

Equipment Supply Requirements	Does the Bidder have the following capabilities in providing the proposed equipment?		Response
	4a	Ability to provide new (not salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted) equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4b	Ability to provide 75 of the new (not salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted) units prior to the November 6, 2012 Presidential Election, with an additional 325 units available in early 2013?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4c	Ability to provide a system with an expected life cycle that will meet or exceed the initial contract and any contract extensions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part B. Usability (30 points)

The following questions (B.1-B.75) deal with equipment and software necessary for the system.

B.1 System Hardware, Software & Infrastructure	Please indicate below by marking an (X) in the corresponding box, all components that are included in the Bidder's firm fixed-price proposal. Please provide a description of each component included.
	<input type="checkbox"/> Scanning and Tabulating Device <input type="checkbox"/> Software to create ballot <input type="checkbox"/> Software/firmware to read and tabulate ballot <input type="checkbox"/> Removable memory device <input type="checkbox"/> Hardware/software to program memory device <input type="checkbox"/> Ballot Box <input type="checkbox"/> Back up power supply (Identify type) <input type="checkbox"/> Other _____ <i>Descriptive Response:</i> →
B.2 Required System Components (Not included)	Please describe components that are not included in the Bidder's firm fixed-price proposal, but are required for the proposed system to be fully operational (i.e. personal computer or laptop, print device, etc.). For each item, include a description of the quantity required, as well as how the component is necessary to the operation of the proposed system. If the item is available through only one known source, declare the source. <i>Response:</i> →
B.3 Consumables	Please indicate below by marking an (X) in the corresponding box, consumables that are required for the proposed system to be fully operational. For each item, list the quantity that will be provided with the initial implementation. Provide a description of the usage and depletion rates, shelf life, and where replacements can be purchased (if there is only one known source. so declare).

Audit Tape _____ Ink Cartridges _____ Ballot Marking Tools _____
 Other _____

Descriptive Response:
➔

B.4 For each of the following questions, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

Ballot Data & Image Storage and Memory Media

	Question	Response
4a	Does the proposed tabulating system have the capability to capture and store individual ballot images, in addition to tabulation data?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4b	Does the proposed system have both an internal and external memory for redundant storage of tabulation data and ballot images (if applicable)? Please provide description in the space below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4c	Is there a limit to the number of ballot images that can be stored? If yes, please identify that number.	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
4d	Is there a limit to the number of ballots that can be tabulated and recorded by the proposed device? If yes, please identify that number.	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
4e	Does the proposed system have the ability to notify election officials at the voting place that the memory device or medium is full and can no longer accept additional data?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Response:
➔

B.5 Please describe the process for removing a full memory device or medium and replacing it with a new component. Also identify what safeguards are in place to store vote tabulations in the event that an external memory medium fails or needs replacement.

Image Storage and Memory Media

Response:
➔

B.6 Please identify the life expectancy, historic failure rate (if available) or anticipated failure rate of removable memory devices (if applicable). Describe how the Bidder will address those failures.

Life Expectancy of Memory Media

Response:
➔

B.7 For each of the listed components, please provide the dimensions and weight. Use space below to provide any additional information. The Bidder must attach a photograph or diagram/illustration of the components of the proposed system.

Physical Attributes		Component	Dimensions	Weight
	7a	Tabulating Device		
	7b	Ballot Box		
	7c	Additional Equipment : _____ _____ _____		
<i>Response:</i> ➔				

B.8**Features
Enabling
Equipment
Transport**

For the following components, please describe features that enable the proposed system to be easily transported to and from voting locations. Please keep in mind, equipment needs to fit through standard-sized doorways and is often transported using a personal vehicle.

	Component	Features
8a	Tabulating Device	
8b	Ballot Box	
8c	Additional Equipment: _____ _____ _____	

Response:

④

B.9**Features
Enabling
Equipment
Storage**

The following questions reference features that enable the proposed system to be easily stored between elections. Please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	Response
9a	Can the tabulator device(s) be stacked for storage? If yes, how many units can be stacked without damaging the system?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
9b	Is a storage case required and included for unit stacking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9c	Does the device require power while in storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9d	If the device is powered during storage, does it give off heat that could potentially damage other units?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9e	Can the ballot box(es) be separated into a smaller unit for storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9f	Can the ballot box(es) be stacked for storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Response:

④

<p>B.10 Storage Environment</p>	<p>Please provide a general overview of the space and environmental conditions (i.e. temperature ranges, etc.) required to maintain optimum reliability of the proposed system and any required components during storage. Please describe whether memory devices (if applicable), and other consumables (i.e., paper, ink or toner, batteries, etc) need removal or special treatment while in storage. If the proposed system contains a battery, is there a method of monitoring or testing the battery while in storage?</p>										
	<p><i>Response:</i> ➔</p>										
<p>B.11 Equipment Handling</p>	<p>Please describe conditions or procedures that must be used when handling and transporting (in all weather conditions) any voting equipment. How has the proposed system been designed to provide stability and to withstand frequent loading, unloading, stacking, assembling, disassembling and heavy use, without damage to its internal components or circuitry?</p>										
	<p><i>Response:</i> ④</p>										
<p>B.12 Ballot Segregation</p>	<p>Does the ballot box have a separate compartment in order to segregate unread and not fully counted (e.g. write-in) ballots?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “Yes”, please describe how the unread and not fully counted (write-in) ballots are identified and moved through the proposed system, either by a mechanism in the ballot box or by the tabulator itself.</p> <p>If “No”, please describe the process of identifying these ballots for election officials to examine and potentially count by hand at the voting place.</p> <p><i>Response:</i> ④</p>										
<p>B.13 Ballot Box Capacity</p>	<p>Please specify the storage capacity of the ballot box (i.e., how many ballots it will hold). Identify based on size, type and weight of paper required for the proposed system.</p> <p><i>Response:</i> ➔</p>										
<p>B.14 Full Ballot Box Notification</p>	<p>Does the proposed system have the capability to notify election officials that the ballot box is full? Please describe.</p> <p><i>Response:</i> ➔</p>										
<p>B.15 Power Source</p>	<p>Please describe any power source requirements (i.e. prong type, voltage, outlet type) for the proposed system and required components.</p> <p><i>Response:</i> ➔</p>										
<p>B.16 Primary System Power</p>	<p>For each of the following questions, please indicate with an (X), the yes or no response. Use space below to provide any additional information.</p> <table border="1" data-bbox="412 1577 1484 1898"> <thead> <tr> <th data-bbox="412 1577 493 1623"></th> <th data-bbox="498 1577 1230 1623">Question</th> <th data-bbox="1235 1577 1484 1623">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 1629 493 1728">16a</td> <td data-bbox="498 1629 1230 1728">Is the proposed system fully operational on Election Day by plugging into an external power source (without any prior preparations)?</td> <td data-bbox="1235 1629 1484 1728"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="412 1734 493 1898">16b</td> <td data-bbox="498 1734 1230 1898">Does the tabulating device contain internal batteries that require charging the whole device prior to Election Day in order for the proposed system to be fully operational on Election Day?</td> <td data-bbox="1235 1734 1484 1898"> <input type="checkbox"/> Yes <input type="checkbox"/> No (If <u>Yes</u>, please answer B.17) </td> </tr> </tbody> </table> <p><i>Response:</i> ➔</p>			Question	Response	16a	Is the proposed system fully operational on Election Day by plugging into an external power source (without any prior preparations)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	16b	Does the tabulating device contain internal batteries that require charging the whole device prior to Election Day in order for the proposed system to be fully operational on Election Day?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If <u>Yes</u>, please answer B.17)
	Question	Response									
16a	Is the proposed system fully operational on Election Day by plugging into an external power source (without any prior preparations)?	<input type="checkbox"/> Yes <input type="checkbox"/> No									
16b	Does the tabulating device contain internal batteries that require charging the whole device prior to Election Day in order for the proposed system to be fully operational on Election Day?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If <u>Yes</u>, please answer B.17)									

B.17 Internal Battery Power (If applicable)	If the answer to B.16b is “Yes”, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.		
		Question	Response
	17a	How long must an internal battery be charged in order to reach optimum effectiveness?	_____
	17b	Once the battery is fully charged, please specify the amount of time the battery remains fully operational.	_____
	17c	What is the maximum length of time prior to Election Day that the internal battery can be charged and still maintain its optimum effectiveness once taken off the charging device?	_____
17d	Is there a method of notification that the internal battery needs to be charged? (Please describe below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Response:</i> ➔			
B.18 Back Up Power Supply (If Applicable)	If a back up power supply is included with the proposed system, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.		
		Question	Response
	18a	In the event of a power outage, does the back up system engage immediately with no loss of data?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, please answer B.19)
	18b	Is the back up source already installed with the proposed system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	18c	Does the back up source require installation prior to each election?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18d	Does the back up source require charging prior to the election? (If yes, please describe below the method of and length of time required for charging.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Response:</i> ④			
B.19 Back Up System (If applicable)	If the answer to B.18a is “No”, please answer this question. In the event of a power outage, if the back up system does not engage immediately, please describe how a ballot that is being inserted into the proposed system is treated. How are election officials notified that the ballot has or has not been tabulated?		
	<i>Response:</i> ④		
B.20 Accessing Interfaces	Can device interfaces and power connections of the proposed system be accessed through the storage case to power and/or reconfigure them for the next election? If so, what are the interfaces (e.g. USB, Ethernet, etc.)?		
	<i>Response:</i> ➔		
B.21 Overvote Alert	Please describe how the proposed system notifies the voter and the election officials of an overvote (when the voter has marked more selections than permitted for an office or question) and allows a voter to correct the ballot before the ballot is cast and counted? Is this notification audible or visual, or both?		
	<i>Response:</i> ➔		

<p>B.22 Undervote Alert</p>	<p>Please describe how the proposed system notifies the voter and the election officials of an undervote (when the voter has marked fewer selections than permitted for an office or question); or casts a blank ballot (allowed under Maine Law); and allows a voter to correct the ballot before the ballot is cast and counted? Is this notification audible or visual, or both?</p>													
	<p><i>Response:</i> ➔</p>													
<p>B.23 Ballot Rejection Override</p>	<p>Please describe the capability to over-ride the proposed system’s rejection of a ballot if a voter does not want to correct what the system may identify as an error?</p>													
	<p><i>Response:</i> ➔</p>													
<p>B.24 General Alerts</p>	<p>Please describe any other audible and/or visual cues the proposed system uses to alert a voter and the election officials about any other conditions, such as the occurrence of an error or confirmation?</p>													
	<p><i>Response:</i> ④</p>													
<p>B.25 Visual Alerts</p>	<p>If there is a video display on the proposed tabulator, please describe the size of the screen and the length of time messages, error or otherwise, appear and stay on the screen. Will the Division have the capability to configure such messages?</p>													
	<p><i>Response:</i> ➔</p>													
<p>B.26 Omni-Directional Ballot Feed</p>	<p>Does the proposed system allow omni-directional feed of the ballot? Please describe any capability of the system to accept ballots submitted with a variety of orientations.</p>													
	<p><i>Response:</i> ➔</p>													
<p>B.27 Absentee Ballot Processing</p>	<p>Maine law allows election officials to process absentee ballots at a specified time either the day before Election Day and/or during Election Day before the close of the polls. During absentee processing, a higher volume of ballots is fed through the tabulating machine and at a faster rate than during regular voting on Election Day. Based on this information, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.</p>													
	<table border="1"> <thead> <tr> <th data-bbox="396 1276 500 1329"></th> <th data-bbox="500 1276 1284 1329">Question</th> <th data-bbox="1284 1276 1502 1329">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 1329 500 1430">27a</td> <td data-bbox="500 1329 1284 1430">How long does the proposed system take to process one ballot?</td> <td data-bbox="1284 1329 1502 1430">_____</td> </tr> <tr> <td data-bbox="396 1430 500 1608">27b</td> <td data-bbox="500 1430 1284 1608">Is there a notification to the voter and election officials that the ballot has been processed? If Yes, please identify if the notification is visual, audible or both.</td> <td data-bbox="1284 1430 1502 1608"> <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ </td> </tr> <tr> <td data-bbox="396 1608 500 1713">27c</td> <td data-bbox="500 1608 1284 1713">What is the recommended lag time between insertion of individual ballots?</td> <td data-bbox="1284 1608 1502 1713">_____</td> </tr> </tbody> </table>			Question	Response	27a	How long does the proposed system take to process one ballot?	_____	27b	Is there a notification to the voter and election officials that the ballot has been processed? If Yes, please identify if the notification is visual, audible or both.	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____	27c	What is the recommended lag time between insertion of individual ballots?	_____
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27c	What is the recommended lag time between insertion of individual ballots?	_____												
	<p><i>Response:</i> ➔</p>													
<p>B.28 High Volume Processing Issues</p>	<p>Please describe any problems that may result from high volume processing of absentee ballots into the proposed tabulator and what steps can be taken to mitigate these problems.</p>													
	<p><i>Response:</i> ➔</p>													

<p>B.29</p> <p>Separate Tabulation of Absentee and Election Day Ballots</p>	<p>The Division desires to have each tabulator used on Election Day to produce a zero tape prior to the opening of the polls. If a municipality processes absentee ballots on the day before Election Day, please describe how a zero tape can still be produced (i.e. use of separate machines, multiple memory devices, etc.).</p> <p><i>Response:</i> ➔</p>																						
<p>B.30</p> <p>Voting Place Set-up</p>	<p>The following questions reference setting up all components of the proposed equipment at the voting place. Please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.</p> <table border="1" data-bbox="407 491 1484 1188"> <thead> <tr> <th data-bbox="407 491 493 533"></th> <th data-bbox="493 491 1255 533">Question</th> <th data-bbox="1255 491 1484 533">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 533 493 674">30a</td> <td data-bbox="493 533 1255 674">Does the Bidder provide written instructions to the election officials for system set-up that are easy to read and understand?</td> <td data-bbox="1255 533 1484 674"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="407 674 493 774">30b</td> <td data-bbox="493 674 1255 774">Does the ballot box have removable parts that require assembly at the voting place?</td> <td data-bbox="1255 674 1484 774"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="407 774 493 875">30c</td> <td data-bbox="493 774 1255 875">Does the tabulator have removable parts that require assembly at the voting place?</td> <td data-bbox="1255 774 1484 875"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="407 875 493 976">30d</td> <td data-bbox="493 875 1255 976">Can an extension cord be safely used with the proposed system?</td> <td data-bbox="1255 875 1484 976"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="407 976 493 1077">30e</td> <td data-bbox="493 976 1255 1077">Does the proposed system require the use of a surge protector?</td> <td data-bbox="1255 976 1484 1077"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="407 1077 493 1188">30f</td> <td data-bbox="493 1077 1255 1188">Please identify the number of outlets needed to power the proposed system.</td> <td data-bbox="1255 1077 1484 1188">_____</td> </tr> </tbody> </table> <p><i>Response:</i> ④</p>			Question	Response	30a	Does the Bidder provide written instructions to the election officials for system set-up that are easy to read and understand?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30b	Does the ballot box have removable parts that require assembly at the voting place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30c	Does the tabulator have removable parts that require assembly at the voting place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30d	Can an extension cord be safely used with the proposed system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30e	Does the proposed system require the use of a surge protector?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30f	Please identify the number of outlets needed to power the proposed system.	_____
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30a	Does the Bidder provide written instructions to the election officials for system set-up that are easy to read and understand?	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
30b	Does the ballot box have removable parts that require assembly at the voting place?	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
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30e	Does the proposed system require the use of a surge protector?	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
30f	Please identify the number of outlets needed to power the proposed system.	_____																					
<p>B.31</p> <p>System Activation</p>	<p>Provide a general overview of the opening procedures and activation of the tabulator that local election officials will be required to follow to ensure the successful operation of the proposed system. Include details on verifying a zero count for the tabulator and any additional steps required prior to opening the polls on Election Day. What is the average time required for these tasks by someone who is fully trained in the proposed system?</p> <p><i>Response:</i> ➔</p>																						
<p>B.32</p> <p>Correcting Malfunctions</p>	<p>Describe how the proposed system notifies election officials of a malfunction during set up and the steps officials will have to take in order to correct any malfunction prior to opening the polls.</p> <p><i>Response:</i> ④</p>																						
<p>B.33</p> <p>System Monitoring</p>	<p>Describe the process for monitoring the proposed system on Election Day. Include details on how the proposed system identifies errors or malfunctions for election officials and the steps that must be taken to correct errors or malfunctions. Please identify if and what type of error log that the proposed system provides (i.e. screen display, printed tape, etc.).</p> <p><i>Response:</i> ➔</p>																						

B.34 Access To and Replacement of Consumables	For the following components/consumables, please identify how an election official accesses and replaces the item as well as the time required for each replacement. Use space below to provide any additional information.			
		Component	How Accessed	Time Required
	34a	Battery		
	34b	Ink Cartridge		
	34c	Paper or Receipt Tapes		
34d	Other: _____ _____			
<i>Response:</i> ➔				

B.35 Obtaining Results	As previously noted in the Part A (Requirements) of Section II of the Technical Proposal Form, it is a requirement that the proposed system have the capability to print a tally report directly from the tabulating device at the voting place. The following questions reference printing reports from the proposed equipment at the voting place. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.		
		Question	Response
	35a	In a voting place with multiple ballot styles (i.e., with different districts for some offices) tabulated on one device, does the proposed system have the capability to print a report that provides a total for each individual office across all ballot styles? For example, in a voting place that has two ballot styles (each with a different House district) tallied by the same tabulator, will the printed report provide totals for all votes cast for the offices common to both ballot styles, such as Governor, while providing separate totals for the individual House districts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35b	Is the proposed system capable of printing multiple copies of tally reports from the device at the voting place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Response:</i> ➔			

B.36 Tally Report Details	The following questions reference the tally report printed by the proposed system containing ballot tabulation information. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.	
		Does the printed tally report contain the following information?
	36a	Identification of the election(s)?
	36b	Number of ballots cast by precinct and style?
	36c	Tabulation/summary of all ballots and votes cast in any election?
	36d	Results containing offices, candidates and issues in alpha-numeric format next to the vote totals?
	36e	Number of write-in votes for each race?
	36f	Number of blank votes for each race?
	36g	Number of unread ballots?
<i>Response:</i> ④		
B.37 Available Reports	Please describe format and any other types of reports available from the proposed system.	
<i>Response:</i> ➔		
B.38 Configuration of Reports	Are the tape printouts and/or reports configurable by the Division? If yes, please describe process for making changes to existing report configurations.	
<i>Response:</i> ➔		
B.39 System Shut Down	Please provide a general overview of the procedures needed to close the polls after running required tallies or reports. Identify the process and time needed to shut down the proposed system and the steps needed to prepare it for transportation and storage.	
<i>Response:</i> ➔		
B.40 Accessible Voting System Compatibility	Please explain whether the proposed scanning and tabulating devices are compatible with any accessible voting system for use by people with disabilities. Describe any accessible voting features of the proposed system.	
<i>Response:</i> ➔		

B.41 Election Management Software (Ballot Creation)	The following questions reference ballot creation. Please indicate with an (X), the yes or no response. Use the space provided to describe how the proposed ballot creation software will or will not perform these activities.	
		Question
	Response	
	41a	The Division prefers a high level of autonomy in creating and printing ballots in Maine. Does the proposed system include election management software to allow the Division to design State and federal ballots?
41b	Maine designs ballots and administers elections at the State, not county, level. All voting takes place at the municipal level. Is the proposed ballot creation software easily configured to manage elections at the State level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
41c	Does the proposed ballot creation software include the ability to set up a framework of standard 2, 4, and 6 year election cycles? For example, State Legislative offices are on a 2 year cycle, Governor and County offices are on a 4 year cycle, and U.S. Senate offices are on a 6 year cycle.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Response:</i> →		
B.42 General Ballot Specifications	Describe the ballot generated by the proposed system. Include the dimensions of the actual ballot (width and length), number of columns, and orientation (portrait or landscape). What are the maximum and minimum allowable ballot lengths and widths that can be accommodated by the proposed scanning and tabulating devices as well as the election management software?	
	<i>Response:</i> →	
B.43 Special Markings	Describe any special markings, such as timing marks, lines, or borders, required for full operational use of the proposed scanning and tabulating devices. Please include information about the size and placement of such markings, how much space they require, the amount of usable space for actual ballot content, and whether the markings can be suppressed for sample ballots or hand-count ballot layouts.	
	<i>Response:</i> →	
B.44 Voting Indicators	Describe the voting indicators required on the ballot to be recognized by the proposed scanning and tabulating devices (e.g. ovals, squares, arrows).	
	<i>Response:</i> →	
B.45 Ballot Paper	Describe the type and weight of paper or cardstock required for full operational use of the proposed scanning and tabulating devices. If plain paper cannot be used, include information about source availability (i.e. if the stock is widely available or sole-sourced). If pre-printed ballot shells are required, please describe.	
	<i>Response:</i> →	

B.46 Election Management Software (Ballot Creation)	The following questions reference the usability of the proposed ballot creation software. Please indicate with an (X), the yes or no response. Use the space provided to describe how the proposed ballot creation software will or will not perform these activities.		
		Question	Response
	46a	Does the software use a Windows-style graphical user interface as the ballot design editor which will display content during editing similar to the final printed output?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	46b	Does the software allow the import of ballot data, such as offices and candidates, from a common data source such as a spreadsheet or delimited text file? If Yes, please provide the data specifications to demonstrate the required data types and file layouts.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	46c	Does the software allow for the export of ballot data into commonly accepted file formats, such as delimited text files, Excel, etc? If Yes, please provide sample data printouts as appropriate (not to exceed a single page per sample).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	46d	Does the software minimize redundant data entry by allowing the user to copy election data (precincts, candidate offices, etc.) from a previous election cycle to a new election cycle and to link that information to current candidate data?	<input type="checkbox"/> Yes <input type="checkbox"/> No
46e	Maine prohibits certain information from being displayed on official ballots. Is any information specific to the Bidder, such as company name and/or logo, automatically applied to ballot layouts? If Yes, please use the provided space to explain how this information will be suppressed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Response:</i> ➔			
B.47 Ballot Design	Describe the process of designing a standard ballot layout using the proposed software's ballot design capability. How are various elements (headings, text, voting indicators, etc.) positioned on the ballot layout?		
<i>Response:</i> ➔			
B.48 Ballot Templates	Will the proposed software allow the Division to design multiple ballot templates with customized text, headings, graphics, etc? Please describe how the software would enable this.		
<i>Response:</i> ➔			
B.49 Ballot Template Limitations	Describe any limitations on the number of ballot templates and styles that may be created in the proposed software.		
<i>Response:</i> ➔			
B.50 Ballot Graphics	Describe how required graphics (State seal, signatures, etc.) are imported and positioned correctly on the ballot layout. List any limitations such as file size and format (JPG, PNG, BMP, etc.). Does the proposed software require the user to enter position coordinates or have "drag and drop" capability?		
<i>Response:</i> ➔			

<p>B.51 Camera-Ready Ballot Images</p>	<p>Describe the process for exporting camera-ready ballot images from the proposed software in a standard format (such as PDF or TIFF). Does the software have the ability to export all ballot styles for a single election as well as individual ballot styles on demand?</p> <p><i>Response:</i> ➔</p>
<p>B.52 Sample Ballots</p>	<p>Maine requires the ability to generate sample ballots where the words “Official Ballot” are changed to “Sample Ballot” in the heading. Describe how the proposed software can easily produce sample ballots for each official ballot style. Does the software have the ability to generate sample ballots on an individual basis, as a group, and/or all ballots for an election?</p> <p><i>Response:</i> ➔</p>
<p>B.53 Customized Ballot Headers</p>	<p>Describe how the proposed software enables various ballot styles to be applied to one or more municipalities and presents the name of the municipalities as part of the ballot header. For example, how are the municipalities that are grouped on a ballot style placed within the header? Can the entries be placed in alphabetical order?</p> <p><i>Response:</i> ➔</p>
<p>B.54 Ballot Image Preview</p>	<p>Does the proposed software provide a preview of the ballot(s) prior to printing or generating an electronic file?</p> <p><i>Response:</i> ➔</p>
<p>B.55 Ballot On-Demand Printing</p>	<p>Does the proposed system include the option for “on-demand” printing of ballots? Please describe.</p> <p><i>Response:</i> ➔</p>
<p>B.56 Search Functionality</p>	<p>Describe any search and find capability included in the proposed software that would allow a user to access and/or view specific ballot styles or find the ballot style(s) for a particular municipality, even if the user does not know the ballot identification number.</p> <p><i>Response:</i> ➔</p>
<p>B.57 Primary Election Ballots</p>	<p>Describe the process for designing ballot styles for all qualified political parties prior to a Primary Election, where the same districts and offices will appear with different candidates. How is the setup different than for a General Election?</p> <p><i>Response:</i> ➔</p>
<p>B.58 Color Coding</p>	<p>Does the proposed election programming software allow for the addition of color features in the ballot heading to differentiate ballot styles or parties? For example, during a Primary Election each party would have a different color/design in the ballot heading.</p> <p><i>Response:</i> ➔</p>
<p>B.59 Available Languages</p>	<p>In what languages, other than English, can the proposed system create and produce ballots as the State may require?</p> <p><i>Response:</i> ➔</p>
<p>B.60 Special Characters</p>	<p>When programming ballots in the English language, please describe any special characters that are available to use for names (e.g. accent, umlaut, tilde, etc.).</p> <p><i>Response:</i> ➔</p>

<p>B.61</p> <p>Declared Write-in Votes</p>	<p>Under Maine law, write-in candidates have to file a declaration at least 45 days prior to the election in order for their votes to be deemed valid and to be tabulated for that office. Does the proposed system have the capability to be programmed to recognize only the write-in indicator for the offices where a write-in candidate has declared, and to process those ballots as the only ballots containing write-in votes?</p>																			
<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Response:</i> →</p>																				
<p>B.62</p> <p>Ranked Choice Voting</p>	<p>Does the proposed system have the ability to program ballots for majority voting, such as ranked choice or instant run-off elections? If so, can the system provide for specific contests which are ranked choice on the same ballot with plurality contests?</p>																			
<p><i>Response:</i> →</p>																				
<p>B.63</p> <p>Election Management Software (Memory Devices)</p>	<p>The following questions reference programming the memory devices and/or tabulators to configure the proposed system for Maine elections. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.</p>																			
<table border="1"> <thead> <tr> <th data-bbox="415 726 493 760"></th> <th data-bbox="500 726 1279 760">Question</th> <th data-bbox="1286 726 1507 760">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 764 493 869">63a</td> <td data-bbox="500 764 1279 869">Does the proposed election management software allow the Division to program memory devices for the scanning and tabulating units?</td> <td data-bbox="1286 764 1507 869"><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td data-bbox="415 873 493 978">63b</td> <td data-bbox="500 873 1279 978">Is Bidder involvement <u>required</u> for programming memory devices and/or tabulators for use at each election?</td> <td data-bbox="1286 873 1507 978"><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td data-bbox="415 982 493 1087">63c</td> <td data-bbox="500 982 1279 1087">If the Division has the ability to program State and federal elections, but wishes to seek third party assistance, can the required hardware/software be transferred to a third party?</td> <td data-bbox="1286 982 1507 1087"><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td data-bbox="415 1092 493 1197">63d</td> <td data-bbox="500 1092 1279 1197">Is it necessary to have devices taken to a central location for programming?</td> <td data-bbox="1286 1092 1507 1197"><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td data-bbox="415 1201 493 1318">63e</td> <td data-bbox="500 1201 1279 1318">Can multiple elections (e.g. State party primaries, State referendum, municipal, etc.) and multiple ballot styles be programmed, stored and tabulated by a single device for a single Election Day?</td> <td data-bbox="1286 1201 1507 1318"><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> </tbody> </table>				Question	Response	63a	Does the proposed election management software allow the Division to program memory devices for the scanning and tabulating units?	<input type="checkbox"/> Yes <input type="checkbox"/> No	63b	Is Bidder involvement <u>required</u> for programming memory devices and/or tabulators for use at each election?	<input type="checkbox"/> Yes <input type="checkbox"/> No	63c	If the Division has the ability to program State and federal elections, but wishes to seek third party assistance, can the required hardware/software be transferred to a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No	63d	Is it necessary to have devices taken to a central location for programming?	<input type="checkbox"/> Yes <input type="checkbox"/> No	63e	Can multiple elections (e.g. State party primaries, State referendum, municipal, etc.) and multiple ballot styles be programmed, stored and tabulated by a single device for a single Election Day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>B.64</p> <p>Bidder Involvement</p>	<p>If Bidder involvement is required for programming the memory devices and/or tabulators, describe the extent of that involvement and how that service will be provided as part of the contract. Define what is covered/excluded under the fixed price stated in the cost proposal.</p>																			
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<p>B.65</p> <p>System Architecture & Hardware</p>	<p>Describe the type of computer platform (hardware, operating system, system requirements, etc.) required to program elections using the proposed system. Please list any specialized or proprietary hardware, as well as any COTS hardware required.</p>																			
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<p>B.66</p> <p>Elections Software</p>	<p>What software is used for programming State, federal and/or municipal elections? Please list any proprietary software, as well as any COTS software required.</p> <p><i>Response:</i> ➔</p>
<p>B.67</p> <p>Software Interfaces</p>	<p>Does the proposed election management software have the ability to interface with other software? If so, please list the software and describe the interface and its purpose.</p> <p><i>Response:</i> ➔</p>
<p>B.68</p> <p>Municipal Election Programming</p>	<p>Is the Bidder willing to contract with the municipalities for programming municipal elections that are held separately from the State/federal elections? If “Yes” please describe the support services available to municipalities who may wish to contract with the Bidder for local ballot configuration and election programming services.</p> <p><i>Response:</i> ➔</p>
<p>B.69</p> <p>Voting Unit Preparation</p>	<p>What steps are necessary to configure each proposed tabulating device prior to each election for which it is used? Can the programming be transported via a memory device or through some other means (other than internet transmission)? Please describe how the Division, or Bidder if required, would program the device.</p> <p><i>Response:</i> ➔</p>
<p>B.70</p> <p>Documentation</p>	<p>Describe the Bidder’s instructions on setup and usage of the proposed election management hardware and/or software.</p> <p><i>Response:</i> ➔</p>
<p>B.71</p> <p>User Proficiency</p>	<p>Describe the level of user knowledge and technical proficiency required for non-technical staff to successfully use the proposed election management hardware and software. What is the general training time required?</p> <p><i>Response:</i> ➔</p>
<p>B.72</p> <p>Ballot Coding Review</p>	<p>If the Division has the ability to program elections independently, will the Bidder agree to review the ballots prior to them being sent to a third-party printer? What is the response time for the Bidder to review the ballot styles provided by the Division and confirm that the ballot coding is correct? (The approximate number of official ballot styles for a Primary Election is 1000; for a General Election the number is 330.)</p> <p><i>Response:</i> ➔</p>
<p>B.73</p> <p>Ballot Coding Municipal Elections</p>	<p>If the Division programs the memory cards for a State and/or federal election, will the Bidder have the ability to add local municipal elections to one or more of those memory cards? If so, please describe the process the Bidder would use to add this programming.</p> <p><i>Response:</i> ➔</p>
<p>B.74</p> <p>Reports</p>	<p>Describe how the proposed election programming software produces reports and whether only “canned” reports are available, or if the Division will have the ability to create ad hoc reports. Provide a list of all available reports and printed sample reports as appropriate (not to exceed a single page per sample).</p> <p><i>Response:</i> ➔</p>
<p>B.75</p> <p>Other Features</p>	<p>Please describe any additional features of the proposed system related to the programming of elections and/or ballot design and creation not referenced elsewhere in this section.</p> <p><i>Response:</i> ➔</p>