

TOWN OF WESTBOROUGH

REQUEST FOR PROPOSALS

PROVISION OF ELECTRONIC VOTING SERVICES AT TOWN MEETINGS

A. **Overview**

1. **Overview**: The Town of Westborough wishes to receive proposals for professional services that provide electronic voting services at town meetings to be held at the Westborough High School Auditorium and/or Gymnasium, located at 90 West Main Street in Westborough, Massachusetts.
2. A proposal shall remain valid through the award date of the contract for the services herein sought.
3. The Town of Westborough may cancel this RFP, in whole or in part, at any time whenever such an act is deemed to be in its best interest.
4. The Town of Westborough will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFP.
5. Any questions pertaining to the services required by the Town of Westborough or the technical aspects of this RFP should be directed to Joseph Harrington, Member, Westborough Ad Hoc Committee on Electronic Voting, via e-mail (joeharrington39@verizon.net). Telephone contact can be set up via e-mail.

B. **Proposal - Submission Procedures**

1. The submission and review of such proposals must comply with the purposes and intent of Massachusetts General Laws (hereafter M.G.L.) Chapter 30B and all other applicable laws of the Commonwealth. Acceptance of any proposal and fee quotation to provide such services is subject to the availability of funding.
2. A sealed envelope must clearly identify the party submitting the proposal and indicate that it contains information for **Electronic Voting Services**. An original and five (5) copies must be contained in the submission.

The proposal must be submitted to:

Town of Westborough
Board of Selectmen
131 Oak Street
Westborough, MA 01581

3. **Proposals must be received no later than 10:00 A.M. on February 11, 2014.** Proposals and/or quotations may be changed or withdrawn prior to but not subsequent to this date and time. Changes or corrections may be made by submission of such change in writing in a sealed envelope, which identifies the submitting party and indicates that it contains a change or correction to the proposal for ELECTRONIC VOTING SERVICES.

4. The Town of Westborough reserves the right to accept or reject any or all proposals if it is deemed to be in the best interest of the Town to do so.
5. The fee quotation shall be submitted in a separate, sealed envelope clearly marked "Price Proposal." See Attachment E. Price proposals that are submitted in the same envelope as the non-price proposal will be rejected without further consideration. The price proposal shall include adequate provision for all proposed services including any direct reimbursable expenses.

C. Modifications to Proposals

1. Modifications to proposals or fee quotations may be submitted prior to the date and time specified for receipt of proposals.
2. An original and six copies must be submitted together with a transmittal letter signed by an authorized official of the firm.
3. Modifications must be submitted in sealed envelopes, clearly marked "ELECTRONIC VOTING SERVICES - Modification No. ___".

D. Submission Requirements: The following shall be considered to be the minimum requirements for submission.

1. Each proposal submitted shall contain the following:
 - a. Responses to Comparative Evaluation Criteria (See Section F). Please indicate the question prior to each response and then explain how each of the criteria is met.
 - b. Certificates of non-collusion, non-discrimination and affirmative action, and compliance; see Attachments B, C, and D.
 - c. A list of at least three (3) references.
 - d. A list of similar performance of services completed within the past ten (10) years.
 - e. The name and title (if any) of all persons who will be assigned to this activity.
2. If any part of the scope of services under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted, along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the Town of Westborough reserves the right to approve or disapprove of any and all such subcontractors and to revoke any approval previously given.

E. Scope of Services:

1. Background information: The town meeting is the legislative branch of government in a Massachusetts town. The Town of Westborough has an open town meeting, meaning that any registered voter may attend, may speak as long as s/he is recognized, and may vote. This is in contrast to communities having a representative town meeting at which only certain elected representatives participate in voting. As

of the date of this RFP, Westborough had 11,172 registered voters; for a tabulation of the actual attendance at Westborough town meetings for the past nine years, see Attachment A. As can be seen, there is considerable variation in the size of Westborough town meetings, and in the number of meeting sessions per year. The agenda of issues to be discussed is called the “warrant” and it is published well in advance of each meeting. This agenda is the primary determinant of attendance, although weather, time of year, and time of day also play a role.

2. By provision of electronic voting services we mean that the supplier will have available at each meeting a sufficient number of keypads or similar devices that will allow each voter in attendance to cast his or her vote anonymously by pressing the appropriate key on the device provided. The electronic voting system must use appropriate technology, infrastructure, policies and practices to reasonably ensure that the voting process is secure, accurate, reliable and protected from outside interference. In addition the system must provide appropriate safeguards to prevent unauthorized access to the system or its data.
3. Hardware and software will be in place that will allow the leadership of the meeting (moderator and clerk) to see the results of the vote less than a minute after voting closes. There may be 50-100 votes in a four-hour town meeting session, and one occasionally follows another in close succession, as for example, a vote on a motion to close debate, followed immediately by a vote on an amendment to a main motion, followed immediately by a vote on the main motion itself. Some form of audit should be available to help convince voters that their votes have been correctly recorded.

F. Comparative Evaluation Criteria

Each proposer must indicate if and how they meet the following **Comparative Evaluation Criteria**. Responses to each of these criteria will be judged in four (4) rating categories:

- Highly Advantageous**
- Advantageous**
- Beneficial**
- Not Advantageous**

A composite rating for each proposal will be based on the rating of each of the following Comparative Evaluation Criteria.

To what extent are the following met?

1. Experience in provision of electronic voting services at Massachusetts town meetings:

- Highly advantageous Experience at a Westborough, Massachusetts, town meeting
- Advantageous Experience at another Massachusetts open town meeting
- Beneficial Experience at a Massachusetts representative town meeting.
- Not Advantageous No experience with Massachusetts town meetings.

2. Duration of validity of the quotation:

Highly advantageous	Fiscal years 2015, 2016, and 2017
Advantageous	Fiscal years 2015 and 2016.
Beneficial	Fiscal year 2015 only

3. Completeness of Proposal.

Highly advantageous	All requested items satisfactorily addressed.
Advantageous	One (1) requested item not included or unclear.
Beneficial	Two (2) requested items not included or unclear
Not advantageous	Over two (2) requested items not included or unclear.

Final acceptance of a proposal will be based on the information gathered from compliance with Quality Requirements, responses to the Comparative Evaluation Criteria, Marketing Plan and Proposed Fee.

I. Rule of Award

The Town of Westborough (hereafter “The Town”) will review the proposals and then make an overall evaluation, rating each proposal as either highly advantageous, advantageous or not advantageous. Those proposals failing to meet the Quality Requirements shall be deemed as non-responsive and shall be rejected.

In order to compare Option 1 pricing to Option 2 pricing (see Att. E) the Town will convert Option 2 pricing to a single fee based upon average town meeting attendance and duration.

The Town shall select the responsive and responsible proposer submitting the most advantageous proposal, taking in to consideration the proposer’s experience, staff capacity, references and plan for services as well as the proposal fee.

The Town of Westborough will evaluate the qualifications and capabilities of each proposer, taking into consideration the proposer's ability to perform the required services as set forth in this RFP. The Town shall arrive at a composite rating for the comparative evaluation criteria for each proposal received. In this manner, all proposals will be ranked. In determining the best overall proposal, the Town will consider whether or not all of the above questions are answered in a satisfactory manner. It will also consider whether or not the minimum requirements as set forth in these specifications are met; the demonstrated ability of the firm to perform the services desired; responses from references; and the proposed fee for services. In this way the Town will ultimately choose the most appropriate responsive and responsible proposer to provide these services for the Town.

As previously noted, the Town reserves the right to reject any proposal that, in its sole judgment, fails to meet the minimum requirements of this RFP; that is incomplete, conditional, or obscure; that contains additions or irregularities; in which errors occur, or if it is deemed to be in the best interests of the Town to do so.

The Town reserves the right to waive minor discrepancies or permit a proposer to clarify such discrepancies and so conduct discussions with all qualified proposers in any manner necessary to serve the best interests of the Town.

The Town of Westborough, Board of Selectmen, will be the awarding and contracting authority.

TOWN OF WESTBOROUGH

REQUEST FOR PROPOSALS:

PROVISION OF ELECTRONIC VOTING SERVICES AT TOWN MEETINGS

ATTACHMENT A: HISTORY OF WESTBOROUGH TOWN MEETING SESSIONS AND ATTENDANCE

Fiscal Year	Meeting Sessions and Attendance <i>STM = Special Town Meeting, ATM = Annual Town Meeting</i>	
2005	STM 10-18-04 (276); ATM 5-14-05 (411), 5-16-05 (227)	
2006	STM 10-17-05 (232); ATM 5-13-06 (304)	
2007	No STM; ATM 5-12-07 (350), 5-14-07 (136)	
2008	STM 10-22-07 (253); ATM 5-17-08 (400)	
2009	STM 10-20-08 (563); ATM 5-16-09 (272)	
2010	STM 10-19-09 (551); ATM 5-15-10 (255), 5-17-10 (122)	
2011	STM 10-12-10 (215); ATM 5-14-11 1-5 PM (206), 7-10 PM (131)	
2012	STM 10-17-11 (197); ATM 3-17-12 1-5 PM (306), 7-11 PM (266), ATM 3-19-12 7-11 PM (181), 3-20-12 7-9:15 PM (114)	
2013	STM 8-7-12 7-8:16 PM (120); STM 10-15-12 7-11 PM (357), 10-16-12 7-9:25 PM (121); ATM 3-16-13 1-5 PM (465), 7-10:45 PM (178)	
2014 (not yet complete)	STM 10-21-13 7-11 PM (283); 10-22-13 7-11:30 PM (157)	

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REQUEST FOR PROPOSALS AND QUOTATIONS:

PROVISION OF ELECTRONIC VOTING SERVICES AT TOWN MEETINGS

ATTACHMENT B: NON-DISCRIMINATION AND AFFIRMATIVE ACTION CERTIFICATION

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town of Westborough shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

Signature

Name of Person Signing Proposal

Name of Firm

Date

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ATTACHMENT C: COMPLIANCE CERTIFICATION

Qualification and Taxes: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Pursuant to MGL C.62C, S.49A, under the penalties of perjury that, to the best of its knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies compliance with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Additional Income Disclosure: The Contractor certifies that the following amounts (attach list if applicable) represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of this contract.

Signature

Name of Person Signing Proposal

Name of Firm

Date

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AT TOWN MEETINGS**

ATTACHMENT D: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Name of Person Signing Proposal

Name of Firm

Date

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AT TOWN MEETINGS**

ATTACHMENT E: FEE QUOTATION

Option 1

I/we _____, agree to provide all services
(Name of firm or appropriate individual)

requested under the above referenced RFP to the Town of Westborough for a set fee of:

\$ _____
(State fee in numbers.)

_____ *And 00/100 Dollars*
(State fee in words.)

Signature

Name of Person Signing Proposal

Name of Firm

Date

Option 2

I/we _____, agree to provide all services
(Name of firm or appropriate individual)

requested under the above referenced RFP to the Town of Westborough for a fee dependent on the size/frequency of town meeting sessions as follows *(State fees in numbers and in words.)*

Signature

Name of Person Signing Proposal

Name of Firm

Date