



Department of Registrar-Recorder/County Clerk Request For Proposals (RFP) #21-006

**Election Management System Implementation and Services
Proposers' Conference**

August 24, 2021

The conference will begin at 10:00 AM PST and will be recorded.

AGENDA

Panelists: Dean C. Logan, Aaron Nevarez, Albert Navas, Aman Bhullar, Tim McNamara, Monica Flores, Nanette Herrera, Amy Farsakyan, Veronica Williams, Jeffrey Watanabe.

- I. **WELCOME**
 - Departmental Overview
- II. **GENERAL INFORMATION**
 - Purpose of the Conference
 - Conference Rules
 - Introductions
- III. **PROPOSAL TIMELINE DATES**
 - RFP Submission Timetable
- IV. **MAIN RFP OVERVIEW**
 - Important Provisions in the RFP
 - County Rights and Responsibilities
- V. **PROPOSAL SUBMISSION & EVALUATION**
 - Proposal Submission
 - Proposal Evaluation
 - Proposal Requirements and Certification
- VI. **SAMPLE CONTRACT PROVISIONS**
 - Important Provisions in the Contract
 - Contract Award
- VII. **PROJECT SCOPE**
 - Current Environment
 - Future State
 - Questions & Answers
- VIII. **REMINDERS**
- IX. **FINAL QUESTIONS**



WELCOME



Departmental Overview

- The County of Los Angeles is the largest election jurisdiction in the United States with over 5.8 million registered voters.
- The Los Angeles County Registrar's Office is responsible for the registration of voters, maintenance of voter files, conduct federal, state, local, and special elections and the verification of initiative, referendum and recall petitions.
- The Recorder's Office is responsible for recording legal documents that determine ownership of property, as well as maintaining files of birth, death, marriage, and real estate records for Los Angeles County.
- The Board of Supervisors approved the transfer of the County Clerk title and functions — which did not relate to judicial actions, procedures and records — to the Registrar-Recorder on January 15, 1991.



PURPOSE OF THE CONFERENCE

- To provide Proposers with overview of the RFP solicitation document.
- To communicate and expand upon County's expectations of the service being solicited.
- To clarify Proposers' questions.



CONFERENCE RULES



CONFERENCE RULES

- Today's presentation is being recorded.
- Microphones will be muted while presentation is underway.
- Each company will be announced in alphabetical order. Attendees from each company shall respond when the company's name is called.
- Questions:
 - Submit questions anytime during the Conference via chat. Please include your name and company name.
 - Additional questions not listed in the chat will be addressed during the Project Scope or Final Questions Q&A agenda items.
 - Remember to submit questions to contracts@rrcc.lacounty.gov per the instructions in Main RFP #21-006 Sections 1.3 and 4.4.



INTRODUCTIONS



PROPOSAL TIMELINE DATES



RFP SUBMISSION TIMETABLE

**Proposers' Conference –
Mandatory Web Conference**

August 24, 2021 at 10 AM PST

Written Questions Due

August 31, 2021

**County's Final Responses to
Written Questions Posted**

September 7, 2021

RFP Proposals Due

September 24, 2021 at 5 PM PST

Down Selection of Proposers

December 3, 2021

Vendor Finalist Presentations

December 6, 2021-January 28, 2022



MAIN RFP OVERVIEW



General Instructions

- RFP Main, Section 1.3 (RFP Point of Contact)
- RFP Main, Section 4.1 (Truth and Accuracy of Representations)
- RFP Main, Section 4.4 (Proposers Questions)



PROPOSAL SUBMISSION AND EVALUATION



Proposal Submission

■ Proposal Submission

- RFP Main, Section 4.5 (Preparation of the Proposals)
- RFP Main, Section 4.5.2 (Multiple Responses)
- RFP Main, Section 4.5.3 (Subcontractor)
- RFP Main, Section 4.6 (Administrative Proposal Format (Part 1))
- RFP Main, Section 4.7 (Technical Proposal Format (Part 2))
- RFP Main, Section 4.8 (Cost Proposal Format (Part 3))
- RFP Main, Section 4.10 (Proposal Submission)



PROPOSAL EVALUATION

■ Proposal Evaluation Process

- RFP Main, Section 5.1 (Selection Process)
 - Phase 1 (Minimum Mandatory Qualifications)
 - Phase 2 (Technical Proposal and Cost Proposal)
 - Phase 3 (Finalist Presentations)

■ Proposer Requirements and Certification

- RFP Main, Section 7.1 (Notice to Proposers Concerning the Public Records Act)
- RFP Main, Section 7.2 (Mandatory Requirement to Register on County's WebVen)



SAMPLE CONTRACT PROVISIONS



IMPORTANT PROVISIONS IN THE SAMPLE CONTRACT

- **Standard Contract Terms**
Board of Supervisors Policies and Directives
 - Appendix C, Paragraph 8

- **Unique Provisions**
 - Appendix C, Paragraph 9



COUNTY RIGHTS AND RESPONSIBILITIES

- RFP Main, Section 6.4 (County's Right to Amend Request for Proposals)
- RFP Main, Section 6.3 (County's Option to Reject Proposals)
- RFP Main, Section 6.2 (Final Contract Award by the Board of Supervisors)



PROJECT SCOPE

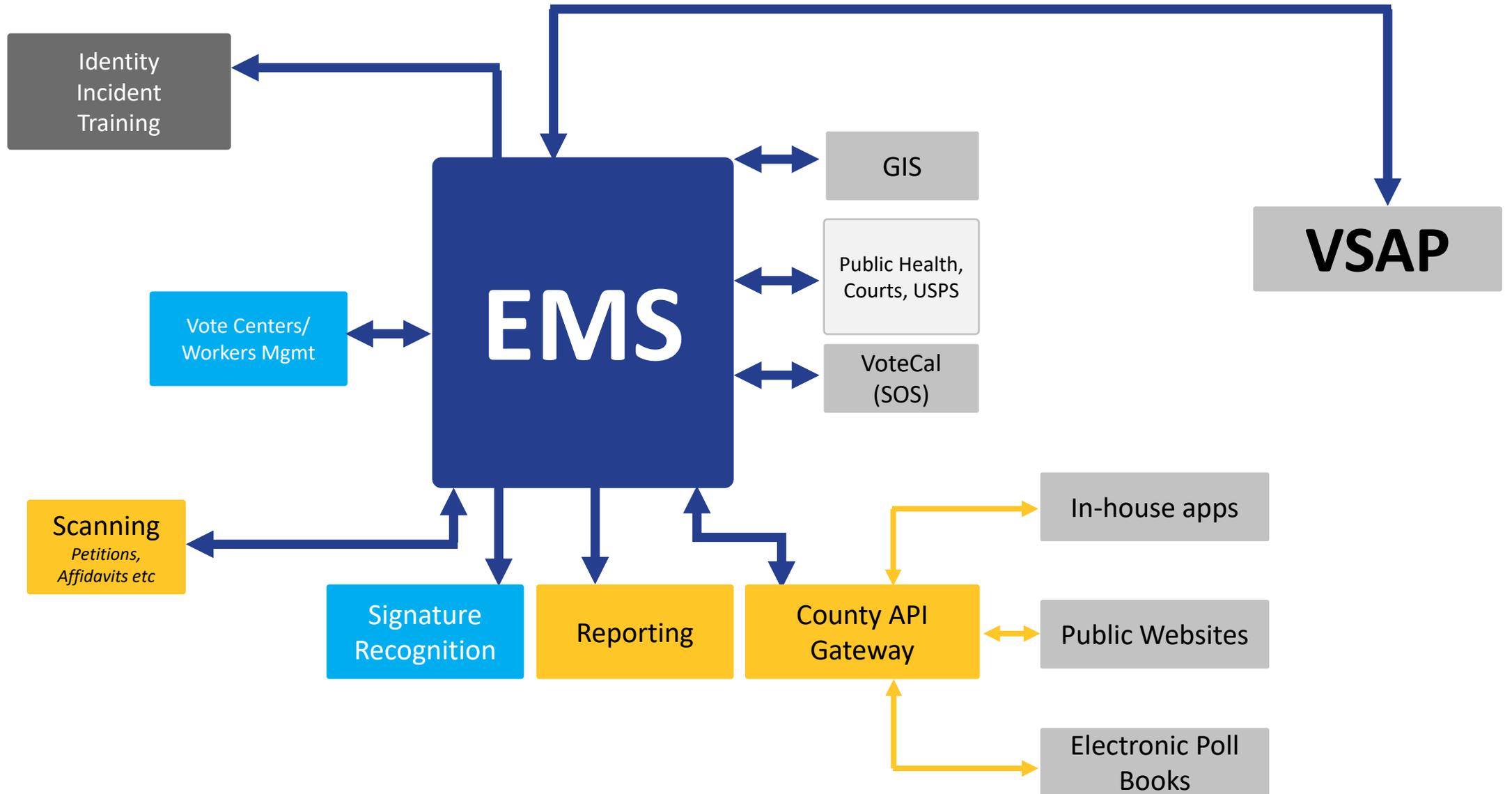


CURRENT ENVIRONMENT

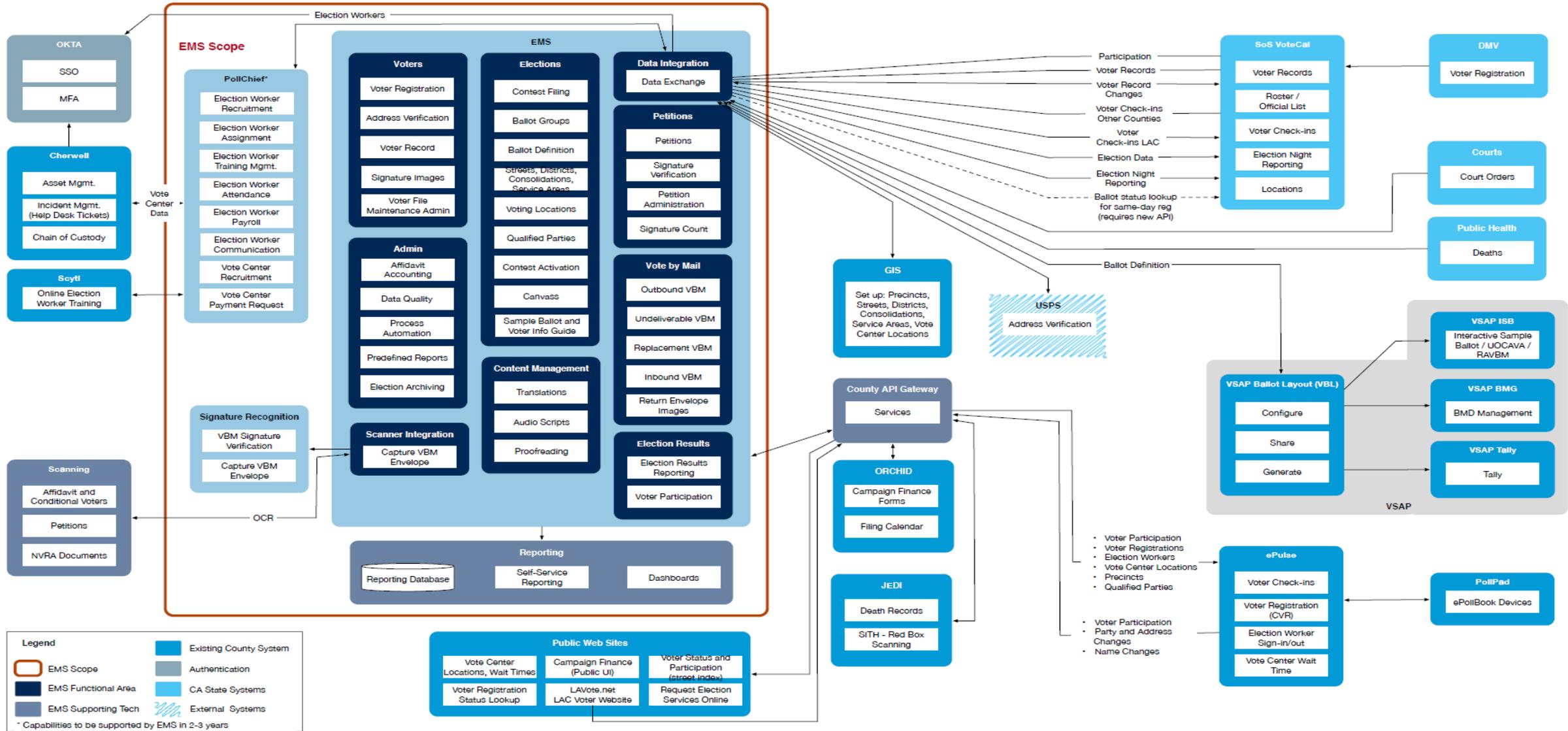
- **RFP Main, Section 2.2 (Current Environment)**
 - Support for the Vote Center model, service areas, and multi-day voting periods
 - Support for new voting programs and election facilities (e.g., Check-in Centers, Training Facilities, Flex Vote Centers, Mobile Vote Centers, Pop Up Vote Centers, VBM Drop Boxes)
 - Identifying key elements related to Vote Centers (e.g., hours of operations, equipment/supplies, accessibility survey dates and results, data/electrical test dates and results, photos, attachments, etc.)
 - Generating the labels required to label supplies
 - Reporting, including generating ad hoc and customizable reports beyond available standard reports
 - Management of replacement ballot issuance
 - Support for e-mail, text messages and letters directly to voters
 - Support for communicating with Vote Center owners and contact persons
 - Support for Election Worker management, including for the activities listed below: – Special Election Worker modules, such as Troubleshooter and Coordinator modules, needed to manage their assignments and work schedules
 - Assigning Election Workers to multiple days and track attendance
 - Importing Election Worker attendance records from ePulse
 - Provision of an Election Worker Portal
 - Establishing Election Worker requirements for Vote Centers based on the size of the location and voting period it will serve
 - Generating appointment letters, emails, texts, and robocalls to Election Workers
 - Election Worker training management for classroom, virtual and online classes
 - Synchronization with VoteCal, particularly improvements in the time required for synchronization processes
 - EMS performance, scalability, and evolutionary capacity
 - Candidate and measure filing and related ballot generation functions that integrate seamlessly with the County's voting system.



CURRENT ENVIRONMENT



FUTURE STATE



PROJECT SCOPE QUESTIONS AND ANSWERS

- ***As stated in RFP Main, Section 4.3:***

The Proposers' Conference is for informational purposes only. Neither such event, nor any information provided through or during, is binding upon the County.



REMINDERS

- Addendum #1
- RFP Main, Section 1.3 (Point of Contact)
- RFP Main, Section 4.4 (Proposers' Questions)
- RFP Proposals due September 24, 2021
- Check <https://camisvr.co.la.ca.us/lacobids/> and/or www.lavote.net/request-for-proposals for changes/additions



FINAL QUESTIONS



THANK YOU

E-mail: contracts@rrcc.lacounty.gov

RFP: <http://camis.co.la.ca.us/lacobids>
<http://lavote.net/request-for-proposals/>

WebVen: <https://camisvr.co.la.ca.us/webven/>

