Tenex Software Solutions, Inc. Response to State of Delaware RFP GSS18809 - Election System Solution

COPY

Electronic Poll Book
Election Management System
Voter Registration System

TENEX SOFTWARE SOLUTIONS

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Transmittal Letter

January 18th, 2018

Michael Bacu and the State of Delaware Elections Board,

Tenex Software Solutions, Inc., is pleased to submit our proposal to the State of Delaware's request for proposal GSS18809 for Election Equipment and Voting System. This proposal outlines our proposed approach to the project and addresses the information requirements that were outlined in the RFP. Tenex is submitting a proposal for both the electronic poll book portion as well as the election management/voter registration system portion of this proposal.

With over 16 years of experience, Tenex Software Solutions, Inc has the in-depth knowledge and experience to undertake this initiative on behalf of the State of Delaware and to complete it effectively and on time. Our staff consists of industry veterans and highly qualified technical engineers who have a proven track record of providing solutions to large jurisdictions in the elections industry.

Tenex does not take any exceptions to this RFP or its requirements. Tenex also attests that it shall not store or transfer non-public State of Delaware data outside of the United States.

Thank you for the opportunity to submit our proposal for your consideration.

Sincerely,

Ravi Kallem, President, Tenex Software Solutions, Inc.

We would be pleased to answer any questions you might have regarding our submission. Please reach out to the individuals listed below for clarifications and additional information.

The individual to be contacted for clarification
Ashley Ellison, Marketing Specialist, 5402 W. Laurel St. Suite 206 Tampa, FL 33607
Telephone: 813-735-0845 Email: ashley.ellison@tenexsolutions.com

Form 1: Proposal
Company Background and Qualifications

Tenex Software So ut ons, Inc., headquartered n Tampa, FL has been prov d ng IT and software deve opment serv ces to oca government off ces s nce Apr 2000. Tenex was founded by IT ndustry veterans to br ng the benef ts of rap d y evo v ng techno ogy to the e ect ons ndustry. The founders rea zed that the chang ng trends towards soph st cated web techno og es, mob e revo ut on, and sh ft ng user expectat ons around soph st cated but s mp e user exper ences offers a reward ng opportun ty to br ng those benef ts to voters, e ect ons off ces, and IT adm n strators a ke. Over the years Tenex has part c pated n a var ety of software deve opment efforts, but from the start of the company, the pr mary focus has been and cont nues to be e ect ons.

Tenex and our expert team of 15 emp oyees current y serv ce over 5.8 m on reg stered voters n 6 states. A software deve opment and support s conducted from our headquarters based n Tampa, FL and a sate te off ce n Oh o. Tenex takes pr de n ts techn ca and product deve opment sk s as we as the depth of co ect ve e ect ons know edge ts emp oyees br ng to the organ zat on. W th a proven and successfu track record w th arge county mp ementat ons and a proven p atform of next generat on products for e ect ons, Tenex s a respected and grow ng company n the e ect ons doma n.

Tenex has bu t and acqu red IP for a range of software products for the e ect ons doma n, rang ng from on ne e ect on resu ts report ng to a comprehens ve voter reg strat on system. Two of the atest product offer ngs from Tenex s the Prec nct Centra e ect on management and e ectron c po book p atform w th the ntegrated E ect on Response modu e for e ect on ca center nc dent track ng. These have been very we rece ved n the marketp ace as the next generat on systems and have been deve oped from the ground up us ng the atest techno og es. The p atform has been very successfu y used n some the argest jur sd ct ons n the US and was most recent y used county-w de by a customers n the heavy turnout Genera E ect on of November 2016.

Tenex s focused and pr nc p ed approach has ed to a company that has grown cons stent y from year one and s v ewed as a respected techno ogy company n th s doma n by users and other stakeho ders. Tenex has an exce ent track record for serv ce and has never defau ted n ts performance on a contract.

Tenex operates on three fundamenta pr nc p es:

- Techn ca Exce ence: Tenex cons ders th s pr nc p e "ra son d etre" for ts corporate ex stence. The company nvests n attract ng the best ta ent and devotes a cons derab e amount of f nanc a , corporate and human resources n ensur ng that ts workforce s s mp y one of the best n techn ca sk s.
- Operat ona Savvy: Tenex be eves that any IT system s on y as good as ts users say t s, no matter how soph st cated the eng neer ng happens to be. Tenex be eves that at east 1/3 of the effort n bu d ng a system s n spend ng t me w th the users as they are us ng the system, f ne-tun ng the processes unt the system s robust and perform ng at near 100% re ab ty.
- Integr ty: Tenex regards ntegr ty and trust as form ng the core of ts bus ness funct on. The operat ona mode of Tenex emphas zes transparency n the conduct of bus ness, s mp e to exp a n anguage n contract terms, fa r and a - nc us ve pr c ng and nvest ng nto commun t es and peop e that we work w th.

The name of the company, "Tenex," encompasses the bas c bus ness ph osophy of "be ng 10x (ten t mes) better n everyth ng we do". W th that n m nd, w th every project we undertake, every emp oyee we h re, and every product we create, we f rst answer some bas c quest ons:

- Is what we are propos ng 10 t mes better than the prev ous process?
- Is what we are propos ng go ng to so ve the prob em 10 t mes better than the compet t on?
- Is what we are propos ng go ng to offer our customers 10 t mes more benef t than the status quo?

Solution Overview

The Tenex v s on has been to br ng a modern so ut on us ng the atest techno og es to the e ect ons doma n. A products created by Tenex can work stand-a one for nd v dua purposes or as a fu y ntegrated and comprehens ve so ut on. The nd v dua Tenex product modu es come together under the product umbere a The E ect on Desk (Voter Centra) to form a comprehens ve so ut on that can be dep oyed state-w de as one centra system.

A Tenex products can be dep oyed as a s ng e ccounty so ut on or as an ntegrated state-w de so ut on where a count es can access the system from one centra porta . For the State of De aware, Tenex s propos ng Voter Centra Su te of products that are compr sed of:

- Precinct Central - for voter check- n and mon tor ng vot ng ocat on act v t es
- Election Central - for end-to-end p ann ng of the e ect on fe cyc e
- Voter Central - for manag ng the day-to-day tasks of adm n ster ng voter ro s

Precinct Central - Electronic Pollbook and Election Monitoring

The Prec nct Centra p atform started w th a bas c concept of an e ectron c po book system that rep aces the paper check- n process and a ows check ng n voters n an e ectron c format. In ts current state t has evo ved nto a comp ete mon tor ng p atform a ow ng e ect on off c a s to track and react to ssues n the f e d before they are magn f ed nto arger prob ems.

The **Precinct Central Suite** s compr sed of three core modu es that form the backbone for the e ectron c po book funct ona ty. These are, Prec nct Centra Touchpad, Prec nct Centra Data Stud o, and Prec nct Centra Conso e.

Precinct Central Touchpad s a h gh y custom zab e ePo book so ut on that runs on the award-w nn ng Pad hardware p atform. Th s hardware p atform, a ong w th the ntu t ve software from Tenex, offers fam ar ty and ease of use for po workers. There are no add t ona per phera s requ red for read ng barcodes and gather ng voter s gnatures. The p atform s ghtwe ght and easy to setup, operate, transport, and store. Prec nct Centra s h gh y custom zab e features a so a ow for easy sca ab ty to mu t p e voter d str cts throughout the prov nce w th custom zed messages, f ows, and anguage where necessary.

The **Precinct Central Data Studio** forms the commun cat on backbone for the product su te. Th s modu e prov des a nterfaces for ntegrat ng w th the voter reg strat on system and for commun cat ng nformat on between a Touchpads dep oyed n the e ect on. Th s modu e emp oys IT ndustry standard data management pract ces and mature off-the-she f database techno og es to manage, protect, and ma nta n ntegr ty of e ect on data. The cons stent app cat on of th s methodo ogy s used at every modu e of the p atform to prevent data ncons stenc es and osses wh e dent fy ng and mon tor ng except on cases qu ck y and eas y at the e ect ons off ce.

Precinct Central Console is a rea -t me comprehens ve mon tor ng p atform that a ows the off ce staff to mon tor dev ces, users, commun cat ons, and performance metr cs, a on an easy to use, ded cated comput ng env ronment. A jur sd ct ons rece ve a pr vate, secure webs te where th s mon tor ng can be done n rea -t me from anywhere.

The Prec nct Centra Conso e s a so the e ect on off ce porta for a pre-e ect on setup act v ty and poste ect on data reconc at on, aud t ng, and export. Tenex understands that management staff on E ect on Day can be stretched th n and w need access to mportant e ect on nformat on on-the-go from wherever they are. A mob e webs te of the Prec nct Centra Conso e, Prec nct Centra Mob e Mon tor, prov des d rect access to cr t ca e ect on nformat on to off c a s who can qu ck y respond to ssues n the f e d.

Live Results s a rea -t me e ect on resu ts report ng modu e that can be used to report pre m nary resu ts on e ect on n ght and f na and cert f ed resu ts.

Election Response s an e ect on he p-desk, troub e t cket and techn c an management so ut on that he ps off ces track and resond to ssues n the f e d.

Election Ready prov des h gh- eve v s b ty nto the status of vot ng ocat ons to a ow adm n strator to qu ck y dent fy ssues before they become arge prob ems.

Election Central - Election Management

The Tenex E ect on Centra p atform uses the atest techno og es to prov de a too for the end-to-end management of the e ect on fe cyc e. The ntegrated modu es a work eff c ent y and seam ess y to fac tate nformat on shar ng and mon tor ng across a deparments. Us ng one ntegrated so ut on ensures everyone s a ways on the same page.

Election Force a ows easy track ng for tra n ng c asses, e ect on worker staff ng and schedu ng, and e ect on worker payro .

Election AIM s an asset and nventory management so ut on des gned spec f ca y for manag ng the equ pment and e ect on supp es a ocat on and track ng process.

Election PAL a ows p ann ng for a ocat ons needed for an e ect on and mapp ng wh ch prec ncts vote at wh ch ocat on.

Election ToDo s an e ect on ca endar and work ass gnment so ut on that a ows e ect on off ces to p an and track e ect on re ated tasks.

Campaign Desk s a powerfu so ut on for sett ng up e ect on off ces, cand dates, e ect on contests and ba ot p ann ng.

[redacted]

Attachment 5: Business References

Appendix B: Part 3: Electronic Poll Books

Minimum requirements for Electronic Poll Book (EPB) System:

1. Basic Features:

1. Voter Search and Check-in:

A. Prov de a nformat on necessary to ver fy voter's dent ty. Note: System sha store answers to these quest ons as a der ved va ue from a strong key der vat on funct on. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty Standard, and Cryptography Standard.


B. A ow for a search based on name, address, or voter ID. Must support pred ct ve text, auto-comp ete, suggested matches, etc.


C. Prov de capab ty for the n t a ookup step to be m ted to just voters n the prec nct ocat on where the EPB s ocated.

[redacted]

D. EPB sha have the ab ty to scan var ous forms of dent f cat on for search, e.g. De aware dr ver's cense, State ID card, Po ng P ace Card/Voter ID Card, etc.

Prec nct Centra was bu t w th great care to ensure that po workers can eas y and effect ve y search for a voter through a var ety of methods. The f p-and-share stand has been des gned to prov de an ergonom c method for scann ng barcoded data and automat ca y ookup voter nformat on. A var ety of standard barcode formats are supported, such as Code39 (3 of 9 barcode), QR Code, and PDF417 2D barcode.

- **Driver's License/State issued ID Card**: The bu t- n camera s used to scan the 2D barcode on the ID card and auto-mat ca y ookup voter nformat on. Th s method has been benchmarked at under 1-second data retr eva across a database of 10 m on voters.
- **Polling Place Card/Voter ID Card**: Prec nct Centra can a so be conf gured to read a barcode of the voter d number. The voter d number can be typed or a barcode can be scanned us ng the bu t- n camera from documents such as a voter nformat on card or samp e ba ot. Th s method has been benchmarked at under 1-second data retr eva across a database of 10 m on voters.

E. EPB sha have the capab ty of prov d ng the EPB operator w th suff c ent voter record nformat on for determ n ng a voter's e g b ty to vote, voter status, voted status, absentee status, d str cts and prec nct nformat on, and ba ot nformat on, on y after the voters dent ty has been proofed per (a).

The Prec nct Centra easy-to- earn, w zard- ke screens seam ess y gu de the po worker through the e g b ty workf ows. On step 1 "Voter Ident f cat on", the voter s proper y dent f ed and proofed. On step 2 "Voter E g b ty", of the Prec nct Centra check- n w zard the po worker s prov ded w th the voter e g b ty determ nat on.

The voter's e g b ty s c ear y dent f ed w th co or-coded messages that warn and gu de the po worker to the proper hand ng of the spec f c voter record. A workf ows and messages are eas y custom zab e.

[redacted]

2. Usability

A. Touch screen capab ty s requ red.

Prec nct Centra Touchpad uses App e Pad hardware wh ch re es on a spec a y des gned touch screen for user nput. The screen s protected by a scratch-res stant sheet of g ass. App e coats th s screen w th an o eophob c substance des gned to repe the o s eft by your f ngert ps, a ow ng you to w pe the screen c ean eas y. The key to the screen s a th n ayer of capac t ve mater a embedded n the surface that serves as the heart of the Pad nput system. The mater a s transparent to the user, but t a ows the system to detect a touch anywhere on the surface of the screen.

The system does not requ re any add t ona externa per phera s such a keyboard, mouse, barcode scanner, and s gnature capture pad. The onboard camera s used to fac tate searches us ng barcodes on dr ver cense and other voter dent f - cat on cards. The s gnature capture s comp eted e ectron ca y on the touch screen.

The Pad s a tab et form-factor and requ res a stand for ass st ng the worker n v ew ng the screen and n hand ng the dev ce. Tenex des gned the f p & share stand to house the Pad n an ergonom c enc osure for storage as we as for oper- at ng as a stand. Us ng the f p & share stand, the po worker does not have to hand e the Pad dev ce at any t me, there s no assemb y requ red for setup, there are no tanged cords, the stand does not wobb e when hand ng and s gn ng, and t has been eng neered to work at opt ma ang es when scann ng d cards and when s gn ng.

B. EPB sha support user nterface custom zat on such as br ghtness, contrast, text and UI contra s zes, User Interface v s b ty (h de/show, enab e/d sab e), co or schemes.

C. EPB must prov de capab ty to emp oy the use of hand he d dev ces for voter check n.

The f ex b ty of Prec nct Centra makes t easy to dep oy the use of handhe d dev ces to check- n voters on e ect on day. Not on y s the Prec nct Centra Touchpad eas y changed from a tab etop check- n dev ce to a handhe d dev ce us ng the f p-and-share stand pos t on ng but Prec nct Centra can a so be dep oyed through our mob e app on a sma er, more portab e dev ce to v ew check- ns, ook-up voters and more.

D. EPB sha have the ab ty to support a DE e ect on types and ba ot comb nat ons.

The Prec nct Centra e ectron c po book s a comprehens ve system that has been des gned for, and s eas y conf gured to run a e ect on types such as a pr mary, genera , or spec a e ect on. The Prec nct Centra database conta ns a re evant voter nformat on that s norma y nc uded n a pr nted paper roster wh e prov d ng a qu cker and more accurate way of ook ng up and check ng- n voters. The Prec nct Centra system (spec f ca y Conso e) setup screens prov de an easy setup

for each e ect on type and parameters can be eas y conf gured based on the type of e ect on.

E. EPB sha comp y w th a app cab e access b ty aws and gu de nes.

One of the tenants of the Prec nct Centra p atform and des gn methodo ogy has a ways been usab ty. Great care has been taken to ensure usab ty standards are eva uated and enforced n every aspect of the software. The bas c ph osophy fo owed for software des gn was to create a product that s as s mp e for po off c a s to use on e ect on day and users can fo ow ntu t ve prompts and message to comp ete the task at hand.

- **Contrast** – A Prec nct Centra screen e ements present data w th enough contrast between the text background and foreground co ors. The defau t co ors can a so be custom zed by De aware f d fferent resu ts are des red.
- **Type Color** – Most data presented n Prec nct Centra s presented n b ack or shades of gray. On y certa n a ert messages are presented n co or, but these are done w th suff c ent contrast (such as wh te text on red abe background).
- **Point Size** – Prec nct Centra presents re evant data n a m n mum s ze of 30 po nts.
- **Font family and font style** – The recommendat on here s to use a font that s not comp cated or decorat ve. Prec nct Centra uses a very s mp e font throughout the screens, keep ng focus on access b ty as we des gn funct ons.
- **Font heaviness** – Font recommendat ons d ctate the use of med um fonts rather than ght stroke and us ng bo d fonts for emphas s. It a so recommends not us ng ta cs and upper case for emphas s. The Prec nct Centra screens do not use ta c or upper case for emphas s.
- **Letter Spacing** – Prec nct Centra fo ows the pr mary recommendat on of us ng a monospaced font rather than one that s proport ona y spaced

In add t on, three pr mary themes d fferent ate OS from other p atforms:

- **Clarity -** Throughout the system, text s eg b e at every s ze, cons are prec se and uc d, adornments are subt e and appropr ate, and a sharpened focus on funct ona ty mot vates the des gn. Negat ve space, co or, fonts, graph cs, and nterface e ements subt y h gh ght mportant content and convey nteract v ty.
- **Deference -** F u d mot on and a cr sp, beaut fu nterface he p peop e understand and nteract w th content wh e never compet ng w th t. Content typ ca y f s the ent re screen, wh e trans ucency and b urr ng often h nt at more. M n ma use of beze s, grad ents, and drop shadows keep the nterface ght and a ry, wh e ensur ng that content s paramount.
- **Depth -** D st nct v sua ayers and rea st c mot on convey h erarchy, mpart v ta ty, and fac tate understand ng. Touch and d scoverab ty he ghten de ght and enab e access to funct ona ty and add t ona content w thout os- ng context. Trans t ons prov de a sense of depth as you nav gate through content.

Some usability considerations that stand-out in the software include:

- Large font s zes w th an emphas s on most readab e on-screen font sty es
- Cons stent co or schemes for presentat on of a erts and messages
- Use of cons to a ert users to certa n cond t ons
- Custom zab e messages that a ow jur sd ct ons freedom over anguage and messag ng
    - Large buttons that ensure understand ng of three-d mens ona tems that can be "touched" or "c cked" for caus ng the next act on

Accessibility features for voter facing screens include:

- D sp ay n mu t p e anguages for any screens that are ava ab e to e ectors
- Appropr ate ang es for on-screen s gnature capture and address ng spec a c rcumstances - .e. eft-handed e ectors

- Screens of the Touchpad have zoom capab ty to a ow d sp ay ng text n arger s ze nc ud ng: maps, d rect ons, and e ector oath and aff dav t messages
- The contrast and br ghtness of the screen can be adjusted d rect y from the sett ngs ava ab e on the Touchpad
- Large font s zes w th an emphas s on most readab e on-screen font sty es
- Cons stent co or schemes for presentat on of a erts and messages
- Gray sca e co ors to ass st peop e w th co orb ndness
- Re evant data s presented n a m n mum font s ze of 30 po nts
- A Prec nct Centra screen e ements present data w th enough contrast between the text background and foreground co ors. The defau t co ors can a so be custom zed by De aware f d fferent resu ts are des red.
- Cons stent co or schemes for presentat on of a erts and messages.

3. Data Validations:

A. System must ma nta n nformat on on voters who have requested absentee ba ots, returned absentee ba ots, voted by absentee, ear y voted, etc.

Prec nct Centra hand es a absentee statuses nc ud ng absentee not returned, absentee returned, absentee not va d, ear y vot ng, and absentee surrendered. The system a ows sett ng up d fferent workf ows for the d fferent scenar os. The absentee status nformat on s c ear y d sp ayed on the voter e g b ty screen w th c ear nstruct ons prov ded to the po worker on how to hand e the voter check- n process.

[redacted]

B. System must dent fy voters requ red to show proof of dent f cat on of res dence.

The Prec nct Centra workf ow conf gurat on can be setup to hand e dent f cat on and proof of dent f cat on n many con- f gurat ons. [redacted]

C. System sha proh b t the ab ty for any voter who has part c pated n one of the e ect ons from part c pat ng n any other e ect ons he d on the same day.

Prec nct Centra proh b ts voters from vot ng tw ce n the same day. Th s check s conducted over a vot ng methods, such as ear y vot ng, absentee vot ng, and e ect on day vot ng. The robust commun cat on framework ensures a voter check- n nformat on s made ava ab e near rea -t me to the centra off ce and to po workers at a vot ng oca ons. Th s com- mun cat on s cont nuous y mon tor ng voter act v ty across the county and state to ensure no one can be checked n tw ce.

[redacted]

D. System sha have the ab ty to d sp ay nformat ona prompts and/or warn ngs based on non-qua fy ng voter cr ter a.

Prec nct Centra very c ear y dent f es voters who may not be qua f ed to vote n the e ect on [redacted]

[redacted] *Voter Eligibility - Non-Qualifying Voter*

E. Data ntegr ty must be cryptogrph ca y protected. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

Prec nct Centra was bu t from the ground-up and data ntegr ty and secur ty s at ts core. The system s fu y comp ant w th State and Federa pr vacy aws. A step further, Prec nct Centra was bu t us ng the most secure p atform on the market today, the App e IOS operat ng system.

- [redacted]

4. Voter Registration Data:

A. Prov de a means to capture voter nformat on updates (.e. comp et ng a voter reg strat on app cat on w th e ectron c s gnature capture). When Dr ver L cense or State ID s used as proof of dent f cat on, EPB sha be ab e to parse the data from the barcode and reduce manua data entry, w th the ab ty for the po worker to accept or reject the scanned data for each record. Note: A data must be d g ta y s gned by the nserter and ver fy that the s gn ng party s author zed on the server s de before accept ng t (and record ng the s gnature). Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, Key Management Standard, and E ectron c S gnature Standard.

[redacted]

To capture voter nformat on updates s very s mp e process. The po worker s gu ded step-by-step through th s process. The nformat on captured from the dr ver cense s automat ca y used to prov de va ues n certa n f e ds of the data entry.

Prec nct Centra has one of the most advanced modu es ava ab e for enter ng and va dat ng address nformat on n product on. Th s task, wh e appear ng s mp e, can be troub esome when try ng to ocate proper street names n a arge dataset. Prec nct Centra has a f ex b e yet robust street ookup eng ne that makes th s process extreme y s mp e and user-fr end y.

- A address nformat on s va dated and a correct ba ot sty e s ass gned to the voter based on the address nformat on.
- Prov s ons and workf ow are ava ab e n the software n cases where there s m ss ng street data when an address cannot be va dated.

In add t on to bas c name, b rth date, and address updates, steps for add t ona nformat on, such as ma ng address, den t f cat on prov ded, and demograph cs nformat on, can be conf gured to be ava ab e when add ng or updat ng e ector records.

The voter nformat on update process s a step-by-step process, that wa ks the po worker through any k nd of change requested by the voter. Once the po worker has comp eted the change, the voter has the opportun ty to rev ew the change and ask for any correct ons. Dur ng th s ver f cat on process, the po worker can s mp y f p the ergonom c f p & share stand towards the voter and a ow them to eas y rev ew the nformat on and accept t as correct or not.

Aff dav ts can be conf gured for the update to a ow the voter to s gn and conf rm the update. A nformat on from the update s secure y stored oca y on the Touchpad used for the update. The nformat on s a so commun cated to nearby Touchpad un ts us ng a secure encrypted commun cat on method. A nformat on s commun cated to the Prec nct Centra server us ng secure commun cat ons and fu y encrypted transm ss ons.

B. Prov de means for updat ng the De aware statew de voter reg strat on system. Note: Must be secure and d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.

[redacted]

[redacted]

C. Support statew de voter st.

Prec nct Centra nc udes a state-w de search feature that s conf gurab e and can be turned on f the bus ness process a ows.

[redacted]

D. EPB sha support e ectron c s gnature capture. Descr be how a voter's e ectron c s gnature s captured. Note: Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, Key Management Standard, and E ectron c S gnature Standard.

Prec nct Centra Touchpad makes t easy for e ectron c s gnature capture [redacted]

E. EPB sha prov de po ng p ace nformat on for voters who appear at the wrong po ng p ace and prov de a means of d rect ng voters to the correct po ng p ace anywhere n the state, e.g. turn-by-turn d rect ons or generate QR code conta n ng the nformat on.
Prec nct Centra keeps deta ed nformat on for a prec ncts and vot ng ocat on addresses to ensure the voter s a ways d - rected to the correct vot ng ocat on. o Voter Prec nct Ass gnment: Each voter's prec nct nformat on s pre- oaded n the system. When a voter appears at the ocat on to vote, the voter prec nct nformat on s automat ca y va dated based on the current vot ng ocat on. o Wrong Locat on: If the voter s at the ncorrect prec nct / vot ng ocat on, the e ect on worker s prompted to e ther update the voter address or transfer/ red rect the voter to the current vot ng ocat on. o Voter Address Change: If a voter requ res an address change, Prec nct Centra w automat ca y dent fy the voter's new prec nct based on the new address. [redacted]
[redacted]

F.	Ab ty to capture and store an aff dav t (e.g. for non-reg stered voters dur ng schoo e ect ons) on the EPB, nc ud ng captur ng of e ectron c s gnatures. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, Key Management Standard, and E ectron c S gnature Standard.

Prec nct Centra has the ab ty to custom ze aff dav ts that the voter can "ACCEPT" and aff rm on the screen. The aff dav ts can be custom zed based on voter scenar os, such as prov s ona or voter's s m ar name aff dav t. A regu ar aff dav t or "oath of voter" can a so be setup for the voters vot ng a regu ar ba ot w th no spec f c ssues w th the r reg strat on data. Each aff dav t enab ed n the system can be presented n d fferent anguages a ow ng the voter to se ect and aff rm n the anguage des red.

For s gnature capture, the voter can s gn on the Pad touchscreen and the s gnature s captured and stored d g ta y. The s gnature capture process s exp a ned n more deta n answer D n th s sect on ("4. Voter Reg strat on Data – D").

5. Data synchronization:

A.	Where mu t p e EPBs are dep oyed at the same vot ng s te, prevent a voter from s gn ng n at d fferent stat ons.

[redacted]

B.	Be capab e of network ng mu t p e EPBs that are ocated n a s ng e vot ng ocat on ut z ng a secure oca area network. Must demonstrate accurate and re ab e synchron zat on between dev ces so that no voter can vote tw ce, and no reg stered voter s den ed the opportun ty to vote.

[redacted]

C. Prov de a secure means for EPBs to commun cate w th the centra system and v ce-versa. Note: Data must be secured at each eve as descr bed n prov ded secur ty documents. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.

- Prec nct Centra has a h gh y f ne-tuned, performance-tested strategy for data updates. The robust commun cat on framework ensures a ocat ons are current w th voter nformat on and guards aga nst doub e vot ng.
- 

D. If connect v ty s ava ab e, EPB sha be ab e to determ ne f voter has s gned n or voted n another ocat on.

- Prec nct Centra has a h gh y f ne-tuned, performance-tested strategy for data updates. The robust commun cat on framework ensures a ocat ons are current w th voter nformat on and guards aga nst doub e vot ng.
- 

[redacted]

E.	Centra system sha be capab e of support ng more than one e ect on at a t me, e.g. s mu taneous spec a e ect ons. The system sha ma nta n seperatre un que e ect on records for each e ect on he d on the same day.

- Prec nct Centra has the capab ty to prov de mu t p e e ect on nstances on the same E ect on Day. These e ect ons can take p ace s mu taneous y and even n the same vot ng ocat ons. Prec nct Centra keeps track of mu t p e ba ot sty es for voters e g b e to vote n mu t p e e ect ons. Touchpads can be pre-conf gured w th one e ect on, or can a ow the po worker to choose the e ect on that they are work ng.

F. Administration:

A.	A ow for an overr de of the system f the voter s cons dered hav ng voted but po workers know that the voter has not yet voted. Reason for such overr de sha be captured and ogged. The system sha have the ab ty to requ re advanced user authent cat on and author zat on to perform the overr de.

Po workers can overr de the "voter a ready voted" f ag [redacted]

B.	Prov de est mates on how ong t wou d take to oad an EPB w th data.

[redacted]

Time to load: The t me t takes to oad data on each Touchpad w depend on the s ze of the dataset and network bandw dth. Typ ca jur sd ct ons down oad data n under 1 m n/Touchpad w th mu t p e Touchpads down oad ng concurrent y.

[redacted]

[redacted]

C. EPB sha a ow for voter h story to be qu ck y and accurate y up oaded nto the De aware statew de voter reg strat on system. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

Prec nct Centra has out of the box capab ty to export data to many voter reg strat on systems nc ud ng De aware e ect ons.

[redacted]

D. EPB must be ab e to produce a reports wh e the e ect on s st underway and after t has c osed.

Prec nct Centra can be conf gured to cont nuous y report on transact ona nformat on throughout the day [redacted]

[redacted]

E. Prov de a means for cha engers to rev ew checked n voters n rea t me at every ocat on and from a centra ocat on, where connect v ty s ava ab e.

W th n the Prec nct Centra Touchpad software menu, checked- n voters can be found n rea t me us ng the "Check-In Logs" and "Check-In Tota s" to d sp ay the tota number of check- ns, spo ed ba ots and prov s ona ba ots. In add t on, a porta for cha engers to rev ew these, rea -t me check- ns at every ocat on s ava ab e. Th s porta conta ns the nformat on necessary for the cha enger to og- n and rev ew a check- ns for the e ect on.

Tenex a so prov des a centra web-based opt on for cha engers or "po watchers" that a ows them to og- n and v ew a rea - t me, on ne st of checked- n voters.

F. A ow for rev ew of reports and data from prev ous e ect ons where EPBs were used.

Prec nct Centra Conso e s the most comprehens ve e ectron c po book adm n strat ve dashboard ava ab e on the market today. Th s conso e prov des extens ve rea -t me mon tor ng contro s dur ng the vot ng per od. The data s presented n a var ety of graph ca formats that can be eas y f tered, summar zed, and exported.

Check-in Monitor

- The check- n funct on prov des up to the m nute summary and deta ed nformat on on nd v dua voter check- n data.
- Summar zed dashboards prov de an at a g ance v ew of voter turnout by vot ng ocat on, party, prec nct, and other summary opt ons. C ck ng on summar es a ows easy dr down voter deta s.

Graphical Web Reports

- Web reports are ava ab e for prov d ng nformat on on the pub c e ect ons webs te. Graph ca and map based nformat on can be presented on the webs te for vot ng ocat ons, voter turnout, and wa t t me dash- boards.

Th s nformat on s made ava ab e n var ous summary and deta formats n a secure porta where users w th the secur ty access can og n and v ew the nformat on.

Types of v ews ava ab e nc ude:

- At-A-G ance Dashboards – These prov de graph ca nd cators at an aggregate eve to a ow qu ck v ew ng of tota s. Data s presented n graph formats, map formats, and aggregate h gh- eve tota s.
- Ad-Hoc Summar es – These a ow e ect on off c a s and stakeho ders to summar ze data us ng a var ety of meta- data e ements re ated to the check- n deta s as we as voter demograph cs data.
- Dr -down Reports – From Ad-Hoc summar es users can dr and qu ck y access comp ete deta eve data w th just a few c cks.

7. Reporting:

A. Generate nter m reports on the same screen and pr nter, .e. st checked n voters, st of reg strat on updates, etc., w thout suspend ng reg strat on operat ons.

The f ex b ty of Prec nct Centra a ows for nd v dua Touchpads to generate nter m reports eas y and qu ck y w thout hav ng to suspend any operat ons on e ect on day by s mp y nav gat ng to the menu opt ons and fo ow ng the w zards steps.

[redacted]

B. EPB must be capab e of prov d ng a st of a va dated voters n each respect ve E ect on D str ct on an opt ona EPB pr nter mmed ate y fo ow ng the c ose of the po s on E ect on Day. P ease prov de a samp e of th s st.

Prec nct Centra prov des a comprehens ve set of too s for po workers to qu ck y generate the necessary reports requ red on e ect on day, nc ud ng "check- n ogs" for va dated voters.

[redacted]

[redacted]

Figure 5: Check-In Logs

C. Ab ty to dent fy doub e-vot ng e ther rea -t me or post-e ect on.

The Prec nct Centra p atform nc udes a best- n-c ass mon tor ng su te, the Prec nct Centra Conso e. Prec nct Centra Conso e s a web-based porta that a ows centra off ce staff and e ect on off c a s to mon tor the Prec nct Centra Touchpads n the f e d throughout preparat on, d str but on, e ect on usage, and equ pment return. Th s feature-r ch p atform has been used extens ve y by current Prec nct Centra jur sd ct ons. Prec nct Centra a ows the De aware State Board of E ect ons and county e ect ons staff the ab ty to centra y mon tor a e ectron c po books (both hardware and software aspects) before, dur ng and after an e ect on nc ud ng:

- Pre-e ect on, use deta ed dep oyment reports to ver fy hardware statuses, operat ng system vers ons, t me zone sett ngs, software vers ons, voter ver f cat on (nc ud ng any f ags on a voter record) and more
- Mon tor a software and hardware parameters of the po book c ents, nc ud ng connect on status, voter updates, power, po s open, database status, users ogged n, pr nter status, oca area commun cat ons, and runn ng tota s dur ng the event

- Informat on n near rea -t me – heartbeat to track the h story of hardware chang ng cond t ons throughout the day
- Post-e ect on, use arch ved heartbeat nformat on to run ana yt cs for hardware performance and workforce effect veness

The nformat on can be v ewed state-w de or down to the county eve . These too s he p adm n strat on and po workers a ke to ensure that doub e-vot ng doesn't occur. Add t ona y, The robust commun cat on framework ensures a ocat ons are current w th voter nformat on and guards aga nst doub e vot ng.

D. System must have the ab ty to consp cuous y and automat ca y d sp ay and update the tota count of voters checked-n at the prec nct. If the EPBs commun cate outs de of the r prec nct, then EPB Syatem sha have the ab ty to proh b t the d sp ay and/or comb nat on of po book counts w th n any other prec nct.

The S deways commun cat on mp ementat on n Prec nct Centra uses an arch tecture that does not requ re a master e ectron c po book as s needed n a hub and spoke conf gurat on. Instead, a dev ces share nformat on dent ca y resu t ng n much better res ency of the overa system. The commun cat on between Touchpads at the same vot ng ocat on a so does not requ re any nternet connect v ty.

The Prec nct Centra Touchpads dep oyed across the State can be set-up as Prec nct base, Locat on Based or n Vote Center mode. Depend ng on the des red mode, check- ns w show accord ng y to the r connected dev ces.

A nformat on re ated to the ocat on the Touchpad un t s be ng used, s c ear y d sp ayed on the un t. The nformat on for the ocat on can be v ewed at the bottom of the "Start" screen and a so at the bottom of the "Launchpad" screen.
The ocat on nformat on can a so be accessed from any screen us ng the gear con n the upper eft-hand corner of the

[redacted]

8. Performance, dependability, reliability, availability:

A. EPBs sha cons stent y be qu ck to respond to user act ons Examp e: Search resu ts must be returned qu ck y or n w th n reasonab e t me.

[redacted] en en us.

B. EPB sha redundant y and secure y store voter va dat on data. Note: Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.

Prec nct Centra was bu t from the ground-up to be a state of the art, secure, near rea -t me system that sat sf es the needs of voter conven ence wh e preserv ng the ntegr ty and safety of the voter nformat on. The system fu y comp es w th a State and Federa pr vacy aws n hand ng sens t ve CPI nformat on. [redacted]

C. Must have suff c ent dust, water and drop/shock res stance.

The Prec nct Centra Touchpad so ut on s an ndustry eader n portab ty, s mp c ty of set-up, durab ty and protect on. The Pad screen s protected by a scratch-res stant sheet of g ass. [redacted]

- [redacted]
- [redacted]

D. Operate on battery power for up to 16 hours n the case of power outage.

[redacted]

The Pad based hardware w funct on w thout power for 8-10 hours on ts own. Add t ona y, Tenex offers a battery back-up that f ts seam ess y under the F p-and-Share stand and connects d rect y to the Touchpad prov d ng an add t ona 10 hours of battery fe.

E. Sha be capab e of automat ca y sw tch ng to a se f-conta ned d rect current power source and not nterrupt the operat on or ntegr ty of the data.

Connect ng and de-connect ng to and from a power source w not nterrupt any of the funct ona ty and ntegr ty of the software, the data conta ned n the package or any of the vot ng process. Th s f ex b ty n the arch tecture of both the App e Operat ng Software and the Prec nct Centra Software ensures that n any case, data s protected, the process s protected and the user can eas y work throughout the day.

F. Sha be conf gured n such a way that the operator s prov ded nd cat on when the Prec nct EPB dev ce(s) s operat ng on battery power (DC).

The Prec nct Centra software prov des v ta nformat on for the po worker to mon tor nformat on about the e ect on at a qu ck-g ance. The nformat on for the ocat on can be v ewed at the bottom of the "Start" screen and a so at the bottom of the "Launchpad" screen. Add t ona nformat on can a so be accessed from any screen us ng the gear con n the upper eft-hand corner of the Touchpad.

[redacted]

G. Prov de a means of qu ck y recover ng data from an EPB that has fa ed dur ng operat on.

[redacted]

H. EPB sha be ab e to operate n standa one mode, oca y networked (e.g. po ng p ace), and state/pub c network (e.g. nternet).
Prec nct Centra Touchpads are the most f ex b e E ectron c Po books on the market and can operate as a standa one un t, oca y networked n a po ng ocat on or g oba y networked w th the De aware State system. Th s ensures that De aware State and Loca e ect on off c a s have f ex b ty n one product. [redacted]

9. Support, troubleshooting, Survivability:

A. Prov de ons te troub eshoot ng serv ce on E ect on Day. Attach current cost f gures as we as opt ona f gures to cover day(s) before and after E ect on Day.
Tenex prov des on-s te troub eshoot ng serv ce and support at a da y rate of [redacted] per on-s te representat ve. Tenex a so prov des offs te troub eshoot ng serv ces from our centra off ce n Tampa, F or da for the ent re durat on of e ect on day nc ud ng 2 hours before and 2 hours after the e ect on c oses. For on-s te serv ce before or after e ect on day, the same [redacted] da y rate app es.

B. Prov de a means to eas y dep oy secur ty patches for f rmware, OS, app cat on, software, etc., to the EPB and ts accessor es. A e ectron c dev ces must be dep oyed w th trusted comput ng ntegr ty ver f cat on n the r fu stack. Note: Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.
One of the secur ty features of the App e p atform s the ab ty to use mob e-dev ce-management (MDM) so ut ons to co ect ve y manage the hardware dep oyment and ensure conform ty and secur ty across the p atform. [redacted]

- [redacted]

C. Centra system sha have a means to retr eve/report f rmware, OS app cat on, software, etc. nsta ed on nd v dua EPBs.

The Prec nct Centra p atform nc udes a best- n-c ass mon tor ng su te, the Prec nct Centra Conso e. Th s feature-r ch p atform has been used extens ve y by current Prec nct Centra jur sd ct ons and s depended on for a seam ess dep oyment exper ence. Prec nct Centra a ows the De aware State Board of E ect ons and county e ect ons staff the ab ty to centra y mon tor a e ectron c po books (both hardware and software aspects) before, dur ng and after an e ect on nc ud ng:

- Pre-e ect on, use deta ed dep oyment reports to ver fy hardware statuses, operat ng system vers ons, t me zone sett ngs, software vers ons and more
- Mon tor a software and hardware parameters of the po book c ents, nc ud ng connect on status, voter updates, power, po s open, database status, users ogged n, pr nter status, oca area commun cat ons, and runn ng tota s dur ng the event
- Informat on n near rea -t me – heartbeat to track the h story of hardware chang ng cond t ons throughout the day
- Post-e ect on, use arch ved heartbeat nformat on to run ana yt cs for hardware performance and workforce effect veness

The nformat on can be v ewed state-w de or down to the county eve .

[redacted]

D. Centra system sha have a means to retr eve/report voter reg strat on data vers on or re ease date dep oyed on each dev ce.

Prec nct Centra Conso e s the most comprehens ve e ectron c po book adm n strat ve dashboard ava ab e on the market today. Th s conso e prov des extens ve rea -t me mon tor ng contro s. The data s presented n a var ety of formats that can be eas y f tered, summar zed, and exported.

[redacted]

[redacted]

E. EPB accessor es, e.g. scanners and pr nters, must be eas y rep aceab e/serv ceab e on s te w th m n ma techn ca exper ence requ red.

Prec nct Centra has the most f ex b e bu t- n features, nc ud ng the ab ty to serv ce the connect v ty of a connected pr nter as we as the ab ty to rep ace a pr nter connect on to a dev ce n the f e d w th ease. The process s s mp e and easy, empower ng a po worker and adm n strator to rep ace or troub eshoot a dev ce w th m n ma techn ca exper ence.

Bu t nto the software s a co or cod ng system to eas y dent fy a pr nter's connect v ty to the Touchpad dev ces n the f e d.

[redacted]

s requ red, the software w eas y connect a new pr nter or reconnect an ex st ng pr nter v a B uetooth d rect y through the software, w thout hav ng to go to the IOS system set-up, thereby nterrupt ng the vot ng process. W th Prec nct Centra , t's as easy as touch ng the pr nter con and fo ow ng the steps n the pop-up w ndow.

[redacted]

F. Hot Swappab e: EPB data must be redundant y stored so as not to ose any data, and be ab e to sw tch or rep ace EPB n the event of ma funct on. EPBs sha be conf gured n such a manner to automat ca y rep cate and secure y encrypt a copy of the data at a t mes to a removab e/re ocatab e memory dev ce such as a USB Memory F ash Dr ve.
Note: A secure key management strategy must be used. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

[redacted]

G. Hot Introduct on: Ab ty to eas y add EPBs nto an ex st ng operat ons, e.g. to support a sudden surge of check- ns, w thout d srupt ng ongo ng operat ons.

One of the ha marks of the Prec nct Centra So ut on s f ex b ty n dep oyment/ mp ementat on strateg es bu t nto the software. The unpred ctab e nature of voter turnout can make some systems underperform. W th Prec nct Centra , the robust arch tecture of the system ant c pates th s unpred ctab ty and s f ex b e n dep oy ng new Touchpads nto ex st ng ocat ons w thout any nterrupt on n the voter exper ence. [redacted]

H. Sca ab ty: Ab ty to remove or detach EPBs from an ex st ng operat on and transfer dev ces to another ocat on, .e. sh ft ng resources based on demand.

Touchpads can be pre-conf gured to spec f c vot ng ocat ons or pre-conf gured to be used as spares. In e ther conf gurat on, the Touchpad can be repurposed n the f e d and be used at a d fferent vot ng ocat on. [redacted]

I. Ab ty to generate med a requ red to act vate the vot ng mach ne.

Prec nct Centra 's robust framework a ows for count es w th var ous vot ng systems to accurate y ssue ba ots to a voter w thout eav ng any guesswork to the po worker.

- For opt ca scan count es, there are var ous methods to dent fy and ssue the voter the r correct ba ot sty e:
  - An author ty to vote or "check- n s p" can be pr nted for a voter that dent f es the voter's ba ot sty e nformat on nc ud ng the r prec nct and party f needed. Th s s p s custom zab e by the county from the r Prec nct Centra Conso e.
  - A barcode can be pr nted on the stub of the ba ot that nc udes the ba ot sty e and stub number of that ba ot. Wh e check ng n a voter, th s barcode s scanned by the Touchpad and va dated aga nst the voter's correct ba ot sty e. If the ba ot sty e se ected and scanned s not correct, the Touchpad w ssue an error message and not a ow the po worker to cont nue unt the correct ba ot stub has been scanned.
- For DRE count es, the fo ow ng methods can be used to correct y dent fy and commun cate a voter's ba ot sty e to the e ectron c vot ng mach ne:
  - A voter access card can be encoded from the Touchpad. Th s process encodes the e ect on spec f c str ng for the voter's correct ba ot sty e onto the card w thout hav ng the po worker enter any ba ot sty e nformat on. These voter access cards have been successfu y encoded and used w th the AccuVote TSX DRE mach ne.

[redacted]

10. Analytics:

A. Ab ty to capture wa t t mes (from c erk 1 search ng the voter wh e n ne to c erk 2 search ng the voter for check- n).
Prec nct Centra prov des the capab ty to capture wa t t mes and report them on a pub c fac ng webs te. [redacted]

B. Ab ty to captured check- n process ng t mes (from search ng the voter dur ng check- n).
Prec nct Centra records a very deta ed account of each check- n comp eted on the Touchpad. [redacted]

C. Ab ty to capture stand-by t me (t mes when EPBs are d e).
Prec nct Centra ma nta ns a comp ete og of EPB usage. [redacted]

D. Ab ty to generate reports and export raw data captured.
Prec nct Centra has advanced ad-hoc and formatted reports ava ab e r ght out the box from the Prec nct Centra Conso e. These a ow check- n data to be summar zed and reported on n a var ety of ways. In add t on to these bu t- n capab t es, a data can be exported nto CSV format for ana ys s and report generat on outs de of Prec nct Centra . H stor ca data s a so ma nta ned and arch ved.

II. Documentation:

A. As part of th s b d, vendors are requ red to prov de forma descr pt on and representat on of the system, nc ud ng a mapp ng of funct ona ty onto hardware and software components, a mapp ng of the software arch tecture onto the hardware arch tecture, and human nteract on w th these components. The fo ow ng are requ red: • System arch tecture • Funct ona descr pt on • User manua s • Eng neer ng eve p atform secur ty nformat on • Eng neer ng eve cryptograph c and key management nformat on
Prec nct Centra comes equ pped w th mu t p e on ne user gu des and manua s that are ava ab e to a users from the Conso e. The gu des prov de procedures for operat ng the voter check- n "Touchpad" software as we as operat ng the back-end data management and mon tor ng funct ons ("Prec nct Centra Conso e" software). In add t on, Prec nct Centra offers gu des and manua s for add t ona support modu es, Tra n the Tra ner, and examp es of Tra n ng Gu des for use by County off ces. Tenex's Prec nct Centra ePo book so ut on nc udes thorough documentat on on a aspects of the system from setup, usage, report ng, and post-e ect on processes. Th s conf dent a documentat on and arch tecture nformat on w be prov ded to the State of De aware upon award of the contract.

[redacted]

III. Data Transfer, Interfaces and Compatibility:

As part of this bid, vendors are required to provide a means for transfer of data between the Delaware statewide voter registration system and the EPB system. The following are required:

A. The EPB sha prov de a s mp e and t me y means of down oad ng voter and e ect on data from the De aware statew de voter reg strat on system to the EPB system.
Prec nct Centra s a one of a k nd p atform n ts hand ng of data n a robust, secure, and easy method. The ent re data management s ava ab e on the Conso e webs te and s managed by a w zard that wa ks the jur sd ct on through the preparat on of n t a data through to export ng voter h story upon comp et on of an e ect on. [redacted]

B. The EPB system sha prov de a s mp e means of up oad ng voter h story nformat on to fo ow ng E ect on Day to the De aware statew de voter reg strat on system fo ow ng E ect on Day.
Prec nct Centra s a one of a k nd p atform n ts hand ng of data n a robust, secure, and easy method. The ent re data management s ava ab e on the Conso e webs te and s managed by a w zard that wa ks the jur sd ct on through the preparat on of n t a data to export ng voter h story upon comp et on of an e ect on. [redacted]

C. The EPB sha be compat b e and can eas y exchange data between EPB and the De aware statew de voter reg strat on system.

Prec nct Centra s compat b e w th a voter reg strat on systems nc ud ng statew de or county reg strat on systems

IV. Security:

The system shall provide the following security features:

1. To prevent unauthor zed use: The EPB system sha prov de of record of the fo ow ng:
   - The program and vers on n use
   - The e ect on f e vers on/re ease date and t me n use
   -

To prevent unauthor zed use: Descr be how secur ty s managed w th the EPB nc ud ng but not m ted to:
- User access contro features
- Data encrypt on
- Key Management

Note: Demonstrate comp ance to Standards and Po c es. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

o e.

- [redacted]

2. Be secure from unauthor zed access both phys ca and v a w re ess aga nst a modern threats:
   - Comp ant w th DoD DISA STIGs
   - Does not exh b t common weaknesses enumerated by the CWE.
   - Does not exh b t vu nerab t es enumerated by OWASP.

   Note: Comp ant w th Standards and Po c es. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.

The standard mp ementat on conf gurat on recommended by Tenex ncorporates a the restr ct ons prescr bed by the STIGs for OS. The prof e deve oped nsta ed renders the Pad dev ce capab e of tt e e se but the usage of the e ect ons off ce.

3. Sha be conf gured to ensure contro ed, secure og ca /adm n strat ve access.

Prec nct Centra has a robust nfrastructure that a ows for mu t p e eve access nc ud ng adm n, bas c, troub eshoot ng and warehouse. Each eve of prov des d fferent access to parts of the system, start ng w th fu contro w th adm n's. A system changes are ogged and t mestamped for aud t ng purposes.

[redacted]

4. A components sha be conf gured n such a manner to prov de a constant stat c data encrypt on methodo ogy that m n ma y meets De aware standards and po c es, nc ud ng the secur ty standards and po c es prov ded w th th s RFP.

   Note: Refer to Standards and Po c es: The system must comp y w th State of De aware Enterpr se Standards and Po c es, Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on.

Encryption

- [redacted]

5. Sha be conf gured and managed n such a manner that a data n-mot on ma nta ns the h ghest eve of phys ca or d g ta protect ons per De aware standards and po c es.

[redacted]

6. Sha be conf gured and managed n such a manner that they may never connect to a pub ca y access b e network.

Pre-authorized networks: W re ess networks are pre-author zed prevent ng attempts to get Touchpads to connect to unknown networks. Through the n t a conf gurat on and set-up, pre-author zed networks are conf gured and set-up so that the Touchpads cannot connect to any network that has not been pre-author zed and programmed nto the dev ce's memory.

7. Data In-Mot on Secur ty: If Prec nct EPBs ut ze LAN network ng connect v ty:
   - A Prec nct EPBs must be connected v a w red connect on (e.g. LAN Ethernet Cab e) ut z ng a c osed and ndependent sw tch.

   -and-
   - The EPB must support (and requ re) a VPN connect on to a secure ocat on us ng cryptograph c methods n the secur ty and po c es prov ded w th th s RFP

   -or-
   - A Prec nct EPBs must be connect v a a c osed w re ess non-SSID broadcast ng router w th encrypt on methodo ogy emp oyed per De aware State standards, nc ud ng and add t ona f trat on scenar o to a ow on y the known Prec nct EPB dev ces the ab ty to connect to the w re ess network.

   –and-
   - The Prec nct EPBs sha be conf gured n such a manner as to on y be capab e of connect ng to the des gnated w re essnetwork ng dev ce.

   - and -
   - The EPB must support (and requ re) a VPN connect on to a secure ocat on us ng cryptograph c methods n the secur ty and po c es prov ded w th th s RFP.

   Note: These dev ces must commun cate over a secure ayer (e.g. a strong VPN and secure mutua TLS authent cated API connect on w th good key management). Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.

[redacted]

8. Data In-Mot on Secur ty: If EPB System and Prec nct EPBs ut ze WAN network ng connect v ty:

- A Prec nct EPBs must be connected v a a w re ess non-SSID broadcast ng router or network w th at m n mum encrypt on methodo ogy emp oyed per De aware State standards (Refer to GSS 18809 ELECTIONS SYS rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on), nc ud ng an add t ona f trat on scenar o to a ow on y the known Prec nct EPB dev ces w th n the prec nct to connect to the w re ess network.
  -and-
- The EPB System sha be conf gured n a manner that a data transm ss on sha on y use fu tunne ng methodo ogy that perm ts spec f c rout ng and approved encrypt on standards. (VPN)

-and-

- The EPB System and Prec nct EPBs sha be conf gured n such a manner that the w re ess nfrastructure must authent cate each c ent dev ce pr or to access.

–and-

- The EPB System and Prec nct EPBs sha be conf gured n such a manner that two-factor authent cat on s emp oyed.

[redacted]

9. EPBs sha support remote-w pe, oca -w pe and have theft prevent on and asset recovery features.

[redacted]

10. Ab ty to detect data tamper ng. Note: Cryptograph ca y. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

[redacted]

[redacted]

11. EPB sha have the capab ty to t me stamp most, f not a , act v t es such as t me of voter check n, successfu og ns, nva d og ns, og outs, network connect v ty, data transfers, etc. Must have extens ve aud t ogg n capab t es.

Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.

Prec nct Centra captures a user act ons performed and keeps track of user og ns and t me stamps assoc ated w th t. [redacted]

12. Sha be capab e of prov d ng access b e and exportab e comprehens ve aud t ogs of a transact ons to nc ude at m n mum, t mestamp and transact on/event.

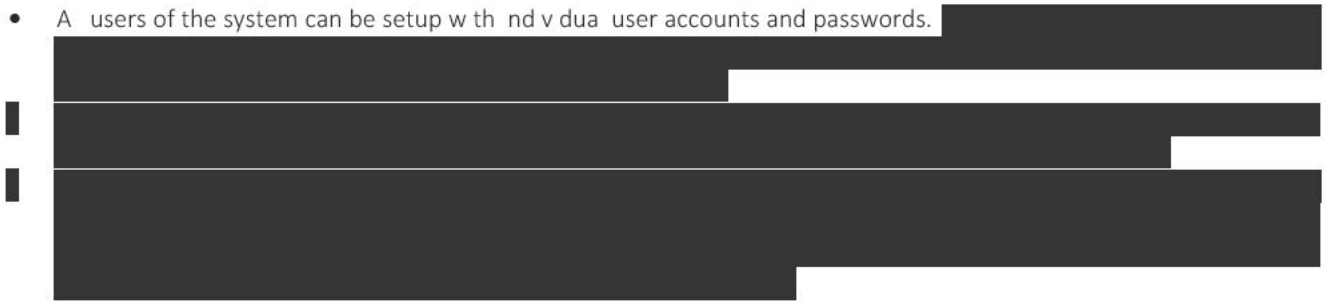
Aud t Logs - Prec nct Centra nc udes extens ve aud t ng capab t es at many d fferent eve s, [redacted]

[redacted]

Exportab ty – Prec nct Centra captures deta ed nformat on for a processes and makes a data e ements ava ab e for easy report ng n summary and deta formats. A data e ements are exportab e nto Exce , txt, and PDF formats d rect y from the system.

13. Support common and un que user accounts.

- A users of the system can be setup w th nd v dua user accounts and passwords.



14. The EPB system must undergo a secur ty rev ew and assessment by a 3rd party, se ected by Department of E ect ons, and vendor sha prov de documentat on that a known ssues have been addressed and reso ved.

Prec nct Centra and the Prec nct Centra Touchpad have been cert f ed by Nat ona Test ng Systems (NTS) (www.nts.com) and have been eva uated by MAD Secur ty (www.madsecur ty.com) who performed a fu -scope exerc se of the secur ty contro s of the system through e ectron c po books (ePB) system techno ogy secur ty assessment. The system secur ty s robust and presents a ow secur ty r sk rat ng

Tenex w undergo an add t ona 3rd party assessment as needed by the De aware Department of E ect ons.

V. Implementation Environment:

As part of th s b d, vendors are requ red to prov de separate pr c ng opt ons for the system to be hosted n the c oud, nterna y, and hybr d. Regard ess of host ng p atforms or env ronments, the vendor so ut on must comp y w th the secur ty and po c es prov ded w th th s RFP.

VI. Accessories and Peripherals:

As The Department of E ect ons may w sh the fo ow ng to be nc uded n the vendor's base per-un t EPB b d:
E ectron c Po Book w th barcode scann ng and s gnature capture capab t es

1. Tab et tether
2. Removab e memory storage (e.g. M cro-SD Card)
3. Power Banks (battery chargers)
4. 10' USB power cab e
5. Carry ng case
6. Sty us
7. EPB software wh ch has been oaded onto EPB
8. Rotat ng stand for EPB
9. Smart Card Reader/Wr ter w th cab e
10. Sh pp ng
11. Acceptance Test ng

Vendor sha a so subm t per-un t b ds on the fo ow ng opt ona equ pment:

1. Mu t -un t Desktop Charg ng/Sync Stat on
2. Therma Pr nter w th rechargeab e battery backup (m n mum 8 hours)

Pr c ng for the tems requested s nc uded n the pr c ng sheet prov ded. Tenex has compet t ve y pr ced a per un t EPB package nc ud ng a of the requested tems. Opt ona tems are sted n the pr c ng sheet as we .

VII. Optional Services:

De aware may w sh to enter nto an agreement for tra n ng, EPB system setup, and e ect on preparat on ass stance w th the w nn ng b dder. Prov de current pr c ng for the fo ow ng serv ces:

1. Bas c tra n ng on the EPB system
2. On-s te setup of EPB system.
3. Ma ntenance of the system before, dur ng and after use n e ect ons.
4. Process to up oad voter h story and other requ red nformat on to the De aware statew de voter reg strat on system fo ow ng an e ect on.
5. Ongo ng tra n ng for new features.

Pr c ng for opt ona serv ces requested s nc uded n the pr c ng sheet prov ded.

Appendix B: Part 4: Elections Management

Minimum requirements for Elections Management System:

1. Offices and Terms:

A. System must prov de a centra repos tory of nformat on regard ng an e ected off ce for federa , statew de, genera assemb y (Senate & House), county, mun c pa t es (e.g. C ty of W m ngton), pub c schoo board.
The Tenex Campa gn Desk product prov des funct ona ty for manag ng off ces and cand date nformat on n one p atform. [redacted] .

B. System must have the capab ty to create and mod fy off ce name, jur sd ct on type, jur sd ct ons, terms, base year.
Off ce name, jur sd ct on type, term for off ce, and the base year can a be setup n the system. In add t on, tems ke number of seats and number of w nners can be setup.

C. System must a ow VP off ce to be nked to Pres dent Off ce to appear as one ba ot cho ce.
Off ces can be setup to a ow runn ng mates.

D. System must have the capab ty to enter and update the fo ow ng nformat on about an off ce 1. Contact nformat on. 2. Term of the off ce 3. The years that an off ce s e ected 4. Off ce f ng fee. 5. Off ce's ba ot order.
Campa gn Desk prov des deta ed nformat on for each off ce and the current off ce ho ders. Comp ete contact nformat on, nc ud ng name, address, phone, and ema s ava ab e for off ce ho ders and the off ce ho der off ce. Each off ce and the term of off ce for the off ce as we as the nd v dua seat for the off ce s ma nta ned a ong w th when the part cu ar off ce s com ng up for re-e ect on. The f ng nformat on such as the f ng fee and number of requ red nom nat ng s gnatures can be setup for each off ce. The order that the off ce shou d appear on the ba ot can be entered when sett ng up the off ce as an tem for the e ect on ba ot.

E. System must prov de the capab ty for f ex b e, dynam c and overr d ng off ce terms.
Campa gn Desk data can be ed ted at any t me. When nformat on s mod f ed for an off ce, an aud t og keeps track of a mod f ed nformat on.

2. Candidate Filing:

F.	System must prov de capab ty to capture the requ red nformat on for persons who have f ed as a cand date for an off ce, been nom nated to run for an off ce, or have dec ared themse ves a wr te- n cand date for an off ce. System must prov de rea -t me updates to cand date and off ce data ensur ng data s synchron zed.
	For a cand date runn ng for off ce, the spec f c off ce they are runn ng for, the contact nformat on for the campa gn, the qua fy ng method are a ava ab e n Campa gn Desk.

G.	System must track changes and h story of the changes made to off ce and cand date records.
	Campa gn Desk keeps a comp ete aud t tra of any data that s mod f ed nc ud ng the date mod f ed, the operator com- p et ng the change and the o d data.

H.	System must prov de the capab ty to enter cand date nformat on (e.g. name , address, phone #'s, ema , etc.), and up oad any support ng documentat on.
	Campa gn Desk ma nta ns a of the deta s for each cand date. Documents can be up oaded and dent f ed us ng a st of potent a document types.

I.	System must prov de the capab ty to pre-popu ate bas c cand date nformat on from the Voter Reg strat on modu e/system. Note: Cand dates for some off ces (e.g. schoo board) are not requ red to be reg stered voters.
	Campa gn Desk s fu y ntegrated w th the E ect on Desk voter reg strat on system. If ava ab e, the voter nformat on can be nked to the cand date nformat on.

J.	System must have the capab ty to capture acceptance or reject on of cand date f ngs.
	Informat on s ma nta ned on the method of qua fy ng and comp ete nformat on on nked pet t ons. A paperwork f ed can be scanned / up oad and nked to the cand dates record. For each tem a status can be p aced to nd cate f the f ng s accepted or not.

K.	System must not a ow a cand date to be ass gned to an e ect on unt the cand date f ng has been accepted.
	The cand dates f ng documents and qua fy ng status s tracked and the cand date can be kept from the forma e ect on p ann ng unt they qua fy. The cand date s st tracked w th the e ect on as someone who s qua fy ng for the e ect on, but nc uded unt qua f ed.

L.	System must a ow a cand date to w thdraw.
	A cand date may w thdraw. [redacted]

M.	System must prov de the capab ty to ver fy cand date s a reg stered voter n jur sd ct on of off ce where requ red for spec f c off ces.

A voter d number can be entered for each cand date that s used to nk to the voter record and conf rm the jur sd ct on for the spec f c off ce.

N. System must prov de the capab ty to nform other count es of cand date f ng (If cross-county off ce).

An off ce can be setup to be a cross-county off ce. [redacted]

O. System must support off ces that have mu t p e off ce ho ders; mpacts ba ots, dec arat on of w nners.

Off ce can be setup to nd cate the number of seats for the off ce and wh ch seats are up for re-e ect on. [redacted]

P. System must prov de the capab ty to nd cate the cand date pa d the f ng fee or, when appropr ate, the cand date f ed a support ng pet t on w th s gnatures.

Comp ete nformat on s ma nta ned on the cand date qua fy ng method, nc ud ng when the f ng fee was pa d and how much. If qua fy ng by pet t on, the cand date prof e s nked to the pet t on.

Q. System must be ab e to capture the names of the persons who s gned the pet t on. The system must have the capab ty to ver fy whether or not the person s reg stered to vote. Those who are not reg stered must be f agged as such.

The ntegrate pet t on management modu e s one of the most advanced ava ab e today. The pet t on process ng screens eas y and very eff c ent y wa k the operator through the pet t on ver f cat on process. Most of the pet t on qua fy ng for nd v dua voters s comp eted automat ca y by the system.
For persons that are found to be not reg stered, the comp ete nformat on can be entered, nc ud ng name and address and reported on.

R. System must prov de the capab ty to ver fy that the person has on y s gned the pet t on once.

The system automat ca y va dates that the person has on y s gned a s ng e pet t on once. [redacted]

[redacted] The system must be ab e to count the number of person are va d (e.g. reg stered to vote n the correct d str ct) and not.

[redacted] A e g b e voters are tracked and reported on and so are any that were ne g b e. The ne g b e s gnatures are proper y reported as be ng ne g b e due to the ncorrec- t on jur sd ct on.

T. System must enforce dead nes (date and t me) and other requ rements. A ow author zed staff to overr de va dat ons, and to capture and store reason(s).
Dates can be setup on when certa n documents and due for cand dates. Dates can a so be setup for qua fy ng and s gnature acceptance per ods. These are automat ca y enforced n the system, but w th the appropr ate author ty cou d be overr dden.

U. System must prov de the capab ty to pub sh off ces and cand date nformat on to state webs tes manua y or on schedu e.
A data conta ned n Campa gn Desk and a other Tenex products s eas y exportab e n CSV, text, Exce , and PDF formats. Depend ng on the spec f cat ons of the state webs te, the system can be custom zed to automate th s process on a regu ar schedu e.

V. System shou d a ow for export of off ce and cand date nformat on.
A data conta ned n Campa gn Desk and a other Tenex products s eas y exportab e n CSV, text, Exce , and PDF formats.

W. System must a ow for county to de ete "erroneous" cand dates.
A cand date can be de eted as ong as no other nformat on such as documents and add t ona deta s have been recorded for the cand date. [redacted]

3. Referendums:

F. System must ma nta n a record of Referendums.
Campa gn Desk a ows sett ng up the text and other re evant nformat on for referendums / n t at ves. [redacted]

[redacted] System must prov de a centra ocat on and user-fr end y entry mechan sm for Referendum.
A referendum nformat on can be d rect y entered nto the system us ng the on ne screens.

H. System must prov de the capab ty to enter Referendum text.
Referendum text can be entered us ng a text ed tor bu t nto the system. Text can a so be mported or copy pasted from another document. Informat on can a so be entered for the ba ot t t e and summary.

I. System must a ow the mport and export of Referendum text.
A data ava ab e can be exported n CSV, text, Exce , and PDF formats.

J.	System must support va dat on requ rements for Referendum wh ch may nc ude a super major ty for passage (e.g. 60%), or a certa n number of ba ots cast, or other un que cr ter a.
	The method of "w nn ng" or pass ng can be dent f ed w th the referendum. A methods, such as major ty of the votes cast, certa n number of votes needed, or w nn ng by a super major ty (at east X percent of the votes). These opt ons are ava ab e n the L ve Resu ts e ect on resu ts report ng system as we .

K.	System must a ow mu t p e off ces and mu t p e Referendum to be ass gned to the same d str ct(s).
	There s no m t to the number of d str ct and referendum comb nat ons that can be setup.

L.	System must prov de the capab ty to enter trans ated text.
	Ba ot t t e as we as ba ot anguage can be setup n the system.

M.	System must prov de the capab ty to nc ude or not nc ude a referendum on a ba ot.
	Each referendum / n t at ve has a qua fy ng status to nd cate f the tem shou d be on the ba ot or not.

N.	System must prov de opportun ty for ed t ng and approva by state or county users before pub sh ng Referendum text.
	Each referendum has a status f e d to a ow track ng the current approva status of the referendum. If des red, Tenex can further custom ze the system to a ow for a workf ow for the referendum approva process.

4. Elections:

G.	System must prov de the capab ty to a ow subm ss on of cand date and Referendum f ng.
	Campa gn Desk ma nta ns comp ete nformat on on cand date f ng as we as on referendums. The system tracks the spec f c jur sd ct ons for each and the current status and qua f cat on for nc ud ng the tem on the ba ot.

H.	System must prov de the capab ty to ass gn cand date ba ot order.
	The order of the cand date on the ba ot can be setup n the system manua y.

I.	System must prov de the capab ty to mport or export e ect on data nto ba ot product on system.
	Data can be exported n text, CSV, and Exce formats. Tenex can custom ze the mport and export based on the spec f c standards of the vot ng mach ne system.

J.	System must prov de the capab ty to ca cu ate ba ot sty es and ba ot types and ass gn ba ot types to voters.
	A ba ot sty es requ red are ca cu ated based on the cand dates and referendums setup and how they may map to nd v dua jur sd ct ons. Based on the jur sd ct on nformat on the ba ot sty es are mapped to voters based on the voters' prec nct and jur sd ct on nformat on as we as the voters party (f setup).

5. Setup:

G. System must prov de the capab ty to setup an e ect on (e ect on date, off ces).
E ect ons w th the spec f c deta s for the e ect on, such as e ect on type and spec f c dates can be setup n the system. A cand dates and referendums setup can be nked to the spec f c e ect on date.

H. A nterfaces must everage strong mutua TLS authent cat on n comp ance w th the secur ty standards and po c es prov ded w th th s RFP. Note: Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.
Voter Centra fo ows t ght ndustry standard encrypt on and authent cat on methods to keep nformat on safe and encrypted. [redacted]

I. System must prov de programmat c export ng and mport ng of a e ect on re ated data. The system must prov de programmat c nterfaces for data exchange between subsystems and other externa vendor systems. Need ab ty to manua y tr gger exports and mports as we .
A data s exportab e n CSV, text, Exce , and PDF formats. Tenex w custom ze any spec f c nterfaces needed for data exchange w th other systems.

J. System must prov de the capab ty to mport/enter cand dates and Referendum and export to ba ot product on systems.
Tenex w custom ze the mport and export process to the ba ot product on system based on the spec f c requ rements of the system. The L ve Resu ts e ect on report ng s current y capab e of accept ng e ect on resu ts report ng from var ous vot ng systems.

K.	System must be ab e to support over app ng e ect ons. The system must a ow the user to spec fy wh ch e ect on they need to work on so that mu t p e e ect ons can be managed at the same t me. Ba ots and voters ass gned to a spec f c e ect on sha have a un que ID wh ch s nked to a spec f c e ect on. A g ven voter cou d be n both e ect ons, the voter wou d have the same voter ID but a un que e ect on ID wou d be ass gned.
	The system supports the setup and ma ntenance of mu t p e e ect ons n a ntegrated modu es. E ect ons can be run s mu taneous y w th over app ng t me nes for var ous act v t es.

L.	System must prov de the capab ty to enter cand date ba ot order by gu de nes conf gurab e by author zed adm n strators (e.g. Dems, Reps, Other part es by a pha order).
	The system a ows sett ng up cand date ba ot order manua y.

M.	System must prov de the capab ty to support the ma ntenance of a county s jur sd ct on/representat ve d str ct/e ect on d str ct data.
	A off ces can be setup to be at the state eve or county eve . The county off ces can be setup w th a jur sd ct on nformat on and the current off ce ho der deta s, such as name and contact nformat on.

N.	System must be capab e of produc ng reports.
	Campa gn Desk prov des dr down, searchab e report ng. The report ng data can be output n CSV, text, Exce , and PDF formats. Reports can a so d rect y be pr nted from the system.

O.	System must be capab e of produc ng e ect on management reports nc ud ng wh ch d str cts are on wh ch ba ot type, ba ot type to e ect on d str ct n e ect on d str ct order and sorted by ba ot type.
	Campa gn Desk prov des dr down, searchab e report ng. The report ng data can be output n CSV, text, Exce , and PDF formats. Reports can a so d rect y be pr nted from the system.

P.	System must prov de the capab ty to ca cu ate Ba ot Sty es.
	A ba ot sty es requ red are ca cu ated based on the cand dates and referendums setup and how they may map to nd v dua jur sd ct ons. Based on the jur sd ct on nformat on the ba ot sty es are mapped to voters based on the voter's precinct and jurisdiction information as well as the voters party (if setup).

Q.	System must prov de the capab ty to determ ne Ba ot Types and ass gn voters.
	A ba ot sty es requ red are ca cu ated based on the cand dates and referendums setup and how they may map to nd v dua jur sd ct ons. Based on the jur sd ct on nformat on the ba ot sty es are mapped to voters based on the voter's prec nct and jur sd ct on nformat on as we as the voters party (f setup).

R.	System must prov de the capab ty to up oad ba ot sty es from the ba ot product on system.
	Data can be exported n text, CSV, and Exce formats. Tenex can custom ze the mport and export based on the spec f c standards of the vot ng mach ne system.

S. Pub c s te must cons stent y and accurate y d sp ay a e ect ons.
E ect on nformat on s made ava ab e on the webs te [redacted].

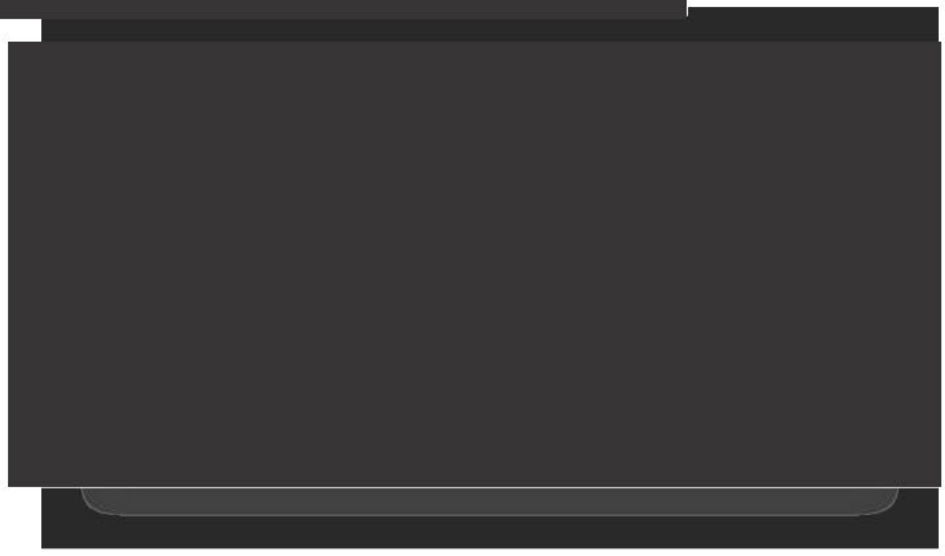
6. Election Results Reporting:

G. System shou d prov de a means of obta n ng h stor ca e ect on resu ts by e ect on date read y and eas y.
The Tenex L ve Resu ts system keeps comp ete h stor ca nformat on on e ect on resu ts report ng. Jur sd ct ons can make the h stor ca resu ts v ewab e on the r webs tes by e ect on date. The resu ts are ava ab e n exportab e reports as we as graph ca formats.

H. System must prov de the capab ty to up oad tabu at on f e.
L ve Resu ts accepts tabu at on resu ts from any k nd of tabu at on system. Resu ts are up oaded n a text f e format made ava ab e from the tabu at on systems.

I. System must prov de the capab ty to up oad conso dated tabu at on system.
Tabu at on resu ts can be mported conso dated for each contest or can be mported w th comp ete deta s on report ng by each prec nct. Further state-w de resu ts can be conso dated for each County and at the State eve .

J. System must prov de the capab ty to check for errors.
L ve Resu ts a ows for the user to ver fy the resu ts and any poss b e errors before pub sh ng the up oaded resu ts to the ve s te. [redacted]



K. System must prov de the capab ty to up oad/enter/post resu ts n mu t p e formats to the state's webs tes. Note: D g ta s gnature shou d be prov ded. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
L ve Resu ts posts resu ts n a var ety of graph ca and tabu ar formats. [redacted]

L. System must prov de the capab ty to dent fy w nner.
L ve Resu ts can be conf gured to dent fy the w nner of the e ect on us ng a w nner nd cator. [redacted] .

M. System must be capab e of produc ng e ect on resu ts and re evant e ect on nformat on for 3rd party organ zat ons, e.g. Assoc ated Press, Vot ng Informat on Project. System must support the manua or schedu ed programmat c extract on of data n comp ance w th the secur ty standards and po c es prov ded w th th s RFP. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
3rd party organ zat ons can be setup for automat c a erts when new resu ts are posted. [redacted]

[redacted] and Recounts

N. System must prov de the capab ty to a ow state to cert fy an e ect on.
E ect on resu ts can be marked as the off c a cert f ed resu ts to comp ete the e ect on cert f cat on process.

O. System must report resu ts by E ect on D str ct for: 1. E ect on Day po ng p aces by mach ne and E ect on D str ct 2. Absentee votes cast by voters n an E ect on D str ct 3. Prov s ona votes counted w th n an E ect on D str ct 4. Ear y vot ng resu ts by E ect on D str ct.
The L ve Resu ts e ect on report ng system can report resu ts for each type of vot ng, e ect on day, ear y, absentee, and prov s ona . [redacted]

P. System must prov de the capab ty to enter and report county and state reconc at on data.
The system s fu y ntegrated w th a very easy to use ba ot account ng modu e that a ows count es to reconc e the voter check- ns w th votes cast and w th vot ng h story. [redacted]

[redacted]

Q.	System must prov de the capab ty to record data and report on votes counted, over votes, under votes, etc.
	Summary as we as jur sd ct on eve data s ma nta ned for a races n the e ect on, nc ud ng nformat on on votes counted, wr te- ns, over votes and under votes.

R.	System must prov de the capab ty to a ow author zed users to make adjustments to vote counts as a resu t of Court of Canvass. The changes (before and after), user nformat on, and reason must be ogged.
	Correct ons can be comp eted f needed for nd v dua races and jur sd ct ons. Dur ng th s process a s mp e data entry a ows correct ng the data for voted counted (nc ud ng for wr te- ns), over votes, under votes.

S.	System must prov de the capab ty to generate reports show ng the changes and d fferences between the unoff c a e ect on n ght resu ts aga nst the adjusted post-Court of Canvass resu ts.
	The or g na as we as the adjusted data set s kept n the system and reports can eas y be generated. In add t on, a changes are ogged w th nformat on ava ab e on who made the change, when, and what the o d va ue was.

T.	System must prov de the capab ty to a ow e ect on, off c a resu ts, and recount resu ts to be ocked. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	At a certa n po nt n t me a f ag can be set on resu ts to ensure that they cannot be further ed ted. Th s cou d be overwr tten and opened backup by a user that has the appropr ate pr v eges to do so.

U.	System must prov de the capab ty to generate cert f cate of e ect on documents. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	Tenex w custom ze e ect on cert f cat on documents depend ng on the spec f c requ rements for De aware.

V.	System must prov de the capab ty to pub sh f na resu ts on state webs tes. Note: Must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	The ntegrated L ve Resu ts product seam ess y pub shes resu ts to the e ect ons webs tes. Resu ts are ava ab e n summary state-w de v ews, county spec f c v ews, and jur sd ct on spec f c v ews for each county.

7. Vote Publishing:

E.	System must pub sh e ect on resu ts from the ent re state or any port on thereof ho d ng an e ect on.
	L ve Resu ts can support e ect ons that are for the ent re state or on y certa n count es or c t es. Features and opt ons can be conf gured for the e ect on based on the e ect on type.

F.	System must nc ude the fu report ng of e ect on resu ts.
	L ve Resu ts can support report ng ntermed ate unoff c a resu ts and f na off c a s resu ts. [redacted]

G.	System must prov de the capab ty to pub sh resu t f es on state webs tes.
	The e ect on resu ts can be hosted d rect y on the state webs te, embedded on the State webs te, or nked from the State webs te to the L ver ess webs te.

H.	System must prov de the capab ty to prepare and comb ne resu t f es for, n and cross-county e ect ons and pub sh recount resu ts separate y.
	Updat ng resu ts for recounts can be done at any t me. The recount can be setup as a second e ect on w th comb ned resu ts from the or g na or just the resu ts from the recount.

I.	System must prov de the capab ty to mport text, pdf, or csv resu t f es from tabu at on systems. Tabu at on systems from mu t p e vendors are/or may be n use.
	L ve Resu ts can mport resu ts data from any k nd of tabu at on system and has been ntegrated w th most of the common tabu at on systems ava ab e today. For a state-w de mp ementat on, county systems can be setup to be from separate tabu at on systems.

J.	The system must d sp ay resu ts of Referendums a ong w th va dat on requ rements so that a user may determ ne f the Referendum passed or fa ed.
	Referendums can be setup to Yes/No or Pass/Fa depend ng on the setup for the referendum.

8. Election Officer and Zone Worker Management:

I.	System must prov de the capab ty to set up c ass schedu e for each spec f c e ect on.
	The Tenex E ect on Force modu e manages a tra n ng, work schedu ng, commun cat ons, and payments for e ect ons. The tra n ng c ass schedu ng a ows sett ng up d fferent types of tra n ng c asses and ty ng them to each e ect on date. The tra n ng c asses can a so be setup to be mandatory curr cu um based on the part cu ar job funct on.

J. System must prov de the capab ty to pub sh c ass schedu e on state webs tes
The E ect on Force Porta component a ows pub sh ng tra n ng c ass schedu es on the webs te. For each c ass, the nformat on on the c ass date, ocat on, and tra ners can a be made ava ab e. The schedu e can be v ewed n a st of ca endar format.

K. System must prov de the capab ty for potent a nd v dua s to app y to be a worker on ne.
E ect on Force a ows workers to comp ete an app cat on on ne, and automat ca y not fy the appropr ate jur sd ct on of the app cant and current status of the app cat on. The app cat on f e ds can be user-def ned.

L. Ab ty for E ect on Off cers to accept ass gnment, se ect c ass schedu e, reschedu e c ass, commun cate on ne, and check payment status.
The E ect on Force porta can be setup to a ow po workers to og n on ne and estab sh a prof e. [redacted]

M. System must prov de the capab ty to conf gure custom pos t ons, c ass s ze m ts, and tra n ng requ rements.
E ect on Force a ows creat ng a comp ete tra n ng curr cu um based on the type of pos t on that the person w be ho d ng for the e ect on.

N. System must prov de the capab ty to track c ass vacanc es and b ock the s ot when fu .
A comp ete st of peop e schedu ed for the c ass and the number of open s ots s read y ava ab e. C asses can be setup to have a max mum capac ty thresho d to m t the number of peop e per c ass. E ect on Force w prov de a warn ng anyt me a c ass f overschedu ed.

O. Ab ty for author zed staff to rev ew, accept, mod fy and deny app cants.
Once an app cat on s subm tted on ne or entered by staff d rect y nto the system, the app cat on goes nto a rev ew status. Once the app cat on process s comp eted, such as attend ng a re evant or entat on c asses or comp et ng requ red paperwork, the app cat on can be marked as comp eted and the worker marked as act ve.

P. System must prov de the capab ty to p ace workers n wa t st, reserve, or on-ca status.
Workers can be setup to be on stand-by or pend ng status to a ow for ast m nute schedu ng updates.

Q.	Generate ass gnment etters for app cants/workers that can be persona zed by the r Department staff w th contact and c ass nformat on, or reason for reject on, re- nv tat on not ce, etc.
	E ect on Force can generate a var ety of etters such as, not ce of e ect on, e ect on schedu ng, tra n ng schedu e etc. [redacted]

R.	Des gnate pos t ons for each worker.
	A defau t or "norma y" worked pos t on and ocat on can be setup for each person ava ab e to work as a po worker for e ect on day or ear y vot ng. Th s pos t on s used as the recommendat on n schedu ng, but the actua schedu ed pos t on for e ect on can be d fferent from the defau t f needed.

S.	Ab ty to nput non-voters as workers. These are genera y h gh schoo students who w become reg stered voters n the future. When they do reg ster, use ex st ng record to avo d re-entry of data. A so, zone workers for e ect on n ght report ng do not need to be reg stered voters or De aware res dents.
	Wh e E ect on Force can be fu y ntegrated w th voter reg strat on data, t does not requ re that worker be reg stered as a voter. [redacted] .

T.	Record oath or the ab ty to up oad e ectron c cop es of oath.
	Po worker oath s gn ng can be e ectron ca y captured us ng a funct on of the ntegrated Prec nct Centra e ectron c po book so ut on. If th s s not ava ab e, oath documents can be scanned and attached to the worker.

U.	Record State of De aware Dua Emp oyer forms and Zone Worker B d forms. Ab ty to up oad e ectron c cop es of the form.
	E ect on Force supports the scann ng, up oad ng, and attach ng of a worker and payro forms to nd v dua po worker records. It a so a ows for b ank frequent y used forms to be up oaded, stored and managed from the system for easy access as new workers are h red or forms need to be updated.

V.	Record attendance at tra n ng and on E ect on Day.
	Po worker attendance for tra n ng c asses and e ect on day work can be e ectron ca y recorded us ng the spec a features ava ab e n the ntegrated Prec nct Centra e ectron c po book so ut on. If th s s not ava ab e, attendance can be recorded very s mp y recorded d rect y and very s mp y n E ect on Force.

W.	Ass gn county ssued ce phone numbers to certa n workers when necessary.
	Ce phones can be ass gned to workers by sett ng up the correct contact type.

X. Ab ty to commun cate w th potent a and conf rmed workers v a text, ema , or ma .
The E ect on Force commun cat on modu e a ows commun cat ng us ng text, ema or both opt ons. [redacted]

Y. Ab ty to record worker eva uat ons and recommendat ons
E ect on Force keeps track of a test scores for workers to a de n the eva uat on process. In add t on, user-def ned f e ds can be setup to track eva uat on and recommendat on. E ect on Force a so uses a star method to prov de at a g ance v ew of wh ch workers have worked the ongest.

Z. Ab ty to setup pay rate by pos t on and by nd v dua worker for each e ect on.
Pay rates can be setup for each pos t on. Each worker pay rate s a so ava ab e and mod f ab e for each e ect on and each spec f c type of pos t on worker. Pay nformat on s a so ava ab e for add t ona payments such as attend ng tra n ng or pay ng for m eage.

AA. Ab ty to set accumu at ve payment thresho d by ca endar year or date range. A ow author zed adm n strators to conf gure to wh ch pos t ons the thresho d sha app y.
Certa n ega requ rements add add t ona tax mp cat ons for e ect on worker payro . E ect on Force can be setup to p ace earn ng m ts for the ca endar year to ensure that workers do not go beyond the a owed m t.

BB. Ab ty to track when workers may exceed payment thresho d. Prov de v s b e warn ngs and prevent po worker ass gnment.
A tota payro amount due and poss b e thresho d m t overage s d rect y reported on the front page for each worker. You can a so run reports and v ew a poss b e budget to see f anyone w exceed the budget amount.

CC. Ab ty to check for "orphan" workers, .e. not ass gned a ro e or po ng p ace or zone ocat on.
F ters can be used to qu ck y f nd ava ab e workforce that s not current y schedu ed and underut zed. Th s can be done one prec nct/ ocat on at a t me or v ewed together.

DD. Ab ty to check for "orphan" po ng p aces or zone ocat ons, .e. not ass gned w th workers.
The E ect on Force schedu ng too prov des a comprehens ve v ew of the po ng p ace schedu e to show ho es n the sched-u ng.

EE. Ab ty to check for under manned po ng p aces and zone ocat ons, .e. not ass gned w th enough workers. M n mum number of workers and ro es must be conf gurab e by author zed users.
The schedu e p ann ng too a ows sett ng up requ red number of workers by pos t on, prec nct and ocat on. Based on th s p an, the system can automat ca y generate a work p an and show a comprehens ve v ew of pos t ons that are staffed and not staffed.

FF. Ab ty to generate f es necessary for F nance to do payro . The f es sha be secure y transm tted to F nance's f e server.
Payro f es can be generated for the actua payment amount for the e ect on a ong w th any requ red nformat on, such as payro exempt ons etc. [redacted]

GG. Ab ty to mport payro resu t f e from f nance and update payment status of workers. The f es sha be secure y transm tted from F nance's f e server.
Resu ts f es from payro can be updated to capture the actua payment date, check number, and amount. Th s nformat on s t ed together w th the nd v dua ne tems us ng a system generated payro number.

HH. Ab ty to manua y set status of payment of workers nd v dua y or groups of workers at once. Note: Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, App cat on Secur ty Standard, Web App cat on Secur ty, Cryptography Standard, and Key Management Standard.
Payment status such as Pa d s automat ca y set when the payro f e s up oaded. In add t on, th s nformat on can be setup from the nd v dua persons record. Payment nformat on can a so be contro ed by the number of hours worked or set to do not pay f needed.

II. Ab ty to store worker work ng h story.
E ect on Force keeps a h stor ca work nformat on for as ong as requ red. Work h story s ava ab e for a types of work comp eted by the person, not just po worker h story for work comp eted on e ect on day.

JJ. Ab ty to copy a or se ect workers from prev ous e ect ons and ass gn them new e ect ons.
A e ect on workers are ava ab e n the system from e ect on to e ect on. Based on ava ab ty and staff ng requ rements for each e ect on, the system automat ca y generates a staff ng p an. The p an can be cop ed from past e ect ons.

KK. System shou d a ow for export of worker nformat on.
A data n E ect on Force s eas y exportab e n a var ety of formats such as CSV, Exce , and PDF.

9. Location Management:

J. Ab ty to add, update and de ete e ect on spec f c ocat ons for ear y vot ng E ect on Day po ng ocat ons.
The ntegrated E ect on PAL system offered by Tenex prov des a comprehens ve approach to manag ng a e ect on ocat ons. The system a ows sett ng up ear y vot ng as we as e ect on day ocat ons. In add t on, other ocat ons such as equ pment drop s tes and nurs ng homes for absentees can be setup.

K. Ab ty to add, update and de ete e ect on spec f c ocat ons for vote accumu at on and transm ss on, a.k.a. e ect on zones. Prov de ab ty to exc ude e ect on zones from gett ng nc uded n pub sh ng and data export.
E ect on PAL keeps a master st of ocat ons, but a so a ows sett ng up ocat ons for each prec nct by e ect on. A comp ete h story s ma nta ned for past e ect on and new e ect ons can be created by copy ng over o der e ect ons. Prec ncts can a so be comb ned nto work ng zones for mon tor ng and support purposes.

L. Ma nta n database of a past, current and proposed ocat ons.
E ect on PAL keeps a master st of ocat ons, but a so a ows sett ng up ocat ons for each prec nct by e ect on. A comp ete h story s ma nta ned for past e ect on and new e ect ons can be created by copy ng over o der e ect ons.

M. System must prov de the capab ty to pub sh ocat ons by e ect on on ne. A ow end users to get dr v ng d rect ons.
A ocat on nformat on can be exported to a webs te. [redacted]

N. Ab ty to copy a or se ect ocat ons from prev ous e ect ons and ass gn them new e ect ons.
E ect on PAL a ows sett ng up a new e ect on very s mp y by copy ng over data from a s m ar past e ect on.

O. Ass gn e ect on d str cts to ocat ons.
E ect on PAL a ows sett ng up the prec nct (d str ct) nformat on for each ocat on. [redacted]

P. Support mu t p e e ect on d str cts per ocat on.
One ocat on can be mapped to mu t p e d str cts to a ow for conso dat ons and serv ng more than one d str ct form the ocat on.

Q. Store mages and access b ty surveys for each ocat on.
The ntegrated document management modu e a ows attach ng d fferent document types for each ocat on. Documents can a so be scanned and attached d rect y from the system.

R.	Store contact nformat on for each ocat on for de very and p ck up of equ pment.
	E ect on PAL a ows an un m ted number of contact nformat on to be assoc ated w th each ocat on. Contact types are pre-conf gured n the system and custom zab e by the jur sd ct on.

S.	Record ser a numbers of equ pment sent to each ocat on. Note: D g ta y s gn th s data. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	E ect on PAL n comb nat on w th the E ect on AIM software modu e a ows keep ng track of a equ pment and a usage and ocat on h story for equ pment.

T.	Centra Record other equ pment to be sent to each ocat on. Note: D g ta y s gn th s data. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	E ect on AIM keeps track of a k nds of equ pment w th a comp ete usage and ma ntenance h story. A p ann ng modu e a ow bu d ng a p an for equ pment needs based on d str ct and/or ocat on voter popu at ons.

U.	Automat ca y generate a B of Lad ng for equ pment de very by th rd part es. Note: D g ta y s gn th s data. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
	E ect on AIM keeps track of the var ous de very methods for d fferent types of equ pment. Comp ete report ng can be created for p ckup and drop-off schedu es.

V.	Prov de ab ty to generate f es necessary for F nance to pay ocat ons. The f es sha be secure y transm tted to F nance's f e server.
	The amount of fees due to each ocat on can be tracked by e ect on. Th s nformat on can be exported to F nance as needed.

W.	Support payment of mu t p e ocat ons to a s ng e account, e.g. payment for mu t p e schoo s go to the schoo d str ct.
	A payment nformat on can be t ed to a s ng e account. Th s can be done for vot ng ocat on payments as we as for po worker payments.

X.	Prov de ab ty to mport payment resu t f e from f nance and update payment status of ocat ons. The f es sha be secure y transm tted from F nance's f e server.
	A return f e can be mported back nto the system to show the amount, date, check and any add t ona re evant nformat on.

Y.	Prov de ab ty to manua y set status of payment of ocat ons nd v dua y or groups of ocat ons at once.
	Locat on payment status s automat ca y set to pa d when the f e s created to send to F nance or on the return f e (depend ng on how the system s conf gured). In add t on, th s can be nput for a s ng e ocat on.

Z. Prov de ab ty to scan s gned renta agreements and attach to a fac ty records.
E ect on PAL a ow scann ng and attach ng var ous document types for each ocat on.

AA. F oor p ans and cont ngency p ann ng nformat on v ewab e by responders.
F oor p ans can be attached to ocat on n E ect on PAL. In add t on, the f oor p an nformat on s d rect y v ewab e n the ntegrated E ect on Response he p desk management system. [redacted]

BB. System shou d a ow for export ocat on nformat on.
A nformat on can be exported from the system n var ous formats, nc ud ng Exce , CSV, and PDF formats.

CC. Generate etters for ocat on po nts of contact that can be persona zed by the r recru ter, e.g. de very, p ckup, s te nspect on, connect v ty test ng, etc.
E ect on PAL etter generat on modu e a ows creat ng ad-hoc etters w th embedded ma -merge sty e data.

DD. S gn requ rements by type and number for each type.
E ect on PAL keeps track of a vot ng ocat on s gns such as vote here, hand cap, entrance s gns, etc. [redacted]

10. Voting Information Project:

VIII. Ab ty to create f es that comp y w th Vot ng Informat on Project spec f cat ons (https://vot ng nfoproject.org/). Note: At th s t me 5.1 s the atest vers on. Refer to https://vot ng nfopro ect.org/pro ects/v p-5-spec f cat on/
Most of the data export f es ava ab e are contro ed by temp ates and can be custom zed to be n spec f c formats. Tenex w custom ze the spec f c formats needed for the Voter Informat on Project and w keep up w th the chang ng requ rements of the spec f cat on f that s requ red.

11. Data Exchange Policy:

Tenex complies with this policy.

12. Employee/Location Payment Data Processing:

Tenex complies with these policies.

Appendix B: Part 5: Voter Registration System

Minimum requirements for Voter Registration System:

1. General Requirements and Features:

Perta ns to data access b ty, funct ona app cat oadm n strat on, extens b ty, and system access

A. The system must comp y w th State of De aware Enterpr se Standards and Po c es, Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nfor-mat on
Tenex's voter reg strat on system comp es w th State of De aware Enterpr se Standards and Po c es.

B. Prov de author zed users w th read-on y access to the data for reg stered voters w th n other count es, nc ud ng h stor c voter act v ty data, h stor c vot ng part c pat on data, h stor c aff dav t mages and h stor c s gnature mages for reg strants.
Voter Centra secur ty modu e a ows conf gur ng secur ty based on user groups. A voter re ated can be secured to a v ew on y mode based on the secur ty conf gurat on group of users. The secur ty for users can be setup to be d fferent for users based on the county of the user.

C. Prov de author zed county users the ab ty to update the voter reg strat on data for voters w th n the r county.
Voter Centra secur ty modu e a ows conf gur ng secur ty based on user groups and spec f c secur ty pr v eges. Users can be setup to a ow secur ty based on add ng voters, ed t ng voters, and ed t ng through correct on process.

D. Proh b t county users from chang ng data for voters n other count es except to subm t a transact on that moves a matched voter from another county nto the r county.
Secur ty for ed t ng voters of other count es can be conf gured to a ow d rect y updat ng the voter and comp et ng the move. A ternat ve y, th s can be done as a queue method where the county that the voter s mov ng from s f rst nformed and has to rev ew and conf rm the move process.

E. Automat ca y send e ectron c not ce to each appropr ate county whenever a voter record s added or updated through automat c processes.
Voter Centra nc udes a queu ng method for data updates n t ated from th rd part es. [redacted]

F. Prov de the capab ty for author zed users to search, query and track e ectron c not ces that have been sent to count es. Search, sort, f ter and group ng cr ter a must nc ude county or jur sd ct on, not ce type, status (reso ved or unreso ved) and date or date range for not ce.

A e ectron c not ces are queued n the system workf ow and assoc ated w th the voter record where appropr ate. Each not ce has a status that nd cates the current state of the not ce. Based on the status, the not ce may be cons dered c osed or other workf ows may be k cked-off to cont nue the process ng queue.

[redacted]

G. Prov de the capab ty for author zed users to track the source of voter reg strat on app cat ons and to generate report or extract data for report ng purposes, e.g. EAC.

For each voter reg strat on app cat on rece ved, new or updates, the reg strat on source of the app cat on s requ red data entry from the user. The st of reg strat on sources s conf gurab e by the organ zat on (nc ud ng nd v dua count es). For county spec f c sources, a mapp ng can be generated to match the tems to a spec f c state def ned reg strat on source.

H. Prov de for update and add t on of common n cknames, e.g. "Bob" for Robert.

Voter Centra w ma nta n a common names tab e that nk names to other poss b e representat ons of the same name. The auto-search feature of Voter Centra w ncorporate th s automat ca y nto searches based on what the user has entered (Bob or Robert). Voter Centra a so accommodates search ng for names w th hyphens and apostrophes to ensure the spec a characters are gnored n searches.

I. Be ab e to process voter reg strat on data or g nat ng from new sources of voter reg strat on data both nterna and externa to Department of E ect ons, w th on y the add t on of a p uggab e nterface. Note: Department of E ect ons ntends that DHSS-DSS and DOL w be among the potent a "new sources" of voter reg strat on data once they are ab e to p an for and mp ement a method to prov de new voter reg strat on data.

Voter Centra has a bu t- n data and workf ow process ng eng ne ca ed "Data Stud o". Th s a ows new p ug ns to be eas y added through e ther a f e exchange nterface or a web serv ces based nterface. Th [redacted]

J. Be ab e to process voter reg strat on from ex st ng sources. Note: DMV subm ts reg strat on through the r ma nframe system as we as se f-serv ce k osks. DMV s n the process of dep oy ng an on ne dr ve cense and state ID serv ce wh ch s expected to subm t voter reg strat ons as we .

Voter Centra w be conf gured to work w th the spec f c f e formats made ava ab e from the current DMV systems. [redacted]

K. Prov de extracts of names and addresses for voters n one or more count es for process ng by an externa serv ce.

Data can be extracted from Voter Centra n var ous formats, such as CSV and text. F ters can be app ed to search for spec f c voters or nc ude a voters. Depend ng on the users' secur ty the data can be extracted across a count es or on y the county of the user.

L.	System must a ow for author zed users to create, ed t, and pub sh changes to webpages n a graph ca user nterface (GUI) w thout vendor ass stance.
	Tenex s known for the r custom zab e so ut ons. Custom zat ons are ava ab e w thout vendor nterference and nc ude the ab ty to change co ors, messages, buttons and more.

M.	System must a ow an ncomp ete reg strat on to be recorded w th an ncomp ete status, send a ver f cat on not ce to gather the m ss ng nformat on and deny the reg strat on f m ss ng nformat on s not rece ved n X days. A ow Author zed Adm n strator to conf gure X.
	Voter Centra can be conf gured to enab e an ncomp ete app cat on status based on certa n f e ds that must be comp eted for a voter reg strat on. The system w automat ca y track these f e ds and a ert the user that the app cat on s ncomp ete. The date of the app cat on and a nformat on ava ab e, nc ud ng the mage s tracked and stored at th s po nt. [redacted]

N.	System must support E ect on Day reg strat on, to be used shou d the State eg s ature enab e E ect on Day reg strat on.
	Pa red w th the Tenex Prec nct Centra e ectron c po book, e ect on day reg strat on funct ona ty s ava ab e out of the box. [redacted]

O.	Where app cab e, must support pred ct ve text, auto-comp ete, suggested matches, etc. to m n m ze manua entry.
	Voter Centra prov des one of the eas est and most eff c ent approaches for comp et ng data entry. Data entry s qu ck and eff c ent because of the advanced features that do not requ re f ng out comp ete data. L sts are a amenab e to typ ng a few characters and comp et ng the process. Even enter ng the voters address nformat on on y requ res a few keystrokes.

P.	System sha comp y w th a app cab e access b ty aws and gu de nes.
	Voter Centra system des gn p aces great emphas s on access b ty. The software uses arge and c ear fonts and co or contrast to ensure screens are readab e for a w de aud ence. A screens are a so keyboard dr ven and data e ements are tab e, espec a y the data entry screens. Th s ensures that users do not have to depend on us ng the mouse to comp ete data entry or constant y sw tch between mouse and keyboard.

2. Voter Registration - Data:

These requ rements st voter reg strat on data e ements that must be ma nta ned to comp y w th HAVA Sect on 303 requ r ng that each state mp ement a "s ng e, un form, off c a , centra zed, nteract ve computer zed statew de voter reg strat on st."

Data e ements descr bed here nc ude data prov ded or captured by e ect ons off c a s' staff as we as data prov ded by c t zens through on ne reg strat on v a the pub c access webs te.

The data e ements sted here do not const tute an exhaust ve st of requ red data. Department of E ect ons expects that dur- ng the Des gn Phase, the Contractor w work w th department staff, partner agenc es, and vendors to determ ne a spec f c data e ements necessary to meet a requ rements stated n th s RFP.

A. The system must comp y w th State of De aware Enterpr se Standards and Po c es, Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on.
Tenex's voter reg strat on system comp es w th State of De aware Enterpr se Standards and Po c es.

B. Prov de funct ona ty that enab es author zed users to add new reg stered voters and to update data assoc ated w th ex st ng reg stered voters.
Voter Centra system secur ty a ows ass gn ng secur ty to spec f c users to add new reg stered voters, spec f c users to update ex st ng voters, and spec f c users to process both transact ons. The system a so a ows conf gur ng what users can update for voters that are not w th n the r county. [redacted]

C. Be ab e to capture, store, and d sp ay a h stor ca data on every record, nc ud ng mages.
Voter Centra captures extens ve h stor ca nformat on for any k nd of update tak ng p ace n the system. A transact ons nc ude a transact on t mestamp and the user dent f cat on nformat on of the user comp et ng the change. [redacted]

D. Capture and d sp ay a data e ements requ red to support funct ons and requ rements def ned n th s RFP.
Voter Centra s a comprehens ve system that conta ns a standard data e ements for a standard voter reg strat on system. Any e ements dent f ed as m ss ng can be ncorporated dur ng the ana ys s and des gn phase.

E. Must a ow for capture and storage of voter names nc ud ng the fo ow ng d screte data f e ds:
. F rst name (fu or n t a);
. M dd e name (fu name or n t a);
. Fu ast name (can nc ude hyphenated ast name);
v. Suff x (Sr., Jr., other generat ons); and
v. Prev ous name(s)

Voter Centra ma nta ns a of the requ red name f e ds. The suff x nformat on can be setup n a user-def ned st to a ow add ng others bes des Jr. and Sr. The ast name can accept hyphens and can a so be setup to accept apostrophes.

F. Must store a un que dent f er (Voter ID) for each reg strant.

Each person reg ster ng s ass gned a un que voter ID number. Th s number s used to t e a voter re ated nformat on throughout the system.

G. Must capture and store h stor c data on voter res dence, ma ng address, nc ud ng beg nn ng and end ng effect ve dates of those addresses.

When a voter res dence or ma ng address s updated, Voter Centra stores the o der address nformat on as h stor ca data. [redacted]

H. Must prov de for capture and storage of addresses (See Voter Reg strat on – Addresses).

Severa k nds of voter addresses are stored, nc ud ng res dence address, ma ng address, prev ous reg stered address, and d fferent addresses for absentee ba ots.

I. Must prov de the ab ty to capture and store a voter's date of b rth. NOTE: Because a voter may have current y effect ve reg strat ons that predate the requ rement to prov de date of b rth, system must be capab e of hand ng voters w thout/part a a date of b rth.

The system can be conf gured to setup date of b rth as a requ red f e d. Wh e th s data nput w be requ red dur ng the data entry process, m ss ng b rth date nformat on does not mpact the work ng system. Some tems, such as searches based n b rth date may not funct on 100% due to m ss ng data, but on the who e m ss ng b rth date data s not an ssue.

J. Must capture aff rmat on of c t zensh p status.

When enter ng a new voter, the data entry user must capture the data for c t zen aff rmat on. If the voter has not aff rmed th s, the system can be conf gured to tr gger a "Den ed" workf ow. Th s workf ow w p ace the reg strat on n a Den ed status and prov de the ab ty to send a not ce to the reg strant nd cat ng the reason for a den a .

K. Must be capab e of captur ng and stor ng the fo ow ng data that s opt ona for comp et on of voter reg strat on:
1. Fu Soc a Secur ty Number
2. Last 4 of Soc a Secur ty Number
3. De aware Dr ver's L cense Number
4. De aware State ID Number
5. Te ephone number (up to four d fferent numbers, nc ud ng type and extens on, as separate f e ds or records); Ema address (Must adhere w th current nternet standards, such as 254 character ema addresses).

The system can be conf gured to enab e fu or part a soc a secur ty number data entry. The state dr ver cense or state ID number can a so be entered. A phone number and ema address can be entered and ema s can be sent d rect y from the system. Tenex w add add t ona te ephone / contact nformat on f e ds dur ng the des gn phase.

L. Must store a voter pr or reg strat ons n other states, f any:
1. State
2. Fu Name
3. County or Jur sd ct on
4. Voter ID
5. Res dent a Address
6. Ma ng Address
7. Dr ver L cense or State ID Number

A pr or reg strat on nformat on made ava ab e can be entered and captured n Voter Centra .

M. Must be capab e of captur ng and stor ng vote-by ma or absentee vot ng nformat on. See Voter Reg strat on – Absentee Vot ng.

Absentee vot ng nformat on can be entered for each e ect on, nc ud ng the address where the ba ot shou d be sent as we as the method that w be used to send the ba ot and return the ba ot. Absentee requests can a so be setup to nc ude a future e ect ons up to a certa n date so that voters do not have to request absentees for each e ect on nd v dua y.

N. Must be capab e of captur ng and stor ng a voter's anguage preference based on codes that can be def ned and mod f ed by author zed Adm n strators (e.g. RFC-5646).

Voters anguage preference can be entered based on a conf gurab e st of anguages. Voter not ces can be custom zed n d fferent anguages and sent based on the voter anguage preference.

O. Must be capab e of captur ng and stor ng mu t p e access b ty/ass stance needs for a voter, based on codes that can be def ned and mod f ed by author zed Adm n strators.

Voters can be setup as need ng ass stance to vote and the reason for the access b ty / ass stance need can be entered us ng a user-def ned st of reasons. [redacted]

P. Must capture, store and d sp ay the status of any voter's reg strat on, effect ve dates for such changes and reasons for the change. The status opt ons must nc ude:
1. Act ve;
2. Inact ve;
3. Cance ed/Purged;
4. Pend ng;

Other status (e.g. new reg strants dur ng the c osed of reg strat on per od, under age reg strants wa t ng to be e g b e, non-reg stered e ect on off cers)

Voter Centra ma nta ns a current status for each voter reg strat on. These at a m n mum nc ude Act ve, Inact ve, Cance ed (Removed), Purged (Arch ved), Pre-Reg stered, and Pend ng status. W th n each status, there s a reason for why the voter s n the current status; such as a voter may be n a Cance ed or Removed status because they have moved, d ed, or due to a fe ony record. Comp ete transact ons deta s are ma nta ned when a voter status s mod f ed, nc ud ng what the o d status was, the date and t me of the change, the operator that made the change, and the reason for the change.

Q. Must store a voter's po t ca party preference, based on codes that can be def ned and mod f ed by author zed adm n strators.

Any number of po t ca part es can be setup n the system. [redacted]

The system can a so be conf gured to support an open pr mary where the voter may se ect the party preference and that party can be mported nto the system as part of the vot ng record and made to be the voters party preference.

R. Must capture, store and d sp ay the fo ow ng dent f cat on nformat on for each voter record:
- The voter's De aware ssued Dr ver's L cense number, f known or prov ded;
- The voter's De aware ssued State Ident f cat on Card number, f known or prov ded;
- The DMV ver f cat on status of that number (.e.., ver f ed, not-ver f ed, or pend ng ver f cat on; and

If ver f ed, the date ver f ed.

Voter Centra can accept the state dr ver cense number or the state dent f cat on card number. A workf ow process can be custom zed to track f the voter's nformat on has been ver f ed by the DMV or not. The workf ow w prov de comp ete track ng for when the nformat on was sent for ver f cat on and when the ver f cat on was returned w th the current status of the ver f cat on. The voter's app cat on status can be t ed to th s ver f cat on s des red w th an adm n contro ed overr de feature.

S. Must capture and store the fo ow ng dent f cat on nformat on for each voter record:
1. The 9-d g t voter s Soc a Secur ty Number, f known or prov ded, wh ch must be access b e for nput, query and report ng;
2. The ast 4 d g ts of the voter s Soc a Secur ty Number (SSN4), f known or prov ded, wh ch must be access b e for nput, query and report ng;
3. The Soc a Secur ty Adm n strat on ver f cat on status of that number (ver f ed, not-ver f ed, or pend ng ver f cat on); and
4. If ver f ed, the date ver f ed.

Voter Centra can accept the comp ete SSN or just the ast 4 d g ts of the SSN. A workf ow process can be custom zed to track f the voter's nformat on has been ver f ed or not. The workf ow w prov de comp ete track ng for when the nformat on was sent for ver f cat on and when the ver f cat on was returned w th the current status of the ver f cat on. The voter's app cat on status can be t ed to th s ver f cat on s des red w th an adm n contro ed overr de feature.

T. Must capture and store the voter's current and h stor ca methods of reg strat on (e.g., "by ma ," "wa k- n," "reg strat on dr ve," "DMV," etc.), based on codes that can be def ned and mod f ed by author zed Adm n strators.

A reg strat on sources can be custom zed by the end user of nd v dua count es. The county reg strat on sources can be mapped to spec f c state def ned reg strat on sources. For each update, the reg strat on source of the update s tracked w th the update transact on. The or g na reg strat on date and reg strat on source of when the voter f rst reg stered s a ways ma nta ned w th the voter's record.

U. Must capture, store and d sp ay for voters who reg ster by ma :
1. Whether or not the voter s a f rst-t me voter, subject to the HAVA ID requ rement (HAVA Sect on 303[b]);
2. Whether or not the voter has sat sf ed the ID requ rement and, f so, how; and
3. If exempt from th s requ rement, the reason for that exempt on.

For voters reg ster ng by ma the system can be conf gured to setup the ID Requ red f ag to a Yes. When the appropr ate documentat on s presented at the t me of vot ng n person, presented by appear ng n person at the off ce, or sent w th the absentee paperwork, the system can be updated to nd cate that the appropr ate dent f cat on was prov ded, the t me t was prov ded, and what was prov ded. Depend ng on the documentat on prov ded, the nformat on can be scanned nto the system and abe ed appropr ate y. For voters appear ng to vote, the d prov ded nformat on w automat ca y be updated as part of updat ng vot ng h story from the e ectron c po books.

V. For each voter reg strat on app cat on rece ved, system must capture and store the fo ow ng d screte data:
1. App cat on date;
2. Date the app cat on was rece ved; and
3. Effect ve date of reg strat on for the app cat on; and
4. The voter reg strat on record that was created or updated based on data n the app cat on.

The app cat on date s a requ red f e d and s entered a ong w th the va dat on of a proper s gnature be ng ava ab e on the app cat on. The date the app cat on was rece ved s a so a requ red f e d and s cons dered to be the effect ve reg strat on date of the voter. In add t on, the date and t me the app cat on s be ng processed s a so captured a ong w th the voter reg strat on data prov ded on the app cat on. If the app cat on s an update to an ex st ng reg strat on, a comp ete h story of the o der data s saved n a transact on h story.

W. Must store and d sp ay the current and h stor c mages of the fu reg strat on app cat ons n a format cons stent w th e ther ANSI/AIIM standards or De aware State standards.

Voter Centra ncorporates a bu t- n mage scann ng modu e that can scan mages n mu t p e data formats. The mages are attached to a voter's reg strat on record v a the un que voter ID number ass gned to each voter. [redacted]

X. Must store and d sp ay the current and h stor c mages of the fu reg strat on app cat on w th a m n mum reso ut on of three hundred (300) dots per nch (dp). Note: Stored data must be d g ta y s gned. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, Key Management Standard, and Document Imag ng Standard.
Scanned reg strat on app cat ons are cr sp and c ear and can be conf gured to be at east 300 dp n reso ut on. The fu reg strat on app cat on mage s captured for each voter reg strat on app cat on rece ved.

Y. Must prov de the ab ty to zoom nto app cat on and s gnature mages.
The bu t- n mage manag ng funct ona ty n Voter Centra a ows zoom ng nto app cat on and s gnature mages w th ease. When zoomed n, mages can be panned to move around and see a spec f c area. Image areas are a so zoomed n when do ng data entry from an mage.

Z. Must prov de ab ty to attach[Symbo] and store[Symbo] other mages to a voter's record n GIF, TIF, JPG, PNG and PDF formats, such as etters rece ved from the voter. Must a ow user to enter comments, and se ect a category for the mage. Categor es sha be def ned and mod f ed by author zed Adm n strators.
D fferent document types can be attached to voter records to a ow for attach ng documents such as etters that may be more than one-page ong. Each tem attached can be categor zed us ng a document type as dent f cat on and a comment can be assoc ated w th the spec f c document.

AA. Must capture[Symbo], store[Symbo] and d sp ay[Symbo] an average of f fty (50) free-form text comments and/or notes per voter record w th an average s ze of f ve hundred (500) characters per comment or note.
There s no m t to the amount of comments that can be entered for a voter. A comments and dated and the operator mak ng the comment s captured. Voter comments are a ava ab e and f terab e across the d fferent modu es, such as voter deta s, voter mages, dup cate process ng, absentee, etc.

BB. Must be sca ab e to store[Symbo] an average of one hundred (100) free-form text comments and/or notes per voter record, w th an average s ze per comment or note of one thousand (1,000) characters.
There s no m t to the amount of comments that can be entered for a voter. A comments and dated and the operator mak ng the comment s captured. Voter comments are a ava ab e and f terab e across the d fferent modu es, such as voter deta s, voter mages, dup cate process ng, absentee, etc.

CC. Must a ow mu t p e comments and notes to be stored[Symbo] for a s ng e reg stered voter. Each note must have a creat on date, and user nformat on assoc ated w th t..
There s no m t to the amount of comments that can be entered for a voter. A comments and dated and the operator mak ng the comment s captured. Voter comments are a ava ab e and f terab e across the d fferent modu es, such as voter deta s, voter mages, dup cate process ng, absentee, etc.

DD. Must reta n a voter records and assoc ated data, nc ud ng mages for each voter record, such that processes and reports that are generated w th an "as of" date correct y ref ect the data app cab e on the "as of" date.

Voter Centra ma nta ns a very deta ed and nter-re ated transact on h story for a voter re ated act ons. The transact ons, app cat on mages, and voters' "as of "dates for a act ons can correct y be corre ated and eas y be traced back to a source document or source adm n transact on.

EE. Must capture and store data[Symbo] for conf dent a voters under app cab e De aware aws.
. Must a ow capab ty to f ag conf dent a voters.
. Must automat ca y ass gn non-convent ona address (e.g. "Address W thhe d") that are exempt from address va dat on (e.g. USPS/CASS standard). The non-convent ona address w be def ned and mod f ed by author zed Adm n strators.
Must capture and store[Symbo] the ega bas s for wh ch a voter qua f es as conf dent a (e.g., "court ordered," "v ct m of domest c v o ence,") based on user-def ned codes that can be def ned and mod f ed by author zed Adm n strators

Voters can be f agged as conf dent a voters at any po nt by a user that has the appropr ate pr v eges to do so. A reason must be prov ded from a st of conf gurab e cho ces at the t me the update s comp eted. The user can a so scan and attach support ng documentat on f ava ab e. [redacted]

FF. Must be ab e to send automated ema not f cat on at every step of the app cat on processes, e.g. upon rece pt, comp eted.

If an ema address s ava ab e for the voter, the system can be conf gured to send ema s based on certa n system act ons. Th s s accomp shed by s mp y add ng an add t ona step n the Voter Centra workf ow modu e. The ema s can be sent regard ess of the app cat on source – on ne reg strat on, DMV reg strat on, ma ed- n paper reg strat on. A ema s sent from the system can be setup n the ava ab e ema temp ate bu der.

GG. Must capture and store a record of st ma ntenance not ces sent to a voter, nc ud ng the date the extract for ma ng abe was created or the actua date sent.

L st ma ntenance not ces can be created for var ous reasons, such as voter nact v ty or unde vered ma . [redacted]

HH. Must prov de a user nterface for author zed Adm n strators to add and ma nta n a owab e data va ues for a f e ds where the set of poss b e data va ues s constra ned.

Voter Centra supports conf gurab e sts of data va ues where app cab e. There are no data st opt ons that are hard-coded n any modu e of the system. Users w th the proper author ty can update the data sts when needed.

II. Must be ab e to export voter reg strat on data n comp ance w th E ectron c Reg strat on Informat on Center (ERIC) data format.

Voter Centra can very eas y be custom zed to export data n any k nd of format. Th s s accomp shed v a the scr pt ng nterface ava ab e through the Data Stud o scr pt ng and workf ow modu e. Tenex w custom ze a data export to match the spec f c requ rements set forth by ERIC.

JJ. Must be ab e to mport data/reports[Symbo] from E ectron c Reg strat on Informat on Center (ERIC)

Voter Centra can very eas y be custom zed to export data n any k nd of format. [redacted]

KK. Must be ab e to mport[Symbo] death data from De aware Department of Hea th and Soc a Serv ces and other author zed state and federa agenc es for st ma ntenance.

Voter Centra can very eas y be custom zed to mport data n any k nd of format. [redacted]

LL. Must be ab e to process voter reg strat on for underage voters (X yr. o ds) and automat ca y act vate them once they become e g b e. A ow author zed adm n strator to conf gure X

Voter Centra a ows enter ng under-age or "pre-reg stered" voters us ng the pre-reg strat on age parameter as the dr v ng force. A person reg ster ng must be at east the age set forth n the parameter before they w be a owed to reg ster. [redacted]

MM. Must be ab e to process party aff at on changes dur ng a c osed per od and ho d/ma nta n these changes to be app ed automat ca y when the party change per od reopens.

When sett ng up an e ect on, a party freeze date and the next party effect ve date can be setup. Us ng th s nformat on, the system can be conf gured to cont nue a ow ng party updates, but not app y them mmed ate y to the voter's record. [redacted]

NN. Must be ab e to process voter reg strat on for new voters dur ng a c osed per od and automat ca y act vate them once the per od opens.

New voter reg strat on app cat ons can be entered at any po nt. The system w track the new reg strat on date that can be used to determ ne the voter's e g b ty dur ng a c osed per od. A ternat ve y, f des red, the workf ow can be custom zed to setup a d fferent status for reg strat on added dur ng a c osed per od.

OO. Must be ab e to mport[Symbo] fe on sts from author zed state and federa agenc es for st ma ntenance.

[redacted]

For fe on matches, the system can accept any add t ona k nd of paperwork and data f es that are made ava ab e as part of the process. Th s documentat on w be attached to the spec f c fe on match record as we as the poss b e voter match.

PP. For mported data[Symbo] for st ma ntenance:

. System must be ab e to match nd v dua records to ex st ng voters. Search must have conf dence match rat ngs conf gurab e by author zed Adm n strators.

. Fac tate st ma ntenance w th m n mum user data entry and manua match ng.

. For data rece ved n non-e ectron c format, e.g. paper or scanned cop es of paper reports, system must a ow for manua data entry.

[Symbo] Note: Must be d g ta y s gned and/or ver f ed. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy re-qu rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Man-agement Standard.

A st ma ntenance data matches w fo ow a s m ar workf ow n the system regard ess of the source of the data f e or the type of f e (fe on, deaths etc.). The f es w be read and processed to match on voter records based on a conf gurab e match ng a gor thm. [redacted]

3. Voter Registration - Addresses:

These requ rements cover addresses

A. Must prov de for capture and storage of the fo ow ng d screte data f e ds re ated to a voter s address:
   1. House number;
   2. House fract on number;
   3. House number suff x (a phanumer c);
   4. Two-character pre-d rect ona code (e.g. S for South., SW for Southwest) *;
   5. Street name (a phanumer c);
   6. Street Suff x Abbrev at ons (e.g. BLVD for BOULEVARD, RD for ROAD, etc.) *;
   7. Two-character post-d rect ona code *;
   8. Un t Type & Number (a phanumer c) *;
   9. C ty;
   10. State*
   11. Z p *;
   12. Z p p us four* (opt ona w th respect to each voter); and
   13. County.

   NOTE: * Must conform to USPS standards

The voter's res dence address data entry and storage are comp eted w th the nd v dua address data e ements. The user does not have to enter a the components of the address. Usua y just the house number and part a street nformat on are enough. Based on th s Voter Centra automat ca y comp etes the rest of the address dur ng data entry and stores a of the nd v dua data e ements w th the voter's address.

[redacted]

B. System must nc ude the capab ty to standard ze res dent a and ma ng addresses aga nst USPS standards.

Address standard zat on can be comp eted us ng opt ona USPS standard zat on too s. [redacted]

C. System must prov de a means of overr d ng address standard zat ons needed to account for non-trad t ona res dent a addresses or non-US ma ng addresses. Must be ab e to capture and store an address n a free-form format as a reg stered voter s off c a res dence (e.g., the voter s address m ght be "THREE MILES NORTH OF ACME GROCERY STORE, A turas, CA" or "M e Marker 29.5, Hwy 85").

A res dent a addresses entered are va dated aga nst a street ndex. If an address s not ab e to be va dated, the operator can enter t n a free form format. [redacted]

D.	Must prov de for capture and storage of mu t p e ma ng addresses for a voter, nc ud ng permanent ma ng addresses, temporary ma ng addresses (w th beg nn ng and end ng effect ve dates), permanent vote-by-ma addresses, and one-t me vote-by-ma addresses.
	Voter Centra ma nta ns mu t p e ma ng addresses for each voter. A permanent ma ng address can be entered when ma ng address s des gnated as be ng d fferent from the res dence address. A ma ng address can a so be entered w th each absentee requested, a ow ng requests for d fferent e ect ons to be sent to d fferent addresses.

E.	Must determ ne whether or not a ma ng address s w th n De aware based on ava ab e data n the ma ng address.
	Ma ng addresses can be compared aga nst a z p code tab e that conta ns standard De aware z p codes. Compar ng aga nst th s w ensure that the address s n De aware.

F.	Must be ab e to capture and store a voter's "Ma ng" and "Vote-by-Ma " address us ng the fo ow ng f e ds that can be used w th ma ng Software: 1. Free-form data entry; 2. F e ds ong enough to meet US posta , fore gn and m tary ma regu at ons; 3. Posta codes; and 4. Country code
	Ma ng addresses can be entered us ng free-form data entry for bas c address f e ds. Posta codes can be entered that are non-US codes a ong w th a country code that s se ected from a st of ava ab e opt ons for country code.

G.	System must prov de the means to dent fy an address as an " nva d voter address", e.g. commerc a address, pr vate ma boxes, nva d de very po nt, etc.
	A comp ete address street ndex s ma nta ned n the system. Us ng th s, addresses can be f agged as commerc a / bus ness addresses or other types of nva d address. The user s warned and cannot proceed w th the data entry of an nva d address.

H.	The system must not fy the user f a res dent a address has been dent f ed as an " nva d voter address" and prec ude the use of that address as a res dent a address.
	If an nva d address s be ng entered for a res dence address, the user s mmed ate y warned of th s. The system can be conf gured to reject the voter app cat on and mark t as Den ed or a workf ow can be queued at th s po nt to p ace the app cat on n a Pend ng status and have an adm n strator reso ve the address ssue.

I.	The system must prov de for overr d ng the prec us on of an " nva d voter address" as the res dent a address of a voter, and capture and store the reason for the overr de.
	The street ndex prov des an overr de method for certa n nva d addresses. [redacted]

J.	The system must prov de the capab ty to remove an " nva d voter address" des gnat on from a voter address.
	Once the address ssue s reso ved, the nva d voter address des gnat on s automat ca y removed.

K.	System must a ow for the extract on of addresses.
	A data ava ab e n Voter Centra nc ud ng address nformat on can be extracted at any t me.

L.	System must a ow for the bu k standard zat on of addresses.
	Res dence addresses are standard zed aga nst a street ndex. Th s s done n rea -t me at the po nt of data entry. Address standard zat on can a so be comp eted n bu k for a addresses or addresses for a certa n jur sd ct on. [redacted]

M.	System must prov de a means to export addresses for externa va dat on aga nst CASS cert f ed address standard zat on software.
	New or updated addresses can be exported to an externa address standard zat on system. [redacted]

N.	System must prov de the capab ty to mport and update addresses va dated aga nst CASS cert f ed address standard zat on software.
	Any address that s updated n the externa software s updated n the system and f agged as be ng updated from the address standard zat on system.

4. Voter Registration – Voter Search:

These requ rements cover voter reg strant searches that w be executed by author zed users or staff.

Users may execute searches to research voter reg strat on ssues, reso ve st ma ntenance quest ons or address other ssues.

Requ rements sted here nc ude those that are spec f c to searches that are executed for st ma ntenance or research purposes, as we as those that are app cab e to any search.

A. Must a ow an author zed user to query and ocate an ex st ng record n the system nteract ve y, us ng any one or a comb nat on of the fo ow ng cr ter a: 1. Fu or part a f rst name; 2. Common var ances on f rst name; 3. Fu or part a m dd e name; 4. Fu or part a ast name; 5. Soundex var at ons on ast name; 6. Fu or part a res dence address; 7. Fu or part a ma ng address; 8. Fu or part a te ephone number; 9. Fu or part a Voter ID; 10. Fu or part a DL/ID; 11. Fu or part a Reg strat on app cat on number; 12. Fu or part a SSN4; 13. Fu or part a date of b rth (DOB) 14. P ace of b rth; 15. Po t ca party preference; 16. E ect on D str ct; and 17. Po t ca d str ct.
The proposed system s bu t on the atest database techno og es and usab ty gu de nes. As one of the fundamenta aspects of a VR/EMS system Voter Centra was bu t to ocate voters us ng mu t p e search cr ter a. The oose y coup ed arch tecture ends tse f to add ng add t ona search f e ds as necessary w thout extens ve re-wr te to the rest of the workf ows.

B. In response to a search executed for research or st ma ntenance purposes, system must return a h gh-conf dence matches and a potent a matches that exceed the m n mum match ng thresho d (See: Record Match ng and Merg ng).
The proposed system executes a searches w th a w d card so t can present as many of the ke y matches as poss b e.

C. For any executed search, system must d sp ay the fo ow ng nformat on, at a m n mum, for each match:
1. Fu voter name;
2. Voter ID;
3. Date of b rth;
4. DL/ID (f ava ab e);
5. SSN4 (f ava ab e); and
6. Res dence address
7. Where they vote
8. Voter status (e.g. act ve, nact ve, purged to nc ude reason and date, etc.)

The proposed system s capab e of present ng the requ red nformat on and a so have a deta ed page of the se ected voter. The deta page prov des a the known nformat on as we as prov d ng buttons that ead to var ous act ons that can be performed by the user (subject to secur ty contro s)

D. For any executed search, system must, upon user cho ce, d sp ay app cab e deta for a presented match, nc ud ng:
1. H stor c voter act v ty data;
2. H stor c vot ng part c pat on data;
3. H stor c aff dav t/app cat on mages and
4. H stor c s gnature mages.

The deta ed page presented by Voter Centra has a tab w th nformat on about h stor ca act v ty that nc udes a act ons performed on the voter, the operator that performed the act on a ong w th a t me stamp.

E. For any executed search, system must, upon user cho ce perform the search Synchronous y; or Asynchronous y. If done asynchronous y, prov de user a means to know that search has comp eted.

The defau t search for Voter Centra s synchronous w th a conf gurab e number of records pu ed up nstantaneous y. Further searches can be comp eted w th more nformat on to restr ct the number of records pu ed up. The search methods are des gned to ensure the system s ava ab e to a users and resources are a ocated fa r y across the ent re user body.

F. For any executed search, system must, upon user cho ce export resu t to CSV, MS Exce , PDF, MS Word formats.

The search resu ts n any Gr d can be exported to CSV and PDF formats.

G. In response to a search executed for research or st ma ntenance purposes, system must return a h gh-conf dence matches and a potent a matches that exceed the m n mum match ng thresho d (See: Record Match ng and Merg ng).

Extens ve st ma ntenance capab t es are ava ab e to dent fy potent a dup cate records and workf ows are prov ded to merge, annotate and separate records based on system recommendat ons and user nput.

5. Voter Registration – Registration Processing:

A voter registration additions and updates from the non-premise Delaware Department of Elections staff will be submitted via this system.

For voter registration transactions, the Delaware Department of Elections staff may optionally begin with a search of records. If the staff executes a search of the database as an initial step, the system will present a single matched record, if available, that meets or exceeds the high-confidence threshold for that search function. The staff may optionally select that matched record for the purpose of pre-populating the data in a new transaction, and then make additions and changes to the data. If the staff does not search for a match, or if the system does not return a single high-confidence match in response to a search, the staff will enter all required data fields for a new transaction.

The process described in these requirements refers to the ID Verification process (which is described in more detail in ID Verification).

A. In response to a search that a user executes for purpose of submitting changes to an existing voter registration record, system must display a "match" result only if there is a single match that exceeds the high-confidence threshold.
Voter Central uses a tiered search method that automatically performs multiple searches based on the data the user has provided and the search configuration parameters. The searches and the order that they should be completed can be specified by an administrator. The tiers can be limited to only include certain kinds of searches and enforce that the user enters all of the required elements for searching. Using this method will ensure that only matches with a certain level of confidence will be returned.

B. Must evaluate all submitted registration records against configurable data validation rules, and reject any records that have one or more errors configured as critical severity.
Data validation rules can be setup to determine which data elements are required to consider the application complete. Required items can be identified to indicate if the application enters a Denied or Incomplete status.

C. Must provide the capability for authorized users to configure data validations, including adding, modifying, enabling/disabling, and setting severity level.
Data validations on individual fields, such as which ones is required for the application to be complete, can be setup by administrators.

D. Must submit registration records that were not rejected for critical severity data validation errors to the ID verification process as described in ID Verification.
The registration process in Voter Central is configured via the integrated data workflow engine that is part of the Voter Central Data Studio module. Using the Data Studio, the workflow that follows after a complete and accurate registration is entered into the system, can be customized in any manner. Workflows can be setup to enter an ID verification process as requested here or to enter a feed on match process or several validations simultaneously.

E. If system f nds a s ng e, h gh-conf dence match of an ex st ng voter record w th the subm tted record, system must, upon user cho ce, update the ex st ng voter reg strat on record w th nformat on from the subm tted record. (See Record Match ng and Merg ng concern ng merge and match requ rements.)

Voter records can be updated w th nformat on from a reg strat on app cat on at any t me. [redacted]

F. If system cannot f nd a s ng e, h gh-conf dence match of an ex st ng voter reg strat on record w th the subm tted reg strat on record, system must, upon user cho ce, create a new record for the voter.

If after conduct ng an exhaust ve search, t s found that the voter reg strat on record that s be ng subm tted s not for an a ready reg stered voter, the operator / user can se ect the Add New Voter opt on to start the process of creat ng a brand-new voter record. The new voter process w ensure that a requ red nformat on s entered and ass gn a new voter ID number.

G. Voter reg strat on app cat ons captured, upon user cho ce, may rema n n part a comp et on status, unt add t ona requ rements are rece ved or author zed users app y the update or create a new voter.

Voter Centra ma nta ns an "Incomp ete" status for app cat on that on y have part a nformat on comp eted. A etter / not ce can be ma ed to the person attempt ng to reg ster and the app cat on can be comp eted at a ater t me when the add t ona nformat on s rece ved by the off ce.

H. Must determ ne and nd cate whether the voter s requ red to prov de ID when vot ng n accordance w th HAVA Sect on 303(b) and 42 U.S.C. Sect on 15483(b)(1), and any other app cab e state or federa aw.

The system can be conf gured to f ag the voter record as requ r ng an ID when the voter reg sters by ma . Once the ID s prov ded the system can be updated to nd cate that the ID has been prov ded and the method that was used to prov de the ID.

I. Once a Voter ID s ass gned to a voter record, system must record voter status, accord ng to conf gurab e bus ness ru es.

A voter data entered nto the system s ass gned a Voter ID and a status at the t me the data entry s comp eted. [redacted]

J. Must determ ne and ass gn the voter's e ect on d str ct. See Voter Reg strat on – Reg strat on Process ng – E ect on D str ct Ass gnment.

Upon comp eted data entry for address data, the system automat ca y ass gns the voter d str ct nformat on. [redacted]

K. Must prov de ab ty for "Wa k- n" app cants to nteract w th a s gnature-captur ng dev ce, nc ud ng:
1. Choose from chang ng or not chang ng party aff at on
2. Se ect ng a party aff at on from a st or typ ng a party name of the r cho ce
3. Accept ng and s gn ng the dec arat on

To comp ete Wa k-In transact ons, Tenex recommends the use of a tab et dev ce w th a bu t- n app that can be down oaded to fac tate the ent re app cat on process. The wa k- n can comp ete the ent re process on the tab e nc ud ng prov d ng an e ectron c s gnature. Voter Centra w capture the source of the wa k- n as a wa k- n and not expect a paper app cat on mage to be ava ab e for the reg strat on. Offs te reg strat ons, such as reg strat on dur ng a reg strat on dr ve can a so be fac tated us ng the Voter Centra ntegrated tab et app cat on.

L. The s gnature-captur ng dev ce must d sp ay ex st ng voter nformat on, new y captured voter nformat on, as we as genera nformat on (e.g. c osed per od for chang ng party aff at on).

The Voter Centra s gnature capture tab et, w pu the ex st ng voter nformat on n rea -t me and a ow the voter to overr de the nformat on. Once the new nformat on s entered, a data ver f cat on screen s presented to a ow rev ew ng the comp ete nformat on and prov de a s gnature.

M. Must prov de ab ty to scan and up oad app cat ons from non-wa k- n reg strants. Fac tate automat c s gnature c pp ng.

A paper app cat ons rece ved n the off ce are f rst scanned nto the system and then data entry s comp eted from the scanned app cat on. The s gnature s automat ca y c pped and saved at the end of the data entry process.

N. When a county subm ts a change n status of a voter's reg strat on to "cance ed" or " nact ve" based on nformat on rece ved oca y w th n the county, system must automat ca y accept the change n status and the county-supp ed reason for the change.

A voter's status can be updated at any t me by a user that has the proper system pr v eges to update the status. [redacted]

O. For each new reg strat on, rereg strat on, or update of name, date of b rth, CDL/ID or SSN4 w th the resu tant new or updated record n "act ve" status, system must compare that record aga nst ava ab e death records for poss b e matches.
Voter Centra nc udes a bu t- n st ma ntenance modu e that a ows process ng f es of death records from var ous sources and compar ng the nformat on aga nst ex st ng records n act ve status. [redacted]

P. For each new reg strat on, rereg strat on, or update of name, date of b rth, CDL/ID or SSN4 w th the resu tant new or updated record n "act ve" status, system must compare that record aga nst ava ab e fe on records for poss b e matches. See Fe on Research for add t ona nformat on.
Voter Centra nc udes a bu t- n st ma ntenance modu e that a ows process ng f es of fe on records from var ous sources and compar ng the nformat on aga nst ex st ng records n act ve status. [redacted]

Q. For each new reg strat on, rereg strat on, or update of name, date of b rth, CDL/ID or SSN4 w th the resu tant new or updated record n "act ve" status, system must compare that record aga nst a other ex st ng records for poss b e dup cates.
Voter Centra nc udes a bu t- n st ma ntenance modu e that a ows dent fy ng dup cates. [redacted]

[redacted] v de ab ty to segregate def c ent voter reg strat on app cat ons.
App cat ons that are not comp ete are dent f ed and segregated us ng the app cat on status such as Incomp ete, Den ed, Pend ng.

S. Capture, store, v ew a forms and correspondence rece ved from the voter. Note: D g ta y s gn and ver fy t. Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on. Spec f ca y, Cryptography Standard, and Key Management Standard.
A voter re ated documents nc ud ng etters can be scanned and ndexed to each voter. Th s nformat on s organ zed by document type and a date and t me of when t was scanned and rece ved.

T. F ag reg strat ons that prov de res dence ocat ons that are not shown as dwe ngs for further nvest gat on
Reg strat ons w th address ssues can be queued nto a Rev ew status queue where an adm n can rev ew the app cat ons and reso ve the ssue.

U. Shou d a so prov de for a search by address that prov des a st of persons reg stered at that address, th s s usefu f the vers on of the name on the new app cat on s too d fferent from the name of the same person reg stered at the address.
Voter records can be searched by the part a or comp ete address nformat on.

V. Must prevent persons reg ster ng at a proh b ted address (USPS PO boxes, pr vate ma box fac t es, etc., but prov de a capab ty for a superv sor to overr de and nc ude the reason for the overr de.
A addresses are va dated aga nst a street ndex to ensure that the address s va d. The user has an overr de opt on based on the user's secur ty pr v eges and how the address s setup.

6. Voter Registration – Reg. Processing – Election District Assignment:

A. System must automat ca y ass gn d str cts, nc ud ng e ect on d str ct, based on the res dence address prov ded.
A d str ct nformat on s automat ca y ass gned based on the address entered by the user.

B. System must have a centra repos tory of addresses, e ect on d str ct and d str ct ass gnment nformat on.
Voter Centra ma nta ns a centra street ndex database that s used to ass gn d str cts to ranges of addresses.

C. System must a ow an address po nt or a street segment to be updated.
Street segments can be updated n the system. [redacted]

D. System must prov de too s to fac tate a cons stent approach to ass gn ng and ma nta n ng e ect on d str cts and d str cts.
Voters are automat ca y ass gned d str ct nformat on when updat ng or enter ng a new voter record. Voters mpacted by changes n the street / d str ct nformat on can a so be dent f ed n a bu k method to fac tate updat ng the voter d str ct nformat on n mass.

E. System must prov de the capab ty to record e ect on d str ct and d str ct geograph c descr pt ons.
The d str ct modu e a ows sett ng up a d str cts a ong w th the r descr pt ons. D str cts can be assoc ated w th each other rather than mapp ng a d str cts to a spec f c street segment.

F. System must prov de a method for manua y overr d ng ass gned e ect on d str cts and d str cts.
Users w th the proper secur ty pr v eges can manua y overr de the ass gned d str cts. A reason for the overr de must be prov ded when th s s done.

G. System must prov de the capab ty to prepare jur sd ct on, d str ct, and e ect on d str ct data.
The d str ct modu e a ows sett ng up the jur sd ct on for each d str ct such as state, county, etc. E ect on d str cts can be dent f ed for an e ect on and the mapp ngs to the d str ct nformat on used to determ ne ba ot sty es.

H. System must prov de the capab ty to map addresses to un que e ect on d str cts and appropr ate off ce d str cts.
A addresses n the system are mapped to e ect on d str cts us ng the setup n the streets and d str cts modu e. Off ces and names of off cers can be setup for each d str ct off ce. When rev ew ng a voter's record, th s nformat on can be read y ooked up d rect y from the voter's record.

I. System must prov de the capab ty to ver fy e ect on d str cts and d str ct records.
A d str ct and e ect on d str ct data can be reported on to prov de number of voters n each d str ct. The system can a so dent fy potent a ssues w th any voter records f d str ct nformat on s updated.

J. System must prov de the capab ty for County to ma nta n the e ect on d str cts, d str ct and address data for ts own county.
Each county can ma nta n the street data for on y the r county. Users w th state eve pr v eges can be setup to rev ew and update the data for any county.

7. Voter Registration – Reg Processing – Felon Research:

Th s descr bes the process of rev ew ng poss b e fe on matches.

A. Must prov de ab ty to match aga nst the De aware Cr m na Just ce Informat on System to determ ne f reg strant s a fe on.
Voter Centra workf ow can be conf gured to match aga nst fe on data f es from any k nd of data source. [redacted]

B. Must prov de the capab ty for author zed Adm n strators to enab e or d sab e the fe on ver f cat on.
The fe on match process s secured by user pr v eges and on y ava ab e for author zed users to comp ete.

C. Upon determ n ng that reg strant s a poss b e fe on, the system must f ag the record for further nvest gat on.
If the user dent f es a poss b e match the voter record s f agged and goes nto a fe on process ng queue. The status of the voter rema ns act ve dur ng th s t me unt the nvest gat on s comp ete and a determ nat on made.

D. Must prov de ab ty for Department of Correct on users to rev ew a reg strants f agged as poss b e fe ons.
Department of Correct on users can be setup w th a proper og n and spec f c secur ty to rev ew voter records that are marked and queued as poss b e fe ons.

E. Must prov de ab ty for Department of Correct on users to v ew re evant reg strant nformat on to determ ne f the reg strant has comp eted h s/her sentence.
A system modu es are secur ty contro ed and re evant nformat on can be made ava ab e to users w th the appropr ate user pr v eges.

F. Must prov de ab ty for Department of Correct on users record the outcome of the r research.
Users can determ ne f the poss b e fe on match shou d rema n n fe on status and be removed. The voter can be d rect y removed by the Department of Correct on user or a ternat ve y a workf ow can be custom zed that wou d a ow an adm n strator to update the status to Removed based on the f nd ngs at Department of Correct ons.

G. Must prov de ab ty to proceed w th new reg strat on, rereg strat on, or update of reg strat on for non-fe ons and fe ons who have rega ned the r r ght to vote (e.g. comp eted the r sentence).
Once t s determ ned that a person f agged as poss b e fe on has rega ned the r r ghts, they w be a owed to rereg ster.

H. Must prov de ab ty to reject app cat ons for non-e g b e fe ons and to store the reason for reject on n the app cat on.
Any new applications identified as non-eligible felons will be updated with a Denied status. Any existing active voter records identified as non-eligible felons will be updated with a Removed status.

I. Must prov de ab ty to generate report, extract date, and create etters of reject ons.
The Voter Centra fe on track ng modu e prov des an extens ve workf ow that can be used to track the nvest gat on through var ous stages. Severa etters can be generated based on the current workf ow status.

J. Must prov de the capab ty for author zed users to reg ster or deny reg strat on regard ess of Department of Correct on research outcome. System must capture and store reason and user nformat on for overr des.
The voter record can be overr dden w th an act ve or den ed status by a user w th the proper pr v eges. A reason for the overr de must be entered.

8. Voter Registration – ID Verification:

These requ rements descr be the ID ver f cat on that s to occur for every voter reg strat on or re-reg strat on transact on before t s app ed to the voter reg strat on ro .

The process va dates a DE dr ver's cense number, an dent f cat on card number or an SSN4 through an nterface nvo v-ng data ma nta ned by De aware s Department of Motor Veh c es (DMV).

A. Must support the DMV ID ver f cat on (IDV) nterface, wh ch operates on a transact ona bas s, for SSN va dat on, per HAVA.
One of the arch tectura components of Voter Centra s a workf ow eng ne that a ows ntermed ate steps to be nc uded n the process ng of var ous bus ness scenar os. The proposed system w be ab e to ncorporate a workf ow step to process a transact on w th the DMV nterface to va date the cr t ca data e ements before the status of an app cat on s f na zed.

B. For new voter reg strat ons, re-reg strat ons, and for updates w th a change of name, date of b rth, DL/ID or SSN4, system must automat ca y subm t the data for va dat on from the DMV or the Soc a Secur ty Adm n strat on through the IDV nterface.
Voter Centra w ncorporate a workf ow step that a ows ver f cat on of the nformat on w th e ther DMV or the Soc a Secur ty Adm n strat on. A deta ed project p an w be deve oped as part of the mp ementat on w th t me nes. A deta ed spec f cat on of the proposed nterfaces w be agreed upon before cod ng work commences.

C. When ID ver f cat on cannot be comp eted at t me of rece pt of the transact on, the record must be saved w th an nd cator/f ag, and system must automat ca y retry an ncomp ete ID ver f cat on.
One of the proposed arch tectura features of the Voter Centra system s ts ab ty tag records w th var ous status and state f ags. The nd cator f ag nd cat ng that an nterface was not ava ab e and needs to be retr ed s part of the "store and forward/retry" mechan sms bu t nto the workf ow components.

9. Voter Registration – DMV Change of Address:

De aware's current mp ementat on of the Nat ona Voter Reg strat on Act (NVRA, or 'motor voter') a ows for e ectron c pro-cess ng of address changes for ex st ng reg stered voters.
System to prov de funct ona ty to support th s process, name y:

1. Attempt to match the records aga nst ex st ng voter reg strat on records;
2. Prov de such matches for appropr ate process ng; and
3. Prov de unmatched (or be ow the estab shed conf dence thresho d) transact ons for further research and poss - b e match to a voter.

A. Must rece ve voter reg strat on address change data from ERIC, other sources n accordance w th the Nat ona Voter Reg strat on Act (NVRA).
Change of address data can be mported nto the system from any source such as NCOA reg stry. [redacted]

B. Must attempt to match change of address (COA) transact ons aga nst ex st ng voter reg strat on records us ng estab shed match ng cr ter a (See Record Match ng and Merg ng for requ rements spec f c to match ng cr ter a.)

Change of address f es can be matched aga nst ex st ng voter records n the Voter Centra Data Stud o modu e. The matches are p aced n a queue for the user to rev ew.

C. For matches of COA transact ons aga nst ex st ng voter reg strat on records that meet or exceed the estab shed conf dence thresho d, system must, e ther automat ca y or upon user cho ce:
1. Update the ex st ng voter reg strat on record w th the new voter reg strat on data rece ved; and
2. Update the voter act v ty h story w th the bas s for reg strat on changes.

The system can be conf gured to automat ca y app y changes based on estab shed match ng conf dence eve s. If the eve s above a certa n thresho d the change can be app ed d rect y. If the match s be ow a thresho d, t can be queued for a user to rev ew and accept the match. A matches, even those app ed automat ca y w be ava ab e n the queue to rev ew for h stor ca purposes.

D. For matches of COA transact ons that do not meet the estab shed conf dence thresho d for automat c match ng but that meet the estab shed m n mum conf dence thresho d of that match funct on, system must automat ca y not fy the county that t must make a determ nat on of whether the records match.

A matches that are not automat ca y processed are p aced n a queue for county users to rev ew and accept or reject the match.

E. When a county ver f es that a pre-ex st ng voter reg strat on record matches the COA transact on, system must:
1. Record that nformat on, nc ud ng the bas s for determ nat on, n the voter act v ty h story of the matched voter; and
2. Update the ex st ng voter reg strat on record w th the new voter reg strat on data.

Once a match s conf rmed w th the voter reg strat on record, the match s processed by updat ng the address nformat on and record ng a h story transact on nd cat ng why the address was updated. The o d address s a so recorded n the voter's change h story.

F. If a county determ nes that the potent a match of COA transact on to a preex st ng voter reg strat on record s not va d, system must record the determ nat on that the COA transact on was not assoc ated w th the record and the bas s for that determ nat on.

If the county determ nes that the match s not va d, they can reject the match. A reason for reject on can be se ected from a st of ava ab e reject on reasons.

G. Must prov de author zed users the capab ty to un-match prev ous y matched COA transact ons at any t me after such matches have been app ed. In such nstances, system must correct any changes that were app ed to the record as a resu t of the pr or match and hand e the transact on as a conf rmed non-match for that process.

The system w ncorporate the capab ty to undo a match processed n error and reverse the transact ons recorded from the match.

H. When a COA transact on cannot be matched aga nst any ex st ng voter reg strat on records, system must send unmatched COA data to the appropr ate county.

Change of address transact ons that do not match to ex st ng voter reg strat ons w be ava ab e for rev ew as needed by the author zed county users.

10. Voter Registration – Polling Place Cards:

The department must ma voters po ng p ace cards (PPC) fo ow ng voter reg strat on, rereg strat on, or updates to the voter record based on a var ety of data po nts (e g , voter's not f cat on of an address change)

System must prov de the capab ty to generate an extract to ma PPCs through a th rd party such as the Department of Techno ogy and nformat on, Off ce of Management and Budget: Government Support Serv ces Pr nt ng and Pub sh ng Off ce

A. Must have the capab ty to generate a data extract, based on the app cab e ma ng address for each voter of a requ red PPC nformat on across the State so that PPCs can be pr nted by the State through a th rd-party ma ng house.
Data updates to a voter record automat ca y queue an nformat on card to be sent to the voter. The card can be sent for on y voters w th changes or for a voters. The user w be ab e to se ect a spec f c county or a count es. The user w a so be ab e to exc ude voters and changes that are tak ng p ace dur ng a change freeze per od. The cards can be pr nted d rect y from the system or a f e can be exported to send to an externa pr nt ng company.

B. Must have the capab ty to generate pre-formatted and pre-popu ated PPC n PDFs, based on the app cab e ma ng address for each voter of a requ red PPC nformat on across the State so that the PDFs can be pr nted n-house, by the State, or through a th rd-party ma ng house.
The n-house pr nt ng opt on saves a tems to a PDF document that can be used to pr nt the cards n-house.

C. Must nd cate n the voter record the date that the record was nc uded n a data extract or PDF for PPC ma ng.
A deta ed transact on s recorded when a card s pr nted or f e exported n the system for pr nt ng. The transact on w a so nc ude the ma ng address where the card was sent.

11. Voter Registration – Absentee Voting:

These requ rements focus on support ng voters that w not be vot ng n the r des gnated po ng p ace on E ect on Day. Voters may request for absentee ba ots ma ed to them or they can wa k n to the r county off ce to vote on an absentee ba ot n person. Voters may be e g b e to vote absentee thru e ther UOCAVA (Federa aw) or and "regu ar absentee" (De aware aw).

The data e ements sted here do not const tute an exhaust ve st of requ red data. Department of E ect ons expects that dur ng the Des gn Phase, the Contractor w work w th department staff, partner agenc es, and vendors to determ ne a spec f c data e ements necessary to meet a requ rements stated n th s RFP.

A. System must capture Un formed and Overseas C t zens Absentee Vot ng Act (UOCAVA) f ags, whatever E ect on Adm n strat on and Vot ng Survey (EAVS) and FVAP report ng requ rements are.
Voters can be setup w th the appropr ate UOCAVA status, such as m tary overseas, m tary states de, etc [redacted]

B Must capture and store the fo ow ng data for every e ect on:
1 Type of app cat on (e g `, Spec a Wr te n, State def ned app cat on/aff dav t, etc);
2 Source of the app cat on (how rece ved);
3 Type of voter: M tary, Overseas C t zens, etc ;
4 Date app cat on was requested;
5 Date app cat on was sent;
6 Date app cat on was rece ved;
7 Date app cat on was returned (post marked);
8 Type of e ect ons/ba ots requested;
9 Whether or not the app cat on was accepted or den ed; and f den ed, the reason for the den a Use codes that can be def ned and mod f ed by author zed Adm n strators
10 Whether the voter w shes to exerc se the permanent vote by ma opt on;
11 Date vote by ma ba ot was ma ed;
12 Whether the person voted n person;
13 Manner n wh ch the absentee ba ot was transm tted to the voter;
14 When the absentee ba ot was rece ved by the e ect ons off c a ;
15 Method of send ng absentee mater a s (e g , ma , fax, ema , etc);
16 Method of send ng absentee ba ot (e g , ma , fax, ema , etc);
17 Method of return of absentee ba ot (e g , ma , fax, etc);
18 Address to send absentee ba ot to
19 Form of vot ng (e g , county absentee ba ot or federa wr te n vote by ma ba ot);
20 Date absentee ba ot was returned (post marked);
21 Date absentee ba ot was rece ved;
22 Whether the ba ot was accepted or rejected; and
23. f rejected, the reason for that reject on Use codes that can be def ned and mod f ed by author zed Adm n strators

Voter Centra absentee modu e ma nta ns a comp ete h story of each absentee ba ot request. A separate request s recorded for each e ect on for each voter w th an extens ve deta on dates, the type of request, the de very of the request, the post ng of the ba ot and the return and va dat on of the ba ot.

C Must capture and store the status of un formed serv ces and overseas voters that have been dent f ed and fa under the Un formed and Overseas C t zens Absentee Vot ng Act (UOCAVA), nc ud ng the fo ow ng nformat on:
1. C ass f cat on (e g , Un formed Serv ces or Merchant Mar ne on act ve duty, E g b e spouse of dependent, Nat ona Guard member on State orders, etc); Codes that can be def ned and mod f ed by author zed Adm n strators

A UOCAVA voters can be dent f ed and proper y setup n the system w th the correct code. The spec f c codes are setup n the system and can be mod f ed by an adm n strator f requ red.

D. Must capture and store the status of absentee voters (non-UOCAVA), nc ud ng the fo ow ng nformat on:
1. Expected ocat on and contact nformat on on e ect on date
2. Reason for vot ng absentee, based on codes that can be def ned and mod f ed by author zed Adm n strators.
3. Spec a qua f cat ons

Absentee requests can be entered for each e ect on for non-UOCAVA voters. Deta ed nformat on s kept for each e ect on and request nc ud ng the address where the ba ot shou d be ma ed.

E. Must support paper and on ne app cat ons. For app cat ons subm tted on ne refer to State-Leve Processes – Webs te: Voter Porta (Pub c Access).

A paper requests can be scanned nto Voter Centra and data entry can be comp eted d rect y from the paper app cat on. Web requests can be setup to requ re be ng pr nted and have a wet s gnature or they can be setup to d rect y appear n a queue where a user can rev ew and process each request.

F. Must capture an mage of the app cat on (.e. FPCA, Absentee Aff dav t) and attach t to the voter's record.
Paper absentee request app cat ons are scanned nto Voter Centra and data entry comp eted d rect y from the paper app cat on. When scanned and the voter dent f ed, the mage s automat ca y dent f ed as an absentee app cat on mage type and attached to the voter's record.

G. Must be ab e to reg ster new voters and update ex st ng voter reg strat ons from UOCAVA app cat ons (FPCA).
UOCAVA app cat ons can setup to a ow voter reg strat on data entry staff to comp ete the reg strat on or update an ex st ng reg strat on from the scanned app cat on. The voter w be p aced n an appropr ate workf ow to request absentees based on the app cat on f requ red.

H. Must be ab e update voter reg strat on from absentee app cat ons/aff dav ts.
Depend ng on the type of app cat on a workf ow can be n t ated to update the voter's nformat on. The paper app cat on s p aced n a queue to requ re an update and the operator can comp ete the update from the paper app cat on.

I. Must be ab e to send automated ema not f cat on at every step of the absentee vot ng process, e.g. upon rece pt, comp eted.
If an ema s ava ab e (espec a y for on ne requests), the system can be conf gured to send an ema at every step of the absentee process. The ema s w be created based on system setup temp ates.

J. Must be ab e to update and de ete app cat ons.
A user w th the appropr ate pr v eges can update / de ete the absentee app cat ons through an adm n data management ut ty.

K. Must be ab e to change/remove absentee status.
The absentee status can be updated by a user w th the appropr ate eve of pr v eges.

L. Must be ab e to capture nformat on for wa k- n voters, nc ud ng e ectron c s gnatures for absentee app cat ons.
Voter Centra ncorporates a stream- ned process for voters that come nto the off ce to request an absentee and wa k out w th the absentee ba ot. The system tracks comp ete deta s on the fact the absentee was requested by someone wa k ng- n and was a so de vered the same way.

M. System must a ow for the extract on of absentee voters by e ect on or a e ect ons.
A comprehens ve absentee search feature a ows f ter ng absentee data us ng a var ety and comb nat on of f ters. The data can be exported n a text f e format or n a pr ntab e PDF format.

N. Must be ab e to accept app cat ons, prov de status, mark absentee ba ots, etc. on ne (See State- eve Processes – Webs te: Voter Porta (Pub c Access)).
The Tenex E ect on L nk product prov des e ect on webs te funct ona ty for manag ng and report ng on absentee requests.

O. Must be ab e to ass gn un que ID (a.k.a. voucher number) for every absentee ba ot ssued, e.g. for wa k- n app cants.
Voter Centra records a un que voucher number for every absentee ba ot ssued. Th s number can be entered manua y or scanned from a pre-pr nted barcode.

P. Must be ab e to generate a st of reserved voucher numbers for future absentee ba ot ssuance, e.g. for paper app cat ons as a backup or a ternat ve ntake.
Voter Centra does not requ re that numbers start at a spec f c po nt and they can reserved for future purposes.

Q. Must be ab e to ass gn voucher number by batch, e.g. ssue voucher numbers to every voter e g b e to vote by absentee for a spec f c e ect on, by voter type.
The voucher ass gnment process can be comp eted n a batch process. The user w be ab e to enter a start ng and end ng number and poss b e numbers to sk p.

R. Must be ab e to vo d, re ssue, and make correct ons to voucher numbers or a range of voucher numbers.
Users w th the appropr ate system pr v eges w be ab e to update the ass gned voucher numbers.

S. Must be ab e to dent fy whether a voucher number has been ass gned, or reserved. If reserved, whether t's been ass gned/used or not.
The system w be ab e to generate reports for a voucher numbers that have been used, dent fy any potent a ho es / break n sequence of voucher numbers, and report on wh ch ranges have not been used.

T. Must be ab e to pr nt ma ng abe s for absentee enve opes.
A formatted ma ng abe nc ud ng a scannab e barcode can be custom zed for pr nt ng from the Voter Centra absentee modu e. Th s can be pr nted one voter at a t me or n a batch mode.

U. Must be ab e to custom ze and des gn ma ng abe s and absentee enve ope pr nt ng w thout ass stance from the vendor. Support barcod ng (e.g. Code39, Code128, QR Code, USPS IMB) of va ues such as the voucher number, and de very po nts.
The ma ng abe can be custom zed us ng the bu t- n not ce custom z ng modu e. Barcodes can be a so be ncorporated n the temp ate.

V. Must be ab e to pr nt absentee voter and ma ng nformat on d rect y on enve opes, e.g. a ded cated h gh-speed enve op pr nter (P tney Bowes DA95f).
When pr nt ng absentees – the system prov des the opt on to pr nt a abe or pr nt d rect y to the absentee enve ope. There are two separate pr nt ng temp ates ava ab e n the system that a ow custom z ng each one ndependent of the other.

W. Must be ab e to se ect, app y var ous f ters and sort ng absentee voters for data extract on, report ng, pr nt ng of abe s and enve opes.
Absentee data can be sorted and pr nted n a var ety of ways for report ng and data extract on. Data can be extracted n a text f e format or n a PDF f e format. There are severa opt ons ava ab e for pr nt ng abe s and enve opes, such as pr nt ng requests that are go ng out of the country separate from those that are w th n the country.

12. List Maintenance – Record Matching and Merging:

These requ rements focus on the conf gurat on of cr ter a for determ n ng matches between records (e ther dup cate voter records, matches returned n response to a user- n t ated search, or matches of voter records w th death, fe on or th rd party address change records) and on requ rements assoc ated w th merg ng records that are determ ned to be a "match."

Though th s sect on s ca ed upon n Reg strat on Process ng and match ng s referenced DMV Change of Address and other L st Ma ntenance requ rements sets, the focus here s the spec f cat on of the match ng processes and the merge and unmerge processes.

A. Must nc ude a user-conf gurab e method for author zed Adm n strators to: 1. Estab sh sets of reg strat on record match ng cr ter a; 2. Conf gure wh ch cr ter a app y to each type of match ng funct on (e.g., user- n t ated reg strant search for st ma ntenance/research purposes, user- n t ated search for purpose of subm tt ng data add t ons or updates, search for ex st ng record upon rece pt of a reg strat on transact on, death record match ng, fe on record match ng, dup cate record checks, NCOA match ng, etc.); 3. Ass gn "conf dence" eve s to each cr ter a set as t app es to each match ng funct on; and 4. Estab sh thresho d conf dence eve s requ red for manua or automat c app cat on of matches for each match ng funct on.
Voter Centra prov des a powerfu match ng a gor thm to fac tate match ng voter data to data from vary ng sources. [redacted]

B. Must a ow author zed Adm n strators to estab sh one or more bases for match ng data n a reg strat on record f e d, nc ud ng (where app cab e): 1. Exact character match; 2. F rst "X" characters of the f e d (where "X" s user conf gurab e); 3. Same characters and order n str ng, but w th spaces and punctuat on removed; 4. Soundex match (or a ternat ve method based on phonet c pronunc at on); 5. Common n cknames match based on common var at ons of F rst Name estab shed by author zed users (e.g., Robert = Bob, Bobby, Rob); 6. "X" match ng characters w th n str ng; and 7. Same month and year.
Match ng a gor thms can be conf gured to nc ude any k nd of SQL based query opt ons.

C. Must a ow author zed Adm n strators to dent fy a set of match ng cr ter a based on comb nat ons of nd v dua f e d match sett ngs, such as: 1. F rst Name- w th "Common n cknames"; Last Name- f rst 4 characters; and Date of B rth- same day and month; or 2. DL/ID exact match; F rst Name- w th "Common n cknames"; Last Name- w th Soundex.
Match ng a gor thms can be conf gured to nc ude any k nd of SQL based query opt ons. Th s can nc ude comb ned f e ds n one match.

D. Must a ow author zed Adm n strators to conf gure and update whether or not an estab shed match ng cr ter a set s app ed to each match ng funct on, nc ud ng: 1. Reg strant searches for purposes of pre-popu at ng a voter record; 2. Reg strant searches for st ma ntenance and research purposes; 3. Searches for an ex st ng record based on the ID; 4. Dup cate reg strat on checks; 5. DMV, DHSS-DSS, DOL transact on process ng; 6. Death record match ng; and 7. Fe on record match ng.
Match ng a gor thm cr ter a can be setup d fferent y for each type of match process. The same cr ter a set cab be used across mu t p e funct ons.

E. Must a ow author zed Adm n strators to nd v dua y estab sh "conf dence" va ues to each estab shed match ng cr ter a set as t app es to each potent a match ng funct on.
A conf dence eve s ass gned to each ayer of the search a gor thm. For each match ng funct on the adm n strator can spec fy the match ng conf dence that a ows for automat c update.

F. Must a ow author zed Adm n strators to estab sh and mod fy conf dence thresho ds for each match ng funct on so that matches found that meet or exceed that conf dence thresho d are automat ca y app ed by the system. For matches that do not meet that thresho d, but meet a ower "manua " m n mum match ng thresho d, system must generate e ectron c not ces/ sts or f ag the records for the appropr ate county for match rev ew and reso ut on.
For each funct on that uses a match ng a gor thm, the adm n can ass gn a thresho d eve for automat c updates and a thresho d eve for present ng the match for user va dat on.

G. Pr or to merg ng, system must a ow user to se ect wh ch of the records w be the base for the f na voter record, and the opt on to copy va ues from certa n f e ds from the other record.
The merge process a ows users to se ect wh ch record to keep and wh ch to cance and merge w th the other record. Am update workf ow process can be n t ated to copy over certa n f e ds of data and merge the records.

H. When app y ng the merge, system must: 1. Record that nformat on, nc ud ng the bas s for determ nat on, n the voter act v ty h story of the matched voter; and 2. Create a voter reg strat on record w th the new conso dated voter reg strat on data.
A comp ete transact on h story s ma nta ned to track the merge process. The transact on ma nta ns suff c ent nformat on to a ow revers ng the merge process.

I. When eva uat ng voter records to dent fy potent a matches w th other voter records (match w th n the system), DMV transact ons, death records and fe on records , system must exc ude the fo ow ng from match ng resu ts and not ces to count es when same match cr ter a were used: 1. Prev ous y ver f ed matches; 2. Prev ous y ver f ed non-matches; and 3. Prev ous y dent f ed potent a matches pend ng determ nat on.
The match a gor thm exc udes prev ous matches from be ng nc uded n the match process.

J. Must prov de the ab ty for author zed users to batch c ear, by date range and/or by the county user ID, match determ nat ons made nappropr ate y.
Matches accepted n error can be unmatched and a merge can be reversed.

K. Must merge voter reg strat on data nto a s ng e reg strat on record when dup cate reg strat ons are conf rmed. The voter reg strat on data must nc ude voter act v ty h story and vot ng part c pat on h story and be merged nto the record w th the most recent date of reg strat on or voter reg strat on update act v ty.
The merge process rev ews a voter re ated data such as absentee requests, pet t ons, vot ng h story, and voter transact on h story to comp ete the merge process. The data s a merged nto one voter record and the other record s f agged as cance w th a cance reason of dup cate reg strat on.

L. Must prov de author zed users w th the ab ty to un-merge a s ng e voter reg strat on record nto separate reg strat on records n the event that reg strat on records were ncorrect y merged. The separated voter reg strat on data must nc ude voter act v ty h story and vot ng part c pat on h story and the separate reg strat on records must conta n the appropr ate reg strat on data.
Merged records can be unmerged. The merge transact on process ma nta ns enough deta s to track both voter reg strat ons and a ow the records to be unmerged f needed.

13. List Maintenance – Death Records:

Department of E ect ons rece ves death records from the De aware Hea th and Soc a Serv ces (DHSS) and ERIC and must ut ze th s nformat on for st ma ntenance purposes. The Department a so ut zes ob tuar es for st ma ntenance.

Department of E ect ons s respons b e for ensur ng any conf rmed matches of death records w th reg stered voters resu t n a cance at on of voter reg strat on of the deceased persons.

A. Must rece ve and store death records from d fferent sources, e.g. DHSS, ERIC, ob t.
Death record f es can be setup to be rece ved from any k nd of source. The f e process ng s setup us ng scr pt ng n the Voter Centra Data Stud o modu e.

B. Must match a new death records rece ved aga nst ex st ng voter reg strat on records to dent fy ex st ng voters that may have d ed.
Us ng a pre-def ned match ng a gor thm, the system w match the death records aga nst ex st ng voter reg strat on records. Depend ng on the conf dence eve ach eved by the match the death record can be setup to be automat ca y processed or be presented to a user for va dat on and acceptance.

C. For matches w th new death records that meet or exceed the estab shed conf dence thresho d, system must automat ca y or upon user cho ce: 1. Cance the voter's reg strat on; 2. Record the bas s for that cance at on n the voter's act v ty record; and
The match conf dence can be conf gured to a ow for automat c cance at on or for present ng the match to a user for va dat on and acceptance. A deta ed transact on of why the reg strat on was cance ed s ma nta ned n the system for h stor ca purposes.

D. For matches of new death record transact ons that do not meet the estab shed conf dence thresho d for automat c match ng but that meet the estab shed m n mum conf dence thresho d of that match funct on, system must automat ca y: 1. Note the potent a match n the voter's record; and 2. Prov de a method for nvest gat on and reso ut on of the potent a match.
The matches that meet the conf dence thresho d are presented to a user n a queue to va date and accept or reject the match.

E. Must a ow an author zed county user to enter a determ nat on of the va d ty of the potent a match (va d or nva d).
County users are presented the match n a queue where they can rev ew the matched data. The conf dence eve and the f e ds that are matched are h gh ghted to a ow the user to make a proper determ nat on.

F. Must app y author zed county users' determ nat ons of va d ty of potent a matches and change voter status, f appropr ate.
If the county user accepts the match the voter's status s updated to cance ed / removed w th deceased be ng the reason for the cance at on. A deta ed transact on s recorded to nd cate why the status was changed, what the o d status was, who made the update and when.

G. Must prov de author zed users the capab ty to un-match prev ous y matched death records at any t me after such matches have been app ed. In such nstances, system must correct any changes that were app ed to the record as a resu t of the pr or match and hand e the transact on as a conf rmed non-match for that process.
A user w th the proper pr v eges can reverse the act on of a death match and record a transact on deta ng the reversa .

H. Must a ow author zed users to exc ude from death record match ng processes any death record determ ned to be ncorrect or nva d.
Death records that are determ ned to be nva d are not nc uded n the match ng a gor thm.

14. List Maintenance – Felon Data:

In order to comp y w th app cab e aws, system must have the capab ty to rece ve fe on records from the state and federa agenc es, e.g. De aware Department of Just ce (DOJ), Department of Correct ons (DOC); to store such records on an ongo ng bas s; match records to voter reg strat on records, and send e ectron c not ces to count es to conf rm potent a matches; and, for conf rmed matches, update reg strat on status.

When fe on data nd cate that an nd v dua s no onger under the r jur sd ct on (.e., no onger ncarcerated or on paro e), system must ensure that the record s no onger nc uded n checks for matches of fe on records w th voter reg strat on records.

A. Must be capab e of rece v ng and stor ng fe on records.
Voter Centra ncorporates a st ma ntenance modu e that fac tates match ng act ve voter records aga nst f es on fe on data. These f es can be from any sources and are processed through the Voter Centra Data Stud o modu e. [redacted]

B. Must match a new fe on records rece ved aga nst ex st ng voter reg strat on records to dent fy ex st ng voters that may have become ne g b e due to fe on status, or may have become e g b e to vote due to no onger be ng under DOJ and DOC jur sd ct on (.e., no onger ncarcerated or on paro e).
A fe on records are matched aga nst ex st ng voter reg strat on records based on a conf gurab e match ng a gor thm. Once a match w th suff c ent conf dence eve s dent f ed, the match s presented to the county users to a ow the user to conf rm and accept the match.

C. For matches w th new fe on records that meet or exceed the estab shed conf dence thresho d, system must automat ca y, or by user cho ce: 1. Change the status of the voter's reg strat on; and 2. Record the bas s for that change n the voter's act v ty record.
Once a match s dent f ed w th suff c ent match ng conf dence eve the user s presented w th the match. A cho ce can be made to accept the match and update the reg strat on status appropr ate y. A ternat ve y, f the match ng conf dence eve s h gh enough, the system can be conf gured to update the status automat ca y.

D. For matches that do not meet the estab shed conf dence thresho d for automat c match ng but that meet the estab shed m n mum conf dence thresho d of that match funct on, system must automat ca y note the potent a match n the voter's record.
A matches meet ng the conf gured match ng thresho ds are matched to potent a voter records and saved w th the voter's nformat on.

E. Must prov de the ab ty for an author zed county user to enter a determ nat on that the potent a match s va d.
Matches are p aced n queues for county users to rev ew and make a determ nat on about the match.

F. Must prov de the ab ty for an author zed county user that has nvest gated and determ ned that the potent a match was nva d to enter that determ nat on.
Once a match s presented to a county user, the user has the opt on to accept the match or reject the match.

G. Must prov de author zed users the capab ty to un-match prev ous y matched fe on records at any t me after such matches have been app ed. In such nstances, system must correct any changes that were app ed to the record as a resu t of the pr or match and hand e the transact on as a conf rmed non-match for that process.
The system w a ow the opt on to reverse a match made n error and record the appropr ate transact ons.

H. Must a ow author zed users to exc ude from fe on match ng processes any fe on record determ ned to be ncorrect or nva d.
Fe on match records that are no onger va d can me updated so that they are no onger nc uded n the match ng a gor thm.

15. List Maintenance – Duplicate Identification:

The system must have the capab ty to dent fy dup cate voter records and take act on to ensure there s on y one voter record for every e g b e voter n De aware n the off c a st of voters.

A. Must prov de the ab ty for author zed user to schedu e and run dup cate checks across a voters n the database to dent fy potent a dup cate reg strat on records for the same voter us ng the cr ter a estab shed for such match ng.
Voter Centra dup cate match ng process uses a spec f ed match a gor thm to dent fy potent a dup cate voter reg strat ons w th the database. A conf dence eve s ass gned to each match based on the conf gurat on setup by the user. Matches that have prev ous y been dent f ed by a user as non-matches are exc uded and do not reappear n the match process.

B Must automat ca y, or by user cho ce, merge voter reg strat on records and ass gn the voter to the appropr ate county when dup cate records are dent f ed based on match cr ter a sets that meet or exceed the estab shed conf dence thresho d
Dup cate matches are presented to users to a ow accept ng / reject ng the match. If the match nvo ves voters from two d fferent count es, the match s presented to the county w th the newest voter reg strat on. If the user accepts the match, they can choose to remove the voter w th the new reg strat on and n t ate a workf ow to move the voter from the o d county w th an address change. When the update s comp ete the new voter s merged w th the o der voter. Voter merge can a so be comp eted outs de of the dup cate match process.

C. Must, before automat ca y app y ng potent a dup cate records, check vot ng part c pat on h story for the o der reg strat on record f the o der record nd cates vot ng act v ty n an e ect on after the date of reg strat on n the newer record, the match must not be app ed automat ca y and, nstead, system must send e ectron c not ce of potent a match to the appropr ate county(s)
The match process w cons der a voter re ated data such as absentee requests, pet t ons, and vot ng h story and present a re evant data to the user to make a proper dec s on. The match / merge can be app ed automat ca y f there s no s gn f cant h story assoc ated w th the matched records.

D. For matches of potent a dup cate records that do not meet the estab shed conf dence thresho d for automat c match ng but that meet the estab shed m n mum conf dence thresho d of that match funct on, system must automat ca y note the potent a match n both records.
The match s noted n both dent f ed voter records. It s presented to the county w th the newest reg strat on for reso ut on. Both voter records when v ewed w be annotated w th a comment on the voter screen to nd cate a potent a pend ng match.

E. For those records where a potent a dup cate was dent f ed w th a record n another county, and an author zed county user makes a determ nat on of match va d ty, system must update the other record w th the determ nat on.
Once an author zed user conf rms the va d ty of a match, the system w automat ca y n t ate the appropr ate workf ow to update the other record.

F. System must prov de author zed users the capab ty to un-match prev ous y conf rmed dup cate records at any t me after such matches have been app ed. In such nstances, system must correct any changes that were app ed to the record(s) as a resu t of the pr or match and store the determ nat on that the records were conf rmed non-dup cates.
Merged voter records can be unmerged by users w th the appropr ate pr v eges.

16. List Maintenance – Moved out of State:

The system must have the capab ty to match voters aga nst sts that conta n De aware c t zens that have moved out of the state. The sts nc ude those from DMV that st dr vers who have surrendered the r dr ver cense n another state, as we as from the ERIC cross state report that sts De aware voters that have reg stered to vote n another state.

A. Must prov de the ab ty for author zed users to schedu e and run moved out of state checks across a voters n the database to dent fy potent a records us ng the cr ter a estab shed for such match ng.
Voter Centra Data Stud o a ows creat ng workf ows for any k nd of match ng process. F es from DMV and / or ERIC w be setup to be processed us ng a conf gured data process ng scr pt n the Data Stud o. A match ng a gor thm w th a custom zed conf dence eve w be used to match data n the f es to ex st ng voter records.

B. Must eva uate the resu ts and reject nva d resu ts - such as address changes prev ous y rece ved.
The f e process ng w be comprehens ve and prov de deta ed error check ng to ensure changes are not processed tw ce.

C. Must note a potent a address change n the voter record and a ow author zed users to extract records for ma ng not ces/conf rmat ons.
Once a match s conf rmed w th enough conf dence, the new voter address w be saved n the voter's record as the poss b e move-out address. A deta ed transact on w be recorded to nd cate the data update and the voters record w be f agged as need ng a conf rmat on not ce or address ver f cat on not ce (based on bus ness ru es). Depend ng on bus ness ru es, the voter's status can be setup to be cance ed when the not ce s sent or X many days after the not ce s sent and there s no response back from the voter.

D. When an address update has been determ ned to be va d where the voter moved outs de the State, system must automat ca y, or upon user cho ce: 1. Determ ne the status of the reg strant n accordance w th conf gurab e bus ness ru es 2. Note n the act v ty h story for that reg strant that the record was updated because of Moved out of State match.
The reg strat on of the voter can be updated to a system conf gured status such as cance ed due to moved out of state. Th s can be done one voter at a t me f a not ce s returned back from a voter or n batch after X many days of no voter response.

17. List Maintenance – Non U.S. Citizens:

System must a ow for cance at on of voter reg strat on for non-U.S. C t zens
Users w th the appropr ate pr v eges can cance a voter reg strat on and spec fy the reason for cance at on as know non-U.S. C t zen. Voter Centra a so requ res that new voters proper y spec fy c t zensh p e g b ty and f not, the reg strat on w be p aced n a Den ed status.

18. List Maintenance – NCOA:

System must prov de the capab ty to process a reg stered voter records aga nst an externa USPS Nat ona Change of Address (NCOA) serv ce on a regu ar y schedu ed bas s.

Current y, De aware rece ves th s serv ce month y from ERIC. System must update the voter record w th the potent a NCOA match (no change n status) and prov de an e ectron c not ce to the county for eva uat on and reso ut on. Adm n strators must have the capab ty to mon tor a such pend ng NCOA updates unt reso ved by the county.

A. Must prov de author zed users the capab ty to conf gure a va ue 'X', such that the extracts created for NCOA process ng are broken nto mu t p e f es, each conta n ng a max mum of X records.
Voter Centra can create a data f e export to send for NCOA process ng. Th s extract can be for the ent re state, a s ng e county, or other breakdown as needed. If sma er extracts are needed, Tenex can add a feature to automat ca y create an extract n mu t p e f es.

B. Must eva uate the resu ts from NCOA process ng and reject nva d resu ts - such as address changes prev ous y rece ved and address changes that are o der than most recent changes rece ved for a voter - accord ng to conf gurab e bus ness ru es.
Voter Centra has a comprehens ve process for hand ng NCOA changes. [redacted]

C. Must note a potent a address change n the voter record and send e ectron c not ce to the appropr ate county of the potent a address change for determ nat on of va d ty.
The address changes from NCOA w be queued to the appropr ate county to a ow the county to accept/reject the changes.

D. When an NCOA address update has been determ ned to be va d where a voter has a forward ng address n the same county, system must automat ca y, or upon user cho ce: 1. Update the (res dence or ma ng) address of the reg strant; 2. Note n the act v ty h story for that reg strant that the record was updated because of NCOA match; and 3. F ag the record for automat c generat on and ma ng of an Address Ver f cat on Card (AVC).
Voters whose address s on y updated w th n the county, w have the address automat ca y updated. [redacted]

E. When an NCOA address update has been determ ned to be va d where the voter has a forward ng address n a d fferent De aware county or outs de the State, system must automat ca y, or upon user cho ce: 1. Determ ne the status of the reg strant n accordance w th conf gurab e bus ness ru es 2. Note n the act v ty h story for that reg strant that the record was updated because of NCOA match; and 3. F ag the record for automat c generat on and ma ng of an AVC.
If a voter s determ ned to be mov ng to another county w th n De aware, the system can be conf gured to not fy the other county by p ac ng the address change n a queue for the county to rev ew and accept / reject. If the change s accepted the same process of record ng a transact on and f agg ng the voter to rece ve an AVC w be n t ated. If the voter s deemed to be mov ng out of the state, the current address nformat on w not be updated, but the system can be conf gured to st send an AVC to the voter address prov ded n the NCOA f e.

F. When an NCOA address update has been determ ned to be va d where the voter has no forward ng address, system must automat ca y, or upon user cho ce: 1. Determ ne the status of the reg strant n accordance w th conf gurab e bus ness ru es; 2. Note n the act v ty h story for that reg strant that the record was updated because of NCOA match; and 3. F ag the record for automat c generat on and ma ng of a AVC.
In cases where the NCOA f e spec f es no forward ng address (usua y upon the c os ng of a P.O. Box), the system can be conf gured to f ag the voter to rece ve an AVC to the current address on f e. If t s found that the ma ng address on f e matches the NCOA ma ng address and the ma ng address s d fferent from the res dence address (such as a P.O. Box), the ma ng address w defau t to the voter's current res dence address.

19. List Maintenance – Board Approval Reports:

System must a ow for data extracts to be generated for e ect ons board rev ew pr or to reg strat on cance at on.

A. Fac tate the track ng of nact ve voters who have had no contact for X per od, where X s conf gured by the adm n strator.
Voter Centra st ma ntenance modu e prov des a st of nact ve voters that have been nact ve for a per od of t me and now must be removed / cance ed from the system. The per od of t me can be conf gured by an adm n strat ve user, but can be a owed to be overr dden by a user w th appropr ate pr v eges before runn ng the process. A deta ed report of a voters that w be cance ed can be generated and saved n a PDF format. Summary reports based on d str ct summar es are a so ava ab e to show a tota number of voters that w be mpacted n each d str ct.

B. Generate reports of a cance ed voters
Reports can be created before voters are cance ed after voters are cance ed. Voter Centra can create a deta ed st of voters that were cance ed as we as a summary report. A deta ed transact on s recorded for each cance ed voter.

C. Generate reports of a nact ve voters
Deta ed as we as summary reports can be created of a voters n an nact ve status.

D. Generate reports of act ve to nact ve, nact ve to cance ed, act ve to cance ed.
Per od bound reports can be generated based on a change n voter status. The user can spec fy a t me per od and on y status change transact ons from the spec f ed per od w be nc uded n the report. The report can be a summary show ng the number of voters that had the status changed and what the start ng status was and what the end ng status was. The report can be on y based on the transact on or can be based on the voter's current status.

20. List Maintenance – Pre-Election Polling Place Cards (PEPPC):

System must a ow for data extracts to be generated for res dency conf rmat on postcard ma ngs, or current y known as po not f cat on card mass ma ng.

A. Must prov de the ab ty to automat ca y generate a data extract of a requ red nformat on n any or a count es on a batch bas s so that PEPPCs can be pr nted by the State through a th rd-party ma ng house.
Polling place cards can be printed at any time in a batch process. Users with the proper authority will have the ability to print the cards across multiple counties. An inhouse process that creates a PDF file can be used to print the cards in-house. Alternatively, the PDF file or a text export can be created to facilitate printing through a third-party mailing house.

21. List Maintenance – Address Verification Cards (AVCs):

When the Department rece ves th rd-party not ce of a change of address, e ect ons off c a s are requ red by aw to fo ow up w th postcard to the voter a ert ng them to the act ons be ng taken. For un form ty and st ma ntenance pract ces, th s sect on descr bes system capab ty to support ma ng change of address not ces to voters on beha f of count es, f count es choose to have the state conduct ma ngs for them.

A. Must prov de the ab ty for author zed users to generate a data extract, based on the app cab e ma ng address for each voter, of a requ red nformat on for one or more count es across the State so that AVCs may be pr nted by the State through a th rd-party ma ng house.
Voters can be queued to rece ve address ver f cat on cards (conf rmat on cards) based on th rd party address updates such as NCOA updates. An ntegrated process a ows pr nt ng the cards n-house where a f e s made ava ab e n PDF format and can be used to pr nt the cards. A ternat ve y, the PDF f e or a data extract n text format can be sent to an externa pr nter. The se ect on cr ter a for card pr nt ng a ows users w th the proper pr v eges to se ect cards across count es. If the pr nt ng for a county has a ready been processed, the card w not be sent tw ce. A comp ete transact on h story s captured when the address ver f cat on card s ma ed. A post ma ng process a ows record ng nformat on from any returned cards, such as a conf rmat on from the voter that they have moved out the state.

22. Voter Election Data – Official List of Voters:

As the HAVA mandated off c a st of e g b e voters, the system must prov de capab ty for extract ng the off c a st of voters w th respect to any e ect on so that th s data can be used to generate and pr nt the po ng p ace rosters and data f es for e ec-tron c po book.

A. Must prov de author zed county users the ab ty to extract the off c a st of e g b e reg stered voters w th respect to any g ven e ect on.
An ntegrated modu e a ows extract ng a st of e g b e voters for each e ect on based on the spec f c e g b ty cr ter a setup for the e ect on. The extracted data can be used for mport ng nto any k nd of e ectron c po book system or for pr nt ng po ng p ace reg sters. The system can generate pr nted / pr ntab e reg ster f es n PDF format d rect y as we .

23. Voter Election Data – Voting History:

System must ma nta n voter part c pat on h story data that are necessary for to make determ nat on of whether a voter who reg sters by ma must show ID the f rst t me he/she votes.

Throughout the E ect on Cyc e per od, system must capture ongo ng data changes re ated to vote-by ma (See Voter Reg stra- t on – Absentee Vot ng) and prov s ona vot ng, to support the voter ookup capab t es on the pub c webs te and the nterac- t ve vo ce response system (IVRS).

A. System must prov de the capab ty to capture vote cred t h story.
One of the transact ons prov ded by Voter Centra s to update voter record. A f e based as we as a secure web serv ce transact on can be prov ded.

B. System must a ow for the add ng of voter h story on y when a ba ot s va d.
The bu k mport as we as the web serv ce can be used on y after the adjud cat on of ba ot s comp ete. The system can keep track of prov s ona vot ng attempts that are determ ned to be nva d.

C. System must prov de the capab ty to ed t ex st ng vote h story.
Subject to secur ty eve s of the users, the Voter Centra system w prov de screens for ed t ng vot ng h story. A transact ons n Voter Centra are captured w th operator ID, t me stamps and o d va ue of the record.

D. System must prov de the capab ty to de ete ex st ng vote h story. A record of de et on and who de eted must be ma nta ned.
Voter Centra record ed t ng capab ty w a ow de et on and update of the voter h story a ong w th a genera transact on ogg ng modu e that captures the operator, t me stamp, and prev ous va ue of the record ed ted.

E. System must change a voter's reg strat on status from nact ve to act ve when vote h story s app ed.
The voter status for a voter n nact ve status s automat ca y updated to act ve when vot ng h story s recorded for an e ect on.

F. System must have capab ty for the vote by ma modu e (absentee) to record rece ved ba ots and f ag as the source for add ng vote h story.
Voter Centra w have a comprehens ve modu e for manag ng vote by ma requests and a so be capab e of record ng var ous statuses such as ma returned, absentee ba ot returned etc. the pre-conf gured workf ows automat ca y update voter records when poss b e and prov de manua ntervent on screens that a ow for easy adjud cat on as we .

G. System must a ow for vote h story to be added: 1. After an e ect on has been cert f ed; 2. As ba ots are processed; 3. To an nd v dua voter; or 4. Through a batch process.
Vot ng h story can be added to voter records n a var ety of methods. [redacted]

H. Must ma nta n h stor c vot ng part c pat on for a voters, regard ess of the number of e ect ons n wh ch voters m ght have part c pated. The h story captured and ma nta ned for each vot ng event must nc ude: 1. State def ned code for the e ect on; 2. E ect on date; 3. Vot ng d str ct (E ect on D str ct); 4. How voted (vote-by-ma , ear y, po ng p ace, or prov s ona); and 5. Part san ba ot voted (for pr mary e ect ons).
There s no m t to the number of e ect ons that vot ng h story can be ma nta ned for. Each e ect on h story records comp ete deta s on the method of vot ng, when and where the vot ng was comp eted, the voters party (ba ot sty e). The voter's d str cts at the t me of vot ng are a so captured and can be used at any t me to create h stor c reports. If ntegrated w th the Prec nct Centra e ectron c po book, the s gnature record for the spec f c e ect on can be ma nta ned w th the vot ng h story.

I. Pr or to an e ect on, system must rece ve data from the E ect on Management system or modu e that enab es a user to determ ne the fo ow ng data for each reg stered voter: 1. Vot ng d str ct (E ect on D str ct) ass gnment for the e ect on; and 2. Po ng p ace ass gnment for the e ect on
Voter Centra can accept e ect on d str ct and po ng ocat on data from an externa e ect on management system f the Voter Centra e ect on management modu e s not used.

J. For reg stered voters who vote a prov s ona ba ot n an e ect on, system must capture and store whether or not the prov s ona ba ot was counted and, f not, the reason t was not counted.
Voter Centra ncorporates a comp ete prov s ona modu e to a ow users to conduct research for each prov s ona , pr nt abe s and reports for the canvass ng, and determ ne and track f the prov s ona s counted or not. Vot ng h story can be eas y recorded for any prov s ona that s counted. Prov s ona ba ot nformat on can be a so be exported to post on the voter fac ng webs te for nformat on on whether the voters prov s ona counted or not.

K. Must capture and store the voter part c pat on n schoo board e ect ons and referendum e ther by nd v dua voter or mass update (us ng an nput f e)
Vot ng h story for any e ect on can be nput manua y one voter a t me or us ng a mass update from a f e.

24. Election Districts – Mapping:

So that the system can correct y determ ne the Off c a st of Reg stered Voters w th respect to po t ca d str cts, the system must ma nta n vot ng d str ct cross reference nformat on

The nformat on s requ red for der vat on of res dence n po t ca d str ct based on the voter's e ect on d str ct ass gnment

A. Must be ab e to dent fy, from the voter's e ect on d str ct, the voter's vot ng d str ct for State Senate, State Representat ve, County Counc D str cts, Schoo D str cts, Mun c pa D str cts (e.g. C ty of W m ngton)
A d str ct nformat on s setup n the Voter Centra w th comp ete mapp ngs on how they t e to the e ect on d str cts. Each voter s ass gned the d str cts when the voters address nformat on s updated n any manner. A proper d str ct reference s a ways ma nta ned for each voter record.

B. Must capture and store county-def ned oca d str cts (e.g., county counc , evy court, schoo d str cts) and must be ab e to dent fy, from the voter's e ect on d str ct, the voter's membersh p n such d str cts.
Each county can ma nta n the r own set of d str ct nformat on and t e the nformat on to the voters n the r county.

C. Must not fy county and adm n strators of "orphan" e ect on d str cts (e.g., e ect on d str cts w thout voters), and of "orphan" voter reg strat on records (ack ng a va d e ect on d str ct ass gnment).
Var ous summar es of data h gh ght any k nd of ssues re ated to m ss ng or ncorrect data. These w read y dent fy any data ssues for adm n strators.

25. Election Districts and Districts – Redistricting:

So that the system can correct y determ ne the Off c a L st of Reg stered Voters w th respect to po t ca d str cts, the system must ma nta n vot ng d str ct cross reference nformat on.

The nformat on s requ red for der vat on of res dence n po t ca d str ct based on the voter's e ect on d str ct ass gnment.

A. Must be ab e to determ ne voter's new d str cts based on mported data (e.g. GIS)
GIS data s mported nto the GIS red str ct ng modu e to a ow the user to ma nta n a separate red str ct ng workspace. Us ng the new d str ct nformat on voters' new d str ct nformat on can be mapped and updated.

B System must be capab e of compar ng d str cts ass gned to a voter pre and post red str ct ng to dent fy potent a errors C ty, Schoo and F re D str ct must not change
Before app y ng changes to the permanent voter record, d str ct nformat on can be compared to see what k nd of changes w take p ace and to make sure that the new setup s correct. [redacted]

C	Must be ab e to dent fy, the voter's vot ng d str ct for US Congress, State Senate, State Representat ve, County D str cts, Schoo D str cts, Mun c pa D str cts (e g C ty of W m ngton) after red str ct ng
	Us ng the setup n the GIS red str ct ng workspace, a re ated d str ct nformat on can be conf gured and app ed to the voter's record. One the data n the workspace s vetted and conf rmed, the workspace data can be moved to the product on data to make t the new standard data.

D.	Must prov de the ab ty for author zed users to generate a data extract, pr or to app y ng new d str cts.
	A data extract can be created of a voters that w be mpacted by app y ng the new d str ct nformat on. A data extract can a so be created of a of the streets and d str ct mapp ng data.

E.	Must not fy county and adm n strators of "orphan" voter reg strat on records (e.g., voters w thout po t ca d str ct ass gnments).
	A deta ed report of voters that cou d not get proper y d str cted can be generated and researched. Once the ssue s reso ved red str ct ng can be comp eted just for the voters that were n an error state.

F.	When update has been determ ned to be accurate, system must automat ca y, or upon user cho ce: 1. Note n the act v ty h story for that reg strant that the record was updated because of red str ct ng.
	Voter Centra ma nta ns a deta ed and accurate transact on h story w th each change app ed to a voter's record. Any change from red str ct ng w be recorded as a red str ct ng change w th a deta ed record of what the o d d str ct nformat on was.

26. State-Level Processes – Political Party Tracking:

System must have the capab ty to track voters' po t ca party data n order to (a) determ ne voter e g b ty w th respect to a pr mary e ect on; (b) ma nta n un form ty of voter records and data; and (c) support the Voter Reg strat on Report, wh ch s a stat st ca abstract of party reg strat on by po t ca d str ct.

A	Must a ow author zed users to def ne and document changes to po t ca part es For each such party, system must capture and store the fo ow ng nformat on: 1 State ass gned party code; 2 Whether or not the party s Qua f ed, Attempt ng to Qua fy, or Non Qua f ed; 3 Date of a changes n party status (Qua f ed/Non Qua f ed/Attempt ng to Qua fy; 4 Reason for such changes (f app cab e); and 5. Current state party contact nformat on
	Voter Centra ma nta ns a st of a part es n the State w th the current status of each party. Add t ona nformat on such as a contact, address, and ema address can be setup for each party. [redacted]

27. State-Level Processes – Voter Registration Report (VRR):

The VRR s a stat st ca abstract of voter reg strat on by e ect on d str ct and part san aff at on, s pub shed by the department at prescr bed t mes.

The system w need the capab ty to report on state and county eve . The VRR stat st cs w need to be captured and protected from a terat on due to subsequent changes n the under y ng voter reg strat on data.

The system must a so enab e an author zed users to create, on an ad hoc bas s, an extract of spec f ed VRR data e ements as of an Adm n strator-spec f ed VRR Date and enab e the Adm n strator to spec fy/se ect the nterna network ocat on to wh ch the e ectron c vers on of the resu t ng extract sha be routed/stored.

A. Must prov de author zed users the ab ty to v ew VRR comp et on status (e.g. requested , ' n progress', comp eted , 'data extracted').
The Voter Reg strat on Report w be a schedu ed report that can be schedu ed to run da y, week y, month y and w capture summary stat st ca data that can be used to generate summary reports n var ous formats. The data snapshot s ma nta ned for each date that the report s schedu ed to run to a ow creat ng reports that show stat st cs over a range of dates. An adm n w be ab e to see the status of the process to make sure t ran appropr ate y. An adm n w a so be ab e to purge any o der data that s no onger needed for report ng.

B. Must capture and store VRR stat st cs of act ve reg stered voters by e ect on d str ct and party w th n a county as of the estab shed VRR date (or run date). System must capture these stat st cs county-by-county, or for the ent re state at one t me.
The VRR stat st cs report w nc ude data by party, voter status, e ect on d str ct, and other data e ements such as voter age group.

C. Once a VRR has been deemed pub shed the stat st ca data cannot be mod f ed.
The da y, week y, or on-demand stat st ca data cannot be mod f ed and w be ava ab e for report ng at any t me unt t s arch ved/purged.

D. Must support ca cu at on and product on of the fo ow ng summary stat st cs for VRR component reports: 1. Reg strat on By County 2. Reg strat on By Senate D str ct 3. Reg strat on By Representat ve D str ct 4. Reg strat on By County D str ct 5. Reg strat on By Po t ca Party (Dem, Rep, Other) 6. Reg strat on By M nor Po t ca Party (e.g. Natura Law) 7. Reg strat on By "Other" Po t ca Party (.e. free text Party Name)
The VRR stat st cs report w nc ude data by party, voter status, e ect on d str ct, and other data e ements such as voter age group. The party nformat on can be grouped by the type of party such as m nor party category for a group of part es or the actua name of the party.

E. Must prov de an author zed user the ab ty to:
1. Manua y n t ate a query to extract spec f ed VRR data e ements as of a spec f ed VRR Date;
2. Spec fy the f e format for the resu t ng extract f e n accordance w th author zed f e formats; and,
3. Spec fy the nterna network dr ve ocat on to wh ch the extract f e shou d be output/stored.

Author zed users w have the capab ty to query and report on the VRR data as needed. A data can be exported to CSV, txt, Exce , or PDF f e formats. The VRR stat st cs report w nc ude data by party, voter status, e ect on d str ct, and other data e ements such as voter age group.

28. State-Level Processes – Voter Registration Data Requests (VRDR):

Requ rements be ow perta n to the need for the system to support workf ow and assoc ated data re ated to nvest gat on, eva - uat on and fu f ment of VRDRs.

A. Must a ow author zed users to nput, track and rev ew Pub c Voter Reg strat on Data Requests (VRDRs), nc ud ng:
1. Requestor name;
2. Requestor ID number and type;
3. Requestor organ zat on;
4. Requestor res dence and bus ness addresses;
5. Requestor contact nformat on (phone, fax, ema addresses);
6. If Requestor s act ng as an author zed agent for a qua f ed party, the name, address and contact nformat on for the party ega y qua f ed to purchase the data;
7. Requestor's stated purpose/use for the data;
8. Date of app cat on;
9. Date app cat on rece ved;
10. Bas s for qua f cat on (e ect on, party, academ c, journa st, etc.);
11. Date of app cat on fu f ment or den a ;
12. Status of app cat on;
13. Cr ter a used to se ect/exc ude records for the extract; and
14. F ename(s) and number of records prov ded n the extract.

Voter Centra w ncorporate a pub c records request modu e that w capture the data re ated to the request. As s common w th other modu es, the Voter Centra workf ows w prov de v s b ty to pend ng pub c access requests and c ose them out w th re evant nformat on when the request s comp ete.

B. Must a ow author zed users to og the fo ow ng tems re ated to process ng and fu f ment of a VRDR:
1. Date the event occurred
2. T me the event occurred
3. Free-form text note, averag ng f fty (50) characters per VRDR and sca ab e to one hundred (100) characters per VRDR, of act v t es and events

Most Voter Centra forms and screens w have a comments/note sect on that a ows the capture of unstructured ad-hoc nformat on a ong w th other f e ded nformat on.

C. Must prov de author zed users w th a method to se ect voter reg strat on records for nc us on or exc us on n a VRDR extract based on mu t p e cr ter a, w th the ab ty to spec fy a range or st where app cab e, nc ud ng:
1. County of res dence;
2. C ty of res dence;
3. Z p code(s);
4. Home vot ng d str ct (E ect on D str ct);
5. Po t ca party aff at on;
6. Current or h stor c date of reg strat on;
7. Age (before or after a spec f ed date of b rth, or w th n a spec f ed range of dates of b rth);
8. Language preference;
9. Vot ng part c pat on h story; and
10. Po t ca d str ct (such as State Senate D str ct, State Representat ve D str ct, County D str ct, etc.).

An ad-hoc query bu der w a ow the se ect on of var ous f e ds for nc us on n a report. Th s report can be exported to e ther CSV or PDF format.

D. In fu f ment of a VRDR, system must be ab e to produce an extract as a standard text f e, w th a de m ter (set by the adm n strator) that nc udes user-se ected data f e ds, such as:
1. Voter ID
2. Voter Name
3. Date of B rth or Year of B rth
4. Phone Number
5. Res dent a Address
6. Ma ng Address
7. County
8. D str cts
9. Party
10. Date of Reg strat on
11. Vot ng H story
12. Date Last Reg strat on Change
13. Code Last Change Voter
14. Status of Voter

Most ad-hoc reports and gr ds w have the capab ty to prov de CSV or PDF f es. Spec f c screens w be dent f ed to prov de add t ona formats as part of the deve opment effort.

E. System must be ab e to save user data extract preferences as prof es for ater execut on. For examp e users may create a prof e based on HB245, .e. a prof e for pub c requests, cand date and po t ca party requests, and another for the Genera Assemb y, or State, County and oca governments.

Quer es can be saved after the f rst bu d and rerun as necessary.

F. System must a ow users to de ete prev ous y saved preferences or prof es.

The system w a ow the de et on of saved quer es.

29. State-Level Processes – Website: Voter Portal (Public Access):

Requ rements sted be ow perta n to the need to prov de on ne voter reg strat on and se f-serv ce ookup of reg strat on status and ba ot status.

De aware has adopted a standard for web app cat ons to support mob e dev ces by opt m z ng standard browser screen d s-p ays v a a common ook and fee .

De aware expects that any support the system prov des for mob e dev ces w not requ re nsta at on any app cat on or other component on those dev ces. The system w be requ red to use the common ook and fee .

The requ rements be ow nc ude trans at on of pub c-fac ng pages nto d fferent anguages. Pages and funct ons to be trans-ated are a of those pages/funct ons that are used by the pub c n order to reg ster to vote. Informat on and features that are not used n order to reg ster to vote (e.g., po ng p ace nformat on) need not be trans ated.

The system must comp y w th State of De aware Enterpr se Standards and Po c es, Refer to GSS_18809_ELECTIONS_SYS_rfp -> Techno ogy requ rements -> STANDARD PRACTICES for add t ona nformat on.

A. For pr vacy purposes, the pub c webs te must requ re an nd v dua access ng the webs te to prov de suff c ent persona y dent f ab e nformat on to authent cate the nd v dua and to prevent others from access ng that voter s data, and must not prov de or conf rm any add t ona pr vate nformat on. The persona y dent f ab e nformat on must be conf gurab e by an author zed adm n strator, such as: f rst name, date of b rth, house number and z p code, DL/ID.
Voter Centra w requ re the user to enter persona y dent f ab e nformat on to f nd and request changes to the r voter reg strat on record. The data requ red can be conf gured by State of De aware staff.

B. For pr vacy purposes, the pub c webs te must requ re the user the opt on to use two-factor authent cat on. . Te ephone Ver f cat on . Ema Ver f cat on . HOTP/TOTP Software/Hardware Tokens (e.g. Goog e Authent cator, Authy) v. Cryptograph c measures not otherw se ment oned.
In t's current state, Voter Centra does not offer two factor authent cat on for the voter fac ng webs te, E ect on L nk. W th gu dance and nput from the State of De aware, we w ncorporate th s requ rement nto the base product.

C. The pub c webs te must a ow a voter to determ ne: 1. Whether he or she s reg stered to vote; 2. Whether or not voter s reg stered as a permanent vote-by-ma or one-t me ma ba ot voter; and 3. Po t ca party preference. 4. H s or her e ected off c a s. 5. Other pub c y ava ab e voter nformat on, vot ng h story
Voter Centra nc udes a pub c fac ng, ADA comp ant webs te for voters to search and determ ne nformat on about the r current voter reg strat on status. They can v ew nformat on on the r reg strat on status, absentee status, party aff at on, vot ng h story, po worker status (f ava ab e) and other voter nformat on.

D. The pub c webs te must support on ne voter reg strat on pursuant to app cab e state and federa aw, nc ud ng new reg strat on and updates to an ex st ng reg strat on.
Voter Centra has an on ne voter reg strat on modu e that w a ow voters to reg ster on ne pursuant to De aware state aws. Voters can a so update an ex st ng reg strat on. Th s modu e won an award at the E ect on Center conference.

E. The pub c webs te must support on ne voter funct ons, nc ud ng: 1. Subm t vote-by-ma (.e. absentee) requests 2. Subm t Federa Post Card App cat ons (FPCA) for un formed serv ce and overseas c t zens 3. Subm t requests for voter reg strat on cance at on for themse ves and the r c ose re at ves 4. Subm t requests for a po ng p ace card 5. V ew voter-spec f c samp e ba ot
E ect on L nk a ows voters to comp ete a of the on ne voter n t ated tasks such as ask ng subm tt ng the r absentee app cat on/request, chang ng the r address, v ew ng the r samp e ba ot, subm tt ng the r FPCA request, and v ew ng the r po ng ocat on.

F. The pub c webs te must a ow a voter to choose the method of s gn ng the r requests, nc ud ng: 1. Use of h s or her ex st ng e ectron c s gnature w th Department of E ect ons 2. Use of h s or her ex st ng e ectron c s gnature w th DMV. Note: Ut ze ex st ng serv ce. 3. Use of a po nt ng dev ce to draw s gnature, e.g. sty us, mouse 4. Use of a saved p cture of a s gnature 5. Pr nt, s gn and ma the app cat on.
E ect on L nk w a ow the voter to choose how they w sh to s gn the app cat on or form they are subm tt ng.

G. Must prov de author zed Adm n strators a method to conf gure s gnature opt ons for each type of app cat on or request.
Adm n strators have fu contro to conf gure necessary f e ds and s gnature requ rement for each type of app cat on or form/document request.

H. The pub c webs te must a ow a voter to determ ne the status of subm tted requests.
E ect on L nk w a ow voters to check the status of the r subm tted requests for th ngs such as absentee/vote by ma ba ots, a change n address, a name change or a reg strat on update.

I. The pub c webs te must a ow a voter to determ ne: 1. H s or her e g b ty to vote n an upcom ng e ect on; 2. H s or her vot ng e ect on d str ct for an e ect on; and 3. H s or her po ng p ace for an e ect on. 4. Dr v ng d rect ons to h s or her po ng p ace.
Voter Centra nc udes a pub c fac ng, ADA comp ant webs te for voters to search and determ ne nformat on about the r current voter reg strat on status. They can v ew nformat on on the r reg strat on status, absentee status, upcom ng e ect n nformat on, po ng ocat on nformat on, d rect ons to the r po ng ocat on, party aff at on, vot ng h story, po worker status (f ava ab e) and other voter nformat on.

J. The pub c webs te must a ow a voter to: 1. V ew og n and ogout h story 2. V ew request h story 3. Pause and resume comp et ng the app cat on
Voter Centra nc udes the ab ty for each voter to og n and v ew the r document request/comp et on h story as we as the ab ty to pause and return to the r app cat on. The ab ty to v ew the r og n/ ogout h story can be added once requ rements are rece ved from the State of De aware dur ng the p ann ng and des gn phase of the project p an.

K. Must a ow members of the pub c to perform a on ne voter reg strat on and se f-serv ce ookup funct ons us ng mob e dev ces w thout requ r ng nsta at on of any app cat on or component on the mob e dev ce.
The E ect on L nk p atform s mob e webs te fr end y mean ng the webs te and a of t's funct ons can be accessed from any trad t ona smart phone web browswer. Down oad ng of an app cat on or component s not necessary or suggested.

L. The pub c webs te must a ow voters who have voted a prov s ona ba ot to determ ne f the r ba ot was counted and, f not, the reason t was not counted.
Voters w be ab e to og- n to the E ect on L nk program to v ew nformat on on a cast prov s ona ba ot and determ ne whether or not that ba ot was counted. Used n conjunct on w th the Prec nct Centra ePo book, a "prov s ona track ng number" can be generated, a ow ng the voter to eas y ookup the r prov s ona post-e ect on and determ ne ts status.

M. The pub c webs te must a ow voters who have voted a vote-by-ma ba ot to mark the r absentee ba ot on ne.
The on ne absentee ba ot mark ng feature s not current y ava ab e n the Voter Centra /E ect on L nk product, but w th further understand ng of the requ rements from the State of De aware, Tenex w ncorporate t nto the product for use by the state.

N. Must prov de author zed Adm n strators a method to conf gure vote-by-ma voters that can use the on ne funct on to mark the r absentee ba ot on ne.
The on ne absentee ba ot mark ng feature s not current y ava ab e n the Voter Centra /E ect on L nk product, but w th further understand ng of the requ rements from the State of De aware, Tenex w ncorporate t nto the product for use by the state.

O. The pub c webs te must a ow voters who have voted a vote-by-ma ba ot to determ ne: . Date when h s or her request was rece ved . Date when h s or her ba ot was sent . Date when h s or her ba ot was rece ved
A app cab e dates perta n ng to an absentee/vote by ma ba ot (when t was requested, sent, rece ved, etc.) are access b e from the E ect on L nk voter porta .

P.	The pub c webs te must a ow voters who have voted a vote-by-ma ba ot to determ ne f the r ba ot was accepted and, f t was rejected, the reason t was rejected.
	Vote by ma nformat on s ava ab e from the E ect on L nk voter porta . Voters can determ ne whether or not that ba ot was accepted or rejected and w show nformat on perta n ng to the reject on f app cab e.

Q.	The data on voters' reg strat on status and ba ot status that d sp ays on the pub c webs te must be current as of a po nt n t me of the user's query.
	The nformat on prov ded on E ect on L nk w be ve, up-to-date nformat on.

R.	Must a ow an author zed adm n strator to contro the updates of pub c access webs te data on voters' e g b ty to vote n an upcom ng e ect on, e ect on d str ct ass gnment, and po ng p ace ass gnment for an e ect on.
	Adm n strator access can be used to update any aspect of d sp ayed data on the E ect on L nk porta .

S.	The data that are access b e and quer ed through the pub c access webs te must not change dur ng a user's execut on of a query.
	The data accessed through the voter fac ng s te s not mod f ed dur ng a search by a voter.

T.	A pub c-fac ng web pages and funct ons that a member of the pub c v ews or uses n order to reg ster to vote, change voter reg strat on-re ated data, or ook up reg strat on status must be ava ab e n two (2) anguages (Eng sh p us one (1) add t ona anguage). These anguages current y nc ude Eng sh, and Span sh. (Department of E ect ons w be respons b e for prov d ng the requ red trans at ons.)
	A voter fac ng screens w be ava ab e n any anguage as dent f ed by the State of De aware.

U.	Must be sca ab e and extens b e to support web pages and funct ons that a member of the pub c v ews or uses n order to reg ster to vote, change voter reg strat on-re ated data, or ook up reg strat on status n a tota of twenty one (21) anguages (Eng sh p us twenty (20) other anguages). Support for mu t p e anguage trans at ons must not necess tate recomp at on or recod ng of the system.
	A voter fac ng screens w be ava ab e n any anguage as dent f ed by the State of De aware.

V.	Must prov de author zed Adm n strators a method to conf gure ava ab ty of the pub c webs te or se ect funct ons.
	Adm n strators can conf gure the ava ab ty of the pub c fac ng s te.

W. The pub c webs te must have the capab ty to track voter reg strat on from th rd party organ zat ons and ass gn appropr ate method of reg strat on codes. Reg strat on of th rd party organ zat ons sha be def ned by author zed Adm n strators.
The pub c webs te can track where th rd party voter reg strat on app cat ons or g nated from and ass gn them the app cab e reg strat on code. Voter Centra has the capab ty to hand e a reg strat on codes.

30. State-Level Processes – Website: Offsite Registration:

Requ rements sted be ow perta n to the need to prov de on ne voter ookup and reg strat on by author zed users out-s de of norma bus ness env ronment, e.g. state fa r, natura zat on ceremon es.

De aware expects that any support the system prov des for mob e dev ces w not requ re nsta at on any app cat on or other component on those dev ces.

A. The webs te must requ re an nd v dua access ng the webs te to prov de suff c ent persona y dent f ab e nformat on to authent cate the nd v dua and to prevent others from access ng the system.
Voter Centra w requ re the user to enter persona y dent f ab e nformat on to f nd and request changes to the r voter reg strat on record. The data requ red can be conf gured by State of De aware staff.

B. For pr vacy purposes, the pub c webs te must a ow user the opt on to use two-factor authent cat on.
In t's current state, Voter Centra does not offer two factor authent cat on for the voter fac ng webs te, E ect on L nk. W th gu dance and nput from the State of De aware, we w ncorporate th s requ rement nto the base product.

C. The webs te must prov de capab ty to search voters and determ ne f they're reg stered and to d sp ay re evant voter reg strat on nformat on, such as addresses, d str cts, po ng p ace, etc.
E ect on L nk has the capab ty to perform an on ne voter search to ver fy the re ated voter nformat on such as voter address, d str cts, po ng p aces, etc...

D. Must prov de the capab ty to subm t voter reg strat on app cat ons, nc ud ng captur ng of e ectron c s gnature.
E ect on L nk w a ow users to subm t the r voter reg srat on app cat on e ectron ca y and a ow them to s gn e ectron ca y as we .

E. Must prov de ab ty for author zed Adm n strators to setup the events for wh ch users can use the webs te, e.g. reg strat on dr ves dur ng the week(s) of the De aware State Fa r.
E ect on L nk a ows management of the IP management fac t es to be turned on or off at the d scret on of the author zed adm n strators.

F. Must prov de ab ty for author zed Adm n strators to manage users by event.
Authro zed adm n strators w have the ab ty to manage users by event.

G. Must prov de ab ty to track reg strat on captured by event, and by user.
Reg strat ons w be tracked by event and by user.

H. Reg strat ons captured through th s webs te w be n part a state of comp et on. Th s s pure y for ntake.
Reg strat ons done through the on ne voter reg strat on porta w not be cons dered comp ete unt the state has ver f ed that each app cat on has a necessary p eces of nformat on.

I. Must prov de ab ty for author zed Adm n strators to conf gure the types and eve s of va dat ons, e.g. ID ver f cat on, fe on checks, for app cat ons captured through th s method.
Author zed adm n strators have the ab ty to conf gure the types and eve s va dat on to nc ude ID ver f cat on and fe on checks.

31. State-Level Processes – Voter Registration Services:

Support rea -t me voter reg strat on from other state agenc es and partners.

A. Must host serv ces that w secure y and re ab y rece ve voter reg strat on transact ons (nc ud ng dec nat ons) from state agenc es and partners, e.g. DMV, DHSS-DSS, DOL, etc., n rea -t me.
The Voter Centra Data Stud o modu e can expose a web-serv ces based or f e-based ap for ntegrat on w th partner agenc es. These serv ces can be consumed n rea -t me or n a batch mode.

B. Must prov de state agenc es and partners the capab ty to: I. Determ ne f the r customer s reg stered to vote; II. If not reg stered, a ow the customer to dec ne to reg ster to vote; III. Determ ne f per od of party changes s open; IV. Retr eve st of po t ca part es
Partner state agenc es w have the capab ty to query the system for determ n ng the status of a current reg strat on. [redacted]

C.	Must support over-the-counter (e.g. DMV assoc ate process ng an app cant) and se f-serv ce (us ng k osks, or us ng persona dev ces v a the nternet) voter reg strat on methods.
	Voter Centra supports mu t p e methods and sources for voter reg strat on process ng. An on ne reg strat on component s ava ab e to comp ete the reg strat on on a secure webs te. A tab et based component s ava ab e to comp ete the reg strat on on a tab et that can be taken to mob e reg strat on dr ves and a ows reg strants to s gn d rect y on the tab et. E ther one of these methods (on ne web reg strat on or tab et reg strat on) can be used to fac tate over-the-counter and/or se f-serv ce k osks.

D.	Must store and capture data and e ectron c s gnature for voter reg strat on. Note: S gnature captur ng methods use by state agenc es and partners are outs de of the scope of th s RFP.
	Voter Centra captures e ectron c s gnatures from a s gnature pad / tab et dev ce when do ng e ectron c / paper ess voter reg strat on.

E.	Must prov de capab ty for county e ect ons staff to rev ew each app cat on pr or to creat ng new voters or updat ng ex st ng voter reg strat ons.
	A app cat ons generated e ectron ca y are p aced n a queue for staff to rev ew and accept as a va d new app cat on or an update to an ex st ng voter record.

32. State-Level Processes – Voter Registration Query Services:

Support voter reg strat on quer es from users of other state agenc es and partners.

Certa n c t zen serv ces prov ded by Department of Insurance, Off ce of the Lt. Governors, Off ce of the Governor, and Genera Assemb y requ re them to be ab e to nqu re voter's reg strat on nformat on, such as address, po t ca aff at on and vot ng h story.

A.	Must prov de author zed Adm n strators capab ty to create and manage user accounts for users of other state agenc es and partners
	An adm n strator w th the appropr ate secur ty pr v eges can setup user accounts for users of other state agenc es. A users are setup n groups of users and secur ty pr v eges are ass gned to the ent re group.

B.	Must prov de author zed Adm n strators capab ty to determ ne and setup m ted access to users.
	Users can be setup w th m ted access to the system to a ow on y certa n funct ons to be accessed by certa n groups of users.

C.	Quer es from users of other state agenc es and partners must not update voter reg strat on nformat on.
	Updates can str ct y be restr cted from users of other state agenc es.

D. Must prov de state agenc es and partners the capab ty to og n to search voters.
Users of other state agenc es can be g ven access to search for voters us ng the prescr bed search f e ds for such users. Further deta ed voter nformat on can be v ewed n a restr cted manner.

33. State-Level Processes – Voting History Match:

System must provide capability to process ERIC data containing possible voting history matches (possible double-voting).

A. Must prov de capab ty to extract voter reg strat on, absentee nformat on, vot ng h story, and other re evant nformat on to ass st n the nvest gat on.
A nformat on can be read y extracted from Voter Centra as needed n a text f e format. Deta ed nformat on can be extracted for a voter us ng pre-formatted reports and / or system screen shots as we .

B. Must prov de capab ty for author zed users to capture and store status/determ nat on of each case. Use codes that can be def ned and mod f ed by author zed Adm n strators.
Tenex w custom ze Voter Centra to prov de a process to n t ate a case for track ng spec f c doub e vot ng status s needed. A ternat ve y, pre-bu t custom zab e f ags and the no m t comments can be used to track spec f c tems as we .

C. Must prov de capab ty to generate reports.
Voter Centra ncorporates extens ve report ng d rect y from the system. Reports are ava ab e n a summary, dr -down, graph ca , and deta ed format. Reports and data can be extracted n a csv, test, Exce , PDF and other formats as needed.

ACA Safe Harbor Additional Fee

The State and its utilizing agencies are not the employer of temporary or contracted staff. However, the State is concerned that it could be determined to be a Common-law Employer as defined by the Affordable Care Act ("ACA"). Therefore, the State seeks to utilize the "Common-law Employer Safe Harbor Exception" under the ACA to transfer health benefit insurance requirements to the staffing company. The Common-law Employer Safe Harbor Exception can be attained when the State and/or its agencies are charged and pay for an "Additional Fee" with respect to the employees electing to obtain health coverage from the Vendor.

The Common- aw Emp oyer Safe Harbor Except on under the ACA requ res that an Add t ona Fee must be charged to those emp oyees who obta n hea th coverage from the Vendor, but does not state the requ red amount of the fee. The State requ res that a Vendors sha dent fy the Add t ona Fee to obta n hea th coverage from the Vendor and de neate the Add t ona Fee from a other charges and fees. The Vendor sha dent fy both the Add t ona Fee to be charged and the bas s of how the fee s app ed (.e. per emp oyee, per nvo ce, etc.). The State w cons der the Add t ona Fee and pr or to award reserves the r ght to negot ate any fees offered by the Vendor. Further, the Add t ona Fee sha be separate y scored n the proposa to ensure that ne ther pr ces charged nor the Add t ona Fee charged w have a detr menta effect when se ect ng vendor(s) for award.
Tenex w a ow the transfer of nsurance requ rements for the state of De aware for emp oyees that are covered under the Common Law Emp oyer Safe Harbor Except on. [redacted]

Project Management

Tenex s comm tted to de ver ng a profess ona , h gh-end exper ence n the mp ementat on and support of the Prec nct Centra e ectron c po book and Voter Centra e ect on and voter management product for the State of De aware. W th the past project exper ence n mp ement ng arge sca e e ect on projects, Tenex s prepared and armed w th the expert se needed to meet the project object ves set forth by the State of De aware.

The mp ementat on p an be ow descr bes how the Tenex e ectron c po book and e ect on and voter reg strat on management so ut ons w be dep oyed, nsta ed, and used for the State of De aware. The p an conta ns a br ef descr pt on of the major tasks nvo ved n the mp ementat on, the overa resources needed to support the mp ementat on effort, and any spec f c mp ementat on requ rements.

Phase	Staff Member	Years of Experience
Project Manager	Jay Bo enbacher	12
Planning and Design	A ka Gupta	20
Customization	A ka Gupta	20
Implementation and User Acceptance	Ash ey E son	5
Training	Brad ey Campbe	12
Closeout and Final User Acceptance	Jay Bo enbacher	12

1. Project Objectives:

Broad y speak ng, the overa goa s and object ves for the project s to mp ement a comp ete e ect on management, voter reg strat on, and e ectron c po book so ut on for the State of De aware and the 3 count es n the State of De aware, de ver comprehens ve tra n ng, and prov de cont nued support serv ces. In add t on, the current system n p ace at the State w be supported unt the comp ete mp ementat on of the new product and the phase-out of the o d. Tenex w undertake the fo ow ng n the project mp ementat on and support:

- P an and des gn for system add t ons and changes as needed by De ware
- Custom ze current product to meet the De aware requ rements
- Procure hardware the e ectron c po book systems
- Conf gure, setup and de ver e ectron c po books to De aware count es
- Conf gure and ma nta n a centra server / host ng resources
- Convert data from ex st ng system
- Tra n ng State off ce techno ogy personne and key project personne
- Tra n county personne for 3 count es
- Prov de test ng / mock e ect on serv ces to assure proper system setup and conf gurat on
- Prov de e ect on support
- Prov de cont nu ng system support

2. Project Phases:

The project mp ementat on can be d v ded nto f ve broad phases def ned as:

- **Planning and Design**: Th s phase of the project w be k cked off very soon after contract s gn ng and coord nat on. The De aware Department of E ect ons and Tenex teams w gather a deta ed nformat on and w create an agreed upon project p an for the requ rements of the software, setup of the hardware, tra n ng, user acceptance, and f na ro out.

- **Customization**: Th s phase of the project nvo ves creat ng custom process workf ows, nterfaces w th externa system and comp et ng any m ss ng / add t ona funct ona ty requests.

- **Implementation and User Acceptance:** Acceptance test ng w be comp eted to ensure a env ronments are proper y conf gured and processes are work ng as pub shed. Th s phase w nvo ve def n ng test cases and success cr ter a for each and eva uat ng f the system performs as pred cted.

- **Training**: Tra n ng w be conducted w th a ser es of on-s te and on ne tra n ng sess ons. Tra n ng w be prov ded for State as we as County users for a system modu es.

- **Closeout:** The project c oseout w def ne the support structure for var ous components, nc ud ng e ect on cyc e support. The spec f c support requ rements and ro es w be d scussed dur ng project p ann ng. Tenex supports a customers dur ng pre-e ect on, dur ng e ect on, and post-e ect on act v t es w th extended operat ng hours as we as ons te support as needed.

    - **Hardware / Infrastructure Setup and Delivery**: In th s phase a hardware w be procured and conf gured based on the SoS gu de nes and the data oad ng and mon tor ng nfrastructures setup for a 120 county organ zat ons.

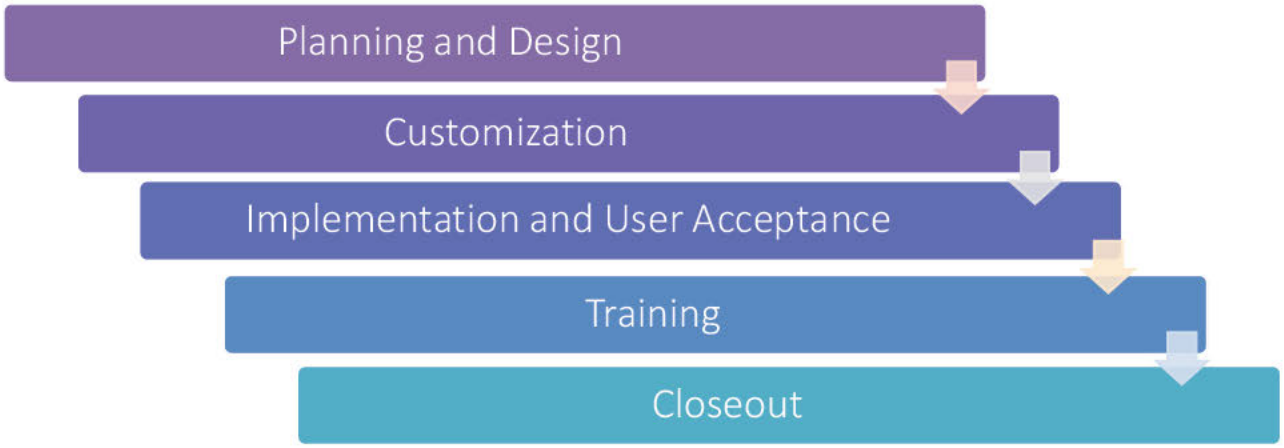
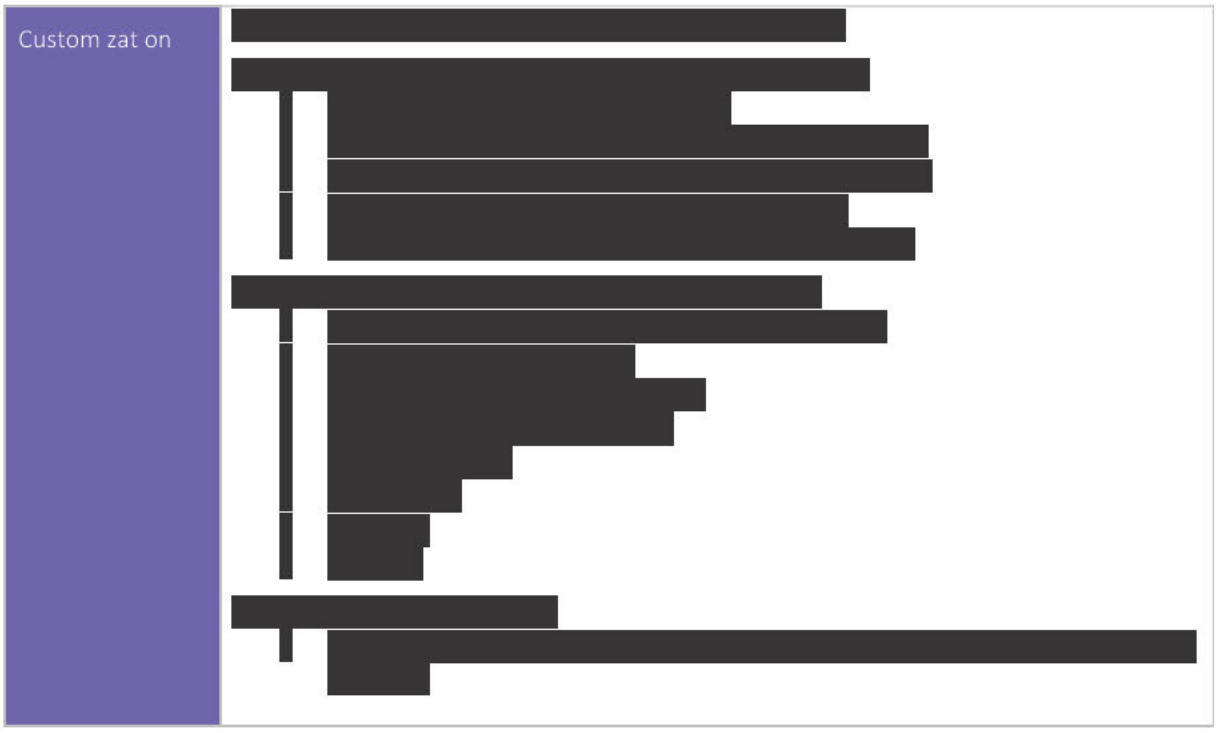


Figure 17: Project Phases

3. Project Deliverables and Milestones:

Project de verab es and m estones w be gu ded by the f ve broad project phases def ned above. The phases of the project w have over aps n de verab es and w be ongo ng s mu taneous y for severa tasks. The m estones and de verab es are deta ed be ow for each phase of the project.



Imp ementat on and User Acceptance	[redacted]
Tra n ng	[redacted]
C oseout	[redacted]

Appendix

Financial Statements

Appendix C - Pricing
Contract Number: GSS18809-ELECTION_SYS
Contract Name: Elections System Solution
Proposals Due By 3:00 pm, EST, January 16, 2018

Please complete the following information below:

Company Name: Tenex Software Solutions, Inc.

Contact Name: Ravi Kallem

Phone Number: 813-758-8951

Email Address: ravi.kallem@tenexsolutions.com

Instructions:
1. Insert your company information as requested.
2. Provide pricing for service identified.
3. Submit this attachment with your proposal in Excel format on a CD

Notes:

This picing Attachment C is divided into four tabs.
Tab 1. General Information
Tab 2. Implementation Costs
Tab 3. Voting Equipment
Tab 4. Data Storage-Management

The State invites offerors to bid pricing on the polling place voting machines, absentee voting equipment, electronic poll books and/or the election management system. An offeror may bid on all, one, or any combination of the items.

For evaluation of proposal pricing, the State will score pricing based on scope of work requirements for total cost of ownership of the initial 5 year term of the contract. The State is seeking a fixed cost for this solution. This cost must be clearly identified in this appendix to effectively score price scoring. Additional offerings outside the Scope of Work can be identified in the sections provided as "Value Added Options." These additional options may be considered by the State during any pre-award negotiations, but will not be included in the pricing evaluation to score proposals received. Include additional pages or documentation as appropriate.

Please refer to the various sub-parts of Appendix B for details and breadth of scope.

The vendor or vendors shall be responsible for complete replacement, installation, training, testing, and maintenance, including bridge maintenance for existing systems, within 8 months after award. The scope of the project is to include all equipment, training, testing, maintenance of new equipment, transitioning from the State's voter registration system and election management system to the new server based system and providing or contracting for bridge maintenance of existing equipment until replacement is complete.

Implementation Costs

Milestone	Description of Activities	Cost
Planning and Design		
Initial project kickoff	[redacted]	
Review and requirements identification		
Project schedule developed and finalized		[redacted]
Customization		
Detailed requirments analysis for large deliverables	[redacted]	[redacted]
Code development and Testing		
Implementation and User Acceptance	[redacted]	
User Acceptance Testing		[redacted]
Shipping (ePollbooks)		
Data conversion, Migration, and validation		
Maintaining current VR/EMS system	[redacted]	[redacted]
Training	[redacted]	[redacted]
Closeout and Final User Acceptance		
Final User Acceptance Testing	[redacted]	[redacted]
	TOTAL IMPLEMENTATION COST	[redacted]
	(This total will be used for proposal scoring consideration)	

Value Added Options	Description	Cost

Required Equipment	Description	Qty	Total Cost
Poll Book	[redacted]		[redacted]
Standard Carry Case (Option 1)			
Annual Software License & Maintenance Fee			
Other Required Equipment			

Total Equipment Cost (5 year total cost of ownership) [redacted]

(This total will be used for proposal scoring consideration)

Value Added Equipment	Description	Qty	Total Cost
Multi-unit Desktop Charging/Sync Station (Option 1)	[redacted]		[redacted]
Multi-unit Desktop Charging/Sync Station (Option 2)			
Charging Cart (holds 40 units)			
Thermal Printer w/ rechargeable battery (Option 1)			
Thermal Printer without rechargeable battery (Option 2)			
Basic training on the EPB system			
On-site Setup of EPB system			
System Maintenance			
Slim Carry Case (Option 2)			
Printer Plus Carry Case (Option 3)			

*Value added equipment options vary depending on state wants/needs.

Total Value Added Equipment **TBD***

Data Storage-Management

Description	Cost State Hosted
Voting Management Software/Solution	
[redacted]	[redacted]
	[redacted]
Total Cost	[redacted]

The total Vendor Hosted cost will be used for proposal scoring based on 5 year total cost of ownership. The State would also like to receive any cloud offerings available for consideration as a value added option below.

Value Added Options	Vendor Hosted	Cloud Hosted
Tenex cloud hosted (AWS) option (preferred)	[redacted]	

STATE OF DELAWARE
Government Support Services

Attachment 2

CONTRACT NO.: **GSS18809-ELECTION_SYS**
CONTRACT TITLE: **Elections System Solution**
DEADLINE TO RESPOND: **January 16, 2018 at 1:00 PM (Local Time)**
NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation submitted this date to the State of Delaware, Government Support Services.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 3, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative MUST be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Government Support Services.

COMPANY NAME Tenex Software Solutions, Inc. (Check one)

X	Corporation
	Partnership
	Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) Alka Gupta

SIGNATURE Alka Gupta TITLE VP of Operations

COMPANY ADDRESS 5402 W. Laurel St. Suite 206. Tampa, FL 33607

PHONE NUMBER 813 545 5651 FAX NUMBER N/A

EMAIL ADDRESS alka.gupta@tenexsolutions.com

FEDERAL E.I. NUMBER STATE OF DELAWARE LICENSE NUMBER N/A

	Certification type(s)	Circle all that apply
COMPANY CLASSIFICATIONS:	Minority Business Enterprise (MBE)	(Yes) No
	Woman Business Enterprise (WBE)	(Yes) No
	Disadvantaged Business Enterprise (DBE)	Yes (No)
	Veteran Owned Business Enterprise (VOBE)	Yes (No)
CERT. NO.:	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes (No)

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) Tenex Software Solutions, Inc.

ADDRESS 5402 W. Laurel St, Suite 206. Tampa FL 33607

CONTACT Alka Gupta

PHONE NUMBER 813 545 5651 FAX NUMBER N/A

EMAIL ADDRESS alka.gupta@tenexsolutions.com

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO X if yes, please explain _____

THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of Jan, 2018

Notary Public [signature] My commission expires October 30, 2018

City of Apollo Beach County of Hillsborough State of Florida

BOBBI SANDERS
MY COMMISSION # FF 173226
EXPIRES: October 30, 2018
Bonded Thru Notary Public Underwriters

STATE OF DELAWARE
Government Support Services

Attachment 3

Contract No. GSS18809-ELECTION_SYS
Contract Title: Elections System Solution

EXCEPTION FORM

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

☑ By checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

Paragraph # and page #	**Exceptions to Specifications, terms or conditions**	**Proposed Alternative**

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.

STATE OF DELAWARE
Government Support Services

Attachment 4

Contract No. GSS18809-ELECTION_SYS
Contract Title: Elections System Solution

CONFIDENTIAL INFORMATION FORM

☐ By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information
p. 128- Financial Statements

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.

STATE OF DELAWARE
Government Support Services

Appendix D – Confidentiality and Integrity of Data Agreement

DEPARTMENT OF TECHNOLOGY AND INFORMATION
William Penn Building
801 Silver Lake Boulevard
Dover, Delaware 19904-2407

CONFIDENTIALITY (NON-DISCLOSURE) AND INTEGRITY OF DATA AGREEMENT

The Department of Technology and Information is responsible for safeguarding the confidentiality and integrity of data in State computer files regardless of the source of those data or medium on which they are stored; e.g., electronic data, computer output microfilm (COM), tape, or disk. Computer programs developed to process State Agency data will not be modified without the knowledge and written authorization of the Department of Technology and Information. All data generated from the original source data, shall be the property of the State of Delaware. The control of the disclosure of those data shall be retained by the State of Delaware and the Department of Technology and Information.

I/we, as an employee(s) of **[INSERT CONTRACTOR NAME]** or officer of my firm, when performing work for the Department of Technology and Information, understand that I/we act as an extension of DTI and therefore I/we are responsible for safeguarding the States' data and computer files as indicated above. I/we will not use, disclose, or modify State data or State computer files without the written knowledge and written authorization of DTI. Furthermore, I/we understand that I/we are to take all necessary precautions to prevent unauthorized use, disclosure, or modification of State computer files, and I/we should alert my immediate supervisor of any situation which might result in, or create the appearance of, unauthorized use, disclosure or modification of State data.

Penalty for unauthorized use, unauthorized modification of data files, or disclosure of any confidential information may mean the loss of my position and benefits, and prosecution under applicable State or Federal law.

This statement applies to the undersigned Contractor and to any others working under the Contractor's direction.

I, the Undersigned, hereby affirm that I have read DTI's Policy on Confidentiality (Non-Disclosure) and Integrity of Data and understood the terms of the above Confidentiality (Non-Disclosure) and Integrity of Data Agreement, and that I/we agree to abide by the terms above.

Contractor Signature _____
Title: President
Date: 11/15/18
Contractor Name: Tenex Software Solutions, Inc.

STATE OF DELAWARE
Government Support Services

Attachment 2

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	Individual

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SIGNATURE Alka Gupta TITLE VP of Operations

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PHONE NUMBER 813-545-5651 FAX NUMBER N/A

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EMAIL ADDRESS alka.gupta@tenexsolutions.com

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YES _____ NO X if yes, please explain _____

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SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of Jan, 2018

Notary Public [signature] My commission expires October 30, 2018

City of Apollo Beach County of Hillsborough State of Florida

BOBBI SANDERS
MY COMMISSION # FF 173226
EXPIRES: October 30, 2018
Bonded Thru Notary Public Underwriters

STATE OF DELAWARE
Government Support Services

Attachment 3

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STATE OF DELAWARE
Government Support Services

Attachment 4

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Contract Title: Elections System Solution

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p. 128 - Financial Statements

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STATE OF DELAWARE
Government Support Services

Appendix D – Confidentiality and Integrity of Data Agreement

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I/we, as an employee(s) of **[INSERT CONTRACTOR NAME]** or officer of my firm, when performing work for the Department of Technology and Information, understand that I/we act as an extension of DTI and therefore I/we are responsible for safeguarding the States' data and computer files as indicated above. I/we will not use, disclose, or modify State data or State computer files without the written knowledge and written authorization of DTI. Furthermore, I/we understand that I/we are to take all necessary precautions to prevent unauthorized use, disclosure, or modification of State computer files, and I/we should alert my immediate supervisor of any situation which might result in, or create the appearance of, unauthorized use, disclosure or modification of State data.

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This statement applies to the undersigned Contractor and to any others working under the Contractor's direction.

I, the Undersigned, hereby affirm that I have read DTI's Policy on Confidentiality (Non-Disclosure) and Integrity of Data and understood the terms of the above Confidentiality (Non-Disclosure) and Integrity of Data Agreement, and that I/we agree to abide by the terms above.

Contractor Signature _____
Title: President
Date: 1/15/18
Contractor Name: Tenex Software Solutions, Inc.