



County of Los Angeles  
Registrar-Recorder/County Clerk



# Voting Solutions For All People

**Welcome to  
VSAP RFP Phase 2 – Proposal Evaluation and Contractor Selection  
Proposers' Conference 2 (Mandatory)**

**PLEASE STANDBY – The Conference will begin at 11:00 AM PST**

At 11:02 AM we will conduct a roll call by calling the name of companies and individuals registered for Proposers' Conference #2 in alphabetical order by Proposer-Led Team.

Please respond when your name is called.



# Voting Solutions For All People

**RFP Phase 2:  
Proposers' Conference 2  
(Mandatory)**

**January 18, 2018**



County of Los Angeles  
Registrar-Recorder/County Clerk



# Agenda

- 11:00 – 11:02 AM** Roll Call
- 11:02 – 11:04 AM** Proposers' Conference 2 Overview, Objectives, and Ground Rules
- 11:05 – 11:15 AM** VSAP RFP Phase 2 Scope
- 11:15 – 11:30 AM** Phased Implementation Timeline
- 11:30 – 11:54 AM** Questions & Answers
- 11:54 – 11:55 AM** Closing Roll Call
- 11:55 – Noon** Closing Remarks



# Roll Call

- The County will conduct a roll call of vendors participating in Proposers' Conference 2 by calling the name of companies and individuals registered for the Conference in alphabetical order by Proposer-Led Team.
- Please respond when your name is called.



# Voting Solutions For All People

Proposers' Conference 2 Overview,  
Objectives, and Ground Rules



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# VSAP RFP Phase 2 Proposers' Conference Overview

- This is the second of two Proposers' Conferences for VSAP RFP Phase 2 – Proposal Evaluation and Contractor Selection.
- Proposers' Conference 2 is Mandatory. At least one member of each Proposer-Led Team must be in attendance. Subcontractor participation is not mandatory.



# Proposers' Conference 2 Objectives

- Provide Proposers a high-level overview of the RFP Phase 2 scope.
- Provide Proposers a high-level overview of the phased implementation timeline.
- Engage Proposers in a dialogue (through questions and answers) that will inform vendors of the County's expectations, and inform the County of areas in which vendors need additional clarification.



# Ground Rules for Today

- If you have connectivity issues, please contact Kenny Ling at [kling@rrcc.lacounty.gov](mailto:kling@rrcc.lacounty.gov) or (562) 345-8371.
- Today's presentation is not being recorded. The slide deck has been posted on the VSAP RFP Phase 2 website at <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 2 Section 5.5. Questions will be answered in writing on a flow basis until Friday, February 23, 2018 at 2:00 PM PST.
- 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 exclusively to [contracts@rrcc.lacounty.gov](mailto:contracts@rrcc.lacounty.gov) per the instructions in RFP Phase 2 Section 5.5 and Addendum Number Six.





# Voting Solutions For All People

**VSAP RFP Phase 2 Scope**



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# RFP Phase 2 Scope

## Services In-Scope

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, within the fixed fee agreed upon in the Contract, and with high quality that meets the County's requirements.</li><li>▪ Manage Subcontractors (if any), including Subcontractor performance.</li><li>▪ Work, under the direction of the VSAP Program Manager, with Partner Support resources involved in the VSAP Program (see Figure 3).</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, Coordination and Certification Services</b>	<ul style="list-style-type: none"><li>▪ <b>Integration</b> of the overall VSAP Solution, inclusive of Election Contest and Ballot Management System ("ECBMS"), Ballot Marking Device ("BMD"), BMD Manager ("BMG"), Interactive Sample Ballot ("ISB"), Tally System, ePollbooks and thermal printers connected to the ePollbooks.</li><li>▪ <b>Coordination</b> of the VSAP Solution integration to ensure it 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 Contractor (e.g., BMD, BMG, ISB, and interfaces between any VSAP component).</li><li>▪ <b>Obtain Certification</b> by the California Secretary of State ("CA SOS") for the overall VSAP Solution, inclusive of ECBMS, BMD, BMG, ISB and Tally System. This will include all elements of the Technical Data Package such as the Use Procedures, as such terms are defined in the California Voting System Standards.</li></ul>



# RFP Phase 2 Scope

## Services In-Scope, Continued

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, BMG 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, BMG and ISB.</li><li>▪ Development of Integrated VSAP Solution Documentation</li><li>▪ Provide assistance and input into detailed processes and procedures for the overall VSAP Solution to be developed by the County.</li></ul>
<b>Level 2 Help Desk</b>	<ul style="list-style-type: none"><li>▪ Tier 2 support for the BMD, BMG and ISB provided by the 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, BMG and ISB application including updates and enhancements.</li></ul>
<b>5. Additional Goods and Services</b>	<ul style="list-style-type: none"><li>▪ Additional tasks that are unanticipated at the time of this RFP Phase 2, as further described in <u>Appendix A</u> (Scope of Work), based on a negotiated work order agreed to at the County's discretion.</li></ul>



# RFP Phase 2 Scope

## Components In-Scope

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 (BMG, Tally, ISB).</li><li>▪ Certification by the CA SOS as an integrated component of the end-to-end VSAP 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 used to store and deliver the BMDs, according to the County’s design specifications.</li><li>▪ Certification by the CA SOS.</li></ul>
<b>3. BMD Manager</b>	<ul style="list-style-type: none"><li>▪ The development and implementation of the BMG software according to the County’s design specifications.</li><li>▪ Certification by the CA SOS.</li></ul>
<b>4. Interactive Sample Ballot</b>	<ul style="list-style-type: none"><li>▪ The development and implementation of the ISB software that includes RAVBM and UOCAVA voting capabilities, according to the County’s design specifications.</li><li>▪ Certification by the CA SOS.</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>▪ Implementation of remote/distributed scanning locations, as determined by the County</li><li>▪ Certification by the CA SOS as an integrated component of the end-to-end VSAP Solution.</li></ul>



# Voting Solutions For All People

## Phased Implementation Timeline



County of Los Angeles  
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# Targeted VSAP Phased Implementation Timeline

- **November 2018 Election (VBM and Tally)** — Implementation by the County of the new VBM ballots, which includes associated software modifications to the ECBMS, and new Tally System (for all VBM ballots.)
- **2019 Vote Center Test Lab Testing 1** — Integration of the VSAP Solution by the Prime Contractor for testing by the County to assess the functionality and capacity of the VSAP Solution to support anticipated election processes in Vote Centers at scale. This test will not include the public.
- **2019 Vote Center Test Lab Testing 2** — Integration of the VSAP Solution by the Prime Contractor for further testing by the County, based on the learnings from 2019 Vote Center Test Lab Testing 1. The goal is to additionally assess the functionality and capacity of the VSAP Solution to support anticipated election processes in Vote Centers at scale. This test will not include the public.
- **2019 Mock Election** — Implementation by the Prime Contractor of 1,200 BMDs for a Mock Election in 2019. The Mock Election will cover approximately 30 – 60 vote centers and seeks to test the system functionality and operational processes and procedures in Vote Centers, as well as provide public awareness of the new experience prior to voting in a live election.
- **November 2019 Pilot** — Implementation and integration by the Prime Contractor of the new VBM ballots, new Tally System, BMDs deployed during early voting at Vote Centers, and the ISB. The November 2019 election is likely to be small, involving relative few districts, and requiring approximately 100 BMDs over several early voting centers. This pilot will provide learnings and opportunities for process improvement prior to full implementation in a Countywide Presidential Primary Election
- **December 2019 Vote Center Demonstration Centers** — Implementation by the Prime Contractor of up to 150 BMDs at up to 30 demonstration centers to educate and familiarize voters with the new Vote Center experience. The demonstration centers will be located throughout the County and will be open and available to the public.
- **March and November 2020 Election (Full Rollout)** — Full implementation and integration by the Prime Contractor of the new VBM ballots, new Tally System, BMDs deployed at Vote Centers and the ISB.



# Estimated Quantities and Timing of BMDs

The tables shown here highlight the County's current estimates, which are to be assessed by the Contractor regarding the feasibility and any implications.

## Testing

Deployment Milestone	Timing of Milestone <i>(no later than)</i>	Estimated Quantity	Certified
Vote Center Test Lab Testing 1	June 2019	10	No
Vote Center Test Lab Testing 2	July 2019		

## Deployment

Deployment Milestone	Timing of Milestone <i>(no later than)</i>	Estimated Quantity	Certified
2019 Mock Election	September 2019	1,200 <sup>1</sup>	Yes
November 2019 Pilot (Local Elections)	November 5, 2019		
Vote Center Demonstration Centers	December 2019		
Full Rollout	March 3, 2020	31,100	Yes

<sup>[1]</sup> The BMD units produced are expected to be used for Full Rollout and thus are not in addition to the estimated quantity of 31,100 BMDs.



# RFP Phase 2 Response Timetable

- ✓ **Proposers' Conference (Optional)** Friday, January 5, 2018 at 11 AM PST
- ✓ **Proposers' Conference (Mandatory)** Thursday, January 18, 2018 at 11 AM PST
- Written Questions Due** Friday, February 23, 2018 at 2 PM PST
- County's Responses to Written Questions** Monday, February 26, 2018
- RFP Phase 2 Proposals Due** Friday, March 2, 2018 at 2 PM PST





# RFP Phase 2 – Response Structure

Proposals in response to RFP Phase 2 should contain the elements shown below

## Administrative Proposal (Part 1)

- Exhibit 1** – Proposer’s Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2** – *Please refer to the Technical Proposal*
- Exhibit 3** – Prospective Contractor List of Contracts
- Exhibit 4** – Prospective Contractor List of Terminated Contracts
- Exhibit 5** – Certification of No Conflict of Interest
- Exhibit 6** – Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7** – Request for Preference Program Consideration
- Exhibit 8** – Proposer’s EEO Certification
- Exhibit 9** – Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10** – Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 11** – *Please refer to the Cost Proposal*
- Exhibit 12** – Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
- Exhibits 13 – 19 (Intentionally Omitted)**
- Exhibit 20** – Certification of Compliance with the County’s Defaulted Property Tax Reduction Program
- Exhibit 21** – Bidder’s Acknowledgment of County’s Commitment to Zero Tolerance Policy on Human Trafficking

*To complete Part 1, use Appendix D. Required Forms*

## Technical Proposal (Part 2)

- Cover Page**
- Cover Letter**
- Table of Contents**
- Section A.** Executive Summary
- Section B.** Proposer-Led Team Qualifications
  - Section B.1.** Proposer-Led Team’s Background and Experience
  - Section B.2.** Proposer’s References
  - Section B.3.** Proposer’s Financial Capability
  - Section B.4.** Proposer’s Pending Litigation and Judgments
- Section C.** Proposer’s Approach to Provide Required Services (Use Appendix A. Statement of Work)
- Section D.** Proposer-Led Team Organization and Staffing
- Section E.** Project Change Management Plan
- Section F.** Project Schedule
- Section G.** Proposer’s Green Initiatives
- Section H.** Terms and Conditions in the Sample Contract: Acceptance of/or Exceptions to (Refer to Appendix C. Sample Contract)
- Section I.** General Assumptions

*To complete Part 2, use the Technical Proposal Response Template*

## Cost Proposal (Part 3)

- 1. Cover Page**
- 2. Total Cost Summary**
- 3. Deliverables Payment Tables**
- 4. BMD Production**
- 5. Labor Category Rates**
- 6. Optional M&S**
- 7. Cost Assumptions**

*To complete Part 3, use the Cost Proposal Response Template*



# Proposal Submittal Instructions

## Refer to RFP Phase 2 Section 5.11

### Administrative Proposal (Part 1)

The Proposer must submit **ten (10) hard copies** and **one (1) electronic (Adobe® PDF) soft copy** of its Administrative Proposal enclosed in a sealed envelope or box, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

*"ADMINISTRATIVE PROPOSAL FOR RFP PHASE 2 (#17-008) – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR VSAP IMPLEMENTATION AND SUPPORT SERVICES (PART 1)"*

One (1) hard copy of the Administrative Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a “wet” original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (e.g., searchable Adobe® PDF) must be submitted on a USB storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is “locked” or “read-only” to avoid unintentional changes to the Proposal.

### Technical Proposal (Part 2)

The Proposer must submit **ten (10) hard copies** and **one (1) electronic (Adobe® PDF) soft copy** of its Technical Proposal enclosed in a sealed envelope or box, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

*"TECHNICAL PROPOSAL FOR RFP PHASE 2 (#17-008) – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR VSAP IMPLEMENTATION AND SUPPORT SERVICES (PART 2)"*

One (1) hard copy of the Technical Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a “wet” original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (e.g., searchable PDF) must be submitted on a USB storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is “locked” to avoid unintentional changes to the Technical Proposal.

### Cost Proposal (Part 3)

The Proposer must submit **ten (10) hard copies** and **one (1) electronic (Microsoft Excel® and Adobe® PDF) soft copy** of the Cost Proposal separately from the Technical Proposal in a sealed package, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

*"COST PROPOSAL FOR RFP PHASE 2 (#17-008) – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR VSAP IMPLEMENTATION AND SUPPORT SERVICES (Part 3)"*

One (1) hard copy of the Cost Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a “wet” original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (Microsoft Excel® and Adobe® PDF) must be submitted on a USB storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is “locked” to avoid unintentional changes to the Cost Proposal.



# Proposal Submission

- Proposals shall be hand delivered at or mailed to the address below by the scheduled closing date and time for receipt of Proposals, as listed in Table 3 in RFP Phase 2 Section 1.4:

County of Los Angeles, Department of Registrar-Recorder/County Clerk  
12400 Imperial Hwy, Contracts Section Suite 5115  
Norwalk, CA 90650  
Attention: Veronica Williams, Contracts Manager



# Voting Solutions For All People

## Questions & Answers



County of Los Angeles  
Registrar-Recorder/County Clerk



# Questions and Answers

- If you have a question during the Conference, there are three ways to submit it:
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# Voting Solutions For All People

Closing Roll Call



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# Closing Roll Call

- If an individual currently participating in the Conference **did not** participate in the Roll Call conducted at 11:02 AM, please now state your name and your company name.



# Voting Solutions For All People

## Closing Remarks



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# Stay Engaged



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

**E-mail:** [contracts@rrcc.lacounty.gov](mailto:contracts@rrcc.lacounty.gov)

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