



The Board of Elections in the City of New York

2007 Voting System Selection Plan

October 27, 2006

As Approved October 31, 2006

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1.0 Introduction

This Evaluation Plan provides a foundation for the evaluation of the 2007 Voting System Selection and subsequent Implementation for the Board of Elections in the City of New York (BOE in NYC). It is based upon vendor product demonstrations and upon a Request for Information (RFI) sent to each vendor who had submitted an application for certification to the State Board of Elections by September 29, 2006 (the deadline).

This is a plan for the evaluation of vendor offerings for a new voting system for New York City for 2007 and beyond. The evaluation process seeks to determine the proposed voting system that best meets the requirements of the electoral process in NYC. It is not an evaluation of the best vendor per se, or the best voting system per se or an evaluation of whether Direct Recording Electronic (DRE) or Optical Scan technology is best. It is an evaluation of which proposed voting system taken together (voting system design and security features, impact on the voters and Election Day operations, training and support services provided by the vendor, impact on Board operations and administrative processes, vendor viability, and cost) is best for BOE in NYC. The Selection Plan and Evaluation Tool are subject to the Commissioners' review and approval.

The Voting System Evaluation Plan includes:

- *Evaluation Team* – A team of BOE in NYC staff with expertise in various election-related subjects that will use a methodical process to build their understanding and evaluation of each offering.
- *Executive Review Team* – A team of BOE in NYC Executive Management that will review of recommendations report of the Evaluation Team.
- *Evaluation Schedule* – An indication of the key dates and milestones of the evaluation and selection process.
- *Evaluation Process* - The process to evaluate the proposed new voting systems.
- *Evaluation Tools* – The scoring guidelines, evaluation criteria, and weightings developed by the Voting System Evaluation Team to be used in evaluating the proposed new voting systems. The Evaluation Tool is a spreadsheet that will capture scores from the Voting System Evaluation Team members and calculate vendor rankings based upon the evaluation criteria and weightings.

2.0 Evaluation Team Roles & Responsibilities

The 2007 Voting System Implementation Evaluation will be performed by Teams with various roles and responsibilities as outlined below:

Table 1. Roles and Responsibilities

Role	Responsibilities	Team Member
Executive Review Team	<ul style="list-style-type: none"> ■ Becomes familiar with the RFI, Evaluation Plan, and Evaluation Tool ■ Receives, evaluates and approves evaluation, ratings, and recommendations provided by the Voting System Evaluation Team ■ Makes recommendations to the Board of Commissioners for selection of a Voting System to replace all of the City of New York's voting system for the 2007 elections and beyond. 	<ol style="list-style-type: none"> 1. John Ravitz 2. George Gonzalez 3. Pamela Perkins 4. Steve Richman

Role	Responsibilities	Team Member
Voting System Evaluation Team	<ul style="list-style-type: none"> ■ Becomes familiar with the Request for Information, Evaluation Plan, and Evaluation Tool ■ Reviews vendor responses to the Request for Information. ■ Conducts oral interviews with each vendor at which the vendor's offered system is present and available for examination. ■ Reviews voting systems left at the offices of the Board for independent examination. ■ Participates in public vendor product demonstrations. ■ Participates in evaluation sessions. ■ Based on all items listed above (written vendor responses, oral interviews, system examination, public demonstrations, and evaluation sessions) evaluates and rates each vendor's proposed voting system. 	<p>Voting Members</p> <ol style="list-style-type: none"> 1. Lucille Grimaldi 2. John Naudus 3. John O'Grady 4. Benjamin Acevedo 5. Rosanna Rahmouni 6. Steve Ferguson 7. Barbara Conacchio 8. Troy Johnson <p>Non-Voting Members</p> <ol style="list-style-type: none"> 1. Danny Amitrano 2. Patricia Cortez 3. Antonia Figueroa
Analysis and Support Team	<ul style="list-style-type: none"> ■ Collects vendor responses to the Request for Information and compiles them in a "compare and contrast" format. ■ Reviews vendor responses to the Request for Information and attends oral interviews of vendors, examinations of systems, and public demonstrations. ■ Provides a qualitative summary of the pros/cons and strengths, weaknesses and issues of each proposal in accordance with the Selection Considerations, and an assessment of product design and security features, and vendor strengths and weaknesses.. ■ Facilitates evaluation sessions and provides guidance as the Board team members evaluate offerings. ■ Prepares report (Gartner and BOE staff) providing ratings and assessment to Executive Review Team. 	<ol style="list-style-type: none"> 1. Edward Fraga 2. Christopher Baum 3. Karen Viggiano 4. Michael Kinara 5. Paul Denvir 6. Pejman Azarm 7. Marguerite Chin-Hong

3.0 Evaluation Schedule

Below is the schedule of activities to be completed by the Board in order to select an appropriate Voting System for the City of New York by the January 5, 2007 deadline stipulated in the State Schedule for the 2007 Voting System selection. This Selection Timeline includes tasks that will be completed by the Voting System Evaluation Team, Gartner, The Executive Review Team, the State Board of Elections and the Board’s Commissioners.

Table 2. 2007 Voting System Selection Timeline

Task		Start Date	End Date
Phase I	Submit RFI to Vendor Community		
1	Issue Request for Information (RFI)	May 01, 2006	Sep 29, 2006
2	Vendor’s Develop and Submit Responses	Oct 01, 2006	Oct 23, 2006
Phase II	Vendor Selection		
1	Post all responses received (all parts) to the RFI on the BOE Website (after review for claims of trade secrets, etc).	Nov 1, 2006	Nov 8, 2006
2	Gartner Compiles Vendor Responses	Nov 1, 2006	Nov 8, 2006
3	BOE Evaluation Team Reviews Responses	Nov 1, 2006	Dec 22, 2006
4	Gartner Prepares Written Report Assessing Product Design & Security and Vendor Strengths & Weaknesses	Nov 06, 2006	Dec 08, 2006
5	Public Demonstrations (w/Commissioners)	Nov 13, 2006	Nov 17, 2006
6	Conduct Hearing for Public Comment on Voting Systems	Nov 21, 2006	Nov 21, 2006
7	Conduct Vendor Interviews & Examine Systems	Nov 27, 2006	Dec 01, 2006
8	Conduct Scoring of Vendor Responses	Dec 04, 2006	Dec 15, 2006
9	NYS BOE Certification	Sep 30, 2006	Dec 19, 2006
10	Prepare report (Gartner and BOE staff) providing Evaluation Team ratings, assessment and recommendations. The Evaluation Team’s Report and the Gartner Vendor Assessment Report will be sent to the Commissioners and made available to the public by posting on the Board’s website and by making copies available for public distribution at the Board’s front counter on December 22, 2007.	Dec 18, 2006	Dec 22, 2006
11	Board of Commissioners Vote on 2007 Voting System Vendor Selection (includes presentation of reports and public comments at the start of the meeting)	Dec 27, 2006	Dec 28, 2006
12	Develop Detailed Order of Vendor Equipment and Services (to SBOE)	Dec 29, 2006	Jan 05, 2007

4.0 Evaluation Process

Below are the steps in the evaluation process of selecting a vendor to provide the new Voting System to be used in New York City for 2007 and beyond.

1. Prepare for Evaluation

- a) *Develop Selection Criteria & Criteria Weightings* - Evaluation Team members develop the selection criteria and the criteria weightings, as shown in Appendix A and further delineated

in Appendix C. These Criteria and Weightings are part of the Evaluation Tool that the Evaluation Team will use to tally vendor technical responses.

There are different options for evaluating the cost responses. Refer to Item 2(m) below.

- b) *Develop RFI* – Evaluation Team members develop the Request for Information (RFI) to be issued on September 29, 2006. The criteria for sending the RFI to a vendor was appearance on the list of vendors that had submitted an application for certification to NYSBOE by September 29, 2006 to provide a Voting System for use in the State of New York. The RFI contains a description of the Board's current technical environment, operational procedures, and volumetric information regarding New York City. It also presents system and procedural requirements which each proposal must address.
- c) *Schedule Vendor Demos* - Attend the vendor demonstrations of proposed products. In May, four of the potential vendors (Avante, Sequoia, Danaher, and ES&S) were requested to conduct internal demonstration of their products to the BOE in NYC. Diebold provided its internal demonstration on September 25, 2006 after it was learned that Diebold had submitted an application for State certification of its optical scan solution.
- d) *Review BOE in NYC RFI* - Evaluation Team members read the Request for Information (RFI) and become familiar with the Board's requirements and the format the vendors have been asked to follow.
- e) *Review Evaluation Plan & Evaluation Tool* - Evaluation Team Members read the Evaluation Plan and Evaluation Tool, and become familiar with the process, criteria and weighting involved in the vendor evaluation and scoring process. The Evaluation Criteria and Weightings are in Appendices A and C. The criteria reflected in Appendix A includes seven (7) categories. Each of these categories represents a significant facet of the electoral process. Voting Systems Design, Security and Privacy, and Election Day Operations are each taken under consideration with the highest weights, each valued at 17%. The strength of the vendor and its experience, and the development, training and support services that the vendor will supply comprise three additional categories. The administrative processes that the Board must undertake for each election resulting from the design of each system, is also taken under consideration as an additional category.

Throughout the categories there are items directly related to the voter's and pollworker's experience at the polls on Election Day. Taken together, these items comprise over 33% of the overall weightings.

2) Conduct Vendor Evaluation

- a) *Attend Vendor Demos* - Evaluation Team Members will attend all vendor demos to learn more about the proposed vendor products and ask specific questions of each vendor.
- b) *Review Scoring Guidelines* - Evaluation Team Members will use the criteria outlined in Appendices A & C to score each Proposal. The ratings shown in 2(i) below shall be used in the scoring of each criteria and its subsections that have been assigned weights in the Evaluation Tool. Scores will be indicated on the Evaluation Tool Evaluator Tab.
- c) *Review Assessment & Analysis Reports of All Proposals* – Gartner will compile the responses into one document to help facilitate the concurrent review of all proposals. Gartner will also develop a Proposal Response Assessment Report, providing comparison analysis of the responses. Evaluation Team Members will review this document in preparation for the evaluation.

- d) *Review Cost Analysis Report* – Proposers will complete the Cost Template spreadsheet detailing all project one-time and on-going costs. Gartner will use this information as the basis for the development of a Cost Analysis Report. Evaluation Team Members shall review the Cost Analysis Report.
- e) *Review State Voters Per Machine Report* – Evaluation Team Members will review NYS BOE “Voters per Machine” reports to ensure they are familiar with this document. The State Voters per Machine Report is being prepared by the American Institute of Research (AIR) on behalf of the NYSBOE and will be based upon tests of voting speed by paid members of the public.
- f) *Receive, Prepare and Perform Initial Scoring of the RFI Responses* – As the responses arrive at the offices of the Board, the Procurement Department will oversee the time and date stamping of the submissions at the Front Counter. A Democrat and a Republican will open each vendor’s submission and inventory the contents. Vendor responses shall be released to Gartner for compilation, and the technical responses (i.e., non-cost) will be released to the Evaluation Team for review. Vendor responses will be reviewed and posted on the Board’s website. Vendor technical responses will be scored by the Evaluation Team as per the Selection Plan. After the technical responses have been scored, the cost responses will be evaluated. Refer to Item 2(m) below.
- g) *Conduct Vendor Oral Interviews* – Each vendor will be required to be interviewed by the Evaluation Team. The vendor must have its proposed voting system physically present during the interviews. The interviews will not be a demonstration of the vendor’s proposed system; rather, the Team will obtain information about the proposed system and any needed clarifications to the vendor’s response to the RFI by asking the vendor questions and by examining the system.
- h) *Independently Examine the Systems* – Each vendor will be required to leave its system at the offices of the BOE in NYC so that the members of the Evaluation Team can examine it. The Team members will examine both the voting equipment and the election management system.
- i) *Enter Preliminary Proposal Scores* - To begin the vendor proposal evaluation, each Evaluation Team member will use the Evaluator Tab designated for that person in the Evaluation Tool. This Tab is a worksheet containing sub-categories for each of the required elements of the proposal. Team members will be instructed to temporarily disregard the weightings that were previously developed and to focus on determining the score that each proposal should receive for each line in the Evaluator Tab. Only whole digit scores may be given and only in the range of 1-5. Zero is not permitted. The scores rank the proposer’s responses and product demonstrations in terms of conformance with stated requirements for quality and/or competence. The scale is as follows:

1 = Poor

2 = Fair

3 = Average

4 = Good

5 = Excellent

The Evaluation Form that the Evaluation Team will use to rate the proposals is shown in Appendix B. The actual tool will include the Evaluator name and the proposed vendor and system name. These individual team member scores are preliminary scores only and the worksheet upon which they are stored will be considered a work paper and will not be part of a final report.

- j) *Attend Proposal Scoring Workshop* – After each Evaluation Team member has reviewed all proposals and entered preliminary scores for all items of all proposals, the Evaluation Team (both voting and non-voting) shall meet in a Proposal Scoring Workshop for a detailed review and discussion of each proposal. The Team will discuss each line and the relative merits of each proposal for that line. Non-voting Subject Matter Experts as well as Gartner will provide explanation, insight and perspective to the meaning of the item and the relative merit of each proposal response. Each Team member should state his/her reasons for scoring as they did, but no one needs to convince anyone else of his/her opinion. Each member is scoring to the best of his/her ability, based on the vendor's written responses to the RFI, oral interviews with the vendors, examination of the systems, attendance at public demonstrations, and his/her experience and expertise in the administration of elections. After listening to the discussion, Voting Team members may then revise their respective scores for each line.
- k) *Attend Final Proposal Scoring Workshop* – Once all line responses from the technical responses have been evaluated and revised individually by all Team Members, Gartner will compile the voting member scores. A final Proposal Scoring Workshop will then be conducted in which a review of the scores of all evaluators will be compared for each evaluation line. Situations in which there appears to be an anomaly (five members give a proposal "1" for a given evaluation line, while one member gives the same proposal a "5", will be reviewed by the Team to determine why there is such a discrepancy. Discussion often clarifies the differences and allows each member to garner information from each other member's areas of expertise. Each Evaluation Team member's score will have the same value as every other member's score. The average of the team member scores will be used and no member will be required to alter their score as a result of these discussions.
- l) *Review Relative Ranking of Scoring of Technical Responses* - Once all items for all technical responses have been thus reviewed and a team score has been assigned by the Evaluation Team, team scores for each technical response will be reviewed by the Team. The highest score represents the best technical response.

The Evaluation Team may make "what if" revisions to the weights at this time to determine "sensitivity" of the weightings (i.e. does changing a given weight make any difference in the outcome). In this way, the Team may learn which factors have driven the selection. The original weightings prior to this sensitivity testing will be restored and the final analysis will serve as a principle input into the recommendations made to the Commissioners. The Team is not required to reach consensus. As Board employees, Team members retain the right to express individual opinions to the Board's Executive Management and to the Board's Commissioners at any time.

- m) *Cost Evaluation* – Once the technical response scores have been determined and finalized, the costs will be reviewed. In the RFI, respondents were asked to provide a detailed set of First-time Costs (costs for the Primary Election in 2007) and a separate detailed set of Per-Election Costs (i.e., costs for the General Election in 2007 and for each election thereafter).

There are three primary options for evaluating the cost responses:

1. Option 1 - The Evaluation Team conducts the technical evaluation as described in this document, and Gartner develops a Cost Analysis Report. Both documents are presented to the Commissioners for consideration.
2. Option 2 – The Evaluation Team evaluates the cost responses and provides a simple ranking for all responses indicating least to greatest value, taking into account both start-up and operating expenses. The results of the cost evaluation will be input into the report of the Evaluation Team.

3. Option 3 - The Evaluation Team conducts the technical and cost evaluation for all vendors and presents a combined score to the Commissioners for consideration. Within this option, there are several methodologies that can be applied that are based on two major factors.
 - a. Weighting of technical score vs. cost score
 - b. Derivation of cost score, to potentially include items such as:
 - i. One-time vs. on-going costs
 - ii. Operating costs to conduct an election
 - iii. Cost analysis timeframe
 - iv. And other relevant considerations

The options for the evaluation of the cost responses will be further delineated in the Cost Evaluation Plan. The Cost Evaluation Plan will be provided to the Commissioners under separate cover, and will be part of the discussion and review of the entire Plan by the Commissioners at their Tuesday meeting on October 31, 2006.

- n) *Prepare Staff Recommendation* - The Relative Rankings of the vendor responses created by the evaluation process will be direct input into the Evaluation Team's recommendation to the Board's Commissioners.

2) Prepare & Transmit Assessment & Recommendations Reports to Executive Review Team

- a) After the conclusion of the steps identified above, Evaluation Team, with the assistance of Gartner, will consolidate the evaluation results and prepare a report that presents the Evaluation Team's assessment of the proposed voting systems. This report will document the Evaluation Team's evaluation of each proposed system based on the vendor written responses to the RFI, oral interviews with the vendors, examination of the systems, attendance at public demonstrations, and relevant knowledge, experience and expertise in the administration of elections and/or the assessment of proposed systems. The report will address each of the major categories reflected in the seven criteria in Appendix B. The report will be forwarded to the Executive Review Team. John Ravitz, Executive Director of the Board of Elections in NYC, will present this recommendation to the Board's Commissioners on December 22, 2006.
- b) Concurrent with all of the steps outlined above, Gartner will be independently preparing an assessment of each of the proposed voting systems for which the BOE received responses to the RFI. Gartner's assessment report will focus on the vendor's proposed systems design and security features, and the vendor's strengths and weaknesses. Gartner's Assessment Report will be forwarded to the Executive Review Team. John Ravitz, Executive Director of the Board of Elections in NYC, will present this assessment to the Board's Commissioners on Dec 8, 2006.

3) Board Makes Selection

- a) Prior to the commencement of deliberations by the Commissioners on December 27th, the Voting System Evaluation Team and the Executive Review Team shall orally summarize their findings and recommendations to the Commissioners. Next, the Commissioners will receive public comments. Then Commissioners will then have the opportunity to ask the Evaluation Team questions on the reports.
- b) The Commissioners will review the recommendations presented by the Executive Director and will vote on and approve the selection of the voting system best-suited for the electoral process in New York City by the end of this deliberation period.

4. Notify State Board of Selection and Quantity

- a) Once a vendor is chosen by the Commissioners, notification will be sent to the NYSBOE regarding the chosen vendor product, the quantity of devices, commodities, accessories and supplies required for purchase for BOE in NYC and the vendor services expected to accompany the selected system. The deadline for this submission is January 5, 2007.

Appendix A - Evaluation Criteria and Criteria Weightings

1) Voting System Design	Sub-Sec. Weight	Overall Weight
1.1) Pollsite Voting System Mechanical Characteristics *	10.0%	1.7%
1.2) Pollsite Voting System Functionality *	40.0%	6.8%
1.3) EMS Functionality	10.0%	1.7%
1.4) EMS Server Environment	10.0%	1.7%
1.5) Ballot Display *	10.0%	1.7%
1.6) EMS Specifications *	10.0%	1.7%
1.7) Pollsite Voting System Specifications *	10.0%	1.7%
Total	100.0%	17.0%
2) Board Operations	Sub-Sec. Weight	Overall Weight
2.1) EMS & Pollsite Voting System Maintenance	33.3%	4.3%
2.2) Pre-Election Set-up	33.3%	4.3%
2.3) Post-Election Activities - and Quarterly Testing	33.3%	4.3%
Total	100.0%	13.0%
3) Election Day Operations	Sub-Sec. Weight	Overall Weight
3.1) Pollworker Activity *	10.0%	1.7%
3.2) Voter Activity - Voting Process *	40.0%	6.8%
3.3) Voter Activity - Voter Verifiable Paper Audit Trail (VVPAT) *	20.0%	3.4%
3.4) Voter Activity - Voter Assistance Devices *	20.0%	3.4%
3.5) Technician Activity *	10.0%	1.7%
Total	100.0%	17.0%
4) Security & Privacy	Sub-Sec. Weight	Overall Weight
4.1) Security Strategy & Physical Security	30.0%	5.1%
4.2) Software Security	30.0%	5.1%
4.3) Voter Privacy *	40.0%	6.8%
Total	100.0%	17.0%
5) Implementation Services	Sub-Sec. Weight	Overall Weight
5.1) Interfaces	14.3%	1.9%
5.2) Receipt & Acceptance Testing	14.3%	1.9%
5.3) Staff Training	14.3%	1.9%
5.4) Pollworker Training *	14.3%	1.9%

5.5) First-Time Support *	14.3%	1.9%
5.6) One-time Other Services	14.3%	1.9%
5.7) Public Education Assistance *	14.3%	1.9%
Total	100.0%	13.0%
6) On-Going Support		
	Sub-Sec. Weight	Overall Weight
6.1) Warranty Services	20.0%	2.2%
6.2) Staff Training	20.0%	2.2%
6.3) Pollworker Training *	20.0%	2.2%
6.4) On-going Support Services *	20.0%	2.2%
6.5) Testing	20.0%	2.2%
Total	100.0%	11.0%
7) Vendor Strength & Experience		
	Sub-Sec. Weight	Overall Weight
7.1) Certification (2002 - 2005)	20.0%	2.4%
7.2) Reference Jurisdictions	20.0%	2.4%
7.3) Election Experience	20.0%	2.4%
7.4) Litigation	20.0%	2.4%
7.5) Manufacturing & Delivery Capacity	20.0%	2.4%
Total	100.0%	12.0%
Total Score		100.0%

* These subcategories contain considerations of features and capabilities that directly impact the pollworker operations and the voters' ease of use at the polls on Election Day. They account for more than 33% of the overall weightings.

Appendix B - Evaluation Team Member Spreadsheet

Evaluator: <evaluator name> Date Completed:

	System A	System B	System C	System D	System E	System F	System G	System H
1) Voting System Design								
a) Pollsite Voting System Mechanical Characteristics								
b) Pollsite Voting System Functionality								
c) EMS Functionality								
d) EMS Server Environment								
e) Ballot Display								
f) EMS Specifications								
g) Pollsite Voting System Specifications								
Totals								
2) Board Operations								
a) EMS & Pollsite Voting System Maintenance								
b) Pre-Election Set-up								
c) Post-Election Activities - plus Quarterly Testing								
Totals								
3) Election Day Operations								
a) Pollworker Activity								
b) Voter Activity - Voting Process								
c) Voter Activity - Voter Verifiable Paper Audit Trail (VVPAT)								
d) Voter Activity - Voter Assistance Devices								
e) Technician Activity								
Totals								
4) Security & Privacy								
a) Security Strategy & Physical Security								
b) Software Security								
c) Voter Privacy								
Totals								
5) Implementation Services								
a) Interfaces								
b) Receipt & Acceptance								

Testing								
c) Staff Training								
d) Pollworker Training								
e) First-Time Support								
f) One-time Other Services								
g) Public Education Assistance								
Totals								

6) On-Going Support								
a) Warranty Services								
b) Staff Training								
c) Pollworker Training								
d) On-going Support Services - plus								
e) Testing								
Totals								

7) Vendor Strength & Experience								
a) Certification (2002 - 2005)								
b) Reference Jurisdictions								
c) Election Experience								
d) Litigation								
e) Manufacturing & Delivery Capacity								
Totals								

Appendix C – Detail of Evaluation Criteria

Items below shown with an asterisk “*” pertain to features and capabilities that directly impact the pollworker operations and the voters’ ease of use at the polls on Election Day.

1. Voting System Design Requirements

1.1 Pollsite Voting System Mechanical Characteristics

Pollsite Voting System Characteristics Subcategories	
1)	Portability - How the proposed Pollsite Voting System is “portable” in terms of size and weight.
2)	Durable Material - How the proposed Pollsite Voting System is composed of durable materials and assembled in a durable fashion.
3)	Durability - How the proposed Pollsite Voting System as a whole is durable and unlikely to fail when used throughout the Election Cycle as a result of use and transportation.
4)	Reliability & Accuracy - How the proposed Pollsite Voting System records the cast ballot reliably and accurately.
5)	Mechanical Modifiability - How the proposed Pollsite Voting System can be easily modified from a mechanical perspective to meet the needs of BOE in NYC.
6)	Storage for Supplies - How the proposed Pollsite Voting System has storage space in or on the System for current and future BOE in NYC Election Day supplies.
7)	Visible Messages * – How the proposed Pollsite Voting System display provides the voter, inspector and technician with messages, feedback and instructions.
8)	Audible Messages * – How the proposed voting system audible device provides clear messages, feedback and instructions to voters that require this type of assistance.
9)	Multiple Ballot Formats - How the proposed Pollsite Voting System will handle different ballot formats for all New York City Elections.
10)	Ease of Ballot Revision - How the proposed Pollsite Voting System can enable flexibility for last minute ballot changes.
11)	Full-Face Requirements * – How the pollsite voting system meets the State New York full-face ballot requirements.
12)	Capacities - How the proposed Pollsite Voting System has the capacity to accommodate NYC volumes. (See Appendix B – Tab “Volumes for NYC”)
13)	Accommodation of Voters With Disabilities * – How the design and installation of the proposed Pollsite Voting System accommodates access by voters with visual or mobility disabilities in compliance with the Americans with Disabilities Act (ADA), the Help America Vote Act (HAVA) and other applicable federal legislation.

1.2 Pollsite Voting System Functionality

Pollsite Voting System Functionality Subcategories
1) Ease of Set-up * - How the proposed Pollsite Voting System is easily prepared for Election Day. This includes the time required to set up the individual DREs, system controllers, and/or optical scan voting equipment to make them ready for delivery to the polls.
2) Time Required to Prepare Equipment - Meets BOE in NYC Implementation Time Frame - How the proposed plan for implementing the proposed voting system in time for the September 2007 Primary Election.
3) Degree of Voting Privacy * - How the proposed voting system will enable a voter (including voters with disabilities) to cast his or her ballot in complete privacy and security.
4) Amount of Assistance Required * - How the proposed voting system will enable a voter (including voters with disabilities) to cast their ballot with minimal assistance.
5) Time Required to Cast Votes * - How the proposed voting system allows for a reasonable length of time for any voter (including voters with disabilities) to complete and cast his or her ballot.
6) Ease of Pollsite Voting System Modification & Re-certification – How the proposed plan by which the proposed Pollsite Voting System can be modified and recertified (by the NYS BOE) if needed to meet the needs of BOE in NYC for implementation for the September 2007 Primary Election.
7) Multiple Election Districts * - How each proposed Election Day Voting device can handle multiple Election Districts.
8) Clear Error Messages * - How the proposed Pollsite Voting System will provide clear error messages for inspectors, voters and technical staff.
9) Additional Equipment Necessary - Additional equipment (beside Pollsite Voting System) if any, that will be required before, during or after Election Day.
10) Exception Handling - How the proposed Pollsite Voting System will cleanly and clearly handle any exception while still maintaining the system's data.
11) Public & Protective Counters – How the proposed Pollsite Voting System will maintain and display a Protective counter and a Public Counter for each Political Party.
12) Voting Tabulation Overview – A thorough discussion of the product features and functions that includes a discussion of what happens during a power outage or other disaster.
13) Voting Tabulation – How the proposed voting system's central tabulation hardware and software is capable of efficiently consolidating vote results from each Election District and performing a full audit (i.e. a re-tabulation of the total vote count for purposes of determining the official election results) within a satisfactory time after the election (as determined by the BOE in NYC).
14) Audit Logs - The logging capabilities of the pollsite voting system that include: <ul style="list-style-type: none"> a) Which components are capable of logging events b) The types of events that are logged c) How logs are managed d) Which logs are circular e) How log size is controlled f) The log reports that are available

1.3 Election Management System (EMS) Functionality

EMS Functionality Subcategories
1) EMS Functionality – The key functions that the EMS performs and what is required to initialize it.
2) User Friendly – The user-friendliness functionality of the proposed EMS.
3) Setup of Election – The extent to which the proposed EMS has the flexibility to change the Election Set-up to meet current and future BOE in NYC needs
4) Data Import – The capabilities of the proposed EMS to allow for different input file formats.
5) Election Setup - The step-by-step operation of the EMS for the setup of an election.
6) Ballot Layout Process (Manual Over-ride) – The capability of the proposed EMS to provide automatic ballot layout functionality, while still allowing manual changes in order to maintain “party integrity” for General Elections. a) The ability of the system to retain previously defined formats for ballot layout.
7) Language Translation Input – The capabilities of the proposed EMS to input language translations.
8) Audio Preparation – The capabilities of the proposed EMS to provide an efficient method of preparing the audio ballots. Such as: a) The types of voice files that can be used (recorded, synthesized, or both) along with the methods of sharing and storing voice files. b) How the EMS (since the proposed system cannot be networked) allows BOE in NYC to verify both audio files and visual ballot elements (both translated and non-translated) within a reasonable timeframe. c) A recommended approach to audio ballot creation for BOE in NYC.
9) Party Symbols – The capabilities of the proposed EMS to import and display party symbols.
10) Setting Voting Device Parameters (such as time-out, number retries after VVPAT, closing polls, over/under alerts, exception handling & messages, reporting, etc.).
11) PMD Writing – How the ballot data is written onto the Portable Memory Devices (PMDs).
12) Write-ins – How a write-in vote is defined in the EMS.
13) Capacities (such as ballot styles, translated ballot styles, number of contests per ballot style, number of candidates per contest, ED/AD, parties).
14) Ballot Proofing – Recommended approach to ballot proofing for BOE in NYC including displayed, printed, synthesized, spoken ballots in English, Spanish, Mandarin Chinese, Cantonese Chinese and Korean and including ballot rotation.
15) Moving from Primary to General – How the proposed EMS can enable the BOE in NYC to move from the Primary to the General Election with a minimum of effort.
16) Ballot Rotation - The capabilities of the proposed voting system to comply with all ballot rotation requirements of NY State Law and BOE in NYC, including “candidate rotation and “group rotation”.
17) Last Minute Ballot Changes – The capabilities of the proposed EMS to handle “last minute” ballot changes in an efficient and easy manner.
18) Reporting Capabilities – The capabilities of the proposed EMS to produce standard, custom and ad-hoc reports as required by BOE in NYC including: a) All of the files and reports that can be produced and in what format (HTML, XML, XLS, etc.) b) The steps required to produce these files and reports in the various formats,

EMS Functionality Subcategories
<ul style="list-style-type: none"> c) The version of formats used to produce files (if applicable) d) Any third-party software that BOE will need to use with the proposed software to generate reports
19) Error Logs – The capabilities of the proposed EMS to maintain, produce, and print out error logs.
20) Aids to Manual Re-canvass – How the proposed EMS will aid the BOE in NYC in the efficient conduct of a manual re-canvass.
21) Control Mechanism for PMD Last Minute Ballot Change - The process for making last minute changes to a ballot that has already been loaded onto a voting system on Election Day.
22) Automatic Update to EDs Affected by a Ballot Change – If and how the proposed EMS will automatically update all Election Districts affected by a ballot change.
23) Archival Functionality & Capacity – The archival capability of the proposed EMS and its capacity to meet NYS record retention requirements.
<p>24) Network Topology – The BOE in NYC may elect to operate a system in the future in which the election results of each borough are transmitted electronically from the borough office to the Central Office. This includes:</p> <ul style="list-style-type: none"> a) All hardware, software, documentation, training, services and supplies necessary to implement and operate the system at each of these locations and to inter-connect them for the purpose of vote tabulation and reporting.
25) Ease of EMS Modification & Re-certification – The proposed plan by which the proposed EMS Voting System can be modified and recertified (by the NYS BOE), if needed, to meet the needs of BOE in NYC for implementation for the September 2007 Primary Election.
26) Emergency, Absentee & Affidavit Voting Results –,The capabilities of the proposed EMS to integrate emergency, affidavit and absentee voting results with Election Day results in a timely and accurate manner, if BOE in NYC chooses to replace its current central count optical scan system.
<p>27) Audit Logs- The logging capabilities of the EMS system that include:</p> <ul style="list-style-type: none"> a) Which components are capable of logging events b) The types of events that are logged c) How logs are managed d) Which logs are circular e) How log size is controlled f) The log reports that are available

1.4 EMS Server Environment

EMS Server Environment Subcategories
1) Vendor Provided vs. Off-the-Shelf – Given NYC volumes and the specifications of the EMS server, whether required hardware can be acquired by BOE in NYC directly from the manufacturer or if it must be acquired through the vendor.
2) OS Requirements – Whether the specifications of the EMS Server Operating System software require that the software be acquired by BOE in NYC directly from the manufacturer or will be acquired bundled in this procurement.
3) Other Third-Party Application Software – Whether the specifications of the EMS Server require that other third party software will be acquired by BOE in NYC directly from the manufacturer or they will be acquired bundled in this procurement.

EMS Server Environment Subcategories
4) Setup and Data Distribution to Boroughs – The EMS portion of the Election setup and the methods of data distribution to the boroughs.
5) Network Security (if network will be employed) – Description of the network and its components if the EMS requires a local area network.
6) Networking of EMS - As currently understood from the State of New York requirements, due to security concerns, any product that counts votes or configures voting systems is not permitted to reside on a network. Therefore, the current and the proposed 2007 Election Management Systems (EMS) must exist as stand-alone systems. For the purpose of this RFI, BOE in NYC asks each respondent to provide two (2) EMS configurations (networked and stand-alone) in its response in the event that the State of New York determines it is acceptable for EMS systems to reside on a network. These include: a) The current NYS restrictions and assume that no network may be used by the proposed EMS. b) Assumption that the NYS BOE will in the future allow for the use of secure network environments for Voting Systems
7) Vendor's System Architecture - A high-level description and a diagram of the overall Vendor's System architecture that clearly illustrates the proposed components and their interrelationship.

1.5 Ballot Display

Ballot Display Subcategories
1) Ballot Languages * – The language capabilities and languages supported by the proposed Pollsite Voting System. BOE in NYC requires English, Spanish, Chinese (Mandarin and Cantonese), and Korean. All instructions and ballot information provided to the voter must be provided in each of these languages. Any additional languages may be included.
2) Contests vs. Font-size Limitations * – The capabilities of the proposed Pollsite Voting System to display all BOE in NYC contests, while still maintaining the required font sizes.
3) Appearance (color, font-size) * – The capabilities of the proposed Pollsite Voting System to allow the voter and/or administrator to adjust the ballot appearance.
4) Ballot Clarity (zoom, font) * - The capabilities of the proposed Pollsite Voting System to ensure that the ballot is clear and readable to all voters.
5) Ballot Format & Orientation * - The capabilities of the proposed Pollsite Voting System to be flexible to allow BOE in NYC to format ballots in either direction (landscape or portrait), regardless of the election type.
6) Party Colors & Logos * - The capabilities of the proposed Pollsite Voting System to allow for party colors and logos.
7) Break by Party * – The capabilities of the proposed Pollsite Voting System to allow for a ballot layout that displays each party in its own column.
8) Last Minute Ballot Changes * - The capabilities of the proposed Pollsite Voting System to handle "last minute" ballot changes (candidates on/off the ballot). This includes the recommended lead time for the finalization of ballot definitions to allow for preparation of the voting system in time for Election Day.
9) Ballot Limit * – Such as the following:

<ul style="list-style-type: none"> a) Maximum number of columns, rows and ballot positions of the pollsite voting system b) Maximum number of lock-outs on voting machine c) Maximum number of voters each voting machine can accommodate per election
<p>10) Ballot Layout * – The capabilities of the proposed Voting System to support the following;</p> <ul style="list-style-type: none"> a) Support both automated and manual ballot layout design. b) Flexibility to allow modifications and corrections to the ballot layout. Describe which formatting factors can be modified.
<p>11) Screen Navigation * - How a voter navigates through the screen of the voting device (if DRE or BMD system), moves back and forth between screens, between contests, etc.</p>

1.6 EMS Specifications

EMS Specifications Subcategories
<p>1) Ballot Styles – The number of ballot styles that the EMS can manage and whether same ballots in different languages are considered different ballot styles.</p>
<p>2) Languages * – The following languages that can be supported within the EMS:</p> <ul style="list-style-type: none"> a) For Text: English, Spanish, Chinese and Korean, b) For Audio: English, Spanish, Mandarin Chinese, Cantonese Chinese, and Korean, <p>If any of these languages are not supported, steps that are being taken to meet this requirement is provided. Additional languages supported are also listed.</p>
<p>3) Data Elements – A list of data elements and database tables for ballot content and ballot layout that include elements which are required and which are not, field lengths and character types.</p>
<p>4) Audio File Capacity – The available formats of the audio files and the audio file memory capacity in terms of the number of:</p> <ul style="list-style-type: none"> a) Ballot styles Supported b) Election Districts Supported c) Languages Supported

1.7 Pollsite Voting System Specifications

<p>1) Ballot Style Capacity – The number of ballot styles that each pollsite voting system can support and some other measure of memory capacity is also provided.</p>
<p>2) Voting Session Capacity * – The total number of ballots each pollsite voting system can cast in one session before any manual intervention by a pollworker is needed, e.g., to change ink toner, printer paper, etc.</p>
<p>3) PMD Capacity – The storage capacity of the proposed Portable Memory Device.</p>
<p>4) Capacity Limitations – Additional capacity limitations that the pollsite voting system has.</p>
<p>5) Reading of Ballots * – If the pollsite voting system is optical scan system, the kinds of ballots that the pollsite voting system currently uses, and if the pollsite voting system can be modified to use current BOE in NYC paper ballots.</p>

<p>6) Device Calibration * – The nature and frequency of any requirements to calibrate any part of the pollsite voting system, e.g., screens, ballot counters, audio features, sip and puff features, etc.</p>
<p>7) Counters:</p> <ul style="list-style-type: none"> a) Public Counter – How the Pollsite Voting System can keep a running total of the number of ballots cast or marked by the device for a given election (divided party for a Primary). b) Spoiled Ballots – How the Pollsite Voting System can control the number of times a voter can “re-do” a ballot c) Protective Counter – The Pollsite Voting System has a protective counter that keeps a running total by the device over its life, and what is being totaled.
<p>8) Pollsite Voting System * – The following information for the proposed Pollsite Voting System includes:</p> <ul style="list-style-type: none"> a) Size Dimensions of all equipment (including peripherals such as printers, sip & puff devices, etc.) b) Weight for all equipment c) Portability once system is set up at pollsite
<p>9) Pollsite Voting System Case– The following information for the proposed Pollsite Voting System Case (if applicable) includes:</p> <ul style="list-style-type: none"> a) Carrying/Packing case design b) Size Dimensions c) Weight d) Transportation methods (e.g. wheels, handles, etc.)

2. Board Operations Requirements

2.1 EMS & Pollsite Voting System Maintenance

EMS & PVS System Maintenance Subcategories
<p>2) Automatic or Manual Simulation – The capabilities of the proposed voting system to enable automatic and manual testing.</p>
<p>3) Audit Trails Content & Format – The capabilities of the proposed voting system to provide clear and accurate audit trails of all system functions.</p>
<p>4) Staff Level of Expertise Required to Maintain & Repair – The suggested staffing levels and skill sets required of BOE in NYC staff to maintain and repair the proposed Pollsite Voting System. The level of such maintenance and repair and what level should remain a vendor activity.</p>
<p>5) Vendor Support Staff – The process for ensuring all staff members who will provide support for the proposer’s voting system, both hardware and software functionality will be appropriately trained (and preferably certified) by the proposer.</p>
<p>6) Maintenance Routines – The maintenance routines for the Pollsite Voting System.</p>
<p>7) BOE Repair & Maintenance - The type and extent of repair and maintenance work which will be permissible by BOE in NYC technical staff.</p>

EMS & PVS System Maintenance Subcategories
8) Can Board Become Vendor Independent in Five (5) Years? – The requirements and process by which the BOE in NYC could become vendor independent over a period of time (5 years during the warranty period) for all repairs.
9) Repair - The requirements and process by which BOE in NYC staff could maintain and repair the proposed Pollsite Voting System.
10) Replacement – The frequency of other jurisdictions to replace the proposed voting system equipment. The experience of as many as five (5) jurisdictions is listed.
11) Storing and Transportation - The storage and transportation requirements for the proposed pollsite voting system include the following: <ul style="list-style-type: none"> a) Environmental requirements b) Electricity/Charging requirements c) Transportation requirements for shipping the device safely to, and from, pollsites d) Recommended Voting Machine Facility storage placement e) Dimensions in the open and closed positions.

2.2 Pre-Election Set-up

Pre-Election Subcategories
1) Setup EMS (initial input & On-going Updates & Confirmation) – The EMS Setup procedures of the proposed EMS system and the suggested timeframes for these activities.
2) Do Language Translations & Confirmation – The suggested procedures for language translation and translation confirmation for the proposed EMS system.
3) Ballot Printing – The suggested procedures for ballot printing for the proposed EMS system.
4) PMD Production - The suggested procedures for PMD production for the proposed EMS system.
5) Device Setup & Testing (display printed and audio) – The capabilities and suggested procedures by which the proposed Pollsite Voting System allows BOE in NYC to set-up and test all required functions in an efficient manner
6) Viewing the Ballot -, How all ballots can be displayed without allowing voting (so as to not disturb the configuration) and without requiring individual ballot activation, once an election has been setup.
7) Cut-off For Ballot Changes - The recommended lead time (cut-off date) for the finalization of ballot definitions to allow for ballot preparation using the proposed voting system
8) Pre-Election Supply Packaging & Transporting – The capabilities and requirements of the proposed Pollsite Voting System for the packaging of Election Day supplies, the transport of Pollsite Voting System to pollsites and the protection features designed to prevent damage or loss. This includes recommended transport methods and procedures.

2.3 Post-Election Activities (including QTLY Testing)

Post-Election Subcategories
1) Post-Election Supply Packaging & Transporting – The capabilities and requirements of the proposed Pollsite Voting System for the packaging of Election Day supplies, the transport of Pollsite Voting System from pollsites and the protection features designed to prevent damage or loss. This includes recommended transport methods and procedures.

Post-Election Subcategories
2) Receive Machines – The recommended procedures for receipt of Pollsite Voting System at Voting Facilities post-Election.
3) Read PMDs into EMS – The capabilities and suggested procedures by which the proposed EMS will read PMDs Post-election in an efficient manner.
4) Produce Reports – The capabilities and suggested procedures by which the proposed EMS will allow BOE in NYC to customize and produce ad-hoc reports
5) Upload into CPESS – The capabilities and suggested procedures by which the results from the portable memory devices may be gathered and uploaded into the BOE in NYC CPESS system.
6) Re-canvass – Canvass - The recommended procedure to balance voter and ballot counts at the conclusion of an election (e.g. voters, number of ballots, public counters, rejected VVPATs, fled voter, no vote, under-votes, etc.) for both a General and a Primary. This also includes how all relevant numbers are maintained for each party in a Primary Election and the functions and reports that assist with the procedure.
7) 3% Manual Audit of VVPAT - The capabilities and suggested procedures by which the proposed new voting system will allow the BOE in NYC to manually count the required 3% of the Voter Verified Paper and audit the electronic results against those manual tallies within a reasonable time frame.

3. Election Day Operations Requirements

3.1 Pollworker Activity

Pollworker Activity Subcategories
1) Pollworker User Friendly * – How the proposed Pollsite Voting System will be user friendly in terms of the following:
a) Pollsite Setup * – The ways in which the proposed voting system can improve pollsite: <ul style="list-style-type: none"> i) Operations ii) Configuration & size iii) Staffing iv) Environment (climate control).
b) Open Polls * - The capabilities of the proposed Pollsite Voting System that enables it to be easily setup (both physically and electronically) by pollworkers on Election Day while still maintaining security. What device, if any is used in the process?
c) Handle Devices/Cards Required * – The devices/cards that are required and the persons who handle them for the Election Day pollworker activity during the course of voting.
d) Activate for Voter * – The capabilities and procedures that demonstrate the ease with which the proposed Pollsite Voting System can be activated for each voter. This includes the mechanism that is used to activate the correct ballot for the voter.
e) Voter with Disability Readiness * - The capabilities of the proposed Pollsite Voting System that make it easy to place the machine into, and return back from, disability readiness for voter with special needs.

Pollworker Activity Subcategories	
f)	Visual & Audio Indications * – The capabilities of the proposed Pollsite Voting System that provide clear visual/audibly indication that the current ballot has been cast and the equipment is ready for the next voter.
g)	Read Error Messages * - The capabilities of the proposed Pollsite Voting System that provide error messages that are clear and understandable by the average inspector.
h)	Election Day Error Solutions * - The capabilities of the proposed Pollsite Voting System that provide simple solutions for correcting Election Day errors. There are those correctable by Pollworkers and those that would require a Voting Machine Technician.
i)	Close Polls * - The capabilities of the proposed Pollsite Voting System that provide easy to close (both physically and electronically) while still maintaining security. A description of device, if any is used in the process is provided.
j)	Reporting * – The capabilities of the proposed Pollsite Voting System that provide clear, readable reports for the Poll Worker
k)	Collect PMDs * – The capabilities and suggested procedure of the proposed Pollsite Voting System for the collection of portable memory devices containing the election results from each pollsite, and the entry of said results into the system’s software, and reporting of same. This includes an estimate of time that the described Election Night procedure will take in NYC..
l)	Handle Supplies * – The capabilities and suggested procedure of the proposed Pollsite Voting System for the handling of election supplies upon poll closing by pollworkers.
m)	Voters per Machine * - The maximum and typical number of voters that can vote on the proposed voting system in 15 hours on Election Day.
n)	Pollsite Operation Breakdown * – The capabilities and suggested procedure of the proposed Pollsite Voting System for its ease disassembly and preparation for shipping.

3.2 Voter Activity – Voting Process

Voting Process Subcategories	
1)	Voter User Friendly * – The capabilities and suggested procedure of the proposed Pollsite Voting System that enable it to be user friendly in terms of the following:
2)	Instructions * – How the instructions provided to the voter by the Pollsite Voting System are clear and simple to understand. <ul style="list-style-type: none"> a) They are available in English? b) They are available in Korean? c) They are available in Spanish? d) They are available in Chinese? e) They are available in Audio for these languages
3)	Over Voting & Under-voting * - How the Pollsite Voting System prevents the voter from over voting and notifies the voter that they are under voting and how the voter can correct his or her ballot. This includes whether the under-voting alert be configured to be turned-off.

Voting Process Subcategories
4) Independency * - How the Pollsite Voting System will allow voters with disabilities to completely cast their ballot independently and in privacy.
5) Voter Verification * - How the design of the voter verification feature makes it efficient to use.
6) Intuitive * - How the proposed Pollsite Voting System would be familiar to NYC voters or easy for them to use.

3.3 Voter Activity – Voter Verifiable Paper Audit Trail (VVPAT)

VVPAT Subcategories
1) Independent Verification * – The capabilities and suggested procedure of the proposed Pollsite Voting System for Independent Voter Verification. <ul style="list-style-type: none"> a) Production * – How the proposed pollsite voting system produces a VVPAT for each ballot cast. b) Verification * – How the voter is able to verify the VVPAT and describe the process for correcting errors including after the paper ballot has been printed. c) Voided VVPAT * – How the device marks a VVPAT that has been rejected by the voter and how they are matched recognized during a manual canvass. d) Pollworker Involvement * – The steps a pollworker performs when a VVPAT has been rejected by a voter. e) Sample * - A sample VVPAT.
2) Font Size * – The capabilities and suggested procedure of the proposed Pollsite Voting System that allows the voter to adjust the font size on the VVPAT according to the EAC 2005 Guidelines as mandated by NYS BOE Standards.
3) Capture of Screen & Print Image * – The capabilities and suggested procedure of the proposed Pollsite Voting System that allows the capture of the screen and print image of the VVPAT in accordance with EAC 2005 Guidelines as mandated by NYS BOE Standards.

3.4 Voter Activity – Voter Assistance Devices

Voter Assistance Devices Subcategories
1) Instructions & Process * - The instructions of the proposed Pollsite Voting System that are clear and simple to understand for: <ul style="list-style-type: none"> i) Font Selection ii) Contrast Selection iii) Language Selection iv) Voting Aid Selection (paddle, sip & puff)

Voter Assistance Devices Subcategories
<p>2) Font Size Selection * – The capabilities and suggested procedure of the proposed Pollsite Voting System for font size selection.</p>
<p>3) Contrast Selection * – The capabilities and suggested procedure of the proposed Pollsite Voting System for contrast selection</p>
<p>4) Language Selection * - The capabilities and suggested procedure of the proposed Pollsite Voting System for language selection.</p> <ul style="list-style-type: none"> a) The voter can choose the language b) The choice of language can be done both visually and through audio.
<p>5) Audio Function * – The capabilities and suggested procedure of the proposed Pollsite Voting System audio function is clear and easy for the voter to use.</p> <ul style="list-style-type: none"> a) The volume of the audio ballot can be easily adjusted by the voter (higher/lower) b) The speed of the audio ballot can be easily adjusted by the voter (faster/slower) c) The headsets provided include technology to prevent interference with hearing aids
<p>6) Device Positioning * – The capabilities and suggested procedure of the proposed Pollsite Voting System that enable it to be positioned in an easy and safe manner to handle all voters.</p> <ul style="list-style-type: none"> a) The voter can place the keyboard in their lap b) The voting system requires re-positioning for voters in wheelchairs c) The voting system can be adjusted to avoid glare from ceiling lights
<p>7) Sip & Puff * – The capabilities and suggested procedure of the proposed Pollsite Voting System that allows the voter to navigate the equipment with a sip & puff device.</p> <ul style="list-style-type: none"> a) The voter can control navigation (move from contest to contest) as well as selection using sip & puff b) The voter can use the display as output and “sip & puff” as input. Performance of this activity depends on whether it can be done as fast as the voter can see and respond or it is dependent upon the audio speed of the device.
<p>8) Paddles * – The capabilities and suggested procedure of the proposed Pollsite Voting System that allows the voter to navigate the equipment with paddles.</p> <ul style="list-style-type: none"> a) The voter can control navigation (move from contest to contest) as well as selection using paddles? b) The voter can use the display as output and “paddles” as input. Performance of this activity depends on whether it can be done as fast as the voter can see and respond or it is dependent upon the audio speed of the device.
<p>9) Device Combinations – Ballot Presentation and Cast Modes * – All the ways in which a ballot may be presented (i.e. screen, synthesized audio, recorded audio, printed on paper) and all the ways in which a ballot may be cast (i.e. touch screen, QWERTY keyboard, alpha keyboard, keypad, telephone keypad, sip & puff, rocker paddle, etc.).</p> <ul style="list-style-type: none"> a) Every presentation mode used with every cast mode b) Combinations that cannot be used c) If so, the ability of the voter to vote completely without assistance (including write-ins) using any

Voter Assistance Devices Subcategories
combination of modes i) If not, the mode combinations that require pollworker assistance
10) Voting Tables * – The feasibility of using the proposed Voting System in conjunction with ADA approved Voting Tables. a) The voting table, if any, that is recommended for use with your proposed Voting System. b) Any additional special needs or considerations for the BOE in using ADA approved Voting Tables.
11) Write-ins * – The capabilities and suggested procedure of the proposed Pollsite Voting System that provides the voter with an easy and clear method of casting a write-in vote. a) The write-in methods i) Keyboard (QWERTY or Alphabetic order) ii) Keypad (QWERTY or Alphabetic order) iii) Paper scroll b) How write-in voting is accomplished for voters using: i) Spanish. ii) Chinese. iii) Korean. c) How write-in is accomplished for blind voters in all applicable languages i) Does voter need to listen and select letters in alphabetic order? Can voter skip through alphabet? d) How “Sip & Puff” and “Rocker Paddle” voters are able to perform a write-in without assistance.
12) Time to Vote with Disability * - The capabilities of the proposed solution in terms of input and output modes for the voter including an estimate of the average time to vote using each mode and if the voter is able to enter a write-in in each mode with complete privacy and without assistance. a) Display Output & Touch Input b) Audio Output & Touch Input c) Audio Output & Keyboard/Key Pad Input d) Display Output & Sip & Puff Input e) Audio Output & Sip & Puff Input f) Audio Output & Rocker Paddle Input
13) Change Voting Mode * - What steps must be taken if a voter wishes to change voting mode (i.e. touch & keyboard vs audio & rocker) after voting has begun.
14) Audio Capabilities * – The audio capabilities of the proposed solution. a) The synthesized and recorded voice capabilities b) Languages that are available in synthesized voice

3.5 Technician Activity

Technician Activity Subcategories
1) Technician User Friendly * – How the proposed Pollsite Voting System will be user friendly in terms of the following:
a) Pollsite Setup * – The ease with which voting technicians can setup, test and deploy the proposed pollsite voting system.
b) On-site Corrections * – The ease with which problems with the new voting system can be diagnosed and repaired at the pollsite.
c) Diagnostics * – The self-diagnostics and testing capabilities of each component of the new voting system.
2) Repair/Replacement * – The extent to which any component of the new voting system can be repaired and/or replaced.
3) Tools Required * – Any special hardware or software tools required for routine maintenance and/or repair of the Pollsite Voting System.

4. Security & Privacy Requirements

4.1 Security Strategy & Physical Security

Physical Security Subcategories
1) Facilities Assessment for Security – Vendor’s approach to facilities security assessment: a) How a facilities security assessment is performed for the 5 borough facilities b) How any security issues are identified and how the proposed solution will handle potential problems
2) Flexibility to Modify Product for Security – Should BOE in NYC identify security issues with the proposed product, how those issues will be addressed. This includes the security protections employed during system modification that ensures the integrity of the system.
3) Ability to Secure Equipment Outside of BOE Facilities – The security features of the proposed voting system which protect it when it is not in a BOE facility (in transport, at pollsite before & after election).
4) Security Controls on Firmware & Software – The different levels of security that would have to be bypassed in order for a person to gain access to firmware or software code in any proposed voting system component.
5) Component Security – How the various components of the proposed voting system are secured from tampering, access or alteration.
6) Serial Number Security – How the components of the proposed voting system are secured through the use of serial numbers.
7) End-to-End Process Security – The proposed approach to assessment and recommendations for process end-to-end security for BOE in NYC.
8) Device Locks – The device lock feature of the voting equipment. Each voting machine must include a lock or locks, the use of which locks all operation of the tabulation element of the machine and which absolutely prevents (i.e. seals) the alteration of the cumulative count of votes.

Physical Security Subcategories

- 9) **Voting Device Tamper Prevention** - A proposed product's ability to preclude tampering or damage related to an election.

4.2 Software Security

Software Security Subcategories

- 1) **Joint Security Protections Between Current BOE Systems and Proposed System** – A proposed approach to ensuring security controls between proposed voting system and current BOE software applications. This includes:
- a) Any data encryption methods used by the proposed Voting System
 - b) Features that already exist in your proposed system for file transfer security
- 2) **Wireless Security** – The protections in the proposed system that ensure that wireless communications components are either not included or how BOE can have certainty that they are disabled and how ports are controlled to prevent the attachment of foreign devices (such as wireless communications devices)?
- 3) **Modification toward Compatibility with Current BOE in NYC Security Platform** – Methods by which a strategy will be provided or modified for security between the proposed system and existing BOE systems.
- 4) **Operating System Access Security** – The security features of the proposed EMS and pollsite voting system operating systems.
- a) Methods to prevent unauthorized access
- 5) **System Instance Security** – How BOE in NYC will be protected should some part of another county's voting system find its way to NYC's instance of the proposed system.
- 6) **Security Logging** – Methods in which the proposed solution maintains an inventory, tracks each activity in detail and records users' use of any component.
- 7) **Use of SHS for Software Integrity** – The extent to which the proposed voting systems will enable the comparison of software installed on the delivered system to certified software, via the use a Secure Hash Signature Standard (SHS) validation program, contained in Federal Information Processing Standards Publication 180-2 issued by the National Institute Standards Technology.
- 8) **Data Recovery Protection** – How the proposed voting system detects and recovers lost data in any component.
- 9) **Device Interconnection Security** –
- a) Types of protections provided to prevent the interconnection of foreign devices with components of the proposed voting system (i.e. prevention of USB device attachment to pollsite voting system).
 - b) Ability to connect a projector to demonstration and training machines is desirable.
 - i) How would this be controlled?
 - ii) Do you offer training machines?
 - iii) In what ways do they differ from standard machines and are they interchangeable through configuration? Can BOE do these conversions?
 - iv) Are there simulation machines?

4.3 Voter Privacy

Voter Privacy Subcategories
1) Ballot Secrecy * – How proposed voting system ensures the end-to-end protection of the secrecy of each voter’s ballot.

5. Implementation Services

5.1 Interfaces

Interfaces Subcategories
1) Prior Jurisdiction Interfaces – Voting system interfaces that has done for other jurisdictions.
2) Interface Methodology – Method for developing interfaces from the proposed voting system to other systems.
3) BOE in NYC interfaces – Approach to creating an interface between the proposed voting system and the current BOE in NYC systems based on the descriptions provided above of these BOE systems and a time estimate that the effort will require <ul style="list-style-type: none"> a) Candidate Processing and Election Sub-System (CPESS) b) Fleet Management System c) Pollsite Management System.
4) Confirmation Reports – The proposed system provides a confirmation report of what was sent and what was received especially in downloads from EMS to pollsite voting system..

5.2 Receipt & Acceptance Testing

Receipt & Acceptance Testing Subcategories
1) EMS Installation, Receipt & Acceptance – Recommended process and services for the installation, receipt and acceptance of the proposed EMS.
2) Pollsite Voting System Installation, Receipt & Acceptance - <ul style="list-style-type: none"> a) Procedures – Acceptance test procedures. b) Timing – An estimate of time to conduct acceptance testing for a single unit. c) Support – Vendor support resources are provided during acceptance testing. d) Repair/Replacement – Repair or replacement policy during acceptance testing.
3) System Modifications – Ability to make system modifications during implementation as necessary to meet BOE in NYC requirements (while meeting EAC 2005 Guidelines and NYS BOE Voting System Standards). These include: <ul style="list-style-type: none"> a) System change methodology, version control procedures, quality assurance testing procedures, etc. as related to conducting client requested modifications.

5.3 First-time Staff Training

Training Subcategories
1) Training Types – Types of staff training (i.e. technicians, EMS, etc.) and approach to each type of training.
2) Training Materials – The type and quantity of staff training materials proposed (including written, video, audio, diagrams and equipment) to meet the needs of BOE in NYC prior to the Primary Election in 2007.
3) Trainer Certification – The number and type of training certifications held by the proposed trainers on the proposed voting system.
4) Trainer Certification Program – The type and number of hours required for a trainer to be certified by the proposer.
5) Trainee Certification – The number and type of trainee certifications that will be offered to BOE in NYC staff on the proposed voting system.
6) Training Board Staff – Training that is provided for the Board’s planning, development, managerial, supervisory and training staffs so that they can plan, develop, manage, supervise and train Board staff and pollworkers in the use of new procedures that will result from the use of the proposed new voting system prior to the Primary Election in 2007.
7) Training EMS - The classes provided for Broad technical staff who will be responsible for administering, testing and setting up the proposed voting system’s software prior to the Primary Election in 2007.
8) Training Technicians - The classes provided for Voting Machines Technicians responsible for setting up, testing, deploying and maintaining the proposed pollsite voting system prior to the Primary Election in 2007.
9) Training Modifications – Methods in which the vendor would be willing to modify its training program to accommodate the needs of BOE in NYC.

5.4 First-time Pollworker Training

Training Subcategories
1) Training Types * – Types of pollworker training and approach to each type of training.
2) Training Materials * – The type and quantity of pollworker training materials proposed (including written, video, audio, diagrams and equipment) to meet the needs of BOE in NYC prior to the Primary Election in 2007.
3) Trainer Certification * – The number and type of training certifications held by the proposed trainers on the proposed voting system.
4) Trainer Certification Program * – The type and number of hours required for a trainer to be certified by the proposer.
5) Trainee Certification * – The number and type of trainee certifications that will be offered to pollworkers on the proposed voting system.
6) Training Pollworkers * - A training plan to provide a corp of qualified trainers to conduct hands-on training directly on the proposed voting system for each pollworker prior to the Primary Election in 2007. (The Board will conduct classes for more than 30,000 pollworkers.

Training Subcategories
7) Training Modifications * – Methods in which the vendor would be willing to modify its training program to accommodate the needs of BOE in NYC.
8) Vendor “Train the Trainer” Support * – The types of classes and the number of vendor support staff, and the number of hours or days of monitoring support the vendor will provide to monitor BOE in NYC led training of pollworkers for the Primary Election of 2007. a)
9) Pollworker Training Plan – A plan for training pollworkers based on the following: <ul style="list-style-type: none"> a) NYC currently has 35,000 pollworkers. b) Pollworkers must be trained as close to an election as possible. c) NYC experience is that training is most effective when trainees have direct hands-on training on the voting system (no more than 6 trainees per machine). d) NYC would like the proposer to provide qualified (certified?) trainers for training for the initial election. e) Training provided in a single session or multiple classes (equipment training, procedure training, simulated pollsite training) f) Sub-contractor who is a specialist in training may or may not be included g) Videos developed on NYC pollworker training and deployed at each training session to ensure training consistency

5.5 First-time Support Services

Maintenance Subcategories
1) Pre-election Number & Skills of Support Staff (On-Site, Off-Site) * – The number and skill levels of proposed full-time permanent vendor staff that will support (show on-site and off-site separately) BOE in NYC prior to Election Day for the Primary of 2007.
2) Election Day Support For Pollworkers, & Technicians * – The number and skill level of proposed full-time permanent vendor staff that will support (on-site and off-site separately) BOE in NYC on Election Day for the Primary of 2007. BOE in NYC believes that it will need approximately (1) support person for approximately forty (40) Election Districts within geographic proximity.
3) Help Desk – Description of Help Desk and the procedures and problem resolution approach proposed for BOE in NYC.
4) Escalation Procedure - The proposed escalation procedure to handle support calls and assure timely resolution of support and maintenance requests.
5) Help Desk Reporting - The software used at Help Desk to track problems reported. Agreement to provide reports, on request, to BOE in NYC detailing the problems reported and their open/closed status.
6) Mandated Changes - Provisions for upgrades to the software in a timely manner for changes required by law for the proposed voting system.
7) Requested Upgrades – The process of providing software updates for enhancements requested by BOE in NYC.

Maintenance Subcategories
8) Periodic Upgrades - Description of the proposed software enhancement program including schedule of regular software updates.
9) Support Contact - Technical support contact that BOE in NYC system administrators can use to directly communicate technical issues.

5.6 First-time Other Services

One-time Other Services Subcategories
1) Project Management – The following Project Management Services for the project tasks provided under Proposer’s control: a) Project Reporting b) Project Scheduling & Planning c) Change Management d) System Implementation e) Data Conversion f) Interface Implementation g) Testing h) Knowledge/Skills Transfer i) Training j) System and Training Documentation
2) Quality Assurance – Quality assurance and testing practices, internal quality management program that should include reference to the use of any specific methodologies, as well as the receipt of any quality certifications.
3) Project Methodology - BOE in NYC expects that Project Management Institute project management and control methodologies, or their equivalent, will be used.
4) Spare Parts – Spare parts, if any, that must be purchased and kept in inventory at BOE in NYC Facilities.

5.7 Public Education Requirements

Public Education Services Subcategories
1) Voter Education Programs * – The proposed approach and methodology for participating in voter education.
2) Voter Education Material * – The proposed type and quantity of voter education materials to be provided.
3) Voter Demonstration Equipment * – BOE in NYC has found that dedicated voter demonstration equipment is useful in performing “road shows” to various community groups. Number of pollsite voting systems that are dedicated to this purpose.

6. On-Going Support

6.1 Warranty Services

Warranty Subcategories
1) Warranty Start - The warranty period shall start when all components of the voting system are accepted into production and must cover both system function and performance.
2) Warranty - The proposed terms of your warranty program and how they will meet the needs of BOE in NYC.
3) Warranty Services – Complete Warranty Services Tab in Appendix B showing the services proposed under warranty.
4) Fixes During Warranty – The proposed methodology for reporting and tracking bugs and anomalies discovered during the warranty period and how BOE in NYC staff will be notified that a fix had been developed, was applied, and is ready for testing. The date of each sub-event (report of problem, initial fix, fix applied, fix tested, fix verified, fix implemented to production, etc.) is tracked.
5) Upgrades during Warranty - Extent that the cost of system hardware and software upgrades are covered during the warranty period.
6) Requested Upgrades – The process of providing hardware and software updates for enhancements requested by BOE in NYC during warranty.
7) Periodic Upgrades - The process of providing periodic hardware and software updates during warranty including BOE in NYC staff roles and typical timelines.
8) Warranty Period – <ul style="list-style-type: none"> a) The begin date of the 5 year guarantee on parts and service by the Proposer. b) BOE in NYC requires that for security reasons, all access for system support be on-site, unless specifically agreed to by BOE in NYC. Whenever remote support is provided, this must be under strict supervision of BOE in NYC. Description of approach to meeting this requirement.

6.2 On-Going Staff Training

Training Subcategories
1) Training Types – The types of staff training proposed (i.e. EMS, etc.) and the approach to each type of training.
2) Training Materials – The type and quantity of staff training materials proposed (including written, video, audio, diagrams and equipment) to meet the needs of BOE in NYC prior to the General Elections in 2007 and Elections thereafter.
3) Trainer Certification – The number and type of training certifications held by the proposed trainers on the proposed voting system.
4) Trainer Certification Program – The type and number of hours required for a trainer to be certified by the proposer.
5) Trainee Certification – The number and type of trainee certifications that will be offered to BOE in NYC staff on the proposed voting system.
6) Training Board Staff – A plan to provide training for the Board's planning, development, managerial, supervisory and training staffs so that they can plan, develop, manage, supervise and train Board staff and pollworkers in the use of new procedures that will result from the use of the proposed new voting system prior to the General Elections in 2007 and Elections thereafter..

Training Subcategories
7) Training EMS - The classes provided for Broad technical staff who will be responsible for administering, testing and setting up the proposed voting system's software prior to the General Election in 2007 and Elections thereafter.
8) Training Technicians - The classes provided for Voting Machines Technicians responsible for setting up, testing, deploying and maintaining the proposed pollsite voting system prior to the General Elections in 2007 and Elections thereafter.
9) Training Modifications – Methods in which the vendor would be willing to modify its training program to accommodate the needs of BOE in NYC.

6.3 On-going Pollworker Training

Training Subcategories
1) Training Types * – The types of pollworker training proposed and the approach to each type of training.
2) Training Materials * – The type and quantity of pollworker training materials proposed (including written, video, audio, diagrams and equipment) to meet the needs of BOE in NYC prior to the General Elections in 2007 and Elections thereafter.
3) Training Pollworkers * - A training plan to provide a core of qualified trainers to conduct hands-on training directly on the proposed voting system for each pollworker prior to the General Election of 2007 and Elections thereafter. (The Board will conduct classes for more than 30,000 pollworkers.)
4) Vendor "Train the Trainer" Support – The types of classes and the number of vendor support staff, and the number of hours or days of monitoring support the vendor will provide to monitor BOE in NYC led training of pollworkers for General Election in 2007 and Elections thereafter.
5) Pollworker Training Plan – A plan for training pollworkers based on the following: <ul style="list-style-type: none"> a) NYC currently has 35,000 pollworkers. b) Pollworkers must be trained as close to an election as possible. c) NYC experience is that training is most effective when trainees have direct hands-on training on the voting system (no more than 6 trainees per machine). d) NYC would like the proposer to provide qualified (certified?) trainers for training for the initial election. e) Training provided in a single session or multiple classes (equipment training, procedure training, simulated pollsite training). f) Sub-contractor who is a specialist in training may or may not be included. g) Videos developed on NYC pollworker training and deployed at each training session to ensure training consistency..

6.4 On-going Support Services

Maintenance Subcategories
1) Pre-election Number & Skills of Support Staff (On-Site, Off-Site) * – The number and skill levels of proposed full-time permanent vendor staff that will support (on-site and off-site separately) BOE in NYC prior to the General Election of 2007 and Elections thereafter.

Maintenance Subcategories
<p>2) Election Day Support For Pollworkers, & Technicians * – The number and skill level of proposed full-time permanent vendor staff that will support (on-site and off-site separately) BOE in NYC on Election Day for the General Election of 2007 and Elections thereafter.</p> <p>BOE in NYC believes that it will need approximately (1) support person for approximately forty (40) Election Districts within geographic proximity.</p>
<p>3) Spare Parts – Spare parts, if any, that must be purchased and kept in inventory at BOE in NYC Facilities.</p>
<p>9) Help Desk - Description of Help Desk and the procedures and problem resolution approach proposed for BOE in NYC.</p>
<p>10) Escalation Procedure - The proposed escalation procedure to handle support calls and assure timely resolution of support and maintenance requests.</p>
<p>11) Help Desk Reporting - The software used at your Help Desk to track problems reported. Do you agree to provide reports, on request, to BOE in NYC detailing the problems reported and their open/closed status.</p>
<p>12) Mandated Changes - Provisions for upgrades to the software in a timely manner for changes required by law for the proposed voting system.</p>
<p>13) Requested Upgrades – The process of providing software updates for enhancements requested by BOE in NYC.</p>
<p>14) Periodic Upgrades - Description of the proposed software enhancement program including schedule of regular software updates.</p>
<p>15) Support Contact - Technical support contact that BOE in NYC system administrators can use to directly communicate technical issues.</p>
<p>16) Maintenance Period - Offer for annual maintenance services for 1, 3 and 5 years after voting system warranty period is specified.</p>
<p>17) List of Past Upgrades - A list of past software upgrades so that BOE in NYC can discern the history, frequency and scope of change to the proposed voting system.</p>
<p>18) Support Services – Complete Support Services Tab in Appendix B showing the services proposed under on-going support after the warranty period.</p>

6.5 Testing

Testing Subcategories
<p>1) Quarterly Testing - The capabilities of the proposed voting system to enable quarterly testing and estimates of the BOE in NYC staffing requirements and description of suggested procedures provided for this activity.</p>
<p>2) Election Testing - The process for conducting both manual and automatic testing of the devices (including all disability features and auxiliary components) as follows:</p> <ul style="list-style-type: none"> a) Pre-election – Before Election Day during device setup and after last minute changes have been made. b) Election Day – On election day at the open and close of polls c) Post-election – After Election Day through the canvass of the vote.

Testing Subcategories

- 3) **Diagnosics** – Description of self-diagnostics and testing capabilities of each component of the new voting system.

7. Vendor Strength & Experience Requirements

7.1 Certification (2002 & 2005)

Certification (2005) Subcategories

- 1) **Certification to 2002 Federal Guidelines** – Proposed voting system components that are certified to federal 2002 Guidelines including dates and evidence of when software, hardware, and firmware received certification.
- 2) **Certification to 2005 Federal Guidelines** – Proposed voting system components that are certified to federal 2005 Guidelines including dates and evidence of when software, hardware, and firmware received certification.
- 3) **New York State Certification to 2002 Guidelines** - Proposed voting system components that are New York State certified to federal 2002 Guidelines including dates and evidence of when software, hardware, and firmware received certification.
- 4) **New York State Certification to 2005 Guidelines** - Proposed voting system components that are New York State certified to federal 2005 Guidelines. Systems and components that have been submitted for New York State Certification including the current status of that certification, dates and evidence of when software, hardware, and firmware received certification.

7.2 Reference Jurisdictions

Reference Jurisdictions Subcategories

- 1) **Vendor Voting System References** – Three (3) references including name & size of jurisdiction, type & number of voting systems, date of first election, contact information including name, title, phone number and email address are provided.
- 2) **Current Use** – List of every jurisdiction where proposed voting system is currently used including the number of registered voters, number of devices and languages used for each of these jurisdictions.

7.3 Election Experience

Election Experience Subcategories

- 1) **Organizational Capability** –
 - a) Description of organizational capability (e.g., technical, managerial and financial) to successfully provide the requisite products and services to the BOE in NYC for the 2007 Primary and General Elections.
 - b) For the 2008 Elections and thereafter
- 2) **Qualified and Experienced Staff** – The number of full-time permanent staff dedicated to voting and elections systems in the US. For each such staffer person, indicate number of elections they have supported.
- 3) **Indicate Names & Titles** – The names and titles of staff that will be assigned and the names and numbers of staff that will be dedicated to BOE in NYC for 2007 Primary & General Elections.

7.4 Litigation

Litigation Subcategories	
1)	¹ WITHIN THE PAST FIVE (5) YEARS, HAS THE VENDOR, ANY PRINCIPAL, OWNER, OFFICER, MAJOR STOCKHOLDER (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE ² OR ANY PERSON INVOLVED IN THE BIDDING, CONTRACTING OR LEASING PROCESS BEEN THE SUBJECT OF ANY OF THE FOLLOWING:
a)	Conviction for a Crime - A judgment or conviction for any business related conduct constituting a crime under federal, state or local government law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing or bid collusion or any crime related to truthfulness and/or business conduct
b)	Criminal Investigation or Indictment - A criminal investigation or indictment for any business related conduct constituting a crime under federal, state or local government law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing or bid collusion or any crime related to truthfulness and/or business conduct
c)	Unsatisfied Judgment, Injunction or Lien - an unsatisfied judgment, injunction or lien for any business related conduct obtained by any federal, state or local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any federal, state or local government agency
d)	Civil or Criminal Investigation - An investigation for a civil or criminal violation for any business related conduct by any federal, state or local agency
e)	Grant of Immunity - A grant of immunity for any business-related conduct constituting a crime under federal, state or local governmental law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct
f)	Suspension or Debarment - A federal, state or local government suspension or debarment from the contracting process
g)	Contract Suspension or Termination - A federal, state or local government contract suspension or termination for cause prior to the completion of the term of a contract
h)	Denial of a Lease or Contract Award - A federal, state or local government denial of a lease or contract award for non-responsibility
i)	Administrative Proceeding or Civil Action - An administrative proceeding or civil action seeking specific performance or restitution in connection with any federal, state or local contract or lease
j)	Willful Violation of Law or Regulation - A federal, state or local determination of a willful violation of any public works or labor law or regulation
k)	Imposed Sanction - A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license
l)	Consent Order - A consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local laws
m)	OSHA Notification - An Occupational Safety and Health Act citation and Notification of Penalty containing a violation classified as serious or willful
n)	MacBride Fair Employment Principles - A rejection of a bid on a New York State contract or a lease with the State for failure to comply with the MacBride Fair Employment Principles

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¹ Taken from OGS RFI for Voting Systems.

² "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

Litigation Subcategories	
o)	Citation, Violation Order, Pending Hearing or Proceeding - A citation, violation order, pending administrative hearing or proceeding or determination issued by a federal, state or local government for violations of: i) health laws, rules or regulations ii) unemployment insurance or workers' compensation coverage or claim requirements iii) ERISA (Employee Retirement Income Security Act) iv) human rights laws v) federal U.S. Citizenship and Immigration Services laws vi) Sherman Act or other federal anti-trust laws
p)	Voluntary Exclusion from Contracting - Entered into an agreement to a voluntary exclusion from contracting with a federal, state or local governmental entity
q)	MBE/WBEA Decertification, Revocation or Forfeiture - Denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status
r)	MBE/WBEA Violation - A rejection of a low bid on a federal, state or local contract for failure to meet statutory affirmative action or Minority or Women's Business Enterprise or Disadvantaged Business Enterprise status requirements on a previously held contract
s)	Non-responsibility Finding Under Exec Order 127 - A finding of non-responsibility by an agency or authority due to the intentional provision of false or incomplete information as required by Executive Order 127.
2)	Past Performance Issues – Describe any past issues regarding the performance of your proposed EMS, or voting devices including delivery issues, support services issues, or de-certification issues, etc.

7.5 Manufacturing & Delivery Capacity

Manufacturing & Delivery Capacity Subcategories	
1)	Manufacturing Site(s) – The sites, their square footage & address in which manufacture of the proposed voting system shall occur.
2)	Peak Production – the peak production capacity in units per month for each site and when this capacity was reached.
3)	Initial Delivery – How soon (in business days) after contract award when delivery of a copy of the proposed EMS and one voting system can be delivered to the BOE in NYC
4)	Subsequent Deliveries - – How soon (in business days) after award when the following numbers of voting systems can be delivered to the BOE in NYC.