CHelan County Auditor's Office

Request for Proposal

Ballot Tally Systems

County request for proposal opening
Date: July 13, 2015
Place: Chelan County auditor's Office
    350 Orondo Ave. Level 3 Wenatchee, WA 98801
Time: 1:00 PM

Skip Moore, Chelan County Auditor
Nissa Burger, Chelan County Director of Elections
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### Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for proposal issued</td>
<td>June 22, 2015</td>
</tr>
<tr>
<td>Last date for specifications protest</td>
<td>Seven (7) days prior to RFP Opening</td>
</tr>
<tr>
<td>RFP opening</td>
<td>July 13, 2015</td>
</tr>
<tr>
<td>Last date to protest award</td>
<td>Seven (7) days from the intent to award</td>
</tr>
</tbody>
</table>
SECTION 1 REQUEST FOR PROPOSAL

Notice is hereby given that Chelan County Auditor's Office will receive proposals per specifications until **1:00 PM, July 13, 2015** to provide a

**Ballot Tally System for Chelan County Auditor's Office**

No proposals will be received or considered after that time.

The Chelan County Auditor is seeking proposers from whom it may purchase a Ballot Tally System. This solution and its associated services are intended to assist the voters, Chelan County, Chelan County Auditor's staff and Secretary of State Elections Division staff.

Proposal packets are available from 9:00 AM to 5:00 PM Monday through Friday at Chelan County Auditor's Office, 350 Orondo Ave. Level 3, Wenatchee WA 98801, or at [www.elections.chelancountywa.gov](http://www.elections.chelancountywa.gov) telephone (509)667-6808.

Sealed proposals are to be sent to Nissa Burger, Director of Elections at the address above or a PDF can be emailed to Nissa.burger@co.chelan.wa.us. Proposals will be opened in the Auditor's office, located on the third floor of the Courthouse, at the designated time.

The Chelan County Auditor reserves the right to reject any and all proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Chelan County Auditor will consider the element of time, will accept the proposal or proposals which in their estimation will best serve the interests of Chelan County and will reserve the right to award the contract to the contractor whose proposal shall be best for the public good.

Dated this 22 of June, 2015

[Nissa Burger]

Nissa Burger, Chelan County Director of Elections
SECTION 2 INSTRUCTIONS TO PROPOSERS

GENERAL
Proposers shall study carefully and conform to these "Instructions to Proposers" so that their responses will be regular, complete and acceptable.

RESPONSES
All responses shall be legibly written in ink or typed and comply in all regards with the requirements of this solicitation.

Responses carrying orders or qualifications may be rejected as irregular.

All responses shall be signed in ink in the blank spaces provided herein (Section 4). If the response is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the response is made by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. Prior to contract award, the responses will be considered by the County to be submitted in confidence; proposers will be notified if a request is made for public disclosure of the response prior to completion of the evaluation and negotiation process.

SUBMISSION OF RESPONSES:
All responses must be submitted by:

1) In a sealed envelope bearing on the outside the name and address of the contractor, the project title, due date and opening time. Deliveries are to be sent to:

   Chelan County Auditor's Office, Elections Department

   350 Orondo Ave. Level 3, Wenatchee WA 98801

   Po Box 4760, Wenatchee WA 98807

   If the response is forwarded by mail, the sealed envelope containing the response and marked as directed above must be enclosed in another envelope.

2) Attached in an email sent to Nissa.burger@co.chelan.wa.us in a PDF format. The email must contain the name and address of the contractor, the project title, due date and opening time.

RECEIPT AND OPENING OF RESPONSES:
Responses shall be submitted prior to the time fixed in the advertisement for responses. Responses received after the time so designated will be considered late responses and will be returned unopened.

No responsibility will be attached to any official of the County for the premature opening of, or the failure to open, a response not properly addressed and identified.

Prior to contract award, the responses will be considered by the County to have been submitted in confidence. At the time fixed for the opening, the responses shall be opened so as to avoid disclosure of contents to competing offers', the public and the media during the process of evaluation and negotiation. A register of responses shall be prepared and shall be open for public inspection after contract award along with the contents of the responses.
Once the closing time and date arrive, the names of the offers’ submitting responses are read publicly. No other information will be disclosed during the evaluation and negotiation process unless required by law.

WITHDRAWAL OF RESPONSES
Responses may be withdrawn by written or telephonic request received from the contractors prior to the time fixed for opening. Negligence on the part of the vendor in preparing the response confers no right for the withdrawal of the response after it has been opened. The response will be irrevocable until such time as the Auditor:

- Specifically rejects the response, or;
- Awards a contract and said contract is properly executed.

Contractors’ responses shall be valid for at least ONE-HUNDRED TWENTY (120) days.

MODIFICATION
Any contractor may modify his/her response by registered communication at any time prior to the scheduled closing time for receipt of responses, provided such communication is received prior to the closing time. The communication should not reveal the response price but should provide that the final price or terms will not be known until the sealed response is opened.

ACCEPTANCE OR REJECTION OF RESPONSES
In the award of the contract, the Chelan County Auditor will consider the element of time, will accept the response which in their estimation will best serve the interest of Chelan County, and reserves the right to award the contract to the contractor whose response shall be best for the public good. The Auditor reserves the right to accept or reject any or all responses. Without limiting the generality of the foregoing, any response which is incomplete, obscure or irregular may be rejected. Only one response will be accepted from any one firm or association. Any evidence of collusion between proposers may constitute a cause for rejection of any responses so affected.

The County may accept any items or groups of items of any offer, unless the proposer qualifies his/her offer by specific limitations.

ADDENDA AND INTERPRETATIONS
No oral interpretations shall be made to any proposer as to the meaning of any of the contract documents or be effective to modify any of the provisions of the contract documents. Every request for an interpretation shall be made in writing and addressed to the Director of Elections and, to be given consideration, shall be received at least SEVEN (7) days prior to the date set for the opening of responses. Any and all such interpretations will be mailed to all prospective proposers (at the respective address furnished for such purposes) not later than two (2) days prior to the date fixed for the opening of responses. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under this response as submitted. All addenda so issued shall become as much a part of the contract documents as if bound herein.

NONDISCRIMINATION
The successful contractor agrees that, in performing the work called for by this response and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable
demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

FAILURE TO SUBMIT OFFER
If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the solicitation.

PREPARATION OF OFFERS
Proposers are expected to examine the specifications, schedules and all instructions.

Each proposer shall furnish the information required by the solicitation. Proposers shall sign the solicitation and print or type their name on other submitted exhibits and each continuation sheet thereof on which an entry is made.

Erasures or other changes shall be initialed by the person signing the offer. Responses signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished.

Proposers shall state a definite time for delivery of supplies or for performance of services. Time, if stated as a number of days, will include Saturdays, Sundays and holidays.

SPECIFICATIONS LIMITING COMPETITION
Proposers may comment on any specification or requirement contained within this RFP, which they feel limits competition in the selection of a proposer to perform the services herein defined. Protests shall detail the reasons and any proposed changes to the specifications. Such comments shall be formal in writing, and are to be addressed to:

Chelan County Auditor’s Office, Elections Department
350 Orondo Ave. Level 3, Wenatchee WA 98801
Po Box 4760, Wenatchee WA 98807

Such comments shall be submitted to Chelan County no later than SEVEN (7) days prior to the opening date. No comments will be accepted after that time.

EMPLOYEES NOT TO BENEFIT
No employee or elected official of Chelan County shall be admitted to any share or part of this contract or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

COUNTY FURNISHED PROPERTY
No material, labor or facilities will be furnished by the County unless otherwise provided for in the Request for Response.
NOTICE OF INTENT TO AWARD

The notice of intent to award of the contract by Chelan County shall constitute a final decision of the County's intent to award the contract if no written protest of the award is filed with the Director of Elections within SEVEN (7) calendar days of the notice of intent to award. If a protest is timely filed, the award is a final decision of the County's intent to award only upon issuance of a written decision denying the protest and affirming the award. The award and any written decision denying protest shall be sent to every proposer who provided an address.

Right to Protest: Any proposer who is adversely affected or aggrieved by the County's award of the contract to another proposer on the same solicitation shall have SEVEN (7) calendar days after notice of intent to award has been issued to submit to the Director of Elections a written protest of the award. The written protest shall specify the grounds upon which the protest is based. In order to be an adversely affected or aggrieved proposer with a right to submit a written protest, a proposer must be next in line for award, i.e. the protester must claim that all higher rated proposers are ineligible for award because they are non-responsive or non-responsible. The County will not entertain protests submitted after the time period established in this rule.

REIMBURSEMENT

There is no expressed or implied obligation for Chelan County to reimburse responding firms for any expenses incurred in preparing responses in response to this request.

DEFAULT

The County may, subject to the provisions of paragraph (4) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances.

1. If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

2. If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as the County may authorize in writing) after receipt of notice from the County specifying such failure.

3. In the event the County terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, the County may procure, upon such terms and in such manner as the County may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to the County for any excess costs for such similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

4. Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

5. The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in paragraph (4) of this clause, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

PAYMENTS
The contractor shall be paid, upon the submission of proper instruments as outlined below, the prices stipulated in the response for services rendered and accepted, less deductions, if any, as provided.

1. No claims will be considered for payment until the services are rendered with the exception of Solicitations or Purchase Orders that designate otherwise.
2. Payments will be made monthly, or as agreed, within 30 days following receipt of any claims supported by an invoice and a duplicate.
3. For a period of one year after payment of any claim, Chelan County reserves the right, under this contract, to recover any damages due the County as specified in the Clause of this contract entitled "Default".

TAXES
Taxes, whether State or Federal, shall not be included in proposal prices. Chelan County is generally exempted from Federal taxes, specifically, but not limited to excise and transportation taxes.

LITIGATION:
In the event litigation is necessary the Contractor agrees that such will be conducted in the Courts of Chelan County and/or the State of Washington.

INTERGOVERNMENTAL COOPERATIVE PURCHASING STATEMENT
To the extent permitted under Washington State law, other public agencies shall have the ability to purchase the awarded goods and services from the awarded Contractor(s) under terms and conditions of the resultant contract.

Any such purchases shall be between the Contractor and the participating public agency and shall not impact the Contractor's obligation to Chelan County. Any estimated purchase volumes listed herein do not include other public agencies and Chelan County makes no guarantee as to their participation.

Any bidder, by written notification included with their solicitation response, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies.

Chelan County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the Company awarded the contract by the County.

SUBCONTRACTORS
Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the work, and any authorized subcontractors performing the work, are fully qualified to perform the tasks assigned to them, and shall perform the work in a competent and professional manner. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required work.
SECTION 3 PROPOSAL CONTENTS AND RESPONSE

PROPOSAL RESPONSE

Submitted by: ________________________________
Address: ____________________________________
Date: ______________________ 2015
Phone number: ____________________________

The undersigned, through the formal submittal of this proposal response, declares that he/she has examined all related documents and read the instruction and conditions, and hereby proposes a Ballot Tally System, as specified, in accordance with the proposal documents herein, for the price set forth in the response submittal attached hereto, and forming a part of this proposal.

The contractor, by his/her signature below, hereby represents as follows:

A. That no Commissioner, officer, agency or employee of Chelan County is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its Commissioners, officers, agents, or employees had induced him to enter into this contract and the papers made a part hereof by its terms;

B. The Proposer and each person signing on behalf of any proposer certifies, in the case of a joint proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

   1. The prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other proposer or with any competitor;

   2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer prior to the proposal deadline, either directly or indirectly, to any other proposer or competitor;

   3. No attempt has been made nor will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restraining trade;

C. The proposer fully understands and submits its proposal with the specific knowledge that:

   1. The selected proposal must be approved by the Auditor.

   2. This offer to provide a Ballot Tally System, will remain in effect at the prices proposed for a period of not less than 120 calendar days from the date that proposals are due, and that this offer may not be withdrawn or modified during that time.

D. That this proposal is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects, fair and without collusion or fraud.

E. Vendors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.

F. That the Proposer, to the best of the Proposers knowledge, is not in violation of any Federal or State laws.
G. That the Proposer accepts all terms and conditions contained in this RFP and that the RFP and the Proposal Response, and any modifications, will be made part of the contract documents. It is understood that all proposals will become part of the public file on this matter. The County reserves the right to reject any or all proposals.

H. That the proposer holds current licenses that businesses or services professionals operating in this state must hold in order to undertake or perform the work specified in these contract documents.

I. That the proposer is covered by liability insurance and other insurance in the amount(s) required by the solicitation.

J. That the proposer is in compliance with all applicable laws governing employers.

K. That the Proposer is legally qualified to contract with Chelan County.

L. That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. Nor has proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise, or a business enterprise that is owned or controlled by or that employs a disabled veteran.

M. The Proposer agrees to accept as full payment for the services specified herein, the amount as shown in his/her proposal.

N. I, the undersigned agree to comply with the provisions of the Davis Bacon Act (40U.S.C.276a) as applicable and Washington State Law.

Washington State Business Registry Number________________________________________

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

________________________  __________________________
Name                    Title

________________________  __________________________
Name                    Title

________________________  __________________________
Name                    Title
(If Sole Proprietor or Partnership)

In witness hereof, the undersigned has set his (its) hand this day ___ of _____ 2015.

_____________________________________
Name of Firm

_____________________________________
Signature of Proposer

(If Corporation)

In witness whereof, the undersigned corporation has caused this instrument to be executed by its duly authorized officers this __ day of ______ 2015

_____________________________________
Name of Corporation

_____________________________________
By

_____________________________________
Title

CONTRACT MANAGER:

Name _____________________________

Title: _____________________________

Telephone number: __________________
PROPOSAL CONTENTS

RFP GUIDELINES AND ASSUMPTIONS

Vendors must observe submission instructions and be advised as follows:

1. ONE (1) signed original and EIGHT (8) copies of the technical component of the proposal shall be submitted. ONE copy of the financial component shall be submitted in a separate envelope. The original shall be marked as such.

The vendor must submit the Proposal Response Form with their Proposal. Failure to submit the Proposal Response Form will result in the proposal being rejected as Non-Responsive.

2. The COUNTY reserves the right to solicit additional information or proposal clarification from the firms, or any one firm submitting proposals, should the COUNTY deem such information necessary.

3. If a vendor is unable or unwilling to meet any Chelan County RFP requirement, an explicit statement to that effect must be made in the proposal as an exception.

4. This request for proposals and all supplemental information in response to this RFP will be a binding part of the final contract entered into by the selected vendor and Chelan County.

5. Any Proposer supplied material that may be considered confidential, to the extent allowed under Washington Public Records Law, must be so marked with statutory exemption asserted.

6. Chelan County reserves the right to reject any or all proposals, and to accept the proposal deemed most advantageous to the County.

7. Information should illustrate the quality of the CONTRACTOR'S work.


9. This request for proposals and all supplemental information in response to this RFP will be a binding part of the final contract entered into by the selected contractor and Chelan County.

SUBMISSION

All responses must be submitted in a sealed envelope bearing on the outside the name and address of the contractor, the project title, due date and opening time.

If the response is forwarded by mail, the sealed envelopes containing the response and marked as directed above must be enclosed in another envelope marked with the name and address of the contractor, the project title, due date and opening time.

Proposers shall prepare their response in the following order:

PROPOSAL CONTENTS

The Proposer shall provide the following information in the proposal in the order of their appearance below:
**Project Understanding and Approach**

Detail the following information:

- How the proposed solution would be designed and implemented to meet the County's requirements
- How your solution would apply directly to Chelan County.
- Overall proposal suitability: proposed solution must meet the scope and needs included herein and be presented in a clear and organized manner.
- Your understanding of Chelan County's needs for this project.
- The steps you will take to complete the project on time and within budget.
- The approach your firm will use to perform the tasks and activities identified in the scope of work.
- The training and support programs that will be available to the County.

If the organization submitting a proposal will outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, if implementation of the proposed solution requires third party hardware or software not directly provided by the responder, this must be clearly stated in the proposal.

**Company Information**

Provide the company information requested in the table below. If you are submitting as part of a joint proposal, please re-produce the table and provide the information for both companies with the implementation vendor designated as lead Proposer.

<table>
<thead>
<tr>
<th>Proponent Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doing Business as (DBA) names</td>
<td></td>
</tr>
<tr>
<td>Site address, Company headquarters</td>
<td></td>
</tr>
<tr>
<td>Site address, This product</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Name of RFT point of contact (POC)</td>
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<tr>
<td>POC phone</td>
<td></td>
</tr>
<tr>
<td>POC email</td>
<td></td>
</tr>
<tr>
<td>Length of time in business</td>
<td></td>
</tr>
<tr>
<td>Primary area of business expertise</td>
<td></td>
</tr>
<tr>
<td>Gross revenue for FY 2013 or FY 2014 if available</td>
<td></td>
</tr>
<tr>
<td>How many developers and analysts are dedicated to this product?</td>
<td></td>
</tr>
<tr>
<td>What is the annual R&amp;D budget for this product?</td>
<td></td>
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<tr>
<td>How many live installations of this product are there currently?</td>
<td></td>
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<tr>
<td>Question</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>How many installations are in public sector (i.e. federal, state and local government entities)</td>
<td></td>
</tr>
<tr>
<td>How many implementations of the recommended product has your organization performed?</td>
<td></td>
</tr>
<tr>
<td>Of these, how many were for public sector entities?</td>
<td></td>
</tr>
<tr>
<td>Does your company have experience over the last 5 years with jurisdictions that perform centralized tallying of paper ballots? If so, describe that experience.</td>
<td></td>
</tr>
<tr>
<td>How many employees or consultants do you have who have experience implementing this product?</td>
<td></td>
</tr>
<tr>
<td>Does your proposed solution use subcontractors to implement and/or provide post-installation support? If so, name and describe the use and experience of all proposed subcontractors</td>
<td></td>
</tr>
<tr>
<td>Provide a brief overview and history of your company</td>
<td></td>
</tr>
</tbody>
</table>

**Names and Resumes**

Provide names and resumes of key personnel the proposer will utilize for project. Specify name of project director and fully explain role. The successful proposer will be required to supply those individuals identified in the proposal response. No changes to key staff will be allowed without written authorization from Clackamas County.

**Additional Qualifications**

Profile any additional narrative about proposer’s unique ability to meet the requirements for this project.

**References**

Provide at least three references where the proposed system has been installed. Include the dates of projects, contact name and email address or phone number.

**The Proposal Response Form**

Failure to provide the Proposal Response Form will result in the proposal being deemed non responsive to the solicitation.

**TECHNICAL REVIEW**

**General System Requirements**

1. Provide an architecture diagram that identifies all software, hardware and networking components used in operation of the system including ballot design, ballot scanning and tabulation, and results reporting.
Include all 3rd party software components such as operating systems, DBMS, browsers, report writing tools, etc. Label and attach the diagram as Attachment A to your proposal response.

2. Specify details of all software components utilized in the solution using the "Software Specifications Table" in APPENDIX A.

3. Can your system ensure the security, accuracy and reliability of election data? If so, describe the process for doing so.

4. Does your system offer audit functionality? If so describe the process for doing so. What elements of your system are covered by the audit function?

5. Can custom modifications be made to your system? If so, how are those modifications made? Who can make custom modifications?

6. Does your system have a security scheme? If so, describe how the security solution addresses access control, including network access and physical access; data management and data access; environmental controls (power, air conditioning, etc.) and off-line storage; human resource security; and audit trails and usage records.

7. Describe your vision for the product. Include dates of any upcoming planned releases and describe new functionality included in these releases. Over the medium to long-term, describe how you plan to evolve the product in order to keep up with changing technology and business requirements. In particular describe how you plan to roll out bug fixes and new capabilities given the stringent certification requirements for voting software and the ever changing statutes and rules regarding elections.

8. The County wishes to have the system installed, fully tested, and available for use by the County no later than August 24, 2015. When would implementation need to start in order for you to meet that deliverable date?

9. Are you aware of any system bugs or errors? If so, describe how those impact users of your system.

10. Has your system been implemented in at least one jurisdiction comparable in size to Chelan County that performs centralized tallying of paper ballots? If so, what is the name(s) of that jurisdiction? If not, discuss the steps you have taken to (a) minimize software bugs, particularly in any areas of your system which have not been tested in a laboratory or "field tested" through actual use and (b) be able to respond immediately and satisfactorily to unexpected software bugs and/or changing elections requirements.

   **Hardware**

1. Describe and provide technical specifications and minimum configuration requirements for all hardware components that make up the total of your proposed solution. Indicate the recommended number of each component type (e.g. database server, web server, scanning unit, workstations, network equipment items, etc.) based on the size of Chelan County. Provide this information using the "Hardware Specifications Table" in APPENDIX B as Attachment 8 of your proposal response.

2. Describe any anticipated hardware upgrades. When do you anticipate the new hardware being certified for use?

3. What is the amount of sustained operational time the scanning equipment is capable of providing? Describe how this is delivered.

   **Ballot Design and Preparation**

1. What is the process by which ballots are created or integrated with the ballot tabulation function? If so, describe how this integration takes place.

2. Does your ballot system integrate with the Washington Elections Information system (WEI)? If yes, describe how this is accomplished.

3. Are there any district number limitations in your proposed solution? If so, describe.
4. Is there a limit on the number of ballot styles your system can manage for each election? If so what is that number?
5. Can the system handle multiple precinct splits? If so, describe any limitations that may exist.
6. Is there a maximum number of targets (such as boxes, ovals, or arrows) available for each ballot size? Describe whether the target is placed on the left or right side of the candidate or measure name and whether the distance between ballot targets is variable, vendor specified or user determined. Can the target size and placement be manipulated?
7. Are there any options and restrictions in your system that may exist regarding the size of the ballot? Provide range of ballot dimensions, including the smallest and largest ballot dimensions.
8. In your system, can ballots make use of multiple fonts? Is there any limit as to the number or type of fonts that can be used on a ballot? Can very large and/or very small fonts be used? Can shading, colors, and graphic features such as boxes or lines be used to enhance ballot appearance and readability?
9. Is your system capable of using both single and double sided ballots? Describe ballot requirements and/or limitations. Provide samples of all available ballot styles and label and include the samples as Attachment C to your proposal response.
10. Are there any restrictions on how ballots are fed into the ballot scanning device? Does the size or use of single/double-sided ballots affect this?
11. Describe vendor options, requirements, and recommendations for printing ballots. Do you require the County use a specific vendor or can we select our own vendor for the printing of ballots? Is there the ability to print ballots directly from the ballot layout system to ballot stock?
12. Do you require printing vendors to obtain certification for printing ballots from your system? If so, what is the cost estimate to the vendor for obtaining that certification?
13. Are there any physical requirements regarding the ballot such as the paper type and weight, type of ink that must be used, etc.? If so, provide details.
14. Can the ballot design be transferred from your system to a ballot printer? If so, describe the process and options available.
15. Is any special equipment, such as marker, pens, etc., required for voting the ballots?
16. Are there any writing instruments that should not be used for marking the ballot?
17. In your system do folded ballots (either and or both horizontally or vertically) affect the ability of vote counting devices to read ballots? If so describe how this problem is addressed/resolved.
18. Is any pre-processing of ballots required or recommended before scanning them?
19. Can your system handle alternate voting techniques such as fusion voting, preference voting, multiple choices for specified individual races, or ranked choice voting?
20. How many party names can be printed opposite a candidate's name? Describe how this is handled.
21. Describe the process for producing a test deck of ballots for calibration of each election's ballots.

**Ballot Tabulation**

1. What is the average rate of ballots counted per hour for previously folded ballots? Is there a maximum number counted per hour?
2. How are ballots that need adjudication identified and separated?
3. What is the process in your system for tabulating write-in votes? Can your system be set to tabulate write-in ovals for immediate results reporting with specific name tallying at a later time?
4. Does the system count over- and under-votes? If so, describe the process and how the over/under determination is made.
5. Can the system tabulate by ballot style?
6. Can your system tabulate votes cast in split precincts where all voters residing in one precinct are not receiving the same ballot style? If so, describe how this is addressed.
7. Can ballot tabulation be completed by precinct, batch or either? If so, describe how this is handled.
8. Is the system capable of scanning and resolving ballots in such a way that results can be suppressed until 8 PM on Election Night? If so, describe how this is handled including security measures in place to prevent early release of results.
9. Is there a testing process in place to ensure the accuracy of results on Election Night? If so, describe the process.

**Reporting and Data Management**

1. Can election results from the proposed solution be transferred to the state of Washington’s election reporting system WEI? If so, describe how this is accomplished.
2. Describe the reporting capabilities of your system. Include a detailed list of available reports and examples of some of the reports. Label and attach the list and sample reports as Attachment D to your proposal response.
3. The County prefers a system capable of printing an alphanumeric precinct report containing the number of ballots cast, the number of ballots with write-ins, office title, candidate names/issue, and vote totals for each candidate/issue, the number of over-votes in each race and the number of under-votes. If your system can meet this preference describe this capability.
4. The County desires a user-friendly flexible ad-hoc query and report generator that does not require professional data processing assistance. Does your system provide these capabilities? Please describe. Can data/reports be downloaded in a standard format such as Excel or CSV?
5. If ad-hoc reporting is offered, can ad-hoc report settings be saved?
6. Does your system prepare election results reports to be published on Election Night on the Internet? If so, describe the process.
7. Are the same reports available from each scanner available with the central tabulation device?
8. Can reports and results exports be run while the scanner is scanning ballots or do they need to be idle to run reports? Describe how reports are run.
9. Can your system report on the activity of individual scanner/workstations? Describe how this is done.
10. Can final results (i.e., cast vote records) be archived for long-term storage and access? If so, describe how this is done.
11. Do you have recommendations as to printer hardware requirements for reporting functions? If so, describe these requirements.
12. To print reports does a printer need to be attached to each tabulation unit including the central tabulation device? Describe how many printers are needed with your solution.

**IMPLEMENTATION PLAN**

1. What is the amount of space that your solution would require? What sort of configuration would you recommend?
2. What resources do you expect the County to provide during the installation process? If any are required, specify those resources required from the Elections division as well as from IT and estimated number of hours needed.
3. Proposer is expected to install all software including all network, operating system and application software and setup the solution including all hardware and connections provided as part of the system. Describe your plan to accomplish this work. The description should include how you will address issue management, risk management, integration, scope management, schedule management, quality management, quality assurance and change control.
4. Provide a detailed implementation timeline given the recommended system configuration for the County. The timeline should account for all activities that take place from when the contract is signed to when the system is fully operational. These activities may include (but are not limited to) the following: Kickoff meeting, requirements gathering/blueprint development, procuring hardware, installing and configuring hardware, installing and configuring software, test planning, test design, test execution. For each activity, include vendor and County responsibilities related to that activity. Label and attach the timeline as Attachment E to your proposal response.

5. Are there environmental considerations, i.e., heating/cooling, power, lighting, etc. required for the counting room? If so, describe.

6. If third party hardware and/or software is required to implement your system, how will the relationship with those third parties be managed? If so, describe.

7. Detail the availability and experience of your staff to complete full implementation of the proposed system.

Training

1. The proposer shall provide training for staff in the use of your entire system with a target date no later than September 1, 2015. Can you meet this deadline? If so, describe all training courses that would be provided including the format these training sessions would follow, the time required, a schedule and any physical requirements.

2. Do you have training manuals for the ballot layout and tabulation processes? If so, describe or attach copies, if available. Label and attach the training materials as Attachment F to your proposal response.

3. Can you provide documentation on the use of all software and hardware in the tabulation system? Describe the format of the documentation available.

4. Is support available for the initial election set-up, including all districts, address ranges, contests, etc. for the various elections? If so, describe the support arrangements.

5. At the end of the installation, can you provide one complete set of all technical, database, application and end user documentation to the County?

6. Is online documentation available to assist users and administrators? If so, describe these resources and how the County would access them online.

Support and Maintenance

A. Service Level Agreement

1. Attach a copy of your company’s standard Service Level Agreement (SLA). Label and attach the SLA as Attachment G to your proposal response.

2. The SLA should address: How your company will provide support on Election Day/Night. Is onsite support provided on Election Day/Night?

3. The SLA should address: Help desk response time guarantees.

4. The SLA should address: Technical support capability. How would your company provide this support to the County?

5. The SLA should address: Familiarity of technical support staff / help desk agents with the proposed solution. For instance: skill sets, years of service with your company, technical expertise with the solution, etc.

Support

1. Is there a backup and recovery plan with your solution? If so, describe any options available with your solution.
2. Are third party pieces, e.g., laptops, software, operating systems, scanners, network devices, etc. included in your company’s solution supported? If so describe how this is done.
3. What is the process for managing bugs? Do you issue patches to fix individual bugs, or are all bug fixes rolled up into releases?
4. How are software and/or hardware upgrades performed? Describe and include the role of County staff that would be required to play in the installation, testing and implementation of upgrades to the system.
5. Is the County expected to deliver any maintenance support of your solution? If so, describe.
6. Include a sample of any hardware and software warranty/maintenance contracts you propose. Label and attach the warranty as Attachment H to your proposal response.

**Contracting**

1. Please provide copies of your standard software license agreement, support and maintenance agreements, and any other standard agreements or terms and conditions that you would expect to include in a contract with the County. Label and attach these standard agreements as Attachment I to your proposal response.

**Cost Proposal (To be submitted in a separate envelope.)**

1. Are all minor/major version releases included in cost of Annual Support? If not, what are those additional costs?
2. Please provide a detailed breakdown of the 5 year total cost of ownership for the recommended baseline solution using the table below. The baseline solution must meet all the requirements specified in Section 3. Include any of the following categories if relevant.
3. If relevant, provide cost details for any available enhancements over and above the baseline solution, for example, optional software modules, or additional hardware to enable scaling the solution. This information can be provided in whatever format makes the most sense to convey the information. Label and attach the available enhancements (only) to your cost proposal response, if applicable.

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SECTION 4 SCOPE OF WORK

SCOPE OF WORK
Detailed below is the scope of work for the project. Please review the information presented and prepare your response, addressing the criteria specified in Section 3, Proposal Response.

The Chelan County Auditor is seeking Proposers from whom it may purchase a Ballot Tally System. This solution and its associated services are intended to assist the voters, Chelan County, Chelan County Auditor’s Staff, and Secretary of State Elections Division Staff.

Major requirements include:

- Installation of new hardware, software and any other technology components required to support the system, such as a standalone local area network.
- Training
- Integration, User Acceptance and Performance/Stress Testing
- Report development
- Converting past election definition and results data to the new system
- Washington State Certification

The Chelan County Auditor conducts all local, city, county, state and federal elections for the citizens of Chelan County. Local elections include boards of directors for schools and special districts as well as local measures. City elections include those for city offices as well as annexations and other city issues. County elections are for county officers and county measures. State elections include Washington House and Senate races as well as state-wide offices and state measures. Federal elections include Congressional, US Senate and Presidential races.

Chelan County’s Hart Voting System has been in service since 2006. The current tally system functions on the Windows 2000 operating system. The county intends to explore the option of upgrading the operating system to the current tally system runs on as well as the option of a completely new tally system.

The County seeks to achieve the following goals by implementing the new solution:

- An underlying operating system which can be in place for 10 years or more.
- Continue the practice of "batching" ballots rather than sorting by precinct.
- Continue the practice of on screen adjudication of ballots rather than ballot enhancement.
- Continue the practice of printing ballots at the vendor of the County’s choice as well as "on demand" printing of ballots at the County's facilities.
- Continue the use of COT scanners for ballot tallying.
- Enable the county to follow all necessary statutes, administrative rules and directives even as these change over time.

The system will reside in the Chelan County Auditor’s office, Elections Department at 350 Orondo Ave. Level 3, Wenatchee WA 98801. The equipment will be installed in a standalone room, which is isolated completely from the rest of the Elections division facility via secure key carding entry.
FUNCTIONAL REQUIREMENTS

The overall scope of the project is to replace the existing ballot tally machines and the current Election Management System, including election definition, ballot design, ballot tabulation and results reporting.

Much of the basic functionality of voting systems is dictated by federal certification requirements. Therefore this section focuses on defining key requirements that are specific to Chelan County or that are considered critical. The proposed solution must have the ability to:

1. Process voted ballots up to 15 days before Election Day and suppress election results until 8 pm on election night.
2. Process the maximum ballot volumes expected by the County: as many as 40,000 ballots over a 18 day period, with as many as 20,000 coming in over the last two days of processing.
3. Import election definition data from the WEI (Washington Election Information) system.
4. Output ballots for printing by 3rd party service providers, or using other County systems such as the ballot on demand system.
5. Extract election results and format them for publishing on the County's web site.
7. Extract data for publishing to the state of Washington reporting system (WEI).
8. Guarantee the security and integrity of election data.
9. Enable the County to create and design ballots in house.
10. Import past election definition and results data to the new system.
11. Enable the County to achieve goals defined in Section- Scope of Work.

TECHNICAL REQUIREMENTS

The system must, by design, be isolated from the rest of the County's IT environment, and we expect the vendor to be responsible for supporting both hardware and software components of the system on an ongoing basis. As such, we do not have specific technical requirements other than any technical requirements required for certification by the State of Washington. The County has a preference for a system that is architected, from both a software and hardware standpoint, to be flexible enough to:

1. Accommodate future changes in functional requirements
2. Leverage new technologies
3. Enable the vendor to deliver software patches and upgrades in a timely manner

IMPLEMENTATIONS REQUIREMENTS

1. The County expects the solution to be fully implemented by September 8, 2015.
2. County expects a turn-key solution. Proposer will be responsible for procuring and installing all hardware components of the solution and for installing and configuring all software components of the solution.
3. In addition, the proposer will provide training to Chelan County Elections staff on how to use, maintain and administer the system.

QUESTIONS

Questions relating to this proposal or proposal document shall be addressed to:

Nissa Burger, Director of Elections
Reference: Ballot Tally System
Chelan County Elections
350 Orondo Ave. Level 3 Wenatchee, WA 98801
Po Box 4760 Wenatchee, WA 98807
Nissa.burger@co.chelan.wa.us  (509) 667-6806
SECTION 5 EVALUATION AND SELECTION CRITERIA

EVALUATION PROCEDURE
The proposer shall provide a compliance statement for each paragraph of this Request for Proposals. An evaluation committee will review all proposals. Proposals may be subjected to a two-phase evaluation process. In Phase One, the proposals will be evaluated based on responses to the criteria stated in Section 3 and 4. Points will be awarded based upon the Proposal Response in the format listed below. Phase Two, if deemed necessary by the evaluation committee, will consist of the highest scoring Proposers providing a demonstration of the proposed system. Each evaluator will independently assign a score to each evaluation criteria during the oral interview. The scores resulting from the interview and the written evaluation will be summed resulting in a final score. The award will be given to the highest scoring proposal.

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<td>Support and Maintenance (see Section 3 Support and Maintenance)</td>
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<tr>
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</tr>
<tr>
<td>Phase Two Points (available if Demonstrations are conducted)</td>
<td>0-25</td>
</tr>
</tbody>
</table>

The County will enter into contract negotiations with the highest scoring proposer. During negotiations the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring proposer, discussions shall be terminated and negotiations will begin with the next highest rated proposer. The County reserves the right to reject any and all proposals.
SECTION 7 SAMPLE PERSONAL SERVICES CONTRACT

SAMPLE PERSONAL SERVICES CONTRACT
This contract is entered into by and between Chelan County, hereinafter referred to as the COUNTY, and xxxxxxxx, hereinafter called the CONTRACTOR, to provide the services described below. The following provisions shall comprise this contract:

COMPENSATION:
A) The COUNTY agrees to compensate the CONTRACTOR on a fee-for-service basis at the rates outlined in the Proposal Response. This agreement covers the period XXXXXX though XXXXXX. Total maximum contract compensation not to exceed $XXXXXX. Invoices presented in connection with this Agreement are due and payable upon presentation. All charges will be billed monthly where appropriate.
B) The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:
1. The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this agreement.
2. This contract is not intended to entitle the CONTRACTOR to any benefits generally granted to COUNTY employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Public Employees Retirement System).
3. The CONTRACTOR shall pay employees for work in accordance with Washington State law, which are incorporated herein by this reference.
C) The CONTRACTOR certifies that, at present, he is not a program, County or Federal employee.
D) The CONTRACTOR certifies that he is not a member of the Public Employees Retirement System.

SERVICES TO BE PROVIDED:
The contractor shall do, perform, and carry out in a satisfactory manner, the work as described in the Request for Proposals issued XXXXXX, 2015, the Proposal Response received at the time of closing on XXXXXX, 2015 a XXXXXXX for the rates established therein. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.

CONSTRAINTS:
The CONTRACTOR agrees:
A) If the services to be provided pursuant to Section II are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.
B) This contract is expressly subject to all applicable State contracting laws and further, it is expressly subject to the debt limitation of Washington counties set forth in Washington Constitution, and is
contingent upon funds being appropriated therefore. Any provisions herein which would conflict with laws are deemed inoperative to that extent.

C) CONTRACTOR shall:
   i. Make payments promptly, as due, to all persons supplying to CONTRACTOR labor or materials for the prosecution of the work provided for in this agreement.
   ii. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR incurred in the performance of this agreement.
   iii. Not permit any lien or claim to be filed or prosecuted against Clackamas County on account of any labor or material furnished.
   iv. Pay the Department of Revenue all sums withheld from employees.

a) If CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to CONTRACTOR or a subcontractor by any person in connection with agreement as such claim becomes due, the proper officer representing Chelan County may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due CONTRACTOR by reason of this agreement.

b) CONTRACTOR shall promptly, as due, make payment to any person or partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of CONTRACTOR, of all sums which CONTRACTOR agrees to pay for such services and all monies and sums which CONTRACTOR collected or deducted from the wages of CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

c) The CONTRACTOR shall indemnify, save harmless and defend the COUNTY, its officers, commissioners and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by negligence of the CONTRACTOR or the CONTRACTOR'S employees.

d) CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
   i. Reducing or withholding payment;
   ii. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
   iii. Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.

INSURANCE REQUIREMENTS
1) Commercial General Liability

☐ Required by COUNTY ☐ Not required by COUNTY

The CONTRACTOR agrees to furnish the COUNTY evidence of commercial general liability insurance in the amount of not less than $1,000,000 combined single limit per occurrence / $2,000,000 general annual
aggregate for personal injury and property damage for the protection of the COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this contract. The COUNTY, at its option, may require a complete copy of the above policy.

2) Automobile liability

☐ Required by COUNTY  ☐ Not required by COUNTY

The CONTRACTOR agrees to furnish the COUNTY evidence of personal automobile liability insurance in the amount of not less than $500,000 combined single limit for bodily injury and property damage for the protection of the COUNTY, its officers, commissioners, and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this contract. The COUNTY, at its option, may require a complete copy of the above policy.

3) Professional Liability

☐ Required by COUNTY  ☐ Not required by COUNTY

CONTRACTOR agrees to furnish COUNTY evidence of professional liability insurance in the amount of not less than $1,000,000 combined single limit per occurrence/$2,000,000 general annual aggregate for malpractice or errors and omissions coverage for the protection of COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Agreement. COUNTY, at its option, may require a complete copy of the above policy.

4) If the CONTRACTOR has the assistance of other persons in the performance of this contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees to qualify and remain qualified for the term of this contract as an insured employer. The CONTRACTOR shall maintain employer's liability insurance with limits of $100,000 each accident, $100,000 disease each employee, and $500,000 each policy limit.

5) If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this contract.

6) The insurance, other than the professional liability and workers compensation insurance, shall include the COUNTY as an expressly scheduled additional insured. Proof of insurance must include a copy of the endorsement showing the COUNTY as a scheduled insured. Such insurance shall provide sixty (60) days written notice to the COUNTY in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the COUNTY under this insurance. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by the COUNTY shall be excess and shall not contribute to it.
7) Contractor shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the Contractor under this Agreement, unless this requirement is expressly modified or waived by the County.

SUBCONTRACTS:
The CONTRACTOR shall be responsible to the COUNTY for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated against minority, women, or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, in obtaining subcontracts.

TERMINATION: AMENDMENT:
1) This contract may be terminated by either party upon at least TEN (10) days written notice to the other.
2) This contract and any amendments to this contract will not be effective until approved by the Auditor of Chelan County.

This contract supersedes and cancels any prior contracts between the parties hereto for similar services.

By their signatures below, the parties to this contract agree to the terms, conditions, and content expressed herein. The Contractor agrees to perform the scope of work as described in the contract documents and meet the performance standards set forth therein.

XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX

Authorized Signature

Name, Title

Date

Chelan County

Skip Moore, Auditor

Date
SECTION 8 INSURANCE CERTIFICATES

To be supplied at the time of contract execution.
APPENDIX A - SOFTWARE SPECIFICATIONS

Please supplement the Technical Architecture Diagram by completing the following Software Specifications Table for each recommended environment (e.g., Development, Quality Assurance Testing (QAT), User Acceptance Testing (UAT), Production, or Other).

At a minimum, the table must provide the information requested below for all the required desktop and server software to support your proposed Solution and to be considered in determining TCO. Add sections for any required software components that are not referenced in the table.

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<tr>
<td>Database Server (Windows)</td>
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<tr>
<td>Database Server (Unix)</td>
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<tr>
<td>Scanning</td>
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## APPENDIX B - HARDWARE SPECIFICATIONS

<table>
<thead>
<tr>
<th>Hardware Specifications Table</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Comments</th>
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<td><strong>Environment Type:</strong></td>
<td>DEV</td>
<td>User Acceptance Test</td>
<td>Production</td>
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<tr>
<td><strong>Hardware Description (Or Diagram Label):</strong></td>
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### Client PC Desktop/Laptop
- Processor
- Memory
- Operating System
- CD/DVD Drive
- Application Disk Storage
- Monitor Resolution
- Network Connection
- Other

### Web Server
- Processor
- Memory
- Operating System
- Internal Disk Storage
- External Disk Storage
- Network Connection
- Number
- Other

### Application Server
- Processor
- Memory
- Operating System
- Internal Disk Storage
- External Disk Storage
- Network Connection
- Number
- Other

### Database Server (Windows)
- Processor
- Memory
- Internal Disk Storage
- External Disk Storage
- Network Connection
- Number
- DB Instance (s)

### Database Server (Unix)
- Processor
- Memory
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<tr>
<th>Category</th>
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