

REQUEST FOR INFORMATION

BID NUMBER: 19-05-2080VJ

RFI DUE DATE: June 18, 2019 at 4 pm (Daylight Savings Time)

RFI SUBMITTAL LOCATION: The Navajo Nation Election Administration
P.O. Box 3449
Navajo Nation Quality Inn Office
Suite 212
Window Rock, AZ 86515
Attn: Murray Lee
Bid No: 19-05-2080VJ

This Request For Information (RFI) is issued by the Navajo Election Administration (NEA) in Window Rock, Arizona. The contact person for this RFI is Mr. Murray Lee, Interim Executive Director for NEA.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.

This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the NAVAJO NATION to contract for any supply or service whatsoever. Further, the NAVAJO NATION is not at this time seeking proposals and will not accept unsolicited proposals. Respondents are advised that the NAVAJO NATION will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. It is the responsibility of the potential offerors to monitor NAVAJO NATION sources for additional information.

SELECTION PROCESS

Based on responses to the RFI, an RFP will be issued, currently planned for July 2019, which will contain more detailed requirements for the product, contractual details, and key criteria for successful bidders.

From the replies to the RFP document, a shortlist of possible vendors will be selected who will then be asked to present demonstrations of their offerings. We project that these meetings will be completed by July 2019.

INSTRUCTIONS FOR VENDORS

Please be sure to address each area in the “Request for Information” section in your submission. Clarifying questions are encouraged.

RFI must be in the actual possession of NEA at the location indicated, on or prior to the exact date and time indicated above. Late submittals will not be accepted.

RFI responses must be submitted in a sealed envelope. All submittals must be marked with “DO NOT OPEN” with the REQUEST FOR INFORMATION TITLE, BID NUMBER, DUE DATE AND TIME and RESPONDENT’S NAME AND ADDRESS clearly indicated on the outside of the sealed envelope.

All submittals must be completed in ink or typewritten. Questions must be addressed to the CONTACT PERSON listed below.

The Request for Information (RFI) may be obtained from the Navajo Election Administration, Navajo Nation Quality Inn Office Complex, Suite 212, Window Rock, AZ 86515 starting June 5, 2019 during regular business hours. NEA is located north of the Quality Inn Restaurant in Window Rock, AZ. Contact NEA at 928-871-6367 to request a package. You may also download this RFI from the Navajo Nation Office of the Controller’s website (www.nnooc.org).

Please submit one (1) Original and four (4) copies of the response to the RFI. Include copies of marketing brochures describing your organization and your product offerings.

Feel free to contact Mr. Murray Lee at (928) 871-6367 or mlee@navajo-nsn.gov should you have any questions.

CONTACT PERSON : Murray Lee
Interim Executive Director
Phone Number: (928) 871-6367
Email: mlee@navajo-nsn.gov
Fax Number: (928) 871-7344

SCHEDULE OF ACTIVITIES AND TIMELINES

- A. To the extent achievable, the following schedule shall govern the review and evaluation.
- B. This RFI provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.

Schedule of Activities	Timelines
Advertised Period: The RFI will be advertised	June 5, 2019 to June 14, 2019
Deadline to Submit RFI Inquiries: Questions regarding this RFI must be submitted in writing, by mail, fax or email	June 12, 2019 at 4pm (Daylight Savings Time)
Response to Written RFI Inquiries: Any RFI amendments will be distributed via fax or email to all respondents who received RFI package	June 14, 2019
RFI Submittal Deadline: Due date for all RFI. Late submittal will not be accepted	June 18, 2019 at 4pm (Daylight Savings Time)
Evaluation of RFI and Respondent(s): All RFI submitted in accordance to the terms and conditions will be evaluated	June 19, 2019 to June 26, 2019

CONFIDENTIALITY

Information contained within this document is confidential and is provided only to give vendors a sufficient understanding of NEA's requirements. Under no circumstances should information be disclosed to any third party.

SOVEREIGNTY

The Navajo Nation will not relinquish any of its sovereignty rights.

PROJECT BACKGROUND AND OBJECTIVES

The Navajo Nation covers the states of Arizona, New Mexico, Utah and Colorado. It ranges over 27,000 square miles and is larger than 10 of the 50 states in America. We are a sovereign nation that is composed of a three branch government: Executive, Legislative and Judicial. The Navajo Election Administration is under the Legislative Branch and our department is composed of five agency offices and one central office. The agency offices are located in essential locations throughout the reservation such as Chinle, AZ, Crownpoint, NM, Window Rock, AZ, Shiprock, NM and Tuba City, AZ. The central office is located in Window Rock, AZ, capital of the Navajo Nation. Our reservation currently has 110 chapters that are in numerous parts of Arizona, New Mexico and Utah. Each of our agency offices are responsible for the chapters that are located within their respective agencies. The offices all handle their voters' registration, voting history, and elections. The current total for the number of registered voters with the Navajo Nation is 102,642 as of June 3, 2019.

NEA currently has a voter registration database which houses basic voter demographics, some election history and registrar information. Ballot design/printing, data pack programming and election results are currently contracted out to a 3rd party vendor. NEA would like to replace the current system with a complete election management system solution.

NEA is interested in receiving information for software application, voting equipment and services. The software application will handle voter registration, candidacy, purging, elections, ballot design/printing, poll book, and election results. Once the voting machine counts results at each precinct, it will automatically save results to the database and display the results in real time on NEA's website and tie in with a map of precincts. Data will be stored on-premise at Navajo Nation Department of Information Technology datacenter. Data conversion services will be required.

REQUEST FOR INFORMATION

Please provide information to address the points below:

1. Provide an overview of your company's capabilities in an executive summary format.
2. Describe your election software and provide detail for the following:
 - a. Software platform, hardware and virtual environment requirements
 - b. Operating system
 - c. Database and middleware
 - d. COTS or custom build?
 - e. Requirements process and system configuration
 - f. Available features and components
 - g. Integration capabilities
 - h. Third party products included in proposed solution
3. Is your product available on-premise?
4. Describe ballot design and printing abilities.
5. Does your software provide Navajo language font support for ballot creation?
6. Does your solution include Election Night Reporting capabilities? If so, please describe your Election Night Reporting solution, including security features.
7. Describe how your proposed solution provides unofficial results on Election Night at the polling place.
8. Describe real time voting results and information dissemination capabilities.

9. Describe how your proposed solution transfers data collected from Ballot Marking Devices, Digital Scanners, High Speed Scanners, and Tabulators to the Election Management System and vice versa.
10. Does your software provide mock election testing?
11. Describe the application's reporting and querying abilities.
 - a. What kind of reports does your system provide?
 - b. Does your system provide ad hoc reporting?
12. Describe the security approach within the application software. This description should address, but not be limited to:
 - a. Data encryption both in transit and at rest;
 - b. Built-in multifactor identification capability;
 - c. Every request checked for authentication and authorization;
 - d. Configurability of security;
 - e. Role-based authorizations;
 - f. Database access;
 - g. Data privacy;
 - h. Single sign-on; and
 - i. Preservation and auditability of data and changes.
13. Describe the security approach for voting machines.
14. Describe the security features of your proposed solution including, but not limited to, cyber security; physical security; and data integrity verification and validation.
15. Would your company consider "source code in escrow"?
16. Indicate the types of voting equipment and tabulation resources included in your solution?
17. Describe the physical and power attributes of your Ballot Marking Devices, Digital Scanners & Tabulators, High Speed Scanners and Tabulators, and Electronic Pollbook System, including but not limited to: Dimensions; Weight; Battery backup system capabilities; and Power needs and ability to daisy chain equipment to a power source.
18. Describe the accessibility features of your proposed solution for voters with disabilities.
19. Describe any special storage requirements associated with the components of your proposed solution including climate control specifications and stacking restrictions.
20. Do you provide implementation services? Or, do you use implementation partners? Or, do you use a combination of both?
21. Describe the useable components (e.g., paper and ink) of your voting system solution, including whether or not they are proprietary, have to be replaced by purchasing directly from you, or can be replaced commercially through other vendors?
22. Describe your proposed solution's technical support system, including, but not limited to, how it will provide ongoing software and system support; conduct regular source code auditing and analysis; escrow source code; share information about source code auditing and reviews; share information about each code release; and offer security enhancements.
23. Does your solution include decommissioning of the existing voting system, including DREs, optical scanners, and electronic pollbooks? If so, please describe your decommissioning process.
24. Does your company repurchase obsolete voting machines?
25. Describe the training process your company offers on the software application and voting equipment?
26. Is your company willing to provide a demo of your products capabilities to the NEA team?
27. What sets your company and its proposed solution apart from others?
28. What awards has your proposed solution received that are relevant to this project?
29. What strategic alliances have you made to further strengthen your product and services?
30. Describe the product direction for the company including timeframes.
31. What is the typical new functionality release schedule?

32. Please describe how customers are able to participate in and influence product direction and enhancements.
33. Provide a sample statement of work for elections management system solution implementation for a similar effort.
34. In what states and jurisdictions therein, has your proposed solution been installed?
35. Describe past work with tribal governments and specific ways your company is working to help advance tribal governments.
36. Describe the largest and smallest election management system solution implementation and challenges involved.
 - a. How were those challenges addressed?
37. How does your election management system work efficiently in a centralized model? Describe how your proposed solution transfers election data and ballot information created at an example "central agency level" to chapters for execution, including security features.
38. Have any third party groups vetted the accessibility and/or security features of your proposed solution? If so, please provide their assessments.
39. Explain how your solution meets each of the basic requirements for the complete election management system solution described above.
 - a. Solution must have been deployed successfully in another location.
 - b. Solution must have functionality to quickly and accurately audit voting records.
 - c. Solution must support overlapping and concurrent elections.
 - d. Solution must incorporate encryption as security measures.
40. Does your company have the capability to conduct elections using paper ballots and electronic voting?
41. Please describe your solution to our potential need for ballot-on demand printing
42. Describe the paper stocks associated with your proposed solution. What are its storage requirements in regards to climate and space?
43. Provide a recommendation for a training plan that takes into account all stakeholders, which includes, at the minimum, users, election officials, voters, and voter advocacy entities.
44. Please provide estimated costs for election management system solution and implementation for a similar effort
45. For budget purposes, please provide an estimated cost of your voting system solution, including hardware, software, any necessary licenses, peripherals, implementation, decommissioning, training, and maintenance.
46. For budget purposes, is there an option to lease equipment instead of purchasing equipment under your solution? If so, please provide an estimated cost to lease each component of your proposed solution where leasing is an option and whether the leasing option includes updates to the software.
47. NEA plans to begin using the new voting system by the 2020 Navajo Nation Chapter Officials Primary which will be held August 2020. Please provide an approximate timeline to implement your proposed solution.