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**PHYSICAL LOCATION**  
Montgomery County  
Administrative Building, Annex III  
101 S. Lawrence Street  
Montgomery, AL 36104

## **PURCHASING DEPARTMENT**

P.O. BOX 1667  
MONTGOMERY, ALABAMA 36102-1667

# **REQUEST FOR PROPOSAL**

## **Purchase and Implementation of a Poll Pad Package Solution**

|                                 |                                     |                                                               |
|---------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>RFP Date:</b><br>May 5, 2025 | <b>RFP Number:</b><br>51911-25P-018 | <b>Return Quotation By:</b><br>May 30, 2025<br>10:00 a.m. CST |
|---------------------------------|-------------------------------------|---------------------------------------------------------------|

The Montgomery County Commission is soliciting proposals for the purchase and implementation of a Poll Pad Package Solution for the Judge of Probate.

Questions regarding this Request for Proposal (RFP) should be directed to Khristie Davis, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building, Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.

A handwritten signature in black ink, appearing to read "Kindell Anderson", is written over a horizontal line.

**Kindell Anderson**  
County Administrator

## **GENERAL INFORMATION AND REQUIREMENTS**

1. This Request for Proposal (RFP) does not establish a legal obligation for Montgomery County to enter into a contract with any vendor.
2. Montgomery County reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. The County may contact any RFP Responder after receiving its submittal to seek clarification on any portion thereof. The County reserves the right to request additional information from any RFP respondent if such information is deemed necessary to further evaluate selection. All RFP material submitted becomes property of the County and will not be returned to the RFP Responders.
3. The deadline for receipt of proposals shall be no later than **May 30, 2025, 10:00 AM, CST**. One (1) original and three (3) copies of each proposal shall be delivered to Khristie Davis, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama 36104.
4. All proposals shall be in writing. No oral or other type of communication is acceptable.
5. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense. The successful vendor also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
6. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

7. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to insure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.
8. The proposal preparation and submission costs are solely the responsibility of the potential vendors. Montgomery County shall not provide reimbursement for any such costs.
9. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

Montgomery County is soliciting proposals for the purchase and implementation of a Poll Pad Package Solution for the Judge of Probate.

## **Section I: COMPANY OVERVIEW**

Provide a company overview

- Name, street address, website, email and telephone number
- Year established, identify the country and state in which the firm was incorporated or organized.
- A narrative description and organizational chart depicting the management of the company's organization and its relationship to any larger business entity.
- A description of the overall operations of the company; the number and scope of other projects currently ongoing or set to begin soon. (no more than 10)
- Describe any current and/or prior experience with counties or municipalities in Alabama.
- Provide any additional information not specifically listed above which demonstrates the company's qualifications to perform the scope of work specified in this RFP.

## **Section II: Vendor – Comparable Jurisdictions**

Describe your experience providing Poll Pad Package Solutions to clients in jurisdictions comparable to Montgomery County, Alabama in terms of population size, population density, geographical area, and size of candidate pool.

- For each comparable client, provide the client's name, cost, start date and completion date. Describe the solution and implementation.
- Provide references from clients in comparable jurisdictions. All references should include the name, title, and email address of a contact person.

## **Section III: Solution Description**

Describe the proposed solution, including the following information:

- Type of solution
- Product model names and numbers
- Product specifications
- Technical specifications
- U.S. Election Assistance Commission certification date
- Integrations with solutions offered by other vendors
- Disposal of existing poll pad packages options
- Software architecture describing each layer

## **Section IV: Maintenance and Support**

The successful vendor will be contractually responsible for all maintenance and support services for all elements of the contract and will be the single point of contact for service and support. The successful vendor will guarantee the availability of maintenance and support services for application software for a minimum of three (3) years.

The vendor must allow Montgomery County to service and maintain the poll pad packages without voiding any terms of the warranty or violating a licensing agreement.

If the vendor intends to no longer upgrade the solution, Montgomery County has the right to withdraw from upgrade/maintenance agreements. The vendor must notify Montgomery County of end of support life twelve (12) months prior to end date.

- Vendors must state whether they will comply with the foregoing terms.

### **Maintenance**

Describe your maintenance model which should include the following:

- A description of the services for all parts of the solution, including hardware, software, updates to firmware or software, peripherals, and whether solutions use “commercial, proprietary or a combination of both.
- A proposed service and maintenance schedule.
- A proposed service level agreement, points of contact and escalation procedures.

### **Technical Support**

Describe your technical support model which should include the following:

- Proposed service level agreements
- Problem resolution procedures, including problems severity classifications, response times for each level of severity.
- Escalation procedures (including on-site service that will apply where resolution is not immediately achieved.
- In-person support

## **Section V: Training Plan**

Provide a training plan for training on the solution for designated Probate Judge employees to include:

- Programming

- Setup and shut down
- Training for designated Judge of Probate staff so that they can conduct public trainings.

### **Training Material**

Provide a video (in electronic format) for poll workers that demonstrate how to set up, operate, and shut down poll pads on election day. The video must be specific to Montgomery County's setup and use of poll pads.

- Vendor must consent to the publication and use of the video during any training, demonstration session, websites and social media platforms hosted by Montgomery County.

### **Section VI: Documentation**

Describe the documentation you will provide which should include the following:

- All system manuals that are necessary to allow Montgomery County to operate the poll pads from the start of an election to the auditing of results, independently of the vendor's assistance and support.

System documentation should include:

- Detailed specifications of all implemented functionality.
- Repair and maintenance policies as proposed service level agreements
- Internal quality assurance procedures and any internal or external test data and reports available to the vendor concerning the poll pads
- A user guide that contains complete instructions for setup, operation, configure, re-configure, maintenance, and shutdown of the solution. The user guide must be in a format suitable for use at a polling precinct.

### **Section VII: Statement of Work**

Provide a statement of work for the proposed solution, including:

- A comprehensive list of deliverables
- A work plan, estimate and all conditions for its fulfillment as proposed, including Montgomery County's responsibilities.

## **Section VII: Implementation Plan**

Provide an implementation plan describing how your organization will implement the proposed solution and provide the services required by this RFP, including:

- Project management and implementation approach, i.e., the methods by which the vendor manages projects of this type.
- Project schedule, identifying all tasks to be performed, the roles that will perform each task, the duration of each task, principal schedule milestones, and overall duration from inception to completion.
- A description of how software upgrades, customizations or configurations will be implemented. Describe your software development and implementation methodology including version control, error correction, pre-delivery testing and debugging procedures and post installation testing.
- Any other project management or implementation strategies or techniques that the vendor intends to employ in carrying out the work.

## **Section VIII: Pricing**

Identify the total price for the system. The price of the implementation of the system should include all the hardware, software, training, shipping, licensing, ongoing maintenance and support.

- Pricing for each individual component of the system shall be provided
- Pricing should be for an estimated 252 poll pads
- Pricing should include any iPad buyback incentives

All proposals received by Khristie Davis on or before May 30, 2025, 10:00 AM CST, shall be deemed timely and will be considered. No proposal submitted after the above-mentioned deadline will be accepted for review or consideration. All timely submissions will be screened to verify that all essential information required in this RFP has been provided.

**Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Is the Company Minority Owned: \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the Company Owned By: \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_ Both

Is the Company Incorporated: \_\_\_\_\_ Yes \_\_\_\_\_ No

Ethnicity of Ownership:

\_\_\_\_\_ African American

\_\_\_\_\_ American Indian

\_\_\_\_\_ Asian American

\_\_\_\_\_ Caucasian

\_\_\_\_\_ Disabled

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Other (Please Specify)

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Printed Name and Title

Date: \_\_\_\_\_

**RESPONSE FORM TO BE ATTACHED TO BID**

Company Name \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Terms of Payment \_\_\_\_\_

Delivery Date \_\_\_\_\_

\_\_\_\_\_

Official Signature

\_\_\_\_\_

Printed Name and Title