



# Request for Quote

## Bid # 20-DOS-611

**For:** Department of State – Division of Elections – NJ Ballot Chain of Custody/Audit Prep Consulting Services

Event	Date	Time
Quote Submission Date	September 23, 2020	4:00 PM

RFQ Issued By:

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

Date: September 18, 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 Ballot Chain of Custody/Audit Prep Consulting Services.

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 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. Is responsible oversee the implementation of 19:61-9.

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.

Democrat Voters – 2,343,456  
Republican Voters – 1,347,640  
Unaffiliated Voters – 2,404,558

#### **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 23, 2020**

**TIME: 4 pm EST**

**Vendors must also submit a redacted version  
of your engagement request.**

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](mailto:Jacqueline.kemery@sos.nj.gov)

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

## **2.0 SCOPE OF WORK**

The NJ Division of Elections is looking for a vendor to provide the following services:

- Perform an assessment of current ballot accounting, scanning and storage process. This is to include a at minimum the below:
  1. Review state statutes;
  2. Interview state election administrator;
  3. Interview one county on each voting system (4 counties in total); and
  4. Communicate with vendor representative for each voting system (4 systems).
- Develop a standard ballot accounting, scanning and storage process.
- Create documentation and training;
- Conduct 3 webinars to train jurisdictions, vendors, and state staff on standard process beginning the week of October 5, 2020.
- Provide each county with demonstration packet of supplies needed to accomplish the steps in the process.
- Project Management and Support to include at a minimum the below:
  1. Personalized checkpoint discussion with each New Jersey County; and
  2. Escalate issues involving counties that are not on schedule

## **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 projects that it has successfully completed, as evidence of the Vendor's ability to successfully complete services similar to those required by this Quote. A description of all such projects should be included and should show how such projects relate to the ability of the firm to complete the services required by this Quote. For each such project 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 project.

#### **3.2.2 TRAINING MATERIALS**

The Vendor shall submit a draft of the training plan.

### **3.2.3 PROJECT TIMELINE**

The Vendor shall provide with its quote a gnat chart or something of the like outlining the project timeline.

### **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](http://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.