

Department of

Registrar-Recorder/County Clerk

REQUEST FOR PROPOSALS –

PHASE 1 PREQUALIFICATION

RESPONSE TEMPLATE

FOR

VOTING SYSTEMS ASSESSMENT PROJECT

(VSAP) IMPLEMENTATION AND SUPPORT SERVICES

RFP Phase 1 of 2: #17-008

September 18, 2017

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Prepared By

County of Los Angeles

Registrar-Recorder/County Clerk- Contracts Section Room 5115

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# Cover Letter

*The Respondent’s Cover Letter must include the RFP Phase 1 title and number; name and address of the Respondent; the date of the response; and cover letter stating the Respondent’s intention to bid on the RFP Phase 2. For Prime Contractor-Led Teams, the Prime Contractor’s information should be provided as the Respondent. For Specialty Vendors, the cover letter shall state the specialty and phase the Specialty Vendor intends to provide. Furthermore, Specialty Vendors who are also submitting a response as part of a Prime Contractor-Led Team shall attest that they are eligible to respond in both Categories.*

<Response>

# Table of Contents

*The Respondent’s Table of Contents must contain page numbers corresponding to the sections and pages of the RFP Phase 1 Response.*

<Response>

1. Respondent Identifying Information

*Provide all information in Table 1. For Prime Contractor-Led Teams, Table 1 must be completed for the Prime Contractor and Table 2 must be completed for the Subcontractor. If more than one (1) Subcontractor is identified as part of the Prime Contractor-Led Team, Table 2 shall be duplicated for each additional Subcontractor.*

1. Respondent Identifying Information – Prime Contractor or Specialty Vendor

|  |
| --- |
| Respondent Profile |
| **Company Name** |  |
| **Name of Parent Company** |  |
| **Type of Legal Entity (e.g., Corporation, Partnership, Limited Liability Company, etc.)** |  |
| **Company Headquarters City/State** |  |
| **Authorized Contact (First and Last Name)** |  |
| **Title** |  |
| **Office Address** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Number of Full Time Employees** |  |
| **Number of Years in Business** |  |
| **Number of Years Respondent has been Providing the Type of Services/Specialty Specified in the RFP Phase 1** |  |
| **Number of Employees Providing the Type of Services/Specialty Specified in the RFP Phase 1** |  |
| **Specialty Vendors only: Please indicate the Specialty and Phase to which you are Responding (check all that apply)** | [ ] Software[ ] Hardware | [ ] Project[ ] Maintenance and Support |
| **Employees who will be Part of the Respondent’s Proposal Development Team who will Require Access to County IP Including:****First and Last Name****Title****Office Address****Phone Number****Email Address** |  |

1. Respondent Identifying Information – Subcontractor (if applicable)

|  |
| --- |
| Respondent Profile |
| **Company Name** |  |
| **Name of Parent Company** |  |
| **Type of Legal Entity (e.g., Corporation, Partnership, Limited Liability Company, etc.)** |  |
| **Company Headquarters City/State** |  |
| **Number of Full Time Employees** |  |
| **Number of Years in Business** |  |
| **Number of Years Subcontractor has been Providing the Type of Services Specified in the RFP Phase 1** |  |
| **Number of Employees Providing the Type of Services Specified in the RFP Phase 1** |  |
| **Employees who will be Part of the Respondent’s Proposal Development Team who will Require Access to County IP Including:****First and Last Name****Title****Office Address****Phone Number****Email Address** |  |

1. Respondent Background and Subcontractor Qualifications

*In the space below, please provide an overview of the Respondent’s corporate background. This narrative should provide RR/CC with a clear understanding of the Respondent’s relevant experience and qualifications to provide the products and services required as stated in the RFP Phase 1. For Prime Contractor-Led Teams, information shall be provided for the Prime Contractor and all proposed Subcontractor(s) including the roles the Subcontractor(s) will play on the Prime Contractor-Led Team.*

<Response>

1. Minimum Qualifications

*The Respondent must provide clear, compelling justification that it meets all of the Minimum Qualifications. The Respondent is encouraged to provide ample information to support its attestation. For Minimum Qualifications where customer references are required, the Respondent may use the sample Customer Reference Table (Table 5) provided in the Appendix and modify as necessary. Respondents who fail to provide clear, sufficient evidence that they meet the Minimum Qualifications may be subject to disqualification. The County may ask for additional clarifications relating to the Minimum Qualifications prior to determination of compliance.*

*If the Respondent is a Prime Contractor-Led Team, complete the information in Section 3.1. If the Respondent is a Specialty Vendor, complete the information in Section 3.2.*

* 1. Minimum Qualifications: Prime Contractor-Led Team
1. Summary of Requirements for Prime Contractor-Led Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement | Prime Contractor | All Subcontractors | Systems Integrator\* | At Least One (Prime Contractor OR Subcontractor) |
| 1a. Subcontractor Management Experience | M |  |  |  |
| 2a. Country of Incorporation | M | M | M |  |
| 3a. Operating Cash Flow | A |  |  |  |
| 3b. Financial Strength | A |  |  |  |
| 4a. Project Management Certification | A |  | A |  |
| 5a. Intellectual Property Rights | A | A | A |  |
| 5b. Non-Disclosure Agreement | A | A | A |  |
| 5c. Staff Screening Prior to County IP Release  | A | A | A |  |
| 5d. Software Development Services | A | A | A |  |
| 6a. Systems Integration Experience |  |  | M |  |
| 7a. Election Experience |  |  |  | M |
| 7b. Field Experience |  |  |  | M |
| 7c. Maintenance and Support Experience |  |  |  | M |

***\*****The Systems Integrator role to be performed by either the Prime Contractor or a Subcontractor on a Prime Contractor-Led Team.*

***M*** *= Respondent must describe how it* ***meets*** *the requirement*

***A*** *= Respondent must* ***agree to meet*** *the requirement. Related information may be requested from the Respondent in any response to RFP Phase 2 – Proposal Evaluation and Contractor Selection.*

1. **The Prime Contractor must meet the following requirement:**
	1. **Subcontractor Management Experience:** If the Prime Contractor is proposing with one or more sub-contractors, the Prime Contractor must have previous experience managing at least two (2) successful projects within the last five (5) years using one or more subcontractors.

*Provide the following for each project: Client, project name, project description, start/end dates, list of subcontractor(s) and their roles, and client contact information. If the Prime Contractor is not proposing to use subcontractors, the multi-vendor experience requirement qualification does not apply.*

<Response>

1. **The Prime Contractor and all of its proposed Subcontractors must meet the following requirement:**
	1. **Country of Incorporation:** The Prime Contractor and Subcontractors must be incorporated, and have offices, in the United States. All parent companies of the Prime Contractor and Subcontractors must not be incorporated in prohibited countries. Parent companies may have other subsidiaries incorporated in prohibited countries, but any such subsidiaries must have no control of or influence on the Prime Contractor or Subcontractor.  The list of prohibited countries is provided in Appendix A.

*Provide location of company incorporation and offices for Prime Contractor and Subcontractors. Provide country/countries of incorporation for all parent companies of Prime Contractor and Subcontractors.*

<Response>

1. **The Prime Contractor must agree to meet all of the following requirements:**
	1. **Operating Cash Flow:** The Prime Contractor must have sufficient operating cash flow to sustain ongoing project operations in a deliverables-based payment project. For example, the Prime Contractor may be asked to sustain operations, without payment from the County, during development and testing of BMD software. *Please note that this is only an example*. Final list and schedule of deliverables and associated payments will be discussed and agreed upon with the County and Prime Contractor during contract negotiations.

*Provide statement confirming that Prime Contractor, if selected and contracted with the County through RFP Phase 2, will be able to maintain sufficient operating cash flow to sustain ongoing project operations in a deliverables-based payment project.*

<Response>

* 1. **Financial Strength:** The Prime Contractor must demonstrate adequate financial strength with assets in the United States (based on the County’s evaluation of company financial statements), or must obtain a performance bond in an amount to be determined by the County.

*Provide statement confirming that the Prime Contractor will be able to demonstrate adequate financial strength with assets in the United States or that it will be able to obtain a performance bond in an amount to be determined by the County.*

<Response>

1. **The Prime Contractor and the Systems Integrator must agree to meet the following requirement:**
	1. **Project Management Certification:** The Prime Contractor must provide a Project Manager, and the Systems Integrator must provide a Lead Staff Member, that are certified Project Management Professionals (PMPs) by the Project Management Institute.

*Provide statement confirming that Prime Contractor will propose a Project Manager and the Systems Integrator will propose a Lead Staff Member that are certified PMPs.*

<Response>

1. **The Prime Contractor and all of its proposed Subcontractors must agree to meet all of the following requirements:**
	1. **Intellectual Property Rights:** The Respondent must agree to County ownership of all intellectual property (IP), both existing County IP and IP developed as work for hire as a result of the contract.

*Provide statement agreeing to County ownership of all existing County IP and IP developed as work for hire as a result of the contract.*

<Response>

* 1. **Non-Disclosure Agreement:** Respondents 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 2 – Proposal Evaluation and Contractor Selection. The Respondent must agree that, prior to any staff member gaining access to County IP, that a Non-Disclosure Agreement (NDA) will be signed at a company level and at an individual staff level for all staff who will access County IP.

*Provide statement agreeing to signature of NDAs at a company level and individual staff level for all staff who will access County IP during development of an RFP Phase 2 response.*

<Response>

* 1. **Staff Screening Prior to County IP Release:** The Respondent must agree that, 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 Attachment A for the Request for Live Scan Service form.

Please note that, in order for Respondent staff to gain access to County IP for the purposes of preparing a response to the RFP Phase 2 – Proposal Evaluation and Contractor Selection, fingerprint background checks must be successfully completed for each staff member requiring access. Because the time required for completion of a fingerprint background check is indeterminate, Respondents are encouraged to submit Request 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.

*Provide statement agreeing that Respondent will comply with County’s requirements for screening proposed team members.*

<Response>

* 1. **Software Development Services:** The Respondent must agree that all software will be developed and held in the United States.

*Provide statement agreeing that all software will be developed and held in the United States.*

<Response>

1. **The Systems Integrator must meet all of the following requirements:**
	1. **Systems Integration Experience:** The Systems Integration vendor must have previous experience in the role of a Systems Integrator for at least two (2) large and complex technology projects within the last five (5) years involving integration of components sourced from multiple vendors. Characteristics of large and complex technology projects include, but are not limited to, high number of interfaces, high number of end users, high number of function points, etc.

*Provide the following for each project: Client, project name, project description including size and complexity factors, start/end dates, specific systems integration role and responsibilities, and client contact information.*

*Provide resumes of at least two (2) key staff members with at least four (4) years of systems integration experience. Resumes should include specific projects showing systems integration experience.*

<Response>

1. **Either the Prime Contractor or at least one of its proposed Subcontractors must meet each of the following requirements:**
	1. **Elections Experience:** The Respondent must have experience designing, manufacturing, and/or implementing at least one (1) elections-related system within the last five (5) years. The resulting system must have been used in an election for governmental or non-governmental contests. Examples of qualifying elections-related system experience include, but are not limited to, voting systems, election management systems, tally systems, e-balloting, and voter registration systems.

*Provide the following for each project: Client, project name, project description including elections-related system description, start/end dates, and client contact information.*

<Response>

* 1. **Field Experience:** The Respondent must have developed hardware or software that was deployed in the field at multiple locations for at least one (1) client within the last five (5) years. Examples of hardware/software that may be deployed in the field include, but are not limited to, laptops in law enforcement vehicles, kiosks for use by customers, voting machines/devices, handheld devices (e.g., devices used by delivery truck drivers, building inspectors, rental car check-in staff), etc.

*Provide the following for each project: Client, project name, project description including the field deployment aspect of the hardware/software (i.e., number of devices, number of locations), start/end dates, and client contact information.*

<Response>

* 1. **Maintenance and Support Experience:** The Respondent must have maintained/supported hardware or software that was deployed in the field at multiple locations for at least one (1) client within the last five (5) years. Examples of hardware/software that may be deployed in the field include, but are not limited to, laptops in law enforcement vehicles, kiosks for use by customers, voting machines/devices, handheld devices (e.g., devices used by delivery truck drivers, building inspectors, rental car check-in staff), etc.

*Provide the following for each project: Client, project name, project description including the field deployment aspect of the hardware/software (i.e., number of devices, number of locations), start/end dates of maintenance/support agreement, and client contact information.*

<Response>

* 1. Minimum Qualifications: Specialty Vendor
1. **Summary of Requirements for Specialty Vendor**

|  |  |
| --- | --- |
| Requirement | Specialty Vendor |
| 1a. Country of Incorporation | M |
| 1b. Experience | M |
| 2a. Intellectual Property Rights | A |
| 2b. Software Development Services  | A |

***M*** *= Respondent must describe how it* ***meets*** *the requirement*

***A*** *= Respondent must* ***agree to meet*** *the requirement. Related information may be requested from the Respondent in any response to RFP Phase 2 – Proposal Evaluation and Contractor Selection if Respondent becomes part of a Prime Contractor-Led Team.*

1. **The Specialty Vendor must meet the following requirements:**
	1. **Country of Incorporation:** The Specialty Vendor must be incorporated, and have an office, in the United States. All parent companies of the Specialty Vendor must not be incorporated in prohibited countries. Parent companies may have other subsidiaries incorporated in prohibited countries, but any such subsidiaries must have no control of or influence on the Specialty Vendor.  The list of prohibited countries is provided in Appendix A.

*Provide location of company incorporation and offices for Specialty Vendor. Provide country/countries of incorporation for all parent companies of Specialty Vendor.*

<Response>

* 1. **Experience:** The Specialty Vendor must have been in business and actively working for a minimum of three (3) years within the last six (6) years in the area in which the Specialty Vendor is proposing (e.g., software development, hardware manufacturing). Provide client references showing required experience.

*Provide the following for each project: Client, project name, project description including description of work related to proposed area of focus (e.g., software development, hardware manufacturing), start/end dates, and client contact information.*

<Response>

1. **The Specialty Vendor must agree to meet the following requirements:**
	1. **Intellectual Property Rights:** The Specialty Vendor must agree to County ownership of all intellectual property, both existing County IP and IP developed as work for hire as a result of the contract.

*Provide statement agreeing to County ownership of all existing County IP and IP developed as work for hire as a result of the contract.*

<Response>

* 1. **Software Development Services:** If the Specialty Vendor proposed to provide software development services, it must agree that all software will be developed and in the United States.

*Provide statement agreeing that all software will be developed and held in countries that are not prohibited.*

<Response>

# Appendix: Customer Reference Table

*The Respondent may use the following Table 5 to provide its customer references to describe how it meets the Minimum Qualifications in Section 3.0. The Respondent should modify the table, as appropriate, to ensure it is providing all the requested information.*

1. Customer Reference Table

|  |
| --- |
| **Respondent Information** |
| Respondent Name: | Respondent Contact/Name: |
| Project Dates: | Respondent Contact Phone: |
| **Customer Information** |  |
| Customer Organization: | Customer Contact Name: |
| Customer Phone: |
| Customer Address: | Customer Email: |
| Customer Fax: |
| **Project Information** |  |
| Total Respondent Staff: |  |
| Project Objectives: |
| Project Description: |
| Respondent’s Involvement: |
| Project Benefits: |
| **Project Measurements** |
| Estimated One-time Costs: | Actual One-time Costs: |
| Reason(s) for Change in One-time Cost: |
|  |  |
| Original Value of Vendor’s Contract: | Actual Total Contract Value: |
| Reason(s) for Change in Value: |
|  |  |
| Estimated Start & Completion Dates From: |  | To: |  |
| Actual Start & Completion Dates From: |  | To: |  |
| Reason(s) for Difference Between Estimated and Actual Dates: |