**ADVERTISEMENT FOR BIDS**

Notice is hereby given that ***reverse auction bids*** will be received by the Adams County Board of Supervisors for the purchase, from the lowest and best bidder(s), of the following items as needed, for the Adams County Circuit Clerk & Adams County Election Commissioners, of **Turnkey Election Systems including precinct scanners, ballots, marking devices, accessories, software, testing and training**.

Reverse Auction Bidding will respectively commence at 11:00 A. M., Thursday, June 29, 2022, at the County Administration Building, 314 State Street, Natchez, Mississippi.

Please review the Adams County Board of Supervisors website for steps to handling your reverse auction bids at <https://www.adamscountyms.net/>

Bidders wanting to access the reverse auction via telephone will be able to do so by calling 601-304-8098 at 11:00 A.M. C.S.T.

Bids submitted with qualifications or exceptions will not be considered.

Final Bid pricing is to be firm and not subject to change during the period specified above.

The Board of Supervisors reserves the right to waiver informalities and to reject any and all bids.

CHI’KE MARTIN

PURCHASE CLERK

601-445-7941 or 601-597-3160

BRANDI LEWIS

CHANCERY CLERK

ADAMS COUNTY, MISSISSIPPI

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**PUBLICATION DATES:**

**June 8, 2022**

**June 15, 2022**

**Reverse Auction: June 29, 2022**

BACKGROUND INFORMATION

Adams County, Mississippi, acting by and through the Adams County Board of Supervisors, with authority and responsibility for the conduct of election vested in the Adams County Circuit Clerk and Adams County Election Commissioners is seeking to replace the existing voting system with a new Turnkey Election Systems for the conduction of elections in Adams County. Adams County is currently utilizing Accuvote TSX terminal and Accuvote OS scanner with ballot box and is seeking to upgrade to all new precinct scanners with associated ballot marketing devices for each precinct, a printer capable of printing a ballot on demand, new software for reporting, implementation of services for the new system, training on the new system, post-warranty support and maintenance for the 2022 elections.

RFP OVERVIEW

Adams County is requesting proposals for a Turnkey Election Systems solution from an established election systems provider that will provide and support the equipment acquired to ensure maximum benefits from the investment made.

The Turnkey Election Systems to be acquired will include twenty or more precinct scanners, nineteen ballot marking devices, one printer capable of printing color ballots on demand for absentee and election day balloting, and necessary accessories for all, election reporting software, implementation services including training and testing, hardware and software warranty, support and maintenance and post-warranty maintenance and support.

The proposal vendor shall also be afforded preferential consideration for a trade in allowance of existing voting equipment including one (1) Accuvote OS scanner with ballot box and 117 Accuvote TSX terminals, to be exercised at the option of the county. The proposing vendor must provide the county with the procedures that will be followed for the proper destruction and disposal of the election tabulation equipment.

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 turnkey election systems being solicited by Adams 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.

Adams County requires the solution provider to provide onsite training of the solution provided to administrative and technical staff 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 Adams County within 45 calendar days of the date of issuance of the purchase order to the selected vendor. The project award date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The successful bidder for this project will be selected as soon as possible by the county upon receipt and analysis of the proposal presented and qualifications to participate in the sealed bid. Upon notification of award of 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 date previously specified. The vendor will supply adequate support staff onsite to quickly address all technical issues that may arise during implementation and training. The turnkey election system should be in place and in use for the November 2022 General Election.

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

20 or more Precinct Scanners

Each Precinct Scanner shall include collapsible ballot boxes with casper wheels (for easy movement), ballot box and e-bin, reverse wound paper roll, internal backup battery, which must be rechargeable in machine (non -removable battery charging required), softside nylon case, and minimum 4 GB Jump Drive with a minimum one (1) year warranty.

19 Ballot-Marking Devices

Each Ballot-Marking Device shall include the terminal, internal battery backup, ADA keypad, headphones, 4 GB flash drive, power supply with AC cord, case and a minimum one (1) year hardware warranty.

One (1) Ballot on Demand Printer

Printing devices shall include the necessary software and hardware, be capable of printing a color ballot that can be read by the precinct scanner, and include a minimum one (1) 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 workers, train the trainer training, will also include installation and excepting testing. A poll manager guide and poll worker training guide shall also be provided by the vendor.

Ancillary Cost will include all shipping and handling cost 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.

System must be Federal Certified by EAC (Election Assistance 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 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 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 page.

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 bases 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.

Adams County will be provided all software necessary to build the data base from SEMS and then import back into SEMS without the vendor or third party manipulating it.

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.

Vendor must provide same day repair at vendors central office in the State of Mississippi when delivered by customer.

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 (1) year is included.

Adams 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 Adams 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 should be directed to Circuit Clerks Office at 115 South Wall Street, Natchez, Mississippi.

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 Adams County is able to make an informed decision in regard to the solution proposed.

**It should be noted that Adams County is subject to Mississippi Open Records Law. As a result, Adams 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 Submission

Adams County requires the proposal to be submitted as described in the Notice of Advertisement for Bids.

Proposal Timeframe

Unpriced bid proposals will be accepted until June 22, 2022\_\_\_\_\_\_\_\_\_\_ at the office of the Adams County Administrator, at 314 State Street, Natchez, Mississippi\_\_\_. Proposals should be sealed and clearly marked on the outside of the envelope as indicated: Turnkey Election System including Precinct Scanners, Ballot Marking Devices, Accessories, Software, Testing and Training/Bid Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Submitted proposals will be evaluated and vendors submitting acceptable bids/proposals will be invited to submit PRICED BIDS.

Final bidding will be held by electronic reverse auction beginning at 11:00 A.M., June 29, 2022 Sealed paper bids may be submitted in the Office of the County Administrator at the Adams County Administration Office, 314 State Street, Natchez, Mississippi\_\_.

Upon submission and opening bids and proposals may not be withdrawn for a period of 60 days from the date of bid and the Adams County Board of Supervisors will make the final determination in acceptance or rejection of any bid.

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

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

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

In the event that an award results from this RFP, then the winning bidder agrees that Adams 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. Adams 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. This bid includes warranty license and Maintenance and support fees waived the first year/or included in bid.

ADAMS COUNTY BOARD OF SUPERVISORS

Turnkey Election System

**OFFICIAL BID FORM**

FOR SUBMISSION OF BID

For: Adams County Board of Supervisors, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are pleased to submit the following bid for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

BID PRICE, As Specified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(BID) 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 after the 1st year.

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

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

Acquisition of one (1) or more additional Ballot-On-Demand Printers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 bid form.

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

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

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

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

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