



County of Los Angeles  
Registrar-Recorder/County Clerk



## Voting Systems Assessment Project

### Welcome to VSAP RFP Phase 1 Proposers' Conference

**PLEASE STANDBY – The Conference will begin at 9:00 AM PST**

At 9:05 AM we will conduct a roll call by calling the name of companies registered for the Proposers' Conference in alphabetical order. Please designate one person from your company to respond with his/her name when your company name is called.



# Voting Systems Assessment Project

## RFP Phase 1: Proposers' Conference

September 29, 2017



County of Los Angeles  
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## Agenda

<b>9:00 – 9:05 AM</b>	Proposers' Conference Objectives and Ground Rules
<b>9:05 – 9:10 AM</b>	Roll Call
<b>9:10 – 9:15 AM</b>	VSAP Overview
<b>9:15 – 9:20 AM</b>	VSAP RFP Phase 1 Response Options
<b>9:20 – 9:25 AM</b>	VSAP Scope
<b>9:25 – 9:50 AM</b>	Questions & Answers
<b>9:50 – 9:55 AM</b>	Closing Roll Call
<b>9:55 – 10:00 AM</b>	Closing Remarks



## Proposers' Conference Objectives

- Give potential vendors an opportunity to learn more about the VSAP vision and scope directly from Los Angeles County.
- Engage vendors in a dialogue (through questions and answers) that will inform vendors of the County's plans and expectations, and inform the County of areas in which vendors need additional clarification.

*This is the first of two (2) Proposers' Conferences.  
A Proposers' Conference will also be held after release of  
RFP Phase 2 — Proposal Evaluation and Contractor Selection.*



## Ground Rules for Today

- If you have connectivity issues, please contact Kenny Ling at [kling@rrcc.lacounty.gov](mailto:kling@rrcc.lacounty.gov).
- Today's presentation is not being recorded. The presentation has been posted on the VSAP RFP Phase 1 website. <http://vsap.lavote.net/request-for-proposals/>
- If you have a question during the Conference, there are three ways to submit it:
  1. **Conference Chat Feature** – Submit questions anytime during the Conference. Include your name and company name. Questions will be addressed during the Q&A agenda item.
  2. **Live** – During the Q&A agenda item, state your name, company name and question. Questions will be addressed during the Q&A agenda item.
  3. **Email** – Submit your question through email per the instructions in RFP Phase 1 Section 1.7. Questions will be answered in writing according to the schedule in RFP Phase 1.
- The County will not capture, post or distribute the questions/answers discussed during the Proposers' Conference.
  - If you would like a written response from the County, please submit your question in writing per the instructions in RFP Phase 1 Section 1.7.
- A list of companies participating in the Proposers' Conference will be posted on the VSAP RFP Phase 1 website after the Conference.



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## Roll Call



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## Roll Call

- The County will conduct a roll call of vendors participating in the Proposers' Conference by calling the name of each company registered for the Conference in alphabetical order.
- Please designate one person from your company to respond with his/her name when your company name is called.





# Voting Systems Assessment Project

## VSAP Overview



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## Goals of VSAP

- Implement a new voting experience that is voter-centered and sensitive to the human experience.
- Implement publicly owned voting systems.
- Spur technology innovation in the voting experience.
- Encourage a regulatory environment that allows for development, certification and implementation of publicly owned, voter-centered systems.
- Pursue innovative business models for voting system development and implementation.
- Make VSAP research and solutions available beyond the County.



# Voting Systems Assessment Project

## VSAP Scope



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# Prime Contractor-Led Team Services In-Scope for the VSAP Solicitation

➤ Prime Contractor-Led Teams are expected to provide a response that meets the entire scope of **services** as detailed in the RFP Phase 1.

SERVICE	RESPONSIBILITY
<b>1. Prime Contractor Services</b>	<ul style="list-style-type: none"> <li>Project management to ensure the project is delivered on time, with high quality and meets the County's requirements.</li> <li>Manage subcontractors (if any), including subcontractor performance.</li> <li>The Prime Contractor will be the primary point of contact with the County and provides ongoing project reports, covering all project elements.</li> </ul>
<b>2. Systems Integration Services</b>  <i>(Services to be performed by either the Prime Contractor or Subcontractor on a Prime Contractor-Led Team)</i>	<ul style="list-style-type: none"> <li>Integration of the overall VSAP solution, inclusive of ECBMS, BMD, ISB, Tally System, ePollbooks and thermal printers connected to the ePollbooks.</li> <li>Ensure that the overall VSAP solution works end-to-end by identifying any issues, communicating issues and resolution expectations to responsible parties (e.g., County, ePollbook vendor), and resolving issues that are within the scope of the Prime Contractor (e.g., BMD, ISB, and interfaces between any VSAP component).</li> <li>Certification by the California Secretary of State for the overall VSAP solution, inclusive of ECBMS, BMD, ISB and Tally System.</li> </ul>

SERVICE	RESPONSIBILITY
<b>3. Implementation Services</b>	
<b>Training and Procedure Development</b>	<ul style="list-style-type: none"> <li>Train-the-Trainer model for the BMD and ISB that is an input to a broader Elections Procedures Training Program, which will be developed in conjunction with the County.</li> <li>Development of System Documentation and User Guides for the BMD, BMD Manager and ISB.</li> <li>Development of Operational Procedures for the overall VSAP solution.</li> </ul>
<b>Tier 2 Help Desk</b>	<ul style="list-style-type: none"> <li>Tier 2 support for the BMDs and ISB that are to be provided by the Prime Contractor.</li> </ul>
<b>Facilities and Logistics</b>	<ul style="list-style-type: none"> <li>Facilities and logistics support during the period of transition from the County's current voting system to the VSAP solution. This may include space for storing, programming, staging and de-processing equipment and on-site staffing support during voting system deployment.</li> </ul>
<b>4. Maintenance &amp; Support</b>	<ul style="list-style-type: none"> <li>Maintenance and repair of BMDs and ISB application including updates and enhancements.</li> </ul>



# Prime Contractor-Led Team Components In-Scope for the VSAP Solicitation

- Prime Contractor-Led Teams are expected to provide a response that meets the entire scope of **components** as detailed in the RFP Phase 1.

COMPONENT	RESPONSIBILITY
<b>1. Election Contest and Ballot Management System</b>	<ul style="list-style-type: none"> <li>▪ Validate the specifications for data integration in the Software Solution Design Document (SSDD).</li> <li>▪ Implement the specifications and software integration interfaces (BMD Manager, Tally, ISB).</li> <li>▪ Certification by the California Secretary of State as an integrated component of the overall solution.</li> </ul>
<b>2. Ballot Marking Device</b>	<ul style="list-style-type: none"> <li>▪ The engineering, manufacturing, assembly and implementation of the Ballot Marking Device software and hardware, inclusive of the printing mechanism, casing and carts to be used to store and deliver the BMDs, according to the County's design specifications.</li> <li>▪ Certification by the California Secretary of State.</li> </ul>
<b>3. BMD Manager</b>	<ul style="list-style-type: none"> <li>▪ The development and implementation of the BMD Manager software according to the County's design specifications.</li> <li>▪ Certification by the California Secretary of State.</li> </ul>

COMPONENT	RESPONSIBILITY
<b>4. Interactive Sample Ballot</b>	<ul style="list-style-type: none"> <li>▪ The development and implementation of the Interactive Sample Ballot software according to the County's design specifications.</li> <li>▪ Certification by the California Secretary of State.</li> </ul>
<b>5. Tally System</b>	<ul style="list-style-type: none"> <li>▪ Validate that the software, developed independently for the County, functions at the performance levels required as an integrated solution.</li> <li>▪ The procurement of additional scanners and interfacing those scanners with the Tally System, as determined by the County.</li> <li>▪ Certification by the California Secretary of State as an integrated component of the overall solution.</li> </ul>



## Specialty Vendor Specialties and Phases In-Scope for the VSAP Solicitation

- Specialty Vendors may provide a response in one (1) or more specialties and phases.

SPECIALTY	PHASE	
	Project	Maintenance and Support
1. Software	✓	✓
2. Hardware	✓	✓



# Services and Components NOT In-Scope for the VSAP Solicitation

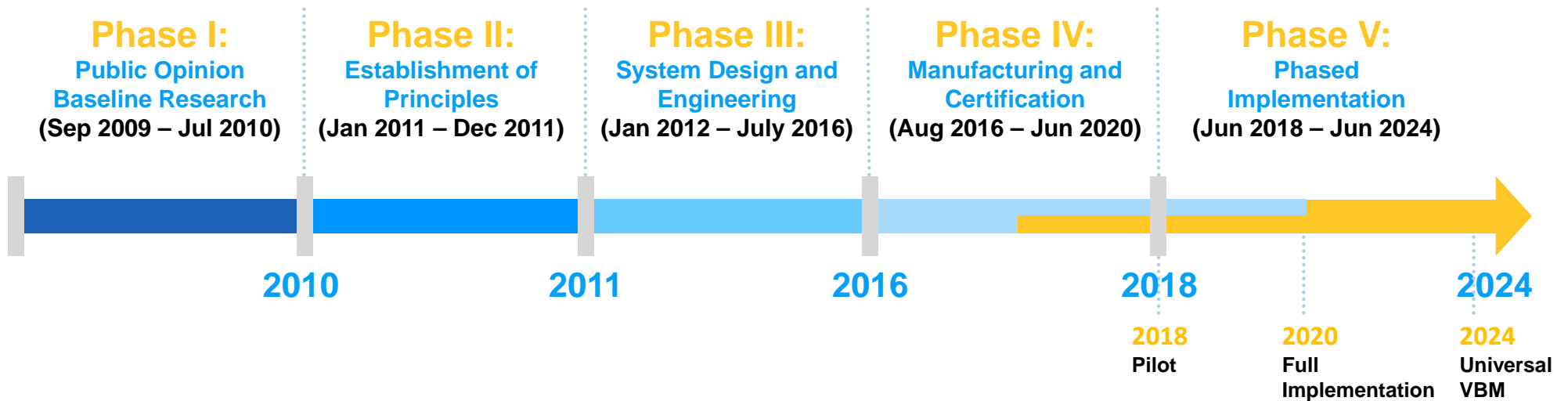
➤ Vendors are **not** expected to provide the following services and components.

AREA	RESPONSIBILITY – OUT OF SCOPE FOR VSAP SOLICITATION
<b>Tally System</b>	<ul style="list-style-type: none"> <li>Development and implementation of the Tally System software.</li> <li>Approval by the California Secretary of State for use in one or more pilots.</li> <li>Ongoing maintenance, operations and support.</li> </ul>
<b>Election Contest and Ballot Management System</b>	<ul style="list-style-type: none"> <li>Development and implementation of the software modifications to the ECBMS.</li> <li>Approval by the California Secretary of State for use in one or more pilots.</li> <li>Ongoing maintenance, operations and support.</li> </ul>
<b>Vote By Mail</b>	<ul style="list-style-type: none"> <li>Inbound and outbound VBM operations.</li> <li>VBM ballot supplies (e.g., envelopes, stickers) and printing services.</li> </ul>
<b>Thermal Paper</b>	<ul style="list-style-type: none"> <li>Procurement of thermal paper to be used for BMDs.</li> </ul>
<b>Election Management System</b>	<ul style="list-style-type: none"> <li>Overhaul of the Election Management System (EMS) to support the required connections anticipated for Early Voting and Vote Centers.</li> </ul>
<b>ePollbooks</b>	<ul style="list-style-type: none"> <li>Procurement of ePollbooks.</li> <li>Ongoing maintenance and support.</li> </ul>
<b>Hosting</b>	<ul style="list-style-type: none"> <li>Hosting of the solution will be at the County's datacenter.</li> </ul>
<b>Vote Center and Drop-off Facilities</b>	<ul style="list-style-type: none"> <li>Identifying and surveying for Ballot Drop-off Locations and Vote Center Facilities</li> </ul>

AREA	RESPONSIBILITY – OUT OF SCOPE FOR VSAP SOLICITATION
<b>Vote Center Connectivity</b>	<ul style="list-style-type: none"> <li>Determining the connectivity requirements at Vote Center locations.</li> <li>Procurement and installation of connectivity equipment.</li> </ul>
<b>Warehouse and Other Facility Space</b>	<ul style="list-style-type: none"> <li>Identifying additional permanent warehouse and other facility space to be purchased/leased by the County.</li> <li>Identifying any retrofitting requirements at the Elections Operations Center.</li> </ul>
<b>Transportation and Logistics</b>	<ul style="list-style-type: none"> <li>Identifying all transportation and logistical needs related to elections operations, with the exception of on-site staff support to assist with deployment of the VSAP solution in the field.</li> </ul>
<b>Intellectual Property Services</b>	<ul style="list-style-type: none"> <li>Intellectual Property Attorney to support licensing agreements.</li> </ul>
<b>User Experience Stewardship</b>	<ul style="list-style-type: none"> <li>Design Stewardship to ensure the developed and implemented VSAP solution adheres to the County's vision.</li> </ul>
<b>Education / Outreach</b>	<ul style="list-style-type: none"> <li>Internal (RR/CC) and external (public, voter community) education and outreach.</li> </ul>
<b>Training and Recruitment</b>	<ul style="list-style-type: none"> <li>Execution of the Elections Procedure Training Program, which includes development and implementation of operational training (e.g., Vote Center set-up/takedown, voting process, etc.).</li> <li>Recruitment of necessary staff, including permanent, temporary and volunteers.</li> </ul>



# VSAP Project Timeline







# Voting Systems Assessment Project

## VSAP RFP Phase 1 Response Options



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## VSAP RFP Phase 1 Response Options

- Vendors may respond to RFP Phase 1 in one or both of the following categories:
  - Category 1 – VSAP Prime Contractor
  - Category 2 – VSAP Specialty Vendor



# VSAP RFP Phase 1 Response Options

## Category 1 – VSAP Prime Contractor

- The Respondent is interested in acting as the Prime Contractor for the VSAP implementation. The Respondent, a single contractor that acts as the Prime Contractor, will:
  - Assemble and lead a team of subcontractors that is capable of meeting the full scope of the VSAP solution **OR**
  - Meet the full scope of the VSAP solution using its own resources.
- Prime Contractors using subcontractors must identify any required subcontractors in their response to RFP Phase 1.
- The Prime Contractor, together with all subcontractors (if included), must meet the Minimum Qualifications for Prime Contractor-Led Teams.
- The County prefers that the identified team remains unchanged in any formal proposal submitted in response to RFP Phase 2. However, there may be situations that result in changes to the team:
  - If a subcontractor initially included as a member of the Prime Contractor-Led Team in an RFP Phase 1 response is unable to continue into RFP Phase 2, the Prime Contractor may have the opportunity to replace the subcontractor with a prequalified Specialty Vendor.
  - The Prime Contractor may enhance its team by adding prequalified Specialty Vendors as part of its RFP Phase 2 response.
  - The County, at its sole discretion, may request modifications to a Prime Contractor-Led Team.



# VSAP RFP Phase 1 Response Options

## Category 2 – VSAP Specialty Vendor

- The Respondent is interested in providing one (1) or more specialty/specialties for the VSAP solution and would like to prequalify as an individual vendor.
- A Specialty Vendor must meet the Minimum Qualifications for Specialty Vendors
- Participation by a prequalified Specialty Vendor in the RFP Phase 2 is dependent on forming a partnership with a prequalified Prime Contractor-Led Team. This may occur in the situations described below:
  - If a subcontractor initially included as a member of the Prime Contractor-Led Team in an RFP Phase 1 response is unable to continue into RFP Phase 2, the Prime Contractor may have the opportunity to replace the subcontractor with a prequalified Specialty Vendor.
  - The Prime Contractor may enhance its team by adding prequalified Specialty Vendors as part of its RFP Phase 2 response.
  - The County, at its sole discretion, may request modifications to a Prime Contractor-Led Team.
- There is no guarantee that prequalified Specialty Vendors will be selected to participate in the RFP Phase 2.



## Requirements to Gain Access to County IP

- Prime Contractor-Led Teams prequalified by the County through the RFP Phase 1 process will be given access to County IP in order to prepare a response to the RFP Phase 1 – Proposal Evaluation and Contractor Selection.
- **In order to gain access to County IP, the following tasks must be completed:**
  1. **Non-Disclosure Agreement (NDA):** Prior to any staff member gaining access to County IP, a must be signed at a company level and at an individual staff level for all staff who will access County IP.
  2. **Fingerprint Background Check:** Prior to any staff member gaining access to County IP, the staff member must have successfully completed a state and federal level fingerprint background check. The fingerprint background check is considered successfully completed when a report of results has been provided to the County by the California Department of Justice (CA DOJ), the County has reviewed the results, and the County has cleared the individual for receipt of IP. Respondents must use the Request for Live Scan Service form provided by the County to submit the request for background check to the CA DOJ. See RFP Phase 1 Attachment A for the Request for Live Scan Service form.

***Because the time required for completion of a fingerprint background check is indeterminate, Respondents are encouraged to submit Life Scan Service Forms immediately.*** The County is not responsible for Respondent delays in submitting Request Forms or for the timeliness of the background check process undertaken by the CA DOJ.



## RFP Phase 1 Timetable

✓ <b>Proposers' Conference</b>	Friday, September 29 <sup>th</sup> at 9 AM PST
<b>Written Questions Due</b>	Tuesday, October 3, 2017, at 2 PM PST
<b>County's Responses to Written Questions</b>	Friday, October 6, 2017
<b>RFP Phase 1 Responses Due</b>	Monday, October 16, 2017, at 5 PM PST
<b>Vendors Notified of RFP Phase 1 Results</b>	Monday, November 6, 2017



# Voting Systems Assessment Project

## Questions & Answers



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## Questions and Answers

- If you have a question during the Conference, there are three ways to submit it:
  1. **Conference Chat Feature** – Submit questions anytime during the Conference. Include your name and company name. Questions will be addressed during the Q&A agenda item.
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# Voting Systems Assessment Project

Closing Roll Call



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## Closing Roll Call

- If a company currently participating in the Conference **did not** participate in the Roll Call conducted at 9:05 a.m., please now state your company name and participant name.
- Please designate one person from your company to speak on behalf of your company during this closing roll call.



# Voting Systems Assessment Project

## Closing Remarks



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Stay Engaged

**VSAP**

**VOTING SYSTEMS ASSESSMENT PROJECT**

**Website:** <http://vsap.lavote.net/request-for-proposals/>

**Email:** [contracts@rrcc.lacounty.gov](mailto:contracts@rrcc.lacounty.gov)

**Register with LA County:** <https://camisvr.co.la.ca.us/webven/>