

## NOTICE FOR BID PROPOSALS

Notice is hereby given that sealed or electronic bids proposals will be received by the Clay County, Board of Supervisors for the purchase of the following, to-wit:

### ***VOTING MACHINES AND RELATED EQUIPMENT FOR USE BY CLAY COUNTY, MS***

Bid proposals (no prices) will be accepted until Thursday, October 28, 2021, until 9:00 a.m. Bid specifications and procedures may be obtained by contacting the Circuit Clerk, Kim Hood, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. at (662) 494-3384 or via email at [khoo@claycounty.ms.gov](mailto:khoo@claycounty.ms.gov). Bid proposals may be submitted by electronic submission at [www.centralbidding.com](http://www.centralbidding.com).

All sealed bid proposals must be on file with the Chancery Clerk prior to or by the acceptance date and time as stated above. Said bid proposals must be sealed and clearly marked on the outside of the envelope as indicated: *VOTING MACHINES AND RELATED EQUIPMENT PROPOSAL THURSDAY, OCTOBER 28, 2021.* Submissions not so marked are submitted at the risk of the prospective bidder and the County assumes no responsibility of the premature opening of the same by any County Employee. Bid proposals sent through the U. S. Mail or delivered in person are done so at the risk of the prospective bidder and should be addressed P. O. Box 815, West Point, MS 39773, or by hand or parcel delivery to 365 Court Street, West Point, MS 39773. The County is not responsible for submissions that are delivered in person or arrive in the mail after the designated deadline of Thursday, October 28, 2021

All electronic bid specifications and procedures may be obtained electronically at [www.centralbidding.com](http://www.centralbidding.com). For questions relating to electronic downloads, please contact Central Bidding at (225) 810-4814.

Bid proposals will be evaluated and vendors submitting acceptable proposals will be invited by no later than 5:00 p.m., Thursday, October 28, 2021. Final bidding will be held by electronic reverse auction on Monday, November 1, 2021 at [www.centralbidding.com](http://www.centralbidding.com) beginning at 9:00 a.m. and ending at 10:00 a.m. (unless extended by anti-sniping).

Electronic bids and/or reverse auction bids may be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions, related to the electronic bidding process, please call Central Bidding at (225) 810-4814. Bids may, also, be submitted to the Clay County Chancery Clerk's office % Amy G.

Berry, 365 Court Street, West Point, MS 39773, on Monday, November 1, 2021, beginning at 9:00 a.m. and ending at 10:00 a.m. (unless extended by anti-sniping) and will be included in the “live” reverse auction.

However, anyone wishing to submit bids in this manner will register with Central Bidding prior to Thursday, October 28, 2021. After careful consideration, the Clay County Board of Supervisors will officially award the bid at its regularly scheduled Board meeting on Monday, November 1, 2021, at 9:00 a.m. unless continued until a later date.

If the agency is closed for any unforeseen reason which prevents the acceptance and/or opening of sealed electronic bids, or prevents the live reverse auction at the advertised date and time, all bids shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. All reverse auctions shall begin on the next business day that the agency shall be open and at the previously advertised time. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the unforeseen closure of the agency. Each vendor/contractor shall be required to ensure the delivery and receipt of its sealed and/or electronic bid by the agency prior to the new date and time of the bid opening.

The Clay County Board of Supervisors reserves the right to reject or accept any and all bids, or any part of any or all bids based on a lowest and best bid determination in the best interest of the County. The Board also reserves the right to waive informalities.

The County reserves the right to utilize “anti-sniping” for reverse auction. Anti-sniping is a tool that automatically extends the bid time for reverse auctions by five (5) minutes if a vendor places a bid in the final five (5) minutes of the reverse auction. The anti-sniping effect will automatically extend the reverse auction bid time any time a bid is placed in the last five (5) minutes of the reverse auction and can auto extend the reverse auction multiple times until the bidding on the reverse auction ends.

SO PUBLISHED, this the 4rth day of October, 2021.

\_\_\_\_\_/s/ Shelton L. Deanes\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_/s/ Amy G. Berry\_\_\_\_\_

Chancery Clerk  
Clerk of the Board

Publication Dates:  
10/9/2021  
10/16/2021

# ***BID Proposal Specifications***

Turnkey Election System including  
Precinct Scanners, Ballot Marking Devices, Accessories, Software,  
Testing and Training

Clay County Board of Supervisors  
Clay County, Mississippi

**Proposals Due**  
Thursday, October 28, 2021 5:00 P.M.

**Electronic Reverse Auction**  
Monday, November 1, 2021 beginning at 9:00 a.m. and ending 10:00 a.m.

**All Participants must register at**  
[www.centralbidding.com](http://www.centralbidding.com)

## REQUEST FOR BID PROPOSALS

Clay County, Mississippi, acting by and through the Clay County Board of Supervisors, with authority and responsibility for the conduct of elections vested in the Clay County Circuit Clerk and Clay County Election Commissioners is seeking to replace the existing voting system with a new turnkey election system for the conduct of elections in Clay County.

Clay County is currently utilizing Fifty-nine (59) Accu Vote TS/TSX Terminals and Two (2) Accu Vote OS/OSX Scanners with Ballot Box and is seeking to upgrade to all new precinct scanners with associated ballot marking devices for each precinct, new software for reporting, implementation services for the new system, ballot on demand hardware and software with color printer, training on the new system, post warranty support and maintenance for the 2022 elections.

### BID OVERVIEW

Clay County is requesting proposals for a single source turnkey election system solution from an established elections systems provider that will provide and support the equipment acquired to ensure maximum benefit from the investment made.

The Turnkey Elections System to be acquired will include Seventeen (17) or more precinct scanners, Fifteen (15) ballot-marking devices, ballot on demand with hardware and software with a color printer with firmware a Five (5) year hardware warranty and necessary accessories for all, including ADA accessories, elections reporting software, implementation services including training and testing, hardware and software warranty, support and maintenance and post-warranty maintenance and support.

The proposing vendor shall also be afforded preferential consideration for a trade-in allowance of existing voting equipment including Two (2) Accu Vote OS Scanners with Ballot Box and Fifty-nine (59) Accu Vote TSX Terminals, to be exercised at the option of the County.

One (1) year of post-warranty License and Maintenance and support shall be included in the turnkey election system price. The vendor shall provide annual post-warranty pricing for period of a minimum of three years for license, maintenance and support fees for hardware and software provided. The cost for the annual support fees after first (1) year shall be stated lump sum and shall be billable annually or monthly by mutual agreement of the County and proposing vendor.

This overview provides the general description for the single source turnkey election system being solicited by Clay County. It is the responsibility of the proposing vendor to ensure that all components necessary for this complete system is included in their proposal for a turnkey project.

Clay County requires the solution provider to provide onsite training to administrative staff and Election Commissioners who will be performing the day-to-day preparation for elections as well as maintenance and upkeep of the system acquired.

It is expected that the system proposed will be fully functional and available for productive use by Clay County by January 31, 2022 or date agreed to by selected vendor and the County.

The successful bidder for this project will be selected as soon as possible by the County upon receipt and analysis of the proposals presented and qualification to participate in the reverse auction. Upon notification of award the successful bidder will immediately order the required hardware and software upon receipt of the purchase order. All systems will be installed and tested to be operational no later than the dates previously specified. The vendor will supply adequate support staff onsite to quickly address all technical issues that may arise during implementation and training.

*List of Election System Equipment and Services to be included in Turnkey Election System Solution Provided*

- Seventeen (17) or more Precinct Scanners
  - Each Precinct Scanner shall include a case, a non-collapsible standard ballot box, paper roll, internal battery backup that charges while unit is connected to power, power supply with AC cord and minimum 4 GB memory device with a minimum one (1) year warranty.
- Fifteen (15) Ballot-Marking Devices
  - Each Ballot-Marking Device shall include the terminal, internal battery backup that charges while unit is connected to power, ADA accessories, minimum 4 GB memory device, power supply with AC cord, case and a minimum one (1) year warranty.
- Ballot on Demand Hardware and Software
- Compact Color Printer with Firmware and Five (5) Year Hardware Warranty
- Operational, Counting and Reporting Software
  - Will include all required operational software, county-level election-night reporting software and a minimum one (1) year maintenance/ warranty on

all software.

- Implementation Services
  - Will include all required implementation services including equipment and software training for election commissioners, circuit clerk and staff, technical staff and poll-worker train-the-trainer training. Will also include installation and acceptance testing. A *Poll Manager Training Guide* shall also be provided by the vendor.
- Ancillary Costs
  - Will include all shipping and handling costs associated with acquisition of the turnkey election system and other costs not previously specified that must be included.
- Post Warranty Maintenance and Support Costs
  - Will include an annual cost for a minimum three (3) year post-warranty period including license, maintenance and support fees.

#### General Specifications

- Overall Requirements
  - The system must have the ability to support numerous ballot styles on a single voting unit.
  - The system must support multiple splits in a precinct.
  - The system must support combined precincts, where more than one precinct is voting at the same location, on either the same or a different ballot style.
  - Provide for the privacy of votes throughout the election process.
  - Be able to withstand frequent loading and unloading, stacking, assembling, disassembling, reassembling, and heavy use, without damage to internal circuitry. Be transportable, without damage to internal circuitry. Transportation conditions may include extremely bumpy roads and possibility of exposure to extreme heat and cold, dust, and other environmental elements.
  - Require minimal assembling/disassembling of parts.
  - Ensure long product lifecycle by including long-lasting components that allow for replacement or additional components that match the original components.
  - Require minimal maintenance during storage.
  - Vendor must describe and provide costs of options currently available for ballot on demand voting at each polling location in lieu of issuing pre-printed ballots to voters.
  - System must be Federal Certified by EAC (Election Assistant Commission) prior

to bid.

- Precinct Scanner Hardware
  - The scanner unit shall have a display of at least 12 inches diagonal to present information clearly to the users.
  - The scanner unit must have a touch screen for voter, county staff and poll worker input.
  - The scanner unit must allow for easy access, requiring less than one minute, to access the imaging sensors for cleaning and diagnostics.
  - Allow easy access for clearing of jammed ballots, with no tools required and ability to clear the jam in under one minute.
  - The scanner unit must contain a lithium-ion battery backup that provides power for the unit for a minimum duration of two (2) hours of continuous use. The battery must recharge automatically when power is restored to the system. The battery charger must be integrated into the system. A system that requires the battery to be removed and charged on a separate charger will not be considered as qualifying under this requirement.
  - The scanner unit must provide functionality to charge the unit without turning the unit on.
  - The scanner unit shall provide the battery charge level.
  - The scanner unit shall allow for the capability for expansion through USB hub or ports.
  - The scanner unit shall have the ability to lock access to the input feed tray while not in use.
  - The scanner unit shall have the ability to provide an ink stamp on valid cast ballots to prevent rescanning by a poll official.
  - The scanner unit shall have the ability to provide an ink stamp on valid cast ballots to prevent rescanning by a poll official.
  - The scanner unit shall have the ability to securely update all product firmware without disassembling the unit or breaking the disassembly seals.
  - The scanner unit must accept ballots in all four orientations including: face up, face down, top first or bottom first.
  - The scanner unit must support a mixture of paper ballots that are single-sided and double-sided within the same election.
  - The scanner unit must support the use of paper ballots composed of multiple ballot sheets.
  - The included ballot box must have a removable bin that allows for collection of ballots without requiring the poll workers to touch the voted ballots.
    - Be fully lockable and have no exposed communication ports.
- Precinct Scanner Functionality
  - The unit shall clearly display the public count during voting sessions.
  - The unit shall have a simple poll opening procedure.



- The unit shall provide clear and concise messages to tell voters what to do when an exception on the ballot being voted is encountered. Exceptions Include over voted, under voted, blank, etc.
- The unit shall hold the entire ballot within the unit for privacy while exception messages are displayed.
- The unit shall make clear to the voter how to cast a ballot.
- The unit shall make clear to the voter when voting action is complete.
- The unit shall have an icon indicator that tells the poll worker when the AC power connection (external power) is not available.
- The unit shall provide an audio signal that tells the poll worker when the unit is not operating under AC power.
- The unit shall have screen help, voter feedback shall be presented in a clear and concise manner utilizing graphical and color attributes.
- Scanner Software / Firmware
  - The scanner system shall be able to provide diagnostics that allow the viewing of the scanned ballot images, marks detection and digital readings taken by the unit.
- Precinct Scanner Flexibility of Ballot Design and Layout
  - The system shall have the ability to adjust all row and column widths.
  - The system shall support eleven (11), fourteen (14), seventeen (17) and nineteen (19) inch ballot pages.
  - The ballot layout application must create PDF files that can be utilized with either digital or offset ballot printing.
  - The system shall have the ability to tabulate at the precinct by hand marked ballots and a ballot mark on a BMD (Ballot Marking Device).
- Ballot-Marking Device
  - The ballot-marking device provided shall ensure all voters possess the same opportunity to independently cast his or her vote regardless of their physical limitations or disability.
  - The ballot-marking device must be configured to operate without assistance provided by a poll worker in selecting the accessibility feature(s) for the voter.
  - The ballot-marking device must provide both audio and visual ballot information at the same time.
  - The ballot-marking device must have an internal battery backup to supplement AC power.
  - Be fully lockable and have no exposed communication ports.
- Election Management Software
  - All confidential data that is saved to removable media (USB stick, flash card, or other similar device) must be encrypted using AES and a bit strength

of 128 or higher.

- The election management software must have built-in templates which allow the user to copy the ballot layout format from one election to the next election.
  - The election management software must allow custom templates to be saved and copied from one election to another.
  - The election management software must provide for a results output that can be displayed on the web.
  - The election management software must allow results to be reviewed on a periodic basis throughout the tabulation process, at all levels.
  - The election management software must be able to import data from the Mississippi Statewide Elections Management System (SEMS) for layout of election coding.
  - The election management software must be able to export election results for import into SEMS.
  - The system must interface with the SEMS voter registration system for uploading tabulation results.
  - Clay County will be provided all software necessary to build the database from SEMS and import results into SEMS without the vendor or third party manipulating the data.
- Vendor Requirements
    - The proposing vendor must be able to provide on-going and emergency Election Day support for the solution solicited.
    - The proposing vendor must have access to the software/firmware source code and trained software engineers familiar with the software to make on-going changes/updates to the system.
    - The proposing vendor will provide a secure system in response to this RFP that will ensure the integrity of elections.
    - The proposing vendor will provide the specifications for a computer required to operate the election management software.
    - Vendor must have prior experience managing elections for a jurisdiction comparable with the size of the procuring county based on number of registered voters.
    - Vendor must have the internal infrastructure to support and maintain the systems including repair parts for the next 10 years.

#### Overall Solution Requirements

In responding to this BID Proposal, the solution provider shall include all hardware, software, installation and configuration services and expenses, ongoing maintenance and support services, any additional support options, rental costs and other costs broken out

separately with submission of the reverse auction bid. While all of the components are to be included in the total price for the system, annual support and maintenance shall be included in the total system price for the first year, but thereafter shall be for consideration as an annual maintenance contract.

Annual Maintenance and Support shall Include the following:

- On-call Emergency Response
- On-Site Hardware Response
- Certified Technician Support
- Troubleshooting and Repair
- Software Upgrades
- Firmware Upgrades

The annual maintenance and support shall be specified as a yearly lump sum cost for the post warranty three (3) year period. Maintenance and support shall be paid monthly or annually upon mutual agreement. The first year is included.

Clay County has attempted to provide information that may be of benefit in formulating this proposed solution, but it is the responsibility of the vendor to ensure their proposal is accurate, complete and capable of providing a complete and functional turnkey election system for Clay County.

Bidder shall warrant all equipment to be free from defects in material and workmanship, and to operate in accordance with these specifications for a period of not less than One (1) year from date of delivery.

Vendor must be a US owned company.

Questions or requests for information in regard to this BID Proposal should be directed to Circuit Clerks Office, Kim Hood, at 662-494-3384 or [khoo@claycounty.ms.gov](mailto:khoo@claycounty.ms.gov).

#### Response Format

The format of the response to this solicitation is left to the proposing vendor but said response shall include all necessary information to ensure that Clay County is able to make an informed decision in regard to the solution proposed.

***It should be noted that Clay County is subject to Mississippi Open Records Law. As a result, Clay County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record***

### Proposal Evaluation Criteria

The following is the criteria which will be utilized to weigh the lowest responsive and responsible bidder:

1. Vendor Qualifications- to include responses from references
2. Quality and Completeness of Proposal Submitted
3. Compliance with Implementation and Training Requirements
4. Warranty, Support Services and Maintenance Requirements
5. Compliance with System Requirements
6. Pricing of Components
7. Trade-In of Existing Election Equipment
8. Options to Expand Ballot on Demand as listed on page 2.

Clay County reserves the right to disqualify any non-compliant vendors and solutions and reserves the right to reject any and all proposals submitted.

### Project Award

It is the intent of Clay County to award this project to a single qualified vendor who can provide all of the required capabilities. Clay County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this BID Proposal in the best interest of the County.

If an award is made as a result of this BID Proposal, it shall be awarded to the respondent whose proposal is most advantageous to Clay County with price and other factors considered.

In the event that an award results from this BID Proposal, then the winning bidder agrees that Clay County will be held harmless for any lawsuits resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

### Payment Terms

Each proposal shall include a statement of the standard payment terms for a project of this type. Clay County reserves the right to negotiate payment terms upon contract award but generally does not issue payment until all equipment and systems are installed and functioning correctly.

# CLAY COUNTY BOARD OF SUPERVISORS

Turnkey Election System

## OFFICIAL BID FORM

FOR SUBMISSION OF REVERSE AUCTION BID

For: Clay County Board of Supervisors, P.O. Box 815, 365 Court Street, West Point, MS 39773

We are pleased to submit the following bid for:

With all items and equipment to provide a Turnkey Election System solution for Clay County for the price specified below:

BID PRICE, As Specified: \_\_\_\_\_ **(Includes Trade-In)**

Delivery and Installation Time: \_\_\_\_\_ (Calendar Days)

Bid is: \_\_\_\_\_ as per specifications, taking no exceptions

\_\_\_\_\_ taking only those specification exceptions listed by letter attached and referenced to page numbers specified (no alternate bids are accepted)

Annual Post-Warranty Support and Maintenance Cost: \_\_\_\_\_ per year

Acquisition of One (1) or more additional Precinct Scanners: \_\_\_\_\_ each

Acquisition of One (1) or more additional Ballot-Marking Devices: \_\_\_\_\_ each

Trade-In Allowance of Existing Voting Equipment: \_\_\_\_\_ lump sum – to be deducted from complete price specified above if option is exercised by County.

As required in the overall solution requirements the vendor must provide all costs broken out separately with this official bid form.

Selling Company Name: \_\_\_\_\_

Manufacturer of Solution: \_\_\_\_\_

FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_