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SECRETARY OF STATE
LAWRENCE DENNEY



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Secretary of State's Office

Request for Information (RFI)

November 2022

Voter Registration and Election Management System Solution





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The State of Idaho

Office of the Secretary of State

Request for Information (RFI) for:

Voter Registration and Election Management System Solution

November 28, 2022

1.0 General Background Information

The mission of the Idaho Secretary of State (IDSOS) is to execute the duties, with integrity, required by the Idaho Constitution, in Article IV, Section 1, and within Title 67, Chapter 9 of Idaho Code; and promote public trust by safeguarding government records, preserving the integrity of Idaho elections, and providing the business community and public with easy access to information about corporations and charities.

The duties of the Secretary of State include managing three primary divisions: Corporate (Business), Government Services, and Elections. The Division pertinent to this RFI is Elections.

The Idaho Secretary of State's office is responsible for the administration and oversight of elections throughout the state and spread across 44 counties. In addition to Election Day voting, Idaho offers Election Day voter registration, no-excuse absentee voting, while many counties also conduct early voting starting at least fifteen (15) days prior to every Election Day and continuing through four (4) days prior to Election Day.

2.0 Introduction

The intent of this RFI is to solicit current market information from interested suppliers with respect to election management related systems. The IDSOS currently manages a statewide voter registration database, election management system, election night reporting system, campaign finance reporting system, and lobbyist reporting system. These systems are used by both the IDSOS and the 44 county clerk's offices in Idaho.

This RFI is a critical part of the IDSOS's market research, and your feedback is valued and appreciated. With this RFI, the IDSOS seeks information on both software solutions and on associated systems integration services to become better informed and evaluate the potential of a future Request For Proposal (RFP) to replace any of the existing systems. The information will be used to form the future state, functional scope, functional and general requirements, as well as any potential implementation approaches for the IDSOS.

It is the IDSOS's vision that these election management systems are increasingly integrated and involve highly automated processes that are both accurate and secure. Further, solutions must provide a trustworthy and user-friendly interface for the IDSOS, counties, and voting public.

3.0 Purpose

The purpose of this RFI is to solicit information and suggestions from experienced sources, suppliers, and other qualified service providers. Through this RFI, the IDSOS wishes to obtain information from respondents that can assist us to:

- Evaluate existing systems in relation to current market options;
- Inform State Legislators, County Clerks, Elections Officials, and stakeholders regarding the current state of the EMS market;
- Establish a shared, high-level understanding of current and future system functionality and associated technologies;
- Consider the pros and cons of various technology options;
- Explore the pros and cons of various implementation strategies, including different approaches to phasing an implementation (vs. a “big-bang” approach);
- Learn more about current market conditions and solutions for system cyber security and compliance.

3.1 Intent of RFI

Prospective software and systems integration vendors are strongly encouraged to respond to this RFI. Respondents are not required to respond to all questions and may respond only to those for which they would like to provide information (i.e., a solution).

3.2 Key Action Dates

KEY ACTION	DATE	TIME (MT)
Release of RFI	No later than November 30, 2022	5:00 p.m.
Last day to submit questions on the RFI	Eight calendar days following the release of the RFI	5:00 p.m.
Questions that are submitted for clarification will be considered and if needed, a Q&A document or addendum to the RFI will be released	No later than December 13, 2022	5:00 p.m.
Last day to submit an RFI response	December 30, 2022	5:00 p.m.
Optional Respondent presentations	TBD January 2023	TBD
	TBD February 2023	TBD

3.3 Commitments

While information gathered from this RFI will inform the IDSOS’s planning and procurement processes, it does not constitute a commitment, implied or otherwise, that the IDSOS will take any procurement action in this matter. This is not a solicitation for quotations, bids, or proposals. No contract award will result from this RFI.



It is entirely the respondent's responsibility to remain informed of the IDSOS's issuance of any future solicitations. The IDSOS assumes no liability for failure of respondents to obtain and respond to any such solicitation.

Submission of a response will neither pre-qualify possible respondents nor disqualify respondents from bidding on any later procurement issued by the IDSOS.

Response to the RFI is NOT mandatory to be considered for any future solicitation.

3.4 Point of Contact Information

The Deputy Secretary of State is the point of contact for this RFI. Respondents shall direct all communications regarding this RFI to:

Foster C. Cronyn
Deputy Secretary of State
700 West Jefferson Street, Room E205
Boise, Idaho 83720
Email: fcronyn@sos.idaho.gov
Phone: (208) 332-2821

Please insert "**IDSOS Voter Registration and Election Management System Solution – RFI Question**" in the subject line of any email sent relative to this RFI.

3.5 Cost of Response

Respondents are responsible for all expenses associated with responding to this RFI.

3.6 Optional Respondent Presentations

The IDSOS anticipates scheduling presentation with respondents that meet a reasonable level of responsiveness to the RFI and offer products and services consistent with the scope of any potential system procurement. However, the IDSOS is not obligated to hold vendor presentations or to conduct meetings with all vendors who respond.

If invited by the IDSOS, a respondent's presentation should provide an overview of the respondent's services, experience, system and product capabilities, implementation approach and a high-level approach schedule. Invitations, if extended, will be at the sole discretion of the IDSOS.

Optional respondent presentations, should they be requested by the IDSOS, will be conducted at the respondent's own expense at no cost to the IDSOS.

Please indicate in your cover letter whether your firm is willing to participate in such presentation.



3.7 Assistance to Individuals with a Disability

Contact the Deputy Secretary of State as soon as possible, if an individual with a disability needs assistance with the RFI, including any events in the RFI schedule, so that reasonable accommodations can be made.

3.8 Response Signature

Each response shall include a Cover Letter signed by an authorized representative of the respondent.

3.9 Respondent Feedback

The IDSOS may acknowledge the receipt of RFI responses and provide next steps to vendors once all of the responses have been reviewed. The IDSOS may contact the respondent for clarification of responses and/or questions.

3.10 Who May Participate

This RFI is open to any custom development company, technology product company, value-added reseller, systems integrator, ancillary service providers or combination thereof, that believes their response would add to IDSOS's understanding of options, approaches, and strategies for these election management systems.

3.11 Notice Provided – Idaho Secretary of State's Website

This RFI and any related amendment and notices will be posted on the Idaho Secretary of State website. Respondents are responsible for checking this website to obtain all information and documents related to this RFI at: <https://sos.idaho.gov/elections-division/request-for-information>.

3.12 News Releases

Respondents shall not make any news releases related to this RFI without prior written approval of the Secretary of State.

3.13 Attempt to Influence Prohibited

Respondents must not give or offer to give anything to a state employee or official that might influence or appear to influence future procurement decisions. Suspected attempts to influence may lead to the exclusion of the respondent from future IDSOS procurement submission.

4.0 Scope of Work

The Secretary of State is seeking information related a system or systems that address the following Scope of Work (SOW). Respondents are asked to submit information on any system that addresses any one of these areas.

4.1 The Idaho State Voter Registration and Election Management System

- 4.1.1 State Voter Registration Data Base – The SVRDB must allow the Secretary of State’s office to collect, manage, analyze, and report on voter rolls, reporting anomalies, and district/precincts. A system must be able to process voter registration information submitted online or in paper form. It must also aid in the determination of voter eligibility, recording of voter history, and the processing of petitions. IDSOS is interested in learning more about Geographic Information System (GIS) related solutions to managing voter registration information.
- 4.1.2 Election Management - The EM system must provide the Secretary of State’s office and the 44 county Clerk’s Offices with the ability to manage all elections (i.e., statewide primaries, special and/or general elections, local and/or county elections) from a single system. The solution is expected to integrate seamlessly with the voter registration database to determine eligibility for voting in an election(s), record voter participation, manage absentee ballot issuance, maintain district, precinct, and street information, and detect and prevent duplicate voting or other anomalies. The system may also serve as a database for managing candidate filings and eligibility, which provides a seamless transition to ballot preparation, and the winning candidate’s progression to elected official.
- 4.1.3 Election Night Reporting – The ENS system must allow the Secretary of State’s office to integrate with Idaho’s current set of approved tabulation vendors as well as hand entry of results in an online environment. The vision here is to easily collect county level election results and provide online statewide election results’ processing that is refreshed continuously by the system. The solution must provide results that are easy for the voting public to understand, be available to anyone at different levels of granularity, and be device agnostic.
- 4.1.4 Online Voter Resources – The IDSOS is looking for resources that can be provided to voters to increase access to voter registration, absentee ballot requests, voting eligibility, voting location information, vote status checking, voting history, and other voter specific information that may assist in the voting process. The solutions should be accessible to Idaho voters in a device agnostic environment. Further, the solution must provide this information in a secure format that limits access to sensitive information with the ability to provide detailed analytical reporting.



- 4.1.5 Campaign Finance – The Campaign Finance module must provide each candidate and/or PAC with the ability to create an account and file reports detailing their expenditures, contributions, timed reports, and loans in a secure, user-friendly environment. It is the vision of the Idaho Secretary of State that this module will help candidates and political parties in Idaho meet campaign finance reporting deadlines. The system should be able to graphically share the reported information publicly in a format that is easy to navigate and makes the base data accessible to the public.
- 4.1.6 Lobbyist Tracking – A Lobbyist Tracking system must allow Lobbyists to register and file reports online and provide public reporting on the government officials they engage with and the businesses, PAC's, and individuals that they represent.
- 4.1.7 Petition Processing – The Petition Processing module must all authorized users to set up and manage petitions from the initial filing, until the final disposition.

4.2 Scalability

The IDSOS is seeking system(s) that are expandable and scalable, allowing for future modules to be readily developed and implemented without major impact on the proposed system(s) underlying architecture. Systems that leverage emerging technologies such as social networking, smart phones, cloud computing and Geographic Information System (GIS) data are of interest.

4.3 Cyber Security

System security is of the utmost importance, and responders are asked to share how their systems address the current security challenges facing elections systems today. This includes secure hosting, backup strategies, and update practices.

4.4 Training

Responders are asked to share how they would address training the IDSOS elections staff and the 44 County Clerks and their election staffs.

5.0 Vendor Questions

This section contains specific questions vendors should answer regarding experience, references, technical skills, working methods and security.

5.1 General Information

- 5.1.1 What is your company's full legal name?
- 5.1.2 What is the country and full address of your company's headquarters?
- 5.1.3 What is the company's website address, email, telephone number and other relevant contact information?



- 5.1.4 What is the name and contact information of the person responsible for answering the RFI?
- 5.1.5 What is the contact information the IDSOS should use to inform your company of any future procurement efforts by the IDSOS related to the information provided?

5.2 Company Focus

- 6.2.1 Provide a background and history for your company.
- 6.2.2 What is the size of the company?
- 6.2.3 What are your company's areas of expertise?
- 6.2.4 What products/services do you offer?
- 6.2.5 What separates you from other vendors in this space?
- 6.2.6 Has this system(s) share been implemented in other jurisdictions? If so, where?

6.0 Information Technology Solution

NOTE: Please refer to section 4.0 for additional definitions.

- 6.1 Please describe your company's solution for a State Voter Registration System Data Base (SVRS).
- 6.2 Please describe your company's solution for Election Management.
- 6.3 Please describe your company's solution for Election Night Reporting.
- 6.4 Please describe your company's solution for Online Voter Resources.
- 6.5 Please describe your company's solution for Campaign Finance.
- 6.6 Please describe your company's solution for Lobbyist Reporting.
- 6.7 Please describe your company's solution for Petition Processing.

7.0 Open Records and Confidentiality

The state of Idaho has broad public records laws. Any submitted material that you deem to be a trade secret is exempt from disclosure to the public in accordance with I.C. 74-107. Responses or portions of responses may be confidential only if specifically stated in law.

Respondents are instructed **not to mark their entire proposal as "confidential," as it will NOT be accepted.**

In order to protect trade secret information, respondents are asked to provide one of the following with their submission(s):

- 7.1 Provide a statement indicating that their response does not contain any confidential information, or;
- 7.2 Make a written request to hold confidential any trade secrets and other proprietary data contain in its response and provide the IDSOS with a redacted copy of the response with **ONLY** the specifically requested information redacted. Requestor must clearly identify the material considered confidential and explain why the material is confidential.



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If the state of Idaho receives a request for public information, the Deputy Secretary, in consultation with the Office of the Attorney General (as required), shall determine whether the information is an exception to the Idaho public records laws, and the information shall be processed accordingly.

8.0 Recommendations to the IDSOS

Any additional information not specifically requested, but which respondents deem important and relevant may also be submitted. Considerations for this additional information might include:

8.1 Your company's solution for generating custom as well as "canned" reports.