
RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3706 for the Mississippi Secretary of State's Office (MSOS)

From: Craig P. Orgeron, Ph.D.

Date: January 22, 2013

Subject: Responses to Questions Submitted and Clarifications to Specifications

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RFP Number 3706 is hereby amended as follows:

1. The opening date originally posted for RFP Number 3706 at, http://www.its.ms.gov/Procurement/Pages/RFPS_Awaiting.aspx, was incorrectly listed as 01/29/2013. The correct opening date is Thursday, January 31, 2013, as provided in RFP Number 3706. The date posted on http://www.its.ms.gov/Procurement/Pages/RFPS_Awaiting.aspx has been corrected.

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Who provides the printer for voter receipts?

Response: Please see requirements in Section VII, Items 6.4.3 and 6.4.3.1. The State intends to use existing printers where possible but Vendors must include printer requirements and pricing for compatible entry level color printers. The State reserves the right to purchase printers from existing State contracts.

Question 2: Should receipt printers be added/included in pricing options?

Response: **Yes.**

Question 3: What version of Citrix is being used in managing voter data?

Response: **Version 6.5.**

Question 4: Who provides printer supplies for receipt printers?

Response: **The security paper must be provided by the Vendor. All other supplies will be provided by the users.**

Question 5: Will the State provide VPN tunnels or other secure access (read-only) to voter data? Will you consider (local) direct circuits for connectivity/access to this data?

Response: **No. The SEMS interface will be designed to push this information out to the application. Please detail specific need for this access, if required.**

Question 6: What are the requirements for Vendors to store voter (demographic) data and photos – length of storage and other security requirements?

Response: **Vendors are not required store voter data or photos.**

Question 7: How long does Vendor have to store data and photos?

Response: **Vendors are not required store voter data or photos.**

Question 8: How does the State anticipate providing secure access to/from Vendor application from State/County voter registration offices?

Response: **Via a secure web site.**

Question 9: Will you modify cost format to include mailing and or other anticipated ancillary expenses?

Response: **Please see Section VIII, Cost Information Submission. “Mailing cost per card (First Class mail)” and “Miscellaneous Costs (must specify)” are already provided as cost elements.**

Question 10: Are Vendor additions to lines of costs acceptable to the cost form?

Response: **Yes. See Miscellaneous Costs mentioned above.**

Question 11: Will the State commit to minimum/maximum production applications per year for cards?

Response: No. The State can only provide estimates at this time.

Question 12: How many photo stations/ counties will send print jobs? Please provide a list with addresses.

Response: 92 sites. Please see Exhibit A, Mississippi County Registrar Office Locations.

Question 13: What are the PC Operating Systems in the county offices?

Response: Windows XP and Windows 7.

Question 14: What are the expectations for providing cameras to remote registration locations?

Response: Vendor must specify if photo can be uploaded from a smart phone. If not currently available, please include ten (10) additional cameras as an option. These will be connected to a laptop for remote users.

Question 15: What photo quality is expected if Vendor provides cameras?

Response: See Section VII, Item 6.4.1.

Question 16: What is the turnaround time for mailing voter cards once print requests have been received by Vendor?

Response: See Section VII, Item 6.3.10.

Question 17: Confirm that all packaging and mailing costs are direct pass through costs to the State.

Response: First class mail costs will be a direct pass through to the State. Please specify any other costs that you propose as a pass through.

Question 18: Mandatory Vendor Conference

The call briefly discussed offline capability at the county office sites. Is offline capability at the 92 sites required? If it's required, can you describe in more detail what is needed?

Response: No. Offline capability is not required for the Photo ID card application software.

Question 19: Section IV, Item 28.1

When specifications require the Vendor to develop software for the State, the Vendor must acknowledge and agree that the State is the sole owner of such developed software with exclusive rights to use, alter, or distribute the software without restriction. This requirement applies to source code, object code, and documentation.

Will the state narrow this scope? Vendor prefers that distribution only applies to the Mississippi voter ID card project and the licensing at the county offices or future county offices.

Response: **Section IV, Item 28.1 would only apply to the Mississippi Voter ID Card Project. Vendor should list this item as an exception and reserve the right to discuss during contract negotiations should the Vendor be awarded.**

Question 20: Section VII Technical Requirements, Item 6.1.4

Vendor can support the production of approximately 15,000 Voter ID Cards in the first year, with lower estimates in subsequent years.

The required card production estimate is 15K cards year one. What is the lower estimate for subsequent years?

Response: **No estimates are available.**

Question 21: Section VII Technical Requirements, Item 6.1.10

System will produce an on-site receipt of the specific voter's information to be used as a temporary card.

Does this receipt need to be CR80 sized to fit in wallet?

Response: **There is no size requirement on the receipt.**

Question 22: Section VII Technical Requirements, Item 6.1.13

On-site receipt must be printed on security paper or in a manner to prevent duplication that could be accepted as the original document.

Does the state have any specific requirements for the security paper?

Response: **The state does not have any specific requirements. The goal is to have a document that is not easily copied and used as the original. Suggestions include security backgrounds that do not copy or a heat sensitive text block.**

Question 23: Section VII Technical Requirements, Item 6.1.14

System must have the ability to issue duplicate cards.

Do duplicate cards require multiple cards to be valid at the same time or can we assume the previous card is no longer active?

Response: **The previous card would no longer be active. Only one active card number will be included in SEMS per voter.**

Question 24: Section VII Technical Requirements, Item 6.1.16

System can support connectivity from a smart phone to process Voter ID Card applications from mobile offices.

Is it correct to assume the smart phone interface can be a mobile-optimized web page and not a native application? What smart phone OS platforms must be supported?

Response: The interface would be a web page. Support of common smart phones should include Google's Android and Apple's iOS.

Question 25: Section VII Technical Requirements, Item 6.2.1

Proposed system must have APIs for interface to the Mississippi Statewide Elections Management System (SEMS).

Are SOAP connections acceptable?

Response: Yes.

Question 26: Section VII Technical Requirements, Item 6.2.2

The information captured in SEMS will be passed through the interface into the Voter ID Card system.

Does the state want the system to allow changes to the SEMS passed data? If so – is there an interface to send modifications back?

Response: The State does not believe this will be necessary. Please provide additional details in your response if you think this is warranted.

Question 27: Section VII Technical Requirements, Item 6.2.3

System can be modified to pass key information back to SEMS which will include at a minimum the voter ID card number and the card issue date.

Does SEMS allow for multiple card numbers and expirations per person (using the same voter registration number)? (6.1.14?)

Response: SEMS will allow one unique number for each instance of a photo ID card but only one card number at a time will be recorded in SEMS. Each card instance will include the same voter registration number. There is no expiration on the card, however, if a card is cancelled, the card number will be removed from the voter registration record.

Question 28: Section VII Technical Requirements, Item 6.3.2.5

Voter Registration Number

How is the registration number calculated? Is this going to be passed from SEMS? Is the web site expected to produce a new unique registration number for a record that does not exist in SEMS? If so, are you willing to share the algorithm

used to produce the registration number? Does the registration number for a person ever change, and under what circumstances does it do so?

Response: **Registration number is generated by SEMS and will be passed from SEMS. A SEMS registration is required prior to applying for a Voter ID Card. The registration number will not change for the voter in relationship to a current photo ID card.**

Question 29: Section VII Technical Requirements, Item 6.4.2

Proposal must include a light blue photo ID backdrop for 92 county offices.

Does the vendor need to include a backdrop stand AND backdrop or backdrop only?

Response: **Backdrop stand and backdrop.**

Question 30: Section VII Technical Requirements, Item 6.4.3

System will utilize existing networked printers for production of on-site receipts and system administration reporting.

What types of printers are being utilized currently? How many sites currently have a receipt printer onsite?

Response: **All county offices should have the SEMS supplied printers:**

- Xerox 4500 or 4600 Series
- Some also have a HP LaserJet 1320n

It is unknown how many have a color printer. Please price color printers as optional equipment.

Question 31: Section VII Technical Requirements, Item 13.1.1

Does the State anticipate more sites in the future above the existing 92 sites? How many sites?

Response: **Any other access will be made by a remote user accessing the Photo ID Software with a smart phone or laptop. These will not be specific to a location.**

Question 32: Section VII Technical Requirements, Item 13.1.3

All infrastructure hardware costs including servers and networking for a hosted solution.

The proposal needs to include a hosted application from the vendor in a non-Mississippi State Government data center which is accessible through an Internet connection at the county sites?

Response: The application should be accessible through an Internet connection from any site, with the proper credentials.

Question 33: Section VII Technical Requirements, Item 13.1.10

Proposed hourly rate and not-to-exceed number of development hours needed to import SEMS data in .txt format into ID Card software. (NOTE: Vendor will meet with MSOS and SEMS Vendor to format the SEMS data.)

Will MSOS accept a more automated way of transferring data via web service interface?

Response: Yes, as long as it provide seamless functionality to the users. Please detail the data flow and user functionality that is being proposed.

Question 34: Section VII Technical Requirements, Item 13.1.12

Proposed hourly rate and not-to-exceed number of development hours needed to export required card data in .txt format into SEMS)

Will MSOS accept a more automated way of transferring date via web services?

Response: Yes, please detail the data flow and user functionality that is being proposed.

Question 35: Section VII, Cost Information Submission

All peripheral hardware and supplies including cameras and backdrops, and entry level color printers if needed, for 92 locations.

Should the vendor also propose a cost for any additional offices added after the project implementation?

Yes, please provide optional Mobile User pricing for up to 10 units.

Question 36: Section VII, Cost Information Submission

Cost of printed receipt

Will the receipt printers be used for any other print functions? If so, how is the vendor to quote costs of print media/ink?

Response: Security receipt paper must be provided by the Vendor. Other supplies will be supplied by the users.

Question 37: Are you considering only a total solution from one vendor?

Response: Vendors may partner with a subcontractor to propose a total solution but one Vendor must serve as primary, and as such, shall be solely responsible for all products/services offered in the proposal and for the fulfillment of the

contract with the State. Please refer to Section IV, Items 15 and 16 for more information.

Question 38: Would you consider purchasing part of the solution from a vendor if it would give you a significant advantage?

Response: Please see the response to Question 37.

Question 39: Would it be OK to contact other vendors regarding partnering to offer a total solution with a significant advantage to the RFP?

Response: Please see the response to Question 37.

Question 40: Will there be another proposal that covers the reading and validation of the voter registration cards?

Response: No.

RFP responses are due January 31, 2013, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

cc: ITS Project File Number 40164

Attachment: Exhibit A: Mississippi County Registrar Office Locations

Exhibit A
Mississippi County Registrar Office Locations

COUNTY	REGISTRAR OFFICE PHYSICAL ADDRESS	CITY AND ZIP
Adams County	115 S. Wall St.	Natchez, MS 39120
Alcorn County	600 E. Waldron St.	Corinth, MS 38834
Amite County	243 W. Main St.	Liberty, MS 39345
Attala County	100 Courthouse, Suite 1	Kosciusko, MS 39090
Benton County	190 Ripley Avenue	Ashland, MS 38603
Bolivar County 1st Judicial District	801 Main St.	Rosedale, MS 38759
Bolivar County 2nd Judicial District	200 S. Court St.	Cleveland, MS 38732
Calhoun County	103 W. Main St.	Pittsboro, MS 38951
Carroll County 1st Judicial District	600 Lexington Street	Carrollton, MS 38917
Carroll County 2nd Judicial District	803 Front St.	Vaiden, MS 39176
Chickasaw County 1st Judicial District	1 Pinson Sq. Room 2	Houston, MS 38851
Chickasaw County 2nd Judicial District	234 W. Main St.	Okolona, MS 38860
Choctaw County	22 Quinn Street	Ackerman, MS 39735
Claiborne County	410 Market Street	Port Gibson, MS 39150
Clarke County	101 S. Archusa Ave.	Quitman, MS 39355
Clay County	205 Court St.	West Point, MS 39773
Coahoma County	115 First St.	Clarksdale, MS 38614
Copiah County	100 Caldwell Drive	Hazlehurst, MS 39083
Covington County	101 S. Dogwood Ave.	Collins, MS 39428
Desoto County	2535 Hwy 51 South	Hernando, MS 38632
Forrest County	630 Main Street	Hattiesburg, MS 39401
Franklin County	36 Main St. East	Meadville, MS 39653
George County	355 Cox St., Suite C	Lucedale, MS 39452
Greene County	400 Main St.	Leakesville, MS 39451

COUNTY	REGISTRAR OFFICE PHYSICAL ADDRESS	CITY AND ZIP
Grenada County	59 Green St., Suite 8	Grenada, MS 38901
Hancock County	152 Main St., Suite B	Bay St. Louis, MS 39520
Harrison County 1st Judicial District	1801 23rd Ave.	Gulfport, MS 39502
Harrison County 2nd Judicial District	730 Dr. Martin Luther King Blvd.	Biloxi, MS 39530
Hinds County 1st Judicial District	407 E. Pascagoula St.	Jackson, MS 39201
Hinds County 2nd Judicial District	127 Main St.	Raymond, MS 39154
Holmes County	22549 Depot St.	Lexington, MS 39095
Humphreys County	102 Castleman St.	Belzoni, MS 39038
Issaquena County	129 Court St.	Mayersville, MS 39113
Itawamba County	201 W. Main St.	Fulton, MS 38843
Jackson County	3104 Magnolia Street	Pascagoula, MS 39568
Jasper County 1st Judicial District	1782 Hwy. 503	Paulding, MS 39348
Jasper County 2nd Judicial District	27 W. 8th Ave.	Bay Springs, MS 39422
Jefferson County	1483 Main St.	Fayette, MS 39069
Jefferson Davis County	1025 3rd Street	Prentiss, MS 39474
Jones County 1st Judicial District	101 N. Court St., Suite B	Ellisville, MS 39437
Jones County 2nd Judicial District	415 N. 5th Ave.	Laurel, MS 39440
Kemper County	280 Veterans St.	Dekalb, MS 39328
Lafayette County	1 Courthouse Square, Suite 101	Oxford, MS 38655
Lamar County	203 Main Street	Purvis, MS 39475
Lauderdale County	500 Constitution Ave.	Meridian, MS 39301
Lawrence County	517 East Broad Street	Monticello, MS 39654
Leake County	101 Courtsquare	Carthage, MS 39051
Lee County	200 Jefferson	Tupelo, MS 38804
Leflore County	310 West Market St.	Greenwood, MS 38930
Lincoln County	301 South First Street	Brookhaven, MS 39601
Lowndes County	505 2nd Ave. N.	Columbus, MS 39701
Madison County	128 W. North St.	Canton, MS 39046
Marion County	250 Broad St. Suite 1	Columbia, MS 39429

REGISTRAR OFFICE PHYSICAL		
COUNTY	ADDRESS	CITY AND ZIP
Marshall County	129 E Vandorn Ave.	Holly Springs, MS 38635
Monroe County	301 South Chestnut St.	Aberdeen, MS 39730
Montgomery County	614 Summit Street	Winona, MS 38967
Neshoba County	401 E Beacon St. Ste 110	Philadelphia, MS 39350
Newton County	92 West Broad Street	Decatur, MS 39327
Noxubee County	505 South Jefferson St.	Macon, MS 39341
Oktibbeha County	108 W Main St., Ste 118	Starkville, MS 39759
Panola County 1st Judicial District	215 S. Pocahontas	Sardis, MS 38666
Panola County 2nd Judicial District	151 Public Square Suite A	Batesville, MS 38606
Pearl River County	200 S Main Street	Poplarville, MS 39470
Perry County	103 Main Street	New Augusta, MS 39462
Pike County	200 E. Bay Street	Magnolia, MS 39652
Pontotoc County	11 E. Washington St.	Pontotoc, MS 38863
Prentiss County	101 A North Main Street	Booneville, MS 38829
Quitman County	220 Chestnut St. Suite 4	Marks, MS 38646
Rankin County	215 E. Government St.	Brandon, MS 39042
Scott County	100 E. 1st Street	Forest, MS 39074
Sharkey County	120 Locust Street	Rolling Fork, MS 39159
Simpson County	100 Court Ave., Suite 2	Mendenhall, MS 39114
Smith County	123 Main Street	Raleigh, MS 39153
Stone County	323 Cavers Avenue	Wiggins, MS 39577
Sunflower County	200 Main Street	Indianola, MS 38751
Tallahatchie County 1st Judicial District	#1 Court Square	Charleston, MS 38921
Tallahatchie County 2nd Judicial District	200 Centercourt Square	Sumner, MS 38957
Tate County	201 Ward Street	Senatobia, MS 38668
Tippah County	102-A North Main Street	Ripley, MS 38663
Tishomingo County	1008 Battleground Drive	Iuka, MS 38852

COUNTY	REGISTRAR OFFICE PHYSICAL ADDRESS	CITY AND ZIP
Tunica County	1300 School Street	Tunica, MS 38676
Union County	114 E. Bankhead St.	New Albany, MS 38652
Walthall County	200 Ball Avenue	Tylertown, MS 39667
Warren County	1009 Cherry Street	Vicksburg, MS 39181
Washington County	900 Courthouse Square, Alley # 5	Greenville, MS 38701
Wayne County	609 Azalea Drive	Waynesboro, MS 39367
Webster County	515 Carroll Street	Walthall, MS 39771
Wilkinson County	525 Main St. 2nd Floor	Woodville, MS 39669
Winston County	113 West Main Street	Louisville, MS 39339
Yalobusha County 1st Judicial District	14400 Main Street	Coffeerville, MS 38922
Yalobusha County 2nd Judicial District	205 Blackmur Dr.	Water Valley, MS 38965
Yazoo County	211 E. Broadway	Yazoo City, MS 39194