



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

October 5, 2017

**ADDENDUM NUMBER THREE**

**REQUEST FOR PROPOSALS (RFP) PHASE 1 #17-008 SOLICITATION  
FOR VOTING SYSTEMS ASSESSMENT PROJECT (VSAP)  
IMPLEMENTATION AND SUPPORT SERVICES**

Dear Prospective Proposer:

Addendum Number Three is released pursuant to RFP #17-008 for the Voting Systems Assessment Project (VSAP) implementation and support services released on September 18, 2017 by the Department of Registrar-Recorder/County Clerk (RR/CC). Addendum Three addresses all Questions and Answers to this RFP.

Sincerely,

Francisco E. Perez, Assistant Division Manager  
Management Support Branch  
Finance and Management Division

FP:VW:ca

**Request for Proposals #17-008**  
**Vendor Questions and Answers for Phase 1**  
**Released October 5, 2017**

**Questions:**

1. During the Proposers' Conference on 9/29, vendors with Not-In-Scope services and components (reference Table 8, page 30) were told it could not hurt to submit a response to RFP Phase 1 #17-008. Robis Elections is interested in partnering with Los Angeles County as an ePollbook vendor and site surveyor (both listed as Not-In-Scope in Table 8).

Shall we submit as a Specialty Vendor, acknowledging that we are out of scope but would like to be considered for future participation?

**Response #1:** If a Vendor is interested in offering software or hardware services as defined in the RFP Phase 1 Section 3.4, then they are encouraged to submit a response as a Specialty Vendor. Responses submitted for components not in scope will not be considered for this solicitation. If a Vendor is interested in offering services that are out-of-scope for this solicitation, they are encouraged to submit their information on the VSAP Vendor Partnership Interest website: <http://vsap.lavote.net/vendor-partnership-interest/>

2. Is application software on the BMD in-scope or out-of-scope?

**Response #2:** BMD software is in scope as defined in Table 6.

3. There are many methods of software validation. Does the County have a preference for any particular method or methods of software validation, such as IQ/OQ/PQ, or should the proposer support their proposed methods in their proposal?

**Response #3:** No, the County currently does not have a preferred method for software validation.

4. Does the County view the validation Scope of Work as starting at the requirements stage, on the finished product, or somewhere in between?

**Response #4:** Validation Scope of Work will not occur at the requirements stage. Further detail will be provided in the RFP Phase 2.

5. What timeframe for the maintenance and support period does the County contemplate after the 2020 full implementation?

**Response #5:** Further detail will be provided in the RFP Phase 2.



6. What timeframe for the maintenance and support period does the County contemplate after the 2020 full implementation?

**Response #6:** Further detail will be provided in the RFP Phase 2.

7. Does a contractor who wishes to respond as a specialty vendor for software have to specify the component with which they would like to work, or will the specialty vendor have to work with all components?

**Response #7:** Vendors responding as a Specialty Vendor do not need to specify the component for which they would like to offer services. The role of the Specialty Vendor would be determined by the Prime Contractor if the Specialty Vendor is selected. Specialty Vendors are, however, encouraged to submit their information and specific areas of interest on the VSAP Vendor Partnership Interest website: <http://vsap.lavote.net/vendor-partnership-interest/>.

8. Can you give instructions on where on your web site we can locate the listing of participants and questions asked during the September 29th proposers Web conference?

**Response #8:** The list of participants at the Proposers' Conference is posted at <http://vsap.lavote.net/request-for-proposals/>. As stated during the Proposers' Conference, the County did not capture the questions/answers discussed during the Proposers' Conference.

9. As an experienced ballot printing and election mailing vendor we would like to offer our expertise to both Prime vendors and sub-Contractors by providing ballot paper or printed test ballots for Phase IV: Manufacturing and Certification. Can you tell us if this is within the Scope of this phase and if so, should we offer a response as a Specialty Vendor?

**Response #9:** Please see Sections 3.1 and 3.5 for the list of services in-scope and out-of-scope, respectively. If a Vendor is interested in offering services that are out-of-scope for this solicitation, they are encouraged to submit their information on the VSAP Vendor Partnership Interest website: <http://vsap.lavote.net/vendor-partnership-interest/>

10. Is there a need for a ballot printing vendor to provide printing services as part of the overall VSAP solutions and certification for this phase?

**Response #10:** Ballot printing services are out-of-scope for this solicitation. The County will procure separately for these services at a later time. Ballot printing services may be useful to the Prime Contractor during Phase IV. If a Vendor is interested in offering services that are out-of-scope for this solicitation, they are encouraged to submit their information on the VSAP Vendor Partnership Interest website: <http://vsap.lavote.net/vendor-partnership-interest/>



11. Will there be a separate RFP for ballot printing and mailing services? And if so will the Prime vendor be involved in the selection process ?

**Response #11:** The County will procure separately for ballot printing and mailing services at a later time. The County will determine the Vendor to provide ballot printing and mailing services.

12. RFP Section 5.c Staff Screening Prior to County IP Release says in part: "The Respondent must agree that prior to any staff member gaining access to County IP, the staff member must have successfully completed a state and federal level fingerprint background check. Please note that, in order for Respondent staff to gain access to County IP for the purposes of preparing a response to RFP 2-Proposal Evaluation and Contractor Selection, fingerprint background checks must be successfully completed for each staff member requiring access...." Can the County please clarify or confirm that the background fingerprinting checks are only required during the bid phase and for staff members needing access to the County's IP for purposes of preparing the proposal and do not apply to the execution phases of the project?

**Response #12:** The background check during the bid phase is required for people seeking access to County's IP for the VSAP. The executed agreement may also require additional staff involved in the execution phase to complete a background check. For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>.

13. RFP Section 2.2.5 Phase V: Phased Implementation indicates that the County will procure thermal printers and ePollbooks separately for the BMD Pilots. Are the ePollbook printers included in the scope following the pilots?

**Response #13:** ePollbooks and ePollbook thermal printers are out-of-scope for this solicitation. Please see Sections 3.1 and 3.5 for the list of services in-scope and out-of-scope, respectively.

14. The RFP is clear that the prime contractor and its subcontractor partners, if any, must be clearly identified and listed in the RFP response. Can the County please clarify to what level of the Bill of Materials (BOM) this requirement applies? For example, the BMD manufacturer may use many components (both custom and industrial COTS components) from various suppliers to assemble the BMD. This may also apply to software and services. May Bidders assume that the requirement applies at the major VSAP component level as called out in RFP Table 6 (pg 23)?

**Response #14:** Members of the Prime Contractor-Led Team required to be identified must meet the full scope of services and components as defined in Tables 5 and 6. Specifics related to the Bill of Materials will be addressed in RFP Phase 2.



15. If a US based production assembly company is presented as a subcontractor, are background checks required to comply with RFP requirements? If so, who specifically in those companies are required to undergo background checks and what is required?

**Response #15:** The background check during the bid phase is required for people seeking access to County's IP for the VSAP. The executed agreement may also require additional staff involved in the execution phase to complete a background check. For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>.

16. Can the Live Scan form and fingerprints be completed by the individuals working through their State Police? We have been told that the State Police will not mail the results, therefore is it acceptable for an individual to mail the results to the LA County Point of Contact.

**Response #16:** For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>.

17. Can company personnel from overseas that come to the US headquarters work on software development as long as they successfully pass the background requirements?

**Response #17:** For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>. If a foreign software developer provides an official bona fide background check in accordance with County guidelines and restrictions, the County, at its sole discretion, may allow said individual to work on software development within the United States. Proposer will be responsible for obtaining all necessary authorizations and permits for such an employee to legally perform work within the United States.

18. With the EMS and Tally being outside the scope how do you envision the prime handling the certification process? Will the Prime be responsible for ensuring that other parties comply with testing requirements? Will the Prime be financially responsible for any cost associated with a third-party component failing to meet a requirement?

**Response #18:** The Prime Contractor responsibilities are defined in Table 5. The Prime Contractor will not be responsible for remediating Certification performance issues with components that are out-of-scope. The Prime Contractor will be responsible for ensuring the integration of the overall VSAP solution and carrying out Certification services deliverables.

19. Personnel for the project from outside the US will be from the UK, Canada and Panama. Need to know the process for getting their security checks.

**Response #19:** For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>.

20. How do you apply for a background check in a different state?

**Response #20:** For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>.

**21. Livescan Questions:**

- Need to complete Applicant Information section on form – correct?
  - You will find out what Misc. Number means – correct?
- Level of service is both DOJ and FBI – correct?
- You will find out who needs to complete Employer information – correct?
- We can go to a local Live Scan agency in our respective US areas for fingerprinting – correct?
  - The agency will fingerprint us (me) – correct?
    - There is a cost for this service – correct?
  - The agency will complete the Live Scan transaction completed by section – correct?
  - The agency will then send the completed form back to George – correct?
    - Is the form faxed, emailed or sent post to George from the agency?
- What happens once the form is received by George?
  - What do we need to do or expect once received by George?
- How should my colleagues in other countries conduct this process?
  - What do they need to do specifically?
  - Is there additional paperwork?
  - Does their information go to George as well?
- How long should the entire process take?
  - Can it be completed before November 6<sup>th</sup>?

**Response #21:**

For additional information on the background check process, please refer to Addendum #1 posted on October 4, 2017 on the County's website: <http://vsap.lavote.net/request-for-proposals/>. Please see Section 4.1.1, Minimum Qualification #5.c. for information regarding the process time.