD consist of web-based training that provides on-demand classes that are accessible via the Internet.
1.4	SHOULD contain built-in instructional videos for poll workers.

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

IX. OUT OF SCOPE

- A. Provisioning mobile internet connectivity or services through any internet service provider is not within the scope of this RFP.
- B. The creation of paper-bound poll books is not within the scope of this RFP.
- C. The replacement of Elections Administration's existing voter registration database and/or voting equipment machines are not within the scope of this RFP.

X. ASSUMPTIONS & DEPENDENCIES

- A. Respondent is expected to analyze and trace their proposed solution's features and functionality to the desired capabilities and requirements referenced in the section labeled "Specifications" above and:
 - 1. Proposed solution is constrained by the existing compliance standards maintained by Elections Administration.
 - 2. Tarrant County retains absolute data access and ownership including return of all data upon engagement termination.
- B. All project planning will reflect alignment with Tarrant County change management processes and procedures.

XI. PROJECT DELIVERABLES

Deliverable	Explanation	Final Approval Process
Project Kickoff/Closeout	<ul style="list-style-type: none"> • Project Initiation • Project Closure (to include all final sign-off/acceptance) 	Business Stakeholders/ ITD
Project Management Plan and Supporting Project Documents	Provide in-depth project planning documentation (following PMBOK principles) with accountable resources. Project Management Planning documentation contains an appropriate combination of the following: <ul style="list-style-type: none"> • Baselines: <ul style="list-style-type: none"> A. Scope B. Schedule (Microsoft Project Schedule) C. Cost • Change Management Plan • Configuration Management Plan • Scope Management Plan • Requirements Management Plan • Schedule Management Plan • Cost Management Plan • Quality Management Plan • Process Improvement Plan • Human Resource Management Plan • Communications Management Plan • Risk Management Plan • Stakeholder Management Plan 	Business Stakeholders/ ITD

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Deliverable	Explanation	Final Approval Process
Testing	<ul style="list-style-type: none"> • Test Plan – Provide documentation detailing the objectives, and processes for testing the proposed solution. • Work collaboratively with the Elections Administration and ITD to develop Go Live Acceptance Criteria and coordinating Go Live Acceptance Testing. 	Business Stakeholders/ ITD
Knowledge Transfer	<p>Knowledge Transfer is achieved but not limited to the following:</p> <ul style="list-style-type: none"> • Transition Plan documentation and Administrative training. • Test knowledge transfer for transition planning. 	Business Stakeholders/ ITD
Support	<ul style="list-style-type: none"> • Operational Manual or “Run Book” to include Application Configuration Information, Network Design Document, How to support the application, common start of day tasks, Scheduled tasks, Report Definition, unique characteristics of the application. • Administration Documentation – Provide design specification detailing proposed solution functionality. • Disaster Recovery plan/ recommendations and supporting documents. • Service Level Agreement (SLA) and Remediation. 	Business Stakeholders/ ITD

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

XII. PRODUCT DELIVERABLES

A. The following product deliverables are required.

Deliverable	Explanation	Final Approval Process
Electronic Poll Book Proposed solution	<ul style="list-style-type: none"> • Providing software- and/or SaaS-based enterprise mobility management solution to support an estimate of one hundred fifty (150) electronic poll books no later than thirty (30) days after the Date of Award and based on the specification provided in the RFP. • Hardware and software installation, configuration and/or customization, and testing of the proposed solution. 	Business Stakeholders/ ITD
End-User Training	<ul style="list-style-type: none"> • Provide a training Plan which must include one or more of the following training options: <ul style="list-style-type: none"> A. Custom training materials. B. Training by class type (i.e. Admins, Power & Standard End-Users) /location, if known. • Provide end-user training for select personnel identified by the Elections Administration. • Provide Administrative training for select personnel identified by the Elections Administration and ITD. • User documentation – Provide customized user manual that describes core functions and user interactions of the proposed solution product. 	Business Stakeholders/ ITD
Support	<ul style="list-style-type: none"> • Provide onsite technical support on the first (1st) Early Voting and Election Day, post-Go Live. Elections Administration will select the election date. • Providing ongoing technical support (i.e. remote and onsite) for the proposed electronic poll book solution to include its core- and operating-level software and all hardware components. 	Business Stakeholders/ ITD

XIII. PROPOSAL SUBMISSION

Core Requirement

- A. At a minimum, the proposed electronic poll book solution must meet all the descriptors identified as “MUST” previously listed in the RFP. Failure to, at a minimum, meet all the descriptors identified as “MUST” will result in the disqualification of Respondent’s proposal.

Does your proposed electronic poll book solution comply with the “Core Requirements” statement shown above?

_____ Yes _____ No

If you cannot check “Yes”, you will be deemed non-responsive.

- B. Proposals should address the following:
1. Vendor Experience and Capability:
 - a. Provide an Executive Summary or brief narrative highlighting company background, years in business, and experience in similar projects and number of units sold.
 - b. Include examples of current or past programs operated with similar scope.
 - c. Include company name, address, contact person, and telephone number.
- C. Respondents shall organize their proposal in the following format. Follow the response guidelines precisely. Tarrant County will consider how well a Respondent follows RFP instructions in the evaluation of the RFP. Must be submitted on 8-1/2” x 11” size paper and should be typed using Arial minimum 12 point font with sections identified appropriately. Proposal narratives do not have a page limit restriction. An appendix may be provided that includes the résumés and examples of relevant work experience. The proposal should be divided into tabbed sections with reference to all parts of the Request for Proposal done on a section number/paragraph number/letter basis. Do not include any electronic submission such as CDs, DVDs or flash drives.
- D. Forms Submission: Proposals should be submitted with the information placed in the following order and divided into sections with all pages numbered consecutively:

Required Forms:

1. Addendum Cover Page with signature (if applicable). It is the Respondent’s sole responsibility to continue to review the Tarrant County website and retrieve all Addendum(s) and related documents that may be posted prior to the RFP due date.
2. CO-OP Purchasing
3. Secondary/Alternate Vendor

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

4. Disadvantaged Business Enterprise Form with Certifications. If you are not a DBE firm, mark form N/A
 5. HUB Certificate (if applicable)
 6. Vendor References Form. List three (3) references on the Form
 7. Proposal Signature Form Signed
 8. Compliance with Federal and State Laws Form with Signature
 9. Deficiencies and Deviations Form.
 10. Proposal Pricing Form
 11. Proposed Subcontractors Form, if applicable
 12. Respondent/Subcontractor Information Form, if applicable
 13. Insurance Certificate
- E. Proposal Section Narratives:
1. Functional Specifications
 2. Transportation and Power Specifications
 3. Hardware Specifications
 4. Security
 5. Implementation Specifications
 6. Warranty
 7. Support Specifications
- F. If a contract is required for this project, Respondent must submit their boilerplate contract with this Proposal for legal review.

XIV. EVALUATION METHOD

- A. Proposals will be evaluated and scored by the Proposal Evaluation Committee using the criteria listed in each section to score the proposal responses. Respondents will be evaluated according to the Respondent's ability to best satisfy Tarrant County's requirements.
- B. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases. Tarrant County reserves the right to request additional materials and presentations upon receipt of proposals.
- C. Maximum Price Proposal Score is 300 points.
- D. Please make sure the contact information for the references you provide is correct. References will be contacted via e-mail and it is very important that they reply in a timely manner.

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E. Criteria

1. Tarrant County will evaluate proposals on their compliance with and responsiveness to the requirements described herein, and will recommend the firms to be selected, which, in its opinion, are best suited to accomplish the required services for Tarrant County government.
2. Evaluations will not rely solely on price, but will also consider adherence to specifications, qualifications, technical considerations, service experience, flexibility, cost effectiveness (to the County and the residents), references and services proposed, to determine the proposal that, in the County's opinion, best meets its needs.

F. In order to receive full consideration, each proposal must offer comprehensive and thorough responses to all requests included in this RFP. Respondent qualifications and response submission information will be scored as follows:

CRITERIA		MAXIMUM POINTS
a.	Pricing Pricing will be calculated by the following formula: (lowest submitted response price ÷ vendor's submitted prices) x 300.	300 Points
b.	Vendor Experience Experience will be scored based on company track record, number of units sold on each project, number and size of counties serviced (ePoll Book projects only).	100 Points
c.	Scope of Work/Specifications The manner in which the minimum requirements are met and the extent to which these requirements are exceeded.	500 Points
d.	References Past/Current performance under previous/current contracts for providing ePoll Book devices, applications and/or services	100 Points
e.	Total	1,000 Points

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

XV. PRESENTATIONS

- A. The Vendor(s) may be invited to provide an oral presentation of the proposed solution to the Evaluation Committee.
- B. After the oral presentations, those Vendors may be re-scored for all Evaluation Criteria categories except Price and References.
- C. Tarrant County reserves the right at its sole discretion to determine if oral presentations are in the best interest of the County. Tarrant County is under no obligation to request presentations.
- D. A demonstration of the selected devices/equipment/solution may be required before the final contract approval. The County reserves the right to request said devices/equipment/solution be fully configured/operational for testing.

XVI. PROHIBITED COMMUNICATION

- A. Any communication regarding this RFP with any Tarrant County elected official or judiciary; any member of the Evaluation Committee; any member of Elections Administration, or the Information Technology Department is strictly prohibited. Only communication methods approved in this RFP, include the pre-proposal conference and faxed questions, will be allowed.

XVII. BEST AND FINAL OFFER (BAFO):

- A. The Respondents presenting the proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
- B. Tarrant County reserves the right, at its sole discretion, to determine if pursuing BAFOs is in the best interest of the County. The County is under no obligation to pursue BAFOs.
- C. In the event the County elects not to pursue BAFOs, contract negotiation will be conducted immediately based on the final rankings previously described.

XVIII. CONTRACT NEGOTIATION

- A. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from Elections Administration, Information Technology and various other Tarrant County Departments.
- B. The County reserves the right, at its sole discretion, to determine if pursuing contract negotiation is in the best interest of the County. The County is under no obligation to pursue contract negotiation.

XIX. AWARD

- A. Tarrant County reserves the right to award to the highest-scoring Respondent meeting the specifications. Tarrant County also reserves the right to not award to any Respondent.

XX. SUBCONTRACTOR(S) DECLARATION

- A. Use of subcontractors for this project is subject to the provisions of this RFP. If subcontractors are proposed for this contract, including wholly owned corporate subsidiaries, the Proposal shall include a description of all proposed subcontractors on the forms included in the RFP document.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's Proposal process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply required references will deem Respondent as non-responsive and will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND TEN (10) COPIES OF REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND TEN (10) COPIES OF REFERENCES MUST BE RETURNED WITH PROPOSAL!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a Proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this Proposal.

Respondent hereby assigns to purchase all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature _____ **X**

Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

Date _____
Name _____
Title _____
Tel. No. _____ FAX No. _____
E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TEN (10) COPIES MUST BE RETURNED WITH PROPOSAL!



Did you sign and submit all
required forms?

If not, your Proposal
will be rejected!

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TEN (10) COPIES MUST BE RETURNED WITH PROPOSAL.

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- Project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196

RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

PROPOSAL PRICE FORM

	PER UNIT PRICE		TOTAL
150 All-Inclusive Electronic Poll Book Kits	\$ _____	x 150 =	\$ _____

List items that constitute your complete Kit:

Tarrant County reserves the option to buy additional electronic poll book mobile devices in the following years as funds become available.

WARRANTY:

	PER UNIT PRICE		TOTAL
Year 1	\$ _____	x 150 =	\$ _____
Year 2	\$ _____	x 150 =	\$ _____
Year 3	\$ _____	x 150 =	\$ _____
Year 4	\$ _____	x 150 =	\$ _____
Year 5	\$ _____	x 150 =	\$ _____

Subsequent purchases and delivery of any additional quantity of poll books will constitute a new warranty coverage based on the receipt of these new units.

Deliveries shall be shipped F.O.B. destination, prepaid and allowed, within ten (10) days ARO, clearly marked with the purchase order number to Tarrant County Elections Administration, 2700 Premier Street, Fort Worth, Texas 76111, without any additional charge. There is a dock with lift gate available. Shipments shall be made in order to arrive at the destination in a satisfactory time for unloading during receiving hours. If delays in delivery are anticipated, the Proposer shall immediately notify the ordering agency of the revised delivery date. The order may be cancelled if delivery time is unsatisfactory. Continued delivery problems may result in termination of the contract.

Please use the itemized configuration on the following pages for descriptions of components, software, hardware and training.

Note: If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

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RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

PROPOSAL PRICE FORM

SOFTWARE

Software License or Annual Subscription

(Software Versions)

Complete the appropriate License Section you provide

PER UNIT PRICE

TOTAL

Per License – Year 1	\$ _____	x 150 =	\$ _____
Year 2	\$ _____	x 150 =	\$ _____
Year 3	\$ _____	x 150 =	\$ _____
Year 4	\$ _____	x 150 =	\$ _____
Year 5	\$ _____	x 150 =	\$ _____

Enterprise License – Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____

Per Voter* – Year 1	\$ _____	x 1,100,000 =	\$ _____
Year 2	\$ _____	x 1,100,000 =	\$ _____
Year 3	\$ _____	x 1,100,000 =	\$ _____
Year 4	\$ _____	x 1,100,000 =	\$ _____
Year 5	\$ _____	x 1,100,000 =	\$ _____

If license configuration does not apply, mark "N/A".

*Voters – approximately 1,100,000.

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RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

PROPOSAL PRICE FORM

SOFTWARE

Other (Specify)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Component Name	Version

Maintenance

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____

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RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

PROPOSAL PRICE FORM

HARDWARE:

Component Name	Model/ Version Number	Description	Qty.	Price
				\$
				\$
				\$
				\$
				\$
				\$

Other (Specify)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

PROPOSAL PRICE FORM

PERIPHERALS:

Part Name	Model Number	Description	Qty.	Price
Barcode Scanner				\$
Signature Pad				\$
Router				\$
Thermal Printer				\$
USB Hub				\$
Activator				\$
				\$
				\$
				\$

END USER TRAINING:

Provide Training Plans as indicated in Section XII.A.

Custom Manual/Materials		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

	Hourly Rate	x # of Hours =	
_____	\$ _____		\$ _____
_____	\$ _____		\$ _____

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RFP FOR ELECTRONIC POLL BOOKS FOR ELECTIONS ADMINISTRATION

Proposer/Subcontractor Information

An authorized representative of Proposer/Subcontractor who is legally authorized to certify the information requested in the name of and on behalf of the Proposer/Subcontractor is required to complete and sign the Required Certifications. All of the requested information and certifications must be provided in order to be eligible for award. Proposer/Subcontractor's authorized representative must certify as to the truth of the representations made by signing where indicated below.

Proposer/Subcontractor Information	
Name:	
Entity's Legal Form:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____
Address:	
Designated Contact:	
Phone:	
Fax:	

The undersigned: (1) recognizes that the following representatives are submitted for the express purpose of assisting Tarrant County in making a determination to award a contract and/or approve a subcontract; (2) acknowledges and agrees by submitting the Certification, that the County may at its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; (3) acknowledges that intentional submission of false or misleading information may constitute a felony; and (4) certifies that the information submitted in this certification and any attached documentation is true, accurate and complete.

Signature of Proposer/Subcontractor

Printed Name

Title

Business Entity

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