October 2018

TABULATION EQUIPMENT SURVEY

ssoeder@cuyahogacounty.us

Cuyahoga County Board of Elections

TABULATION VENDOR | INITIAL SURVEY

Name

Company

Company Website

Address

Address 2

City   State   Zip Code

Email Address

Phone Number

1. Provide a brief company history including the main business of your company, the length of time in business and number of employees.

2. Provide a current list of customers who are using or have previously used your Tabulation system.
   - Contact name, email and phone number
   - Jurisdiction size
   - Date of implementation
   - Product(s) and quantities purchased
   - What software and firmware versions are currently being used
   Please use attached excel spreadsheet "Vendor Customer List Template".

3. Based on the Cuyahoga County data attached to the email, provide a cost estimative for your paper based tabulation system.
   - At least two (2) precinct ballot scanners per polling location
   - One (1) ADA marking device per location
   - High Speed Ballot Scanners
     - Daily scan period typically six (6) hours per day over a seventeen (17) day period
   - Equipment Reserves (Backup Equipment) for election day
   - Training Equipment
     - NOTE: Approximately 5000 workers attend an election training session during a county-wide election.
   Please attach a separate document for this response.

4. Provide a detailed description of hardware and network product(s) listed in the estimate provided. Please include:
   - All relevant information, including physical descriptions, model numbers, and part numbers, concerning components such as, but not limited to, laptops, tablet computers, printers, cables, connectors, servers, internet connectivity, precinct ballot scanners, high-speed ballot scanners, ADA equipment, etc.
   - Whether a component is proprietary to the Vendor or whether the component is a commercial off-the-shelf product.
   - What is the capacity of all precinct ballot scanners? How are they stored/managed?
   - Are the precinct based scanners programmable for multiple precincts?
   - Specifically identify precinct scanner ballot box options.

   Please attach a separate document for this response.

5. List any additional recommended hardware or software which is not required as part of the tabulation system?

6. What is the throughput for each type of ballot scanner? Include the details for:
   - All ballots sizes available
   - Flat v. Folded ballots
     - NOTE: Our absentee ballots are folded three times prior to being sent out to the voters.

7. Does the high speed ballot scanner(s) have the ability to sort ballots as they are being scanned?
   - Write-ins, Remakes, Blank Ballots, etc.

8. Do the ballot scanner(s) have the ability to save ballot images? If so, what is the capacity, methodology for saving images and how long does the import/export of these images take considering a county of Cuyahoga's size?

9. What is the expected life of all equipment?
   - Battery life
   - Hardware (each piece of equipment)

10. What happens in the event of total loss of power? Is the data saved?

11. What type of ballot stock is required for use with your system. What size options are available?

12. Describe the different levels/types of technical support provided during the initial implementation and for each election moving forward?

13. Do you have a standard implementation process or a list of tasks that must be completed during the implementation phases, who is responsible for those tasks and how long each task is expected to take in a county of our size?
    - Mock elections/Pilot projects
    - Resources available to be devoted to this process
    - How many pieces of equipment would be provided for either process?

14. Provide a copy of the standard acceptance testing process and procedures for all components of the tabulation system.

15. Are sample L&A Testing procedures available?
    - Does your system generate a test deck? If so, is it customizable?
    - Is ballot adjudication available with your system?

16. What end user training is available?
    - Train the Trainer, BOE Staff, PEOs
    - Cost, length (hours per "class"), class size

17. Can you provide us with training documentation and if your system is purchased will you allow us to use your stock photos and edit your procedural documentation to be tailored for use in Cuyahoga County?

18. Provide a list of known anomalies with the system (technical bulletins released) in all versions of the hardware, firmware, and software of certified product.
    - Include details of any material defects or failures of any part of the system along with the election jurisdiction in which the defect or failure was discovered, the nature of the defect or failure, how it was discovered and resolved.

19. Is your system compatible with the CCBOE's current voter registration system and Electronic Pollbook systems and has this compatibility been tested and/or used in other election jurisdictions?
    - Can the system to be updated to be compatible with future voter registration systems the CCBOE may obtain?
    - Describe the middleware system that is used in between the tabulation system DIMS/Precinct Central (Tenex).
    - Is it compatible with the certified Remote Marking Systems? Cuyahoga uses Democracy Live specifically

20. Does the system have the ability to be re-configured and customized to accommodate needs that change or evolve overtime, especially those required by new laws?

21. Do you have a standard maintenance and upgrade schedule for new system releases and patches, including any additional costs associated with maintenance and upgrades or equipment repairs?

22. Provide details of the Audit logs generated by each part of your system.
    - Are all user actions logged?
    - Are the audit logs unencrypted and able to be printed and exported?
    - What is the default format?

23. Briefly describe all results reports the system can generate and provide sample copies of such reports.
    - Can customized reports be designed and will our staff have the ability to customize without vendor involvement?
    - Are the reports searchable or available to be exported into other document formats?
    - Can the reports easily be exported for web viewing?
    - What is the standard/default format used?

24. Do you provide printing services for a county of our size?