



July 12, 2017

**STATE OF ALABAMA  
COUNTY OF SHELBY**

**Scaled Bids for ELECTRONIC POLL BOOK SYSTEM**

Sealed bids for ELECTRONIC POLL BOOK SYSTEM as specified or equivalent will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until **2:30 p.m. July 24, 2017** at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Kim Melton at [kmelton@shelbyal.com](mailto:kmelton@shelbyal.com).

**GENERAL INFORMATION**

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – ELECTRONIC POLL BOOK SYSTEM**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

**Prices must be valid for a period of one year from date of bid award.** This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties

Products shall be compatible with dispensers currently in use. All pricing shall include delivery to Columbiana, Alabama.

Any municipalities or agencies with an active agreement with Shelby County IT may

purchase from this bid.

**Shelby County requires a purchase order for all purchases. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.**

### **DISQUALIFICATION OF BIDS**

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document; or
- C. Failure to include requested information or other details of the bid.

### **METHOD OF AWARD**


The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

### **Immigration Law**

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**Please provide your bid response in triplicate, one original and two copies.**

  
Alex Dudchock  
County Manager

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: (Include area code) \_\_\_\_\_

Sworn to and subscribed before me this

The \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.



***Electronic Poll Book System for  
Shelby County Alabama***

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# **Section I: GENERAL INFORMATION**

## **1. Purpose and Information**

Shelby County Alabama is seeking the implementation of a secure computerized Electronic Poll Book System. Shelby County Alabama has determined that the experience and professional qualifications of the service provider are particularly relevant to the provision of these services.

Only business entities that have received certification by the Alabama Secretary of State shall be authorized to implement an Electronic Poll Book System with the consent of Shelby County's Judge of Probate and County Commission.

This bid seeks to implement a uniform, interactive, platform structure that is utilized by various polling places on the election days.

## **2. Contact Information**

Questions concerning these bid specifications are to be submitted via e-mail to:

**Kim Melton, Chief Clerk Probate Court of Shelby County**

**E-Mail: [kmelton@shelbyal.com](mailto:kmelton@shelbyal.com)**

All questions should be addressed in writing and submitted via email to the contact above.

## **3. Minimum Qualifications**

Qualifying systems must have been certified by the Secretary of State of Alabama and meet or exceed the requirements, recommendations, and mandates of all state and federal laws, rules, and regulations. Each Respondent must have successfully implemented, used, and tested this solution in an election within the State of Alabama. Written certification of these qualifications is required in the response. Each Respondent must employ individuals who possess a high degree of specialized skill and

knowledge; as such experience is particularly relevant to the provisions of the required services.

#### **4. Written Proposals**

To be considered, each Respondent must submit a complete written proposal in response to the requirements of this BID. Verbal proposals will not be accepted. Proposals should be as thorough and detailed as possible so that the company's capabilities to provide the required services can be properly evaluated.

#### **5. Due Date & Submission**

Proposals received after the due date will not be considered.

It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received in the proper office on or before the deadline for responding to this BID. Shelby County will not consider proposals received after the date and time specified herein. Shelby County assumes no responsibility for late delivery by the U.S. Postal Service, the County's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Respondent.

All proposals received will be subject to public disclosure in accordance with Alabama public records laws.

## **Section II: PROPOSAL**

Proposals received will be evaluated based on the contents of the proposal, including the Respondent's ability to provide the services of individuals who possess a high degree of specialized skill and knowledge, as said experience and professional qualifications are particularly relevant to the provisions of these services. Proposals will also be evaluated on the Respondent's ability to perform the requested services, expertise, and completeness

of proposal. The professional services provider shall best meet the needs as expressed in the bid.

The proposal should include, but is not limited to, the following:

## **1. Background Information, Administration and Personnel**

### **A. Corporate Overview**

1. Provide an overview of the Respondent, including the following:  
Corporate profile, including the financial condition of the Respondent, overall business objectives, Respondent's experience, quality control procedures and ownership.
2. Provide detailed information on any individuals, or subcontractors your company will partner with to provide services.
3. Provide a statement regarding the Respondent's commitment to minority business involvement.

### **B. Personnel**

1. Provide the name, title, contact information and total years' experience of staff members who will be assigned to the professional services required in this BID.

### **C. Client Information**

1. Provide the organization name, address, contact name and telephone number of other clients for whom similar services described in this BID are or have been provided.

## **2. Technical Capability & Required Services**

### **A. Technical Capability**

1. Describe your system's capability that allows "state of the art" services and your commitment to technological advances in the industry.



2. Describe your system's security capabilities and any federal or industry standards it meets or exceeds.
3. Describe in detail any security test(s) that your system has been submitted for and the results of the test(s), e.g. who, what, when, etc.
4. Explain briefly any area of expertise that sets your company apart from other providers as well as your company's resources and institutional stability.
5. Describe your company's ability to deploy the system in Shelby County Alabama.

#### B. Required Services

1. The proposed solution shall be a uniform, interactive, platform structure that is utilized by various polling places compliant with Code of Alabama (1975), §17-4-2.1, the electronic poll book shall and must do as set forth hereinbelow at 1.1 – 1.12; therefore, describe in detail how the respondent's proposed solution will comply with all of the following:
  - 1.1 Comply with all applicable provisions of Code of Alabama (1975), §17-4-2.1.
  - 1.2 Be secure.
  - 1.3 Be compatible with the statewide voter registration system.<sup>1</sup>
  - 1.4 Include a failsafe data recovery procedure for information included in the electronic poll book.
  - 1.5 Contain the same information as the printed lists provided for in Code of Alabama (1975) Section 11-46-36 and any local law governing a municipal election and in Section 17-4-2 and the poll lists provided for in Section 11-46-50 and any local law governing a municipal election and in Sections 17-9-11 and 17-13-7.

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<sup>1</sup> At the writing of this BID, the State of Alabama uses Election Systems & Software's PowerProfile system as its statewide voter registration system.

- 1.6 Indicate whether the voter applied for an absentee ballot and the registration status of the voter in the statewide voter registration list.
- 1.7 Provide an electronic process to check in a voter on election day that incorporates the signature requirements set forth in Code of Alabama (1975) Section 11-46-50 and any local law governing a municipal election and in Section 17-9-11; provided that this process may not be used for checking in a voter who is required to cast a provisional ballot as provided for in Chapter 10 of this title, or whose name is not contained in the electronic poll book as an eligible voter for the precinct.
- 1.8 Provide functionality for quickly and accurately uploading voter history into the statewide voter registration list in accordance with Code of Alabama (1975), Section 17-4-33.
- 1.9 Provide for the retention of the voter data contained in the electronic poll book for the applicable retention period applicable to the records of election, which may be accomplished by archiving the data in electronic format on an external data storage device.
- 1.10 When used in a primary election or primary runoff election, provide for the recording and subsequent printing or exporting of electronic data of names and electronic signatures of the voters participating in the primary election or primary runoff election of each political party.
- 1.11 Must be fully implemented and ready to be used for August 15, 2017 election to include training beginning on August 3, 2017.
- 1.12 Shelby County has an investment in 48 iPad Air's model MD785LL/A. In order to make use of that investment the new system must be compatible with an able to make use of that technology. Pricing for preparation and software required to

use this existing hardware should be included in the bid submission.

## 2. Help Desk Services

Describe in detail how the respondent's proposed solution will comply with all of the following:

- 2.1 A Help Desk must be provided for county, municipal and state election administration personnel on Election Day.
- 2.2 Help Desk must be available, at a minimum, for participating counties or municipalities from 6:00 a.m. to 11:59 p.m. Central Time during the fifteen (15) days preceding through twenty (20) days after each of the elections for two (2) years [twenty-four (24) months] in the State of Alabama.
- 2.3 Help Desk must provide support at a minimum by toll-free telephone and email.
- 2.4 Respondent will maintain Help Desk statistics on help request volume, resolution, and response time, and provide reports to the Secretary of State and/or county Judges of Probate and/or municipal officials upon request.

## 3. Training

Describe in detail how the respondent's proposed solution will comply with all of the following:

- 3.1 The Respondent shall provide training on the use and administration of the system to all appropriate elections personnel and poll workers in counties and municipalities utilizing electronic poll books.
- 3.2 Prior to each of the elections for two (2) years [twenty-four (24) months] in the State of Alabama, training shall be provided in person with follow-up training available online, at the option of the state and/or county and/or municipal election personnel.

#### 4. Disaster Recovery

Describe in detail how the respondent's proposed solution will comply with all of the following:

4.1 The Respondent should have a disaster recovery plan and a secondary system available for use in case a disaster causes primary system degradation and/or loss of availability.

#### 5. Update Information

Describe in detail how the respondent's proposed solution will comply with all of the following:

5.1 The respondent shall notify the county of any updates to the system. Any update that changes the system's ability to comply with any of the technical capabilities or required services could result in the system being required to be recertified or being decertified by the Secretary of State.

### 3. Price Proposal

#### A. Overview

1. Each response should provide prices for professional services (including software) and the recommended hardware necessary for implementation of the system as a unit price. Hardware shall be identified as optional or mandatory for the functioning of the system.
2. Further, prices are to be stated separately for items within categories as follows, with a total for each category and a grand total.

- 1.1 Design
- 1.2 Development
- 1.3 Implementation
- 1.4 Training
- 1.5 Maintenance
- 1.6 System Support
- 1.7 Disaster Recovery

## 1.8 Recommended Hardware