

**STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
ELECTIONS DIVISION**

**RFQQ 25-05
ELECTIONS RESULTS REPORTING
AMENDMENT NO. 4
(April 18, 2025)**

SUMMARY

This Amendment No. 4 to RFQQ 25-05 updates and clarifies Sections 3 and 4.4 of the solicitation to reflect changes in the evaluation structure.

Section 3 – **Proposal Contents** and Section 4.4 – **Evaluation Weighting and Scoring** of the originally posted solicitation documentation are hereby superseded and replaced in their entirety by the revised versions included with this Amendment No. 4.

Specifically, this Amendment No. 4 introduces a new Technical Proposal component to the evaluation, with a weighting of 35% or 70 points. Correspondingly, the Management Proposal component is adjusted from its original weighting and is now also weighted at 35%, or 70 points.

The total number of evaluation points remains 210 points. This Amendment No. 4 ensures a more balanced evaluation framework by allocating equal weight to technical and management aspects of each proposal.

3. PROPOSAL CONTENTS

Proposals must be complete, legible, signed, and follow all instructions stated in the solicitation (including the exhibits). Unless otherwise specified in writing by OSOS, documents included with an electronic proposal must be prepared in MS Word, MS Excel, or Adobe PDF. Where required to do so, Contractors may sign using either a physical or electronic signature.

Contractors' Proposals must respond to all of the solicitation requirements. Do not respond by referencing material presented elsewhere. The e-mailed Proposal shall be considered complete and stand on its own merits. Failure to respond to any portions may result in rejection of the Proposal as non-responsive.

This section identifies the submittals that must be provided as instructed below to constitute a responsive Proposal. Proposals that do not include all of the applicable submittals identified below are considered non-responsive and will be rejected. In addition, a Contractor's failure to complete any submittal as instructed may result in the Proposal being rejected. Contractors may not provide unsolicited materials. For any supplemental materials expressly required by OSOS in writing, Contractors must identify such supplemental materials with the Contractor's name.

Contractors must submit the following electronic documents separately as email attachments:

☐ **EXHIBIT A-1 – CONTRACTOR’S CERTIFICATION**

Complete the certification, attach any exceptions or required explanations, and submit it to the RFQQ Coordinator using the following file naming convention:

ContractorName_CERTIFICATION.pdf. The certification must be complete. Where there are choices, bidders must check a box. The certification must be signed and submitted by a duly authorized representative of the Contractor.

(PARTIALLY SCORED – Pursuant to Executive Order 18-03, a 5% evaluation preference is given to those Contractors that certify that they do NOT require their employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers).

☐ **EXHIBIT A-2 – CONTRACTOR’S PROFILE & REFERENCES**

Complete as instructed and submit to the RFQQ Coordinator using the following file naming convention: **ContractorName_REFERENCES.pdf**.

(PARTIALLY SCORED – A Contractor’s submitted references can earn up to a maximum of 10 points if they are a top-scoring Contractor).

☐ **TECHNICAL PROPOSAL**

The Contractor must provide an Elections Results Reporting solution to quickly and accurately report elections results to the public, ensuring transparency and accessibility in the electoral process. The solution must be mobile-friendly to ensure that voters, campaigns, media – who most commonly access this information from a mobile device – are able to access this information easily. The solution must also be accessible to visitors using assistive technology by being compliant with appropriate Web Content Accessibility Guidelines.

Clear measures of success must be identified in the Proposal by the Contractor, and finalized in consultation with OSOS.

The technical proposal must contain a comprehensive description of services including the following elements:

- A. **Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFQQ. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Contractor’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of OSOS staff. The Contractor may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- B. **Project Schedule** – Include a project schedule indicating when the elements of the work will be completed and when deliverables, if any, will be provided.
- C. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract.
- D. **Outcomes and Performance Measurement** – Describe the impacts/outcomes the Contractor proposes to achieve as a result of the delivery of these services, including how these outcomes would be monitored, measured and reported to OSOS.

- E. **Risks** - Define risks you identify as being significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to OSOS's contract manager.

Submit to the RFQQ Coordinator using the following file naming convention:
ContractorName_TECHNICAL.pdf.

(SCORED – Up to a maximum of 70 points).

☐ **MANAGEMENT PROPOSAL**

No form is provided for this submittal. The management proposal must include the following and demonstrate that the minimum qualifications set forth in Section 1.3 are met:

A. Project Management

1. **Project Team Structure/Internal Controls** - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

2. **Staff Qualifications/Experience** – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff which include information on the individuals' particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. Contractor must commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of OSOS.

B. Experience of the Contractor

Indicate the experience the Contractor and any subcontractors that demonstrates the qualifications of Contractor and any subcontractors for the performance of the potential contract. Include a list of contracts the Contractor has had during the last five years that relate to the Contractor's ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

Submit to the RFQQ Coordinator using the following file naming convention:
ContractorName_MANAGEMENT.pdf.

(SCORED – Up to a maximum of 70 points).

☐ **COST PROPOSAL**

No form is provided for this submittal. Identify all costs, including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Contractor must submit a fully detailed budget for the contract term, including staff costs, applicable hourly rates, and any expenses necessary to accomplish the objectives under the contract. **The total cost cannot exceed One Hundred Fifty Thousand Dollars (\$150,000.00) per year, with a total maximum of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for the five-year term.** Contractors are required to collect and pay Washington state sales tax, if applicable. Costs for subcontractors must be broken out separately.

Submit to the RFQQ Coordinator using the following file naming convention:
ContractorName_COST.pdf.

(SCORED – Up to a maximum of 50 points).

☐ **CONTRACT ISSUES LIST [IF APPLICABLE]**

No form is provided for this submittal. **This is a required submittal ONLY IF Contractor has business issues with the contract attached as Exhibit B.** If so, Contractor must prepare a Contract Issues List, attach it to Exhibit A-1 and submit it to the RFQQ Coordinator using the following file naming convention: **ContractorName_ISSUES.pdf.** Note, however, that OSOS reserves the right not to modify the contract and to award the contract on the basis of a Contractor's willingness to agree to the contract attached as Exhibit B.

(NOT SCORED)

☐ **CONTRACTOR'S DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS [IF APPLICABLE].**

No form is provided for this submittal. **This is a required submittal ONLY IF Contractor will be using subcontractors to perform the contract.** If so, Contractor must outline its inclusion plan for diverse business subcontractors pertaining to the contract and submit it to the RFQQ Coordinator using the following file naming convention:
ContractorName_INCLUSIONPLAN.pdf.

(NOT SCORED)

4.4 EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the Proposal for evaluation purposes:

Technical Proposal – 35%	70 points
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Work Plan	10 points (maximum)
Project Schedule	25 points (maximum)
Project Deliverables	25 points (maximum)
Outcomes and Performance Measurement	10 points (maximum)

Management Proposal – 35%	70 points
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Project Team Structure/ Internal Controls	10 points (maximum)
Staff Qualifications/Experience	25 points (maximum)
Experience of the Contractor	25 points (maximum)
Other	10 points (maximum)

Cost Proposal – 25%	50 points
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Executive Order 18-03 Evaluation Preference – 5%	10 points
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Sub-Total	200 points
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References (top-scoring Contractor(s) only)	10 points
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GRAND TOTAL	210 POINTS
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The score for the cost proposal will be computed by dividing the lowest cost Proposal received by the Contractor's total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section. References will be contacted for the top-scoring Contractor(s) only, based on the written Proposal. References will then be scored and included in the Grand Total.