**STATE OF MAINE**

**Department of Secretary of State**

*Bureau of Elections*



**REQUEST FOR INFORMATION**

**RFI# 202106078**

**Central Voter Registration and Election Management System**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.  **Name:** Emily Cook **Title:** Special Assistant to the Secretary of State  **Contact Information:** [emily.cook@maine.gov](mailto:emily.cook@maine.gov) |
| **Response Submission** | **Submission Deadline:** July 2, 2021 no later than 5:00 p.m., local time  **Submit to:** RFI Coordinator listed above (Emily Cook) |
| **Demonstrations** | Respondents may request to provide a demonstration by contacting the RFI Coordinator listed on the RFI Cover Page. Demonstrations will be scheduled the days of July 19 and 20, 2021. |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Secretary of State**

**RFI# 202106078**

**Central Voter Registration and Election Management System**

The State of Maine, Department of the Secretary of State, Division of Elections, is seeking information regarding a modern robust Central Voter Registration and Election Management System to replace Maine’s current system, which supports the State and about 500 municipalities to administer voter registration and elections.

A copy of the RFI can be obtained at the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/rfis>

Responses must be submitted to: [emily.cook@maine.gov](mailto:emily.cook@maine.gov) and be submitted by 5:00 pm, local time, on July 2, 2021.

Demonstrations will be scheduled on July 19 and 20, 2021 by the RFI Coordinator.

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**RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **RFI** | Request for Information |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Division** | Department of the Secretary of State, Division of Elections |
| **FOAA** | Maine Freedom of Access Act |
| **Respondent** | Any individual or organization submitting a response to this RFI. |
| **CVR** | Central Voter Registration |
| **HAVA** | Help America Vote Act |
| **GUI** | Graphical User Interface |
| **ADA** | The Americans with Disabilities Act |
| **UOCAVA** | Uniformed Service and Overseas Voters |
| **ETL** | Extraction, Transformation, Loading of data |
| **AVR** | Automatic Voter Registration |
| **OVR** | Online Voter Registration |
| **API** | Application Programming Interface |

**State of Maine - Department of The Secretary of State**

**RFI# 202106078**

**Central Voter Registration and Election Management System**

# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Department of the Secretary of State, Bureau of Corporations, Elections and Commissions (“Department”) is seeking information regarding a modern, robust Central Voter Registration and Election Management System.

Maine currently operates with a CVR system implemented in 2007 and customized to meet Maine’s legal requirements in managing elections, maintaining voter records, supporting municipal officials, providing election reporting results, data sharing with information partners, and handling party enrollments. It is unlikely Maine would be able to conform to a CVR system out of the box. Customization would be required to meet the requirements of creating, conducting, supporting, reporting, and closing an election as well as meeting Maine’s unique legal requirements for voter registration and enrollment.

## B. Current Conditions

Federal and state elections in Maine are conducted in a manner common to the New England states involving a cooperative effort between the State and local jurisdictions -- also called municipalities – which include cities, towns, plantations and unorganized townships that administer their own elections. **There is no county-level election administration in Maine**. The conduct of elections is decentralized, taking place in approximately 500 separate municipalities. Each municipality has a municipal clerk who is responsible for conducting elections for that jurisdiction.

The Secretary of State is Maine’s chief state election official with central authority, exercised by the Elections Division staff, to oversee the application of voter registration and election laws and procedures for federal and state elections (including all federal, state and county offices and statewide referenda).

The current CVR system works reasonably well but isn’t modernized and lacks specific features and requirements necessary for potential future election law changes.

**C. Challenge Statement**

The RFI is intended to explore an overarching question:

Maine requires a customizable municipality based CVR system, including party enrollment functionality, that will be managed and auditable at the state level, but with data updated by about 500 municipal entities, with new feature upgrade capability.  Maine also needs the necessary development and support staff to convert our existing data, implement the new system, and provide ongoing technical support.

## D. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.): [State of Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

The Department seeks information regarding Central Voter Registration and Election Management systems and welcomes responses to this RFI, including creative suggestions and feedback to enhance and expedite all future processes while providing efficient, reliable and high-quality outcomes. Respondents are not required to submit responses pertaining to every question, but the Department encourages interested parties to respond to any or all relevant aspects of the RFI.

The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and/or familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents must not provide any specific cost or customized pricing documentation in their response.**

1. **General Information**

Using **Appendix A**, provide a brief overview of yourself and your organization.

* 1. Please identify yourself and any organization you represent in this RFI.
     1. Name of Respondent
     2. Organization and affiliation
     3. Address (organizational, if responding on behalf of an entity)
     4. Contact information (phone number(s) and email address)
  2. Please identify your experiences in providing Central Voter Registration and Election Management systems

1. **Feedback Requested**

**Appendix B** is designed to obtain information regarding features and capabilities included in the Respondent’s solution. Please respond to any or all of the points as fully, but succinctly, as possible. The table will expand to accommodate your responses.

1. **Demonstrations**

Respondents may request to provide a demonstration of their solution(s) to the Department by contacting the RFI Coordinator listed on the RFI Cover Page. Demonstrations will be scheduled the days of July 19 and 20, 2021 between the hours of 8:00 a.m. and 5:00 p.m. Demonstrations will be no longer than one hour in length and may be scheduled for a shorter duration, at the Department’s discretion.

If all the available demonstration times are filled, more demos may be scheduled, also at the Department’s discretion.

# **PART III RESPONSE SUBMISSIONS**

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed on the RFI Cover Page.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the RFI Cover Page of this RFI document.

1. **Response Format**

Responses to this RFI may be developed in a manner that suits the Respondent. A question and answer table has been provided in **Appendix B** to facilitate responses, however, all submissions, regardless of format, will be reviewed. Respondents are asked to be brief and to respond to as many points as possible within the RFI.

# **PART IV REVIEW OF RESPONSES RECEIVED**

# **General Information**

1. The Department will review responses received for the purpose of gathering information and market research only. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

**APPENDIX A**

**STATE OF MAINE**

**Department of Secretary of State**

## RESPONSE COVER PAGE

**RFI# 202106078**

**Central Voter Registration and Election Management System**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lead Point of Contact - Name/Title:** | | |  | | | |
| **Organization Name (if applicable):** | | |  | | | |
| **Tel:** |  | | | **Fax:** |  | |
| **E-Mail:** |  | | | **Website:** | |  |
| **Street Address:** | |  | | | | |
| **City/State/Zip:** | |  | | | | |
| **Provide a summary of your organization’s experiences in providing Central Voter Registration and Election Management Systems. Please include a list or states, or counties/municipalities within states, where you have implemented your solution.** | | | | | | |
|  | | | | | | |

**APPENDIX B**

**State of Maine**

**Department of Secretary of State**

**RESPNSE FORM**

**RFI# 202106078**

**Central Voter Registration and Election Management System**

A new Central Voter Registration and Election Management System, with the same baseline functionality, will allow Maine to continue conducting free, fair, and secure elections, while new functionalities will allow the Department to expand access and transparency, while also increasing ease of use for elections officials.

Provided below are the baseline functionalities we are seeking.

|  |  |
| --- | --- |
|  | Describe your data conversion process, or your ETL process, for moving our current data to the system. |
| *Response:*  🡺 |
|  | Would your system allow the Department to have the legal ability, with proper legal protections of intellectual property, to purchase the code or otherwise maintain the system in-house, if desired? |
| *Response:*  🡺 |
|  | Would the structure of your solution allow for a system hierarchy of central management by the Department while also allowing utilization by users from Maine’s 500 municipalities (i.e. not counties)? Describe any dashboard functionality that would allow the Department to monitor municipal activity. |
| *Response:*  🡺 |
|  | Describe the specific interfaces your system supports in client jurisdictions and list the jurisdictions in which each interface is deployed (e.g., Motor Voter, Help America Vote Verification (HAVV), online registrations, other national voter Registration Act (NVRA) entities, Electronic Registration Information Center (ERIC), etc.) |
| *Response:*  🡺 |
|  | Maine’s election statute requires that automatic voter registration (AVR) be available at Bureau of Motor Vehicle offices. Explain the process that would allow data from the Bureau of Motor Vehicles to be transferred to the CVR solution, and how the system uses this data to complete a voter registration. |
| *Response:*  🡺 |
|  | Describe if the system provides election management tools, including election setup, ballot definition, and voter participation history. |
| *Response:*  🡺 |
|  | Describe how the system includes data and reporting capability for registration and election management activities, including all data necessary to respond to sections A-C and E of Election Administration Voting Survey (EAVS), which must be completed after each general election. |
| *Response:*  🡺 |
|  | Describe if the system has the capability to use Geographic Information System (GIS) data to map districts, precincts, and for other elections needs. |
| *Response:*  🡺 |
|  | Describe the functionality your system provides to automate redistricting of congressional as well as state legislative and county districts. |
| *Response:*  🡺 |
|  | Describe the system’s adaptability to permit ballot issuance to new voters, should Maine or local jurisdictions expand the right to vote. |
| *Response:*  🡺 |
|  | Describe if the system utilizes a common data format. |
| *Response:*  🡺 |
|  | Describe the system’s data warehouse and report generation capabilities for state and municipal users. |
| *Response:*  🡺 |
|  | Explain the extent to which your system is customizable to align with Maine’s law and rules regarding voter registration and administration of elections. Describe your process of integrating requested customization into your existing solution. |
| *Response:*  🡺 |
|  | Explain the extent that your system includes items that are configurable to allow minor changes without the need to request a code change. |
| *Response:*  🡺 |
|  | Describe your process post-implementation for addressing change requests from legislative, policy, or customer-requested changes; describe how these are handled as either customizations or configuration changes; describe whether these changes are performed by your team or by client teams. |
| *Response:*  🡺 |
|  | Describe your security features, including multi-factor authentication of authorized users, as well as system architecture. |
| *Response:*  🡺 |
|  | Describe the audit functionality included with the system. Are audit functions customizable or configurable to allow the Department to select which actions are audited? |
| *Response:*  🡺 |
|  | Describe hosting alternatives for production operations. |
| *Response:*  🡺 |
|  | Describe the environments supported by the system, including user acceptance testing, sandbox, and production. |
| *Response:*  🡺 |
|  | Describe the specifications state and municipal users must meet to access full functionality of the system (e.g. browser, platform, client requirements, etc.). Describe which components are mobile-ready. |
| *Response:*  🡺 |
|  | Describe the capabilities of the system for supporting signature capture and verification for state and local election activities. |
| *Response:*  🡺 |
|  | Describe the system’s petition processing capabilities, including signature verification. |
| *Response:*  🡺 |
|  | Describe the system’s capabilities for document scanning and management. |
| *Response:*  🡺 |
|  | Provide a high-level description of the system’s technical architecture |
| *Response:*  🡺 |
|  | Describe any key election-related functionalities or services that are not included as part of your core system (e.g. unofficial election night results reporting, electronic poll book, ad hoc reporting, voter notifications, etc.). |
| *Response:*  🡺 |
|  | What additional considerations should the Department consider when issuing an RFP to allow vendors to demonstrate their ability to provide these services? |
| *Response:*  🡺 |