



**DEPARTMENT OF
REGISTRAR-RECORDER/COUNTY CLERK
REQUEST FOR INFORMATION**

FOR

**COMPREHENSIVE ELECTION
TRANSPORTATION SERVICES FOR THE
VOTING SOLUTIONS FOR ALL PEOPLE
(VSAP) INITIATIVE**

RFI #19-001

January 25, 2019

County of Los Angeles
Registrar-Recorder/County Clerk – Contracts Section
12400 Imperial Highway, Room 5115 Norwalk, CA 90650
www.lavote.net | contracts@rrcc.lacounty.gov

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1.0 Introduction

A. Background

Los Angeles County is the Country's largest and most complex county election jurisdiction, covering an area of 4,084 square miles. The County's electorate is larger than the electorates in 42 of the 50 states, serving 5,346,339 million registered voters (as of January 2019) in more than 500 political districts. The Registrar-Recorder/County Clerk (RR/CC) is the Department responsible for registering voters and maintaining voter files; conducting Federal, State, local, and special elections; and verifying initiatives, referendums, and recall petitions. For a map of Los Angeles County, visit: http://file.lacounty.gov/SDSInter/lac/1043452_BasicColorMap.pdf

B. Voting Solutions for All People (VSAP)

Since 2009, the Voting Solutions for All People^{®1} (VSAP), formerly the Voting Systems Assessment Project, has taken an unprecedented and comprehensive approach at modernizing the County's voting systems.

For the March 3, 2020 Presidential Primary election, the RR/CC will be implementing a new in-person voting experience during elections. Voters will be able to cast their ballots on new, custom-designed Ballot Marking Devices (BMDs) within an 11-day voting period at any Vote Center throughout Los Angeles County.

For more information visit: <http://vsap.lavote.net/> and <http://vsap.lavote.net/vote-center-placement-project/>.

2.0 Purpose of RFI

The RR/CC is issuing this Request for Information (RFI) #19-001 to gather feedback directly from transportation Vendors (Respondents) in the marketplace regarding vehicle rental and transportation services in Los Angeles County. The RR/CC is exploring vehicle rental, parking and transportation solutions for all major and minor elections beginning with the March 3, 2020 Presidential Primary Election.

The RR/CC has identified three potential election transportation scenarios listed below (A, B and C). In addition, the RR/CC is seeking information relating to transportation planning consulting services available in the marketplace.

- Scenario A- Full Service Option
- Scenario B- Rental Vehicles Only Option
- Scenario C- Other

¹ Voting Solutions for All People is a registered trademark of the County of Los Angeles.

The RR/CC would like to receive responses and feedback from Vendors who are interested in and capable of providing transportation services for one or more of the scenarios as further detailed in this RFI. The RR/CC would like to receive responses and feedback from Vendors who offer transportation planning consulting services.

Disclaimer: This RFI is for planning purposes only and is not a contract solicitation or an obligation on the part of the County to acquire any services. Responses to this RFI are not offers and will not be accepted by the County to form a binding contract. The County reserves the right to determine how it should proceed as a result of this RFI. Furthermore, those who respond to this RFI should not anticipate feedback regarding its submission. The information provided in this RFI is subject to change and is not binding on the County.

3.0 Point of Contact/Questions

All communications and questions related to this RFI should be emailed to Veronica Williams no later than February 20, 2019 to contracts@rrcc.lacounty.gov.

4.0 RFI Timetable

Table 1 contains the key milestones for this RFI.

Table 1. RFI Timetable

RFI TIMETABLE	
Release of the RFI	January 25, 2019
Registration for Vendor Day Due	February 5, 2019 by 5:00 PM PST
Vendor Day (Voluntary)	February 13, 2019 at 9:00 AM
Written Questions Due	February 20, 2019 by 5:00 PM PST
County's Responses to Written Questions	February 27, 2019 at 5:00 PM PST
RFI Responses Due	March 8, 2019 at 5:00 PM PST

A. Vendor Day

The RR/CC will host a Vendor Day that is voluntary but highly recommended for all Vendors. This event will provide Vendors with the opportunity to gain further understanding of the RFI, the future VSAP transportation vision and RR/CC's needs. Additionally, it serves as an opportunity to facilitate partnerships among Vendors to provide the best possible proposal to any future solicitations, if needed.

The Vendor Day is for informational purposes only. Neither such event, nor any information provided through or during it, is binding upon the County. The County is not responsible if the appropriate Vendor staff does not attend and does not acquire knowledge of the information presented or discussed during such conference.

The Vendor Day will be held as follows:

Date: Wednesday, February 13, 2019 at 9:00AM

Time: Doors Open at 9:00 AM PST

Location: RR/CC Headquarters, 12400 Imperial Hwy., Norwalk, CA 90650,
Room 5200

All Vendors intending to participate in Vendor Day are asked to register no later than Wednesday, February 5, 2019 by 5:00 PM PST via email to contracts@rrcc.lacounty.gov. The email must use the subject line "VSAP Transportation RFI Vendor Day Registration" and contain in the body the following information for each attendee:

Company Name
First and Last Name
Title
Phone Number
Email
Address
Website

5.0 Current Election Transportation Process

During a major election, the RR/CC operates up to 5,000 polling places across Los Angeles County on a single Election Day. To facilitate the transport of election equipment and supplies, the RR/CC rents the types of vehicles below to support pre-election day activities, election day activities and post-election day activities. Polling locations are open from 7:00am to 8:00pm on Election Day for voting.

Note: Throughout the document, the RFI refers to E- and E+ Numbers. The minus (-) after E signifies the number of days prior to the last day to vote (also known as Election Day). The plus (+) after E signifies the number of days after Election Day.

Approximate #	Activity for Current Transportation Process
192	Twenty-six (26) ft. trucks for current election equipment and supplies
100	Sixteen (16) ft. trucks for: <ul style="list-style-type: none">• 22 trucks for heavy equipment• 78 trucks for Regional Distribution Centers
95-100	Stow and Go Vans (for various election staff)
1	Twenty-four (24) ft. truck for Vote by Mail (VBM) operations

Currently, vehicles are rented approximately 30 days before a major election through approximately 15 days after the date of the election (total of approximately 45 days). Most rental vehicles are parked at a truck yard located at 13231 Lakeland Road, Santa Fe Springs, CA 90670. The remaining rental vehicles are parked at RR/CC Headquarters located at 12400 Imperial Hwy, Norwalk, CA 90650.

Election equipment and supplies are currently stored at the RR/CC's Election Operations Center (EOC) located at 12680 Corral Pl., Santa Fe Springs, CA 90670.

Vehicles are used to transport the election equipment and supplies to polling places before an election and to return election equipment to the EOC after an election. The vehicles are also used for other election operation purposes. After the polls close on Election Day, voted ballots are transported to RR/CC Headquarters at 12400 Imperial Hwy, Norwalk, CA 90650, for tallying.

6.0 Future Election Transportation Overview

The full implementation of the VSAP initiative is scheduled for all elections beginning with the March 3, 2020 Presidential Primary Election and for all elections thereafter. The new voting model will transition from voting on Election Day (single day) at an assigned polling place (up to 5,000 polling places Countywide) to voting over an 11-day voting period at any of the up to 1,000 Vote Centers situated throughout Los Angeles County. The RR/CC will be implementing new election equipment including the VSAP BMDs and

network-connected electronic rosters (ePollBooks) to support this new voting model.

Note: For this RFI, the final day of the 11-day voting period is known as Election Day.

A. Vote Center Transportation Overview

The RR/CC is currently in the process of identifying Vote Center locations for the March 3, 2020 Election. The Vote Center locations will be identified and selected between March and November 2019. There will be at least one Vote Center in each of the County's 88 cities.

The RR/CC will deploy up to 31,500 VSAP BMDs and up to 10,000 ePollBooks to up to 1,000 Vote Centers for the 11-day voting period in a major election. The Vote Centers will vary in size (small, medium and large).

In addition to major elections, the RR/CC also conducts unplanned and special elections that vary in size. The timeframe and transportation requirements may be condensed for those types of elections.

In the future election transportation process, the RR/CC will require a variety of rental vehicles beginning approximately 65 days before a Countywide election (E-65) through 15 days (E+15) after the date of an election (total of approximately 80 days, including weekends and holidays). The new election equipment will be stored at a new Election Operations Facility (EOC) or may be stored at a transitional facility, within a 30 mile radius to the RR/CC Norwalk Headquarters (location TBD by April 1, 2019). At this point of time, it is anticipated the facility will be at least 200,000+ square feet and will have docks for truck loading and unloading. Some election equipment must be transported prior to the 11-day Voting Period to possibly 250 large Vote Centers for set-up by RR/CC Technical Services staff between E-20 and E-11. The remaining election equipment must be transported to 250 small Vote Centers and 500 medium Vote Centers (between E-13 and E-4).

The RR/CC will develop a listing of all Vote Centers operating hours, locations, contact information and delivery dates (specified Vote Center Delivery Schedule).

The responses to this RFI will be used to develop a new transportation model to support the deployment of the VSAP voting solution.

B. New VSAP Voting Equipment

The RR/CC will be implementing new VSAP voting equipment at Vote Centers starting with the March 3, 2020 election. The type of new voting equipment to be transported to Vote Centers during an election include VSAP BMDs, carts (containing 5 BMDs per cart), crates containing BMD peripherals (BMD legs and privacy panels) for 5 BMD units, ePollBooks packaged in individual cases (1 ePollBook per case), supplies (Provisional ballots, flags, pens, voting instruction posters, multilingual material), network equipment and other election materials (chairs, tables, cones, and mats).

The estimated dimensions and minimum quantity of election equipment and supplies required for Vote Centers is described in Figure 2 below. There are additional materials not listed in the chart below, such as network equipment, accessibility supplies, and additional signage for transport.

Figure 2.

Vote Center Equipment Space Requirements for Transportation					
			Small Vote Center	Medium Vote Center	Large Vote Center
	Cu. Ft³ Dimensions				
Cart (Holds 5 BMDs)	40.8		2	6	10
Crate (Holds 5 BMD hardware)	UNK		2	6	10
Accessability Booth	2.0		1	1	1
EPollbook Cases (holds 1 Epollbook)	1.4		4	10	17
Supplies (Pallets)	53.0		3	3	5
Chairs	1.0		8	24	40
Tables	3.8		4	12	20
Minimum Cubic Square Ft. Total			270.92	487.98	754

7.0 Future Transportation Scenario Requirements (A, B and C)

For this RFI, it is essential that Vendors submit a Comprehensive Election Transportation Services Plan, outlining solutions to successfully meet all VSAP transportation requirements. Below are the RR/CC's requirements for the future VSAP transportation process.

Note: *Transportation requirements may change at any time as the VSAP project progresses.*

The RR/CC has developed three (3) transportation scenarios (A, B, and C) to accomplish the new transportation election activities for VSAP in March 2020.

Scenario A - Full Service Option

The full-service transportation option (Scenario A) would be a comprehensive transportation and delivery service. The responsibilities will be as follows:

I. Vendor Responsibilities (Scenario A)

- Provide rental vehicles in the types and quantities required for an election by the dates requested
- Facilitate pickup/return of all vehicles used for a given election
- Provide delivery truck drivers and loaders/assistant
- Determine the number of delivery vehicles and types required to support delivery operations of voting equipment and materials
- Delivery vehicle routing based on delivery schedule provided by RR/CC
- Unloading vehicles and delivery election materials based on provided delivery instructions
- Ensure all voting equipment is delivered to each vote center in a single delivery
- Loading election equipment, during the pickup process, and preparing vehicles in a secure manner according to the voting equipment pickup and return schedule provided by RR/CC
- Ensure completion of all required chain of custody documentation
- Maintaining a dispatch and real-time tracking system for all delivery vehicles
- Coordinating undeliverable loads of supplies with RR/CC
- Providing a truckyard for vehicle/trucks storage
- Provide security for vehicles/trucks at truckyard

II. RR/CC Responsibilities (Scenario A)

- Request rental vehicles in the types and quantities required for an election
- Provide equipment delivery schedule to Vendor
- Provide pickup and return schedule to Vendor
- Loading and unloading of all voting equipment at EOC
- Provide security of equipment
- Provide custody control of equipment

III. Requirements for Pre-Voting Period Activities (Activities occurring prior to the 11-Day voting period) (Scenario A)

- Vendor to deliver and unload voting equipment from the new EOC Facility to Vote Centers specified vote center according to the delivery schedule.
- Stow and Go Vans are required for RR/CC Technical staff to set-up and test equipment at Vote Centers.
- 24 ft. trucks are required for RR/CC Training staff.

IV. Requirements for RR/CC Vehicle Rentals During the 11-Day Voting Period (Scenario A)

- Sprinter vans for transportation of Technical staff, equipment and supplies.
- Stow and Go vans to transport voted ballots from Vote Centers and VBM Drop Boxes to designated Check in Centers (CICs) daily.
- Vehicles for transportation of election Troubleshooters and Coordinators to provide Vote Centers with emergency supplies, such as Provisional ballots, "I Voted" stickers", and election signage.
- Vehicles to transport voted ballots from the CICs (provided by Vote Centers after voting ends) to RR/CC Headquarters daily.
- Trucks for staging at Regional Distribution Centers (RDC) regionally to support field operations staff with emergency supplies.

V. Requirements for RR/CC Post-Voting Period Activities (Activities occurring up to 15 days after election day) (Scenario A)

- Stow and Go Vans required for RR/CC Technical staff to break-down election equipment at Vote Centers.

VI. Requirements for Vendor Post-Voting Period Activities (Activities occurring up to 15 days after election day) (Scenario A)

- Upon completion of RR/CC Technical staff election equipment break-down at Vote Centers, Vendor to load and unload equipment from Vote Centers to new EOC Facility. (Dates for transportation will be provided by RR/CC).

VII. Additional Requirements (Scenario A)

Vendor responses to the scenarios below must consider the following:

- Parking for select vehicles.
- Truck Yard- A truck yard solution may be required and should include security.
- Roadside Assistance- 24 Hour/7 day a week during the RR/CC vehicle/truck rental period. In the event of a vehicle/truck breakdown while in the field, vehicle must be towed with supplies intact to destination site. Plans to “swap out” disabled vehicles shall be made within one hour of mechanical technician reaching site.
- Vehicle Maintenance and Support- 24 Hour/7 day a week during the rental period. A transportation maintenance program shall be made available for on-site (truck yard) and off-site locations. Routine maintenance coverage shall provide minor on-site maintenance to all RR/CC rental vehicles/trucks to make sure units are properly safe to drive. Services shall also include checking fluid levels, tightening mirrors, checking tire pressure and any other minor technical needs. Vehicle service must be available 24/7 during the rental period. Response time shall be limited to one hour of initial call.
- Temperature- Election equipment and ballots are sensitive to extreme heat and moisture. Election equipment and supplies must be transported in a climate-controlled environment (vehicles).
- All vehicles delivered must begin with a full tank of fuel. Vehicles which will remain under the custody of RR/CC personnel will be fuelled, as needed, by the County. At time of return, County will pay for re-fuelling of vehicles by Vendor at a pre-agreed upon rate. Vendor must ensure delivery trucks remaining under their custody are fuelled by the provided driver as needed.

Scenario A- Full Service Option – Schedule

Note: All dates and rental quantities are subject to change.

Date	Quantity	Description of Activity
E-65 – E-2	28	Rental of Stow and Go vans for RR/CC training staff.
E-65 – E-2	14	Rental of 24 ft. trucks available to transport election equipment and supplies for training.
E-50 – E+10	2	Rental of 24 ft. trucks available for VBM delivery and storage of post-election supplies.
E-47	Info Only	Delivery Schedule: Obtain listing of Vote Centers, delivery schedule, size of each, set-up schedule, and contact information.
E-36 – E+1	25	Rental of Stow and Go vans for RR/CC personnel for VBM Ballot

Date	Quantity	Description of Activity
		pick-up.
E-30 to E-21	The number and size of RR/CC rental trucks will vary (TBD) depending on the delivery schedule.	<p>Delivery vehicles available for loading.</p> <p>Number of trips per day will be determined by the delivery schedule.</p> <p>Deliver to 250 large Vote Centers, 250 small Vote Centers and 500 Medium Vote Centers.</p>
E-20 to E-5	Info Only	Deliver supplies to Vote Centers.
E-22 to E-4	80	Rental of Stow and Go Vans to deploy RR/CC Technical Staff to set-up Vote Centers.
E-12 – E+1	500	Rental of Sprinter Vans available for RR/CC Technical Troubleshooters.
E-12 – E+1	50	Rental of vans or other type of vehicles (TBD) for RR/CC Troubleshooters.
E-12 – E+1	300	Rental of vehicles (TBD) available for RR/CC Coordinators.
E-12 – E+1	78	Rental of trucks for RR/CC Regional Distribution Center (RDC) Operations.
E-12 to E+1	78	<p>Rental of one Stow and Go van per CIC to pick-up VBM ballots from drop boxes for daily delivery to a CIC and then RR/CC Headquarters.</p> <p>The same vehicles will be used to transport BMD ballots daily from CICs to RR/CC Headquarters.</p>
E-2 – E+1	50	Rental of vans available for RR/CC personnel to pick-up VBM ballots from drop-off locations not positioned at CIC (drop boxes, post office) at 8pm on last night of voting period.
E-2 to E+11	80	Rental of vehicles to transport RR/CC Technical staff to Vote Centers for break-down of election equipment.
E+1 to E+10	TBD	Load delivery trucks at Vote Centers and unload at EOC.

Scenario B – Vehicle Rental Only Option

The Vehicle Rental Only option would require the Vendor to be responsible for providing all rental vehicles and truck yard for an election. The RR/CC will perform all transportation duties and functions.

Scenario B – Vehicle Rental Only Requirements

I. Requirements for Vehicle Types (Scenario B)

- 26ft trucks with lift gates and e-tracks to transport:
 - election equipment and supplies.
- 24 ft. trucks to transport:
 - Vote By Mail (VBM) post-election material pallets.
 - Training equipment and supplies.
- Vans (Stow and Go, Mini, and Sprinter) to transport:
 - RR/CC Troubleshooter staff.
 - RR/CC Technical Troubleshooter staff.
 - Ballots cast daily from Vote Centers and VBM drop boxes to CICs.
 - Vans to transport RR/CC Training staff.
 - Vehicles to transport RR/CC Troubleshooter staff.
 - Vehicles for daily delivery of BMD ballots cast from Vote Centers and VBM drop boxes to CICs.
 - Vehicles to transport RR/CC Coordinators.
 - Initial technical network assessment of Vote Centers (between March and November 2019).

II. Requirements for Pre-Voting Period Activities (Activities occurring prior to the 11-Day voting period) (Scenario B)

- Trucks to load, deliver, and unload voting equipment located at the new EOC to Vote Centers.
- Stow and Go Vans for Technical staff to set-up and test equipment at Vote Centers.
- 24 ft. trucks to transport election equipment and supplies for RR/CC Training.

III. Requirements for the 11-Day Voting Period (Scenario B)

- Sprinter vans for transportation of Technical staff, equipment and supplies.
- Stow and Go vans to transport voted ballots from Vote Centers and VBM Drop Boxes to designated CICs daily.
- Vehicles for transportation of election Troubleshooters and Coordinators to provide Vote Centers with emergency supplies, such as Provisional ballots, “I Voted” stickers”, and election signage.

- Vehicles to transport voted ballots from the CICs (provided by Vote Centers after voting ends) to RR/CC Headquarters daily.
- Trucks for staging at Regional Distribution Centers (RDC) regionally to support field operations staff with emergency supplies.

IV. Requirements for Post-Voting Period Activities (Activities occurring up to 15 days after election day) (Scenario B)

- Stow and Go Vans for Technical staff to break-down equipment at Vote Centers.
- Trucks for loading and unloading of election equipment from Vote Centers to new EOC.

V. Additional Requirements (Scenario B)

Vendor responses to the scenarios must consider the following (if applicable).

- Parking for select vehicles.
- A truck yard solution may be required and should include security.
- Roadside Assistance- 24 Hour/7 day a week during the rental period. In the event of a breakdown while in the field, vehicle/truck must be towed with supplies intact to destination site. Plans to “swap out” disabled vehicles shall be made within one hour of mechanical technician reaching site.
- Vehicle Maintenance and Support- 24 Hour/7 day a week during the rental period. A transportation maintenance program shall be made available on-site (truck yard) and off-site locations. Routine maintenance coverage shall provide minor on-site maintenance to all rental vehicles to make sure units are properly safe to drive. Services shall also include checking fluid levels, tightening mirrors, checking tire pressure and any other minor technical needs. Vehicle service must be available 24/7 during the rental period. Response time shall be limited to one hour of initial call.
- Temperature- Election equipment and ballots are sensitive to extreme heat and moisture. Election equipment and supplies must be transported in a climate-controlled environment (vehicles).
- All vehicles delivered must begin with a full tank of fuel. Vehicles which will remain under the custody of RR/CC personnel will be fuelled, as needed, by the County. At time of return, County will pay for re-fuelling of vehicles by Vendor at a pre-agreed upon rate. Vendor must ensure delivery trucks remaining under their custody are fuelled by provided driver as needed.

Scenario B – Vehicle Rental Only Option - Schedule

Note: All dates and quantities are subject to change.

Date	Quantity	Description of Activity
E-65	28	Stow and Go vans for training staff.
E-65	14	24 ft. trucks available to transport election equipment and supplies for training.
E-50	2	24 ft. trucks available for the VBM deliveries and store post-election supplies.
E-36	25	Stow and go vans for VBM Ballot pick-up.
E-30 to E-23	Number of trucks will vary depending on the delivery schedule.	<p>Delivery trucks available for loading of equipment.</p> <p>Number of trips per day will be determined by the delivery schedule.</p> <p>500 Trips will be needed for 250 large Vote Centers (2 trucks per location).</p> <p>625 Trips needed for 250 small Vote Centers (half truck load per location) and 500 Medium Vote Centers (One truck for each vote center).</p>
E-22	80	Stow and Go Vans available to deploy RR/CC Technical staff to Set-Up Vote Centers.
E-12	500	Vehicles available for RR/CC technical Troubleshooters.
E-12	50	Vehicles available for RR/CC Troubleshooters.
E-12	300	Cars available for RR/CC Coordinators.
E-12	78	Trucks available for RR/CC Regional Distribution Center Operations.
E-12	TBD	<p>Stow and Go van per CIC to pick-up VBM ballots from drop boxes for daily delivery to a CIC and then RR/CC Headquarters.</p> <p>The same vehicles will be used to transport BMD ballots daily from CICs to RR/CC Headquarters.</p>
E-2	28	Return Stow and Go of vans used for RR/CC Training.
E-2	50	Vehicles for RR/CC personnel to pick-up VBM ballots from drop-off locations not positioned at CIC (drop boxes, post office) at 8pm on last night of voting period.
E-2	14	Vehicles used to transport election equipment and supplies for RR/CC training returned to VENDOR.

Date	Quantity	Description of Activity
E+1	50	Vehicles for RR/CC personnel to pick-up VBM ballots from locations not situated at CICs returned to VENDOR.
E+1	500	RR/CC technical Troubleshooter's vehicles returned to VENDOR.
E+1	50	RR/CC Troubleshooter's vehicles returned to VENDOR.
E+1	300	RR/CC Coordinators vehicles returned to VENDOR.
E+1	78	Trucks used for RR/CC Regional Distribution Center Operations returned to VENDOR.
E+1	25	VBM ballot pick-up Stow and Go vans returned to VENDOR.
E+1	78	Stow and Go vans used for daily CIC Ballot returned to VENDOR.
E+10	2	VBM delivery/storage trucks returned to VENDOR.
E+11	80	RR/CC Technical staff vehicles returned to VENDOR.
E+15	TBD	RR/CC delivery trucks returned to VENDOR.

Scenario C- Other

A. Transportation Planning Consulting Services

The RR/CC is seeking information relating to transportation planning consulting services available in the market. These consulting services will aid the RR/CC in the development of a comprehensive transportation plan for all elections. The type of services being explored include but are not limited to:

- Delivery schedule creation, planning and strategy
- Route optimization
- Delivery optimization
- Materials and equipment packaging and loading
- Identification of vehicles
- Staffing model to support transportation plan
- Transportation dispatching
- Vehicle tracking solutions

Responses for these services should take into account the high level of accountability required by the elections industry. This includes factors such as the handling and delivering large quantities of sensitive voting equipment, compressed delivery schedules, large number of facility partners, and the importance of public trust in all aspects of our operation. In addition responses should take into account the needs of the RR/CC described in Section 6 of this RFI.

8.0 RFI Submission Requirements

RFI Responses must be submitted via email to contracts@rrcc.lacounty.gov on or before **Friday, March 8, 2019 at 5:00 PM PST**. Responses should be in Microsoft Word or PDF. Cost estimates should be provided in Microsoft Excel format.

Responses shall follow the structure set forth using the response submission requirements for one or more of the scenarios. Inclusion of general marketing materials should be limited and provided in an appendix. Respondents shall put their company name and page number in the header or footer on each page of their response to this RFI.

Response Submission Requirements for Scenario A

The Response for Scenario A shall be organized as follows:

Cover Page (Scenario A)

The Cover Page should include the title and number of the RFI, name and address of the Vendor(s) and the date of the Response.

Table of Contents (Scenario A)

The Response must contain a Table of Contents with page numbers corresponding to the sections and pages of the Response, including any exhibits, appendices and attachments.

Section 1 – Respondent Identifying Information (Scenario A)

This Section shall include the general profile of the Respondent including the Company name and address, the Respondent's primary point of contact and respective contact information, and the type of business entity (e.g., corporation, partnership, etc.).

Section 2 – Executive Summary (Scenario A)

This Section shall be written for Executive Management, and shall briefly address the Respondent's approach to the VSAP transportation implementation. This Section shall be limited to three (3) pages.

Section 3 – Respondent Background (Scenario A)

Please provide an overview of the Respondent's corporate background. This narrative should provide RR/CC with a clear understanding of the Respondent's relevant experience and qualifications and services provided.

Section 4 – Transportation Services Offerings (Scenario A)

The responses to the questions (1-22) below are intended to better inform any future contract solicitations for VSAP Transportation services. Responses provided will be

used for planning purposes only, and will not impact a Respondent's response to planned contract solicitations should the Respondent intend to bid.

1. Describe the respondent's experience and expertise providing election transportation services or similar services and its proposed approach to transportation implementation to meet the needs of the RR/CC.
2. Describe how the needs for a truck yard with the capacity to store all delivery trucks will be met.
3. What will be needed from RR/CC to determine how much can be loaded on to a delivery vehicle? How will Vendor determine how much will be loaded?
4. In the event that a load is undeliverable (Example: accident occurs, the vehicle is out of commission, traffic, Vote Center is closed at point of delivery) describe how the Vendor will ensure the delivery will be made.
5. How will the Vendor ensure on-time and undamaged load delivery?
6. It is anticipated that the County may need more vehicles of a given type due to unforeseen circumstances. Describe how you would ensure that the rush order of additional vehicles would be met.
7. It is anticipated that the County may need less vehicles of a given type due to unforeseen circumstances. Describe how you would address the reduced order of vehicles.
8. It is anticipated that the County may need rented vehicles for additional time due to unforeseen circumstances. Describe how you would address this requirement if the vehicles are needed before the scheduled period.
9. It is anticipated that the County may need rented vehicles for less time due to unforeseen circumstances. Describe how you would address this requirement if the vehicles are not needed until after the beginning of the scheduled period. Describe how you would address this requirement if the vehicles are not needed prior to the end of the scheduled period.
10. Describe how your transportation solution would ensure that election equipment and supplies are not exposed to extreme heat or moisture.
11. Describe the characteristics of your vehicles such as make, model, size, passenger capacity, load capacity and features (for example E-tracks and lift gates).
12. Describe how you would ensure all legally mandated safety regulations, safety precautions and work restriction requirements will be met.

13. Describe the security that will be provided for trucks containing RR/CC supplies stored.
14. Describe customer support and maintenance services provided to meet the needs of the scenario. Example: Roadside Assistance, Swap Outs.
15. Provide a vehicle delivery and pick up/return plan. Include a time estimate for any required processes. Example: vehicle inspection.
16. Provide references of companies/government agencies that have successfully implemented a transportation program using your company. Please include a contact name, company name and/or government agency, phone number, and e-mail address.
17. Provide any additional information or suggestions to aid in the implementation of the Scenario.
18. Describe and include a graphical depiction of how the team may be structured. Include the role of subcontractors, if any.
19. Describe your tracking/dispatch mechanism for vehicles en route. What information is available on this system? How will this information be provided to RR/CC when necessary?
20. Vote Centers set-up dates, locations and opening/closing hours (Delivery Schedule) will be provided by the RR/CC. Given that the delivery schedule varies, describe your routing or planning methodologies.
21. In the event that voting materials are to be picked up at multiple locations, please describe the modification that would have to be made to the transportation model.
22. In the event that the RR/CC desired to have an RR/CC employed loading/setup personnel ride along with the delivery team, please describe the respondent's ability and propose a plan to facilitate this arrangement.

Section 5 – Pricing Information (Scenario A)

This section shall include cost estimates and ranges. Responses provided will be used for planning purposes only, and will not impact any future contract solicitations.

For Scenario A: Develop an itemized cost estimate which will include the cost of a truck driver and assistant for delivery trucks, vehicle pricing by vehicle type, timeframe cost, and quantity brackets discount rates based on quantity and rental period for unforeseen costs.

Response Submission Requirements for Scenario B

The Response for Scenario B shall be organized as follows:

Cover Page (Scenario B)

The Cover Page should include the title and number of the RFI, name and address of the Respondent(s) and the date of the Response.

Table of Contents (Scenario B)

The Response must contain a Table of Contents with page numbers corresponding to the sections and pages of the Response, including any exhibits, appendices and attachments.

Section 1 – Respondent Identifying Information (Scenario B)

This Section shall include the general profile of the Respondent including the Company name and address, the Respondent's primary point of contact and respective contact information, and the type of business entity (e.g., corporation, partnership, etc.).

Section 2 – Executive Summary (Scenario B)

This Section shall be written for Executive Management, and shall briefly address the Respondent's approach to the VSAP transportation implementation. This Section shall be limited to three (3) pages.

Section 3 – Respondent Background (Scenario B)

Please provide an overview of the Respondent's corporate background. This narrative should provide RR/CC with a clear understanding of the Respondent's relevant experience and qualifications and services provided.

Section 4 – Products and Services Offerings (Scenario B)

The responses to eleven (11) questions below are intended to better inform any future contract solicitations for VSAP Transportation services. Responses provided will be used for planning purposes only, and will not impact a Respondent's response to planned contract solicitations should the Respondent intend to bid.

1. Describe how your transportation services meet the needs of the RR/CC.
2. It is anticipated that the County may need more vehicles of a given type due to unforeseen circumstances. Describe how you would ensure that the rush order of additional vehicles would be met.

3. It is anticipated that the County may need rented vehicles for additional time due to unforeseen circumstances. Describe how you would address this requirement if the vehicles are needed before the scheduled period.
4. It is anticipated that the County may need rented vehicles for less time due to unforeseen circumstances. Describe how you would address this requirement if the vehicles are not needed until after the beginning of the scheduled period. Describe how you would address this requirement if the vehicles are not needed prior to the end of the scheduled period.
5. Describe how your transportation solution would ensure that election equipment and supplies are not exposed to extreme heat or moisture.
6. Describe the characteristics of your vehicles such as make, model, size, passenger capacity, load capacity and features (for example E-tracks and lift gates).
7. Describe customer support and maintenance services provided to meet the needs of the scenario. Example: Roadside Assistance, Swap Outs.
8. Provide a vehicle delivery and pick up/return plan. Include a time estimate for any required processes. Example: vehicle inspection.
9. Provide references of companies/government agencies that have successfully implemented a transportation program using your company. Please include a contact name, company name and/or government agency, phone number, and e-mail address.
10. Please provide any additional information or suggestions to aid in the implementation of the Scenario.
11. Please describe and include a graphical depiction of how the team may be structured. Include the role of subcontractors, if any.

Section 5 – Pricing Information (Scenario B)

This section shall include cost estimates and ranges. Responses provided will be used for planning purposes only, and will not impact any future contract solicitations.

For Scenario B: Develop an itemized cost estimate which will include the cost of vehicles, pricing by vehicle type, time-period cost, and quantity brackets (discount rates based on quantity and rental period), unforeseen costs.

Response Submission Requirements for Scenario C

The Response for Section 8 shall be organized as follows:

Cover Page (Scenario C)

The Cover Page should include the title and number of the RFI, name and address of the Respondent(s) and the date of the Response.

Table of Contents (Scenario C)

The Response must contain a Table of Contents with page numbers corresponding to the sections and pages of the Response, including any exhibits, appendices and attachments.

Section 1 – Respondent Identifying Information (Scenario C)

This Section shall include the general profile of the Respondent including the Company name and address, the Respondent's primary point of contact and respective contact information, and the type of business entity (e.g., corporation, partnership, etc.).

Section 2 – Executive Summary (Scenario C)

This Section shall be written for Executive Management, and shall briefly address the Respondent's approach to the VSAP transportation implementation. This Section shall be limited to three (3) pages.

Section 3 – Vendor Background (Scenario C)

Please provide an overview of the Respondent's corporate background. This narrative should provide RR/CC with a clear understanding of the Respondent's relevant experience and qualifications and services provided.

Section 4 – Products and Services Offerings (Scenario C)

The responses to the six (6) questions below are intended to better inform any future contract solicitations for VSAP Transportation services. Responses provided will be used for planning purposes only, and will not impact a Respondent's response to planned contract solicitations should the Respondent intend to bid.

1. Describe the respondent's experience and expertise providing transportation planning consulting services and its proposed approach to meet the needs of the RR/CC.
2. Describe the respondent's experience or expertise in providing transportation planning consulting services for high volume delivery in compressed timeframes.

3. Describe any security planning services that are available.
4. Provide references of companies/government agencies that have successfully implemented a transportation program using your company. Please include a contact name, company name and/or government agency, phone number, and email address.
5. Please provide any additional information or suggestions to aid in the understanding of transportation planning consulting services.
6. Please describe and include a graphical depiction of how the team providing services may be structured. Include the role of subcontractors, if any.

Section 5 – Pricing Information (Scenario C)

This section shall include cost estimates and ranges. Responses provided will be used for planning purposes only, and will not impact any future contract solicitations.

For Section 8: Develop an itemized cost estimate which will include the cost of any transportation planning services that may be provided.

9.0 RFI Response Checklist

Respondents should use the RFI Response Checklist below in preparation of their Response to ensure that all required elements of the Response are completed and submitted. The Checklist is intended for internal use by the Respondent and should not be submitted to RR/CC with the Response.

Table 2. RFI Response Checklist

SECTION / NAME	SUBMITTED
Cover Page	
Table of Contents	
Section 1 – Respondent Identifying Information	
Section 2 – Executive Summary	
Section 3 – Respondent Background and References	
Section 4 – Products and Services	
Section 5 – Pricing Information	

10.0 Other Information

This RFI is issued solely to gather information for planning purposes and shall not in any way obligate the County of Los Angeles to issue a solicitation, negotiate a contract, hire employees or in any way obtain the specified services from any firm.

If enough interest is generated, the County may consider releasing a formally advertised solicitation. The County also retains the right to take no further action. Timely respondents will be placed on a list of interested firms, organizations, and government agencies. Such respondents will be notified of the County's intent to issue a formally advertised solicitation and location for obtaining that information. As with all County solicitations, it is ultimately the responsibility of the Respondent to monitor the County's Los Angeles County Vendor Registration (WEBVEN) for participation in all future solicitations.

Cost of RFI Response Preparation

The County shall not in any way be liable or responsible for any and all costs incurred in responding to this RFI. All costs associated with responding to this RFI will be solely at the responding party's expense.

Disclosure of Contents of RFI Response

Respondents are admonished that all information received in response to this RFI shall become the exclusive property of the County of Los Angeles, shall become a matter of public record, and shall be disclosed to the extent required by law, including, but not limited to, the California Public Records Act (California Government Code Section 6250, et seq.).

Respondents are advised to clearly, unambiguously and specifically identify all aspects of their response to this RFI, which are secret, confidential or proprietary by labeling such confidential material with the appropriate label: "trade secret," "confidential," "proprietary," etc. The County shall not in any way be liable or responsible for the disclosure of any such records or any portion thereof if: 1) any response is not clearly, unambiguously and specifically identified in the aforementioned manner; or 2) if the disclosure is required by law whether or not the documents are clearly marked.

By submitting a response to this RFI, Respondent agrees to indemnify and defend the County from all costs and expenses, including reasonable attorney's fees, to defend any action on a California Public Record Act request challenging that Respondent's secret, confidential or proprietary labels.

Gratuities Not Permitted

Respondents have not offered or given, and shall not offer or give, to any employee, agent or representative of the County of Los Angeles any gratuity or inducement with a view toward securing any business from the County or any part thereof or influencing such person with respect to terms, conditions, or performance of any business dealing with or from the County or any part thereof.

11.0 Glossary of Terms

Ballot Marking Device (BMD): The voting machine that voters use to make selections, mark and cast their paper ballot at a voting location. The BMD provides a variety of assistive features including multiple languages and disabilities aids. The BMD does not retain or tally voter selection once the session is complete. Additionally, the BMD ballots do not store any identifying information about the voter.

Check in Center (CIC): There are approximately 78 CICs across the County. In the current process, the CIC is where inspectors return equipment and voted ballots on election night after 8PM and the Sheriff transports voted ballots to RR/CC Headquarters for tallying. However, in the future process, the Inspector will transport ballots to CICs every day during the 11-day voting period. It is undetermined who will transport voted ballots from the CICs to RR/CC Headquarters for tallying or other tally center location (TBD).

E- and E+ Numbers: The minus (-) after E signifies the number of days prior to the last day to vote. The plus (+) after E signifies the number of days after the last day to vote (Election Day, or also known as E-0). For example, E-16 means 16 days before the last day to vote. E+2 means two days after election day.

Election Day (E-0): The day set by law for the general elections of federal public officials. For RR/CC VSAP, Election Day is also considered the *last* day for a voter to cast their ballot during the 11-day voting period.

Election Period: Includes all pre-election (planning/set up), the 11-day voting period (the last day of the voting period being election day), and post-election day activities

Election Operations Center (EOC): The current warehouse used to store current election equipment and supplies.

ePollBook: An electronic pollbook, also known as an ePollBook is hardware/software that allows election officials to maintain voter registration information for an election. The ePollBook is used in place of paper-based poll books. LA County residents may register to vote via the ePollBook at Vote Centers every day of voting.

Hardware: The physical part of election equipment such as the voting devices, scanners and printers which are controlled by the software.

Heavy Equipment: Include tables, chairs, mats, parking cones, outdoor signage, accessibility equipment and other miscellaneous items.

New EOC Facility The new warehouse that will store all new election equipment and supplies for a designated period of time while the RR/CC identifies a permanent location.

Regional Distribution Center (RDC): Centers located throughout the County with emergency Election day supplies. There are approximately 78 RDCs across the County. In the future process. In the future process, this process may change.

Tally Center: The location where canvassing and tallying will take place for BMD ballots and VBM ballots cast.

Vote By Mail (VBM): The absentee voting option where voters mark the VBM Ballot and mail the ballot in or drop it off at an authorized location during an election. The RR/CC has an in-house mailing operation that mails out VBM ballots at RR/CC Headquarters.

Vote Center: Starting in March 2020, the RR/CC will be utilizing Vote centers which is a polling location that enables any registered voter in the jurisdiction to vote the voter's ballot type at any site within an 11-day voting period. Voters can choose to vote at any vote center convenient to their location within the jurisdiction.

Voting Period: The 11-day voting period where voters may go to any vote center to cast a ballot. The last day of the voting period for this RFI is called Election Day.

Vote by Mail (VBM) Drop Off Locations: Boxes throughout the County where voters can drop off their voted Vote by Mail ballot return envelopes. (Locations TBD)

Voting Solutions for All People (VSAP): The Voting Solutions for All People, formerly known as the Voting Systems Assessment Project, was developed by the Registrar-Recorder/County Clerk (RR/CC) in 2009 to address an aging voting system and an increasingly large and complex electorate. The project seeks a collaborative approach to voting system design that will put voters at the center and maximize stakeholder participation.