



Solicitation Information  
February 20, 2019

Addendum #1

RFP #7598563

TITLE: Centralized Voter Registration System

Submission Deadline: March 1, 2019 at 10:30 AM (ET)

Attached are vendor questions with State responses.

No further questions will be answered.

Gail Walsh  
Chief Buyer

## RFP #7598563 Centralized Voter Registration System

### Vendor A

1. On page 22 of the RFP it states the following contradictions:

The technical proposal is limited to six (100) pages...

- 100 pages
- a. One (4) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - 1
- b. One (4) Electronic copy on a CD-R, marked "Cost Proposal -Original".
  - 1

Please clarify which are the correct numbers.

2. Under the terms of the RFP, "...All materials and products, including all source code, developed as part of the proposal are the sole and exclusive property of the Rhode Island Department of State."

Is this meant include any/all software code that was developed prior to the proposal that will be used / leveraged to accelerate the timeline on this project?

- The purpose of this statement is to clarify that all code used within a proposed solution is turned over to the Rhode Island Department of State. Our goal is for the Rhode Island Department of State to support, modify and add to any portion of the solution. If there was code developed prior, we need the code if it is used within the proposed solution. However, we would not prevent the use or sale of that preexisting code elsewhere. We need all the source code.

3. The state has requested a one year term for support and maintenance. Does the state anticipate there be an additional contract issued after that period for ongoing support and maintenance, or is it possible that will be folded into this contract as well?

- The intention is for the State to support and maintain the application with in-house resources. There are no plans for additional support contract.

4. Regarding the MBE, WBE, and/or Disability Business Enterprise Participation Plan form and the instruction that "Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope". Can you please advise if Non-ISBE Vendors should submit the form as N/A or leave out of the proposal?

- Please submit the form and indicate No Participation.

## Vendor B

1. We are a WBE-certified vendor. Do we still have to secure MBE/WBE subcontractor? If so, are there specific guidelines for that process?
  - Please contact the Rhode Island Office of Diversity, Equity and Opportunity. Contact information is detailed on Page 5 of the solicitation.
2. Could you please clarify the maximum number of pages per proposal and amount of copies? Below is further explanation or where our confusion lies. Our specific questions are in purple.
  - a. "The technical proposal is limited to six (100) pages"
    - i. We assume that the technical proposal can be more than 100 pages and the "six" comes from the "Six (6) printed paper copies" needed.
      - The technical proposal should be limited to 100 pages
  - b. "One (1) printed paper copy, marked "Technical Proposal – Original" and signed."
    - i. We assume that this means we will submit one (1) copy marked as original with wet signatures. All other six (6) copies will be marked "Copy" and have duplicated signatures
      - Correct
  - c. "One (4) Electronic copy on a CD-R, marked "Technical Proposal – Original". "
    - i. We assume that this means we are providing one copy of the Technical Proposal on four (4) separate CD-R's.
      - Just one electronic copy
  - d. "One (4) Electronic copy on a CD-R, marked "Cost Proposal – Original". "
    - i. We assume this means we are providing one copy of the Cost Proposal on four (4) separate CD-R's.
      - Just one electronic copy
  - e. Is there a maximum number of pages for the cost proposal?
    - No

In total, we understand the instructions to state the following:

1. The Technical proposal is limited to 100 total pages excluding any appendices and as appropriate, resumes of key staff that will provide services covered by this request. – Correct
2. We will mark four (4) separate CD-R's as "Technical Proposal – Original". Each CD-R will have one (1) file on it which is the Technical Proposal marked as "Original". – Just one electronic copy
3. We will provide one (1) printed Technical Proposal marked "Technical Proposal – Original" that will contain wet signatures. – Correct

4. We will provide six (6) printed paper copies of the Technical Proposal which we will mark as "Copy" that will have duplicated signatures. – **Correct**
5. In total we will submit four (4) CD-R's and seven (7) paper copies in total for the Technical Proposal. (One "Original", the other six are "Copy" in terms of the seven paper copies.) – **Just one electronic copy**
6. There is not a specified maximum total number of pages for the Cost Proposal. – **Correct**
7. We will mark four (4) separate CD-R's as "Cost Proposal – Original". Each CD-R will have one (1) file on it which is the Cost Proposal marked as "Original". – **Just one electronic copy**
8. We will provide one (1) printed Cost Proposal marked "Cost Proposal – Original" that will contain wet signatures. – **Correct**
9. We will provide six (6) printed paper copies of the Cost Proposal we will mark as "Copy" that will contain duplicated signatures. – **Correct**
10. In total we will submit four (4) CD-R's and seven (7) paper copies in total for the Cost Proposal. (One "Original", the other six are "Copy" in terms of the seven paper copies.) – **Just one electronic copy (not 4)**

Please confirm that we are understanding the requirements for submission and if we are not, please clarify what we are to submit.

#### Vendor C

##### Question #1

#### **Implementation Timeline**

Typical implementation timelines for a system of this size and scope are 12-18 months. Would the state consider an alternative timeline that does not place the go live date so close to the 2020 Presidential Primaries?

- **No**

##### Question #2

#### **APPENDIX "C" - Specific/Minimum Requirements**

*#2 - The vendor has installed a voter registration system or similar type of registration system in a jurisdiction whose size is equal to or greater than the number of registered voters in the State of Rhode Island (790,000).*

Does this refer to the current version of the vendor's proposed voter registration system? In other words, if a company has a brand-new voter registration system that has never been used in a live election, should the response be 'no' because that version of the system has never actually been installed, tested or used by a jurisdiction.

- **We believe the requirement is clear by asking if the vendor has installed a voter registration system or similar type of registration system in a jurisdiction whose size is equal to or greater than the number of registered voters in the State of Rhode Island (790,000).**

## Vendor D

**RFP 7598563, Section 7. Proposal Contents, Page 22:** Section 7. Proposal Contents calls for "One (4) electronic copy" of both the Technical and Cost proposals.

- Should the offeror submit one (1) copy or four(4) copies? – **1 electronic copy**

**RFP 7598563, Payment and Performance Bond, Page 1:** The State is requesting up to 100% of the Contract Value for the Performance Bond.

- Can this 100% of TCV be reduced, following implementation and into the maintenance period, to 100% of maintenance value?
- **Yes**

**Appendix F, Section 3, Data Location, Page 3:** This policy specifies that "The Service Provider will permit its personnel and contractors to access Rhode Island Department of State data remotely only as required to provide technical support."

- Would remoted access to data owned by the Rhode Island Department of state be allowed for development purposes?
- **The State will not allow remote access for development. However, we can provide a copy of the actual data.**

**RFP 7598563, Section 3, Scope of Work #14, Page 7:** Item #14 references, backup servers located in a remote hosted facility.

- Will the CVRS system be hosted at the State data center, or would the State consider options for vendor hosting?"
- **This State will host the application.**

**RFP 7598563, Section 4B, Cost Proposal #7, Page 19:** Item #7 notes, Hardware or software licensing (that the Rhode Island Department of State does not already have).

- Could the State provide a current hardware and software inventory to help identify any hardware/software that should be included as part of the proposal?"
- **We currently run MS suite including MSSQL 2012 R2 and Windows 2012.**

**RFP 7598563, Section 3, Scope of Work #1, Page 6:** Item 1 states that "the vendor will provide deliverables by August 30, 2019.

- Can the State provide details regarding the specific deliverables that would be expected by this date?
- **We expect the design of the new system to be completed by August 30, 2019 so there is ample time to test the system and train local election officials on the new system.**

**RFP 7598563, Section 3, Scope of Work #6, Page 7:** Section 3, Specific/Minimum Requirements, #6 (also Appendix C, #6), states that "The vendor agrees that all hardware and/or software provided to the State of Rhode Island under the terms of this contract are for the exclusive use of the State of Rhode Island as determined by the State."

- We have previously developed software that we market to multiple customers of voter registration systems. Please confirm that we would be permitted to continue marketing previously existing software products even if provided to the State of Rhode Island under the terms of this contract.

- The State's goal is to have all source code used in this solution, so we can make modifications, upgrades, etc. after the application is turned over without restrictions or additional costs from the initial provider. If there is preexisting code used within the application, we would need the source code for that but would not prevent the sale or use of the preexisting code elsewhere.

**RFP 7598563, Section 3, Scope of Work #7, Page 7:** Section 3, Specific/Minimum Requirements, #7 (also Appendix C, #7), states that "All materials and products, including all source code, developed as part of the proposal are the sole and exclusive property of the Rhode Island Department of State."

- Please confirm that this requirement applies only to such materials developed as part of the proposal and not to preexisting materials, even if such preexisting materials are delivered to the Rhode Island Department of State under the terms of this contract.
- The State's goal is to have all source code used in this solution, so we can make modifications, upgrades, etc. after the application is turned over without restrictions or additional costs from the initial provider. If there is preexisting code used within the application, we would need the source code for that but would not prevent the sale or use of the preexisting code elsewhere. If you are referring to training manuals/guides, they are free to be used in other jurisdictions.

**RFP 7598563, Section 7, Proposal Contents, Page 23:** 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.

- Are offerors permitted to use Size 10 pt. font in the Technical Proposal for table text and captions for graphics?
- Yes

## **Vendor E**

Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this?  
(like, from India or Canada)
  - Yes
2. Whether we need to come over there for meetings?
  - Yes
3. Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)
  - No
4. Can we submit the proposals via email?
  - No. You must follow the submission guidelines listed in the RFP and the update information stated in the answers to vendor questions.