



Request for Quote

Bid # 20-DOS-610

For: NJ General Election Secure Ballot Delivery System

Event	Date	Time
Quote Submission Date	September 2, 2020	2:00 PM

RFQ Issued By:

State of New Jersey
Department of State
Division of Elections
Trenton, New Jersey 08625-0230

Date: August 27, 2020

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1.0 INFORMATION FOR VENDORS

1.1 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the Department of State, Division of Elections. The purpose of this RFQ is to solicit Quotes for a Vendor to provide a Secure Election Ballot Delivery System no later than September 9, 2020.

The intent of this RFQ is to award a Master Purchase Order to that responsible Vendor who's Quote, conforming to this RFQ is most advantageous to the State, price and other factors considered. The State may award any and all price lines.

The Division of Elections will only consider quotes from Vendors for the “Entire Job” all other quotes will be disqualified.

The State of NJ Standard Terms and Conditions (SSTC) accompanying this RFQ will apply to all P.O.s made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

1.2 BACKGROUND

The mission of the Division of Elections is to effectuate the statutory requirements that fall within the primary jurisdiction of the Secretary of State under Title 19, the Elections Laws of New Jersey.

The Division is responsible for creating and maintaining the Statewide Voter Registration System (SVRS); certifying voting machines; overseeing polling place accessibility; is the filing office for federal and State public elective offices; and compiles election results from the County Clerks to be used for the certification of results. Has regulatory authority over voter registration, political party declaration, vote by mail, and election district requirements has daily interactions with the Superintendents of Elections, County Boards of Election and the County Clerks regarding election administration. Conducts voter education and outreach in addition to publishing a yearly chronological index of important election dates.

The Division is also responsible for implementation and compliance with the National Voter Registration Act (NVRA), the Voting Accessibility for the Elderly and Handicapped Act (VAEHA), the Help America Vote Act (HAVA), the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and the Military and Overseas Voter Empowerment Act (MOVE Act).

New Jersey consist of 21 counties and 565 municipalities.

Registered Voters – 6,200,000

1.2.1 SUBMISSION OF QUOTES

In order to be considered for award, the Quote must be received by the Division of Elections at the appropriate location by the required time. Vendors shall submit a Quote to the following:

DATE: September 2, 2020

TIME: 2 pm EST

Vendors are required to submit one original quote and one redacted quote.

Quotes are to be emailed to Jacqueline Kemery @ Jacqueline.kemery@sos.nj.gov

QUOTES NOT RECEIVED PRIOR TO THE QUOTE CLOSING DEADLINE MAY NOT BE CONSIDERED.

2.0 SCOPE OF WORK

The NJ Division of Elections would like to license an Electronic Ballot Delivery System for the November 3, 2020 general election. This system will be available to all qualified voters consisting of 21 counties and approximately 6,200,000 registered voters.

Vendor will provide an Electronic Ballot Delivery System that is fully *WCAG 2.0aa and Section 508 of the Rehabilitation Act compliant*. The system shall enable a voter to mark candidate/contest choices on their home computer or mobile device and print their marked ballot and return materials. Additionally, the following is required:

- 24/7 Support
- The system must be compatible with ES&S, Dominion, and Hart election management systems.
- The following languages are required: English, Spanish, Gujarati and Korean
- Vendor will deliver online training.
- The system shall electronically deliver unvoted ballots to the voters.
- The system shall not have the capability, including optional capability, to allow a remote server to mark a voter's selections or transmit the voter's selections from the voter's computer via the internet.
- The system shall permit a voter to choose to print the unvoted ballot for hand marking or use the voter's accessible technology to mark the unvoted ballot on the voter's computer, then print the completed ballot for return by U.S. or other non-electronic means.
- The system shall not transmit any information about the voter or the voter's ballot selections via the internet. The system shall not gather, analyze, or sell any voter information, including information from or about the voter's computer and internet browser.
- The remote accessible vote by mail system shall not have the capability, including optional capability, to store any voter identifiable sections on any remote server, and shall not have the capability, including optional capability, to tabulate votes. All systems and transmission of data shall be configured, maintained and monitored to protect the system in a manner commensurate with the risk that would result from unauthorized access, use, disclosure, disruption, modification, or destruction of such information.

3.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information as indicated below may result in your Quote being deemed non-responsive.

3.1 TECHNICAL QUOTE

The vendor quote shall address each bullet in the Scope of Work, Section 2.0.

3.2 SUBMITTALS

3.2.1 EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE

The Vendor should provide at a minimum of two contracts of similar size and scope that it has successfully completed, as evidence of the Vendor's ability to successfully complete services

similar to those required by this Quote. Emphasis should be placed on contracts that are similar in size and scope to the work required by this Quote. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this Quote. For each such contract listed, the Vendor should provide two (2) names and telephone numbers of individuals for contracting party. Beginning and ending dates should also be given for each contract.

3.2.2 TRAINING MATERIALS

The Vendor should submit a draft of the training materials that will be used for the online training. In lieu of hard copy training documents vendors may provide a link to its on-line training.

3.2.3 TRAINING MATERIALS

The Vendor must submit with its quote documentation showing its company is in compliance with section 508 and WCAG 2.0aa.

3.2.4 PRICING

The Vendor must submit its pricing including training.

4.0 QUOTE EVALUATION

4.1 EVALUATION CRITERIA

The following criteria will be used to evaluate Quotes received in response to this RFQ. The criteria are not necessarily listed in order of importance:

- A. Price
- B. Experience of the Vendor

4.2 EVALUATION OF THE QUOTES

After the Evaluation Committee completes its evaluation, it recommends to the CFO for award the responsible Vendor(s) who's Quote, conforming to this RFQ, is most advantageous to the State, price and other factors considered. The Evaluation Committee considers and assesses price, technical criteria, and other factors during the evaluation process and makes a recommendation to the Departments CFO.

5.0 PURCHASE ORDER (P.O.) AWARD

5.1 DOCUMENTS REQUIRED BEFORE P.O. AWARD

The awarded Vendor must be registered in NJSTART prior to the issuance of a PO.

Vendors may register at www.NJSTART.gov

In addition to registering in NJSTART the successful vendor will be required to submit the following forms as checked on next page.



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039**

**INFORMATION SHEET AND CHECKLIST FOR WAIVERS
AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS**

VENDOR NAME: _____

THIS CHECKLIST IS ONLY A GUIDE TO ASSIST VENDORS IN LOCATING AND COMPILING ALL REQUIRED COMPLIANCE FORMS FOR WAIVERS AND DPA TRANSACTIONS. VENDORS ARE REQUIRED TO ENSURE THAT ALL COMPLIANCE REQUIREMENTS HAVE BEEN MET.

	VENDOR HAS INCLUDED THE FORM
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS (For Waiver and DPAs)	
WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS (For Waivers only)	
OWNERSHIP DISCLOSURE FORM	
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	
MACBRIDE PRINCIPALS FORM	
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	
CERTIFICATE OF INSURANCE / ACORD	
SOURCE DISCLOSURE FORM (To be used only where the contract is primarily for services)	
AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	

VENDORS SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.