



State of Georgia

State Entity: Secretary of State

Electronic Request for Information (“eRFI”)

Event Name: New Voting System

eRFI (Event) Number: 47800-SOS0000035

1. Introduction

1.1. Purpose of Solicitation

This electronic Request for Information (“eRFI”) is being issued to solicit information from interested suppliers with respect to a New Voting System for the Secretary of State - State of Georgia (hereinafter, “the State Entity”) as further described in this eRFI. The State Entity will use the information generated by this eRFI in conjunction with other information available to the State Entity to determine the solution that is in the best interests of the State Entity to fulfill this need.

More details regarding the State Entity’s current voting system and its interest in replacing it with a new voting system can be found in Section 3 of this eRFI.

1.2. Overview of the eRFI Process

The objective of the eRFI is to gather information to assist the State Entity in its consideration of available resources/methods to fulfill the need/goal identified above. The eRFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The eRFI method is no more than an information gathering tool and such information gathered may or may not be used by the State Entity to develop a competitive solicitation. Suppliers are not required to respond to an eRFI and a supplier’s failure to respond to an eRFI will not prohibit the supplier’s participation in any competitive solicitation that may result from the eRFI. However, suppliers are strongly encouraged to respond to eRFIs as this is a great way to ensure the State Entity is aware of the suppliers’ available goods and services.

1.3. Schedule of Events

The schedule of events set out herein represents the State Entity’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFI will be publicly posted prior to the closing date of this eRFI. After the close of the eRFI, the State Entity reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of eRFI	As Published on the Georgia Procurement Registry (“GPR”)	N/A
Deadline for Submitting Questions	8/13/18	5:00 p.m. ET
Responses to Written Questions	8/20/18	5:00 p.m. ET
Deadline for Submitting Responses	As Published on the GPR	See GPR

1.4. Official Issuing Officer (Buyer)

Verneicher Favors – vfavors@sos.ga.gov

1.5. Definition of Terms

Please review the following terms:

Supplier(s) – companies desiring to do business with the State of Georgia.

State Entity – the governmental entity identified in Section 1.1 “Purpose of Solicitation” of this eRFI.

Any special terms or words which are not identified in this State Entity eRFI Document may be identified separately in one or more attachments to the eRFI. Please download, save and carefully review all documents in accordance with the instructions provided in Section 2 “Instructions to Suppliers” of this eRFI.

2. Instructions to Suppliers

By submitting a response to the eRFI, the supplier is acknowledging that the supplier:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Team Georgia Marketplace™ Registration System

The Department of Administrative Services (“DOAS”) requires all companies and/or individuals interested in conducting business with the State of Georgia to register in the State’s web-based registration system, through Team Georgia Marketplace™. Registration is free and enables the registering company to gain access to certain information, services and/or materials maintained in Team Georgia Marketplace™ at no charge to the registering company. All registering companies must agree to be bound by the applicable terms and conditions governing the supplier’s use of Team Georgia Marketplace™. In the event DOAS elects to offer certain optional or premium services to registered companies on a fee basis, the registered company will be given the opportunity to either accept or reject the service before incurring any costs and still maintain its registration. Companies may register at

<https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/?cmd=login>

2.1.2. Submitting Questions

All questions concerning this eRFI must be submitted in writing via email to the Issuing Officer identified in Section 1.4 “Issuing Officer” of this eRFI. Do not use the comments section within the sourcing tool to submit questions to the issuing officer.

2.1.3. State’s Right to Amend and/or Cancel the eRFI

The State Entity reserves the right to amend this eRFI. Any revisions must be made in writing prior to the eRFI closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the eRFI (including any revisions/additions made in writing prior to the close of the eRFI whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier’s response. THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED eRFI AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER’S RESPONSE PRIOR TO THE CLOSE OF THE eRFI. Suppliers are encouraged to frequently check the eRFI for additional information. Finally, the State Entity reserves the right to cancel this eRFI at any time.

2.1.4. Costs for Preparing Response

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in this eRFI process is the sole responsibility of the supplier. The State will not provide reimbursement for such costs.

2.1.5. ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Informational Conference (if any). The Georgia Relay Center at

1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2.1.6. Public Access to Procurement Records

Solicitation opportunities will be publicly advertised as required by law and the provisions of the Georgia Procurement Manual. The State Entity is allowed to assess a reasonable charge to defray the cost of reproducing documents. A state employee should be present during the time of onsite inspection of documents. PLEASE NOTE: Even though information (financial or other information) submitted by a supplier may be marked as "confidential", "proprietary", etc., the State will make its own determination regarding what information may or may not be withheld from disclosure.

2.1.7. Registered Lobbyists

By submitting a response to this eRFI, the supplier hereby certifies that the supplier and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the *Georgia Procurement Manual*.

2.2. Submittal Instructions

Submittal Instructions for Team Georgia Marketplace™

Listed below are key action items related to this eRFI. The Schedule of Events in Section 1.3 identifies the dates and time for these key action items. This portion of the eRFI provides high-level instructions regarding the process for reviewing the eRFI and preparing and submitting a response to the eRFI. Suppliers are required to access, print and utilize the training materials identified in Section 2.2.1 of this eRFI to ensure the supplier successfully submits a response to this eRFI.

2.2.1. eRFI Released – Team Georgia Marketplace™

The release of the eRFI is formally communicated through the posting of this eRFI as an event in Team Georgia Marketplace™ and by a public announcement posted to the Georgia Procurement Registry, which is accessible online as follows: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

This eRFI is being conducted through Team Georgia Marketplace™, an online, electronic tool, which allows an individual to register, logon, select answers and type text in response to questions, and upload any necessary documents. Team Georgia Marketplace™ permits an individual to build and save a response over time until the registered user is ready to submit the completed response. Each supplier MUST carefully review the instructions and training information from the following link for a comprehensive overview of the functionality of Team Georgia Marketplace™:

<http://doas.ga.gov/Training/Pages/SupplierTraining.aspx>

2.2.2. eRFI Review

The eRFI (or “Event”) consists of the following: this document, entitled “The State Entity eRFI Document”, any and all information included in the Event, as posted online on Team Georgia Marketplace™, including questions and instructions, and any and all documents provided by the State Entity as attachments to the Event or links contained within the Event or its attached documents.

Please carefully review all information contained in the Event, including all documents available as attachments or available through links. Any difficulty accessing the Event or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.4) and/or the Help Desk (Section 2.2.8). Attached documents may be found as follows:

1. First, the State Entity will provide documents at the “header” level of the Event. Please select “View/Add General Comments & Attachments”, which appears at the top of the screen of the Event under the “Event Details” Section. Next, by selecting “View Event Attachments”, the supplier may open and save all of the available documents. In this location, the supplier is

most likely to find this document as well as any worksheets. Please thoroughly review all provided Event Attachments.

2. Second, the State Entity may also provide documents in the section of the Event entitled “eRFI Questions”. To the right of each question appearing under the eRFI Questions section, the Event contains an icon (appears as a bubble with text). By selecting this icon, the supplier will navigate to a new page of the Event. On this new page the supplier can locate attached documents.

Please thoroughly review all provided attachments. For additional information regarding the use of Team Georgia Marketplace™, please utilize the online resources provided in Section 2.2.1 of this eRFI.

2.2.3. Preparing a Response

As noted earlier, Team Georgia Marketplace™ allows the supplier to answer questions by entering text and numeric responses. In addition, as noted in Section 2.2.4 “Uploading Forms”, the supplier may also provide information by uploading electronic files. When preparing a response, the supplier must consider the following instructions:

1. The supplier must ensure its response is accurate and readily understandable.
2. The supplier must label any and all uploaded files using the corresponding section numbers of the eRFI or any other logical name so that the State Entity can easily organize and navigate the supplier’s response.
3. The supplier must use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, portable document format file, and plain text files with the file extension noted in parentheses (.txt). Unless the eRFI specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format.
4. The supplier must save its response until the supplier is ready to submit its bid. Select the “Save for Later” button at the top of the page under “Event Details” of the Event.

2.2.4. Uploading Forms

Once the supplier is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please following the directions within the eRFI to upload these documents in the proper location. There are two places to upload completed documents:

1. First, the “View/Add General Comments & Attachments” link contains a place for the supplier to upload all of the documents and worksheets which were provided by the State Entity under the “View Event Attachments” link. Once the supplier has completed the Event Attachments, the supplier can then select “Add New Attachments” to upload the completed documents. The supplier can upload as many documents as necessary in this section of the Event.
2. Second, the supplier can also upload documents by selecting the comment bubble icon, which appears to the right of each eRFI question.

2.2.5. Reviewing the Response Prior to Submission

During the time period allowed for preparing the response, neither DOAS nor the State Entity can view what information or documents are being added by the registered user. In other words, the State Entity cannot know whether the supplier’s response is correct or complete until after the eRFI has closed. Therefore, each supplier is responsible for ensuring all questions have been answered appropriately and that all necessary documents have been uploaded.

2.2.6. Submitting the Completed Response/Bid

Once the completed response has been reviewed by the supplier, click the "Submit Bid" button at the top of the page under the "Event Details" section of the Event. Please note that submission is not instantaneous; therefore, each supplier must **allow ample time for its response to be submitted prior to the deadline.**

2.2.7. Reviewing, Revising or Canceling a Submitted Response

After the response has been submitted, the supplier may view and/or revise its response by logging into Team Georgia Marketplace™ and selecting the eRFI event number and the "View/Edit" feature for the supplier's previous response. Please take note of the following:

1. REVIEW ONLY. In the event the supplier only wishes to view a submitted response, the supplier may select "View/Edit". Once the supplier has finished viewing the response, the supplier may simply exit the screen. DO NOT SELECT "Save for Later." Team Georgia Marketplace™ recognizes any response placed in the "Save for Later" status as a work in progress and withdraws the originally submitted bid. As a result, unless the supplier selects "Submit" prior to the closing date and time, no response will be transmitted to the State Entity.
2. REVIEW AND REVISE. In the event the supplier desires to revise a previously submitted response, the supplier may select "View/Edit" and then revise the response. If the revisions cannot be completed in a single work session, the supplier should save its progress by selecting "Save for Later." Once revisions are complete, the supplier **MUST** select "Submit" to submit its corrected response. Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events, such as the supplier temporarily losing a connection to the Internet.

PLEASE USE CAUTION IN DECIDING WHETHER OR NOT TO MAKE REVISIONS. The State will assume no responsibility for a supplier's inability to correct errors or otherwise make revisions to the submitted response prior to the eRFI end date and time.

3. WITHDRAW/CANCEL. In the event the supplier desires to revise a previously submitted response, the supplier may select "View/Edit" and then select "Save for Later". Team Georgia Marketplace recognizes any response placed in the "Save for Later" status as a work in progress and **withdraws the originally submitted bid.** As a result, unless the supplier selects "Submit" prior to the closing date and time, no response will be transmitted to the State Entity.

2.2.8. Help Desk Support

For technical questions related to the use of Team Georgia Marketplace™, suppliers have access to phone support through the DOAS Customer Service Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM excluding State Holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Suppliers can also email questions to: ProcurementHelp@doas.ga.gov.

3. Requested Information

3.1 Background

State law provides for a uniform voting system where every county uses the same type of voting system equipment. Georgia has 159 counties and 159 election superintendents who run elections for each respective county. The State Entity maintains the statewide voter registration system; builds the ballots for each federal, state, and county election; and creates the electronic pollbooks files. The State Entity expects at this time that it will retain these responsibilities while using the new voting system.

The State Entity is interested in replacing the following components of its current voting system:

- Election Management System: Global Election Management System (“GEMS”)
- In Person Voting Machines: AccuVote R6 and AccuVote TsX (“DREs”)
- Precinct Scanners & Tabulators: AccuVote-OS
- Statewide Electronic Pollbook System: ExpressPoll 4000 and ExpressPoll 5000

The State Entity is also interested in exploring options for native Election Night Reporting (public display of election night aggregated results) capabilities that are available with proposed voting system solutions.

The State Entity is not interested in replacing its voter registration system at this time.

Georgia has four methods of voting: absentee by mail voting using optical scan paper ballots, absentee in person voting (three weeks of early voting), provisional ballot voting, and election day voting. Currently, absentee in person and election day voting are conducted solely on DREs. The State Entity anticipates that these four methods of voting will continue while using the new voting system. During absentee in person voting, voters are able to vote in any early voting location in their county. Georgia would like to keep this option for early voting in any new system. On election day, voters must vote at their assigned precinct.

3.2 Statistics

Polling Places: Approximately 2,365

DREs: Approximately 27,000

Precinct Scanners & Tabulators: Approximately 800

Registered Voters: Approximately 6,700,000 (92% Active Status; 8% Inactive Status)

Ballots Cast in November 2016 General Election: 4,165,405

2018 Primary Election Turnout Breakdown:

- 70%-75% of Electors Vote on Election Day
- 20%-25% of Electors Vote During Absentee in Person Voting (Early Voting)
- 2%-5% of Electors Vote Absentee by Mail
- Less than 0.2% of Electors Vote Provisionally

2016 General Election Turnout Breakdown:

- 40%-45% of Electors Vote on Election Day
- 50%-55% of Electors Vote During Absentee in Person Voting (Early Voting)
- 5%-10% of Electors Vote Absentee by Mail
- Less than 0.2% of Electors Vote Provisionally

3.3 Georgia’s Election Calendar

Federal, state, and county office elections are held in even-numbered years. For partisan offices, there is a general primary and a general election. In order to win a primary, general, or special election in Georgia, a candidate must receive a majority of the votes cast for that office. If no candidate receives a majority of votes cast, a run-off election is held between the candidates with the two highest number of votes. Non-partisan and judicial elections occur simultaneously and on the same ballot as the primaries in even-numbered years. Municipal elections usually occur in November of odd-numbered years, but some are held in even-numbered years.

3.4 Future Methods of In-Person Voting

The State Entity anticipates that Georgia will move to a method of in-person voting utilizing optical scan paper ballots; digital scanners and tabulators; and ballot-marking devices for voters with disabilities. Provisional ballots will still be available as required by law. It is likely that one of the following methods of in-person voting will be utilized once the next voting system is deployed:

- **Method 1:** In-person (early and election day) voting is primarily conducted with optical scan paper ballots marked by hand. Ballot-marking devices are available to be used as needed. Ballots (hand-marked and marked using ballot-marking devices) are scanned by digital scanners and deposited into a secure ballot box.

- **Method 2:** In-person (early and election day) voting is conducted solely with ballot-marking devices. Ballots marked using ballot-marking devices are scanned by digital scanners and deposited into a secure ballot box.
- **Method 3:** Absentee in-person (early) voting is conducted solely with ballot-marking devices. Election day voting is primarily conducted with optical scan paper ballots marked by hand. Ballot-marking devices are available to be used as needed. Ballots (hand-marked and marked using ballot marking devices) are scanned by digital scanners and deposited into a secure ballot box.

3.5 Basic Requirements

An election management system, digital scanners and tabulators, and ballot-marking devices must be certified by the Election Assistance Commission to satisfy – at the minimum – the VVSG 1.0 standard.

- Solution must have been deployed successfully in another state.
- Solution must have functionality to quickly and accurately audit voting records.
- Solution must support overlapping and concurrent elections.
- Solution must have write-in candidate capability.
- Solution must incorporate encryption and digital signatures as security measures.

3.6 Questions

1. Explain how your solution meets our needs for the following voting system components:
 - Election Management System
 - Ballot Marking Devices
 - Digital Scanners & Tabulators
 - High Speed Scanners and Tabulators
 - Statewide Electronic Pollbook System
2. Describe how your solution would accommodate each of the proposed methods of in-person voting described in Section 3.4. Discuss the pros and cons of each method as it relates to your solution.
3. Describe the paper stocks associated with your proposed solution. What are its storage requirements in regards to climate and space?
4. Please provide a number of scanners and ballot-marking devices that Georgia would need for each proposed method of in-person voting described in Section 3.4, keeping in mind that currently voters are allowed to vote at any early voting location in the county during absentee in-person voting.
5. Depending on the method of in-person voting described in Section 3.4 that Georgia adopts, it may have a need for ballot-on-demand printing capability. Please describe your solution to our potential need for ballot-on-demand printing.
6. Explain how your solution meets each of the basic requirements in Section 3.5.
7. Describe how your proposed solution provides unofficial results on Election Night at the polling place.
8. Describe how your proposed solution transfers data collected from Ballot Marking Devices, Digital Scanners, High Speed Scanners, and Tabulators to the Election Management System and vice versa.
 - a. Include a description of the essential peripherals that are used in the data transfer process (i.e. flash drives, memory cards, and other items that will have to be replaced periodically). Are these items proprietary and are replacements purchased directly from the vendor or are they commercially available?
9. Does your solution include Election Night Reporting capabilities? If so, please describe your Election Night Reporting solution, including security features.
10. Georgia plans to begin using the new voting system by the 2020 Presidential Preference Primary, which was last held in March. Please provide an approximate timeline to implement your proposed solution.
11. Georgia has a fairly centralized election creation process where the state builds the ballots for the counties. How does your election management system work efficiently in this state-centered model? Describe how your proposed solution transfers election data and ballot information created at a state level to local jurisdictions for execution, including security features.
12. Describe the security features of your proposed solution including, but not limited to, cyber security; physical security; and data integrity verification and validation.
13. Describe the accessibility features of your proposed solution for voters with disabilities.
14. Have any third party groups vetted the accessibility and/or security features of your proposed solution? If so, please provide their assessments.

15. Does your solution include decommissioning of the existing voting system, including DREs, optical scanners, and electronic pollbooks? If so, please describe your decommissioning process.
16. Provide a recommendation for a training plan that takes into account all stakeholders, which includes – at the minimum – state users, county election officials, voters, and voter advocacy entities.
17. Describe the useable components (e.g., paper and ink) of your voting system solution, including whether or not they are proprietary, have to be replaced by purchasing directly from you, or can be replaced commercially through other vendors?
18. For budget purposes, please provide an estimated cost of your voting system solution, including hardware, software, any necessary licenses, peripherals, implementation, decommissioning, training, and maintenance.
19. For budget purposes, is there an option to lease equipment instead of purchasing equipment under your solution? If so, please provide an estimated cost to lease each component of your proposed solution where leasing is an option and whether the leasing option includes updates to the software.
20. Describe your proposed solution's technical support system, including, but not limited to, how it will provide ongoing software and system support; conduct regular source code auditing and analysis; escrow source code; share information about source code auditing and reviews; share information about each code release; and offer security enhancements for state and local officials.
21. Describe the physical and power attributes of your Ballot Marking Devices, Digital Scanners & Tabulators, High Speed Scanners and Tabulators, and Statewide Electronic Pollbook System, including but not limited to:
 - Dimensions;
 - Weight;
 - Battery backup system capabilities; and
 - Power needs and ability to daisy chain equipment to a power source.
22. Describe any special storage requirements associated with the components of your proposed solution including climate control specifications and stacking restrictions.
23. In what states and jurisdictions therein, has your proposed solution been installed?

4. Additional Information

The State Entity may, at its discretion, ask one or more suppliers to provide additional information and/or meet with the State Entity to further discuss the supplier's information.

5. List of eRFI Attachments

The following documents make up this eRFI. Please see Section 2.2.2 "eRFI Review" for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. State Entity eRFI (this document)
- B. Question and Answer Worksheet