RFP 18-02 AMENDMENT 3

OSOS is amending the schedule and the preproposal conference requirement for RFP 18-02. This amendment contains the updated schedule and requirements.

Due to technical difficulties OSOS encountered that may have prevented some vendors from participating in the conference, attendance is no longer mandatory. The slides from the preproposal conference are provided here.

Agenda

- Welcome and Introductions
- Protocol for Bidders Conference
- Background and Scope of Elections Modernization
- Schedule of procurement
- Evaluation of proposals
- Q&A

Welcome and Introductions

- Tim Graden, OSOS Project Manager
- Lori Augino, Washington State Director of Elections
- Stuart Holmes, Voting Information Systems Manager
- Swathi Kovuri, Applications Development Supervisor
- Janell Stewart, Procurement Coordinator
- Stacy Steck, OSOS Project Management Assistant
- Other state guests
- Bidder roll call
  - In the room
  - On the phone

Protocol for Conference

- We will conduct a bidder / participant roll call.
  - Bidder Conference is a mandatory event.
- When speaking, please identify yourself and the company you represent.
- Phone participants are asked to mute their lines until the bidder comments and question period.

Protocol for RFP

- Nothing said or discussed today is intended to modify, add to, alter or in any other way qualify or amend what is currently contained in the procurement documents.
  - If, as a result of this conference, OSOS recognizes a need to add to or amend the procurement documents, such addendum or amendment will be posted in writing on WEBS and the OSOS website.
- All communications concerning Washington Elections Modernization RFP 18-02 must be directed only to Janell Stewart, the RFP Coordinator.
- Any communication directed to Washington Elections Administrators, staff, or consultants, other than the RFP Coordinator may result in disqualification.
- Any verbal communications by OSOS and Counties will be considered unofficial and non-binding.
- Official responses to written questions will be posted as RFP addenda. Bidders should rely only on written statements issued by the RFP Coordinator.

Background

- Although currently stable, Washington's system is over 10 years old and must be updated in order to meet the challenges that we face today.
- The Secretary of State Kim Wyman organized a Tech Summit in April of 2014 where she asked the counties the following question:
  - Knowing what you know today about registration and tabulation systems – factoring in all federal and state requirements, and public expectations for accessibility, integrity, and earlier, meaningful results – would you build today the election system we currently have to meet our needs?
    - The unanimous response was NO.
- Following the Tech Summit the Secretary of State's Office and counties worked in collaboration to complete a full business analysis to document the business requirements for an election system in Washington State.
- We then published a Request for Information where vendors and advocates were able to provide feedback and suggestions to those requirements.
- We also gathered feedback from federal and state agencies including EAC, DHS, FVAP, DOL, DOH, and DSHS to further refine our requirements.
- We are proud of our strong alliance with the counties in the preparation of this RFP.

EMP Project Goals

- The goal of the project is to select a best-in-class election management system to modernize Washington State systems.
- <u>The project must be completed by January 1, 2019</u>.
- Use the solution to streamline and improve the elections process and replace aging systems.
- Develop an effective partnership with a vendor who can provide maintenance and operations services in future years.

Scope of EMP Project

- Washington is a vote-by-mail state.
- The intent is to replace the current systems in place throughout the state including:
  - 39 county elections management systems/voter registration (EMS/VR) systems (currently provided by 3 separate vendors).
  - 39 county online ballot delivery systems (currently provided by 2 vendors and the state).
  - State-supported elections systems.
  - Support existing and future interfaces.

- County ballot creation and tabulation systems are the only elections systems excluded from the scope of this RFP.

Procurement Schedule

Issue RFP	September 20, 2017
Bidder Preproposal Conference	September 26, 2017
Last day for questions regarding RFP	September 28, 2017
Place complete list of Q&As on WEBS and OSOS web site	October 4, 2017
Letter of Intent to Bid due	October 5, 2017
Last day for amendment to RFP	October 13, 2017
Last day for complaints	October 25, 2017
Proposals due	November 1, 2017
Contract(s) negotiations and BAFO period	November 8 – December 12, 2017
Oral presentations, scripted demos and IT panel interviews (if required)	TBD
Announce Apparent Successful Bidder (ASB) and notify unsuccessful Bidders	December 13, 2017
Hold debriefing conferences (if requested)	See Section 2.24
Begin contract work	January 1, 2018

Evaluation

Stage	Description	Scoring Method	Criteria/Notes	Minimum Score
0	RFP Responsiveness	Pass/Fail	Bidder may be deemed non-responsive at any point in procurement process.	Pass
1	Bidder Responsibility Review	Pass/Fail	Includes financial viability review of Bidder. Bidder may be deemed non-responsible at any point in procurement process.	Pass
2	Functional and Technical Requirements	Scored (750 points maximum)	Bidder must receive a top score at Stage 2 to advance for Stage 3 review.	650 points
3	Implementation Approach, Cost Workbook, and Maintenance & Operations	Scored (300 points maximum)	Bidder must receive a top score at Stage 3 to advance for Stage 4 review.	200 points
4	Oral interviews, including any demonstrations or IT panel evaluations	Scored (200 points maximum)	Failure to participate, if requested, may be grounds for rejection of Proposal.	100 points
5	Security Design Review	Pass/Fail	Security Design Review may occur at any time during the procurement and contracting process. Failure to pass security design review may be grounds for rejection of Proposal.	Pass
6	References	Scored (100 points maximum)	OSOS reserves the right to use references at any point in the procurement and contracting process. Bidder may be deemed non-responsible based upon any negative or unsatisfactory response.	50 points
8	Contract Negotiations	Pass/Fail	Failure to satisfactorily complete contract negotiations, including any BAFO process, may be grounds for rejection of Proposal.	Pass

- The evaluation process is designed as a stage/gate model
  - Bidders must pass each stage to continue through the evaluation process
- A broad & collaborative team will evaluate the proposals
  - OSOS will score stages 0-2
  - Counties and sister agencies will assist with scoring of stages 3-4
  - Office of Cyber Security (OCS) will score stage 5

Procurement Goals

- Fair, open and competitive procurement process
- Select a solution that best meets the requirements of the RFP and provides the best value to the Secretary of State.
- Minimize non-value-added work by allowing only qualified bidders to proceed through the process
- Please remember:
  - Provide clear, concise, direct and specific responses to the questions being asked.
  - Ensure response are accurate and all assumptions are expressly identified.
  - Proposals will become part of the contract.

Questions and Answers

- Time for questions.
  - Please speak clearly & identify yourself
  - We may elect to defer a question & answer until we post formal responses.
- Until September 28, you may email your questions to RFI Coordinator, Janell Stewart, at contracts@sos.wa.gov.
- Written responses will be provided and posted on WEBS/OSOS sites.

Thank you

Secretary of State

Section 2.2 and 2.3 of the RFP posted on September 20, 2017, are also replaced with the following:

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	September 20, 2017
Bidder Preproposal Conference	September 26, 2017
Last day for questions regarding RFP	October 6, 2017 (5:00pm, Pacific Time)
Place complete list of Q&As on WEBS and OSOS web site	October 13, 2017
Letter of Intent to Propose due	October 13, 2017 (5:00pm, Pacific Time)
Last day for amendment to RFP	October 13, 2017
Last day for complaints	October 25, 2017 (5:00pm, Pacific Time)
Proposals due	November 1, 2017 (5:00pm, Pacific Time)
Contract(s) negotiations and BAFO period	November 8 – December 12, 2017
Oral presentations, scripted demos and IT panel interviews (if required)	TBD
Announce Apparent Successful Bidder (ASB) and notify unsuccessful Bidders	December 13, 2017
Hold debriefing conferences (if requested)	See Section 2.24
Begin contract work	January 1, 2018

OSOS reserves the right to revise the above schedule.

2.3 PREPROPOSAL CONFERENCE

Responses to written questions received in conjunction with the preproposal conference held on September 26, 2017, will be posted on WEBS and the OSOS web site with responses to other written questions. Any verbal responses or information provided at the preproposal conference shall be considered unofficial.