



**Solicitation Information**  
**January 31, 2022**

**RFP #7674826**

**Accessible Voting Equipment**

**Submission Deadline: February 28, 2022 at 2:00 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than (ET). **Monday, February 14, 2022 at 3:00 PM(ET)** Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**

**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

**GAIL WALSH**

**CHIEF BUYER**

**Note to Applicants:**

1. Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
2. Proposals received without a completed RIVIP Vendor Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER FORM**

## **COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS**

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

### **BID OPENING ZOOM INFORMATION**

Division of Purchases is inviting you to a scheduled Zoom meeting for the bid opening.

Topic: RFP #7674826 Accessible Voting Equipment

Time: Feb 28, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88140039026?pwd=Y0pLK1ZsQWlBLy9lc3hUdklLRzBIodz09>

Meeting ID: 881 4003 9026

Passcode: 513957

One tap mobile

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+1 253 215 8782 US (Tacoma)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 881 4003 9026

Passcode: 513957

Find your local number: <https://us02web.zoom.us/j/8448111222>  
ter Zoom info: Link, call-in, etc

# **Table of Contents**

<b>SECTION 1: INTRODUCTION .....</b>	<b>5</b>
<b>Instructions and Notifications to Vendors .....</b>	<b>5</b>
<b>SECTION 2: BACKGROUND .....</b>	<b>9</b>
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS .....</b>	<b>9</b>
<b>SECTION 4: PROPOSAL .....</b>	<b>16</b>
<b>A. Technical Proposal .....</b>	<b>16</b>
<b>B. Cost Proposal .....</b>	<b>22</b>
<b>C. ISBE Proposal .....</b>	<b>22</b>
<b>SECTION 5: EVALUATION AND SELECTION .....</b>	<b>23</b>
<b>SECTION 6: QUESTIONS .....</b>	<b>25</b>
<b>SECTION 7: PROPOSAL CONTENTS .....</b>	<b>25</b>
<b>SECTION 8: PROPOSAL SUBMISSION .....</b>	<b>26</b>
<b>SECTION 9: CONCLUDING STATEMENTS .....</b>	<b>27</b>
<b>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM .....</b>	<b>28</b>
<b>APPENDIX B. MANDATORY/MINIMUM REQUIREMENTS MATRIX</b>	
<b>APPENDIX C. COST FORM</b>	
<b>APPENDIX D. VENDOR TECHNOLOGY REQUIREMENTS POLICY</b>	

## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of State (RIDOS) is soliciting proposals from qualified firms to provide accessible voting equipment in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.ridop.ri.gov](http://www.ridop.ri.gov).

The initial contract period will begin approximately April/May 2022 for a contract length determined by responses proposed by vendors.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those vendors who have submitted proposals.

### Instructions and Notifications to Vendors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records

as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that vendors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliancereport.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order.

For further information, contact the Rhode Island Equal Employment Opportunity Office via e-mail at [odeo.eeo@doa.ri.gov](mailto:odeo.eeo@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of

authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov). For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)
13. In the RIVIP Vendor Certification Cover Form, Section 4, Question 11, bidders shall certify agreement to the State’s contract terms. However, in accordance with Section 220-RICR-30-00-13.3(C)(3) of the General Conditions, the Vendor may submit in their bid or proposal, “[q]ualified or conditional offers which impose limitations of the Vendor’s liability or modify the requirements of the solicitation, offers for alternate specifications, or offers which are made subject to different terms and conditions, including form contracts, other than those specified by the State.” However, qualified or conditional offers “may be, at the sole discretion of the State Purchasing Agent:
  - a. Rejected as being non-responsive; or,
  - b. Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,
  - c. Accepted, if the State Purchasing Agent determines in writing that such acceptance is in the best interest of the State.”

By submitting a conditional or qualified offer, the Vendor bears the risk of their bid or proposal being considered non-responsive. In the event the State receives a conditional or qualified offer, the State reserves the right to adjust evaluation points in an RFP procurement, conduct a best and final offer process offering the same terms to all vendors, and/or reject a qualified/conditional proposal as being non-responsive at any time during the review process. The Vendor should not assume that any further negotiation will occur upon selection.

14. **Insurance Requirements** – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <http://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum

A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements:***

- 14a)  Liability - combined single limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate and \$2,000,000 products/completed operations aggregate.
- 14b)  Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 14c)  Automobile liability - \$1,000,000 each occurrence combined single limit.
- 14d)  Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services:***

- 14e)  Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 14f)  Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 14g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

***Information Technology and/or Cyber/Privacy:***

- 14h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 14i)  Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
  - a)  key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
  - b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,



- c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

**Other:**

Specify insurance type and minimum coverage required, e.g. builder's risk insurance, vessel operation (marine or aircraft):

14j)  Other - | |

| |

## SECTION 2: BACKGROUND

### Authority to Bill for Services

Pursuant to Section 17-6-1 of the Rhode Island General Laws, the Department of State shall have the authority to submit and approve the specifications used by the Department of Administration in procuring voting systems and voting system-related services on behalf of the State.

### New System Required

The State's current accessible voting equipment has been in operation since 2006. Accessible voting equipment technology has significantly advanced since that time and to ensure fair, fast, and accurate elections for all voters including voters with disabilities, the State must acquire new accessible voting equipment.

The Department of State convened the Voting Accessibility Task Force (Task Force) to assess the need for new accessible voting equipment. Over the course of 3 months, the Task Force lead by Secretary of State Nellie M. Gorbea and State Board of Elections Chairwoman Diane C. Mederos discussed the importance of ensuring all voters, especially voters with disabilities have easy access to the ballot box. The Task Force members, especially those representing the disability community, made it clear that new accessible voting equipment is imperative. Further, data from the State Board of Elections demonstrates a concerning failure rate of the current accessible voting equipment. Below, you will find the Scope of Work, Technical Proposal, Cost Proposal, Evaluation and Selection, and Proposal Submission sections of this Request for Proposals.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### General Scope of Work/Mandatory Requirements

Vendor shall answer "yes" on Appendix B: Mandatory/Minimum Requirements Compliance Matrix to all requirements listed in the following sections or the proposal may be deemed non-responsive:

#### Accessible Voting Equipment

This request for proposals is for accessible voting equipment (referred to as "equipment"/ "units"). Accessible voting equipment must be state-of-the-art voting technology, which can accommodate not only voters who are blind or visually impaired but also persons with other disabilities. Accessible voting equipment must afford all voters who are blind, visually impaired or disabled the opportunity for the same access and participation, including privacy and independence, as for other voters. Ballots marked on the accessible voting equipment must be compatible with Rhode Island's voting machines (Election Systems & Software's DS-200).

**Mandatory Accessible Voting Equipment Requirements:**

1. 620 accessible voting units
2. 620 transport cases
3. Corresponding tables
4. Security covers
5. Any other necessary/suggested equipment

**Other Requirements:**

1. Proposed accessible voting equipment will include delivery, installation, implementation, support, and maintenance of all components of the equipment, which includes, but is not limited to the hardware, software, firmware, and associated equipment.
2. Proposal will include a trade-in credit and/or disposal of Rhode Island's current accessible voting equipment. Currently, the State possesses 590 accessible voting units.
3. The delivery timetable must be sufficient to allow for complete testing and set up so that the equipment is ready for use for the 2022 election schedule, commencing with the statewide primaries on September 13, 2022. Logic and accuracy testing will begin August 17, 2022.
4. Proposal will also include a full-service agreement with the vendor for the term of the contract.
5. The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the accessible voting equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include component costs within the quotes for each term and pricing models contained in Tables 1-3 on the Appendix C: Cost Form. Vendor will also provide cost itemization per unit for each component in Table 4 on the Appendix C: Cost Form that was used in calculating the costs in Tables 1-3 of the Appendix C: Cost Form.
6. Vendor acknowledges that the State reserves the right to not move forward with the purchase of individual components.
7. Vendor acknowledges that the State will rely on and will consider in evaluating proposals the expertise, experience, ability, and capability of the vendor. Vendor must demonstrate proof of experience in the field of elections including but not limited to years of experience with accessible voting equipment. Vendor must have experience with a jurisdiction having the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs as Rhode Island.
8. Vendor acknowledges and agrees to all stipulations in Appendix D: Vendor Technology Requirements Policy.

## Minimum Requirements

Vendor shall answer “yes” on Appendix B: Mandatory/Minimum Requirements Compliance Matrix to all requirements listed in the following sections or the proposal may be deemed non-responsive:

- I. System/Equipment Requirements
- II. Full-Service Requirements

### **I. System/Equipment Requirements**

#### **General Description**

1. The equipment will be in operation for all Title 17 (Rhode Island General Laws) elections for the term of the contract starting with the Statewide primaries in September 2022. *(provide yes/no response on compliance matrix)*
2. All equipment proposed is newly manufactured and not reconditioned or refurbished in any way. *(provide yes/no response on compliance matrix)*
3. The successful vendor will install, to the satisfaction of the State Board of Elections and the Department of State, all equipment hardware, software, and firmware set forth by the vendor in “Implementation and Staff Qualifications” on pages 19-20 of this proposal. *(provide yes/no response on compliance matrix)*
4. All proposed equipment is readily available, and similar systems are currently operating in other jurisdictions in an elections environment. Any responses proposing "future releases" of equipment will be considered non-responsive and eliminated from consideration. *(provide yes/no response on compliance matrix)*
5. All equipment provided to Rhode Island under the terms of this contract is for the exclusive use of Rhode Island during the term of the contract. *(provide yes/no response on compliance matrix)*
6. The components eligible for certification are certified as compliant with Election Assistance Commission standards by a Voting System Test Laboratory (VSTL). *(provide yes/no response on compliance matrix)*
7. At the end of the contract term, the State will have the ability, as applicable, to purchase all current hardware, software, firmware, and licenses. *(provide yes/no response on compliance matrix)*
8. The equipment supports a minimum of 460 polling places with the ability to add more polling places in the future. Vendor will supply additional accessible voting units at a cost proportional to the cost of this proposal, pro-rated for the remaining years of the contract. *(provide yes/no response on compliance matrix)*
9. All necessary programming hardware, software, and firmware will be provided to run the equipment in accordance with the required specifications. Any software updates during the term of the contract will not be charged to the State. *(provide yes/no response on compliance matrix)*

## **Election Preparation**

10. The vendor will provide the State with all hardware, software, and firmware necessary to prepare for all elections either with or without vendor assistance. *(provide yes/no response on compliance matrix)*
11. The proposed equipment software provides the following general features: *(provide yes/no response on compliance matrix)*
  - Security available at system level
  - Ability to store data from past elections and access that data
  - Audit trails
  - Ability to work on multiple elections while maintaining individual election security
12. The equipment includes all necessary provisions for security and access control. *(provide yes/no response on compliance matrix)*
13. The equipment can be programmed so that ballots are properly formatted for each polling place within the jurisdiction. *(provide yes/no response on compliance matrix)*
14. The equipment provides a location for the logical definition of the ballot, including the definition of the number of allowable choices for each office, question, and contest, and for the selection of various voting options. *(provide yes/no response on compliance matrix)*
15. The equipment can handle sufficient distinct ballot formats to accommodate Rhode Island's requirements in conducting federal, state, and municipal elections on the same ballot. *(provide yes/no response on compliance matrix)*
16. Each accessible voting unit can be programmed in accordance with ballot requirements for the election. The equipment can ensure that the software has been properly selected and installed for the election and that the software correctly matches the ballot formats that it is intended to process. *(provide yes/no response on compliance matrix)*
17. With respect to equipment readiness tests, each accessible voting unit will have provisions for verifying their proper preparation for an election, and that hardware, software, and firmware are operating correctly. Diagnostics must identify and pinpoint any unit malfunctions. *(provide yes/no response on compliance matrix)*
18. Each accessible voting unit can be tested to verify that it is in correct operational status. Tests include, at a minimum, the production of a diagnostic test record indicating that there are no hardware, software, or firmware failures; identification of the units and their designated polling place; and that the units are ready to be activated for voting. Testing can be performed using a predetermined set of voted test ballots as determined by the State Board of Elections and using all potential ballot layout positions as active positions. *(provide yes/no response on compliance matrix)*
19. The equipment allows the operator at the state level to program and erase the memory devices. *(provide yes/no response on compliance matrix)*

## **Accessible Voting Unit**

20. Accessible voting equipment complies with the Help America Vote Act (HAVA), Americans with Disabilities Act (ADA) and Election Assistance Commission standards. *(provide yes/no response on compliance matrix)*

21. At least one accessible voting unit will be placed in each polling place. *(provide yes/no response on compliance matrix)*
22. The accessible voting unit plugs into a standard three prong, grounded electrical outlet. *(provide yes/no response on compliance matrix)*
23. The accessible voting unit contains an internal battery power source that, in the event of loss of power, permits the unit to continue normal operations for a minimum of two consecutive hours. *(provide yes/no response on compliance matrix)*
24. All accessible voting units are protected from damage by power surges, brownouts, lightning, and other transient current and voltage spikes. *(provide yes/no response on compliance matrix)*
25. The equipment meets Election Assistance Commission test standards for durability and drop tests if such tests exist. *(provide yes/no response on compliance matrix)*
26. The accessible voting unit incorporates appropriate physical barriers to prevent fraudulent manipulation of a ballot or the unit itself. The design prohibits unauthorized access to any data associated with these processes. *(provide yes/no response on compliance matrix)*
27. At the opening of the polls, the equipment provides the poll worker with a means of activating the accessible voting unit. *(provide yes/no response on compliance matrix)*
28. All controls used by the voter and/or poll worker are conveniently located, using designs that are consistent with their functions, and are clearly labeled. *(provide yes/no response on compliance matrix)*
29. The accessible voting unit allows voters to mark their ballot in private and without assistance from others. *(provide yes/no response on compliance matrix)*
30. If the accessible voting unit requires a ballot to be inserted, the unit prevents more than one ballot at a time from being inserted. *(provide yes/no response on compliance matrix)*
31. The accessible voting unit allows the voter to vote for candidates of one or more parties on the same ballot. *(provide yes/no response on compliance matrix)*
32. The accessible voting unit allows the voter to vote for as many persons for an office as the voter is lawfully entitled to vote for, but no more. *(provide yes/no response on compliance matrix)*
33. The accessible voting unit allows the voter to vote on any ballot question the voter may have the right to vote on. *(provide yes/no response on compliance matrix)*
34. The accessible voting unit prevents the voter from voting for the same candidate more than once for the same office. *(provide yes/no response on compliance matrix)*
35. If the accessible voting unit requires a ballot to be inserted, the unit can prevent an incorrect ballot style from being accepted into the unit. *(provide yes/no response on compliance matrix)*
36. The accessible voting unit allows for write-in voting. *(provide yes/no response on compliance matrix)*
37. The accessible voting unit prevents a voter from over-voting a contest. *(provide yes/no response on compliance matrix)*

38. The accessible voting unit, once the voter has selected their choices, notifies the voter on a summary-like screen if the voter has selected fewer than the allowable number of choices in a specific contest. *(provide yes/no response on compliance matrix)*
39. The accessible voting unit allows a voter to change a selection/choice in a specific contest via a summary-like screen before the ballot has been marked. *(provide yes/no response on compliance matrix)*
40. The accessible voting unit shall provide navigation controls that allow the voter to advance to the next contest or go back to the previous contest before completing a vote on the contest(s) currently being presented. *(provide yes/no response on compliance matrix)*
41. The accessible voting unit allows for rank-choice voting. *(provide yes/no response on compliance matrix)*
42. The accessible voting unit allows a voter to verify their choices once the ballot has been removed from the unit by re-entering the ballot into the unit. *(provide yes/no response on compliance matrix)*
43. The equipment produces a voter-verifiable paper ballot. *(provide yes/no response on compliance matrix)*
44. The ballots marked by the accessible voting units can be inserted into and read by the State's voting machines (Election Systems & Software's DS-200). *(provide yes/no response on compliance matrix)*
45. The accessible voting unit includes a user interface to securely access the administrative functionality of the unit as required for the setup, operation, and closing of the unit. *(provide yes/no response on compliance matrix)*
46. The State can, either with or without vendor assistance, set up or utilize the accessible voting units. *(provide yes/no response on compliance matrix)*
47. The accessible voting unit can maintain and readily display or print a system's log of all errors that occur. *(provide yes/no response on compliance matrix)*
48. Each accessible unit can accommodate all ballot styles in the State. *(provide yes/no response on compliance matrix)*
49. Each accessible unit can be programmed to accept one (and only one) ballot style. *(provide yes/no response on compliance matrix)*
50. Vendor ensures that accessible voting unit hardware, software, and firmware are in proper working condition before each election in which it is to be used. *(provide yes/no response on compliance matrix)*
51. The accessible voting unit has an audio component, a touchscreen component, and alternative methods to mark the ballot. *(provide yes/no response on compliance matrix)*
52. The accessible voting equipment can handle more than one election simultaneously with the understanding that each unit is only programmed for one election at a time. *(provide yes/no response on compliance matrix)*
53. The vendor will provide at least 2 accessible voting units for educational purposes upon signing of the contract. *(provide yes/no response on compliance matrix)*

## II. Full-Service Requirements

### General Description

1. Vendor will provide enough technicians to enter all data and information required for the programming and coding of accessible voting units to be used in Rhode Island. *(provide yes/no response on compliance matrix)*
2. Vendor will provide enough qualified/certified technicians, who will be present in Rhode Island for the purpose of assisting accessible voting unit preparation. *(provide yes/no response on compliance matrix)*
3. Vendor will perform all diagnostics and testing on the equipment necessary for the preparation of accessible voting units prior to each election in which said equipment is to be used. *(provide yes/no response on compliance matrix)*

### Accessible Voting Unit

4. Prior to each election, the vendor will conduct any pre-election testing necessary to ensure the accurate operation of each accessible voting unit. Vendor will perform pre-election testing under the supervision of, and according to regulations established by the State Board of Elections. Vendor will conduct pre-election testing at the facility determined by the State Board of Elections. *(provide yes/no response on compliance matrix)*
5. Vendor will test each unit to confirm information contained on each device coincides with information necessary for a particular polling place. Vendor will also test each unit to confirm information contained in each unit coincides with information necessary for a particular polling place. The accessible voting units can operate with an aggregate failure rate of one (1) percent or less for all units deployed during acceptance testing, mock elections, and Election Day. Testing procedures are to be conducted under the supervision of, and according to regulations established by the State Board of Elections. The vendor will record the activities of these testing sessions on forms prescribed by the State Board of Elections. Testing will begin no sooner than twenty-eight (28) days before the election and will end not later than the third (3<sup>rd</sup>) day before the election. Vendor will provide sufficient technicians so that up to seven (7) tests can be conducted simultaneously. *(provide yes/no response on compliance matrix)*
6. Vendor, with the State Board of Elections, will prepare and check each accessible voting unit to ensure that all consumables and equipment necessary for operation of units are properly installed and of sufficient quantity to allow for the entire conduct of the election. *(provide yes/no response on compliance matrix)*
7. Vendor, with the State Board of Elections, will seal accessible voting units. *(provide yes/no response on compliance matrix)*

### Election Day

8. Vendor will provide and maintain a complete supply of necessary replacement parts for use on Election Day as needed. *(provide yes/no response on compliance matrix)*
9. Vendor will make available all staff who may be called to testify on the preparation and conduct of the election during hearing proceedings. *(provide yes/no response on compliance matrix)*

## **Return, Storage, and Maintenance of Equipment**

10. All units will be stored, prepared, and tested at a location designated by the State Board of Elections. The vendor will have appropriate access to and maintain appropriate access controls for the storage area of the facility designated by the State Board of Elections. *(provide yes/no response on compliance matrix)*
11. Vendor will be responsible for the pre-election preparation and post-election maintenance of the accessible voting units. At the conclusion of each statewide election, the vendor will inspect and make all necessary repairs and replacements to the equipment and certify to the State Board of Elections that all equipment is in good working order. Inspection procedures, replacement parts, and dates performed will be recorded and kept on file in a manner to be determined by the State Board of Elections. *(provide yes/no response on compliance matrix)*

## **Training**

12. Vendor will train on-site, up to five (5) members or staff of the State Board of Elections, as determined by the State Board of Elections, for the purpose of setting up the accessible voting units for use at special elections. Vendor will provide re-training, as needed. *(provide yes/no response on compliance matrix)*
13. Vendor will provide manuals that must include, at a minimum, the Election Day procedures and operation of accessible voting units. *(provide yes/no response on compliance matrix)*
14. Vendor will provide, in electronic format, all manuals and checklists for use during the term of the contract to the following offices: State Board of Elections, Department of State, and each of the 39 municipalities. *(provide yes/no response on compliance matrix)*

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

Narrative and format: The proposal should address specifically each of the following elements:

### **System/Equipment Evaluation (30 points)**

#### **General**

1. Identify the names and/or model numbers, if applicable, for the accessible voting units and all necessary components (printers, scanners, attachments etc.).
2. Vendor must provide the following information for verification of completion of VSTL certification:
  - Name, address, and telephone number of VSTL performing certification test
  - Date of certification
3. Describe any components of your system that are not part of the Election Assistance Commission's certification process.
4. Vendor must provide system operations and maintenance manuals, as well as training manuals. List titles of manuals submitted.



5. Provide the operating environmental range, including minimum, maximum, and normal expected operating temperatures and humidity levels, for the accessible voting units.
6. Describe what security measures are available to protect the accessible voting unit from unauthorized change.
7. Describe the method(s) of testing the accessible voting units to ensure its efficient operability during an election.
8. The equipment can recover from a non-catastrophic failure of a device, or power failure, or from any error or malfunction that is within the operator's ability to correct. Recovery from a non-catastrophic failure will mean the restoration of the device to the operating condition existing prior to the error or failure, without loss or corruption of data previously stored in the device. Describe what failures would be categorized as non-catastrophic for the accessible voting units.
9. Describe the data backup/recovery features and steps necessary to restore operations performed by the accessible voting units.
10. Describe any catastrophic failures that the accessible voting units cannot recover from.
11. Describe the useful life of all hardware, software, and firmware.
12. Indicate whether the vendor will replace or repair all defective accessible voting units, related equipment, hardware, software, and firmware at no extra cost to the State during the term of the contract.
13. Indicate whether the vendor will provide and install all hardware and firmware upgrades recommended by the vendor during the term of the contract at no additional cost to the State.
14. If upgrades to hardware, and/or software, and/or firmware are made during the term of the contract, indicate whether the vendor will make all related, relevant training available to the State at no additional cost during the term of the contract.
15. Indicate whether the vendor will supply additional accessible voting units at a cost no greater than the initial cost of the units pro-rated for the remaining years of the contract if the State Board of Elections deems it necessary to increase the number of units during the term of the contract.

### **Election Preparation**

16. Indicate the range in temperature and humidity allowable for the storage of the accessible voting units.
17. Ballots will be in the form of one or more cards containing printed information, in English, Spanish, and other languages as needed, identifying contests, candidates, and questions. Supply a sample of the largest and smallest sized ballot (filled in) that can be used with the accessible voting units. Explain the flexibility in your ballot format by describing the maximum and minimum:
  - Size of the ballot
  - Size of printable area on each ballot size
  - Number of voting positions (per column/row and per side) on each ballot size
  - Number of sides available for voting positions on each ballot
18. Indicate whether the accessible voting units can accept a ballot that has been printed on only one side, or whether both sides must contain printing.

19. With respect to equipment readiness tests, describe testing methods to ensure that all accessible voting units are operational prior to an election and that hardware, software, and firmware are operating correctly. Tests must include, at a minimum, the production of a diagnostic test record indicating that there are no hardware, software, or firmware failures.
20. Describe testing methods used to verify that all accessible voting units are operational for a specific election. Tests must include, at a minimum, verification that all ballot layout positions on all formatted ballots are compatible with the accessible voting units.
21. Describe testing methods used to verify the identification of the accessible voting unit and its designated polling place.

### **Accessible Voting Unit**

22. Describe the procedure, step by step, that a poll worker will perform to activate the accessible voting unit so that it will be able to read and mark ballots.
23. Indicate whether during the conduct of the election, the accessible voting unit records the following: (1) a timed audit trail of all voter activity other than the printing of a correctly marked ballot, and (2) a timed audit trail of any error messages including but not limited to down time, jammed ballots, equipment failures, power outages, and equipment re-activation/deactivation. Indicate whether the printed report is generated in real time or at the close of the polls. Provide a sample of the printed report.
24. Describe which error and status messages become part of the audit record and include samples.
25. Describe components of the accessible voting unit, if any, that must be replaced or monitored during the time the polls are open.
26. Indicate how the accessible voting unit indicates to the voter and/or poll worker that a jammed or misfed ballot has not been read. A jammed or misfed ballot is one that has not been completely read by the unit.
27. Describe the message(s) and manner(s) by which the accessible voting unit communicates to the voter and poll worker that the ballot is being or may be returned, and the message(s) and manner(s) by which the unit communicates the reason the ballot is being or may be returned.
28. Describe the accessible voting unit's ballot handling devices, including all components required to accept the ballot and move it through the read station(s). Vendor must specify ballot handling speed.
29. Describe the accessible voting unit, including but not limited to portability, construction material, height, weight, width, depth, and any electrical components.
30. Describe features that minimize storage space. Indicate whether the unit may be broken down or nested, and those dimensions. Indicate if the unit can be stacked, and if stackable, the maximum number of units that can be stacked and total height of that stack.
31. Describe how a voter accesses a ballot to use the accessible voting unit.
32. Describe how instructions are provided, from the unit to the voter, on how to use the accessible voting unit.
33. Describe all procedures and methods, step by step, of marking a ballot using the accessible voting unit including how to use the "write-in" feature.

34. Describe how a voter will mark their ballot for a primary (registered Democrats can only vote in the Democrat primary, registered Republicans can only vote in the Republican primary, and Unaffiliated voters can select which party primary they wish to vote in).
35. Describe all features that can be used to assist voters in marking a ballot including but not limited to contrast options, accommodations for color-blindness, keypads, handheld devices, volume options, tempo options, audio options, Braille options, tactile options, touchscreen options, and scrolling options.
36. Describe all (if any) inactivity warnings (ex. if a voter starts the marking process and does not complete it) and how long before those warnings are displayed.
37. Describe the amount of time it takes for the accessible voting unit to mark the ballot once the voter has confirmed their selections.
38. Describe how marks made by the accessible voting unit onto the ballot are like/unlike marks made by voters using a ballot marked by pen/marker.
39. Describe how a voter can verify votes marked by the accessible voting unit and indicate whether a marked ballot can be re-fed into the accessible voting unit for verification of votes marked.
40. Describe the procedure, step by step, that a poll worker will perform to close the accessible voting unit at the close of polls.
41. Provide a list and an example of all reports available from the accessible voting units.

## **Implementation and Staff Qualifications (10 points)**

### **Implementation**

1. Vendor will supply a detailed plan, including timetable, for implementing and installing the accessible voting units and all related equipment as requested by this proposal based upon a contract award being made in or around April/May 2022. The delivery timetable must be sufficient to allow for complete testing and set up so that the accessible voting units are ready for use for the 2022 election schedule commencing with the statewide primaries to be held on September 13, 2022. Logic and accuracy testing will begin August 17, 2022.
2. Vendor will provide a listing of all major components of the implementation and work plan and projected start and completion dates/times. The work plan description will include a detailed proposed project schedule with timeframe (by task and subtask), a list of tasks, activities, and/or milestones that will be used to mark the progress of the project.
3. Vendor will describe and justify the approach proposed to be taken for each task and the technical issues that will or may be confronted at each stage of the project, the assignment of staff members, subcontractors and support organizations and the concentration of effort for each, and the attributable deliverables for each.

### **Organization and Staffing**

4. List a single contact who will coordinate all phases of the project, including but not limited to: information gathering, installation, maintenance, training, and warranty. Supply the resume or a statement of prior experience and qualifications for said individual.

5. Vendor will identify all other staff proposed as members of the project team including all technicians, supervisory and management individuals, and the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals. This is in addition to other requests for information as required throughout this proposal.
6. Vendor will identify all subcontractors who will be providing services, components and related hardware, software, and firmware or staff in connection with the contract. Identify the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by subcontractors. This is in addition to other requests for information as required throughout this proposal.
7. Vendor will identify all support organizations that will be providing services, components and related hardware, software, and firmware or staff in connection with the contract. Identify the duties, responsibilities, and concentration of effort which apply to each. Vendor will also supply resumes, curricula vitae, or statements of prior experience and qualifications for said individuals employed by support organizations. This is in addition to other requests for information as required throughout this proposal.

## **Previous Experience and Background (10 points)**

### **Previous Experience and Background - Equipment Vendor**

1. Provide the history of the proposed accessible voting equipment, including whether the equipment proposed is the latest version of the equipment available that has been fully tested and currently in distribution.
2. Describe how long the proposed equipment has been in distribution and the anticipated future availability of all equipment proposed.
3. Provide a brief history of the equipment manufacturer, including information that will demonstrate that the manufacturer has the necessary facilities, abilities, and experiences in the field of elections necessary to complete this contract.
4. Provide a comprehensive listing of current users including a description of the project, name of the jurisdiction, contact person and number of voters and accessible voting units. Special attention will be given to experiences with contracts for the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs.
5. If the vendor is not the manufacturer, describe the relationship between the vendor and the manufacturing company and the length of time this relationship has been in place.
6. If any subcontractors or support organizations will be used in the sale, installation, or service of the accessible voting equipment, list the subcontractors with the terms and conditions of their contract and provide a brief history including information that will demonstrate that the subcontractor or support organization has the necessary facilities, abilities, and experiences in the field of elections necessary to complete this contract.
7. For each subcontractor or support organization listed above, provide a comprehensive listing of current users including a brief description of the project, name of the jurisdiction, contact person and number of voters and accessible voting units where said subcontractor or support organization has performed comparable work. Special attention will be given to experiences with contracts for the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs.

## **Previous Experience and Background - Full-Service Provider**

8. Provide a comprehensive listing of *current* full-service users including a description of the project, name of the jurisdiction, contact person and number of voters and accessible voting units. Special attention will be given to experiences with contracts for the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs.
9. Provide a comprehensive listing of *previous* full-service users including a description of the project, name of the jurisdiction, contact person and number of voters and accessible voting units. Special attention will be given to experiences with contracts for the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs.
10. If the vendor is not the full-service provider, describe the relationship between the vendor and the full-service provider and the length of time this relationship has been in place.
11. If any subcontractors or support organizations will be used to provide any of the components of the full-service contract in Rhode Island, list the subcontractors with the terms and conditions of their contract and provide a brief history including information that will demonstrate that the subcontractor or support organization has the necessary facilities, abilities, and experiences in the field of elections necessary to complete this contract.
12. For each subcontractor or support organization listed above, provide a comprehensive listing of current users including a description of the project detailing the full-service needs, name of the jurisdiction, contact person and number of voters and accessible voting units where said subcontractor or support organization has performed comparable work. Special attention will be given to experiences with contracts for the same or similar number of accessible voting units as being provided in Rhode Island and having similar full-service needs.

## **Live Demonstration (15 points)**

The State intends to conduct live demonstrations during the Evaluation and Selection period. The demonstrations allow for vendors to display and demonstrate their accessible voting equipment and processes to the Technical Review Committee.

Vendors will demonstrate applicable components during this period. The live demonstrations are expected to take place in March 2022.

## **Financial Stability (5 points)**

1. Provide information regarding the financial resources and business background of the vendor including audited financial statements covering the previous five (5) years. If the vendor is not the manufacturer of the accessible voting equipment, the vendor must also submit the manufacturer's audited financial statements covering the previous five (5) years with the bid. If either the vendor or manufacturer has been in existence for less than five (5) years, then that entity must submit an audited financial statement for each year that they have been in existence.
2. Vendor must also include its most recent financial records for the current fiscal year not reflected in the audited financial statements previously requested in this proposal.

## B. Cost Proposal

The State is seeking proposals allowing for the option of purchasing, leasing with an option to purchase, or renting the accessible voting equipment. As described herein, the proposals should include a price matrix describing the costs for each of the acquisition options stated above. Vendors must include component costs within the quotes for each term and pricing models contained in Tables 1-3 on the Appendix C: Cost Form. Vendor will also provide cost itemization per unit for each component in Table 4 on the Appendix C: Cost Form that was used in calculating the costs in Tables 1-3 of the Appendix C: Cost Form.

The purpose of this price matrix is to determine the full acquisition cost of all accessible voting equipment and services needed to run all elections on the vendor's equipment, to analyze the cost of any options, and to identify all costs that will be incurred in the future use of the equipment.

Use Appendix C: Cost Form to list cost proposals. All proposals should assume the contract start date of April/May 2022.

1. Purchase with Full-Service for the following term:
  - Contract ending July 15, 2023
    - Please include a one-year extension option
  - Contract ending July 15, 2025
  - Contract ending July 15, 2027
2. Lease with an Option to Purchase over the following term with Full-Service during each year:
  - Contract ending July 15, 2023
    - Please include a one-year extension option
  - Contract ending July 15, 2025
  - Contract ending July 15, 2027
3. Rent for the following term with Full-Service during each year:
  - Contract ending July 15, 2023
    - Please include a one-year extension option
  - Contract ending July 15, 2025
  - Contract ending July 15, 2027
4. Indicate costs per unit for each System component.

## C. ISBE Proposal

See Appendix A for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these form(s) with their overall proposal in a sealed envelope. Please complete separate form(s) for each MBE, WBE and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Mandatory/Minimum Requirements	Pass/Fail
System/Equipment Requirements	30 Points
Implementation and Staff Qualifications	10 Points
Previous Experience and Background	10 Points
Live Demonstration	15 Points
Financial Stability	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

**A. Calculation of ISBE Participation Rate**

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

**B. Points for ISBE Participation Rate:**

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.



## General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6: QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7674826** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7: PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Vendor Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE, WBE or Disability Business Enterprise subcontractor/vendor to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
3. Technical Proposal -
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
  - c. Four (5) printed paper copies
4. Cost Proposal - A separate, signed and sealed cost proposal
  - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal - Original".
  - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
  - c. Four (5) printed paper copies

B. Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
  - a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)
  - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:
  - a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12-point Calibri or 12-point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.
  - d. Printed copies are to be only bound with removable binder clips.

## **SECTION 8: PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7674826 Accessible Voting Equipment**” to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9: CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State's General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/rules-regulations/>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Vendors are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Vendor's Name:
Vendor's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:					
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise				
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					

I certify under penalty of perjury that the forgoing statements are true and correct.

<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>	<b>Title</b>	<b>Date</b>