



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 1 (Optional)**

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

At 11:04 AM we will conduct a roll call by calling the name of companies registered for Proposers' Conference #1 in alphabetical order by Proposer-Led Team. Each person on the call should respond with his/her name when your company name is called.



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**RFP Phase 2:  
Proposers' Conference 1 (Optional)  
January 5, 2018**



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# Agenda

- 11:00 – 11:04 AM** Proposers' Conference Overview, Proposers' Conference 1 Objectives, and Ground Rules
- 11:04 – 11:05 AM** Roll Call
- 11:05 – 11:15 AM** VSAP RFP Phase 2 Overview
- 11:15 – 11:30 AM** VSAP IP Library Overview
- 11:30 – 11:54 AM** Questions & Answers
- 11:54 – 11:55 AM** Closing Roll Call
- 11:55 – Noon** Closing Remarks



# VSAP RFP Phase 2 Proposers' Conference Overview

- This is the first of two Proposers' Conferences for VSAP RFP Phase 2 – Proposal Evaluation and Contractor Selection.
  - Proposers' Conference 1 is Optional. Any member of a Proposer-Led Team may attend including proposed subcontractors.
  - Proposers' Conference 2 is **Mandatory**. At least one member of each Proposer-Led Team must attend. Subcontractor participation is not mandatory. Proposers' Conference 2 will be held on Thursday, January 18, 2018 at 11:00 AM PST.
  - Both Conferences will be conducted through Web Conference only.



# Proposers' Conference 1 Objectives

- Provide Proposers a high-level overview of the structure of the RFP Phase 2.
- Orient Proposers to the structure of the VSAP Intellectual Property (IP) Library.
- Engage vendors 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 according to the schedule in RFP Phase 2 by January 16, 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.



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Roll Call



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# Roll Call

- The County will conduct a roll call of vendors participating in Proposers' Conference 1 by calling the name of each company registered for the Conference in alphabetical order by Proposer-Led Team.
- Each person on the call should respond with his/her name when your company name is called.





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## VSAP RFP Phase 2 Overview



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# RFP Phase 2 Structure

RFP Phase 2 contains the elements shown below

Main RFP Document	Appendices (A-P)		Response Templates
<ol style="list-style-type: none"><li>1. General Information</li><li>2. VSAP History and Current Environment</li><li>3. VSAP Governance and Organizational Approach</li><li>4. Licensing</li><li>5. General Instructions and Proposal Submission Requirements</li><li>6. Selection Process and Evaluation Criteria</li><li>7. County's Rights and Responsibilities</li><li>8. Proposer's Requirements and Certifications</li><li>9. County's Preference Programs</li><li>10. Appendices</li></ol>	Appendix A. Statement of Work	Appendix I. IRS Notice 1015	Technical Proposal Response Template
	Appendix B. Statement of Work Exhibits	Appendix J. Safely Surrendered Baby Law	Cost Proposal Response Template
	Appendix C. Sample Contract	Appendix K. <i>Intentionally Omitted</i>	
	Appendix D. Required Forms	Appendix L. Determination of Contractor Non-Responsibility and Contractor Debarment	
	Appendix E. Transmittal Form to Request a Solicitation Requirements Review	Appendix M. Guidelines for Assessment of Proposer Labor Law/Payroll Violations	
	Appendix F. County of Los Angeles Policy on Doing Business with Small Business	Appendix N. <i>Intentionally Omitted</i>	
	Appendix G. Jury Service Ordinance	Appendix O. Defaulted Property Tax Reduction Program	
	Appendix H. Listing of Contractors Debarred in Los Angeles County	Appendix P. Glossary and Acronyms	



# 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)

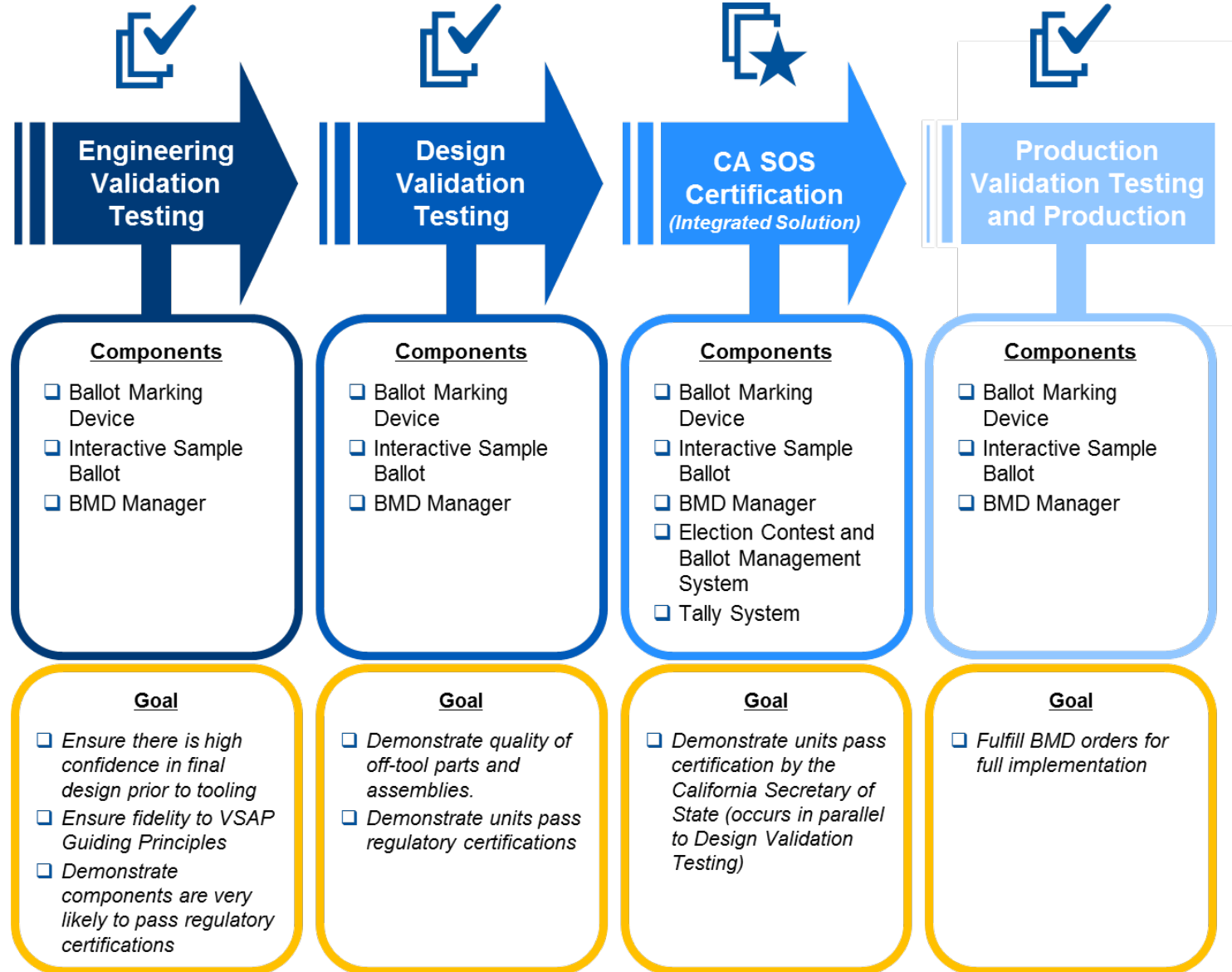
- 1. Cover Page**
- 2. Total Cost Summary**
- 3. Deliverables Payment Tables**
- 4. BMD Production**
- 5. Labor Category Rates**
- 6. Optional M&S**
- 7. Cost Assumptions**

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



# Appendix A. Statement of Work – Overview

## Iterative Approach to Hardware and Software Development





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## VSAP IP Library Overview



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# VSAP Intellectual Property (IP) Library

- The VSAP IP Library, sometimes called “Confluence”, is accessible by individuals who have been cleared by the County for access to County IP and have been provided with logon credentials
- Individuals accessing the VSAP IP Library are bound by the terms of all Non-Disclosure Agreements (NDAs) related to VSAP IP.
- Any Proposer who does not yet have access to the VSAP IP Library is encouraged to promptly follow the instructions provided in RFP Phase 2 Section 1.6 Access to County Intellectual Property.



# VSAP IP Library Structure

## *Overview of VSAP IP Library*



# RFP Phase 2 Response Timetable

✓ <b>Proposers' Conference (Optional)</b>	Friday, January 5, 2018 at 11 AM PST
<b>Written Questions Due</b>	Tuesday, January 16, 2018 at 2 PM PST
<b>Proposers' Conference (Mandatory)</b>	Thursday, January 18, 2018 at 11 AM PST
<b>County's Responses to Written Questions</b>	Tuesday, January 23, 2018
<b>RFP Phase 2 Proposals Due</b>	Friday, March 2, 2018 at 2 PM PST





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## 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.
  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.
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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 11:04 a.m., please now state your company name and participant name.



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## 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/>