



Request for Quote

Bid # 20-DOS-528

For: NJ Primary Election Remote Accessible
Vote by Mail System

Event	Date	Time
Quote Submission Date	June 1, 2020	4:00 PM

RFQ Issued By:

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

Date: May 28, 2020

Table of Contents

1.0	INFORMATION FOR VENDORS.....	3
1.1	PURPOSE AND INTENT	3
1.2	BACKGROUND	3
1.2.1	SUBMISSION OF QUOTES.....	3
2.0	SCOPE OF WORK	4
3.0	QUOTE PREPARATION AND SUBMISSION	4
3.1	TECHNICAL QUOTE	4
3.2	SUBMITTALS.....	4
3.2.1	EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE	4
3.2.2	TRAINING MATERIALS.....	5
3.2.3	TRAINING MATERIALS.....	5
3.2.4	PRICING.....	5
4.0	QUOTE EVALUATION	5
4.1	EVALUATION CRITERIA	5
4.2	EVALUATION OF THE QUOTES	5
5.0	PURCHASE ORDER (P.O.) AWARD	5
5.1	DOCUMENTS REQUIRED BEFORE P.O. AWARD	5

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 Remote Accessible Vote by Mail System no later than June 8, 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. The Division also 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 consists 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: June 1, 2020

TIME: 4 pm EST

Quotes are to be emailed to Jacqueline Kemery @ 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 would like to license a Remote Accessible Vote by Mail System for the July 7, 2020 Primary Election. This system will be available to voters with disabilities.

Vendor will provide a Remote Accessible Vote by Mail System that is fully WCAG 2.0 AA compliant. The system shall enable a voter to mark candidate/contest choices on a computer or mobile device and print their marked ballot and return materials. Additionally, the following is required:

- 24/7 Support
- The Remote Accessible Vote by Mail 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 remote accessible vote by mail system or part of a remote accessible vote by mail system shall not do any of the following:

- Have the capability, including an optional capability, to use a remote server to mark a voter's selections transmitted to the server from the voter's computer via the Internet.
- Have the capability, including an optional capability, to store any voter identifiable selections on any remote server.
- Have the capability, including the optional capability, to tabulate votes.

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 DOCUMENTATION

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 on-line 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
<u>STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waiver and DPAs)	
<u>WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waivers only)	
<u>OWNERSHIP DISCLOSURE FORM</u>	
<u>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</u>	
<u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</u>	
<u>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</u>	
<u>CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</u>	
<u>MACBRIDE PRINCIPALS FORM</u>	
PROOF OF BUSINESS REGISTRATION You may register your business <u>HERE</u> or obtain a copy of the Business Registration Certificate <u>HERE</u> .	
CERTIFICATE OF INSURANCE / ACORD	
<u>SOURCE DISCLOSURE FORM</u> (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)	
<u>AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</u> (FORM AA302)	

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