

Iowa Voting System Invitation to Bid

Following is an Invitation to Bid (ITB) document to solicit bids to establish master contracts with the State of Iowa to sell voting systems, voting system components, and training to counties. Comments received on the draft ITB were considered and in many cases the ITB was clarified to address comments.

Kenneth Paulsen, CPPB

Purchasing Agent IV

Department of Administrative Services

General Services Enterprise - Purchasing

Hoover State Office Building, Level A

Des Moines, IA 50319-0105

Phone: 515-281-6366

FAX: 515-242-5974

Email: Kenneth.Paulsen@iowa.gov

www.das.gse.iowa.gov/iowapurchasing

CHAPTER 1

ADMINISTRATIVE

TABLE OF CONTENTS

1.1	Purpose and Background
1.2	Schedule of Events
1.3	Inquiries
1.4	Economy of Presentation
1.5	Cost of Preparing the Bid
1.6	Amendment to the ITB, Bid, and Withdrawal of Bids
1.7	Rejection of Bids
1.8	Place to Submit Bid
1.9	Certification of Independence and No Conflict of Interest
1.10	Public Records and Request for Confidentiality
1.11	Disposition of Bids
1.12	Bid Evaluation and Award
1.13	Restrictions on Gifts and Activities
1.14	Conflict Between Terms
1.15	Iowa Statutes and Rules
1.16	New Releases
1.17	Copyrights
1.18	Release of Claims
1.19	Vendor Qualification Requirement
1.20	Award Notice and Acceptance Period
1.21	Miscellaneous
1.22	No Minimum Guaranteed

CHAPTER 1 – ADMINISTRATIVE

1.1 Purpose and Background

The purpose of this Invitation to Bid (ITB) is to solicit bids from qualified vendors to enter into master contracts with the State under which the successful vendors will agree to sell voting systems, voting system components, and training to counties. A vendor need not bid on all types of voting systems. For example, a Vendor may bid on only the DRE voting system and not the precinct count optical scan system. The State intends to award master contracts to multiple qualified vendors to establish prices for voting systems. Individual counties may select from those vendors to purchase its HAVA compliant voting system. Counties are eligible for reimbursement of the cost of purchasing a voting system up to a maximum allocation amount. The County Election Equipment Allocation is located in Appendix A. The execution of a contract between the State and Vendor under this ITB shall not constitute a guarantee that any county will purchase equipment from the Vendor.

The State anticipates that the resulting master contracts will be in effect **from the date of execution through December 31, 2005**. The State may, at its sole discretion, extend the resulting master contracts for **1** additional six (6) month extension. Any master contract(s) resulting from the ITB shall not be an exclusive contract.

This ITB is designed to provide vendors with the information necessary for the preparation of competitive bid proposals. The ITB process is for benefit of the State and participating counties and is intended to provide the State and participating counties with competitive information to assist in the selection process. It is not intended to be comprehensive. Each vendor is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

1.2 Schedule of Events

- A. Vendors must submit bids to the Department of Administrative Services, General Services Enterprise – Purchasing no later than 3:00 p.m., Local Iowa Time, May 11, 2005. Bids received after the due date and time shall not be considered; late bids shall be returned unopened to the sender.
- B. Bids must be held firm and irrevocable, and may not be withdrawn by the prospective vendors for a period of ninety (90) days following the due date. It is the intention of the State to complete negotiations and execute contracts with all qualified vendors on or before August 9, 2005. The State intends to execute contracts with vendors within 30 days of the submission of a bid or if the vendor's voting system is not yet qualified for sale in Iowa, within 30 days of when the vendor's voting system is qualified for sale in Iowa. For purposes of the ITB qualified for sale in Iowa shall be defined as the voting system being qualified under 2002 FEC Voting System Standards and certified by the Iowa Board of Examiners for Voting Machines and Electronic Voting Systems.

1.3 Inquiries

- A. All inquiries concerning this ITB shall be submitted in writing and only to the issuing officer:

Kenneth Paulsen, CPPB
Purchasing Agent IV
Iowa Department of Administrative Services
General Services Enterprise – Purchasing
Hoover State Office Building – Level A
Des Moines, Iowa 50319-0105
Phone: 515-281-6366 Fax: 515-242-5974
Email: Kenneth.Paulsen@iowa.gov

- B. During the procurement, including any period of evaluation, the bidders shall contact only the issuing officer regarding this ITB. Discussing the ITB with any other State employee until the State issues a Notice of Intent to Award may result in disqualification.
- C. In NO CASE shall verbal communications override written communications. Only written communications are binding on the State.
- D. The State assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a legal document, unless such representations are specifically incorporated into this ITB or written addenda to the ITB. Verbal discussions pertaining to modifications or clarifications of this ITB shall not be considered part of the ITB unless confirmed in writing. Any information provided by the vendor verbally shall not be considered part of that vendor's bid. Only written communications from the vendor and received by the State will be accepted.

1.4 Economy of Presentation

Bids shall not contain promotional or display materials. Bids must address the ITB requirements. All questions posed by the ITB must be answered concisely and clearly.

1.5 Cost of Preparing the Bid

The costs of preparation and delivery of the bid are solely the responsibility of the vendor.

1.6 Amendment to the ITB, Bid, and Withdrawal of Bids

The State reserves the right to amend the ITB at any time. The vendor shall acknowledge receipt of an amendment in its bid.

1.7 Rejection of Bids

The State will reject bids outright and the bids will not be evaluated for any of the following reasons:

- A. The Vendor fails to deliver the bid by the due date and time.
- B. The Vendor fails to respond to the mandatory requirements.
- C. The Vendor's bid materially changes any requirements, terms or conditions of the ITB.
- D. The Vendor initiates unauthorized contact regarding the ITB with state employees other than the issuing officer
- E. The Vendor provides a misleading or inaccurate response.

In addition, the State reserves the right to accept or reject any part of any bid, and to accept or reject any or all bids without penalty. Any bid may be rejected outright for any one of the following reasons.

- A. The Vendor's response limits the rights of the State.
- B. The Vendor fails to include information necessary to substantiate that it will be able to meet requirements necessary for the bid to be adequately evaluated.
- C. The Vendor fails to respond to the State's request for information, documents, or references.
- D. The Vendor fails to include any signatures, certifications, authorization, stipulation, disclosure, or guarantee requested.

1.8 Place to Submit Bid

The Vendor shall prepare its bid in the required format and shall submit it to:

Kenneth Paulsen, CPPB
Iowa Department of Administrative Services
General Services Enterprise – Purchasing
Hoover State Office Building – Level A
Des Moines, Iowa 50319-0105

1.9 Certification of Independence and No Conflict of Interest

By submission of a response to this ITB, the bidder certifies that the bid was developed independently. The bidder also certifies that no relationship exists or will exist during the contract period between the bidder and the State that interferes with fair competition or is a conflict of interest. The State reserves the right to reject a bid or cancel the award if, in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the State.

1.10 Public Records and Request for Confidentiality

- A. The release of information by the State to the public is subject to Iowa Code Chapter 22 or applicable law. Bidders are encouraged to familiarize themselves with these provisions prior to submitting a bid. The State may treat all information submitted by a bidder as public information unless the bidder properly requests that information be treated as confidential at the time of submitting the bid and such information is entitled to confidential treatment under applicable law.
- B. Any request for confidential treatment of information must be included in a cover letter with the bidders response and must enumerate the specific grounds in the Iowa Code Chapter 22 or other applicable law which supports treatment of materials as confidential and must indicate why disclosure is not in the best interest of the public. The request must also indicate the name, address, telephone number, and e-mail address of the person authorized by the bidder to respond to any inquires by the State concerning the confidential status of the materials.
- C. Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page on which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identified to the reader wherever it appears.
- D. If the vendor designates any portion of the bid as confidential, the vendor must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies otherwise required (see 3.1, below). The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid as possible.
- E. The bidder's failure to request confidential treatment of materials pursuant to this section and the relevant laws and administrative rules will be deemed by the State as a waiver of any right to confidentiality which the bidder may have had.

1.11 Disposition of Bids

All bids become the property of the State of Iowa and shall not be returned to the vendor unless the ITB is cancelled before bids are opened. At the conclusion of the selection process, the contents of all bids will be placed in the public domain and be open to inspection by interested parties subject to the exception provided in Iowa Code Chapter 22 or other applicable law.

1.12 Bid Evaluation and Award

All bids submitted shall be evaluated in accordance with the requirements set forth in Chapter 3 of this ITB. Any contract resulting from this ITB shall not necessarily be awarded to the bidder with the lowest prices. The State intends to award multiple bids, if multiple bidders are compliant.

1.13 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible to determine applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

1.14 Conflict Between Terms

The State reserves the right to accept or reject any exceptions taken by the bidder to the terms and conditions of this ITB. Should the bidder take exception to the terms and conditions required by the State, the bidder's exceptions may be rejected and the entire bid declared non-responsive (see section 1.8(c)). The State may elect to negotiate with the bidder regarding contract terms that do not materially alter the substantive requirements or terms and conditions of the ITB or the contents of the bidder's proposal.

1.15 Iowa Statutes and Rules

Iowa Code Chapter 8A, 11, and Iowa Administrative Code Chapter 105 contain policies and procedures for the State of Iowa procurement under which this ITB is issued. The terms and conditions of this ITB, the resulting contract or activities based upon this ITB shall be construed in accordance with the laws of Iowa.

1.16 News Releases

News releases or other materials made available to the public, the bidder's clients or potential clients pertaining to this procurement or any part of the bid shall not be made by the vendor without the express prior approval of the Iowa Department of Administrative Services, General Services Enterprise – Purchasing.

1.17 Copyrights

By submitting a bid the bidder agrees that the State may copy the bid for the purposes of facilitating the evaluation or to respond to requests for public records. The bidder consents to such copying by submitting a bid and warrants that such copying will not violate the rights of any third party. The State will have a right to use ideas or adaptations of ideas, which are presented in the bid.

1.18 Release of Claims

With the submission of a bid, each bidder agrees that it will not bring any claim or have cause of action against the State of Iowa on any misunderstanding concerning the information provided herein or concerning the State's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this ITB.

1.19 Vendor Qualification Requirement

Prior to the execution of a contract with the successful bidder, the successful bidder must be qualified to do business with the State of Iowa by registering with the Department of Administrative Services and with the Secretary of State as applicable. The voting system must also be certified as described in section 2.22 of this ITB.

1.20 Award Notice and Acceptance Period

A Notice of Intent to Award one or more contracts under this ITB will be forwarded to all bidders submitting a timely bid. After the announcement of the apparent successful bidder(s), negotiations and execution of a contract shall commence. If the apparent successful bidder(s) fails to negotiate and deliver an executed contract within the period allowed by term 1.2(B) days from the date of award, the State, at its sole discretion, may cancel the award.

1.21 Miscellaneous

- A. Right To Reject All Bids. The State reserves the right to accept or reject any part of any bid and to accept or reject any or all bids without penalty. Issuance of this ITB in no way constitutes a commitment by the State or by any Iowa county to execute a binding contract to purchase equipment from any vendor that is selected as a result of this ITB.
- B. Choice of Law and Forum. The provisions of this ITB shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this ITB shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa. If however, jurisdiction is not proper in the Polk County District Court, the action shall only be brought in the United States District Court for the Southern District of Iowa, Central Division, providing that jurisdiction is proper in that forum.
- C. Nonmaterial and Material Variances. The State reserves the right to waive or permit cure of nonmaterial variances in the bid if, in the judgment of the State, it is in the State's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change meaning or scope of the ITB; or that do not reflect a material change in the system requirements. In the event the State waives or permits cure of nonmaterial variances, such waiver or cure will not modify the ITB requirements or excuse the vendor from full compliance with ITB specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of the State.

- D. Reference Checks. The State reserves the right to contact any reference to assist in the evaluation of the bid, to verify information contained in the bid proposal and to discuss the vendor's qualifications and the qualifications of any subcontractor identified in the bid.
- E. Information from Other Sources. The State reserves the right to obtain and consider information from other sources concerning a vendor, such as the vendor's capability and performance under other contracts.
- F. Verification of Bid Contents. The content of a bid submitted by a vendor is subject to verification. Misleading or inaccurate responses shall result in disqualification.
- G. Criminal History and Background Checks. The State reserves the right to conduct criminal history and other background investigation of the vendor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the vendor for the performance of the contract.
- H. Bid Clarification Process. The State reserves the right to contact a vendor after the submission of bids for the purpose of clarifying a bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the vendor has provided goods or services to the State or any other political subdivision wherever located, or requests for corrective pages in the vendor's bid. The State will not consider information received if the information materially alters the content of the bid or alters the type of goods and services the vendor is offering to the State. An individual authorized to legally bind the vendor shall sign responses to any request for clarification. Responses shall be submitted to the State within the time specified in the State's request. Failure to comply with requests for additional information may result in rejection of the bid as non-compliant.
- I. Definition of Contracts. The full execution of a written contract shall constitute the making of a contract obligating a vendor to make an identified voting system available to an Iowa county at a state price. No vendor shall acquire any legal or equitable rights relative to the sale of voting systems until a written contract has been fully executed by the vendor and a purchasing county.

1.22 No Minimum Guaranteed

The State anticipates that the selected vendor(s) will provide products and services as required by the State and Counties. The State does not guarantee any minimum compensation will be paid to the vendor or any minimum usage of the Vendor's products and services by either the State or the counties. In addition, the State does not guarantee that any Iowa county will purchase from the master contract.

CHAPTER 2

MANDATORY REQUIREMENTS

TABLE OF CONTENT

2.1 Information

2.2 Mandatory Requirements

CHAPTER 2 – MANDATORY REQUIREMENTS

2.1 Information

The purpose of this section is to identify the mandatory requirements and conditions a bid must fulfill before any consideration will be given. Describe in detail how your bid complies with each of the mandatory requirements.

2.2 Mandatory Requirements

The following are mandatory requirements:

A. Voting Systems

1. Only voting systems approved for use in Iowa by the Iowa Board of Examiners for Voting Machines and Electronic Voting Systems in accordance with Iowa Code section 52.5 and 721 Iowa Administrative Code chapter 22” can be used for elections in Iowa. A list of approved voting systems can be found on the Secretary of State’s web site: www.sos.state.ia.us/pdfs/elections/approvedvotingsystems.pdf. Additionally, only systems that have been qualified under the 2002 FEC Voting System Standards are eligible for reimbursement through the State’s HAVA Voting System Funding Program. **A Vendor may bid on the master contract if the voting system is currently being tested by a NASED certified Independent Test Authority (ITA) against the 2002 Voting System Standards.** If the voting system has not completed ITA testing to the 2002 FEC Voting System Standards, the bidder shall include a letter from a NASED certified ITA that states the voting system is currently being tested by the ITA to the 2002 Voting System Standards. The letter must be dated no more 60 days prior to the ITB due date. However, the State will not finalize a contract for a voting system until ITA testing and the Iowa approval process has been completed.
2. As a condition of the bid, the Vendor must certify that it will not contract with counties until the Voting System has qualified under the 2002 FEC Voting System Standards and has been certified by the Iowa Board of Examiners.
3. The Vendor must correct all deficiencies found in acceptance testing. Acceptance Testing is the examination of a voting system and its components by the purchasing election authority (usually in a simulated-use environment) to validate performance of delivered units in accordance with procurement requirements, and to validate that the delivered system is, in fact, the certified or qualified system purchased.

B. Election Official and Poll Worker Education and Training

1. Election Official Training. Included in the price of the voting system shall be the following training for election officials. Election officials shall be defined as the county commissioner of elections and county election staff designated by the county commissioner of elections.

Prior to shipping the voting system, the Vendor shall provide election officials with all manuals for the system including hardware, operations, maintenance, and any other system manual. The Vendor shall also include in this shipment any precinct official instructions.

The bid price for each voting system unit shall at minimum include: 1 full day of initial training for the election officials during which the Vendor shall provide extensive training for the county election officials on all phases of the voting equipment and system. Such training shall be sufficient for election officials to operate the system and perform acceptance testing.

Additionally, after the county has conducted acceptance testing, the vendor shall provide a minimum of one additional day of training to election officials. The election officials shall advise the Vendor of topics to be included in the post acceptance training. The training shall address, but not be limited to the following:

- Ballot preparation
 - Ballot rotation
 - Ballot styles within precinct
- Using software and other equipment in the system in preparing for
 - In-house ballot layout, tabulation programming and other services and/or
 - Vendor to do ballot layout, tabulation programming and other services and/or
 - Local printer to provide ballots
 - Reporting election results (designing reports, formatting data)
- Supplies and facilities needed for
 - Each election
 - Maintenance
 - Storage of equipment between elections
- Preparing county staff to set up precinct voting equipment for an election
 - Error messages and the appropriate responses
 - Trouble shooting if system malfunctions
 - Documentation of process followed (checklists)
 - Methods of ensuring accuracy of precinct results
 - Testing
 - Routine maintenance (and where desired detailed maintenance)
- Logic and accuracy tests
 - Creating a test deck
 - Possible causes of discrepancies.

- Polling place preparation
 - Environmental needs of equipment (power source, telephone lines, temperature, humidity)
 - Arrangement of equipment for efficiency and voter privacy
 - Election day operation of equipment
 - Precinct official duties
 - Error messages and appropriate responses
 - Equipment malfunctions and appropriate responses
 - Rejected ballots
 - Abandoned ballots
 - Printing election results
 - Tabulation of write-in votes
 - Electronic transmission of election results (and compiling those results when received), if applicable
 - Post-election care of equipment
 - Preparation for storage
 - Preservation of all required materials and data.
 - Recounts
 - Preparation for recounts, if necessary
 - Internal audit records-how to obtain and use the information, DREs only
2. Poll Worker Training. The poll worker training component shall be priced separately in Exhibit A under the training section. The Vendor shall also conduct 2-hour precinct official training sessions. The sessions shall include no more 25-30 precinct officials per session. The Vendor shall also conduct a follow up 2-hour training session for precinct chairs with no more than 12-15 precinct chairs per session. The county election officials will work with the Vendor to schedule training sessions. Precinct official training shall address but not be limited to:
- Operation of the voting device from start to finish
 - Printing of zero counts before the poll open
 - Opening the polls
 - Assisting voters who require help while in the voting process
 - Troubleshooting methods to quickly identify and resolve problems
 - Immediate determination of device problems
 - Using the battery back up during electrical failure
 - Closing the polls and producing results in any of the methods available for that particular device
 - Proper operation and security for election transmission of election results (if applicable).

C. Voter Education

Bidder shall provide educational material that may be reproduced by election personnel for use when conducting voter educational outreach program.

D. Miscellaneous

1. Bidder shall provide the manufacturer, model number, and firmware.
2. Bidder shall provide delivery and installation information on the equipment and software being bid. **All voting systems must be in place by December 22, 2005.** Counties may seek to have voting systems in place for the School Elections or City Elections during the Fall of 2005.
3. Bidder shall provide copy of the software license agreement that details the terms and conditions of the license and the responsibilities of the bidder and the county.
4. Bidder shall provide the name of the vendor contact person for the contract. Also include e-mail address, phone and fax numbers.

CHAPTER 3

BID FORMAT AND EVALUATION

TABLE OF CONTENTS

- 3.1 Bid Instructions**
- 3.2 Bid Content**
- 3.3 Evaluation**

CHAPTER 3 – BID FORMAT AND EVALUATION

3.1 Bid Instructions

These instructions prescribe the format and content of the bid package. They are designed to facilitate a uniform review process. Failure to adhere to these instructions shall be cause for rejection of the bid.

All bids must be typewritten on 8½ by 11 paper (one side only). Changes must be lined out and initialed. All answers that are given to the questions asked in the ITB are subject to verification. Misleading and/or inaccurate answers shall be grounds for disqualifications at any stage in the procurement process.

A Vendor's bid containing the required information, shall be delivered in a sealed package(s) and clearly labeled with the following information:

- Bidder's Name and Address
- Sealed Bid No.
- Bid Due Date
- Issuing Officer's Name

One original and (5) five copies of each bid package shall be timely submitted to the issuing officer.

3.2 Bid Contents

The Bid shall consist of the following elements in the order given:

1. Cover or Title Page including ITB Reference Number.
2. Letter of Transmittal (Bidder's letter of transmittal must be signed by an officer with the authority to bind the bidder to the proposal.)
3. Table of Contents
4. Executive Summary

5. Administrative and Mandatory Requirements

- The bidder shall provide a positive statement of understanding or compliance with respect to Chapter 1 – Administrative Issues.
- The bidder must provide detailed explanations as how it will comply with each of the Chapter 2 requirements.
- If the voting system has not completed ITA testing to the 2002 FEC Voting System Standards, the bidder shall include a letter from a NASED certified ITA that states the voting system is currently being tested by the ITA to the 2002 Voting System Standards. The letter must be dated no more 60 days prior to the ITB due date.

6. Background Information

- The vendor shall provide the following general background information:
 - i. Name, address, telephone number, fax number, and email address of the vendor including all d/b/a's or assumed names or other operating names of the vendor.
 - ii. Form of business entity, i.e, corporation, partnership, proprietorship, limited liability company.
 - iii. Identity and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the vendor's performance under the terms of this bid.
 - iv. Local office address and phone number (if any).
 - v. Number of employees.
 - vi. Type of business.
 - vii. Name, address and telephone number of the vendor's representative to contact regarding all contractual and technical matters concerning this bid.
 - viii. Identify the vendor's accounting firm.
- The vendor shall provide the following information regarding its experience:
 - i. Number of years in business.
 - ii. Number years experience with providing the types of goods and services sought by the ITB.
 - iii. Describe the level of technical experience in providing the types of goods and services sought by the ITB.
 - iv. List representative examples of similar goods and services sought by the bid that the vendor has provided to other governmental entities.
 - v. Contact information for 3 previous clients knowledgeable of the vendor's performance in providing similar goods and services. The contact information shall at minimum include name, address, phone number, company, position, and a description of services the vendor provided to the client.

7. Proposal Certification
The vendor shall sign and submit with the bid the document included as Exhibit B in which the vendor shall certify that the contents of the bid are true and accurate.
8. Acceptance of Terms and Conditions
By responding to this ITB, the vendor specifically agrees that the bid is predicated upon the acceptance of all terms and conditions stated in the ITB. If the vendor objects to any term or condition, the vendor must specifically refer to the bid page, and section. Objections or responses that materially alter the bid may be deemed non-responsive and disqualify the vendor.
9. The vendor shall sign and submit with the bid proposal the document included as Exhibit C in which the vendor shall certify that it developed the bid proposal independently. The vendor shall also certify that no relationship exists or will exist during the contract period between the vendor and the State that interferes with fair competition or is a conflict of interest.
10. Mandatory Cost Submittal format
Each Vendor must submit its cost proposal in the format established by Exhibit A.

3.3 Evaluation Process

- A. The issuing officer for the Department of Administrative Services, General Services Enterprise – Purchasing shall receive all bids.
- B. The State will review each bid for compliance with the bid format instructions (Chapter 3). In addition, the State will verify that each bid is in full compliance of the mandatory requirements of Chapter 2 and 3.2(5) of the ITB.
- C. All bids meeting all sections and mandatory requirements will be issued a letter of intent to award.
- D. The State may check with references and verify background information. The State may decide not to issue a letter of intent to award, to an otherwise qualified vendor, as a result of the background and reference information.

EXHIBITS

**EXHIBIT A – MANDATORY COST PROPOSAL FORMAT
INVITATION TO BID NO.**

Precinct Count Optical Scanner including:

All supplies, keys, power cord, data cards (such as PCMCIA cards), ballot boxes, operations manuals, maintenance manuals, poll worker instructions, firmware required to operate the equipment, and any other materials or manuals required to operate the equipment.

Per Device \$ _____

Model Name & Number _____

Firmware Version _____

NASED Qualification No. _____

Optional Items:

Item	Per Unit Amount
Modem	\$
Voting Booths	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Annual Maintenance Agreement Cost PER DEVICE \$ _____

Annual Firmware License Cost PER DEVICE \$ _____

Central Count Optical Scanner to be used for absentee ballots in conjunction with a Precinct Count Optical Scan or DRE Based Voting System:

Central Count Optical Scanner including:

All supplies, keys, power cord, data cards, ballot boxes, operations manuals, maintenance manuals, poll worker instructions, firmware required to operate the equipment, and any other materials or manuals required to operate the equipment.

Per Device \$ _____

Model Name & Number _____

Firmware Version _____

NASED Qualification No. _____

Optional Items:

Item	Amount
Modem	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Annual Maintenance Agreement Cost PER DEVICE \$ _____

Annual Firmware License Cost PER DEVICE \$ _____

DRE ¹including:

All supplies, keys, power cord, data cards (such as PCMCIA cards), voting booths, backup batteries, chargers, operations manuals, maintenance manuals, poll worker instructions, firmware required to operate the equipment, and any other materials or manuals required to operate the equipment. In addition, accessible DREs shall include headphones, keypads, or any other component necessary to use the accessible device.

Per Device \$ _____

Per Accessible Device \$ _____

Model Name & Number _____

Firmware Version _____

NASED Qualification No. _____

Optional Items:

Item	Amount
Modem	\$
Voter Verified Paper Trail Attachment	\$
	\$
	\$
	\$
	\$
	\$
	\$

Annual Maintenance Agreement Cost PER DEVICE \$ _____

Annual Firmware License Cost PER DEVICE \$ _____

¹ If the Vendor has multiple screen sizes, a separate DRE cost proposal shall be included for each screen size. The screen size shall be noted with the model number on the cost proposal.

Ballot Marking Device to be used in conjunction with Precinct Count Optical Scan Voting System:

Ballot Marking Device including:

All supplies, keys, power cord, data cards, operations manuals, maintenance manuals, poll worker instructions, firmware required to operate the equipment, and any other materials or manuals required to operate the equipment.

Per Device \$ _____

Model Name & Number _____

Firmware Version _____

NASED Qualification No. _____

Optional Items:

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Annual Maintenance Agreement Cost PER DEVICE \$ _____

Annual Firmware License Cost PER DEVICE \$ _____

Software including:

The vendor shall price all software, other than the firmware needed to operate the voting equipment on this price chart. The price shall include the training necessary to use the software component.

Software Name & Version Number	Function	Price	After Year 1, Ongoing Annual License Fee	NASED No. or Other Information
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

Training:

The Vendor shall price training as described on the poll worker training. Additionally, the Vendor shall provide additional pricing on additional days of training for election officials as defined in the ITB.

Per class poll worker training as described in ITB section 2.2(B) of the ITB

\$ _____

Other Training Costs

Training	Cost
Hourly rate for additional election official training	\$
Daily rate for additional election official training	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

SUBMITTED BY:

Signature: _____

Name (Print): _____

Company: _____

Address: _____

City, State & Zip: _____

Phone: _____ **Fax:** _____

E-mail: _____

**EXHIBIT B – PROPOSAL CERTIFICATION
INVITATION TO BID NO.**

Date

Kenneth Paulsen, CPPB
Purchasing Agent IV
Iowa Department of Administrative Services
General Services Enterprise - Purchasing
Hoover State Office Building – Level A
Des Moines IA 50319-0105

Re: Invitation to Bid Number (fill in number)
Proposal Certification

Dear Mr. Paulsen:

I certify that the contents of the proposal submitted on behalf of (Name of Vendor) in the response to the Secretary of State Invitation to Bid No. are true and accurate. I also certify that (Name of Vendor) has not made any knowingly false statements in its proposal.

Sincerely,

Name and Title

**EXHIBIT C – PROPOSAL CERTIFICATION
CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

Date

Kenneth Paulsen, CPPB
Purchasing Agent IV
Iowa Department of Administrative Services
General Services Enterprise - Purchasing
Hoover State Office Building – Level A
Des Moines IA 50319-0105

Re: Invitation to Bid Number (fill in number)
Certification of Independence and No Conflict of Interest

Dear Mr. Paulsen:

By submitting a bid in response to the Secretary of State Invitation to Bid Number [insert number] for voting systems, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the State who has worked on the developed of this ITB, or with any person serving as a member of the evaluation committee.
2. The bid has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the bid has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by [insert name of vendor] to induce any other vendor to submit or not to submit a proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between [name of vendor] and the State that interferes with the fair competition or as a conflict of interest.

Sincerely,

Name and Title

Appendix A

Preliminary HAVA Voting System Allocation

Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
99	Adams	11	3,353	305	\$ 55,000	\$ 16,262	\$ 80,000
98	Ringgold	8	3,850	481	\$ 55,000	\$ 18,673	\$ 80,000
97	Wayne	10	4,446	445	\$ 55,000	\$ 21,563	\$ 80,000
96	Osceola	9	4,586	510	\$ 55,000	\$ 22,242	\$ 80,000
95	Taylor	9	4,630	514	\$ 55,000	\$ 22,456	\$ 80,000
94	Audubon	6	4,927	821	\$ 55,000	\$ 23,896	\$ 72,000
93	Van Buren	9	5,074	564	\$ 55,000	\$ 24,609	\$ 80,000
92	Davis	8	5,191	649	\$ 55,000	\$ 25,176	\$ 80,176
91	Monroe	10	5,205	521	\$ 55,000	\$ 25,244	\$ 80,244
90	Ida	8	5,294	662	\$ 55,000	\$ 25,676	\$ 80,676
89	Worth	9	5,558	618	\$ 55,000	\$ 26,956	\$ 81,956
88	Adair	9	5,703	634	\$ 55,000	\$ 27,660	\$ 82,660
87	Pocahontas	11	5,752	523	\$ 55,000	\$ 27,897	\$ 82,897
86	Decatur	13	5,753	443	\$ 55,000	\$ 27,902	\$ 82,902
85	Fremont	12	5,806	484	\$ 55,000	\$ 28,159	\$ 83,159
84	Lucas	8	6,078	760	\$ 55,000	\$ 29,478	\$ 84,478
83	Clarke	7	6,367	910	\$ 55,000	\$ 30,880	\$ 84,000
82	Howard	10	6,396	640	\$ 55,000	\$ 31,021	\$ 86,021
81	Monona	16	6,819	426	\$ 55,000	\$ 33,072	\$ 88,072
80	Humboldt	11	7,027	639	\$ 55,000	\$ 34,081	\$ 89,081
79	Palo Alto	18	7,027	390	\$ 55,000	\$ 34,081	\$ 89,081
78	Greene	14	7,049	504	\$ 55,000	\$ 34,188	\$ 89,188
77	Mitchell	14	7,180	513	\$ 55,000	\$ 34,823	\$ 89,823
76	Calhoun	14	7,314	522	\$ 55,000	\$ 35,473	\$ 90,473
75	Louisa	10	7,334	733	\$ 55,000	\$ 35,570	\$ 90,570
74	Keokuk	16	7,393	462	\$ 55,000	\$ 35,856	\$ 90,856
73	Emmet	11	7,437	676	\$ 55,000	\$ 36,069	\$ 91,069
72	Franklin	18	7,591	422	\$ 55,000	\$ 36,816	\$ 91,816
71	Winnebago	16	7,627	477	\$ 55,000	\$ 36,991	\$ 91,991
70	Montgomery	13	7,893	607	\$ 55,000	\$ 38,281	\$ 93,281
69	Guthrie	18	7,988	444	\$ 55,000	\$ 38,742	\$ 93,742
68	Lyon	8	8,067	1,008	\$ 55,000	\$ 39,125	\$ 94,125
67	Union	9	8,378	931	\$ 55,000	\$ 40,633	\$ 95,633

Appendix A

Preliminary HAVA Voting System Allocation

Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
66	Hancock	10	8,480	848	\$ 55,000	\$ 41,128	\$ 96,128
65	Sac	9	8,724	969	\$ 55,000	\$ 42,311	\$ 97,311
64	Cherokee	11	8,811	801	\$ 55,000	\$ 42,733	\$ 97,733
63	Grundy	7	8,830	1,261	\$ 55,000	\$ 42,826	\$ 84,000
62	Shelby	16	8,948	559	\$ 55,000	\$ 43,398	\$ 98,398
61	Appanoose	13	9,286	714	\$ 55,000	\$ 45,037	\$ 100,037
60	Chickasaw	17	9,368	551	\$ 55,000	\$ 45,435	\$ 100,435
59	Wright	12	9,482	790	\$ 55,000	\$ 45,988	\$ 100,988
58	Butler	12	9,792	816	\$ 55,000	\$ 47,491	\$ 102,491
57	Allamakee	22	9,963	453	\$ 55,000	\$ 48,321	\$ 103,321
56	Harrison	13	10,100	777	\$ 55,000	\$ 48,985	\$ 103,985
55	Crawford	16	10,137	634	\$ 55,000	\$ 49,164	\$ 104,164
54	Mills	11	10,271	934	\$ 55,000	\$ 49,814	\$ 104,814
53	Cass	17	10,481	617	\$ 55,000	\$ 50,833	\$ 105,833
52	Madison	10	10,488	1,049	\$ 55,000	\$ 50,867	\$ 105,867
51	O'Brien	9	10,585	1,176	\$ 55,000	\$ 51,337	\$ 106,337
50	Page	12	10,640	887	\$ 55,000	\$ 51,604	\$ 106,604
49	Hamilton	13	10,921	840	\$ 55,000	\$ 52,967	\$ 107,967
48	Iowa	11	10,990	999	\$ 55,000	\$ 53,302	\$ 108,302
47	Floyd	13	11,399	877	\$ 55,000	\$ 55,285	\$ 110,285
46	Tama	16	11,935	746	\$ 55,000	\$ 57,885	\$ 112,885
45	Buena Vista	18	12,040	669	\$ 55,000	\$ 58,394	\$ 113,394
44	Kossuth	22	12,079	549	\$ 55,000	\$ 58,583	\$ 113,583
43	Jefferson	12	12,249	1,021	\$ 55,000	\$ 59,408	\$ 114,408
42	Clay	13	12,289	945	\$ 55,000	\$ 59,602	\$ 114,602
41	Dickinson	15	12,466	831	\$ 55,000	\$ 60,460	\$ 115,460
40	Delaware	16	12,536	784	\$ 55,000	\$ 60,800	\$ 115,800
39	Cedar	13	12,679	975	\$ 55,000	\$ 61,493	\$ 116,493
38	Hardin	12	12,846	1,071	\$ 55,000	\$ 62,303	\$ 117,303
37	Clayton	25	12,916	517	\$ 55,000	\$ 62,643	\$ 117,643
	63 counties 13,000 & under	789	527,824				\$ 6,026,541
	%		0.2668				

Appendix A

Preliminary HAVA Voting System Allocation

Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
36	Jones	17	13,300	782	\$ 75,000	\$ 64,505	\$ 139,505
35	Henry	18	13,347	742	\$ 75,000	\$ 64,733	\$ 139,733
34	Poweshiek	21	13,626	649	\$ 75,000	\$ 66,086	\$ 141,086
33	Buchanan	15	13,747	916	\$ 75,000	\$ 66,673	\$ 141,673
32	Fayette	28	14,020	501	\$ 75,000	\$ 67,997	\$ 142,997
31	Washington	13	14,306	1,100	\$ 75,000	\$ 69,384	\$ 144,384
30	Jackson	16	14,426	902	\$ 75,000	\$ 69,966	\$ 144,966
29	Winneshiek	27	14,536	538	\$ 75,000	\$ 70,500	\$ 145,500
28	Carroll	15	14,543	970	\$ 75,000	\$ 70,534	\$ 145,534
27	Mahaska	17	14,805	871	\$ 75,000	\$ 71,804	\$ 146,804
26	Plymouth	13	16,857	1,297	\$ 75,000	\$ 81,756	\$ 156,000
25	Bremer	16	18,130	1,133	\$ 75,000	\$ 87,931	\$ 162,931
24	Benton	19	18,168	956	\$ 75,000	\$ 88,115	\$ 163,115
23	Boone	16	18,203	1,138	\$ 75,000	\$ 88,285	\$ 163,285
	14 counties 13,001-20,000	251	212,014				\$ 2,077,511
	%		0.1072				
Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
22	Sioux	21	21,712	1,034	\$ 100,000	\$ 105,303	\$ 205,303
21	Wapello	24	22,278	928	\$ 100,000	\$ 108,048	\$ 208,048
20	Marion	21	22,949	1,093	\$ 100,000	\$ 111,303	\$ 211,303
19	Webster	33	24,173	733	\$ 100,000	\$ 117,239	\$ 217,239
18	Lee	26	24,545	944	\$ 100,000	\$ 119,043	\$ 219,043
17	Jasper	21	25,865	1,232	\$ 100,000	\$ 125,445	\$ 225,445
16	Muscatine	27	26,451	980	\$ 100,000	\$ 128,287	\$ 228,287
15	Marshall	19	27,228	1,433	\$ 100,000	\$ 132,056	\$ 228,000
14	Des Moines	19	27,385	1,441	\$ 100,000	\$ 132,817	\$ 228,000
13	Warren	25	29,547	1,182	\$ 100,000	\$ 143,303	\$ 243,303
12	Cerro Gordo	26	30,864	1,187	\$ 100,000	\$ 149,690	\$ 249,690
11	Clinton	30	34,212	1,140	\$ 100,000	\$ 165,928	\$ 265,928
10	Dallas	27	34,462	1,276	\$ 100,000	\$ 167,141	\$ 267,141
	13 counties 20,001-35,000	319	351,671				\$ 2,996,731
	%		0.1778				

Appendix A

Preliminary HAVA Voting System Allocation

Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
9	Pottawattamie	46	55,724	1,211	\$ 200,000	\$ 270,261	\$ 470,261
8	Story	43	57,555	1,338	\$ 200,000	\$ 279,142	\$ 479,142
7	Dubuque	39	59,962	1,537	\$ 200,000	\$ 290,816	\$ 468,000
6	Woodbury	44	61,479	1,397	\$ 200,000	\$ 298,173	\$ 498,173
5	Black Hawk	63	79,593	1,263	\$ 200,000	\$ 386,026	\$ 586,026
4	Johnson	57	84,036	1,474	\$ 200,000	\$ 407,575	\$ 607,575
	6 counties 55,000 - 85,000	292	398,349				\$ 3,109,177
	%		0.2014				
Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
3	Scott	63	106,611	1,692	\$ 250,000	\$ 517,063	\$ 756,000
2	Linn	86	131,633	1,531	\$ 250,000	\$ 638,420	\$ 888,420
	2 counties 100,000-135,000	149	238,244				\$ 1,644,420
	%		0.1204				
Rank in size	County	Precincts	Active voters as of 12/1/2004	Average voters per precinct	Base allocation	\$4.85 per voter	County allocation (\$80,000 min / \$12,000 cap per precinct) *
1	Polk	183	250,026		\$ 400,000	\$ 1,212,626	\$ 1,612,626
	1 county	183	250,026				\$ 1,612,626
	%		0.1264				
	Totals	1986	1,978,128		\$ 7,915,000	\$ 9,593,921	\$ 17,467,007

*Allocations for these (8) counties is set at the \$12,000 cap per precinct; Audubon, Clarke, Grundy, Plymouth, Marshall, Des Moines, Dubuque and Scott

**County Voting Systems
For the 2004 General Election**

County	Voting System	Type of System
Adair	ES&S AIS 150	Central Count Optical Scan
Adams	ES&S AIS 115	Central Count Optical Scan
Allamakee	ES&S 650	Central Count Optical Scan
Appanoose	Microvote EVS	DRE
Audubon	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Benton	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Black Hawk	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Boone	ES&S AIS 150	Central Count Optical Scan
Bremer	ES&S AIS 550	Central Count Optical Scan
Buchanan	ES&S AIS 115	Central Count Optical Scan
Buena Vista	ES&S Optech III-P	Precinct Count Optical Scan
Butler	ES&S M100	Precinct Count Optical Scan
Calhoun	ES&S AIS 150	Central Count Optical Scan
Carroll	ES&S AIS 150	Central Count Optical Scan
Cass	ES&S AIS 115	Central Count Optical Scan
Cedar	ES&S AIS 150	Central Count Optical Scan
Cerro Gordo	ES&S M100	Precinct Count Optical Scan
Cherokee	ES&S AIS 150	Central Count Optical Scan
Chickasaw	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Clarke	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Clay	Fidlar Doubleday EV 2000	DRE
Clayton	Fidlar Doubleday EV 2000	DRE
Clinton	Microvote EVS	DRE
Crawford	ES&S M100	Precinct Count Optical Scan
Dallas	ES&S AIS 550	Central Count Optical Scan
Davis	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Decatur	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Delaware	ES&S M100	Precinct Count Optical Scan
Des Moines	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Dickinson	ES&S AIS 150	Central Count Optical Scan
Dubuque	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Emmet	ES&S AIS 115	Central Count Optical Scan
Fayette	Microvote EVS	DRE
Floyd	ES&S AIS 150	Central Count Optical Scan
Franklin	ES&S AIS 150	Central Count Optical Scan
Fremont	ES&S AIS 115	Central Count Optical Scan
Greene	ES&S AIS 115	Central Count Optical Scan
Grundy	ES&S M100	Precinct Count Optical Scan
Guthrie	ES&S AIS 150	Central Count Optical Scan
Hamilton	ES&S AIS 115	Central Count Optical Scan
Hancock	ES&S AIS 150	Central Count Optical Scan
Hardin	ES&S AIS 115	Central Count Optical Scan
Harrison	ES&S AIS 150	Central Count Optical Scan
Henry	Diebold AccuVote ES-2000	Precinct Count Optical Scan

**County Voting Systems
For the 2004 General Election**

County	Voting System	Type of System
Howard	ES&S AIS 150	Central Count Optical Scan
Humboldt	ES&S AIS 115	Central Count Optical Scan
Ida	ES&S M100	Precinct Count Optical Scan
Iowa	ES&S AIS 115	Central Count Optical Scan
Jackson	Microvote EVS	DRE
Jasper	ES&S Optech II	Precinct Count Optical Scan
Jefferson	ES&S AIS 115	Central Count Optical Scan
Johnson	ES&S Optech II	Precinct Count Optical Scan
Jones	ES&S AIS 115	Central Count Optical Scan
Keokuk	ES&S M100	Precinct Count Optical Scan
Kossuth	ES&S AIS 315	Central Count Optical Scan
Lee	ES&S AIS 315	Central Count Optical Scan
Linn	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Louisa	ES&S Optech II	Precinct Count Optical Scan
Lucas	Microvote EVS	DRE
Lyon	ES&S AIS 150	Central Count Optical Scan
Madison	ES&S AIS 150	Central Count Optical Scan
Mahaska	Microvote EVS	DRE
Marion	Microvote EVS	DRE
Marshall	ES&S M100	Precinct Count Optical Scan
Mills	ES&S AIS 150	Central Count Optical Scan
Mitchell	ES&S AIS 115	Central Count Optical Scan
Monona	ES&S AIS 150	Central Count Optical Scan
Monroe	ES&S AIS 115	Central Count Optical Scan
Montgomery	ES&S AIS 150	Central Count Optical Scan
Muscatine	ES&S AIS 315	Central Count Optical Scan
O'Brien	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Osceola	ES&S AIS 150	Central Count Optical Scan
Page	ES&S AIS 115	Central Count Optical Scan
Palo Alto	ES&S M100	Precinct Count Optical Scan
Plymouth	Fidlar Doubleday EV 2000	DRE
Pocahontas	ES&S AIS 115	Central Count Optical Scan
Polk	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Pottawattamie	ES&S AIS 550	Central Count Optical Scan
Poweshiek	Microvote EVS	DRE
Ringgold	ES&S	Central Count Optical Scan
Sac	ES&S AIS 115	Central Count Optical Scan
Scott	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Shelby	ES&S AIS 115	Central Count Optical Scan
Sioux	Sequoia AVM	Lever
Story	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Tama	ES&S M100	Precinct Count Optical Scan
Taylor	Diebold AccuVote ES-2000	Precinct Count Optical Scan
Union	Fidlar Doubleday EV 2000	DRE

**County Voting Systems
For the 2004 General Election**

County	Voting System	Type of System
Van Buren	ES&S M100	Precinct Count Optical Scan
Wapello	ES&S AIS 550	Central Count Optical Scan
Warren	Microvote EVS	DRE
Washington	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Wayne	Microvote EVS	DRE
Webster	ES&S AIS 550	Central Count Optical Scan
Winnebago	ES&S AIS 150	Central Count Optical Scan
Winneshiek	ES&S AIS 150	Central Count Optical Scan
Woodbury	ES&S Optech III-P Eagle	Precinct Count Optical Scan
Worth	ES&S AIS 150	Central Count Optical Scan
Wright	ES&S AIS 550	Central Count Optical Scan

*Some counties used systems for the 2004 General Election that were leased or rented for the General Election only. Additionally, other counties used demonstration systems for the 2004 General Election.