

IMPORTANT NOTICE TO BIDDERS

Solicitation No. RFP-SOS 0890-46

This solicitation/acquisition is being conducted under Public Contract Code § 12125, et seq., the Alternative Protest Process.

Submission of a bid constitutes consent of the Bidder for participation in the Alternative Protest Process.

Any protests filed in relation to the proposed Contract award shall be conducted under the procedures in this document for the Alternative Protest Process.



REQUEST FOR PROPOSAL

For the

Statewide

Voter Registration System (VoteCal)

RFP SOS 0890 – 46

October 29, 2010

State of California
Secretary of State
1500 – 11th Street
Sacramento, CA 95814

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Glossary

SECTION I - INTRODUCTION AND OVERVIEW OF REQUIREMENTS

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (hereafter called the RFP) is to solicit proposals that will provide the California Office of the Secretary of State (SOS) with a new Statewide Voter Registration System (VoteCal System). This is a competitive solution-based procurement that will select a Bidder to develop and implement a single, centralized voter registration database that meets applicable Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301, et seq.) requirements.

The objective of this RFP is to provide a thorough understanding of the State's current Calvoter system, HAVA requirements, and VoteCal Statewide Voter Registration System and related needs.

The term of this contract is for implementation plus one (1) year warranty concurrent with one (1) year of maintenance and operations. Additionally, SOS may execute five (5) one-year options for hardware maintenance and operations and one (1) five-year option for software application support. The proposed solution implementation activities must be scheduled and managed so as to minimize the conflict with the conduct of elections.

Bidders' proposals will be evaluated across a number of categories, including business and technical experience, proposed Bidder staffing, ability to meet the business, technical and administrative requirements, project management approach, and cost. Responses to this RFP will be evaluated based on the total bid, and award, if made, will be to a single Bidder awarded the highest points as calculated in accordance with the methodology defined in Section IX - Evaluation and Selection.

B. SCOPE OF THE RFP AND BIDDER ADMONISHMENT

This RFP is being conducted under the policies developed by the Office of the Chief Information Officer (OCIO) and procedures developed by the Department of General Services (DGS) as provided under Public Contract Code (PCC) Section 12102 et seq. At any time, the State can invoke PCC 6611, which provides the State flexibility in negotiating issues with the Bidders or Contractor. This RFP contains instructions governing the requirements for a firm quotation to be submitted by interested Bidders. The format in which the proposal information is to be submitted and the material to be included are described in Section VIII - Proposal Format. Bidders may also refer to Exhibit I.B in completing their proposal. This RFP also addresses the qualifications that Bidder's proposed staff must meet to be eligible for consideration, as well as addressing Bidder's responsibilities before and after award.

This procurement will follow a phased approach designed to increase the likelihood that Final Proposals will be received without disqualifying defects. The additional step(s) will (1) ensure that the Bidders clearly understand the State's requirements before attempting to develop their final solutions; (2) ensure that the State clearly understands what each Bidder intends to propose before those proposals are finalized; and (3) give the State and each Bidder the opportunity to discuss weaknesses or potentially unacceptable elements of a Bidder's proposal and give the Bidder the opportunity to modify its proposal to correct such problems. Specific information regarding such steps is found in Section II - Rules Governing Competition, Section VIII - Proposal Format and Section IX - Evaluation and Selection.

IF A BIDDER EXPECTS TO BE AFFORDED THE BENEFITS OF THE STEPS INCLUDED IN THIS RFP, THE BIDDER MUST TAKE THE RESPONSIBILITY TO:

- **CAREFULLY READ THE ENTIRE RFP;**
- **IF CLARIFICATION IS NECESSARY, ASK APPROPRIATE QUESTIONS IN A TIMELY MANNER;**
- **SUBMIT ALL REQUIRED RESPONSES, COMPLETE TO THE BEST OF BIDDER'S ABILITY, BY THE REQUIRED DATES AND TIMES;**
- **MAKE SURE THAT ALL PROCEDURES AND REQUIREMENTS OF THE RFP ARE ACCURATELY FOLLOWED AND APPROPRIATELY ADDRESSED; AND**
- **CAREFULLY REREAD THE ENTIRE RFP AND RESPONSE BEFORE SUBMITTING EACH BID.**

C. AVAILABILITY

Bidders must be aware that all staff proposed for this solution must be available to commence work on this project within thirty (30) days of the Contract Award Date, if an award is made.

D. DEPARTMENT OFFICIAL

The Procurement Official and the mailing address to send all questions, correspondence, Pre – Qualification packages, copies of protests, draft and final proposals and any other proposal related material is:

Rhonda Smith
Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Phone (916) 375-4502 Fax (916) 375-4505
Rhonda.Smith@dgs.ca.gov

E. BIDDER'S LIBRARY DEPARTMENT CONTACT

SOS has compiled a set of documents for Bidders to reference while preparing their response to this RFP. The Bidder's Library is available at the Secretary of State website at the following link:

<http://www.sos.ca.gov/elections/votecal/bidders-library/>

F. KEY ACTION DATES

Listed below are the dates and times by which actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFP. **ALL DATES AFTER THE FINAL PROPOSAL SUBMISSION DEADLINE ARE APPROXIMATE AND MAY BE ADJUSTED AS CONDITIONS INDICATE, WITHOUT ADDENDUM TO THIS RFP.**

<u>EVENT</u>	<u>DATE/TIME</u>
1. Release of RFP	10/29/10
2. Last day to submit Bidder's Intention to Submit a Proposal (Exhibit I.A) and signed Confidentiality Statement (Exhibit V.1.)	11/12/10 by 2:00 PM, PT
3. Last day to submit questions for clarification of the RFP requirements	11/12/10 By 2:00 PM, PT
4. Last day to protest RFP requirements and request contract language changes prior to pre-qualification*	12/3/10
5. Bidder pre-qualification packages due	1/24/11 By 2:00 PM, PT
6. Release of Addendum #4	06/10/11
7. Last day to submit Bidder's Intention to Submit a Proposal (Exhibit I.A) and signed Confidentiality Statement (Exhibit V.1.)	06/17/11 By 2:00 PM, PT
8. Confidential Discussions with Individual Bidders. Confidential Discussions to be held at the Secretary of State's Office	06/27/11 – 06/30/11 (Time TBD)
9. Last day to submit questions for clarification and to request a change to the RFP requirements. See (Exhibit I.C).	07/12/11 By 2:00 PM, PT
10. Last day to protest the RFP requirements and request contract language changes prior to pre-qualification*	08/26/11 By 2:00 PM, PT
11. Bidder Pre – Qualification packages due	09/30/11 By 2:00 PM, PT
12. Pre – Qualification Decision Announced	11/10/11
13. Confidential Discussions with Individual Bidder. Confidential Discussions to be held at Secretary of State's Office	11/14/11 – 12/09/11 (Time TBD)
14. Last Day to submit (1) requests for contract language changes (2) questions for clarification, or (3) requests for changes to the RFP requirements	12/23/11 By 2:00 PM, PT
15. Last day to protest the RFP requirements prior to Draft Proposals Due*	03/29/12 By 2:00 PM, PT
16. Confidential Discussions prior to Draft Proposals. Confidential Discussions to be held at the Secretary of State	04/02/12 – 04/13/12 (Time TBD)
17. Submission of Draft Proposals due to DGS	05/04/12 By 2:00 PM, PT

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EVENT	DATE/TIME	Formatted: Bullets and Numbering
18. Confidential Discussions concerning Draft Proposals. Confidential Discussions to be held at the Secretary of State	06/04/12 – 06/15/12 (Time TBD)	Formatted: Bullets and Numbering
19.17. Last Day to submit (1) requests for contract language changes (2) questions for clarification, or (3) requests for changes to the RFP requirements prior to Final Proposals Due*	06/22/12 By 2:00 PM, PT	Formatted: Bullets and Numbering
20.18. Last day to protest the RFP requirements prior to Final Proposals Due*	08/24/12 By 2:00 PM, PT	Formatted: Bullets and Numbering
21.19. Submission of Final Proposals due to DGS	09/08/10/20/12 By 2:00 PM, PT	Formatted: Bullets and Numbering
22.20. Cost Opening (To be held at DGS)***	10/24/28/12 (Time TBD)	Formatted: Bullets and Numbering
23.21. Notification of Intent to Award***	11/10/13/22/12	Formatted: Bullets and Numbering
24.22. Last Day to Protest Selection****	11/10/16/25/12	Formatted: Bullets and Numbering
25.23. Contract Award and Execution***	12/31/28/13/12	Formatted: Bullets and Numbering

Additional action dates may be inserted as necessary.

* Or five (5) days following the last Addendum that changes the requirements of the RFP. See Section II.6.b – Request to Change the Requirements of the RFP. Questions and Answers and Requests to change Requirements are limited to the Addendum changes only.

***Date is subject to change.

* See Section II. E.2 – Alternative Protest Process.

G. INTENTION TO SUBMIT A PROPOSAL

Bidders that want to participate in the RFP steps should submit a Bidder's Intention to Submit a Proposal, Exhibit I.A., in accordance with Section II.D.4 - Bidder's Intention to Submit a Proposal.

H. AMERICANS WITH DISABILITIES COMPLIANCE

PROCUREMENT DIVISION (STATE DEPARTMENT OF GENERAL SERVICES) AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, employment opportunities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodation for the Procurement process, please contact the Procurement Division at (916) 375-4400 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) and California Relay Service numbers are listed below. You may also contact directly the Department Official listed in Section 1.D.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR ACCOMMODATION, IT IS BEST THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS BEFORE THE SCHEDULED EVENT (e.g., MEETING, CONFERENCE, WORKSHOP, etc.) OR THE DEADLINE DUE DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone number is:

Sacramento Office: (916) 376-1891

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922

TTY: 1-800-735-2929

EXHIBIT I.A – BIDDER’S INTENTION TO SUBMIT A PROPOSAL

Department of General Services - Procurement
Attn: Regina Weary
707 3rd Street, Second Floor
West Sacramento, CA 95605

Reference: RFP SOS 0890-46

This is to notify you that it is our present intent to do the following regarding the above referenced RFP (Bidder shall specify):

- We intend to submit a proposal, and we have no problem with the RFP requirements.
- We intend to submit a proposal, but we have one or more problems with the RFP requirements for reasons stated in an attachment to this letter.
- We do not intend to submit a proposal for reasons stated in an attachment to this letter, and we have no problem with the RFP requirements.
- We do not intend to submit a proposal because of one or more problems with the RFP requirements for reasons stated in an attachment to this letter.

The following is the contact person for our company:

Name and Title: _____

Address: _____

City, State & Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Sincerely,

Name (Signature)

Typed Name and Title

Company _____

Phone Number () _____ Fax Number () _____

EXHIBIT I.B - BIDDER'S FINAL PROPOSAL RESPONSE CHECKLIST

- DOES YOUR FINAL PROPOSAL SUBMITTAL DOCUMENTATION FOLLOW THE FORMAT SPECIFIED IN SECTION VIII - PROPOSAL FORMAT?
 - ⇒ COVER LETTER WITH ORIGINAL SIGNATURE INCLUDED?
 - ⇒ LABELED VOLUMES AS IDENTIFIED AND IN THE SPECIFIED NUMBER OF COPIES?
 - ⇒ NO COST DATA PROVIDED IN ANY VOLUMES EXCEPT VOLUME III?
- IS THE CONTRACT IN YOUR FINAL PROPOSAL AND IN ORDER?
 - ⇒ CONTRACT SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE FIRM?
 - ⇒ HAVE THE CALCULATIONS FOR COSTS BEEN CHECKED FOR ACCURACY?
 - ⇒ DOES VOLUME III OF THE FINAL PROPOSAL SUBMITTAL CONTAIN THE COMPLETED COST TABLES FROM RFP SECTION VII – COST?
- IS THE LETTER OF CREDIT REQUIREMENT SATISFIED?
- IN THE STATE'S "DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION REQUIREMENT" (RFP SECTION V.F), IS THE REQUIRED DOCUMENTATION INCLUDED?

BIDDERS: THE STATE MAKES NO WARRANTY THAT THE CHECKLIST IS A FULL COMPREHENSIVE LISTING OF EVERY REQUIREMENT SPECIFIED IN THE RFP. CHECKING OFF THE ITEMS ON THE CHECKLIST DOES NOT ESTABLISH YOUR FIRM'S INTENT NOR DOES IT CONSTITUTE RESPONSIVENESS TO THE REQUIREMENT(S). THE CHECKLIST IS ONLY A TOOL TO ASSIST PARTICIPATING BIDDERS IN COMPILING THEIR FINAL PROPOSAL RESPONSE. BIDDERS ARE ENCOURAGED TO CAREFULLY READ THE ENTIRE RFP. THE NEED TO VERIFY ALL DOCUMENTATION AND RESPONSES PRIOR TO THE SUBMISSION OF FINAL PROPOSALS CANNOT BE OVEREMPHASIZED.

Exhibit I.C Requirements Change Request

Item #	Requirement ID	Requirements Change Description	Proposed Language	Rationale for Proposed Requirements Change
1	Example: III.B.1 "Bidder Experience"			
2				
3				
4				

Instructions:

- Requirement ID—enter the item number and title from the RFP your firm requests to change.
- Requirements Change Description—give a brief description of the proposed change, e.g., change "commercial software" to "software"
- Proposed Language—enter the proposed language
- Rationale for Proposed Requirements Change—enter your firm's reasoning for the change