**Request for Information No. 16-10**

**Vendor Presentations for Washington State Modernized Elections System**

**Purpose:**

This Request for Information (RFI) is issued by the Washington Office of the Secretary of State (OSOS). The purpose of this RFI is to provide the Elections Modernization Project Steering Committee members and others in the Washington elections community an opportunity to gather information before OSOS releases a RFP for the Elections Modernization Project. A response to this RFI and/or participation in the presentations is not a mandatory requirement for participation in any subsequent solicitations released by OSOS. However, the results of this RFI may be used in the development of future solicitations.

**Response Deadlines:**

* Vendor request, via e-mail, for participation in vendor presentations: Due 5/25/2016, 5:00 PM Pacific Time.
* Vendor confirmation, via e-mail, of presentation schedule and participants (up to five participants per vendor may be named): Due 6/1/2016, 5:00 PM Pacific Time.

**Presentation Dates:**

June 13, 2016-June 14, 2016

**Presentation Location:**

Davenport Grand Hotel

333 West Spokane Falls Blvd.

Spokane, WA 99201

**Additional information:**

Vendors must respond to this RFI, and meet all deadlines. A limited number of vendor presentation times will be available. OSOS will determine presentation time slots and assignments. Vendors must confirm their presentation schedule and identify participants upon OSOS’ request. OSOS will not guarantee that vendors unable to attend the scheduled presentation sessions will have an opportunity to present at another time.

Vendor presentations will be subject to the following:

* Presentations will be in-person.
* A projector hooked to a PC will be available.
* Vendors may bring materials on a thumb drive for their presentation.
* Written materials are allowed, but not required.
* OSOS will not provide printing or copying of materials.
* One wireless microphone will be available for the demonstrator. If a vendor has more than one person participating in the demo, the microphone may be shared.
* Each vendor will have approximately thirty minutes to explain to the panel how their solution meets OSOS’ needs. Additional information regarding the Elections Modernization Project can be obtained by reviewing OSOS’ previous RFI (16-04), which is posted on the OSOS website.
* Approximately fifteen minutes will be allotted for questions from the panel.  Questions may vary by panel and presentation.
* OSOS may allow questions from the audience if time allows.
* The panel will be comprised of approximately six members of Elections Modernization Project committees. Panel composition is subject to change or variation.
* OSOS staff and elections personnel may observe presentations, with prior approval by OSOS. Vendors may not observe other vendor presentations. Only the presenting vendor’s confirmed presentation participants will be allowed in the presentation room.
* Times provided are approximate. OSOS will make every effort to ensure the schedule is maintained, but cannot makes guarantees regarding scheduling.
* OSOS cannot ensure confidentiality of information provided, due to public disclosure requirements and circumstances beyond OSOS’ control.

**RFI Coordinator:**

Upon release of this RFI, all vendor communication concerning this RFI must be directed to the RFI Coordinator listed below. E-mails to the RFI Coordinator must include “Vendor Presentations for Washington State Modernized Elections System” in the subject line.

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