

Please advertise on January 26, 2019 and February 2, 2019

**HANCOCK COUNTY BOARD OF SUPERVISORS
ONE OR MORE ELECTRONIC POLL BOOKS
AND PERIPHERAL EQUIPMENT FOR
ELECTRONIC POLLBOOK SYSTEM**

ALL BIDS DUE February 19, 2019 at 10:00 a.m.

**Hancock County Board of Supervisors Office
845 Highway 90, Suite A
Bay St. Louis, MS 39520**

ALL BIDS MUST BE SIGNED – NO EXCEPTIONS

Hancock County, Mississippi, is seeking bids for one or more Electronic Poll Books (EPB) and Peripheral Equipment for an Electronic Poll Book System. The purchase is being funded through a Help America Vote Act. The Electronic Poll Books must be compatible with the TSX Voting machines that the county currently uses for elections and shall be compliant with all requirements of the Help America Vote Act, including without limitation the handicap accessibility requirements, and shall have a device or mechanism that allows any votes cast to be verified by paper audit trail.

Hancock County interfaces with the Mississippi Statewide Voter Registration System. The Mississippi Statewide Voter Registration System will be the source of all information necessary for loading Electronic Poll Books (EPB) and will be the collection point for voter history from polling places using EPB's. To accomplish this, the winning bidder shall provide a file format for use in transfer of information between their EPB System and the Mississippi Statewide Voter Registration System.

Minimum Requirements for Bidders to provide as the Electronic Poll Book System:

- Provide information necessary to verify voters' identity
- Allow for a search based on name, address, and Voter ID
- Where multiple EPB's are deployed at the same voting site, prevent a voter from signing in at different stations
- Provide a means for updating the Mississippi Statewide Voter Registration System.
- Be secure from unauthorized access.
- Operate on battery power during power outages.
- Provide a means of directing voters to the correct polling place anywhere in the county
- Support a countywide and statewide voter list
- Install and search a street file by street name, address, and zip code
- Be capable of networking Multiple EPBs that are located in a single voting location

- Automatically program AccuVote TSX Voter Access Cards with the correct ballot style for each validated voter. Describe in detail what hardware and software is required to accomplish this capability.
- Generate interim reports without suspending registration operations
- Provide a means of quickly recovering data from an EPB that has failed during operations
- Allow for override of the system if the voter is considered having voted but poll workers know that the voter has not yet voted
- System must maintain information on advanced ballots requested and returned
- Provide capability for the initial lookup step to be limited to just voters in the precinct location where the EPB is located
- Touch screen capability is required and must be reflected in your system pricing
- EPB shall redundantly store voter validation data
- EPB shall support electronic signature capture. Describe how a voter's digital signature is captured using your system.
- EPB shall provide images of voter signatures stored in the Mississippi Statewide Voter Registration System
- Provide estimates of how long it would take to load an EPB with data
- EPB system must provide capability to employ the use of hand held devices for voter check in
- EPB shall have capability to read the bar code on a voter registration card that contains the voter ID number
- EPB shall allow for voter history to be quickly and accurately uploaded into the Mississippi Statewide Voter Registration System
- EPB shall provide polling place information for voters who appear at the wrong location
- EPB shall have capability to time stamp significant activities such as time of voter check in
- EPB must be able to produce all reports while the election is still underway and after it has closed
- EPD must be capable of providing a list of all validated voters in each respective precinct on an optional EPB printer immediately following the close of the polls on Election Day.
Provide a sample list of this.
- Winning bidder must offer onsite troubleshooting service on Election Day. Attach current cost figures.

Data Transfer

As part of this bid, vendors are required to provide a means for transfer of data between the Mississippi Statewide Voter Registration System and their EPB System. The following are required:

- The EPB system shall provide a simple means of downloading voter and election data from the Mississippi Statewide Voter Registration System to the EPB system.

- The EPB system shall provide a simple means of uploading voter history information collected at polling locations by the EPBs to the Mississippi Statewide Voter Registration System so that the voter history can be uploaded.

Security

The system shall provide the following security features to prevent unauthorized use.

- The EPB System shall provide a record of the following:
 1. The program and version in use
 2. The election file in use
- Describe how security is managed with the EPB including but not limited to:
 1. User access control features
 2. Data encryption

THE FOLLOWING REQUIRED EQUIPMENT, SOFTWARE, AND SERVICES SHALL BE INCLUDED IN VENDOR'S BASE PER-UNIT ELECTRONIC POLL BOOK BID:

- Electronic Poll Book with barcode scanning and signature capture capabilities
- Tablet tether
- Micro-SD card
- Power brick
- 10-foot USB power cord
- Carrying case
- Stylus
- EPB software required for operation
- Loading of software on EPB
- Rotating stand for EPB
- Smart Card Reader/Writer with cable
- Shipping
- Acceptance testing

VENDORS SHALL ALSO SUBMIT PER-UNIT BIDS OF THE FOLLOWING OPTIONAL EQUIPMENT FOR THE ELECTRONIC POLL BOOK:

- 16-Tablet Desktop Charging/Sync Station
- Thermal Printer – prints on thermal paper. Minimum paper width is 76mm. Rechargeable battery with minimum eight hours of battery life per charge. Li-ion battery.
- Magnetic Stripe Reader – Capable of reading the magnetic stripe on the Mississippi Driver's License.

Training and Election Assistance

The County may wish to enter into an agreement for training, EPB system setup, and election preparation assistance with the winning bidder. Hancock County will only contract with a responsible contractor possessing the ability to perform successfully under the terms and conditions of this procurement, as determined by the Supervisors and/or its selection committee. The County's selection committee will consider technical issues as relates to the proposals received and the grant requirements and may obtain assistance with this review in its discretion. Bidders shall provide its pricing on the following equipment and services:

- Types and costs of equipment provided, with technical specifications and warranty information
- Basic training on the EPB system.
- On-site setup of the EPB system
- Maintenance of the system before during and after use in elections.
- Loading of data for an election
- System security to include safeguards to prevent and detect tampering
- Process to upload voter history and other required information to the Mississippi Statewide Voter Registration System after an election is completed
- Production of reports: printing, designing, and formatting
- Troubleshooting, resolution of malfunctions, and error messages
- Proper storage of equipment when not in use
- Ongoing training for new features
- Set-up/Configuration fee per Election (shall include data analysis, delivery of sample data, delivery of final data, configuration file customization, screen customization, and options setting)
- Testing/Validation (shall include validation of final record counts, baseline validation of application workflows and active functions, testing of special configuration or customer options)
- Processing fee per registered voter
- Poll book database update (fee per update)
- Post-election voter history update (per update)
- Custom VR voter history import file creation (each)
- Reconversion fee (each)
- Poll book screen revision (each)
- Poll location map display (each)
- Custom conversion per hour (per hour)

Hancock County reserves the right to reject any or all proposals and to waive any irregularities or formalities in proposal process, and to reject any and all proposal. By submitting a proposal, the proposing entities or persons waive any right to seek damages related to their proposal, and acknowledge the County's right to reject any or all proposal, or portions thereof. Hancock County further reserves the right engage entities or firms for only some of the services listed above. All proposals should be sealed and properly labeled "Election Equipment Bid." The County is an equal opportunity employer and contractor, and specifically solicits with this proposal small and minority firms, women's business enterprises and labor surplus area firms to submit proposals. The County will further take additional further steps to assure that such minority businesses, women's business enterprises and labor surplus area firms are used when possible, including its right to utilize any of the methods outlined in 2 CFR Section 200.321. Any contract resulting from this request for proposals will contain contract provisions including those listed in Title 2 CFR Sections 200.318-316, or otherwise required by the HAVA Grant.

Proposals shall be addressed and delivered to Eddie Favre, County Administrator, no later than 10:00 a.m. on February 19, 2019. Proposals may be mailed or hand-delivered to: Attention: Office of the County Administrator, 854-A Highway 90, Bay Saint Louis, MS 39520. Any mailed or hand-delivered proposal must actually be received by the County Administrator prior to the 10:00 a.m., February 19, 2019 deadline. The name and mailing address of the firm or individual submitting the proposal should appear on the face of the envelope. Please submit any questions you have concerning this matter via U.S. Mail, postage prepaid to Eddie Favre at 854-A Highway 90, Bay Saint Louis, MS 39520, or via email to eddie.favre@co.hancock.ms.us. Requested by order of the Hancock County Board of Supervisors of January 7, 2019.

/s/Blaine Lafontaine, President

Publish January 26, 2019 and February 2, 2019.