Finalist Offeror Presentation/Demonstration Agenda

REVISIONS IN RED
The Secretary of State (“SOS”) is providing this advance, draft agenda in order for Finalist Offerors to adequately prepare for their presentation/demonstration. The SOS reserves right to revise this draft agenda as deemed appropriate. For example, the offeror’s may be asked to demonstrated selected mandatory requirements in lieu of or in addition to the desirable requirements found in the Demonstration Agenda. The final agenda will be distributed to the selected Finalist Offerors with the notification letter.

**GENERAL INSTRUCTIONS**

The following points should be considered by the Finalist Offerors while planning for the presentation/demonstration:

- Representatives of major subcontractor(s) should attend and lead the portion of the presentation concerning relationships and experiences.

- All Core Team Personnel are expected to be in attendance and actively participate in the presentation/demonstration and the proposed project manager is expected to conduct the majority of the sessions.

- Finalist Offerors will be required to present their proposal and demonstrate their proposed system to the Evaluation Committee. The Procurement Co-Managers will schedule the time for each presentation during the period of the dates indicated in the Sequence of Events and/or the Finalist Notification Letter. All Offeror presentations will be held in Santa Fe, New Mexico as follows:

  Room Number: 305  
  State Capitol  
  490 Old Santa Fe Trail  
  Santa Fe, New Mexico 87501

- The SOS shall provide a suitable room for the presentation/demonstration. The laptop computer, computer projector, projector screen and wireless internet connection, if needed, shall be provided by the Finalist Offeror in addition to the tabulating equipment and software to be demonstrated. Each Offeror will be given a maximum of one-half (1/2) hour for setup and each presentation/demonstration will be limited to three (3) hours in duration plus an additional two (2) hours for demonstrations, Evaluation Committee questions and hands-on operation of the equipment. During this period the Evaluation Committee may ask questions regarding any aspect of the Offeror’s proposal. It is the obligation of the Offeror to effectively manage their initial three hour presentation/demonstration time. The Evaluation Committee reserves the right to extend the evaluation time to accommodate a demonstration of a large tabulating system that is included in the offeror’s Equipment, Product and Services Schedule.

- After the presentation/demonstration has been completed, the Offeror will move designated equipment units including software to the Office of the Secretary of State where it will be available for a minimum of one week for additional testing by the Staff of the Secretary of State and/or representatives for the County Clerks. After the testing is complete a Procurement Co-Manager will notify the Finalist Offerors to pick up their respective equipment and software. During this period to time a designated member of the Evaluation Committee may contact the Finalist Offerors for clarification of equipment or software usage instructions, if necessary.
PREPARATION

Finalist Offerors should thoroughly prepare for the presentations and demonstration. Finalist Offerors should provide an original and seven copies of all handouts or materials for the Evaluation Committee. Finalist Offerors are also encouraged to use relevant data during the demonstrations. The point of contact regarding the Finalist Offeror presentations and facilities is as follows;

Terry Davenport  
Procurement Co-Manager  
Office of the Secretary of State  
325 Don Gaspar, Suite 300  
Santa Fe, New Mexico 87501  
Telephone: (505) 470-1428  
Fax Number: (505)827-8081  
Email: terry.davenport3@state.nm.us

Finalist Offeror Presentation Outline

Finalist Offerors are asked to present relevant and consistent information that will showcase the Offeror’s ability to meet the specifications as outlined in the RFP and the included Demonstration Agenda. The SOS requests that the Finalist Offeror follow the provided schedule and agenda. It is critical that the Finalist Offeror schedule its presentation to fit into the time allotted.

Additional Software Functionality Descriptions

Because of the limitation of time allocated in the demonstration agenda, there may be software functionality that the schedule does not allow enough time for the proper demonstration. The agency requests that the Finalist Offeror provide the presentation material that they deem appropriate, and the Finalist Offeror will provide a written description of the functionality that was not presented. Documentation could include, but not be limited to, presentation materials, white papers, and/or marketing brochures.

Demonstration Agenda

Finalist Offerors are asked to follow the agenda and showcase the desirable functionality of the proposed systems. Wherever possible the demonstration should be presented using the proposed software and equipment. A slide presentation (PowerPoint), paper documents, or verbal presentation only, may be used to fulfill this demonstration requirement. However, such presentations may receive fewer points than the demonstration of the software and/or equipment. In addition, Finalist Offerors are encouraged to highlight and discuss the unique aspects of the proposed system and how the system will benefit SOS in general.

SOS requests that the Finalist Offeror follow the provided presentation schedule and demonstration agenda as closely as possible.

Software Demonstration Data Requirements

The Finalist Offerors must provide the data and/or documents required to execute the Demonstration Agenda.

EQUIPMENT

Each Finalist Offeror will be required to supply a laptop computer, a projector, a screen and communications card for internet access, if required, plus the proposed ballot tabulating system. In
addition, offeror's are encouraged to demonstrate the large tabulating system identified by model number in the Finalist Offeror Notification letter.

**PRESENTATION/DEMONSTRATION SCHEDULE**

**Agenda:** The sessions will be based on the following timeframe. The Offeror set up time will begin at 8:00 am.

**Morning Session (8:30 until 11:45)**

<table>
<thead>
<tr>
<th>ALLOTTED TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>Introductions of Personnel</td>
</tr>
<tr>
<td>1 hour and 45 minutes</td>
<td>Introduction of Solution/Presentation of the Proposal</td>
</tr>
</tbody>
</table>

- Offeror's Company Information
- Offeror's Company Experience
- Contractual Relationships
- Resources and Deployment Plan
  - Agency Resources
  - Ballot Programming
  - Tabulator Maintenance
  - Training and Documentation
  - Program Deployment and Support Plan
- Core Team Personnel
  - Organization Chart/Duties
  - Similar Program Experience
- Proposed Cost
- Equipment, Products and Services Schedule
- Value Added Support (Optional)

<table>
<thead>
<tr>
<th>15 minutes</th>
<th>Presentation of Best and Final Offer not included above</th>
<th>Finalist Offeror</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>Break</td>
<td>Evaluation Committee Offerors</td>
</tr>
<tr>
<td>(does not count in time allotment)</td>
<td>Offeror Set up for demonstration</td>
<td></td>
</tr>
</tbody>
</table>

6/24/13  4
<table>
<thead>
<tr>
<th>ALLOTED TIME</th>
<th>ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour and 30 minutes</td>
<td>Execution of Demonstration Agenda - Part Two and Hands On</td>
<td>Finalist Offeror Evaluation Committee</td>
</tr>
<tr>
<td>25 minutes</td>
<td>Final Q&amp;A</td>
<td>Evaluation Committee</td>
</tr>
<tr>
<td>5 Minutes</td>
<td>Final Closing</td>
<td>Finalist Offeror</td>
</tr>
<tr>
<td>As determined by the Evaluation Committee</td>
<td>Demonstrate Large System</td>
<td>Finalist Offeror</td>
</tr>
</tbody>
</table>

**DEMONSTRATION AGENDA**

1. **Tabulator System Requirements**
   a. **Cover: Desirable:** The tabulator units should be supplied with, or have an available option for, a moisture cover that would prevent damage in the event of a significant leak in a county's storage facility.
   
   b. **Transportability: Desirable:** Each tabulator unit should weigh less than 20 pounds.
   
   c. **Results Tape:**
      1) **Desirable:** Offeror should describe the ability to print a precinct level results tape at voting convenience centers, and the largest number of precincts that can be included on a results tape, if any limit exists.
      2) **Highly desirable:** Offeror should describe the ability of the system to display the time and date of the opening and closing of the polls on the zero tapes and the results tapes.
   
   d. **Use Counter:** **Desirable:** The unit should have a use counter of all of the ballots processed that is not reset per election, as that information may be needed to determine which units may require preventative maintenance.

2. **Operational Requirements**
   Demonstrate the ability of the software/firmware to report votes by precinct, by machine, and by voting convenience center for New Mexico's voting convenience center model;  
   a. **Ballot Programming:** **Desirable:** Offeror should demonstrate:
(1) the features and process of the election definition setup software and hardware programming software, including whether the election definition data can be exported and in what type of format;
(2) whether the system uses a single interface or multiple interfaces for programming ballots and/or elections. If the system uses multiple interfaces, it is desirable that the software recognize changes throughout the software suite without the need to load different programs to make changes and corrections.
(3) the ability of the software to accommodate quick changes to the formatting of text, such as changes from upper case to lower case, or changes in font size;

b. Ballot Related: Desirable: Offeror should demonstrate:
(1) the ability of the system to retain preferences for design of ballots across multiple elections. It is desirable that the software allow for retention of preferences for ballot design across multiple elections.
(2) the ability of the software to generate a "test deck" simulating voted ballots and print those ballots to user specifications;
(3) the ability of the software to create sample ballots with appropriate "sample" labeling and the ability to create provisional ballots that cannot be read by the tabulator;
(4) the ability of the software to reset the tally of election results to zero when testing of removable storage media is conducted, including options for targeting which types of results to reset;
(5) the ability of the software to retain optical images of ballots, and to sort and filter optical images of ballots by ballot style, precinct, polling location, contest, candidate for purposes of recounts or post-election audits.
(6) The Offeror should demonstrate features that help maintain ballot secrecy while also retaining optical images of all ballots cast.

c. Election Night Reporting and Canvassing: Desirable: Offeror should demonstrate:
(1) the election night reporting features and functionality in detail, including the capabilities for reporting results at both the county and statewide levels;
(2) the ability of the software to provide summary results by precinct, by district, by county, and by race for each vote category, such as: for election day, early voting, absentee voting, and total votes;
(3) whether results data can be exported to electronic files and in what electronic format(s);
(4) the ability of the software to record a unique identifier, such as a serial number, from each stand-alone tabulator, in the results file;
(5) all data elements that are captured in a "results file";
(6) any capability in the results reporting software that will produce a warning if the external media storage device has already been read and included in a results file, and what type of data or upload would trigger a warning, such as the unique identifier of the tabulator, or a unique file identifier;
(7) the features of the software, firmware or tabulators that will support Voting Convenience Centers and the accurate canvassing of results from voting convenience centers. Specifically, the Offeror should describe the ability of the software to retain results by voting location and individual tabulator, as well as precinct level reporting by the following categories.
(a) absentee by mail;
(b) early;
(c) election day;
(d) hand tallied ballots,
(e) provisional ballots,
(f) in lieu of absentee ballot; and
(g) UOCAVA ballots (Uniformed and Overseas Citizens Absentee Voting Act).

It is highly desirable that these categories be available in one election definition/set of
data files as opposed to having separate election definitions/sets of data files for
absentee results, early voting results, Election Day results and results totals.

(8) the compatibility of the software with all existing versions of Windows; It is
highly desirable that the software be compatible with Windows 7. It is desirable that
the software be compatible with Windows 8;

(9) the security features of the software/firmware which will prevent poll workers
from obtaining results prior to the close of the polls highly desirable;
(10) any web-based functionality of the software, and, if applicable, list any and all
web browsers that the software is compatible with. It is desirable that any web-based
functionality be compatible with Internet Explorer 9, Internet Explorer 10, Mozilla
Firefox and Google Chrome;
(11) the ability of the software to allow for import of hand tallied ballot totals from a
variety of file types, including .asc, .xlsx, .csv, txt. It is highly desirable that the
software have the ability to import these file types.

3. Removable Media Storage Requirements

Programmable: Mandatory: be programmable with removable storage media devices;

a. Highly desirable: The removable media storage should be flash-based storage rated at
a minimum of 100,000 read/write cycles. USB 2.0 or higher. It is also highly
desirable that the removable storage media device be able to complete downloading
of results without interruption when zero votes exist for some precincts or districts.

b. Interference with Operation of the Tabulator: Desirable: Offeror should demonstrate
the effect on the tabulator in the event the removable media storage device fails,
specifically detailing whether a storage device failure will result in a system halt on
the tabulator. Offeror should demonstrate what types of failure situations would
require tabulator replacement and what type of failure situations would require
removable media storage replacement, during an election.

4. Ballot Handling and Processing Requirements

a. Highly desirable: The tabulator should be able to read and process a 19" double-sided
ballot, with three columns in five seconds or less

b. Ballot handling: Demonstrate the ability of the tabulator to properly sort write-in
ballots.
(1) Highly desirable: The tabulator should have a read path that can be cleared of a
paper jam with minimal effort by the poll official. Offeror should demonstrate the
operation of the tabulator after a paper jam has been cleared, and specify whether the
tabulator will double-count ballots that have been removed and reinserted after clearing a paper jam.

(2) **Desirable:** The tabulator should recognize different options of vote selection, such as bubble, check mark or arrow. The Offeror should demonstrate the ability of the system to read vote selection, including a full description of how the tabulator interprets marks within the voting oval, and marks outside the voting oval.

(3) **Desirable:** The tabulator should properly stack cast ballots in the bin to avoid paper jams and limit the need for poll workers to manually stack or straighten ballots. Offeror should demonstrate the ballot capacity of the bins that should be used by poll workers to avoid paper jams - i.e. how often must poll workers remove ballots in order to maintain the optimal operation of the tabulator.

(4) **Desirable:** The tabulator should not require the use of a specific type of pen or pencil. Demonstrate the ability of the tabulator to read ballots that have been marked using different types of ink pens or pencils.

5. **Additional Functions and/or Features of the Proposed System.**
   (Optional demonstrations selected by the Offeror)