

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

Voting Machine System Bid No. 23-18

The Bedford County Department of Finance is requesting proposals for Voting Machine System for the Bedford County Election Commission. Sealed bids will be received until **2:00 p.m., Monday, October 24, 2022**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

All prospective bidders may contact Summer Leverette, Administrator of Elections, at 931-684-0531, or email summer.leverette@bedfordcountyttn.gov, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 23-18 Voting Machine System.** Bids will be received and opened at **2:00 p.m., Monday, October 24, 2022.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with Proposal Form.

The Bedford County Election Commission is seeking proposals from qualified vendors for the purpose of replacing its current voting system. This will include the purchase of election management system, ballot marking devices, ballot tabulators, tabulation system, high speed central vote tabulator, training, technical support, and Election Day support.

The election commission serves 28,400 registered voters. For a typical election, we have eleven (11) Election Day precincts and one (1) early voting location and have used sixty four (64) voting machines.

The voting system purchased by the election commission must meet the following minimum requirements:

- Certified by the U.S. Election Assistance Commission to, at a minimum, the 2005 Voluntary Voting Systems Guidelines
- Certified by the State Election Commission and Coordinator of Elections. A vendor may submit a bid for a system that is under review, but a county may not purchase the system until it is certified.
- Should have accessibility features to allow voters with disabilities to vote independently and privately.

System Description

Describe the overall system for your proposed solution, including hardware and software. Describe the benefits of your system.

Provide any manufacturing process certifications you have received for the components offered. Provide details regarding the location where components are sourced and the voting system hardware and software are manufactured.

Confirm that all equipment proposed shall be new or newly manufactured, not reconditioned or refurbished in any way. (*if desired*)

Ballot Marking Device

Describe the functionality of your proposed ballot marking device, taking the following into account:

- Ease of use by voters and election officials
- Accessibility features
- Support of split precincts or multiple ballot styles on a single unit
- Options to ensure activation of the proper ballot style for each voter
- Preventing the voter from overvoting
- Allowing undervotes, but notifying the voter of their right to cast votes for all contests for which they are eligible
- Allowing voters to make multiple selections for a single contest when applicable
- Process for casting a write-in ballot

- Summary of selections presented to voters
- Troubleshooting features for election officials
- Opening and closing procedures for election officials
- Battery backup in the event of loss of power, including alerts to election officials
- Supplies needed for operation, such as paper and toner

Precinct-based Scanners

Describe the scanner used in the precinct to tabulate votes. Per T.C.A. § 2-20-104(d), precinct-based optical scanners used in an election in this state shall not have any capability, enabled or disabled, for wireless communication of any sort. Per State Election Commission policy, the scanner should have a removable bin to collect the ballots. Take the following into account as you prepare your response:

- Ease of use by voters and election officials
- Clarity to voter and election officials that ballot has been cast and stored
- Poll opening and closing procedures, including printing of a zero tape in the morning and results tapes in the evening
- Safeguards to ensure votes are not cast until polls open and cannot be cast after the last voter in line at the close of polls casts a ballot
- Battery backup in the event of loss of power, including alerts to election officials
- Procedures and time necessary to clear any jammed cards or ballots
- Preservation of ballot images
- Supplies need for operation, such as external memory devices

Direct Recording Electronic (DRE) System with Voter-Verifiable Paper Audit Trail (VVPAT)

Describe the functionality of your proposed DRE system, taking the following into account:

- Ease of use by voters and election officials
- Accessibility features
- How machines are transported and stored
- Support of split precincts or multiple ballot styles on a single unit
- Options to ensure activation of the proper ballot style for each voter
- Preventing the voter from overvoting
- Allowing undervotes, but notifying the voter of their right to cast votes for all contests for which they are eligible
- Allowing voters to make multiple selections for a single contest when applicable
- Process for casting a write-in ballot
- Summary of selections presented to voters
- Troubleshooting features for election officials
- Poll opening and closing procedures, including printing of a zero tape in the morning and results tapes in the evening

- Battery backup in the event of loss of power, including alerts to election officials
- How cast vote records are stored, backed up, and secured on the device
- Anti-tampering features, including protection of unused ports during storage, transportation, and use
- Voter-verifiable paper audit trail functionality for each ballot cast

Absentee Scanner

Describe your central absentee scanning device solution, including the brand and model and any necessary software:

- Ballots per minute capacity
- Capability to read variety of marks on ballots
- Process for handling exceptions, such as overvotes, write-ins, and other ballots needing manual review
- Process for importing results into election management system
- System logs
- Troubleshooting information for election officials
- Battery backup solution in the event of loss of power

Election Management System

Describe your election management hardware and software and their functionality, including the following:

- Programming of the election
- Ballot creation and printing by vendor of choice
- Audit logs
- Election night reporting, including steps to ensure that all anticipated results have been reported
- Process to ensure speed and accuracy of tabulation
- Customization of reports

Maintenance

Confirm capacity to upgrade or modify any of the deliverables without charge to meet requirements mandated by changes to state or federal law or State Election Commission policy.

Confirm capacity to upgrade or modify software to meet requested enhancements.

Security

Describe your processes for identifying specific cybersecurity risks and mitigating them in the election environment, and how the implementation of the mitigation processes will increase the likelihood of success on the current proposal. Be specific and provide specific examples of how this process has been successful in both confirming proper

implementation and identifying needed changes. Include lab testing and third-party testing you regularly employ. Provide a description of processes you use for testing, patching, and anomaly handling.

Provide a description of the threat environment as it applies to the systems and their interconnections that are addressed in your proposal. Provide an assessment of the severity of threats, and identify and align mitigation approaches to the threats. Also, provide an assessment of the residual risks following mitigation actions.

Describe how you monitor ongoing security threat changes and respond to evolving threats, including monitoring common vulnerabilities and exposures (CVEs) and any ability to receive and share real-time threat information. Indicate participation in information sharing networks, including the Sector Coordinating Council of the Election Infrastructure Subsector (EIS-SCC), the Information Technology Information Sharing & Analysis Center (IT-ISAC), the Election Infrastructure ISAC (EI-ISAC), and others.

Define or provide documentation on incident handling, recovery, and contingency processes, including communication plans, backup procedures, and process for operational data availability. This should also include items such as log and audit, log analysis and assessment, and forensics capabilities.

Define what constitutes an incident and any levels of severity. Include procedures for notifying the government in the event of incidents of each level of severity, to include responsibilities and liability. Additionally, provide a communication plan for handling an incident.

Describe your process for moving data, whether digitally or physically, while maintaining appropriate security protection and data integrity. This includes between organizations such as the proposer and proposed subcontractors, and to the government, where applicable, during transitions to new systems and technologies.

Describe the security audits and penetration analysis performed on a regular basis. If conducted, provide annual security audit reports conducted by an independent auditor.

Training and Support

Describe the training you will provide for staff, election officials, and the public for the new system, including samples of training materials.

Describe your proposed Election Day and general support.

Vendor Qualifications

Vendors shall confirm prior implementation experience with their products in an election jurisdiction of similar size and complexity

Provide qualifications and experience of all proposed personnel, including subcontractors. In addition to basic qualifications (e.g., certifications obtained), include descriptions of experience in the area of elections or cybersecurity, or both. Where

applicable, provide any specific knowledge and experience with state and local policies, architecture, and related aspects of the proposed work.

Describe your company process for background checks and security training of those who will be working on the project.

Disclose all countries in which your organization operates. Describe the corporate structure and ownership (e.g., publicly traded corporation, privately held partnership, nonprofit). Disclose all board members or any entity with more than 10% ownership in the organization. Also, disclose any ownership in your company by non-U.S. persons or entities, regardless of ownership percentage.

In the event the vendor ceases to maintain experienced staff and the resources needed to provide any required software maintenance while under an obligation to provide such maintenance, the election commission shall be entitled to have, use, and duplicate for its own use, a copy of the source code and any other software required for a fully operational recovery, along with all documentation for the software products covered by the contract in order for the election commission to use the software in accordance with the terms of the contract.

PROPOSAL FORM

**Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 23-18

Gentlemen:

Having examined the specifications for **Voting Machine System**, we (I) submit the following proposal:

Bid Price \$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Telephone Number: _____

Email: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
2 Business name/disregarded entity name, if different from above			
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____		
	<input type="checkbox"/> Other (see instructions) ▶ _____		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		Exempt payee code (if any) _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____	
(Applies to accounts maintained outside the U.S.)			
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-									
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.