**County Board of Elections**

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**Request for Proposal for Voting Equipment**

August 1, 2019

County Board of Elections

1 Voting Ave.

City, State 11111

Phone:

Fax:

Email:

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# Definitions

This is placeholder text for you to customize. Use this section to define terms that will appear in your RFP. This helps clarify expectations and allows you to use shorthand terms to save time and space.

* **County:** How you’ll be using “county” in the document
* **Board of Elections**: How you’ll be using “Board of Elections” in the document
* **Voting equipment**: How you’ll be using “voting equipment” in this document

# Overview

## 2.1 County information

This is placeholder text for you to customize. Use this section to describe your jurisdiction, give a sense of how elections are run there, and explain why you’re issuing the RFP.

## 2.2 Voting in the county

This is placeholder text for you to customize. Use this section to provide data like the number of registered voters, number of precincts or polling places, and the current equipment you’re using.

# Goals

This is placeholder text for you to customize. Use this section to state the outcomes you hope to get from the procurement process. Think to the future and consider what you’ll have if your process is successful, remembering to be as specific as possible.

# System requirements

This is placeholder text for you to customize. Use this section to provide details related to hardware and software requirements, state and federal certification, and compliance with the Americans with Disabilities Act.

## 4.1 Hardware requirements

This is placeholder text for you to customize. Use this section to describe hardware requirements.

## 4.2 Software requirements

This is placeholder text for you to customize. Use this section to describe software requirements.

# Expectations for initial setup

## 5.1 Removal of old equipment

This is placeholder text for you to customize. Use this section to state expectations regarding equipment removal.

## 5.2 Delivery of new equipment

This is placeholder text for you to customize. Use this section to state expectations regarding equipment delivery.

## 5.3 Training staff

This is placeholder text for you to customize. Use this section to state expectations regarding training.

# Expectations for ongoing maintenance

This is placeholder text for you to customize. Use this section to articulate services related to ongoing maintenance of what you’re purchasing.

## 6.1 Support

This is placeholder text for you to customize. Use this section to state expectations regarding support.

## 6.2 Updates and upgrades

This is placeholder text for you to customize. Use this section to state expectations regarding updates.

# Requirements for vendors

This is placeholder text for you to customize. Use this section to name requirements that all vendors need to meet in order for their bids to be considered. This section can be short and general or long and detailed, depending on requirements in your area.

# Questions for vendors

This is placeholder text for you to customize. Use this section to provide questions or prompts that you want bidders to respond to in their submissions. You can think of these like questions you might ask in a job interview.

# Submission instructions

This is placeholder text for you to customize. Use this section to give details like the date and time for the deadline (remember to provide the time zone), the format for submissions, and the number of copies required.

# Selection criteria

This is placeholder text for you to customize. Use this section to explain how the selection process will work. Talk about your evaluation criteria, the process, and perhaps the timeline.

# Legal statements

This is placeholder text for you to customize. Use this section to include legal statements. The content you include here usually isn’t up to your discretion but is instead required by local or state law.

# Checklist for responders

This is placeholder text for you to customize. Use this section to offer a checklist that can help bidders ensure that they’ve met your submission requirements.

Any bidder submitting a proposal should place a checkmark or X acknowledging the following tasks have been completed.

Submitted W-9 form \_\_\_\_\_\_\_\_\_\_

Completed non-collusion affidavit \_\_\_\_\_\_\_\_\_\_

Responded to vendor questions \_\_\_\_\_\_\_\_\_\_

Signed proof of insurance verification \_\_\_\_\_\_\_\_\_\_

Included contact information for 3 references \_\_\_\_\_\_\_\_\_\_

# Appendices

## W-9 form

This is placeholder text for you to customize. Use this section to include your W-9 form.

## 12.2 Affidavits

This is placeholder text for you to customize. Use this section to include any necessary affidavits.

## 12.3 Cost breakdown

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost per unit** | **Total units** | **Total cost** |
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