



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Department of Elections VERIS Assessment

Version 1.0 – 11/20/2019

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1. Assessment

1.1. Overview

The current version of the Virginia Election and Registration Information System (VERIS) continues to successfully support the various election cycles in the Commonwealth. This has been in part due to the ongoing investment by the legislature since 2007 in various upgrade and enhancement initiatives.

However, due to the underlying base architecture and the highly interlaced module design, a wholesale rewrite would prove to be relatively expensive and may not deliver a modern, efficient and cost effective solution as the Commonwealth requires for the future.

1.2. Purpose

In response to Budget Amendment – HB1700 Item 83 #3c (Conference Report) which states,

“No funds available within this appropriation shall be expended to substantially rebuild the Virginia Election & Registration Information System (VERIS) until such time as the Department of Elections, in consultation with the Virginia Information Technologies Agency (VITA), has (i) solicited feedback from the GR/EB Duties Workgroup, (ii) developed a product requirements document, and (iii) developed a draft request for proposals document for a potential replacement to the VERIS system. The Department shall submit a report to the Chairmen of the House Appropriations and Senate Finance Committees by December 1, 2019, including the completed product requirements document and draft request for proposals document, as well as an assessment by the Department regarding the options of replacing or rebuilding the VERIS system, including the use of third-party vendors”.

This document is an assessment by the Department of Elections (ELECT) regarding the options of replacing or rebuilding the Virginia Election and Registration Information System (VERIS)

Replace is defined as a new voter registration system acquired through the process of a Request for Proposal (RFP).

Rebuild is defined as a rewrite of the VERIS system (VERIS) not limited to a new architectural framework, programming language, and/or database platform. Rebuilding may include the use of third-party vendors.

In this assessment the term “new” will be used to reference the “replace” or “rebuild” option for the system.

1.3. Scope

The scope of this assessment includes the VERIS functionality, operability, and technological architecture and platform.

The assessment draws from multiple sources that include:

- Interviews with ELECT staff
- Interviews with locality elections staff
- Results from a survey of locality elections staff
- Input from subject matter experts that comprise the team that developed this recommendation

The assessment does not take into consideration:

- VERIS graphical user interface (GUI) as part of hands-on experience
- VERIS code base and database logical/physical diagrams and corresponding documentation
- VERIS operating expense and capital expense
- Virginia Information Technologies Agency (VITA) service level agreement(s)
- Return on investment (ROI) and total cost of ownership (TCO) of a new voter registration system
- Elections information technology (IT) staff skills assessment
- Anticipated changes to Federal and/or Commonwealth electoral legislation and regulations

1.4. Methodology

The methodology used for the assessment included analysis of the current and desired states focusing on the following VERIS dimensions:

- Features and functions
- Operability
- Technical architecture and platform

The analysis of the current state highlights deficiencies and limitations of VERIS. The analysis of the desired state focuses on improvements and amelioration of current state deficiencies and limitations.

2. Executive Summary

2.1 Introduction

This summary is based upon a community wide survey and onsite interview sessions involving a substantial population of local general registrars and their staff. The included findings/feedback draw upon a wide spectrum of user expertise levels and VERIS related experiences. Users range from newly hired to seasoned elections experts and their VERIS experience and involvement ranges from minimal/limited to those actively involved with the solution since its implementation in 2007.

From inception to today, there have been significant improvements made to VERIS as a direct result of additional funding provided by the legislature. Although these improvements have positively impacted VERIS' performance and the user's experience, they have not been able to overcome the more fundamental issues inherent in the product.

2.2 Summary

This assessment draws from multiple sources that include:

- Interviews with ELECT staff
- Interviews with locality elections staff
- Results from a survey of locality elections staff
- Input from subject matter experts that comprise the team that developed this recommendation

Each option is assessed based upon how closely the option aligns with the desired future state. The document notes where data available to this assessment are limited. Those areas warrant further exploration.

While VERIS adequately supports most current functions necessary to administer elections at the local- and state-level, VERIS does present deficiencies and limitations. Critical to any system is its ability to meet an organization's workload demands. During certain high use periods VERIS performance has been seen to degrade thereby affecting the user's work efficiency. The VERIS technical architecture and platform hinders ELECT's ability to provide improvements and enhancements in a timely, effective, and cost-effective manner. Further, the current technical architecture is based on a technology framework that is at risk of end-of-support and eventually end-of-life.

The desired state system needs to enhance functional capabilities to address current deficiencies. In addition, the desired state system needs to leverage the most up-to-date technology, reducing overhead and costs for maintenance, and adapting to changing and advancing technologies. The desired state system ideally leverages cloud-based services. Depending on the architecture of the desired state system, cloud services may lead to operating cost reductions, scalability and elasticity via dynamic ("on-demand") provisioning of resources on a fine-grained, self-service basis in near real-time.

The consideration to rebuild VERIS runs somewhat counter to industry best practices given the criticality and complexity of a voter election system. Detractions include the need for adequate code base documentation, the need to establish a new system architecture, and the need to establish new technical knowledge and core competencies among the ELECT organization and vendor. Such an undertaking generally takes significant work to execute properly and the costs of making the wrong decision may be felt for years. There may be a risk that it will be difficult to convince the user community that the new system is effective if users associate the VERIS name with an insufficient albeit older product.

In general, it is usually far more cost effective, faster, and less risky to engage a partner with a third-party solution that is closer aligned with the desired state. A third-party partner is in a better position to anticipate ELECT's needs as it is in close touch with trends in other states. A third-party solution may allow ELECT to obtain enhancements that the vendor implements in response to other states. There may be an opportunity to get enhancements at lower or no cost if the vendor has implemented it in another state previously, and it becomes part of the offering. This concept must be caveated with the fact that the Commonwealth of Virginia has many electoral code nuances not applicable in other states that will need to be addressed. A custom solution must incur the cost of each new feature. A third-party solution will also be driven by the marketplace to ensure technology currency and advantage over competitors.

Thus, the Department of Elections recommends replacement of VERIS with a new voter registration system acquired first through the Request for Information (RFI) process. The RFI would inform ELECT in refining its approach to the conduct of a Request for Proposal (RFP). As part of the RFP, further financial analysis is required to fully understand the total cost of ownership.

3. Current State

3.1. Features & Functions

3.1-A General

Based on a survey of localities, the VERIS functions with which respondents were most satisfied are voter registration, hopper processing, search, and document scanning. Respondents mentioned that all are easy to use. The VERIS functions with which respondents were least satisfied are petition processing, hopper processing, document scanning, and election results and election night reporting. Note that two of the functions (hopper processing and document scanning) are also listed in the top four functions with which users have the most satisfaction. The survey further informs that VERIS has a bias for certain types of localities. For example, certain features of VERIS were designed to suit larger localities that have enough staff to split work by geographic area or function, yet smaller localities that employ generalists may find these features cumbersome. The features designed to suit large localities were not necessarily successful.

In terms of system design and functionality, users expressed frustration with the speed at which the system operates at times. A further concern was the time outs that occur, although this is a function of the VITA security and multi factor authentication protocols and is not a VERIS issue. Respondents indicated that, at times, this seems to occur even when they are actively working in the system.

Another area of frustration is VERIS' inability to perform linked or compound tasks. One respondent explained this as follows: "...we need the capability to do multiple tasks at once in VERIS and not have to exit one screen to perform a task in another section of VERIS." This is especially frustrating in the petition processing function, which was the function with the highest level of dissatisfaction. This often signifies the creators of the system never performed sufficient user testing or researched the real-world situations behind the desired features thereby bifurcating processes that should be combined.

VERIS lacks proper documentation that is meaningful and readily available. An understanding of VERIS is mostly gained through people with institutional knowledge. Additionally, knowledge of the system is not easily transferable to new employees. At times, the only way to learn the system is through trial and error. This fosters a lack of uniformity across localities and runs counter to ensuring consistency of statutory responsibilities.

3.1-B Specific

Fairfax County notes that it is mandated to provide voters with correspondence in both Spanish and Vietnamese and there is a future requirement for Korean. Other localities will soon be required to incorporate minority languages. VERIS correspondence supports English and Spanish. Changes to satisfy these requirements are cost prohibitive and require considerable development effort.

Voter Registration was improved because the last administration improved online voter registration (OVR) and motor-voter became operational. Auto scanning of OVR and online absentee ballot (OAB) documents has reduced staff time for scanning.

In contrast, redistricting is considered too complex, time-consuming, and error prone. VERIS is limited to street segmentation lacking extensibility to a geographic information system (GIS).

The election night results data entry function is considered unreliable. GR staff frequently employ Google Docs to capture results from polling places and upload to VERIS while some resort to manual entry.

Reports in VERIS are expansive in number but do not provide nearly the value that GR staff demand. Many reports are produced only in PDF format versus comma-separated values (CSV) a simple file format. CSV is used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc. However, even the reports available in CSV output are of limited value and usefulness.

3.2. Operability

Critical to any system is its ability to meet the organization's workload demands. At certain times, VERIS performance degrades to the point of affecting operational efficiency. Users are most frustrated with the reliability of the system. Respondents to the locality survey indicate that the system tends to go down or slow down too frequently and at inopportune times. These incidents contribute to processing delays and rework. In one incident, a judge had to extend the registration deadline because of an interface issue between OVR/OAB and VERIS.

VERIS is an on-premises system hosted and supported within VITA's data center and infrastructure. Bringing on new computer services to address capacity requires long lead times, is relatively costly, and is not easily scalable in the short term.

VERIS and its associated databases are considered complex to understand and administer. Changes in functionality in one area frequently cause unintended impacts in other areas.

There is the perception that VERIS will be unable to address much of the “unknown” that the legislature may require in the immediate future and will be unable to be updated without adverse impact to performance.

Presently there are no performance dashboards for the system. Identifying areas of process improvements is a challenge due to lack of system metrics and reliance solely on anecdotal sources.

One key source of negative impact to data integrity and signatures is the Department of Motor Vehicles’ (DMV) voter registration data. The data tend to be incomplete or inaccurate caused in part by the lack of mandatory fields and lack of warning messages in the process that could prevent registration mistakes.

3.3. Technical Architecture and Platform

The VERIS technical architecture is based on a traditional client-server (two-tier) in which there is no explicit distinction between the business layer and the presentation layer (i.e., the presentation layer is considered part of the business layer). The implication of no true business layer is that business rules may be inconsistently applied from screen to screen and potentially lead to database corruption. Additionally, the technical architecture is not modular and is prone to performance issues in that there are limited scalability options. This architecture also explains why VERIS is cumbersome, requiring considerable investment of ELECT resources and long delivery times for updates, irrespective of complexity. Compounding this issue is that the custom data layer is inaccessible (no source code).

The VERIS technical architecture is limited to physical servers and cannot leverage cloud or virtual servers. This impacts performance and capacity of the system. The lack of archive capabilities leads to an ever growing database which impacts system performance. VERIS lacks comprehensive document management functions and is limited to document scanning and voter registration sections only. VERIS reporting is performed directly against the database which also degrades the entire system performance.

ELECT’s Information Services Department strives to adopt a scrum/agile framework—a framework that allows ELECT to focus on delivering the highest value in the shortest time in an iterative and incremental manner. The VERIS non-modular technical architecture constrains the IS Department’s ability to deliver incremental, potentially releasable code. Specifically, VERIS Web Forms architecture cannot be unit tested, which means that the quality assurance (QA) cycle will be longer for any change. While some aspects of delivering code changes leverage the agile framework, the current approach is based on what is known as mini-waterfall delivery: requirements (user stories), design, development, unit testing, system testing, user acceptance testing, and production release. Multi-month releases demand dedication of ELECT resources, which leads to deprioritizing core electoral responsibilities.

The VERIS front end is built on Microsoft's .NET Framework version 4.8. Microsoft recently announced that the .NET Framework ends at version 4.8. Microsoft recently released .NET Core 3.0 and recommends that all *new* .NET applications should be based on .NET Core. According to Microsoft all future investment in .NET will be in .NET Core. The implication is that eventually VERIS' technology will be end-of-life and unsupported. Furthermore, VERIS rebuilds must consider using the .NET Core language.

4. Desired State

4.1. Features & Functions

The new voter registration system must be compliant with current Federal and/or Commonwealth Legislative electoral initiatives, legislation, and regulations. Additionally, the new system must be scalable for future electoral regulations.

Through the course of ELECT interviews, locality interviews, and the locality survey, numerous recommendations were put forth for the improvement of current state functionality and processes. Major highlights include the following:

- In the new voter registration system, geographic data maintenance should be handled through a geographic information system (GIS). Through this system, general registrars and ELECT will be able to validate the data in the system as it is projected on a map
- Future proofing (the process of anticipating the future and developing methods of minimizing the effects of shocks and stresses of future events) will be an important aspect of any new system given the expectation that eventually many government processes will become paperless. The new voter registration system should offer the best available solutions to submitting registrations by mobile devices
- The new voter registration system needs to improve the determination of election night results to eliminate manual data entry
- Correspondence and reporting functions must be easy to use and support multiple output formats (e.g., CSV)

4.2. Operability

A new voter registration system needs to leverage the most up-to-date technology, reducing overhead and costs for maintenance. More importantly, it must be able to adapt to changing and advancing technologies. The new voter registration system must provide for the effective and efficient conduct of elections.

The new voter registration system must guarantee levels of user and data security compliant with VITA standards along with real-time monitoring.

ELECT desires a partnership with the new voter registration system supplier such that maintenance and enhancements could be performed by trained ELECT IT staff.

A new voter registration system must be easy to use and enable fast onboarding and adoption by new employees. Training must be role-based and accessible on-demand via mobile and web-

based delivery. Documentation and knowledge materials must be easy to use, search, and update with specific ELECT processes.

A new voter registration system must support multiple environments and instances including test environments, user acceptance testing, pre-production, training, etc. with production data that is scrubbed of personally identifiable information (PII).

4.3. Technological Architecture and Platform

The new voter registration system ideally leverages cloud services either as Software as a Service (SaaS) or Platform as a Service (PaaS). For SaaS, the supplier manages the infrastructure and platforms that run the voter registration system. For PaaS, the cloud provider manages the underlying cloud infrastructure including network, servers, operating systems, or storage, but control over the deployed voter registration system is managed by ELECT.

The inherent benefits of cloud technology are as follows:

- Increased user flexibility with re-provisioning, adding, or expanding technological infrastructure resources
- Cost reductions
- Peak-load capacity increase
- Performance monitoring of web services
- Improved reliability with the use of multiple redundant sites
- Scalability and elasticity – the ability of a system to increase the workload on its current and additional (dynamically added on demand) hardware resources
- Security (i.e., all data is maintained in the United States) along with incidence response functions related to data breach

The new voter registration system should:

- Be modular and support delivery of changes and enhancements in a simple, quick, and cost-effective manner
- Consist of configurable modules that enable compliance with Federal and/or Commonwealth electoral initiatives, legislation, and regulations
- Support customizable workflow in support of ELECT processes. If the new voter registration system is commercial-off-the-shelf (COTS) software with customization, the technical architecture must enable seamless upgrades to the COTS portion of the software without a rewrite of the customization
- Must be fully compliant with VITA Security Standards and ensure full data encryption for data at rest and in transit with consideration of personally identifiable

information (PII), i.e., any data that could potentially identify a specific individual and any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data

- Must provide audit and archive functionality and capabilities
- Must provide document management functions and support large document scans
- Must provide reporting from a reporting server



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Note: To the extent allowed by law, this public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment. VITA is committed to increasing procurement opportunities for small and micro businesses, including small or micro businesses that are owned by minorities, women, or disabled veterans, and strengthening the Commonwealth's overall economic growth through the development of its IT suppliers.

REQUEST FOR PROPOSALS (RFP) RFP 2020-14
for

Project Name: Virginia Statewide Voter Registration System (SVRS)

Issue Date: Month TBD, 2020 Due Date/Time: Month TBD, 2020 4:00 PM Eastern

Single Point of Contact ("SPOC"): Jeanne Mertens

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Sourcing scope: Available solely to the Virginia Department of Elections.

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1. INTRODUCTION

A. RFP Objective and Project Overview

The purpose of this Request for Proposal (“RFP”) is to solicit proposals to provide a statewide voter registration Solution to the Commonwealth of Virginia (“Commonwealth”) Department of Elections (ELECT). The goal of this RFP is to obtain current market data to assist VITA in determining the most efficient way to meet the requirements of this project.

The Virginia Information Technologies Agency (“VITA’), on behalf of ELECT, is seeking a Solution to replace its current system known as the Virginia Election and Registration Information System (VERIS). For the purposes of this RFP, “Supplier” (or “Bidder” or “Offeror”) means any entity that submits a proposal in response to this RFP. VITA is pursuing an agreement for this Solution that can be utilized by ELECT.

Timely proposals received in response to this RFP will be evaluated by the Virginia Statewide Voter Registration System (SVRS) evaluation team. Once the proposals have been evaluated, VITA and ELECT will be in a position to determine the best course of action. This may include selective outsourcing of a portion of the SVRS activities, or contracting the comprehensive Solution to one or more Suppliers. Although it is our intent to accomplish substantial improvements and cost efficiencies as the result of this project, VITA and ELECT may determine that no change is warranted at this time. VITA and ELECT may, at their sole discretion, make one award, multiple awards, or none at all.

VITA’s expectation is that this effort will result in the establishment of a contract, or contracts, that will provide the means to satisfy the majority of the Commonwealth’s immediate and future election management and/or statewide voter registration system needs through one or more contract(s).

Alliances among Suppliers are acceptable to meet the requirements of this procurement. However, VITA is interested in simplifying processes by having a single point of interface wherever possible.

Section 5 sets forth the Solution detailed requirements. VITA reserves the right to adjust the requirements or scope of this RFP. In the event that any modifications become necessary, an amendment to this RFP will be posted on the Commonwealth’s procurement portal, eVA, at: <http://www.eva.virginia.gov>.

B. Vision and Guiding Principles

ELECT and Virginia localities have collaborated to define requirements for a Solution that meets the needs of Commonwealth stakeholders for a stable, accurate, secure and highly functional statewide elections and/or voter registration system. A glossary of acronyms and terms has been provided as Appendix, G – ELECT Acronyms and Terms.

ELECT seeks to modernize and enhance elections capabilities through a statewide Solution while providing localities with the flexibility to operate the Solution based on local needs.

The **Operational Guiding Principles** of this project are:

- *Multi-jurisdictional* – The Solution should allow for central administration by ELECT, an agency of the Commonwealth, but support primary utilization and administration by the One hundred thirty-three (133) localities in the state;
- *Adaptable* – The Solution should be adaptable to future statutory, regulatory, policy, or technology changes as required to meet ongoing changes to the needs of the Commonwealth and localities;
- *Data Synchronization* – The Solution should synchronize specific data between systems maintained by ELECT, localities, external departments, and other key stakeholders without duplication of entry of the data;

- *Legal Requirements* – The Solution should provide for compliance with all applicable federal, state, and local statutory requirements;
- *Usability* – The Solution should provide all the tools that the users require to perform a given task; and
- *Longevity* – The Solution should support locality and statewide voter registration and elections systems management needs for the next decade and beyond.

The **Information Technology Guiding Principles** of the project are:

- *Database of Record* – The Solution should interact with a central statewide voter registration database of record, which serves the localities' needs for both voter registration and elections management;
- *Data Compliance* – The Solution should perpetually comply with current Election Assistance Commission (EAC), Electronic Registration Information Center (ERIC), Commonwealth Information Technology Resource Management (ITRM) and National Institute of Standards and Technology (NIST) policies and standards;
- *Product Roadmap* – The Solution's underlying technology stack should consist of widely used components with a long-term viable product roadmap;
- *Hosting* – The Solution should support a hosted deployment;
- *Security* – The Solution's design and implementation should be driven by a "security first" perspective, recognizing that trust in voter registration data and elections management systems is paramount;
- *Integration* – The Solution should provide specified integration(s) with agencies such as the Virginia Department of Motor Vehicles, Virginia Department of Health, Virginia State Police and other internal and external agencies, and be easily extensible to accommodate future interfaces;
- *Configuration Capability* – The Solution should provide a robust ability for configuration over customization to enable rapid system changes; and
- *Modern Architecture* – The solution architecture should be a modern, robust, browser-based user interface, and a service-oriented back-end and an API-based integration tier.

While ELECT has a preference for a cloud Solution to enhance efficiencies and availability, in order to meet the critical needs of data security related to Commonwealth elections data ELECT will require that the central Commonwealth voter registration database of record reside in a VITA/ ELECT-selected data center that resides in the continental United States. Currently the central database resides at the VITA data center. ELECT, VITA and Virginia localities envision an environment that not only has a redundant back-up site at a (second) state data center, but also allows for an optional, local server in select counties. All instances must maintain real-time synchronization with the central database. ELECT requires online access to data and the production of reports at both central office and remote locality facilities. Suppliers are encouraged to propose a statewide voter registration Solution architecture that best meets the envisioned environment. Suppliers may propose a different architecture as long as it does not reduce current functionality.

C. Innovation to Government

The Commonwealth encourages all Suppliers to bring innovative ideas and/or solutions to government—ideas that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens.

D. VITA Overview

VITA is the Commonwealth's consolidated, centralized information technology organization. Established by the General Assembly, VITA's responsibilities fall into three primary categories:

- i). Operation of the IT infrastructure, including all related personnel, for the executive branch agencies declared by the legislature to be “in-scope” to VITA;
- ii). Governance of IT investments in support of the duties and responsibilities of the Chief Information Officer of the Commonwealth;
- iii). Procurement of information technology for VITA and on behalf of other state agencies and institutions of higher education.

2. PROPOSAL ADMINISTRATION AND INSTRUCTIONS

A. Overview

This RFP was developed to provide all potential Suppliers with the information required to prepare proposals. This section outlines the administrative procedures and guidelines you must use and comply with when preparing a proposal. Nothing in this RFP constitutes an offer or an invitation to contract.

B. Virginia Public Procurement Act (VPPA)

This RFP is governed by the Virginia Public Procurement Act (“VPPA”), Code § 2.2-4300 *et seq.*, and other applicable laws.

C. Anti-Discrimination- § 2.2-4310 and § 2.2-4311, and § 2.2-4343.1(E)

By submitting its proposal, a Supplier certifies to the Commonwealth that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended as well as the Virginia Fair Employment Contracting Act of 1975, as amended; and, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the VPPA.

D. Ethics in Public Contracting - § 2.2-4367 *et seq.*

By submitting its proposal, a Supplier certifies that its proposal is made without collusion or fraud; that the Supplier has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with its proposal; and that the Supplier has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. In addition, a Supplier will disclose any actual or perceived conflicts of interest in its proposal and will notify VITA if it becomes aware of a potential conflict of interest in the future.

E. Announcement of Award - § 2.2-4300 *et seq.*

If a contract is awarded or announced as a result of this RFP, the purchasing agency will post notice of the award decision on the DGS/DPS eVA web site (<http://www.eva.virginia.gov>) for a minimum of 10 days. No award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP will be made available for public inspection.

F. Authorized to Transact Business in the Commonwealth - § 2.2-4311.2

All Suppliers organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership, or registered as a registered limited liability partnership must be authorized to transact business as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code, or as otherwise required by law. In its proposal, Supplier must include either (i) Supplier’s identification number issued to it by the State Corporation Commission; or (ii) a statement explaining why Supplier is not required to be registered. No award can be made to any Supplier without this information unless this requirement is waived. Appendix D of this solicitation includes a space for Supplier to provide the information required in (i) or (ii) of this subsection. If a Supplier anticipates the use of additional resources through a partnership or subcontracting relationship with other entities, the requirements of this Section 2.F will also apply to any entities that are engaged as partners or subcontractors of Supplier providing services directly to the Commonwealth upon award of a contract.

G. Prohibited Products and Services - § 2.2-5514

No Supplier may include as part of its proposal, whether directly or indirectly through subcontractors, any hardware, software, or services that have been prohibited for use on federal systems by the U.S. Department of Homeland Security.

H. Prohibited Contributions and Gifts - § 2.2-4376.1

No Supplier that submits a proposal in response to this solicitation, and no individual who is an officer or director of the Supplier shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Secretary of Administration during the period between the submission of the proposal and the award of any resulting contract award with an expected value of \$5 million or more dollars.

I. Liability

The issuance of this RFP and the receipt of information in response to this RFP will not cause VITA to incur any liability or obligation, financial or otherwise, to any Supplier. VITA assumes no obligation to reimburse or in any way compensate a Supplier for expenses incurred in connection with its proposal.

J. Nondisclosure

All proposal information submitted by a Supplier will be treated as confidential prior to contract award and will not be disclosed except as required by Code § 2.2-4342(D) or other applicable law or court order.

K. Alternative Dispute Resolution (ADR)

Where appropriate, VITA encourages the use of Alternative Dispute Resolution (“ADR”). More information regarding the ADR process can be found on the VITA website: <https://www.vita.virginia.gov/supply-chain/sell-to-vita/alternative-dispute-resolution-procedure/>. By responding to this RFP, Supplier agrees to the use of VITA’s ADR process if use of that process is requested by VITA.

L. Proprietary Information

By submitting a proposal in response to the RFP, a Supplier grants VITA a worldwide, royalty-free, non-sublicensable, non-exclusive, irrevocable license to retain, reproduce, and use the proposal (including any exhibits or other documents or materials the proposal incorporates) in any format for governmental purposes required or provided for by Virginia law. The foregoing includes, but is not limited to, the right for VITA to use information submitted in response to this document in any manner VITA may deem appropriate in evaluating the fitness of the services or solution(s) proposed. Ownership of all data, materials, and documentation originated and prepared for VITA pursuant to the RFP shall rest exclusively with VITA and shall be subject to public inspection in accordance with the § 2.2-4342 of the VPPA and the Virginia Freedom of Information Act.

Pursuant to Code § 2.2-4342(F), trade secrets or proprietary information submitted by a Supplier in connection with a procurement transaction (or, if applicable, a prequalification application submitted pursuant to subsection B of § 2.2-4317) shall not be subject to the Virginia Freedom of Information Act (Code § 2.2- 3700 et seq.) if a Supplier:

- i). invokes the protections of this section in writing prior to or upon submission of the data or other materials,
- ii). identifies specifically the data or other materials to be protected, and
- iii). states the reasons why protection is necessary.

Please note that you may not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices. The

classification of an entire proposal or of pricing as a trade secret or proprietary information is not acceptable and will not be honored by VITA or the Commonwealth.

FAILURE TO COMPLY WITH THE FOREGOING STATUTORY REQUIREMENTS WILL RESULT IN THE DATA OR OTHER MATERIALS BEING RELEASED TO SUPPLIERS OR THE PUBLIC AS PROVIDED FOR IN THE VIRGINIA FREEDOM OF INFORMATION ACT.

You should provide as a separate appendix, Appendix F – Proprietary Information, to your proposal a list of all pages in the proposal that contain proprietary information and the reason you deem the information proprietary.

Suppliers should keep in mind that procurement and contract records are generally public records open to inspection in accordance with the Virginia Freedom of Information Act (see Code § 2.2-4342(A)) and that transparency in procurement, contracting, and other governmental functions serves important public policy objectives. See Code §§ 2.2-4300(C) & 2.2-3700(B). Accordingly, Suppliers should not designate as trade secrets or proprietary information any more of their proposal than is necessary. VITA may contact a Supplier, before or after a contract award, if VITA believes that a Supplier has designated portions of a proposal as trade secrets or proprietary information that actually contain public or non-confidential information. By submitting its proposal, Supplier agrees if so contacted by VITA, to provide further explanation of its designations as necessary for VITA to understand the reasons for Supplier's designations and further agrees, if requested by VITA, to work with VITA in good faith to ensure that Supplier's designations include only information that should be kept confidential.

M. Proposal Protocol

In order to be considered for selection, you must submit a complete response to this RFP no later than 4:00 PM local time on the date specified in the Timetable set forth in this section.

Original hardcopy proposals should be bound with tabs delineating each section. Electronic copies should be submitted on a reproducible, portable data storage device ("RPSD") such as CD-ROM or USB flash drive. Electronic proposals should include file names that align with the tabs delineating each section of the hardcopy. Electronic file names for appendices and attachments should align with the section and appendix/attachment name shown in the hardcopy. VITA requires that all Suppliers submit their proposals as follows:

1. One (1) complete original hardcopy, bound or contained in a single volume where practical, with permission to make copies;
2. Six (6) copies of RPSD No. 1
3. One (1) copy of RPSD No. 2, as specified in Section 3 of this RFP.
4. One (1) copy of RPSD No. 3, with redactions, if necessary, consistent with the requirements of RFP, Section 2, subsection K, Proprietary Information.

Proposals should be submitted to the following location:

To: Virginia Information Technologies Agency (VITA)
ATTN: Jeanne Mertens
Supply Chain Management (SCM)
11751 Meadowville Lane
Chester, VA 23836

All proposal materials must be provided in either Microsoft Word or Excel, as specified.

A proposal submitted for consideration should be clearly marked on the outside cover of all envelopes, RPSDs, boxes or packages with the following:

Name of Supplier
Street Address or P.O. Box Number
City, State, Zip Code
RFP 2020-14

The proposal must be signed by an authorized representative of the Supplier.

Proposals should be prepared and organized as indicated in Section 3, "Proposal Format", providing a concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

You should be prepared to incorporate all statements made in your proposal in response to Sections 5, 6, 7, and 8 into the final contract in the event that you are awarded the contract.

N. Single Point of Contact (SPOC)

Submit all inquiries concerning this RFP in writing by email, subject: "Questions on RFP # RFP 2020- to:

SPOC: Jeanne Mertens
Email: jeanne.mertens@vita.virginia.gov

VITA cannot guarantee a response to questions received less than five (5) days prior to the proposal due date. No questions will be addressed orally.

To ensure timely and adequate consideration of proposals, **Suppliers are to limit all contact**, whether verbal or written, pertaining to this RFP to the designated SPOC for the duration of this proposal process.

O. Pre-Proposal [Conference/Teleconference]

There will be a pre-proposal conference and teleconference held on the date specified in Table 1 in this Section. The pre-proposal conference is open to all interested Suppliers, and you are encouraged to attend. There will be no opportunity for a private or individual tour or presentation. Suppliers are encouraged to submit pre-proposal questions in writing at least two business days prior to the pre-proposal conference/teleconference. It is VITA's intent to answer these questions as part of the pre-proposal conference.

To participate in the pre-proposal conference and teleconference, register with Jeanne Mertens at jeanne.mertens@vita.virginia.gov by sending an email stating your firm's name and your participating representative(s). You will receive the location of the conference and you will receive a teleconference number for the call. It is strongly recommended that you register with Jeanne Mertens not later than 4:00 pm local time on the business day prior to the teleconference to ensure that Supplier receives a teleconference number.

P. Evaluation Process

VITA will review each proposal received by the due date and time to determine whether it meets the Must Have factors of this RFP. All Must Have factors are evaluated on a met-or-not-met basis. Any proposal that does not meet all of the Must Have factors will be set aside and receive no further consideration.

The proposals that meet all the Must Have criteria will be distributed to the evaluation team who will assess and score each Supplier's response to Sections 5-7 and 9 of this RFP based on a review of the submitted materials.

VITA may elect to continue the evaluation of the most qualified proposal (s) and may request that Suppliers clarify or explain certain aspects of their proposals.

A numerical scoring system will be used in evaluation of proposals. The point values assigned to each of the evaluation criteria shall be posted in eVA prior to the due date and time for receiving proposals.

At any point in the evaluation process VITA may employ any or all of the following means of evaluation:

- Reviewing industry research
- Supplier presentations
- Site visits
- Supplier's status as a small business or micro business, including small or micro businesses that are owned by minorities, women, or disabled veterans, and certified by the Department of Small Business and Supplier Diversity ("DSBSD")
- Supplier's planned amount of spend with certified SWaM or micro business (as defined in Section 7 below) subcontractors, and Non-SWaM businesses.
- Contacting Supplier's references
- Review of Supplier's ability and willingness to comply with the commonwealth's security and data privacy policies, standards, guidelines and related contract terms as specified in the RFP
- Product demonstrations/pilot tests/detailed demonstrations
- Review of pricing
- Contacting Supplier's customers
- Interviewing key personnel
- Requesting Suppliers elaborate on or clarify specific portions of their proposal, including, as applicable, any responses to the RFP's security requirements

VITA may limit all of the above to the most qualified proposals. No Supplier is guaranteed an opportunity to explain, supplement or amend its initial proposal. Each Supplier is encouraged to ensure that its initial proposal contains and represents its best offering. **You should submit your best proposal and not assume there will be an opportunity to negotiate, amend or clarify any aspect of your initial submitted proposal.**

Each Supplier should be prepared to conduct product demonstrations, pilot tests, presentations or site visits at the time, date and location of VITA's choice, should VITA so request.

VITA will select for negotiation those proposals deemed to be fully qualified and best suited based on the factors as stated in the RFP. Negotiations will be conducted with these Suppliers. After negotiations, VITA may select the proposal(s) that, in its opinion, is the best proposal(s) representing best value and may award a contract to that Supplier(s). For purposes of this RFP, VITA will determine best value based on the value relative to the cost of the Service/Solution, giving consideration to the project's budget objectives. If this is a cloud-based procurement (i.e., off-premise hosting), following VITA's selection of the best proposal(s) representing best value to the commonwealth, Supplier's failure to successfully answer, negotiate, and/or comply with any resulting security exceptions that may arise in order to approve Supplier's cloud application, may result in removal from further consideration. Refer to Attachment B - Security Assessment and Governance Map for Non-Premise Based Services (To Be Determined) of the RFP.

If any Supplier fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, VITA may terminate negotiations with that Supplier at any time.

VITA reserves the right, at its sole discretion, to reject any proposal or cancel and re-issue the RFP. In addition, VITA reserves the right to accept or reject in whole or in part any proposal submitted, and to waive minor technicalities when in the best interest of the Commonwealth.

VITA SHALL NOT BE CONTRACTUALLY BOUND TO ANY SUPPLIER PRIOR TO THE EXECUTION OF A DEFINITIVE WRITTEN CONTRACT.

Q. Evaluation Factors

The evaluation factors involved in this RFP are as follows:

- i. Must Have (M) factors identified in the table below:

No.	Must Have (M) Factors
1	(M) The Solution's information system components, services, data and system information associated with the information system components and services must remain within the continental United States. (SEC-1)
2	(M) The Supplier must annually verify, by third-party independent audit, that required Commonwealth of Virginia security controls have been implemented in the Solution environment; and, upon request provide a copy of the report to VITA and the Authorized User(s). The Trust service principles to be covered include Security, Availability, Processing Integrity, Privacy and Confidentiality. (SEC-2)
3	(M) To Be Determined – Additional Must Have factors may be determined based on VITA/ELECT review of functional/business requirements and development of additional technical/security categories/requirements for security/cloud, performance, support, etc.

- ii. The extent to which the Supplier's proposal satisfies the requirements identified in Sections 5 and 9,
- iii. Supplier's viability and past performance (see Section 6 Supplier Profile), This will include Supplier's diligence and thoroughness in following and completing the requirements of this solicitation.
- iv. Supplier's status as a DSBSD-certified small business or micro business, including small businesses or micro businesses that are owned by minorities or women, and Supplier's proposed Supplier Procurement and Subcontracting Plan (see Section 7).
- v. Cost, which may include submitted price, negotiated price, discounted price, total cost of ownership, etc.

R. Procurement Website

The Commonwealth's procurement portal, <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

S. Timetable

Table 1

Activity	Target Completion Date
RFP posted to eVA	To Be Determined
Register for pre-proposal conference and teleconference due to VITA	To Be Determined
Supplier pre-proposal conference and teleconference	To Be Determined
Deadline for all questions	To Be Determined
Proposals due	To Be Determined
Presentations and site visits (should VITA elect)	To Be Determined
Contract(s) awarded	To Be Determined

The timetable above is provided for planning purposes only.

T. eVA Registration Required

By the date of award, the selected Supplier(s) is required to be registered and able to accept orders through eVA. To register with eVA, select the “Vendor” tab at the eVA website, <http://www.eva.virginia.gov>, for registration instructions and assistance.

U. Excluded Parties List

A Supplier will not be awarded a contract if it, or any of its affiliates or subcontractors, is an excluded entity on the federal government’s System for Award Management (“**SAM**”) at <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam>, or the Commonwealth’s Debarment List as provided by Code § 2.2-4321 at the time of award.

3. PROPOSAL FORMAT

All Suppliers must adhere to the specific format set forth in Table 2 below in order to aid the evaluation team in its efforts to evaluate all proposals fairly and equitably. Proposals that deviate from the requested format will require additional time for review and evaluation. VITA may reject any proposal that is not in the required format, or does not address all the requirements of this RFP.

Proposals should be written specifically to answer this RFP. General “sales” material should not be used within the body of the proposal and any additional terms or conditions on the “sales” material will be considered invalid. If desired, you may attach its “sales” material in a separate appendix to your response.

It is essential that your proposal be thorough and concise. You should avoid broad, unenforceable, or immeasurable responses and should include all requested information in each section as indicated below.

In order to facilitate VITA’s review of the submitted proposals, you must provide the requested information in the following format: YOU MUST PLACE YOUR NAME, not “VITA”, IN EACH FILE NAME (e.g., ABC Corp No Name Transmittal.doc). Quantities of each RPSD are specified in Section 2, Proposal Protocol. VITA will not separate a proposal into the requisite RPSDs.

A. Supplier's Proposal Format

Table 2

RPSD No.	Section Title	Contents/Deliverables (Each a separate file)
1.	Transmittal	A signed cover letter, identifying the individuals authorized to negotiate on behalf of the Supplier and their contact information. A copy of a completed eVA registration confirmation.
1.	Executive Summary	Top level summary of the most important aspects of the proposal, containing a concise description of the proposed solution(s). Requested limitation: 2 pages.
1.	Detailed Description of Proposed Solution(s)	Supplier’s response by item in the tables and format set forth in Section 5, clearly identifying and detailing the proposed Solution, and any processes, methodologies, and resources required by the Solution type defined in Section 5. Requested limitation: XX pages – To Be Determined.
1.	Supplier Profile	Pursuant to Section 6.
1.	Supplier Procurement and Subcontracting Plan	Pursuant to Section 7 and Appendix B.
1.	Contracts and Appendix E	Any comments or edits regarding VITA’s proposed contractual terms and conditions pursuant to Section 9, provided and submitted in redline format in the contract document along with the completed table from Appendix E setting forth your reasons for the requested changes to each clause individually. Should include all agreements to VITA’s “License Agreement Addendum” signed by each proposed software manufacturer (see Section 9). Should include Appendix A – Service Level Agreement(s) (“SLA”).

RPSD No.	Section Title	Contents/Deliverables (Each a separate file)
1.	Appendices	Should include any required appendices including Appendix D, the completed State Corporation Commission form. Any optional information Supplier may wish to submit, not including pricing data.
2.	Pricing	Detailed pricing as specified in Section 8 and Appendix C (To Be Determined). Submitted in a separate envelope a hard copy file and RPSD. Do not include any pricing data in any other section of your proposal.
3.	Redaction	Fully redacted proposal.

By submitting a proposal, you certify that all information provided in response to this RFP is true and accurate.

4. PRESENT SITUATION

This section presents background information on the potential users of Virginia Statewide Voter Registration System (SVRS). It is not intended to set forth requirements.

A. Background Introduction

1. Governing Viewpoint of the Current Solution/Situation –

In accordance with [Code of Virginia § 24.2-404](#), “The Department of Elections shall provide for the continuing operation and maintenance of a central recordkeeping system, the Virginia voter registration system, for all voters registered in the Commonwealth.”

Bill SB1038-ERI would require general registrars to individually validate the name, date of birth, and social security number (SSN) provided by the voter registration applications with those on file with the Social Security Administration or other database approved by the Board of Elections (SBE). If the information provided by the applicant does not match the information on file, the a general registrar shall "provisionally register" the individual, which permits them to submit a provisional ballot on election day and provide the individual time to submit documents to prove qualifications. This creates a new category of voter registration status and would require ELECT to modify the statewide voter election and registration information system (VERIS) and the electronic pollbook system to accommodate the new category of voters for those provisionally registered. Necessary changes are expected to include the following at a minimum:

- Add a new type of registration (currently we have active, inactive, cancelled)
- Modify all reports in VERIS to accommodate the new registration type
- Develop new reports to meet needs of locals and the state to identify the pending registrations
- Modify the electronic pollbook system to accommodate the new registration type
- Develop correspondence in VERIS that is generated when a voter falls into this new category

ELECT is currently in the process of completing a multiyear project to modernize VERIS. If the modifications necessary to accommodate the new voter registration status are incorporated into this existing project, the impact of such modifications are expected to be minimal. It is expected that the required changes could be implemented by the bill’s delayed effective date of July 1, 2021, assuming no significant changes to the project’s current overall timeline, according to ELECT.

However, the conference budget amendment Item 83 #3c to HB1700 adopted by the House and Senate would prohibit the expenditure of funds to substantially rebuild VERIS until ELECT, in consultation with the VITA, has (i) solicited feedback from the General Registrar/Electoral Board (GR/EB) Duties Workgroup, (ii) developed a product requirements document, and (iii) developed a draft request for proposals document for a potential replacement to the VERIS system. The amendment also requires a report to be submitted by December 1, 2019, with an assessment of the options of replacing or rebuilding VERIS along with the completed product requirements document and draft request for proposals document. This amendment would likely require additional costs to be incurred in order to complete VERIS modifications for the new voter registration status by the proposed legislation’s July 1, 2021, effective date. Such costs are indeterminate and would depend on the impact of the amendment on the VERIS project timeline.

2. Purpose of Current Solution/Situation –

VERIS is a statewide voter registration system that records application information, ties voters to their respective precincts and districts and provides the necessary data to generate pollbooks. Voter information is verified through interfaces with state and external agencies

and can determine acceptance or denial of a registration to vote. The system records voting history, absentee or oversea voter status and updates information related to marital status, change of residence, etc. Additionally, the system records candidate information and election or referendum events.

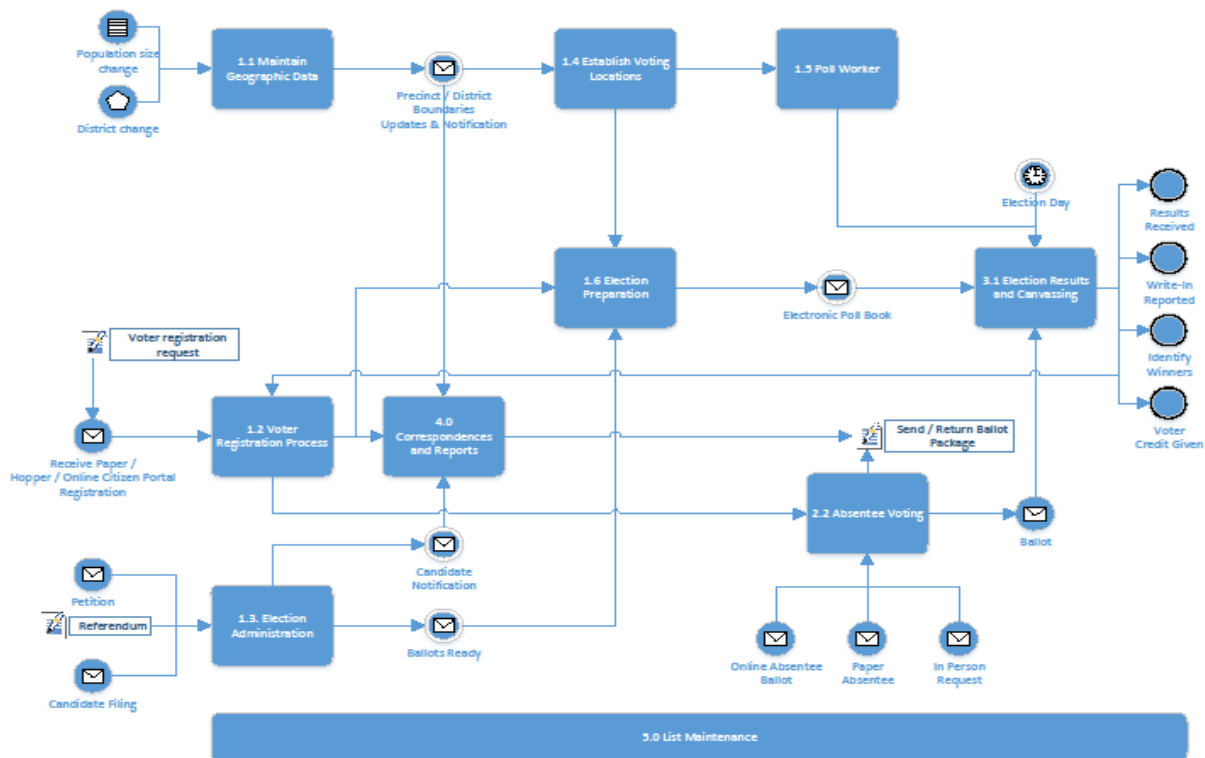
GRs create, maintain, and assign voter associations between the various geopolitical boundaries—e.g. districts, precincts—and the addresses that fall within those boundaries. The method in which this is done in the current system is by modifying tabular data called street segments, which is defined by the NIST Election Glossary as the “portion of a street between two consecutive cross streets that can be assigned to a precinct.” The GRs perform maintenance on the precincts based on information from the decennial census and requirements in Code of Virginia §24.2-307.

The Virginia Department of Elections Online Citizen Portal allows Virginia residents who are not registered to vote in Virginia the opportunity to apply to register to vote. It allows registered voters to access their Virginia voter record to update their registration, apply to vote absentee, and view their voter-related information.

3. Suitability of the Current Solution/Situation

The VERIS system was created 13 years ago and at the time of implementation was considered state-of-the-art. Since then, ELECT annually invests in enhancements to VERIS but ELECT’s business requirements far exceed these investments. ELECT future requirements include expanded functionality, improved user interface, process, and performance improvements. For example, extensibility of geographic information system (GIS), increased multi-language capabilities for correspondence, and improved ballot proofing. Due to the VERIS two-tier architecture, many changes to the system are complex and consume a considerable amount of ELECT staff time for testing and deployment.

4. Conceptual Framework Diagram of the Current Solution/Situation



B. Stakeholders

1. Users – Primary users are General Registrars and staff in the election's offices of the 133 localities in Virginia. Additional users are state-level elections staff and technology managers, as well as client groups and citizens of the Commonwealth.
2. Owners – ELECT
3. Suppliers – ELECT administers and maintains the VERIS system with technical development supplied by CGI.

C. Current Platform/Architecture

The VERIS system was created 13 years ago with a front-end built on Microsoft's .NET Framework version 4.8. Microsoft. The VERIS technical architecture is based on a traditional client-server (two-tier) in which there is no explicit distinction between the business layer and the presentation layer (i.e., the presentation layer is considered part of the business layer). The implication of no true business layer is that business rules may be inconsistently applied from screen to screen and potentially lead to database corruption. Additionally, the technical architecture is not modular and is prone to performance issues in that there are limited scalability options. This architecture is also why VERIS is cumbersome, requiring considerable investment of ELECT resources and long delivery times for updates, irrespective of complexity. Compounding is that the custom data layer is inaccessible (no source code).

D. Current Critical Interfaces

Approved Electronic Pollbook Vendors

- KNOWiNC
- ES & S
- Demtech
- VR Systems
- Robis Elections
- ELECT

Interfaces and Related Applications

- Ballot Scout – VERIS pushes data to their API.
- Bureau of Vital Statistic (BVS) – Data pulls from the database that makes files.
- Citizen Portal – Pulls and pushes data via our service layer. Later transforms the incoming records to VERIS via SSIS.
- Client Services – This does have a connection to the VERIS database. Should be using services.
- COMmittee Electronic Tracking (COMET) – Pulls data via our service layer.
- Desktop Application for General Registrars (DAGR) – Pulls data through the reporting system. Our internal state solution EPB uses exports from DAGR. All other external EPB systems use the locality pollbook report to export the data.
- Department of Motor Vehicles (DMV) – Pulls data via our service layer.
- District Courts – Data pulls from the database that makes files.
- Electronic Registration Information Center (ERIC) – Data pulls from the database that makes files.
- Election Night Reporting (ENR) – Data connection to the database to create the flat files that are published. Should be service enabled to make this more supportable.
- Fairfax Service – Old EML service originally stood up for our Citizen portal. Fairfax uses it for a couple lookup systems...or at least they used to.
- Federal Courts – Data pulls from the database that makes files.
- KNOWiNC – Uses DAGR files. DAGR gets its data via our service layer, but some of it comes from the reporting layer. KNOWiNC is also the vendor of the application myBallot which has not yet been implemented. We are in the process of implementing its availability. The interface will not be automated. Data from VERIS, in .XML and .CSV formats, will have to be manually imported to myBallot.

- Secure Access Portal (SAP) – We are adding VERIS roles to the JWT scopes through service call.
- SmartyStreets – VERIS uses SmartyStreets Service.
- Tableau – Reads data wherever it is pointed. Should rely mostly on the warehouse and not have a live VERIS connection.
- Third Party Application Programming Interfaces (APIs) – pulls and pushes data via our service layer. Later transforms the incoming records to VERIS via SSIS.
- Virginia State Police (VSP) – Data pulls from the database that makes files.
- Voter Photo ID (VoPho) – Pulls data via our service layer.
- Voting Information Project (VIP) – ENR service.

E. Current Processes

1.1 Maintain Geographic Boundaries

In order to determine the contests and issues on which voters can vote, General Registrars (GRs) must be able to create, maintain, and assign associations between the various geopolitical boundaries—e.g. districts, precincts—and the addresses that fall within said boundaries.

The method in which this is done in the current system is by modifying tabular information about the streets. This tabular data is called street segments, which is defined by the NIST Election Glossary as the “portion of a street between two consecutive cross streets that can be assigned to a precinct.” The GRs perform maintenance on the precincts based on information from the decennial census and requirements in Virginia code.

1.2 Voter Registration

In order to track the active or inactive status of voters, determine geographic boundary size, calculate election machine requirements, mail notices of local election district, precinct, or polling place changes, determine the number of signatures required for candidate and voter petitions, and comply with requirements in the Help America Vote Act, or HAVA, and related federal law; the GRs and ELECT, must have the means to maintain a list of people, their addresses, voting eligibility requirements, and additional ancillary information that is necessary for the administration of elections.

To be eligible to vote, a resident of the Commonwealth must be 18 years of age on or before the day of the election, a United States’ citizen, and not be convicted of a felony—unless civil rights have been restored by the Governor—or adjudicated mentally incapacitated—unless capacity has been reestablished as provided by law. Potential voters submit voter registration applications in two broad categories: paper and electronic. Voters can be registered, in any county, city, or town in which an election is being held, the registration records shall be closed for the purpose of registering voters on the day of the election and 21 days in advance of the election. Paper applications may be mailed or delivered, in-person by the voter or by proxy, to the GR. Online applications can take one of three forms:

- Department of Motor Vehicles (DMV) forms, either online or through the DMV office;
- ELECT’s, OVR application; or,
- Third-party application—e.g. non-profits that have an online voter registration application connected to ELECT’s third-party application programming interface, or API.

Once an application enters VERIS, the applications are checked for completeness, SSN, valid address, checks to prohibited status, duplicate applications, etc. If an application is missing information and the GRs have a means of contacting the applicant, the GRs will reach out to the applicant to supply the necessary information. Correspondence and notifications are appropriately processed.

1.3 Election Administration

Election Administration supports functions to create and maintain elections; create, maintain, qualify, and generate correspondence for candidates; create and maintain offices; create and maintain referenda; create, maintain, and validate signatures, track petition signature counts, track line and page, and maintain circulator information for petitions.

At its most basic level, an election is largely determined by a date and type (i.e. general, primary, local, and special) of election. However, additional information is necessary for the proper administration of the election, such as registration open and close dates, start and end dates for petitions, and next general election for determining the participation of registrants who will be 18 years old by the next general election in primary elections.

Offices have requirements, such as title, type, term, ballot order, party and if the party should appear on the ballot, number of seats, and next general election.

Maintaining candidates is a shared responsibility between ELECT and GRs.

Due to how referenda are typically organized, the state performs the majority of referenda work, however, there are rare cases of local referenda. Referenda can affect different geopolitical areas: state, localities—if more than one is affected—districts, or precincts. If the referendum has petition requirements, the election officials have to determine how many signatures are required. A referendum must also have an accompanying title and text that will appear on the ballot.

The locals cannot create the master petition. ELECT creates the master petition. ELECT may have received nothing from the candidate and the locals may be the first point of filing. ELECT sometimes need to get the information (voter id) off the candidate forms or VERIS. ELECT sets up the master petition and (possibly) candidate.

1.4 Establish Election Locations

Prior to every election, polling locations are assigned to every participating precinct. Each precinct and town precinct participating in the election is assigned to a single polling location. Polling locations are typically set up when the election is created by ELECT. In VERIS, the user initiates a copy of the precinct/polling location associations from a prior election to the upcoming election. The user subsequently makes any necessary changes for the upcoming election. If a locality has not initiated a poll copy within 55 days of an election, ELECT may choose to do so.

Polling location information is maintained by the localities, and ELECT is responsible for associating polling locations to precincts. Polling locations are not activated or viewable to the localities until the association is made. The polling location information is available in VERIS (to support in-person and phone voter inquiries), on the public website, on the voter registration card or notice, and on correspondence sent to the voter. The information must be manually synchronized across these distribution channels.

1.5 Poll Worker

VERIS does not currently support any specific poll worker functionality nor does it integrate with any other solutions used by localities for this purpose. VERIS initially contained Poll Worker Management functionality that was later removed from the system due to requirements not aligning with user needs. Localities are using other custom or third party solutions specifically for poll worker management. Some localities are using Microsoft Excel, Microsoft Access or Google Sheets to track this information and perform these functions outside of VERIS. Since poll workers are required to be registered voters in the Commonwealth of Virginia, all of the poll worker contact information is available in VERIS but there are no current modules to input and track other pertinent poll worker information or send poll worker specific correspondences.

1.6 Election Preparation

Creating ballots is a significant effort for GRs. Candidate deadlines and appeal processes can potentially leave a small window of time to finalize the ballot styles. Some localities have very few ballot styles, and others have hundreds.

Localities currently outsource design and printing of ballots to an approved third party vendor. The third party is approved by the Commonwealth to design each ballot according to Virginia law. After the qualification deadline, the GR generates a Certification of Candidates Report which contains the candidates in qualification order for every contest on the ballot. This report is sent to the locality's voting equipment vendor as a PDF. The vendor then sends proofs of the ballot styles to the GRs and the GR uploads to Formsite for ELECT to view. ELECT ensures the ballot information is correct according to state law. If not, ELECT works with the GR to correct the data in VERIS and then the GR sends the updated data back to the ballot printer to fix. ELECT has the

ballots reviewed by two reviewers who must approve the ballot before the vendor can print. Once the ballot has been approved, the vendor sends the ballot to the printer who prints an official proof including the seal. Once that proof has been approved by the GR, the ballots are printed. Iterating ballot proofs and corrections between the locality and the third party vendor is cumbersome and time-consuming. The GRs must determine how many ballots of each style to print. Running out of ballots would necessitate burdensome manual processes and risk erosion of voter confidence. Printing too many ballots wastes precious dollars, which is especially impactful in smaller localities with smaller budgets.

Electronic pollbooks (EPBs) are used in some localities. This saves a significant amount of time, and improves the accuracy of both voter check-in and voter credit. The electronic pollbook capability is heavily regulated, and according to Code of Virginia § 24.2-611 (E) EPB solutions must be certified by ELECT, using the policy specified in Virginia's Electronic Pollbook Certification Procedures & System Requirements. Localities use electronic pollbook solutions from state-approved, third party providers. Some GRs would like to see EPB capabilities included as part of the voter registration system as long as it smoothly accommodates their process. However, most GRs are content with the third party EPB systems they use now.

2.2 Absentee Ballot

In order to request an absentee ballot—a ballot that can be marked outside a traditional polling location—a voter must have a valid reason as defined in the Code of Virginia or be a voter that falls within the protection of the Uniformed and Overseas Citizens Absentee Voting Act, or UOCAVA. Starting with the 2020 general election, the Code of Virginia has been amended to include an in-person, no-excuse absentee period beginning on the second Saturday immediately preceding the election.

From both a policy and process standpoint, absentee voting is extremely complex. The policies are based around reasons, which have detailed requirements to meet. The processes can be broken down into three sections: the ballot request, the transmission of the ballot to the voter and the receipt of the marked ballot by the election official. In order to request a ballot, a registered voter must have a valid reason that falls under one of the Virginia code categories. A person may request an absentee ballot in a number of ways and may submit via Online Citizen Portal, by mail, or in-person.

If the request is brought in by the applicant, the GR checks the applicant's identification. If the identification is invalid, the GR notifies the applicant and rejects the application. If the identification is valid, the GR performs a visual inspection of the application to ensure all the required information is completed and determines if the application has a watermark that specifies it was generated by the Citizen Portal. If the watermark is present, the GR looks the application up in the Online Absentee Ballot (OAB) Paper Hopper. If not, the GRs transcribes the application into VERIS and determines whether the application is complete.

If the application is received through the mail, the process starts with the visual inspection and proceeds according to the process above. If the request arrives through the Online Absentee Ballot (OAB) Hopper, signifying the request was made through the Citizen Portal, the GRs start by determining whether the application is complete as all the information is already transcribed in the system. If the application is complete, the GR looks up the voter record. If no record is found and the application type is an Federal Postcard Application (FPCA), the GR would process the voter registration and then process the application as an absentee ballot request. If the application is not an FPCA and there is no existing registration and no voter registration application or voter registration is closed, the application is denied and the GR sends a denial letter to the voter. If there is a pending voter registration application, whether or not it gets processed is dependent on whether registration is open. If registration is open, the voter registration application is processed. If not, the absentee request is denied and the GR sends a denial letter to the voter.

When ballots are ready to be transmitted, the GRs assemble the ballot packages and mail or email them to the voters. The date the packages go out are logged in VERIS. A Certificate of

Mailing is printed for the ballots mailed to voters and signed and dated by the GR or USPS for proof of mailing.

Ballots can be returned to the GRs by mail or in-person by the voter or, in the case of emergency ballots, the designated party. If the ballot was returned in-person, the GR checks if the person handling the ballot is the voter or the designated party. If not, the ballot is not accepted. If the person returning the ballot is the voter or designated party, the ballot is marked as received and then follows the same process as a mailed ballot.

3.1 Election Results and Canvassing

The election results process is one of the most hampered of the elections workflow. Functional gaps, system reliability and usability issues in VERIS are highly impactful in this area. The result is widely disparate processes and a significant shadow IT presence.

On election night, the polls close at 7pm. The results reporting process starts after polls close, close to 8pm. VERIS allows both manual entry of results and file upload of results. Provisional and write-in ballots must be entered manually and not through a file upload.

Smaller localities tend to use manual entry, and employ a template Statement of Results (SOR) form to the localities SOR as their source. Larger localities have devised their own systems, sometimes with the help of their local IT departments, to collect vote counts from polling places, create a results file, and upload the totals into VERIS. Referendum results are entered into VERIS in the same manner as offices, but they have their own dedicated screens to enter or upload. Central Absentee Precinct (CAP) results are manually entered.

The Electoral Board comes to the GR's office for canvass. The GRs present each provisional ballot with supporting documentation to the Electoral Board. The decision to accept each provisional ballot by the Electoral Board is recorded on the provisional ballot log, which has a list of every provisional ballot issued from the polling location.

Winners of each office or referendum are manually declared in VERIS.

In localities which use paper pollbooks, the paper pollbook includes a bar code which identifies each voter. Each voter who checks in gets credit for voting, and VERIS records.

4.0 Correspondences and Reports

Correspondences generated in VERIS provide official communication to applicants and voters with respect to a range of issues. While VERIS issues many letters, a significant amount of correspondence employs VERIS to generate extracts that are then modified for standard mailings. For example, GRs leverage the extracts in VERIS to prepare correspondences to notify voters via mail merge. Other times, the default VERIS letter does not match the situation which prompts the need to generate letters outside of VERIS. Label merge is performed using Microsoft (MS) Excel which for large batches is complex and time consuming.

Report Library offers multiple categories of reports. The categories reflect the types of relevant reports available. GRs are unable to create and manage custom and ad-hoc reports. There is no ability to alter report sorting or grouping of data.

VERIS is currently limited in its ability to accommodate languages other than English and Spanish. VERIS does not accommodate Vietnamese or any non-latin alphabet-based languages or special characters which is in violation of the Voting Rights Act (VRA) requirement for minority languages once a jurisdiction meets the prescribed threshold.

VERIS is used to provide responses from Virginia's localities to the EAC's Election Administration and Voting Survey (EAVS). The EAC administers the EAVS which is the agency's biennial survey which collects nationwide data on election administration from nearly 6,500 local election jurisdictions across all 50 states, the District of Columbia and U.S. territories. The EAVS collects state-by-state, jurisdiction-by-jurisdiction data on a wide variety of election administration topics, including voter registration, military and overseas voting, domestic civilian by-mail voting, polling operations, provisional ballots, voter participation, and election technology.

5.0 List Maintenance

ELECT is in the business of list maintenance, with this being the core competency of ELECT, but VERIS is not the best system for list maintenance, according to ELECT staff and GRs. VERIS currently does a minimal job with regard to list maintenance and most processes are done outside of the VERIS system and utilize a variety of staging tables and contracted resources to manually undertake this critical process. VERIS list maintenance activities are currently preprocessed and staged to limit user impact on both GRs and ELECT staff. For example, ELECT runs its regular list maintenance processes late at night for DMV duplicates. This results in the list getting de-duped at night before the output goes into the GR work queue (DMV batch run and Portal Batch run) for the GRs to address. The National Change of Address (NCOA) process takes place once per year because it is so arduous. ELECT would like to be able to run this process up to three times per year in the future, but cannot currently do that due to the resources involved. For example, this past year, it took two individuals six weeks to do the list maintenance process.

The current application attempts to match each online submission to an existing voter. It checks for matching Social Security Number (SSN), name, suffix, birthdate, address Line 1, and ZIP to calculate a match confidence factor. The confidence factor of the algorithm has not been monitored for effectiveness. The matching algorithm needs to be centrally manageable/configurable.

6.0 Online Citizen Portal

The Online Citizen Portal provides the citizens of the Commonwealth with the ability to register to vote, update their Virginia voter registration record, apply to vote absentee, view their polling place, election district, absentee ballot status, and voting history.

F. Data and/or Programming Language of Current Solution

The VERIS system was created 13 years ago with a front-end is built on Microsoft's .NET Framework version 4.8. The VERIS technical architecture is based on a traditional client-server (two-tier) in which there is no explicit distinction between the business layer and the presentation layer (i.e., the presentation layer is considered part of the business layer).

The VERIS technical architecture is limited to physical servers and cannot leverage cloud or virtual servers. This impacts performance and capacity of the system. The lack of archive capabilities leads to an ever growing database which impacts system performance. VERIS lacks document management functions and large document scans degrade the entire system performance. VERIS reporting is performed directly against the database which also degrades the entire system performance.

Performing on a OLTP Database, a large report, may tie up the system and the processes and transactional performance of the database. Data sharing, document scanning, report generation, and processing large numbers of voter registrations require increasing numbers of servers and bandwidth. Currently the system has data base structure issues, minimal auditing within the system, and limited archiving ability.

G. Concerns/issues of Current Solution/Situation

The locality users provide insight into the challenges with VERIS' graphical user interface, or GUI. In terms of system design and functionality, users expressed frustration with the speed at which the system operates at times. A further concern was the timeouts that occur, although this is a function of the VITA security and multi-factor authentication protocols. Respondents indicated that, at times, this seems to occur even when they are actively working in the system.

Users note that it is mandated to provide voters with correspondence in both Spanish and Vietnamese and there is a future requirement for Korean. Other localities will soon be required to incorporate minority languages. VERIS correspondence supports English and Spanish. Changes to satisfy these requirements are cost prohibitive and require considerable development effort.

Ballot proofing capability to use past voter turnout data to predict future ballot print quantities would save GRs a lot of time and reduce risk. Streamlining the process of visually inspecting the

ballot image and sending back corrections from the GR to the ballot printer, would save time and improve accuracy.

Voters are unable to view a sample image of their ballot (i.e. the specific ballot style applicable to that voter) online, it would help the voter prepare, and reduce confusion at the polls. GRs are unable to maintain equipment inventory in the voter registration system for chain-of-custody, security, and machine status/location.

In contrast, redistricting is considered too complex, time-consuming, and error prone. VERIS is limited to street segmentation lacking extensibility to a geographic information system (GIS). Since the street segment precinct assignments must be derived from geographic data held outside of VERIS, it is difficult to catch errors. This process also puts a lot of onus on ELECT to correctly determine and merge the street segment changes.

The Online Citizen Portal needs to be simpler to navigate and more user friendly. Targeted communications are not currently used to notify users regarding whether an application is incomplete, needs to be printed, or has been submitted. The Online Citizen Portal fails to adhere to Web Content Accessibility Guidelines (WCAG) 2.0. and is not compliant with the Americans with Disabilities Act (ADA), and lacks multi-language support.

Reports in VERIS are expansive in number but do not provide nearly the value that GR staff demand. Many reports are produced only in PDF format versus comma-separated values (CSV) a simple file format. CSV is used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc. However, even the reports available in CSV output are of limited value and usefulness. The data warehouse has alleviated some issues with VERIS reporting.

5. FUNCTIONAL AND TECHNICAL REQUIREMENTS

Each Supplier must indicate its capability of fulfilling each specific requirement. Each Supplier's responses will be reviewed and compared across Suppliers within each service type in order to determine the best solution for the Commonwealth.

If this RFP includes requirements for cloud services (Software as a Service, Platform as a Service or Infrastructure as a Service), in order to be awarded a contract, an assessment must be conducted by VITA based on Supplier's responses to Attachment B (To Be Determined) of the RFP, "Security Assessment and Governance Map for Non-Premise Based Services". Supplier should ensure that before submitting its proposal it has provided sufficient and complete responses to reduce the need for additional information.

A. Response to Attachment A, Requirements

Detailed requirements are listed in Attachment A, Requirements. The requirements are presented in questionnaire format to facilitate direct responses and establish accountability regarding delivery of the Solution by Suppliers. Each Supplier must respond to each requirement by entering, in the space provided in Column A, a code that best corresponds to its intended response for the requirement listed.

The acceptable codes for Column A are as follows:

Y - "Yes" - Supplier can fully meet the requirement as documented with its current application or proposed solution. If applicable, Supplier should provide in Column B an explanation of how it will fulfill the requirement. This may include use of alliances with other suppliers. Supplier may also use Column B to cross-reference a detailed explanation included in an attachment of its proposal.

F - "Yes, Future" - Supplier will be able to fully meet this requirement in the near future (not longer than six months from the date of the proposal). Supplier should provide a proposed start date and cross-reference any attached documentation in Column B.

N - "No" - Supplier cannot meet the requirement and has no firm plans to be in the position to meet this need within six months from the date of the proposal.

VITA and ELECT have posed some open-ended questions. In those instances, Supplier must provide adequate information to allow VITA to properly evaluate its proposal.

B. Response to Attachment B, Security Assessment and Governance Map for Non-Premise Based Services (To Be Determined)

In order to be awarded a contract for cloud services, an assessment must be conducted by VITA based on Supplier's responses to Attachment B of the RFP, "Security Assessment and Governance Map for Non-Premise Based Services". Supplier should ensure that before submitting its proposal it has provided sufficient and complete responses to reduce the need for additional information.

6. SUPPLIER PROFILE

A. Supplier Proposal Compliance

Before submitting your proposal, you should verify that: (i) your proposal is accurate and complete; (ii) your proposal is prepared in accordance with the solicitation requirements, including providing all information, content, responses and appendices requested and, (iii) all required communication, format and submission instructions are followed.

B. Supplier Corporate Overview

1. Business

State your firm's core business, background, and experience in the relevant market, (not to exceed 3 pages).

2. Corporate Identity

Please provide the identity of any parent entity, including address, phone and fax numbers, FEIN or tax ID No., company web site and contact email. Provide the identity of any of your subsidiaries, as applicable (not to exceed 3 pages).

3. Organization and Structure

Please provide an overview of your firm's organizational operating structure and describe the operational and functional relationships of the business units within your organization, as they relate to your proposal and VITA and ELECT's stated needs and requirements. Organizational charts are helpful supplements to the descriptions.

Indicate whether your firm expects to provide the Solution with existing resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide the Solution included in the proposal and the timetable for obtaining such resources. If your firm expects to utilize a partnership or subcontracting relationship, any such partner or subcontractor shall comply with the requirements of Section 2.F above.

4. Locations

Please describe the geographical locations of your firm at the national, regional, and local levels, as applicable. Identify all locations that will be used to support any contract resulting from this RFP and the operations handled from these locations. Clearly identify any overseas locations that may be used to support the resultant contract or any related data transactions.

5. Strategic Relationships

Please identify any and all strategic relationships with other related Suppliers you have or anticipate having. State all subcontractors expected to be employed and outsourced Solution to be used in implementing the proposed solution. VITA reserves the right to request that Supplier provide all the information described in this section for any and all major subcontractors proposed by Supplier.

6. ISO 900X Certification

Please indicate if your firm is ISO certified. Yes or no is sufficient. If "yes", identify the area(s) certified (e.g., services, manufacturing).

C. Financial Information

1. Total Annual Revenue

Please state your total annual revenue and indicate the revenues associated with the provision of Solution relevant to your proposal.

2. Dun and Bradstreet Credit Report

Include your firm’s current full D&B Business Report, if D&B issues reports on Supplier.

3. Annual Reports

Please provide certified, audited financial statements (i.e., income statements, balance sheets, cash flow statements) for the most recent three years. (Any Supplier that has been in business for a shorter period of time is requested to submit any available certified, audited annual financial statements.) VITA may request copies of or access to current and historic annual reports. VITA reserves the right to access a Supplier’s publicly available financial information and to consider such information in its evaluation of such Supplier’s proposal.

4. Research and Development

State the percentage of your firm’s total revenue invested in Research and Development, as appropriate.

D. Future, Long Term Vision and Strategic Plans

Provide information on your firm’s future, long-term vision, and strategic plans as they relate to the direction of the proposed solution and describe a clear vision of how your firm plans to support emerging technologies and industry standards.

E. Supplier Experience Level and Customer References

You should have a demonstrable, proven record of providing Solution similar to those defined in Section 5 to customers of similar scope and complexity. Please provide three customer references, with contact names, email addresses, phone numbers, Solution descriptions, and dates implemented that VITA may use as a reference check in evaluating your proposal. VITA will make such reasonable investigations as deemed proper and necessary to determine the ability of a Supplier to perform a resultant contract. These may include, but may not be limited to, reference checks and interviews. The references should be from organizations where Supplier is providing (or has provided) Solution that are similar in type and scope to those identified in Section 5.

Supplier Reference #1: Reference’s Organization Name _____

Reference’s Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference’s Contract No.
Reference’s Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference’s Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

Supplier Reference #2: Reference’s Organization Name _____

Reference’s Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference’s Contract No.

Reference's Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

Supplier Reference #3: Reference's Organization Name _____

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

In addition, please provide a synopsis or case study of results attributable to your commitment to high quality and increased operating efficiency. This is requested to demonstrate the added value your firm can offer and indicate the typical on-going cost reductions and Solution efficiencies VITA could expect to realize.

F. Performance Standards Methodology

Please describe the methodology used to develop your firm's internal performance standards, the processes and tools used to monitor and measure performance against those standards, and the management reporting systems that capture these data.

Indicate your firm's present customer satisfaction rating, summarize customer satisfaction criteria, and describe the methodology used to measure customer satisfaction. Please include any relevant publication ratings or articles.

G. Governance and Compliance Management

Please describe your firm's management processes that ensure governance and compliance with all federally mandated laws and regulations used by your industry, and in provision of your services to your customers. Also, please provide a detailed description on how you will provide governance and compliance with any of VITA's or Authorized User's required security and data privacy requirements, or any other requirements specified in this RFP, that are not currently managed by your firm, but that you will be willing to do should an award be made to your firm.

H. Security Risk Management Overview

Please provide an overview of your firm's comprehensive security risk management processes including your application, monitoring, and management of the controls used. Provide details as to how you establish the context for security risk-based decisions, how you assess the risk, how you respond to the risk once it's determined, and how you

monitor the risk on an ongoing basis using communications and feedback for continuous improvement within your organization.

I. Disaster Recovery/Security Plan

Describe in detail your firm's plans to mitigate against any disaster that would affect the ability to provide VITA with the proposed Solution. Provide a detailed plan of your firm's security infrastructure including, facility and information technology security. Provide your firm's plans of action for the following security incidents, as applicable to the RFP:

- Interruption of service including denial of service attacks
- Vulnerability incidents
- Data loss or compromise
- Insider attacks

J. Service and Support Management

1. Post Implementation and Account Management Plan

1. Provide a detailed description of the approach that your firm would recommend in order to achieve maximum service levels within a minimal amount of time following service implementation.

2. Account Management Plan

1. Provide a detailed description of the approach that your firm would take in order to manage the business and performance aspects of a rewarded contract. Provide a detailed description of the approach your firm would take to support self-sufficiency of a public body with respect to the solution and the transition of solution management to a public body requesting such transition.

2. By submitting a proposal, you agree that you shall, if awarded a contract pursuant to this RFP, consent to participation in the meeting(s) of the Steering Committee described in the Steering Committee section of the Contract template (To Be Determined) attached to this RFP. Please identify the titles and areas of responsibility of persons within your firm you would commit to serve on this Steering Committee.

3. Project Team

1. Provide the resumes of all key members of the project team, including, if applicable, the Account Manager, Contract Administrator, Project Managers, and Regional Vice President(s) responsible for the accounts of VITA and all other public bodies as defined by Code § 2.2-4301 and referenced by Code §§ 2.2-4304 and 2.2-2012 and for private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>. If an onsite or dedicated presence is part of your proposed solution, please forward the resumes of the top three candidates potentially available to lead your onsite efforts.

2. Describe the level of access the proposed project team members have within your organization and the authority they have to commit resources to meet unexpected surges in activity and/or to respond to service issues.

3. Describe your firm's vetting practices, including background checks, fingerprinting and citizenship verification, for employees and subcontractors who have access to your firm's security infrastructure and cloud hosting operations (if your proposal offering includes hosting by your firm or a third party) and any federal vetting requirements that your firm currently complies with/has complied with. Also, describe how your firm would comply with a customer's particular security vetting requirements.

4. Provide the time frame for the availability of project team members and the percentage of time these individuals are expected to be assigned to the VITA account. VITA may require a Supplier to involve VITA in the selection and rotation of any key account team members assigned to VITA.

7. SUPPLIER PROCUREMENT AND SUBCONTRACTING PLAN

It is the policy of the Commonwealth to contribute to the establishment, preservation, and strengthening of small businesses and micro businesses, including those small or micro businesses owned by women, minorities, or service-disabled veterans; and to encourage their participation in Commonwealth procurement activities. Further, VITA is committed to enable a minimum of three percent (3%) participation by small businesses owned service disabled veteran businesses, as defined in Code §§ 2.2-2001 and 2.2-4310, when contracting for information technology goods and services. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Any business that is a small business, a small woman-owned business, a small minority-owned business, or a small service disabled veteran-owned business, as defined in Code § 2.2-4310 or § 2.2-1604, or a certified micro business as defined in Executive Order Number 20 (2014), is a “**SWaM**” business. If your firm is a SWaM business, you should include a copy of all Virginia SWaM certifications with its proposal. No Supplier will be considered a SWaM business unless certified by the DSBSD. For information, go to: <http://www.sbsd.virginia.gov/>.

Please provide a Supplier Procurement and Subcontracting Plan as set forth in Appendix B. In the submitted Supplier Procurement and Subcontracting Plan, please state the amount of the overall commitment percentage that will be directly spent with SWaM subcontractors in performing the Requirements of the contract. Please also include in your plan a list of all subcontractors you plan to utilize who are Non-SWaM businesses. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

Describe in detail information on all mentor-protégé programs and participation that your firm is involved with.

8. PRICING INFORMATION

VITA requests that each Supplier provide detailed pricing for each of the pricing methods set forth. Pricing must be comprehensive. Additional information and backup detail should be attached as appropriate. Any scheduled price change must be identified, and actual new prices and proposed effective dates must be stated.

Submit all pricing data in the Excel Pricing Submittal spreadsheet provided as Appendix C – Pricing (To Be Determined). Altered formats or blank data will be considered incomplete and may be eliminated from further consideration.

Your pricing proposal must include all charges of any kind associated with the Service/Solution. Pricing must include the Industrial Funding Adjustment (“**IFA**”) (see Section 9 of this RFP) and eVA fees. VITA will not be liable for any fees or charges for the Service/Solution that are not set forth in the Excel Pricing Submittal. Any attempt to add these fees to submitted pricing will not be considered.

You must be willing and able to successfully provide the Service/Solution proposed for the prices given and to complete the project on a firm fixed-price.

The pricing information supplied with your proposal must be valid for at least one hundred eighty (180) calendar days from the submission date. If you wish to reserve the option to withdraw the pricing during that period, you must state so clearly in your proposal.

Consider putting any specific instruction in the instruction tab of the actual pricing spreadsheet. All one-time and recurring costs and any underlying assumptions on your proposal must be clearly, conspicuously and fully disclosed. The intent of the pricing matrix provided is to implement an acquisition process that is flexible and that supports VITA’s delivery requirements on an individual order basis. If you are proposing more than one Service/Solution type, you may also submit a bundled cost in addition to the separate individual Service/Solution costs.

The “Supplier’s Option” category is provided to allow Suppliers to submit additional pricing data/models if they desire.

You must disclose pricing assumptions where possible. For example, if unit price is based on a certain volume, that assumption should be indicated. You must clearly identify any discount targets/ranges available. Aggregate discounts are requested.

9. VITA STANDARD AGREEMENT

Any resulting agreement will be defined by a written contract, which shall be binding only when fully executed by both parties. Copies (To Be Determined) of VITA's Solution and Cloud contract(s) are provided as part of this RFP as separate MS Word documents. Depending on the type of solution proposed, the agreement may need to address licensing or hosting issues.

In the event that Supplier is a software reseller, VITA will consider the software publisher's license agreement language if the software publisher requires an End User License Agreement ("EULA"). In such case, Suppliers are advised that VITA will require Supplier to obtain VITA's License Agreement Addendum to the EULA to address terms and conditions in that EULA that VITA, as a government entity, by law or by policy, cannot agree.

If a Supplier's proposed Service/Solution requires VITA to execute an EULA, Supplier shall contact the SPOC, who will provide Supplier with VITA's "License Agreement Addendum" terms.

You must complete and submit a copy of the "VITA Service/Solution Contract" with all changes indicated in redline format for VITA's review and evaluation along with your proposal, as well as a completed table in the format provided in Appendix E, "RFP Section 9.0 - Supplier Exceptions to VITA Contract Template" setting forth your rationale and reasons for each of the proposed modifications. Only exceptions or recommended language revisions submitted with your proposal will be considered during negotiations. Please note, exceptions or recommended language revisions to the liability provisions of the contract will not be considered at this time. If your firm is selected to go forward into negotiations, you will be required to state any exceptions to any liability provisions contained in the Request for Proposal and the VITA Contract Template at that time via email to the designated VITA SPOC.

All Suppliers are encouraged to utilize the SPOC to address any questions you may have regarding any part of the VITA Contract.

Include the completed table below in your response to this RFP.

Issue:	Supplier's response (Y & N)
Do you agree that the contents of your response to Sections 5, 7 and 8 will become part of any contract that may be entered into as a result of this RFP?	
Will you agree to begin measuring the service level (Appendix A) within 60 days of the start of the implementation of the Service/Solution?	
The contract will include performance standards, measurement criteria and significant corresponding financial remedies. Do you agree to include the Service Levels and remedies for non-compliance as defined in Appendix A in the final contract?	
Do you agree to include mutually agreed upon cost reduction initiatives, which will be periodically updated during the term of the contract?	
Do you agree that all provisions of the VITA Contract NOT addressed by you in the Appendix E table are acceptable?	
Do you acknowledge that you will submit a Supplier Procurement and Subcontracting Plan stating whether or not and how you will be utilizing small businesses in your proposal? See Section 7.	

<p>Supplier acknowledges that no federal funds may be used to obtain any Service/Solution under a contract awarded, pursuant to this RFP, to any Supplier who appears on any excluded lists on the federal government's System for Award Management ("SAM") at https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam.</p>	
<p>If Supplier proposes a solution that will require the Commonwealth to execute a EULA, either as a signed agreement or as "clickwrap", with a software manufacturer, Supplier shall, for each such software manufacturer, obtain the written consent of such software manufacturer to the terms and conditions of VITA's "License Agreement Addendum" attached as Exhibit X and provide a copy of each such consent with its proposal.</p>	
<p>Do you affirm that your response meets all of the Mandatory requirements listed in section 2.Q?</p>	
<p>Do you affirm that your organization is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete Appendix D and submit with its proposal.</p>	
<p>Do you affirm that any anticipated partner or subcontractor that will provide Services/Solutions directly to the Commonwealth is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete and additional Appendix D for all anticipated partners or subcontractors and submit with its proposal.</p>	
<p>Do you affirm that your organization and all affiliates are current with all sales tax obligations to the Commonwealth as of the due date of the proposals in response to this RFP?</p>	
<p>Do you agree to accept the VITA "Mandatory Contract Terms" consisting of the:</p> <ul style="list-style-type: none"> • "Core Contractual Terms"; • "Required eVA Terms and Conditions"; and • "Mandatory Internal Revenue Service (IRS) Publication 1075 (required for FTI data only)"? <p>The provisions of each are set forth at the following URL:</p> <p>https://www.vita.virginia.gov/supply-chain/scm-policies-forms/mandatory-contract-terms/</p>	

<p>Do you agree to comply with the Supplier's Monthly Report of Sales and Industrial Funding Adjustment requirements (see details in standard contract included as an Attachment to the RFP)?</p>	
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Appendix A – Service Level Agreements (SLAs)

Instructions: The Supplier is to provide the performance standard, measurement, measurement period and remedy. Please submit your SLAs using the chart below, or something similar. VITA is interested in Supplier SLAs that contain measurable performance standards, specific levels of achieving those standards and remedies for missing them. If you have varying levels of SLAs (basic, enhanced, etc) as options, please include them and fully describe. The information in the table below is provided solely as an example.

EXAMPLE ONLY:

Performance Standard	Measurement	Measurement period	% Level	Service Price	Remedy
Answer Time	All Calls in 30 Sec	Monthly	95%	100%	\$1000/1%
Close Ticket Time	1 Hr. after Trouble Resolution	Monthly	90%	NA	\$500/1%
Problem Resolution Accuracy Rate	No. of Misdiagnosed Trouble Calls/Total Calls	Monthly	5%	NA	\$500/1%
Abandoned Call Rate	Abandoned Calls/ Total Calls	Monthly	5%	NA	\$500/1%
Reporting Accuracy Rate	To be determined	Monthly	95%	NA	\$500/1%
Priority 1 (catastrophic) – Initial acknowledgement by Supplier of Authorized User notification of Priority 1 issue.	Phone call response within 30 minutes, 24/7	Monthly	100%	NA	\$1000/1%
Resolve Priority 1 items	1 hr. from receipt of call	Monthly	95%	NA	
Availability - "Available" means that Authorized User and its Application Users are able to access all features and functions of the Application and Licensed Services required by Authorized User, including but not limited to the Application and Supplier Product.	Monthly Service Level Performance Report - a system-generated report that contains information with respect to the performance of the Application and Licensed Services	Monthly	99.9%	100%	\$1000/1%

<p>Vulnerabilities, whether identified by the Supplier, VITA or the Authorized User, shall be timely remediated.</p>	<p>The Supplier shall remediate legitimate vulnerabilities within thirty (30) days in accordance with SEC 525 Hosted Environment Information Security Standard RA-5 VULNERABILITY SCANNING, unless VITA Enterprise Services provides a written extension prior to expiration of the thirty (30) days.</p>	<p>Monthly</p>	<p>100%</p>	<p>NA</p>	<p>In the event that VITA or the Authorized User determines that the Service Commitment has not been met, VITA will require that the Supplier immediately remediate the vulnerability. **Failure to timely remediate vulnerabilities may result in the imposition of the additional remedies outlined below.</p>
<p>**Additional remedies for failure to meet contractual or service level obligations.</p>	<p>In addition to the fee credit provisions and other remedies set forth above, VITA may elect at its sole discretion to suspend Supplier's right to take new orders from any Authorized Users for a period up to sixty (60) calendar days. VITA will notify Supplier in writing no less than ten (10) calendar days prior to the start of any suspension period that the suspension period will begin and the length of the suspension period.</p> <p>During a suspension period, Supplier may, at VITA's election, be required to attend a contract performance review meeting, along with the VITA contract manager/administrator, Authorized User project manager(s) or authorized representative(s), and any other significant stakeholders who have a part in the successful performance of this Contract. The purpose of this meeting will be to review Supplier's performance and to discuss ways to ensure compliance with the performance criteria set forth in the Contract. VITA will document all instances of Supplier's failure to meet its contractual obligations in the contract file as Supplier non-compliance.</p> <p>In addition to any specific remedy set forth herein, VITA and all Authorized Users reserve any and all other remedies that may be available at law or in equity.</p>				

Appendix B - Supplier Procurement and Subcontracting Plan

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (“DSBSD”) by the contract award date to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.sbsd.virginia.gov/>.

Supplier Name: _____

Preparer Name: _____ Date: _____

Instructions

- A. If you are certified by the DSBSD as a small business or as a micro business, complete only Section A of this form. This shall include DSBSD-certified women, minority, or service-disabled veteran-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form.

Section A

If your firm is certified by the DSBSD, are you certified as a **(check all that apply)**:

- _____ Small Business
- _____ Small and Women-owned Business
- _____ Small and Minority-owned Business
- _____ Small Service Disabled Veteran-owned Business
- _____ Micro Business
- _____ Micro Business and Women-owned Business
- _____ Micro Business and Minority-owned Business
- _____ Micro Service Disabled Veteran-owned Business

Certification Number: _____

Certification Approval Date: _____

Certification Expiration Date: _____

Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified SWaM businesses and Non-SWaM businesses directly performing the Requirements of this contract. This shall not exclude DSBSD-certified micro businesses or women, minority, or service disabled veteran-owned businesses when they have received the DSBSD small business certification. Include as well businesses that ARE NOT SWaM businesses that will be utilized in directly performing the Requirements of this contract. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Small Business Name & Address DSBSD Certificate # (Leave certificate number blank if Non-SWaM)	Status if Small Business is also: Women (W), Minority (M) Service-Disabled Veteran (D), Micro Business (O) Non-SWaM (NS)	Contact Person, Telephone & Email	Type of Goods and/or Services
SWaM Overall Commitment Percentage			
<p>Please state here the overall commitment percentage for DSBSD-certified SWaM businesses directly performing the Requirements of this Contract:</p> <p>Note: The percentage above ONLY APPLIES to DSBSD-certified SWaM businesses who are directly performing the Requirements of this Contract. Do not include in the percentage any businesses performing the Requirements of this Contract that are non-SWaM businesses.</p>			

Appendix C – Pricing – To Be Determined

To Be Determined - VITA Supply Chain Management (SCM) will work with ELECT to develop the appropriate pricing template for the Suppliers to populate based on market research and final RFP requirements.

Appendix D – State Corporation Commission Form

Virginia State Corporation Commission (“SCC”) registration information. The Supplier:

is a corporation or other business entity with the following SCC identification number:
_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Supplier in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Supplier’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel that accurately and completely discloses the undersigned Supplier’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Appendix E – Supplier Exceptions to VITA Contract Template

Note to Supplier: You may add rows as needed or change the layout for this page to landscape.

Page Number	Contract Section/Subsection	Exception Explanation

Appendix F – Supplier Proprietary Information

Note to Supplier: You may add rows as needed or change the layout for this page to landscape.

Page Number	RFP/Attachment Section/Subsection	Reason Information Deemed to be Proprietary

Appendix G – Glossary of ELECT Acronyms and Terms

- 2FA – Two-Factor Authentication
- AB – Absentee Ballot
- ADA – Americans with Disabilities Act
- ADRM – Administrative Duplicate Registration Match
- BVS – Bureau of Vital Statistics
- CAP or CAPS – Central Absentee Precinct(s)
- CCRE – Central Criminal Records Exchange
- CD – Congressional District
- COMET – COMmittee Electronic Tracking
- DAGR – Desktop Application for General Registrars
- DMV – Department of Motor Vehicles
- DOB – Date of Birth
- DOE – Department of Elections
- E and V – Error and Validation
- EAC- Elections Assistance Commission
- EAVS- Election Administration and Voting Survey
- EB – Electoral Board
- ELECT – Department of Elections
- ENG – English
- ENR – Election Night Reporting
- EPB – Electronic Poll Book
- ERIC- Electronic Registration Information Center
- FOIA – Freedom of Information Act
- FPCA – Federal Post Card Application
- FVAP – Federal Voting Assistance Program
- FWAB – Federal Write-In Absentee Ballot
- GIS – Geographic Information System
- GR –General Registrar
- GR/EB – General Registrar / Electoral Board
- HAVA- Help America Vote Act
- HOD – House of Delegates
- ID – Identification
- L and A – Logic and Accuracy
- LEO – Law Enforcement Officer
- N/A – Not Applicable
- NCOA – National Change of Address
- NIST- National Institute of Standards and Technology
- NR – Not Registered
- NTIS – National Technical Information Service
- NVRA – National Voter Registration Act
- OAB – Online Absentee Ballot
- OE – Officer of Election
- OOS – Out of State
- OVR – Online Voter Registration
- PCT – Precinct
- PDF – Portable Document Format
- PII - Personally Identifiable Information
- PO – Post Office (Box)
- Q and A – Question and Answer
- RFP – Request for Proposal

- ROR – Restoration of Rights
- SAP – Secure Access Portal
- SBE- State Board of Elections
- SORS – Statements of Results
- SSN OR SS# – Social Security Number
- SVRA – Statewide Voter Registration System
- TFA – Two-Factor Authentication
- UOCAVA – Uniformed and Overseas Citizens Absentee Voting Act
- USPS – United States Postal Service
- VA – Virginia
- VEBA – Virginia Electoral Board Association
- VERIS – Virginia Election and Registration Information System
- V to P – NVRA Tracking ID “V – DMV” to “P – In Person”
- VoPho - Voter Photo ID
- VR – Voter Registration
- VRAV – Voter Registrars Association of Virginia
- VSP – Virginia State Police
- VVRS – Virginia Voter Registration System
- WCAG – Web Content Accessibility Guidelines

Attachment A - Requirements

Suppliers are to indicate their capability of fulfilling each specific requirement in the following tables. Each Supplier's responses will be reviewed and compared across Suppliers in order to determine the best solution for the Commonwealth. **Requirement specifications preceded with a Must Have (M) factor are evaluated on a met-or-not-met basis. Any proposal that does not meet all of the Must Have factors will be set aside and receive no further consideration.**

Detailed requirements are presented in questionnaire format to facilitate direct responses and establish accountability regarding delivery of Service by the Supplier. To respond to each requirement, Supplier is asked to enter, in the space provided in **Column A**, a code (Y, F, N) that best corresponds to its intended response for the requirement listed. The Supplier is asked to enter, in the space provided in **Column B**, an explanation of how the Solution will fulfill the requirement. The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met. Where possible and beneficial please provide screenshots or graphics to help illustrate the response. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal. Where the response has described a future release or update (F) as the provision, please provide a timeline for that provision.

The acceptable codes for Column A are as follows:

Y - "Yes" - Supplier can fully meet the requirement as documented with its current application or proposed solution. The Supplier should provide in **Column B** a detailed explanation of how it will fulfill the requirement. This may include use of alliances with other suppliers. Supplier may also use **Column B** to cross-reference a detailed explanation included in an attachment of its proposal. *The Supplier's detailed explanation should not simply be an affirmative reiteration of the question.*

F - "Yes, Future" - Supplier will be able to fully meet this requirement in the near future (not longer than six months from the date of this proposal). Supplier should provide a proposed start date and cross-reference any attached documentation in **Column B**.

N - "No" - Supplier cannot meet the requirement and has no firm plans to be in the position to meet this need within six months from the date of this proposal.

For the purposes of this RFP and any subsequent contracts resulting from this RFP, the Requirements exhibit shall be treated as and accepted to be part of Section 5. Therefore any references to Section 5 requirements within all parts of this RFP including all appendices shall also include the requirements listed in Attachment A Requirements exhibit.

Contents

RFP Tab #	Specification
A	Maintain Geographic Data
B	Voter Registration
C	Election Administration
D	Establish Voting Locations
E	Poll Worker
F	Election Preparation
G	Absentee Voting
H	Election Results and Canvassing
I	Correspondence and Reports
J	List Maintenance
K	Online Citizen Portal
L	Security
M	General Administration
N	External Interfaces

A - Maintain Geographic Data						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
MGD-1	1.1	1.1-A	Plan Management	Does the Solution allow the user to manage current, proposed, and historical geographic plans? Please describe.		
MGD-2	1.1	1.1-A.1	Plan Operations	Does the Solution allow for the creation, refresh, merge, and removal of geographic plans? Please describe.		
MGD-3	1.1	1.1-A.2	Role Based Access Control	Does the Solution provide for the ability to perform plan operations that must be restricted through the use of Role Based Access Control? Please describe.		
MGD-4	1.1	1.1-B	Identity Impact	Does the Solution provide for the ability to identify addresses impacted by a change? Please describe.		
MGD-5	1.1	1.1-C	Audit Log	Does the Solution provide for any changes to a current plan to be audit logged, subject to records retention policies? Please describe.		
MGD-6	1.1	1.1.1	Maintain Addresses	Does the Solution provide a mechanism to associate point features with addresses? Please describe.		
MGD-7	1.1	1.1.1-A	Geocode Addresses	Does the Solution provide a mechanism to geocode (i.e., generate x,y coordinates) from an address? Please describe.		
MGD-8	1.1	1.1.1-B	Manual Adjustment of Geocode	Does the Solution provide a visual mechanism to adjust the coordinates of a geocoded address point? Please describe.		
MGD-9	1.1	1.1.1-C	Geocode Metadata	Does the Solution provide for the storage of metadata related to the geocoded address, including date of the geocode, the geocode service used, the data set used to geocode the address, and the level of accuracy? Please describe.		
MGD-10	1.1	1.1.1-D	Standardize Address	Does the Solution provide a mechanism to standardize addresses to an accepted standard? Please describe.		
MGD-11	1.1	1.1.1-E	Validate Address	Does the Solution provide a mechanism to validate that an address meets requirements? Please describe.		

A - Maintain Geographic Data						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
MGD-12	1.1	1.1.1-F	Support Address Aliases	Does the Solution provide the ability to link alias addresses to the canonical address, and specify the purpose of the alias? Please describe.		
MGD-13	1.1	1.1.1-G	Support Address Metadata	Does the Solution provide the ability to associate an address with metadata, including address zoning, temporary housing status, and when and why mail was last returned? Please describe.		
MGD-14	1.1	1.1.1-Z	Street File	Does the Solution provide a mechanism to associate sections of a street with a precinct-split? Please describe.		
MGD-15	1.1	1.1.2	Maintain District Boundaries	Does the Solution provide a mechanism to adjust district boundaries? Please describe.		
MGD-16	1.1	1.1.2-A	District Feature Class	Does the Solution support the importation, creation, and deletion of districts as geographic features? Please describe.		
MGD-17	1.1	1.1.2-B	District Documentation	Does the Solution support the association of district documentation in unstructured (e.g. image, PDF), as well as structured text? Please describe.		
MGD-18	1.1	1.1.2-C	District Topology	Does the Solution support the creation and enforcement of topological rules related to districts? Please describe.		
MGD-19	1.1	1.1.3	Maintain Precinct Boundaries	Does the Solution support the creation and assignment of voters to precinct and precinct-splits? Please describe.		
MGD-20	1.1	1.1.3-A	Precinct Feature Class	Does the Solution support the importation, creation, and deletion of districts as geographic features? Please describe.		
MGD-21	1.1	1.1.3-B	Precinct Documentation	Does the Solution support the association of precinct documentation in unstructured (e.g. image, PDF), as well as structured text? Please describe.		

A - Maintain Geographic Data						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
MGD-22	1.1	1.1.3-C	Precinct Topology	Does the Solution support the creation and enforcement of topological rules related to precincts? Please describe.		
MGD-23	1.1	1.1.3-D	Multiple Precinct Features	Does the Solution allow for the assignment of voters to multiple precinct features? Please describe.		
MGD-24	1.1	1.1.3-E	Precinct Composition	Does the Solution allow for the composition of precincts from precinct-splits? Please describe.		
MGD-25	1.1	1.1.3-F	Business Rules	Does the Solution automatically enforce business rules derived from applicable state and federal law? Please describe.		
MGD-26	1.1	1.1.3-F.1	Prohibit Changes Close to Election	Does the Solution allow for a prohibition to changes to a current plan when the change is attempted within 60 days of a general election? Please describe.		
MGD-27	1.1	1.1.3-F.2	Prohibit Splits of Governing Body and School Districts	Does the Solution provide for enforcement of the following topological predicate - "A precinct must be wholly contained within an election district used for the election of one or more members of the governing body or school board for the city, county, or town" ? Please describe.		
MGD-28	1.1	1.1.3-F.3	Minimum and Maximum Populations	Does the Solution provide notice when the number of registered voters is less or greater than the allowed number, as a county precinct, when established, can contain no less than 100 and no more than 5,000 registered voters or a city precinct, when established, can contain no less than 500 and no more than 5,000 registered voters? Please describe.		

A - Maintain Geographic Data						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
MGD-29	1.1	1.1.3-F.4	Exception to Minimum Population	Does the Solution allow for the exception related to minimum population for precinct that permits a number of registered voters below the specified number, if the creation of a larger district would result in a precinct-split between the governing body and school board of the county or city, House of Delegates, state Senate, and United States House of Representatives? Please describe.		
MGD-30	1.1	1.1.4	Determine Precinct Splits	Does the Solution support the importation, creation, and deletion of precinct-splits as geographic features? Please describe.		
MGD-31	1.1	1.1.4-A	Precinct-Split Shapes	Does the Solution support the importation, creation, and deletion of split-shapes as geographic features? Please describe.		
MGD-32	1.1	1.1.4-B	Precinct-Split Generation	Does the Solution support support the identification of district, precinct, and town precinct features whose intersection cause a split and automatically generate a precinct split layer? Please describe.		
MGD-33	1.1	1.1.5	Index Addresses to Precinct-split	Does the Solution support the association of an address to the appropriate precinct-split? Please describe.		
MGD-34	1.1	1.1.5-A	Geographically Associate Addresses	Does the Solution support the association of an address with a precinct-split using point-in-polygon logic? Please describe.		
MGD-35	1.1	1.1.5.Z	Tabularly Associate Addresses	Does the solution support the association of a section of a street with a precinct-split? Please describe.		

B - Voter Registration						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
VR-1	1.2	1.2.1	General Functionality	Does the Solution support registering a voter such that their name appears on the list of eligible voters for the next election for which the voter is qualified? Please describe.		
VR-2	1.2	1.2.1-A-1	New Registration	Does the Solution support the initial registration of voters? Please describe.		
VR-3	1.2	1.2.1-A-2	Registration Update	Does the Solution support the update of voter registration records? Please describe.		
VR-4	1.2	1.2.1-A-3	Registration Cancellation	Does the Solution support the cancellation of voter registration records and capture the reason for cancellation? Please describe.		
VR-5	1.2	1.2.1-A-4	Registration Reinstatement	Does the Solution allow for the reinstatement of previously cancelled voter registration records and capture the reason for reinstatement? Please describe.		
VR-6	1.2	1.2.1-A-5	Registration Inactivation	Does the Solution allow for the inactivation of registered voter records and capture the reason for inactivation? Please describe.		
VR-7	1.2	1.2.1-A-6	Registration Transfer	Does the Solution support the transfer of voter registration records from one locality to another locality? Please describe.		
VR-8	1.2	1.2.1-B	Data Entry	Does the Solution support entry of voter registration applications from multiple sources? Please describe.		
VR-9	1.2	1.2.1-B.1	Manual Data Entry	Does the Solution provide for manual entry of voter registration applications? Please describe.		
VR-10	1.2	1.2.1-B.2	Electronic Data Entry	Does the Solution provide interfaces for electronic receipt of voter registration applications from the Department of Motor Vehicles (DMV), Online Voter Registration systems and other authorized entities? Please describe.		
VR-11	1.2	1.2.1-B.3	Common Data Formats	Does the Solution provide interfaces for electronic receipt of voter registration data using the NIST SP 1500-104 Voter Records Interchange Common Data Format (CDF) specification? Please describe. https://github.com/usnistgov/VoterRecordsInterchange/blob/master/NIST%201500-102%20VRI%20Specification%20WERB%202019-02-08.pdf		

B - Voter Registration						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
VR-12	1.2	1.2.1-C	Automatic Processing	Does the Solution support the automatic processing of voter registration applications? Please describe.		
VR-13	1.2	1.2.1-C.1	Automatic Processing of Duplicate Applications	Does the Solution support the automatic processing of duplicate voter registration applications received electronically? Please describe.		
VR-14	1.2	1.2.1-D	Registration Discard	Does the Solution support the discard of a voter registration application when a newer application for the same person has already been processed? Please describe.		
VR-15	1.2	1.2.1-E	Federal Postcard Application (FPCA) Processing	Does the Solution support the handling of voter registration and absentee aspects of a Federal Postcard Application as a single process? Please describe.		
VR-16	1.2	1.2.1-F	Federal Write-in Absentee Ballot (FWAB) Processing	Does the Solution support the handling of voter registration and absentee aspects of a Federal Write-In Ballot as a single process? Please describe.		
VR-17	1.2	1.2.1-G	Pending Registrations	Does the Solution provide for saving a registration whose disposition has not been determined for later processing, where the registration will not be added to the list of eligible voters for any election before disposition has been determined, and the registration shall be tied to the applicant's voter registration record, or master record if no registration record exists? Please describe.		
VR-18	1.2	1.2.1-H	Automatic Entity Resolution	Does the Solution provide for automatic detection if a master record already exists for the applicant, and links the voter registration application to that record? Please describe.		

B - Voter Registration						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
VR-19	1.2	1.2.1-I	Transactional Metadata	Does the Solution provide for the capture of transactional metadata about the voter registration application, including the postmark date of registration (for mailed registration), date of receipt by a third party (if any), date of receipt by the registrar, date of processing, the method by which the request was received, and the registration form used? Please describe.		
VR-20	1.2	1.2.1-J	Automatic Voter Registration Opt-out	Does the Solution provide for the association of the automatic voter registration opt-out status with the voter's master record? Please describe.		
VR-21	1.2	1.2.1-K	Voter Registration Application Forms	Does the Solution support the recording of information contained on forms prescribed by ELECT, and the National Voter Registration Act form? Please describe.		
VR-22	1.2	1.2.1-L	Statistics Generation	Does the Solution provide for the storage of metadata for required statistical reports? Please describe.		
VR-23	1.2	1.2.1-L.1	National Voter Registration Act (NVRA) Statistics Generation	Does the Solution provide for the recording of the source from which a voter registration originated? Please describe.		
VR-24	1.2	1.2.1-L.2	Corrections to Registrations	Does the Solution allow for the user to correct a data entry error in an existing voter registration record without generating new National Voter Registration Act (NVRA) statistics? Please describe. https://www.justice.gov/crt/about-national-voter-registration-act		
VR-25	1.2	1.2.1-L.3	Election Administration and Voting Survey (EAVS) Section A Statistic	Does the Solution support the collection of statistics required to answer questions contained within the Election Administration and Voting Survey (EAVS) Section A? Please describe. https://www.eac.gov/assets/1/6/2018_EAC_Election_Administration_and_Voting_Survey_Instrument.pdf		
VR-26	1.2	1.2.1-M	Voter Search	Does the Solution allow a user to search for a voter registration using different combinations of criteria? Please describe.		

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VR-27	1.2	1.2.1-N	Voter Registration History	Does the Solution support the storage and retrieval of the transactional history of the voter registration record? Please describe.		
VR-28	1.2	1.2.1-O	Incomplete Registrations	Does the Solution support the electronic recording of incomplete voter registration applications? Please describe.		
VR-29	1.2	1.2.1-O.1	Incomplete Registration Correspondences	Does the Solution provide for the generation of correspondence letters informing the applicant of material omissions on their voter registration applications? Please describe.		
VR-30	1.2	1.2.1-O.2	Mastering of Incomplete Registrations	Does the Solution provide for the ability to link incomplete registrations containing sufficient identifying information to the person's master record? Please describe.		
VR-31	1.2	1.2.1-P	Voter Situations	Does the Solution provide for the ability to record the existence of situations that may provide voter with additional affordances? Please describe.		
VR-32	1.2	1.2.2-A	Automatically Determine Registration Completeness for User	Does the Solution assist the user in determining if a voter registration application is complete? Please describe.		
VR-33	1.2	1.2.2-A.1	Information Material to Voter Registration	Does the Solution identify the content that is material to a voter registration, including first name, last name, residence address, city/town, zip code, date of birth, whether the voter has been disqualified from voting, and whether those rights have been restored? Please describe.		
VR-34	1.2	1.2.2-A.2	Middle Name Requirement	Does the Solution provide for interpretation in the absence of a middle name as a material omission, unless the applicant indicates they do not have a middle name? Please describe.		
VR-35	1.2	1.2.2-A.3	Signature Requirement	Does the Solution provide for interpretation in the absence of a signature as a material omission, unless the applicant indicates they are unable to sign due to a disability? Please describe.		

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VR-36	1.2	1.2.2-A.4	Social Security Requirement	Does the Solution provide for interpretation in the absence of a social security number (whole or part) as a material omission, unless the applicant indicates they were never issued a social security number? Please describe.		
VR-37	1.2	1.2.2-B	Registration Eligibility Business Rules	Does the Solution provide for automatically determining if an applicant is eligible to register? Please describe.		
VR-38	1.2	1.2.2-B.1	Seventeen Year Old Voters	Does the Solution provide for automatically determining if an applicant who will be eighteen by the next general election is eligible to register to vote? Please describe.		
VR-39	1.2	1.2.2-B.2	Incomplete Registrations Not Eligible	Does the Solution provide for determining that if a registration that has been processed as incomplete, it must not be added to the list of eligible voters for any election? Please describe.		
VR-40	1.2	1.2.2-B.3	Registration on Approved Form	Does the Solution support that an application to register to vote must appear on a form prescribed by ELECT, or digital representations thereof? Please describe.		
VR-41	1.2	1.2.2-B.4	Conflict with Voter	Does the Solution provide notification to the user if a voter's registration application causes a conflict with another existing voter in the voter registration system, such as a duplication of the social security number with an existing voter? See VAC20-40-40 Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section40/		
VR-42	1.2	1.2.2-C	Address Handling	Does the Solution provide the ability to record and validate addresses provided by the applicant? Please describe.		
VR-43	1.2	1.2.2-C.1	Mailing Addresses	Does the Solution provide the ability to capture a mailing address in addition to any residence address provided by the applicant? Please describe.		

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VR-44	1.2	1.2.2-C.2	Mailing Address Classifications	Does the Solution provide the ability to capture the following classes of mailing addresses? <ul style="list-style-type: none"> • Numbered thoroughfare address, with optional subaddress units (e.g. APT, STE, etc.) • Landmark class • USPS Delivery Box (e.g. PO BOX) • USPS General Delivery Point • USPS Postal Delivery Route (e.g. RR, APO, DPO, etc.) Please describe.		
VR-45	1.2	1.2.2-C.3	Mailing Address Country	Does the Solution provide the ability to capture the country where the mailing address is located? Please describe.		
VR-46	1.2	1.2.2-C.4	Automatically Determine Address Completeness	Does the Solution provide, for all residence addresses and domestic mailing addresses, the ability to automatically determine if an address contains all the required elements? Please describe.		
VR-47	1.2	1.2.2-C.5	Address Standardization	Does the Solution provide, for all residence addresses and domestic mailing addresses, the ability to standardize an address to a standard or set of standards specified by ELECT? Please describe.		
VR-48	1.2	1.2.2-C.6	Address Mailability	Does the Solution provide the ability to validate the deliverable state of a domestic address by the United States Postal Service (USPS)? Please describe.		
VR-49	1.2	1.2.2-C.7	Landmark Addresses	Does the Solution support freeform address entry for voters who do not have residence associated with a thoroughfare or who are homeless? Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section30/		
VR-50	1.2	1.2.2-C.8	Validation of Locality	Does the Solution provide the ability to identify if the location of a domestic address falls within the validating locality? Please describe.		

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VR-51	1.2	1.2.2-C.9	Abodes	Does the Solution provide the ability to identify residence addresses that do not contain places of residence? Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section30/		
VR-52	1.2	1.2.2-D	Residency Rules	Does the Solution provide the ability to enforce the business rules regarding addresses and residency? Please describe.		
VR-53	1.2	1.2.2-D.1	Location of Mailing Address	Does the Solution determine if a domestic mailing address corresponds to the same locality as the residence address? Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section40/		
VR-54	1.2	1.2.2-D.2	Mailability of Residence Address	Does the Solution determine that a residence address must be deliverable via the United State Postal Service (USPS) or an alternative mailing address must be provided? Please describe.		
VR-55	1.2	1.2.2-D.3	Permanent Residence	Does the Solution determine that an address must correspond to dwelling that is permanent in nature, allowing for overrides with explanation? Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section40/		
VR-56	1.2	1.2.2-D.4	Use of Building	Does the Solution determine that an address must be zoned or otherwise indicated for residential use, allowing for overrides with explanation? Please describe. https://law.lis.virginia.gov/admincode/title1/agency20/chapter40/section40/		
VR-57	1.2	1.2.2-D.5	Approved Inquiry as to Residency	Does the Solution provide the ability to identify any application that violates any of the rules of Administrative Code of Virginia, 1VAC20-40-50. Supplemental Questions. and therefore must receive a form inquiring as to residency of the voter? Please describe.		

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VR-58	1.2	1.2.2-D.6	Denial of Pending Registrations	Does the Solution provide for identification of registrations that are in pending status, and waiting for additional information from the applicant at the close of registration, and designate that such voter registration applications must be denied? Please describe.		
VR-59	1.2	1.2.2-E	Registration Deadlines	Does the Solution support the continuous processing of voter registrations applications, including during close of registration periods? Please describe.		
VR-60	1.2	1.2.2-E.1	Determination of Close of Registration	Does the Solution determine the voters whose geographies are subject to a close of registration for a given election? Please describe.		
VR-61	1.2	1.2.2-E.2	Official List of Eligible Voters	Does the Solution provide for filtering voter registrations that were not applicable to the current election from the list of eligible voters? Please describe.		
VR-62	1.2	1.2.2-E.2	Denial of Pending Registrations	Does the Solution provide for identification of registrations that are in pending status, and waiting for additional information from the applicant at the close of registration, and designate that such voter registration applications must be denied? Please describe.		
VR-63	1.2	1.2.2-E.4	Accept Certain Registrations After Close of Registration	Does the Solution provide for processing voter registrations received by mail up to five days after the close of registration, that must not be denied for reason of not being timely from the list of eligible voters for the current election, if the postmark is missing or illegible? Please describe.		

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VR-64	1.2	1.2.2-E.4	Accept Registrations of Uniformed and Overseas Civilians	Does the Solution allow in-person registration after the close of registration for registrants meeting the following situations, and produce a record of the qualifying situation? 1) Active duty members of the uniformed services, their spouses, and dependents residing with them, who, by reason of such active duty, meet one of the following criteria: a) Are normally absent from the locality in which they reside or b) Have been absent from the locality and returned to reside there within the twenty-eight days prior to the election; 2) Persons formerly on active duty in the armed forces who were discharged from service during the sixty days preceding the election, their spouses, and their dependents (whether or not residing with them); 3) Persons who reside temporarily outside the United States, their spouses, and dependents residing with them who, by reason of such temporarily overseas residency, meet one of the following criteria: a) Are normally absent from the locality in which they reside or b) Have been absent from the locality and returned to reside there within twenty-eight days prior to the election. Please describe.		
VR-65	1.2	1.2.2-E.5	Late Registration Correspondence	Does the Solution provide for the generation of correspondence letters informing the applicant that their voter registration application will be applied to a subsequent election? Please describe.		
VR-66		1.2.2-F	Prohibited Voters	Does the Solution provide for the ability to screen voters against a list of people who are prohibited from registering to vote? Please describe.		
VR-67	1.2	1.2.3-A	Disposition of Registration Correspondence	Does the Solution provide for the generation of correspondence letters informing the applicant of the disposition of their voter registration application, with correspondence localizable in multiple languages? Please describe.		

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VR-68	1.2	1.2.3-A.1	Voter Registration Acknowledgement	Does the Solution provide for the generation of correspondence letters informing the applicant of their accepted registration application? Please describe.		
VR-69	1.2	1.2.3-A.2	Denial Notice Correspondence	Does the Solution provide for the generation of correspondence letters informing the applicant of the denial of their voter registration application? Please describe.		
VR-70	1.2	1.2.3-A.3	Denial Notice Reason	Does the Solution provide the ability to automatically construct the text required to convey the reason(s) why a voter registration was denied? Please describe.		
VR-71	1.2	1.2.3-A.4	Denial Notice Customization	Does the Solution provide a mechanism for the user to enter a freeform denial reason, in addition to any generated by the solution, on a per registration basis? Please describe.		
VR-72	1.2	1.2.3-B	Document Management	Does the Solution support the electronic storage of all documents related to voter registration? Please describe.		
VR-73	1.2	1.2.3-B.1	Scanned Documents	Does the Solution support the acquisition of documents directly from a scanner, as well as an electronic file containing an image? Please describe.		
VR-74	1.2	1.2.3-B.2	Emailed Documents	Does the Solution support the capture and storage of electronic mail and attachments? Please describe.		
VR-75	1.2	1.2.3-B.3	Signature Capture	Does the Solution support the capture of signatures from electronic sources? Please describe.		
VR-76	1.2	1.2.3-B.4	Document Metadata	Does the Solution support the creation and storage of metadata associated with a document, including the document type, date, and comments? Please describe.		
VR-77	1.2	1.2.3-B.5	Document Association	Does the Solution support the association of one or more documents to the voter record, as well as parts of their record or transaction history, such as a voter registration transaction? Please describe.		
VR-78	1.2	1.2.3-C	Voter Registration Reports	Does the Solution provide the ability to produce reports containing the data stored in the Solution? Please describe.		

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VR-79	1.2	1.2.3-C.1	Lists of Registered Voters	Does the Solution provide the ability to produce reports containing the names of registered voters, and associated information? Please describe.		
VR-80	1.2	1.2.3-C.2	Lists of Voter's Addresses	Does the Solution provide the ability to produce reports containing the addresses of registered voters without any other personally identifiable information (PII)? Please describe.		
VR-81	1.2	1.2.3-C.3	Redaction of Social Security Number	Does the Solution provide the ability to produce any report with the social security number conditionally redacted? Please describe.		
VR-82	1.2	1.2.3-C.4	Substitution of Residence Address	Does the Solution provide the ability to produce reports that substitute the residence address with a post office box address provided by the voter? Please describe.		
VR-83	1.2	1.2.3-D	Surrogate Paper Voter Registration Applications	Does the Solution provide the ability to produce printable representations of digital voter registration applications in a form similar to that of a paper registration, such as those from the Department of Motor Vehicles (DMV)? Please describe.		
VR-84	1.2	1.2.3-E	Notification of Locality Transfer	Does the Solution provide a notification when a voter registration record has been moved in or out of the locality? Please describe.		

C - Election Administration						
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EA-1	1.3	1.1-A	Find an Election	Does the Solution support search of elections? Please describe.		
EA-2	1.3	1.1-B	Maintain an Election	Does the Solution maintain information specific to an election, which includes the following types: general, general recurring, primary, special, and local / municipal? Please describe.		
EA-3	1.3	1.1-B.1	Manage Duel Primaries	Does the Solution manage dual primaries (primaries with two parties)? Please describe.		
EA-4	1.3	1.1-B.2	Auto-generate a Second Primary	Does the Solution generate a second primary automatically with appropriate validations? Please describe.		
EA-5	1.3	1.1-B.3	Maintain Election Schedule and Filing Deadline	Does the Solution maintain election schedule and filing deadlines for offices / elections (general, general recurring, primary, special, and local / municipal), and account for leap year in election schedule calendar dates? Please describe.		
EA-6	1.3	1.1-B.4	Designate Next Election	Does the Solution clearly designate the next upcoming election? Please describe.		
EA-7	1.3	2.1-A	Find a Candidate	Does the Solution support search of candidates? Please describe.		
EA-8	1.3	2.1-B	Maintain a Candidate	Does the Solution maintain candidates, with the ability to search a candidate who ran in a prior election, and populate the current election accordingly? Please describe.		
EA-9	1.3	2.1-B.1	Verify Candidate Information	Does the Solution check if the candidate is linked to a registered voter, and then check that the candidate's voter registration record home address is within an allowed jurisdiction required to qualify for that office? Please describe.		
EA-10	1.3	2.1-B.2	ELECT vs. Local Candidate Processing	Does the Solution provide all configuration to ensure: 1) only state processed candidates (e.g. president, house of representatives, ...etc.). 2) state and local processed (petition and declaration, Gen assembly Independent or non-recognized, ...etc.). 3) only local (e.g., constitutional officers, commonwealth atty, clerk of court)? Please describe.		

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EA-11	1.3	2.1-B.6	Commonwealth's Attorney Candidates	Does the Solution support Commonwealth's Attorney candidates that live in a specific city, but are running for a county office? Please describe.		
EA-12	1.3	2.1-B.7	Scan Candidate Documents	Does the Solution support the ability to scan and associate candidate documents with the candidate's record? Please describe.		
EA-13	1.3	2.1-B.8	Report Candidate Documents	Does the Solution support the ability to report candidate documents associated with the candidate's record to be available for public inspection, which can be printed or emailed to a requestor? Please describe.		
EA-14	1.3	2.1-B-9	Access to Candidate COMmittee Electronic Tracking (COMET) Documents	Does the Solution support the ability to access a candidate's Campaign Finance documents in COMET? Please describe.		
EA-15	1.3	2.1-B.10	Access Filings for Independent Candidates	Does the Solution support the ability to access filings for independent candidates? Please describe.		
EA-16	1.3	2.1-B.11	Date / time for Independent Candidate	Does the Solution update independent candidate qualification with data and time when 125 signatures were delivered? Please describe.		
EA-17	1.3	2.1-C	Qualify a Candidate	Does the Solution perform 2 validation checks prior to qualifying a candidate: 1) candidate registration record shows candidate resides in locality where election is held, and 2) if petition exists, has it been certified? Please describe.		
EA-18	1.3	2.1-C.1	Flag Missing Documents	generate warning and flag candidate's missing documents? Please describe.		

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EA-19	1.3	2.1-C.2	Generate Candidate Correspondence if Disqualified	Does the Solution generate candidate correspondence, if disqualified? Please describe.		
EA-20	1.3	2.1-D	Generate Candidate Correspondence	Does the Solution generate candidate correspondence? Please describe.		
EA-21	1.3	2.1-E	Notification of Candidate Penalty	Does the Solution issue notification of candidate filing due to penalty, to candidates who file on-line using COMET, with an email sent to GR? Please describe.		
EA-22	1.3	2.1-G	Track Candidate Filing Process and Progress	Does the Solution track candidate filing process and progress, with automated alerts to GR's? Please describe.		
EA-23	1.3	3.1-A	Find Office	Does the Solution support search of Offices? Please describe.		
EA-24	1.3	3.1-B	Maintain Office	maintain Offices. Offices are created with a next primary date with a next election date. Term of that Office can be applied. Offices are associated with a geography? Please describe.		
EA-25	1.3	4.1-A	Find a Referendum	Does the Solution support search referendum? Please describe.		
EA-26	1.3	4.1-B	Maintain a Referendum	Does the Solution maintain referendum? Please describe.		
EA-27	1.3	4.1-B.1	Permit GR to Edit Referendum	Does the Solution allow GR to edit local referendum? Please describe.		
EA-28	1.3	5.1-A	Find a Petition	Does the Solution support search petitions? Please describe.		
EA-29	1.3	5.1-B	Maintain Petition	Does the Solution maintain petitions? Please describe.		
EA-30	1.3	5.1-B.1	Maintain Petition Certification	Does the Solution maintain petition status for candidate, and set to qualified status: Certified, Deleted, Expired, In process, and Rejected? Please describe.		

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EA-31	1.3	5.1-B.2	Petition Data Integrity Check	Does the Solution perform petition data integrity checks for flag duplicate petitions, out of area, and non-registrants? Please describe.		
EA-32	1.3	5.1-B.3	Master Petition Prepopulates Petition Information	Does the Solution allow master petition to prepopulate petition information? Please describe.		
EA-33	1.3	5.1-B.4	Workflow Master Petition Entry to Alert Localities	Does the Solution allow either localities to enter master petition, or provide localities automated notification to enter candidate record? Please describe.		
EA-34	1.3	5.1-B.5	Maintain Petition and Candidate Information	Does the Solution maintain petition and candidate information in a simply and user-friendly manner (e.g., same screen)? Please describe.		
EA-35	1.3	5.1-B.6	Designate Not In Locality	Does the Solution designate "not in locality" instead of "not registered"? Please describe.		
EA-36	1.3	5.1-B.7	View Voter Record From Petition Screen	Does the Solution allow a user to view a voter record from the petition screen? Please describe.		
EA-37	1.3	5.1-C	Validate Petition Signature	Does the Solution validate petition signature with a persistent signature date and simplified list of rejected reasons? Please describe.		
EA-38	1.3	5.1-C.1	Mass Check of Signers With Same Last Name	Does allow a user to perform a mass check of signers with the same last name? Please describe.		
EA-39	1.3	5.1-D	Print Petition Signature Report	Does the Solution generate a print petition signature report? Please describe.		
EA-40	1.3	5.1-E	Track Petition Line and Page	Does the Solution track petition line, page and the voter info, if provided and legible? Please describe.		

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EA-41	1.3	5.1-E.1	Track Petition Line and Page Based on Location of Voter Signature	Does the Solution track petition line and page, based on location of voter signature? Please describe.		
EA-42	1.3	5.1-E.2	Support Petition Electronic Voter Signature	Does the Solution support electronic voter signature for signing petitions? Please describe.		
EA-43	1.3	5.1-F	Track Petition Signature Counts by Status	Does the Solution track petition signature counts by status? Please describe.		
EA-44	1.3	5.1-F.1	Track Petition Signature Count to be Dated When Minimum is Met	Does the Solution track petition signature count to be dated when minimum is met? Please describe. https://law.lis.virginia.gov/vacode/24.2-506/		
EA-45	1.3	5.1-G	Maintain Petition Across Multiple Jurisdictions	Does the Solution maintain petition across multiple jurisdictions? Please describe.		
EA-46	1.3	5.1-H	Maintain Petition Circular Information	Does the Solution maintain a library of petition circulator information? Please describe.		
EA-47	1.3	5.1-J	Flag Felon Status Check	Does the Solution check to flag the felon status of the circulator? Please describe. https://law.lis.virginia.gov/vacode/24.2-506/		

C - Election Administration						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
EA-48	1.3	5.1-K	Petition Voter Notification	Does the Solution identify and notify voters during petition checking for candidates petition signees? Please describe.		
EA-49	1.3	5.1-L	Petition Signee Notification	Does the Solution notify petition signees when the data does not match, and even if the citizen is not registered? Please describe.		

D - Establish Voting Locations						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
EVL-1	1.4	1.4-A	Polling Location Search	Does the Solution support searching for a polling location using different combinations of criteria? Please describe.		
EVL-2	1.4	1.4-B	View Polling Location	Does the Solution support viewing polling location information? Please describe.		
EVL-3	1.4	1.4-C.1	Update Polling Location	Does the Solution support updating polling location information? (i.e., If a building is no longer being used, and voters must go to a different place, each user decides if they simply modify the location attributes of the old location, or deactivate the old location and create a new location.) Please describe.		
EVL-4	1.4	1.4-C.2	Update Polling Location	Does the Solution maintain data history and integrity? (For example, it may keep a history snapshot of the location attributes for past elections, or provide a clone capability so the new location can automatically have the same precinct assignments as the old.) Please describe.		
EVL-5	1.4	1.4-C.3	Update Polling Location	Does the Solution implement a freeze point close to an election where either changes cannot be made, or changes require a special exception process executed by a specially authorized user? Please describe.		
EVL-6	1.4	1.4-D.1	Add Polling Location	Does the Solution support adding a polling location? Please describe.		
EVL-7	1.4	1.4-D.2	Add Polling Location	Does the Solution require entry of all polling location attributes required for U.S. Election Assistance Commission (EAC) reporting? (e.g. facility type, facility availability, service provider, Americans with Disabilities Act (ADA) comment) Please describe.		
EVL-8	1.4	1.4-D.3	Add Polling Location	Does the Solution allow a polling location to be designated as a Central Absentee Precinct (CAP) location? Please describe.		
EVL-9	1.4	1.4-D.4	Add Polling Location	Does the Solution allow a polling location to be designated as a satellite location? Please describe.		

D - Establish Voting Locations						
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EVL-10	1.4	1.4-D.5	Add Polling Location	Does the Solution allow polling locations to be marked in one of a set of configurable states? (For example: active, emergency, temporary, inactive) Please describe.		
EVL-11	1.4	1.4-D.6	Add Polling Location	Does the Solution flag whether each location has been approved by the appropriate bodies? Please describe.		
EVL-12	1.4	1.4-D.7	Add Polling Location	Does the Solution allow backup polling locations to be set up ahead of time to simplify the switchover? (In case of emergency, polling locations may need to be changed quickly or at the last minute.) Please describe.		
EVL-13	1.4	1.4-E	Accessibility Surveys	Does the Solution provide a method to attach an accessibility survey to a polling location? Please describe.		
EVL-14	1.4	1.4-F.1	Duplicate Polling Locations	Does the Solution alert the user if multiple polling locations exist in the same building? Please describe.		
EVL-15	1.4	1.4-F.2	Duplicate Polling Locations	If the Solution alerts the user to the existence of multiple polling locations within the same building, does the Solution enforce separate room numbers? Please describe. Code of Virginia 24.2-310		
EVL-16	1.4	1.4-G.1	Assign Polling Location	Does the Solution support assigning precincts and/or town precincts to polling locations for a specified election? Please describe.		
EVL-17	1.4	1.4-G.2	Assign Polling Location	Does the Solution enforce that a precinct and/or town precinct may be assigned to no more than one polling location, yet allow the user to move a precinct and/or town precinct from one polling location to another? (One polling location may serve multiple precincts and/or town precincts.) Please describe.		
EVL-18	1.4	1.4-G.3	Manual Assignment	Does the Solution allow the user to assign a polling location to an election? Please describe.		
EVL-19	1.4	1.4-G.4	Manual Assignment	Does the Solution allow the user to assign a precinct and/or town precinct to a polling location? Please describe.		

D - Establish Voting Locations						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
EVL-20	1.4	1.4-G.5	Manual Assignment	Does the Solution restrict assignment of precincts and/or town precincts to only those precincts which have offices or referenda to be voted on in the assigned election? Please describe.		
EVL-21	1.4	1.4-G.6	Default Assignment	When a manual assignment has not been made, does the Solution by default associate a precinct and/or town precinct with the polling location assigned in the most recent prior election? (This assignment should only be made for precincts/town precincts which have offices or referenda to be voted on in the assigned election. New precincts would not have a default assignment available.) Please describe.		
EVL-22	1.4	1.4-G.7	Auto-generate Voter Notices	Does the Solution allow the automatic generation of voter notices when a precinct and/or town precinct is reassigned to a new polling location? Does the notice display the town dweller's town precinct on the voter notice regardless of whether the election is a town election? Please describe.		
EVL-23	1.4	1.4-G.8	Orphan Polling Locations and Precincts	Does the Solution provide an alert that a polling location has no precincts and/or town precincts assigned, or an eligible precinct and/or town precinct does not have a polling location assigned? Please describe.		
EVL-24	1.4	1.4-H.1	Copy Polling Location	When a new election is created, does the Solution copy the precinct and/or town precinct polling location assignments from the last previous election into the upcoming election for the entire state, including CAP locations? (This assignment should only be made for precincts and/or town precincts which have offices or referenda to be voted on in the assigned election. The Solution may provide a supplemental manual copy function to allow precincts and/or town precincts which have not been assigned when the election was created to now be assigned. The manual copy process may be run for an individual locality or the entire state.) Please describe.		

D - Establish Voting Locations						
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EVL-25	1.4	1.4-H.2	Copy Polling Location	Does the Solution allow CAP locations to be included or excluded from the manual copy? (If a new office or referendum is added to an upcoming election after the polling locations have been copied, the user may wish to run the copy again in order to copy precincts who are now eligible to vote in the upcoming election because of the addition of an office or referendum applying to their precinct.) Please describe.		
EVL-26	1.4	1.4-I.1	Delete Polling Location	Does the Solution support deleting a polling location? Please describe.		
EVL-27	1.4	1.4-I.2	Delete Polling Location	Does the Solution prevent deleting a polling location if it is currently in use for an election? Please describe.		
EVL-28	1.4	1.4-J	Polling Location History	Does the Solution support retention of the polling location attributes as they existed during any assigned election? (If a polling location is used over many elections, and the attributes of the location change over time (e.g. address, capacity, etc.), users need to go back and see what the attributes were at the time of a previous election. This includes locations which have been deleted.) Please describe.		
EVL-29	1.4	1.4-K	Correspondence	Does the Solution generate a letter to the polling location contacts to remind them when an election is coming up in their space? Please describe.		
EVL-30	1.4	1.4-L	Polling Location Report	Does the Solution provide reports which provide polling location attributes and assignments to precincts and/or town precincts and elections? Can these reports be filtered, for example: for a single locality or the entire state? Please describe.		
EVL-31	1.4	1.4-M	Polling Location Data Sharing	Does the Solution provide a method for publishing polling location information to the citizen portal for voters to look up their polling place on the web? Please describe.		

E - Poll Worker						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
PW-1	1.5	1.1.1-A	Generate Poll Worker Correspondences	Does the Solution support the generation of poll worker correspondences from the localities in accordance with the 4.0 Reports and Correspondences Requirements? Please describe.		
PW-2	1.5	2.1.1-A	Manage Poll Workers	Does the Solution support the management of poll worker information and activities or provide the ability to integrate with existing poll worker management technologies used within the localities that support these functions? Please describe.		
PW-3	1.5	3.1.1-A	Train Poll Workers	Does the Solution support the management of the training of poll workers, including the scheduling of training classes, videos or required reading, or provide the ability to integrate with existing poll worker management technologies used within the localities that support these functions? Please describe.		
PW-4	1.5	4.1.1-A	Pay Poll Workers	Does the Solution provide the ability to track poll worker hours worked and payment details or provide the ability to integrate with existing poll worker management technologies used within the localities that support these functions? Please describe.		
PW-5	1.5	5.1.1-A	Poll Worker Interest	Does the Solution provide the ability to track poll worker interest or provide the ability to integrate with existing poll worker management technologies used within the localities that support these functions? Please describe.		

F - Election Preparation						
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EP-1	1.6	1.1-A	Ballot Styles	Does the Solution specify a ballot style for each unique ballot that may be cast, as races, candidates, and referenda on the ballot will vary by precinct or splits within a district or precinct? Please describe.		
EP-2	1.6	1.1.1	Ballot Style Association	Does the Solution provide the user with the ballot style associated with any individual voter? Please describe.		
EP-3	1.6	1.1.2	Ballot Style Report	Does the Solution provide a report which displays the content of each ballot style for each precinct or split, in an easy-to-read format with total number of styles per precinct or split? Please describe. Links to Code of VA for Form of Ballot, Primary Ballots, Presidential Ballots, Sealing Ballots, and Referendums respectively: https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-613/ https://law.lis.virginia.gov/vacode/title24.2/chapter5/section24.2-529/ https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-614/ https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-619/ https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-684/ Link to SBE Ballot Standards: https://www.elections.virginia.gov/media/formswarehouse/election-management/ballots/2019-07-25-SBE-Ballot-Standards-and-Verification-Procedures.pdf		
EP-4	1.6	1.1-B	Preview Ballot Format	Does the Solution provide a preview of what each ballot style will look like, with the offices and referenda listed in the order defined by Virginia law and the Virginia State Board of Elections (SBE) Ballot Standards? Please describe. Links to Code of VA for Form of Ballot, Primary Ballots, Presidential Ballots, Sealing Ballots, and Referendums respectively: https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-613/ https://law.lis.virginia.gov/vacode/title24.2/chapter5/section24.2-529/		

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				https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-614/ https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-619/ https://law.lis.virginia.gov/vacode/title24.2/chapter6/section24.2-684/ Link to SBE Ballot Standards: https://www.elections.virginia.gov/media/formwarehouse/election-management/ballots/2019-07-25-SBE-Ballot-Standards-and-Verification-Procedures.pdf		
EP-5	1.5	1.1-B.1	Interface for Ballot Data Changes	Does the Solution provide for an interface to make changes to data affecting the ballot, while viewing the ballot format? Please describe.		
EP-6	1.6	1.1-C	Ballot Data Export	Does the Solution support the export of all data required to print each style of ballot, with the file format dictated by ELECT? Please describe.		
EP-7	1.6	1.1-D	Ballot On Demand	Does the Solution support exporting ballot data for a single ballot style? Please describe.		
EP-8	1.6	1.1-E	Ballot Solution Interface	Does the Solution provide a file transfer and view mechanism which receives the ballot printing solution's proof electronically and displays it for review? Please describe.		
EP-9	1.6	1.1-F	Ballot Quantity Estimate	Does the Solution provide a tool to estimate how many ballots should be printed based upon historical turnout from similar profile races? Please describe.		
EP-10	1.6	1.1-G	Publish Sample Ballots	Does the Solution provide the ability for a voter to view their sample ballot online via a web interface? Please describe.		

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EP-11	1.6	1.1-H	Establish Expected Ballot Ready Dates	Does the Solution provide for the capture, for each locality, of two expected ballot ready dates: 1) the date which absentee ballots are expected to be ready to mail to absentee voters and 2) the date which absentee ballots are expected to be ready to email or fax to absentee voters, with the dates propagated to all existing or subsequently approved absentee ballot records as the default ballot sent date for the appropriate send method (i.e. mail, email/fax)? Please describe.		
EP-12	1.6	1.1-I	Modify Expected Ballot Ready Dates	Does the Solution allow each locality to update its expected ballot ready dates, with the new date propagated to all existing or subsequently approved absentee ballot records as the default ballot sent date for the appropriate send method (i.e. mail, email/fax)? Please describe.		
EP-13	1.6	1.1-J	Modify Ballot Sent Date	Does the Solution allow the user to modify the ballot sent date on absentee ballot records either individually or in bulk? Please describe.		
EP-14	1.6	1.1-K	Ballot Proofing Reports	Does the Solution provide detail and summary reports to allow the localities and ELECT to verify ballot content is complete and accurate, that contain all of the ballot content, grouped and summarized by office, referenda, precinct, split, and ballot style? Please describe.		
EP-15	1.6	1.1-L	Federal-only Ballot	Does the Solution support the creation of a ballot with voting only for the Federal offices available? Please describe. https://www.fvap.gov/uploads/FVAP/Forms/fwab.pdf		
EP-16	1.6	1.2.1	Interface With Electronic Pollbook (EPB) Applications	Does the Solution support interfaces with all electronic pollbook applications approved by ELECT? Please describe.		

F - Election Preparation						
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EP-17	1.6	1.2.1-A	Export Voter Data to Pollbook	Does the Solution support the export of voter pollbook data, exported in formats supported by each of the State Board approved electronic pollbook applications, and consisting of a list of all eligible voters in a geographic area with all data required to verify and check-in a voter, with the Electronic Pollbook (EPB) export supported early enough in the election cycle to perform pre-processing and no-excuse absentee voting at least 45 days prior to the election? Please describe.		
EP-18	1.6	1.2.1-A.1	Absentee Pollbook	Does the Solution support the export of voter pollbook data with only absentee voters listed? Please describe.		
EP-19	1.6	1.2.1-A-2	Bar codes for Each Voter	Does the Solution support the creation of a barcode for every voter from either an electronic or paper pollbook, which can be scanned to check-in a voter and apply voter credit? Please describe.		
EP-20	1.6	1.2.1-B	Electronic Pollbook (EPB) Synchronization	Does the Solution support the use of satellite polling locations, with electronic pollbooks updated in real-time during the no-excuse absentee period, to prevent voters from casting multiple ballots at different precincts, and when emergency absentee ballots are used? Please describe.		
EP-21	1.6	1.2.1-C	Import Voter Credit From Pollbook	Does the Solution support the import of voter credit data, using a voter identifier and no Personally Identifiable Information (PII)? Please describe.		
EP-22		1.2.1-C.1	Import Voter Credit Format	Does the Solution include a single import containing voter credit across all parties, in a format defined by ELECT? Please describe.		
EP-23	1.6	1.2.1-D	Data Validation Reports	Does the Solution provide reports which highlight discrepancies on voter records, such as are used to verify and correct voter records before extracting the pollbook? Please describe.		
EP-24	1.6	1.2.1-E	Paper Pollbook	Does the Solution support the creation of a paper pollbook, containing the same information as the export voter pollbook data file, allowing the user to choose sort order and to create a barcode for every voter? Please describe.		

F - Election Preparation						
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				Code of Virginia § 24.2-611		
EP-25	1.6	1.3	Voting Equipment	Does the Solution provide an inventory management capability for voting equipment, including chain-of-custody, machine status, and machine location? Please describe.		
EP-26	1.6	1.4	EPB Equipment and Software	Does the Solution provide an inventory management capability for electronic pollbook equipment and software? Please describe.		

G - Absentee Voting						
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AV-1	2.2	1.2-A	Election Administration and Voting Survey (EAVS) Section A Statistics	Does the Solution support the collection of statistics required to answer questions contained within the Election Administration and Voting Survey (EAVS) Section A? Please describe. https://www.eac.gov/research-and-data/election-administration-voting-survey/		
AV-2	2.2	1.2-B	Document Management	Does the Solution support the electronic storage of all documents related to absentee voting? Please describe.		
AV-3	2.2	1.2-B.1	Scanned Documents	Does the Solution support the acquisition of documents directly from a scanner, as well as an electronic file containing an image? Please describe.		
AV-4	2.2	1.2-B.2	Emailed Documents	Does the Solution support the capture and storage of electronic mail and attachments?		
AV-5	2.2	1.2-B.3	Document Metadata	Does the Solution support the creation and storage of metadata associated with a document, including the document type, and comments? Please describe.		
AV-6	2.2	1.2-B.4	Document Association	Does the Solution support the association of one or more documents to the voter record or part of their record or transaction history, such as an absentee ballot application transaction? (There may be multiple documents associated with a single absentee ballot application. This is due to the handling of ballot reissuance or a request for assistance with voting an absentee ballot. In the case of an incapacitated or hospitalized voter, two additional forms will be attached.) Please describe.		
AV-7	2.2	1.2-C	Absentee Reports	Does the Solution produce reports containing the data stored in the Solution? Please describe.		
AV-8	2.2	1.2-C.1	Lists of Absentee Voter Applicants	Does the Solution produce reports containing the names of applicants who have submitted an absentee voter application, and associated information? Please describe. Code of Virginia § 24.2-710		

G - Absentee Voting						
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AV-9	2.2	1.2-C.2	Filtering of Absentee Voter Applicant List	Does the Solution support the filtering of applicants to appear on the list of absentee voter applicants by various criteria, including a date and time, as well as election? Please describe. Code of Virginia § 24.2-710		
AV-10	2.2	1.2-C.3	Statistic Report	Does the Solution produce a report containing the statistical details of ballots and applications? Please describe.		
AV-11	2.2	1.2-C.4	Returned Ballots	Does the Solution produce a report containing the list of voters who have returned their ballots? Please describe.		
AV-12	2.2	1.2-D	Transactional Metadata	Does the Solution capture transactional metadata about the absentee ballot application, including the postmark date of application (for mailed registration), date and time of receipt, date and time of processing, the method by which the request was received, and the absentee ballot application form used? (Some deadlines have a time component to them, so time should be captured, at a minimum of hour and minute resolution.) Please describe.		
AV-13	2.2	1.2-E	System of Inquiry	Does the Solution provide electronic interfaces necessary to convey the status of a voter's absentee ballot application, and absentee ballot on a per election basis? (This is not a requirement to create a ballot tracking website or analogous phone system, but a question as to whether the Solution provides interfaces to the data, e.g. a web service.) Please describe. Code of Virginia § 24.2-711.1		
AV-14	2.2	1.2-E.1	Ballot Scout	Does the Solution consume interfaces provided by the Ballot Scout ballot tracking system? Please describe.		
AV-15	2.2	1.2.2-A	Data Entry	Does the Solution support entry of absentee ballot applications from multiple sources? Please describe.		
AV-16	2.2	1.2.2-A.1	Manual Data Entry	Does the Solution provide for manual entry of absentee ballot applications? Please describe.		

G - Absentee Voting						
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AV-17	2.2	1.2.2-A.2	Electronic Data Entry	Does the Solution provide interfaces for electronic receipt of absentee ballot applications from the Citizen Portal and other authorized entities? Please describe.		
AV-18	2.2	1.2.2-A.3	Common Data Format	Does the Solution provide interfaces for electronic receipt of absentee ballot applications using the NIST SP 1500-104 Voter Records Interchange Common Data Format (CDF) specification? Please describe. https://pages.nist.gov/CastVoteRecords/		
AV-19	2.2	1.2.2-B	Operations on Absentee Records	Does the Solution support logical operations on absentee ballot applications? Please describe.		
AV-20	2.2	1.2.2-B.1	New Absentee Ballot Application	Does the Solution support the creation of one or more absentee ballot applications associated with a voter registration record, or a person's master record (non-registrant)? Please describe.		
AV-21	2.2	1.2.2-B.2	Duplicate Absentee Ballot Applications	Does the Solution support the capture of duplicate absentee requests? (No ballots may be associated with a duplicate absentee ballot application. For purposes of this requirement, a duplicate absentee request is defined as an application whose information, material or non-material, does not vary from the last application submitted.) Please describe.		
AV-22	2.2	1.2.2-B.3	Absentee Ballot Application Cancellation	Does the Solution support the cancellation of an existing absentee ballot application? Please describe.		
AV-23	2.2	1.2.2-B.4	Absentee Ballot Application Transfer	Does the Solution support the transfer of an absentee ballot application to a different locality? Please describe.		
AV-24	2.2	1.2.2-B.5	Absentee Ballot Application Discard	Does the Solution support the discard of an absentee ballot application when a newer application for the same person has already been processed? Please describe.		

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AV-25	2.2	1.2.2-A	Absentee Search	Does the Solution allow a user to search for an absentee ballot application using different combinations of criteria? Please describe.		
AV-26	2.2	1.2.2-A.1	Search by Barcode	Does the Solution allow a user to search for an absentee ballot application by scanning a barcode associated with the application? Please describe.		
AV-27	2.2	1.2.2-B	Absentee History	Does the Solution support the storage and retrieval of the transactional history of a voter's absentee ballot applications? Please describe.		
AV-28	2.2	1.2.2-C	Absentee Ballot Application Forms	Does the Solution support the recording of information contained on forms prescribed by ELECT, the Federal Post Card Application, or Federal Write-In Ballot (non-ballot portion)? Please describe.		
AV-29	2.2	1.2.2-D	Pending Absentee Ballot Applications	Does the Solution save an absentee ballot application whose disposition has not been determined for later processing? (The absentee ballot application should be tied to the applicant's voter registration record, or master record if no registration record exists.) Please describe.		
AV-30	2.2	1.2.2-E	Incomplete Absentee Ballot Application	Does the Solution support the electronic recording of incomplete absentee ballot applications? Please describe.		
AV-31	2.2	1.2.2-E.1	Incomplete Absentee Correspondences	Does the Solution generate correspondence letters informing an applicant of material omissions on their absentee ballot application? Please describe.		
AV-32	2.2	1.2.2-F	Election-based Absentee Ballot	Does the Solution support absentee ballot application forms that indicate the applicant will receive a ballot for a single election? Please describe. Code of Virginia § 24.2-701 Code of Virginia § 24.2-705 Code of Virginia § 24.2-705.1 Code of Virginia § 24.2-705.2		

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AV-33	2.2	1.2.2-G	Temporal-based Absentee Ballot Application	Does the Solution support absentee ballot application forms that indicate the applicant will receive ballots for all eligible elections over a specified period of time? (Virginia has two forms that fall under this heading, the SBE-703.1 and the Federal Post Card Application (FPCA).) Please describe. Code of Virginia § 24.2-703.1		
AV-34	2.2	1.2.2-G.1	Length of Time of Application	Does the Solution allow authorized users to make changes to the length of time an absentee ballot application is effective based on the form used? Is time specifiable in number of months, or calendar years? Please describe. Code of Virginia § 24.2-703.1		
AV-35	2.2	1.2.2-G.2	Notice of Expiring Temporal Application	Does the Solution generate correspondence letters informing an applicant with a currently effective temporal absentee ballot application of the upcoming expiration of their application and provide a blank application? Please describe. Code of Virginia § 24.2-703.1		
AV-36	2.2	1.2.2-G.3	Cancellation of Temporal Application (ill or disabled)	Does the Solution support the cancellation of a temporal application (ill or disabled) before its expiration if an absentee ballot is returned undeliverable, or the general registrar knows that the applicant is no longer a qualified voter, and records the reason for cancellation? Please describe. Code of Virginia § 24.2-703.1		
AV-37	2.2	1.2.2-H	Single Effective Application	Does the Solution ensure that at most one absentee ballot application is effective for a voter at any given point in time? (For example, a voter cannot have an effective FPCA and a SBE-701 for the same election.) Please describe.		

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AV-38	2.2	1.2.2-H.1	Application Narrowing	Does the Solution indicate when accepting a new application will cause a narrowing of services made available to the voter? (If a FPCA will be cancelled as a result of a new, non FPCA request, the voter will no longer be able to have their ballot emailed or faxed. The voter may not be aware of this loss in service.) Please describe.		
AV-39	2.2	1.2.2-H.2	Federal Write-In Absentee Ballot (FWAB) Exception	Notwithstanding any other requirement in this section, does the Solution not allow the receipt of a FWAB to cause an effective Federal Post Card Application (FPCA) application to be cancelled? Please describe.		
AV-40	2.2	1.2.2-I	Absentee Timing	Does the Solution determine if the particular absentee ballot application form may be accepted given the time it was received? Please describe.		
AV-41	2.2	1.2.2-I.1	Absentee Timing Provisions	Does the Solution allow a privileged user to set the time windows for which a particular absentee ballot application form may be accepted? Are dates configurable based on election date offsets? (An election date offset takes the form of X days before an election, including an optional time component. Many forms have an earliest and latest date that they may be accepted.) Please describe. Code of Virginia § 24.2-701 Code of Virginia § 24.2-419 Code of Virginia §24.2-420.1 Code of Virginia § 24.2-459		
AV-42	2.2	1.2.2-J	No-reason Absentee	Does the Solution support absentee ballot application forms that do not require a reason to be accepted? Please describe.		
AV-43	2.2	1.2.2-J.1	No-reason Provisions	Does the Solution allow a privileged user to set the dates, forms, methods, or other attributes that indicate the voter may submit an absentee ballot application without a reason? Please describe. Code of Virginia § 24.2-700		

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AV-44	2.2	1.2.2-K	Reason Absentee	Does the Solution support absentee ballot application forms that require the applicant to specify a reason in order to be accepted? Please describe.		
AV-45	2.2	1.2.2-K.1	Reasons and Supporting Information	Does the Solution support the establishment of a list of reasons, and whether that reason requires supporting information on a per form basis? (ELECT has developed separate forms for different provisions of Virginia and federal law. Each form has a different set of situations, or reasons that must apply to the applicant for the application to be accepted.) Please describe. Code of Virginia § 24.2-701		
AV-46	2.2	1.2.2-L	Pending Voter Registrations	Does the Solution identify absentee ballot applications that are associated to a voter registration record that has an unprocessed or pending voter registration? Please describe.		
AV-47	2.2	1.2.2-L.1	Processing Efficiency	Does the Solution support processing a voter registration record that has an unprocessed or pending registration and an unprocessed absentee as a single process? Please describe.		
AV-48	2.2	1.2.2-M	Update of Voter Record	Does the Solution identify absentee applications that contain updates to the voter's registration record? Please describe.		
AV-49	2.2	1.2.2-M.1	Change of Address	Does the Solution change a voter's residence address from information supplied on a voter registration application? Please describe.		
AV-50	2.2	1.2.2-M.2	Change of Name	Does the Solution change a voter's name from information supplied on a voter registration application? Please describe.		
AV-51	2.2	1.2.2-M.3	Non-overlapping Deadlines	Does the Solution determine if changes to the voter registration can be made given the date of receipt (or postmark)? If changes cannot be made, is it able to determine if those changes are material to the absentee request, and whether the voter can vote a regular ballot? (The voter may not be able to vote a regular ballot if they have an address mismatch between the voter registration residence and that provided on the absentee ballot application.) Please describe.		

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AV-52	2.2	1.2.2-N	Move With Existing Absentee	Does the Solution support the processing of an absentee request in a new locality of a voter who has a currently active absentee request in an old locality, but has since moved? (Such an absentee application can only be processed if the ballot in the previous locality has not been cast.) Please describe.		
AV-53	2.2	1.2.2-O	Request Methods	Does the Solution allow an authorized user to establish the set of methods in which an absentee ballot application may be received? Examples include in-person, mail, etc. Please describe.		
AV-54	2.2	1.2.2-P	Five-day Waiting Period	Does the Solution determine if an applicant is subject to a waiting period, and if so has met the five-day wait period subsequent to registering to vote? Please describe. Code of Virginia § 24.2-701		
AV-55	2.2	1.2.2-Q	First-time Voter Must Show ID	Does the Solution determine if the applicant is a first time voter in their current locality who registered by mail, and therefore must present identification? Please describe. Code of Virginia §24.2-706		
AV-56	2.2	1.2.2-R	In-person Requirement	Does the Solution determine if the applicant must vote absentee in-person? (First time voters must vote in-person, either absentee or at the polls. Certain voters are exempt from this requirement.) Please describe.		
AV-57	2.2	1.2.2-S	Mail Voter ID Requirement	Does the Solution automatically determine if an applicant whose application was received via mail must provide identification? Please describe.		
AV-58	2.2	1.2.2-T	In-person voting	Does the Solution support the absentee in-person voting process? Please describe.		
AV-59	2.2	1.2.2-T.1	Voter Identification	Does the Solution allow recording that voter photo ID was presented? Please describe. Code of Virginia § 24.2-701 Code of Virginia § 24.2-643		

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AV-60	2.2	1.2.2-T.2	Vote Centers	Does the Solution support the operation of Vote Centers, which are voting sites that allow voting during expanded hours prior to Election day, and can offer voting for more than one precinct, with support for the generation of multiple ballot styles for each Vote Center?		
AV-61	2.2	1.2.2-U	Denied Absentee Ballot Application	Does the Solution support the electronic recording of denied absentee ballot applications? Please describe.		
AV-62	2.2	1.2.2-U.1	Mastering of Denied Absentee Ballot Application	Does the Solution link absentee ballot applications containing sufficient identifying information to the person's master record? Please describe.		
AV-63	2.2	1.2.2-U.2	Denial Notice Correspondence	Does the Solution generate correspondence letters informing the applicant of the rejection of their absentee ballot application? Please describe.		
AV-64	2.2	1.2.2-U.3	Denial Notice Reason	Does the Solution automatically construct the text required to convey the reason(s) why an absentee ballot application was rejected? Does the Solution categorize and describe the business rules that the absentee ballot application violated such that it could not be accepted? Please describe.		
AV-65	2.2	1.2.2-U.4	Denial Notice Customization	Does the Solution provide a place for the user to enter a freeform denial reason, in addition to any generated by the Solution, on a per application basis? (Users should be able to specify their reason(s) for denying a voter registration, in case that any of the enumerated values in the Solution do not apply.) Please describe.		
AV-66	2.2	1.2.2-V	Address Handling	Does the Solution support addresses and provisions in absentee law? Please describe.		
AV-67	2.2	1.2.2-V.1	Foreign Addresses	Does the Solution support foreign addresses and provisions in absentee law? Please describe.		

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AV-68	2.2	1.2.2-V.2	In-Commonwealth Move	Does the Solution identify voters who have moved out of the Commonwealth to another state but are eligible to vote a presidential-only ballot in a presidential general election? (Does not apply to UOCAVA voters. Applies to cross state moves only.) Please describe. Code of Virginia § 24.2-402		
AV-69	2.2	1.2.2-W	Provide Absentee Ballot Applications	Does the Solution support the generation of absentee ballot applications and other required materials for a voter to apply for an absentee ballot? Will the form prefilled to the extent desired by ELECT? Please describe. Code of Virginia § 24.2-701		
AV-70	2.2	1.2.2-W.1	Corrections to Absentee Ballot Applications	Does the Solution allow for the user to correct a data entry error on an existing absentee ballot application? (For example, changing the mailing address of a ballot after it had been sent.) Please describe.		
AV-71	2.2 2.2	1.2.3-A	Quality of Service	Does the Solution identify if absentee ballots are not mailed within three days of receiving a complete absentee ballot application? Please describe. Code of Virginia § 24.2-612		
AV-72	2.2	1.2.3-B	Ballot Ready	Does the Solution send ballots as soon as the ballots are ready? Please describe.		
AV-73	2.2	1.2.3-C	New In-person Registrant	Does the Solution delay, by a set amount of time, sending an absentee ballot to a voter that has registered to vote in-person and did not indicate military or overseas status? (Delay is currently five days.) Please describe. Code of Virginia § 24.2-701		
AV-74	2.2	1.2.3-D	Allowed Transmission Methods	Does the Solution determine which ballot transmission methods the voter is offered given the absentee ballot application form used, and/or the reasons contained therein? (All forms allow the voter to receive a ballot by mail, however, in-person, email and fax are allowed under a more narrow set of circumstances.) Please describe.		

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AV-75	2.2	1.2.3-F	Situational Ballot Type	Does the Solution automatically narrow the types of ballots the absentee ballot applicant may receive based on information provided by the absentee ballot application? Please describe.		
AV-76	2.2	1.2.3-F.1	Contests Appearing on Ballot	Does the Solution automatically narrow the ballot styles the absentee ballot applicant may receive based on their eligibility to vote on certain contests (e.g., Full, Federal Only, etc)? Please describe. 1VAC20-45-10 Code of Virginia § 24.2-453		
AV-77	2.2	1.2.3-F.2	Provisional Ballots	Does the Solution automatically determine if an absentee voter must receive a provisional ballot? (Virginia is an NVRA state, and must provide provisional ballots to all voters under HAVA). Please describe.		
AV-78	2.2	1.2.3-G	Batch Absentee Ballot Issuance	Does the Solution support the issuance of absentee ballots as a single batch? Please describe.		
AV-79	2.2	1.2.3-H	One-off Absentee Ballot Issuance	Does the Solution support the issuance of an absentee ballot as a one-off? Please describe.		
AV-80	2.2	1.2.3-I	Streamlined Ballot Issuance	Does the Solution support issuing an absentee ballot immediately after a complete absentee ballot application has been processed, subject to ballot availability? (This is to provide process improvements for in-person absentee voting scenarios.) Please describe. Code of Virginia § 24.2-701		
AV-81	2.2	1.2.3-J	Ballot On Demand	Does the Solution provide or consume interfaces required to print a ballot on demand? Please describe.		
AV-82	2.2	1.2.3-K	Provisional Ballots	Does the Solution issue provisional absentee ballots? Please describe. Code of Virginia § 24.2-701		

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AV-83	2.2	1.2.3-L	Absentee Balloting Materials	Does the Solution identify the ballot materials that must be assembled for each absentee ballot package that is sent by mail? (Ballot packages will vary based on the situation of the voter. Some voters are required to provide identification and will get a HAVA ID notice, UOCAVA voters will get significantly different balloting materials, etc.) Please describe. Code of Virginia §24.2-706		
AV-84	2.2	1.2.3-L.1	Barcoded Envelopes	Does the Solution generate envelopes, or labels to affix to envelopes, with barcode necessary to aid in processing? Are barcodes generated for both outbound and return envelopes? Please describe.		
AV-85	2.2	1.2.3-L.2	Intelligent Mail Barcodes	Does the Solution affix Intelligent Mail Barcodes (IMb) to the absentee ballot labels addressed to the absentee voter and to the locality for absentee ballots that are sent by mail? (IMb Labels are currently optional for return ballot envelopes addressed to the locality. For outbound absentee ballots sent by mail, IMbs should be printed only on labels addressed to domestic and non-military addresses) Please describe.		
AV-86	2.2	1.2.3-M	Single Ballot	Does the Solution ensure that the voter has a single ballot in their possession for a given election? Please describe.		
AV-87	2.2	1.2.3-M.1	Control Generation of Materials	Does the Solution allow a user to control which groups of absentee voters they wish to generate absentee ballot packages, at a minimum UOCAVA and non-UOCAVA voters? (UOCAVA includes voters who used the SBE-701 with a military or overseas reason, as well as Federal Post Card Application (FPCA) voters). Please describe.		
AV-88	2.2	1.2.3-M.2	Track Generation of Materials	Does the Solution record which absentee ballot packages were printed or otherwise output by the system? (This could be handled by a print flag, or print date associated with an absentee ballot application.) Please describe.		

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AV-89	2.2	1.2.3-M.3	Ballot Reissuance	Does the Solution support the reissuance of an absentee ballot for an election when a voter provides a signed statement that they have lost or never received their absentee ballot issued for the same election? Please describe. Code of Virginia § 24.2-708		
AV-90	2.2	1.2.3-M.4	Reissuance Timing Provisions	Does the Solution allow a privileged user to set the time windows for which an absentee ballot can be reissued on a per-form basis? Are the dates configurable based on election date offsets? (There are different deadlines for ballot reissuance based on the situation conveyed by the form type used. (e.g. 793.1)) Please describe. Code of Virginia § 24.2-703.2		
AV-91	2.2	1.2.3-M.5	Lost Absentee Ballots	Does the Solution support the re-issue of an absentee ballot when a voter provides a statement that their ballot was lost or not received? Please describe. Code of Virginia § 24.2-653.1 Code of Virginia § 24.2-708		
AV-92	2.2	1.2.3-M.6	Reissued Ballot Type	Does the Solution allow a privileged user to set whether the reissued ballot should be a regular or provisional ballot based on the original absentee ballot application form used and whether the voter is making the request in person? Please describe.		
AV-93	2.2	1.2.3-M.7	Track Multiple Ballots	Does the Solution allow tracking of multiple ballots per election, per vote? (This is to handle the reissuance of ballots, without data loss.) Please describe.		
AV-94	2.2	1.2.4-A	Ballot Returned Unused	Does the Solution support the recording of a ballot as returned unused, the date of receipt, and postmark (if mailed)? (This is different from a returned ballot that was returned unvoted. Unused ballots remain in the enveloped that was originally sealed by the GR.) Please describe. Code of Virginia § 24.2-708		

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AV-95	2.2	1.2.4-B	Ballot Returned Used	Does the Solution support the recording of a ballot as returned? Please describe. Code of Virginia § 24.2-710		
AV-96	2.2	1.2.4-C	Barcoded Return	Does the Solution support marking a ballot as returned using the barcode affixed to the returning ballot label for ballots that were sent by mail and email? Please describe.		
AV-97	2.2	1.2.4-D	Single Countable Ballot	Does the Solution ensure that at most one ballot is marked as countable for any voter in an election? (This should be enforced, however, some situations are unavoidable, such as when a UOCAVA voter submits a Federal Write In Ballot (FWAB).) In that case, does the Solution count either the returned absentee ballot OR the FWAB? Please describe.		
AV-98	2.2	1.2.4-E	Ballot Disposition	Does the Solution support the recording of the disposition of returned ballots? Please describe. Code of Virginia § 24.2-707 Code of Virginia § 24.2-709		
AV-99	2.2	1.2.4-E.1	Countability Determination	Does the Solution automatically determine the countability of a returned absentee ballot? Please describe.		
AV-100	2.2	1.2.4-E.2	Rejected Ballots	Does the Solution support the recording of the reason(s) why a ballot was rejected from counting? Please describe.		
AV-101	2.2	1.2.4-E.3	Rejected Ballot Correspondence	Does the Solution generate correspondence letters informing the applicant of the rejection of their absentee ballot? Please describe.		
AV-102	2.2	1.2.4-E.4	Rejected Ballot Reason	Does the Solution automatically construct the text (in the language of the voter) required to convey the reason(s) why an absentee ballot was rejected? Does the Solution categorize and describe the business rules that the absentee ballot package violated such that it could not be accepted? Please describe.		

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AV-103	2.2	1.2.4-E.5	Denial Notice Customization	Does the Solution provide a place for the user to enter a freeform denial reason, in addition to any generated by the Solution, on a per application basis? (Users should be able to specify their reason(s) for denying a voter registration, in case that any of the enumerated values in the Solution do not apply.) Please describe.		
AV-104	2.2	1.2.4-F	Registration Interactions	Does the Solution detect when a change in the voter registration record impacts the voter's absentee ballot? Please describe.		
AV-105	2.2	1.2.4-F.1	List Maintenance	Does the Solution determine if an absentee ballot should not be counted due to a list maintenance action made after issuance? Please describe.		
AV-106	2.2	1.2.4-F.2	Death of Voter After Cast	Does the Solution not disqualify an absentee ballot due to the voter having died after it was cast? Please describe.		
AV-107	2.2	1.2.4-G	Voting Credit	Does the Solution record credit for voting absentee? Please describe.		
AV-108	2.2	1.2.4-G.1	Voting Credit Data	Does the Solution record the election for which the voter voted absentee, the ballot style, and locality in which they voted? Please describe.		

H - Election Results & Canvassing						
RFP Req. #	ELECT Document Reference	ELECT Specification ID	ELECT Specification Title	Requirement	Column A: Yes (Y) Future (F) No (N)	Column B: Provide an explanation of how the Solution will fulfill the requirement. <i>The Supplier's detailed explanation should not simply be an affirmative reiteration of the question but should describe the manner in which the requirement is met.</i> Where possible and beneficial please provide screenshots or graphics to help illustrate your response. Where your response has described a future release or update as the provision, please provide a timeline for that provision. Supplier may also use Column B to cross-reference to a detailed explanation included as an attachment to its proposal.
ERC-1	3.1	1.1	Track Canvass Process	Does the Solution allow the user to designate beginning and end of canvass, and provide a checklist of the canvass workflow tasks to indicate which parts of the canvass process are completed or are remaining to be done? Please describe.		
ERC-2	3.1	1.2-A	Manual Voting Results Entry	Does the Solution provide a manual data entry of in-person, curbside, absentee, Central Absentee Precinct (CAP), provisional, non-registrant provisional, write-in votes and overvotes by precinct, office, or referendum, with a prepopulated list of precincts, offices, referenda and candidate names, as applicable? Please describe.		
ERC-3	3.1	1.2-B	Voting Results Data Upload	Does the Solution allow data upload of in-person, curbside, absentee, Central Absentee Precinct (CAP), provisional, non-registrant provisional, write-in votes, and overvotes for offices and referenda in a defined, standard format? The Solution may support an Application Programming Interface (API) to load same data. Please describe.		
ERC-4	3.1	1.2-B.1	Data Upload Validation	Does the Solution validate the data in import files prior to import, providing the user with appropriate error messages? Please describe.		
ERC-5	3.1	1.2-B.2	Data Upload Confirmation	Does the Solution confirm the upload was successful, and display statistics related to upload? Please describe.		
ERC-6	3.1	1.2-C	Poll Location Voting Results	Does the Solution support a method for poll locations to electronically provide voting results, and automatically aggregate those results by locality? Please describe.		
ERC-7	3.1	1.2-D	Vote Count Validation	Does the Solution provide a warning for vote counts which may be in error, according to business rules, for all methods of vote count entry (manual, file upload, API)? For example: number of votes exceeds number of checked-in voters, or eligible voters. Please describe.		
ERC-8	3.1	1.3	Precinct Reporting Progress	Does the Solution calculate precinct reporting progress, and provide an online display and API access for display on the public website? Please describe.		

H - Election Results & Canvassing						
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ERC-9	3.1	1.4.-A	Election Turnout	Does the Solution provide data entry by precinct (including Central Absentee Precinct (CAP)) for number of voters who checked in in-person or curbside, and the number of absentee ballots submitted? Please describe.		
ERC-10	3.1	1.4-B	Provisional Turnout	Does the Solution provide data entry to record each provisional ballot cast and associate it with the voter, including whether the ballot was counted and the reason, and capture all data to satisfy Election Assistance Commission (EAC) reporting requirements? https://www.eac.gov/assets/1/6/2018_EAC_Election_Administration_and_Voting_Survey_Instrument.pdf		
ERC-11	3.1	1.4-C	Non-Registrant Provisional Turnout	Does the Solution provide data entry to record each non-registrant provisional ballot submitted, including citizen identifying information, even though non-registrant ballots are not counted? Please describe.		
ERC-12	3.1	1.4-D	Turnout Validations	Does the Solution prevent entering turnout data outside of a customizable timeframe? Please describe.		
ERC-13	3.1	1.5.1	Election Results Reporting	Does the Solution provide a flexible interface to view or export various types of election results information in multiple tabular file formats, allow custom field selection and filtering, and default query by current election and applicable locality? Please describe.		
ERC-14	3.1	1.6	Identify Winners	Does the Solution allow a permissioned user to declare a winner (or winners for offices with multiple simultaneous office holders) for each office and referenda, based on the summed total of votes cast, and after end of canvass has happened? Please describe.		
ERC-15	3.1	1.7.1-A	Import Voter Credit	Does the Solution allow data upload of voter credit in a standard format, dictated by ELECT, capture required fields (for example: election, party), and validate voter credit data by enforcing required fields and rejecting duplicates? Please describe.		

H - Election Results & Canvassing						
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ERC-16	3.1	1.7.1-B	Manual Entry of Voter Credit	Does the Solution capture manually entered voter credit for each voter, and validate voter credit data by enforcing required fields and rejecting duplicates? Please describe.		
ERC-17	3.1	1.7.1-B.1	Poll List Add Voter Credit	Does the Solution support scanning a bar code to apply voter credit from a paper pollbook, and support batch processing of voter credit, allowing the user to enter required fields once, and apply that data to a group of scanned voters? Please describe.		
ERC-18	3.1	1.7.1-C	Activate Voter	Does the Solution change inactive voters' voter records to active upon receiving voter credit? Please describe.		
ERC-19	3.1	1.7.D	Display Voter History	Does the Solution support display of voting history for each voter, including: in-person, absentee, and provisional ballot submissions? Please describe.		
ERC-20	3.1	1.8	Search	Does the Solution allow the user to easily find any election results information detailed above, including searching or filtering by relevant fields? Please describe.		
ERC-21	3.1	1.9	Edit	Does the Solution allow editing of all election results information detailed above, and enforce reason codes for data entry changes made after election day? Please describe.		
ERC-22	3.1	1.1	Delete	Does the Solution allow for the deletion of all election results information detailed above, and enforce reason codes for data entry changes made after election day? Please describe.		
ERC-23	3.1	1.11	Correspondence	Does the Solution support correspondence for non-registrant provisional and provisional not counted? Please describe.		

I - Correspondence and Reports						
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CAR-1	4.0	1.1-A	Maintain Correspondence	Does the Solution support the generation and maintenance of correspondence? Please describe.		
CAR-2	4.0	1.1-B	Maintain Minority Languages	Does the Solution support and maintain minority languages? Please describe.		
CAR-3	4.0	1.1-C	Maintain Correspondence Translations	Does the Solution support and maintain correspondence translations? Please describe.		
CAR-4	4.0	1.1-D	Maintain Denial Codes	Does the Solution provide simple denial and translation codes associated with correspondence? Please describe.		
CAR-5	4.0	1.1-E	Undeliverable Voter Correspondence Updates	Does the Solution support the marking of undeliverable voter correspondence as "undelivered" via scanned bar code? Please describe.		
CAR-6	4.0	1.1-F	Correspondence Management	Does the Solution include correspondence management capabilities that allow the suppression of correspondence according to an ELECT-defined set of rules; such as the suppression of voter correspondence when the only update to a voter's information is the addition of a middle name, middle initial or a lower-case to upper-case letter? Please describe.		
CAR-7	4.0	1.1-G	Historic Search of Correspondence	Does the Solution provide for a historic search of correspondence based on various criteria, such as by date of original letter? Please describe.		
CAR-8	4.0	1.1-H	Track Interactions with a Voter that Include Correspondence, Calls and Email	Does the Solution track interactions with a voter that include correspondence, calls, and email? Please describe.		

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CAR-9	4.0	1.1-I	Correspondence Batch in Alphabetical Order	Does the Solution support alphabetizing correspondence batches? Please describe.		
CAR-10	4.0	1.1-J	Print Settings	Does the Solution allow users to specify print settings? Please describe.		
CAR-11	4.0	1.2-A	List of Labels	Does the Solution provide for the creation of a list of labels? Please describe.		
CAR-12	4.0	1.2-B	Generation of Labels	Does the Solution support the generation of labels? Please describe.		
CAR-13	4.0	1.2-C	Alternate Mailing Address	Does the Solution provide for alternate selection of mailing address? Please describe.		
CAR-14	4.0	2.1.A	List of Reports	Does the Solution provide a list of reports? Please describe.		
CAR-15	4.0	2.1-B	List of Report Descriptions	Does the Solution support the augmentation of report descriptions, and are those full descriptions easily searchable? Please describe.		
CAR-16	4.0	2.1-C	Generate Reports	Does the Solution generate reports? Please describe.		
CAR-17	4.0	2.1-D	Generate On-Demand / Customized Reports	Does the Solution generate on-demand and customized reports? Please describe.		
CAR-18	4.0	2.1-E	Data Validation Reports	Does the Solution generate data validation reports? Please describe.		
CAR-19	4.0	2.1-F	User-defined Custom / Ad Hoc Reports	Does the Solution include capabilities that allow users to easily define customized and/or ad hoc reports? Please describe.		
CAR-20	4.0	2.1-G	List of Most Commonly Used and Usage of Reports	Does the Solution list or designate the most commonly used reports and provide usage reports? Please describe.		

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CAR-21	4.0	2.1-H	Report Date Range	Does the Solution provide for specification of beginning date and end date for reports that allow date range? Please describe.		
CAR-22	4.0	2.1-I	Freedom of Information Act (FOIA) Reports Suppress Personally Identifiable Information (PII)	Does the Solution support Freedom of Information Act (FOIA) requests by allowing users an option to suppress Personally Identifiable Information (PII) from all reports, customized reports, and ad hoc output? Please describe.		
CAR-23	4.0	2.1-J	Report Output CSV and MS Excel	Does the Solution generate report output in CSV format and MS Excel that is useful (e.g., no merged data)? Please describe.		
CAR-24	4.0	2.2-A	List of Extracts	Does the Solution provide a list of extracts with associated descriptions? Please describe.		
CAR-25	4.0	2.2-B	Generate Extracts	Does the Solution generate extracts? Please describe.		
CAR-26	4.0	2.2-C	Generate Query Results	Does the Solution generate query results? Please describe.		
CAR-27	4.0	2.2-D	Report Queue Management	Does the Solution support report queue management functions? Please describe.		
CAR-28	4.0	3.1-A	Elections Assistance Commission (EAC) Reporting	Does the Solution generate Elections Assistance Commission (EAC) Reports? Please describe. https://www.eac.gov/assets/1/6/2018_EAC_Election_Administration_and_Voting_Survey_Instrument.pdf		

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CAR-29	4.0	3.1-B	System Changes Impact to Elections Assistance Commission (EAC) Reporting	Does the Solution inform how system changes impact Elections Assistance Commission (EAC) reporting? Please describe.		
CAR-30	4.0	3.1-C	Elections Assistance Commission (EAC) Validation and Reconciliation	Does the Solution support Elections Assistance Commission (EAC) validation and reconciliation? Please describe.		
CAR-31	4.0	3.1-D	Elections Assistance Commission (EAC) Transaction Tracking	Does the Solution provide transaction tracking that aligns with Elections Assistance Commission (EAC) reporting? Please describe.		
CAR-32	4.0	3.1-E	Elections Assistance Commission (EAC) History Tracking	Does the Solution provide history tracking for Elections Assistance Commission (EAC) reporting? Please describe.		
CAR-33	4.0	3.1-F	Capture Election Survey Data	Does the Solution capture election data gathered from each locality through a survey on Election Day? Please describe.		
CAR-34	4.0	4.1-A	Tableau	Does the Solution support and provide optimization for live connections to Tableau, through a data warehouse or otherwise? Please describe.		

J - List Maintenance						
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LM-1	5.0	1.1	Support the Voter List Maintenance Process	Does the Solution support maintenance of a complete, separate, and accurate record of all registered voters in the Commonwealth? Please describe. Code of VA § 24.2-404 Code of VA § 24.2-428		
LM-2	5.0	1.1-A	Auto Find Voter Matches	Does the Solution support the ability to automatically find voter matches, or duplicates, during online voter registration processing? Please describe. Code of VA § 24.2-411.1		
LM-3	5.0	1.1-B	Auto Cancel Registration	Does the Solution support the ability to automatically cancel voter registrations, as warranted? Please describe. Code of VA § 24.2-435 Code of VA § 24.2-404.4		
LM-4	5.0	1.1-B.1	External Change of Address Feed	Does the Solution support ingesting address change information from external sources, and cancelling the registration of voters who have moved out of Virginia, allowing an order of precedence to be set, whereby one external source's data takes priority over another in the case of contradicting data, while providing a history to track the source of the change of address information each time a voter address is changed? Please describe.		
LM-5	5.0	1.1-B.2	Cancel Due to Inactivity	Does the Solution provide for automatically marking voter registrations for cancellation if the voter has been inactive for two consecutive federal elections? Please describe.		

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LM-6	5.0	1.1-B.3	External Change of Address Cancellation Process	Does the Solution track the actions required to resolve an external change of address record and prompt the user to take action at appropriate times? Please describe. The business rules are as follows: • For a move within the jurisdiction, capture correspondence sent date, and mail returned undeliverable date (if applicable), or voter reply date (if applicable). Prompt the user to update the address 30 days from the correspondence date . • For a move outside the jurisdiction, capture intent to cancel notice sent date, and mail returned date (if applicable). Set the voter registration date to inactive. After 2 federal elections have passed, cancel the voter registration. • For a move out of state		
LM-7	5.0	1.1-B.4	Citizenship Confirmation	Does the Solution support flagging voter records as needing a citizenship confirmation, where the flag may be indicated individually or in bulk, and manually or through an external data source, and include: 1) automatic setting of a reminder after a configurable number of days, to process a cancellation for that voter if the confirmation has not been received; 2) automatic cancellation of a voter who has not returned the confirmation; 3) provide for the scanning of the citizenship affirmation letter and ability to associate the scanned image with the voter; and 4) capability of storing the date the confirmation was received? Please describe.		
LM-8	5.0	1.1-C	Generate Cancellation Notice	Does the Solution support - 1) the generation of cancellation notices, 2) the export of cancellation notice information in bulk to be sent to a third party for mailing, and 3) the printing of bar-code labels to affix to the notice and/or envelope which identify the voter? Please describe.		

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LM-9	5.0	1.1-C.1	Bulk Mailing of Cancellation Notices	Does the Solution support the bulk mailing of cancellation notices? Please describe.		
LM-10	5.0	1.1-C.2	Disseminate Cancellation Information	Does the Solution provide a list of cancelled registrations in a format appropriate with the following uses? • To be posted in the GR and Clerk of Circuit Court offices • To be sent to the chairmen of all local parties Please describe.		
LM-11	5.0	1.1-D	Process Locality Transfers	Does the Solution support the ability to transfer a voter into another locality, while notifying the losing locality of the transfer, and requesting acknowledgement of the transfer from the losing locality? Does the Solution's notification to the new locality include an electronic image of the voter's original voter registration card, if available? Please describe. Code of VA § 24.2-424		
LM-12	5.0	1.1-D.1	Locality Transfer Notice	Does the Solution provide for the creation of a transfer notice to be sent to the voter at their old and new address, and support processing these notices individually or in bulk? Please describe.		
LM-13	5.0	1.1-E	Process Prohibited Voter Lists	Does the Solution support the processing of all prohibited voter lists? Please describe.		
LM-14	5.0	1.1-E.1	Import External Prohibited Voter Lists	Does the Solution support the import of prohibited voter lists from multiple sources in multiple formats, singularly or in batch, and keep a history of prohibited voter import records? Please describe.		
LM-15	5.0	1.1-E.2	Voter Matching	Does the Solution provide intelligent matching of newly ingested prohibited voters with voter registration records and previously ingested prohibited voter lists, and provide intelligent automatic updates of voter eligibility based on these matches? Please describe.		

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LM-16	5.0	1.1-E.3	Voter Registration Update	Does the Solution provide a convenient way to deactivate voters matched in the various prohibited voter lists, and provide for the capture of the date and reason? Please describe.		
LM-17	5.0	1.1-F	List Maintenance Calendar Restrictions	Does the Solution provide the ability to prevent list maintenance activities during configurable time periods in order to comply with Virginia law? Please describe. Code of VA § 24.2-427		
LM-18	5.0	1.1-G	Manage Duplicate Registrations	Does the Solution support the ability to reconcile duplicate registrations? Please describe.		
LM-19	5.0	1.1-G.1	Merge Voter Registration Records	Does the Solution provide the capability to merge multiple records for the same voter, where the records may be voter registration records in the system or voter record updates from external sources (e.g. Department of Motor Vehicles (DMV), National Change of Address (NCOA), Electronic Registration Information Center (ERIC)), and allow a convenient user interface to view both records, and choose which data elements to keep from each of the records, while keeping a copy of the original state of both records prior to the merge? Please describe.		
LM-20	5.0	1.1-G.2	Unmerge Voter Registration Records	Does the Solution provide the capability to unmerge voter records which have previously been merged, where each record must return to the state it was in prior to the merge, for the purpose of recovery from a merge done in error? Please describe.		
LM-21	5.0	1.1-G.3	Merge / Unmerge Report	Does the Solution provide a report indicating which records have been merged or unmerged? Please describe.		
LM-22	5.0	1.1-H	Process Non-Citizen List	Does the Solution support the ability to process a non-citizen list? Please describe. Code of VA § 24.2-404 Administrative Code 1VAC20-40-70 Code of VA § 24.2-427		

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LM-23	5.0	1.1-I	Returned Correspondences Undeliverable	Does the Solution provide for tracking of correspondences that are returned undeliverable, both individually and in bulk, and support reading a barcode from returned mail to identify the voter? Please describe.		
LM-24	5.0	1.1-J	Generate Confirmation Mailing	Does the Solution support the generation of address confirmation mailings? Please describe.		
LM-25	5.0	1.1-K	Communicate Moves to Other States	Does the Solution support communication on voter moves to other states in accordance with state law? Please describe. Code of VA § 24.2-404.4		
LM-26	5.0	1.1-L	Reactivate an Inactive or Cancelled Voter	Does the Solution provide the capability to reactivate a voter who was previously cancelled or deactivated, and provide a reason and a date for reactivation? Please describe. Code of VA § 24.2-428.2		
LM-27	5.0	1.1-M	List Maintenance Reporting	Does the Solution support list maintenance reporting, including an annual list maintenance report in accordance with state law? Please describe. Code of VA § 24.2-428		

K - Online Citizen Portal						
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OCP-1	6.0	1.1-A	Online Voter Application	Does the Solution allow voters to easily navigate from the Virginia Department of Elections' government website to the Online Citizen Portal? Please describe.		
OCP-2	6.0	1.1-A.1	Multiple Language for Online Voter Registration Application	Does the Solution support multiple/non-Latin alphabet-based languages for online voter registration applications, including but not limited to Spanish, Vietnamese, and Korean? Please describe. Voting Rights Act (VRA)		
OCP-3	6.0	1.1-A.2	Required Online Voter Registration Application Fields	Does the Solution enforce checks for required online voter registration application fields? Please describe.		
OCP-4	6.0	1.1-A.3	Online Voter Registration Check for Valid Residence Address	Does the Solution check and prevent submitting both a non-Virginia address and a P.O. Box address on online voter registration applications? Please describe.		
OCP-5	6.0	1.1-A.4	Online Voter Registration Application Check for Locality	Does the Solution check and auto-populate applicant's locality based on valid residence address? Please describe.		
OCP-6	6.0	1.1-A.5	Duplicate Online Voter Registration Application Check	Does the Solution check and prevent submission of duplicate online voter registration applications? Please describe.		

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OCP-7	6.0	1.1-A.6	Save Partially Complete Online Voter Registration Application	Does the Solution allow a registrant to save a partially complete online voter registration application? Please describe.		
OCP-8	6.0	1.1-A.7	Confirmation Message Upon Submission	Does the Solution provide a registrant with a confirmation message that includes transaction number with date and time of submission upon successful submission of an online voter registration application? Please describe.		
OCP-9	6.0	1.1-A.8	Confirmation Message Upon Submission	For incomplete registration applications, does the Solution clearly instruct registrants that the completed online voter registration application should be printed, signed, and mailed to their General Registrar (GR)? Please describe.		
OCP-10	6.0	1.1-A.9	Rejection Message	Does the Solution provide clear instructions and steps needed for rejected online voter registration applications? Please describe.		
OCP-11	6.0	1.1-A.10	Employ Voter Friendly Language and Terms	Does the Solution use plain voter-friendly language and terms and avoid technical elections terms? (For example, it should not tell voters that their online voter registration application is "marked.") Please describe.		
OCP-12	6.0	1.2-A	Online Absentee Ballot Application	Does the Solution allow voters to submit online absentee ballot applications through the Online Citizen Portal compliant with Federal and Virginia rules and regulations? Please describe. Code of Virginia: Chapter 7 Absentee Voting		
OCP-13	6.0	1.2-A.2	Absentee Request Save Confirmation	Does the Solution display on the Online Citizen Portal as "sent" after the online absentee ballot application is saved? Please describe.		
OCP-14	6.0	1.3-A	Voter History	Does the Solution allow registered voters to view their voter history through the Online Citizen Portal? Please describe.		

K - Online Citizen Portal						
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OCP-15	6.0	1.4-A	Voter Polling Place and District	Does the Solution allow registered voters to view their polling place and district information through the Online Citizen Portal? Please describe.		
OCP-16	6.0	1.5-A	Voter Federal and Commonwealth Election Forms	Does the Solution allow voters to search, view, and download Federal and Commonwealth Election Forms from the Online Citizen Portal? Please describe.		
OCP-17	6.0	1.6-A	Access to Voter Ballot	Does the Solution allow voters to view what is on their ballot through the Online Citizen Portal? Please describe.		
OCP-18	6.0	1.7-A	Online Citizen Portal Accessibility	Does the Solution support secure internet access and optimization for web and mobile? Please describe.		
OCP-19	6.0	1.7-B	Online Citizen Portal Adaptability to Changes in Elections Regulations	As changes occur to Federal and Virginia specific rules and regulations, does the Solution support such changes through configuration? Please describe.		
OCP-20	6.0	1.7-C	Online Citizen Portal User-Centered Design	Does the Solution adhere to industry best practices for a user-centered design? Please describe. ISO 9241-210:2010		
OCP-21	6.0	1.7-D	Online Citizen Portal Design Compliance with Americans with Disabilities Act (ADA) 508	Is the Solution design fully compliant with ADA website accessibility requirements? Please describe. ADA 508		

L - Security						
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SEC-1			Enterprise Security	(M) This is MUST HAVE #1 (YES or NO only)- Will all of the Solution's information system components, services, data and system information associated with the information system components and services remain within the continental United States? Please describe.		
SEC-2			Enterprise Security	(M) This is MUST HAVE #2 - (YES or NO only) -Will the Supplier annually verify, by third-party independent audit, that required Commonwealth of Virginia security controls have been implemented in the Solution environment; and, upon request provide a copy of the report to VITA and the Authorized User(s)? The Trust service principles to be covered include Security, Availability, Processing Integrity, Privacy and Confidentiality. Please describe.		
SEC-3	7.0	1.6	Enterprise Security	Does the Solution comply with all provisions of the current Commonwealth of Virginia (COV) Information Technology Resource Management (ITRM) Policies, Standards and Security Procedures, as applicable, found at: http://www.vita.virginia.gov/library/default.aspx?id=537		
SEC-4	7.0	1.1-A	Username	Does the Solution support the creation of usernames which are unique across active and disabled accounts and associate unique email addresses with each username? Please describe.		
SEC-5	7.0	1.1-B	Locality Association	Does the Solution allow user association designations with a single locality, multiple localities, or all localities? Please describe.		
SEC-6	7.0	1.1-C	Account Impersonation	Does the Solution allow users to simulate another user's access by allowing the state, system, and support users to view the application, as if they were a locality user? Please describe.		

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SEC-7	7.0	1.1-D	Multiple Environments	Does the Solution support a single sign-on to access a user's accounts in different software instances and provide an obvious visual indicator of which environment the user is logged into at any given time to prevent accidental modification of production data? (For example: Production, Test, Training, Development) Please describe.		
SEC-8	7.0	1.1-E	Logging-in	Does the Solution integrate with multi-factor authentication using a single sign-on solution that either implements or uses a service that implements the OAuth2 standard and is available for authorizing additional applications? Please describe.		
SEC-9	7.0	1.1-F	Login Timeout	Does the Solution support the automatic logout of a user session based on a configurable inactivity time limit and integrate with a single sign-on solution to log out a user? Please describe.		
SEC-10	7.0	1.1-G	Add a User	Does the Solution support requesting a new user account and adding a new user account? Please describe.		
SEC-11	7.0	1.1-G.1	Access Request Form	Does the Solution support submission of a request for a new account or modification to an existing account? Please describe.		
SEC-12	7.0	1.1-G.2	Access Request Queue	Does the Solution provide a queue of access request submissions with the ability to approve or deny each request? Please describe.		
SEC-13	7.0	1.1-G.3	Access Request History	Does the Solution support display of a history of access requests? Please describe.		
SEC-14	7.0	1.1-G.4	Add User	Does the Solution support adding a user and assigning permissions to that user, in roles such as those described in questions SEC-19 - SEC-22 below? Please describe.		

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SEC-15	7.0	1.1-G.5	Clone User	Does the Solution provide the capability to add a new user with the same set of permissions as an existing user, to reduce the effort of manually adding permissions to the new user, and promote uniformity? Please describe.		
SEC-16	7.0	1.1-H	Edit User	Does the Solution provide capability to edit a user, while not allowing the editing of a username? Please describe.		
SEC-17	7.0	1.1-I	User Search	Does the Solution provide capability to search for a user using a single criteria, multiple criteria, and partial match, including fuzzy search, providing results with not only exact matches, but also derivatives of the search term? Please describe.		
SEC-18	7.0	1.1-J	Enable and Expire User	Does the Solution support enabling and disabling user accounts, with an option to automatically disable the account on a specified date? Please describe.		
SEC-19	7.0	2.1-A	Roles	Does the Solution support roles which represent create, read, update, and delete access to different functions in the system, and when assigning a role to a user, does the Solution provide clarity as to what functions and activities that role encompasses and identify what permissions are being granted? Please describe.		
SEC-20	7.0	2.1-B	Two types of Access Control	Does the Solution support permissions from two different perspectives - role and user type? (A role defines the functional access a user has, and the permission level (i.e. create, read, update, delete) within that function. A user type defines the scope of data the user can access while performing that function.) Please describe.		
SEC-21	7.0	2.1-C	Role Groups	Does the Solution support combining multiple roles into groups, allowing the user to be granted permissions at either the role or group level, for one or more roles or groups? Please describe.		

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SEC-22	7.0	2.1-D	Define Roles	Does the Solution support a flexible way to define roles down to the field level without requiring a code change? Please describe.		
SEC-23	7.0	1.3	Support IP Whitelisting	Does the Solution support system access restrictions, which allows users to only access the solution from predefined addresses and integrate with a third party identity management solution to prevent access from unauthorized locations? Please describe.		
SEC-24	7.0	4.1-A	Obfuscation by Default	Does the Solution support obfuscation of PII? Please describe.		
SEC-25	7.0	4.1-B	Override Obfuscation	Does the Solution support visibility into PII for permissioned users, with a deliberate second step for a permissioned user to show PII? Please describe.		
SEC-26	7.0	4.1-C	Audit Trail	Does the Solution keep an audit trail for all view and edit access to PII, and make an audit report available? Please describe.		
SEC-27	7.0	4.1-D	Data for Non-production	Does the Solution provide a method for producing realistic data for other development, test, and training environments without copying PII? Please describe.		
SEC-28	7.0	5.1-A	A View of Currently Logged-in Users	Does the Solution provide a view of all currently logged-in users with details about their session? Please describe.		
				ADDITIONAL TO BE DETERMINED		
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M - General Administration						
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GA-1	8.0	8.1.1	Metadata	Does the Solution provide for the storage of data about the data, or metadata, stored within the system? Please describe.		
GA-2	8.0	8.1.1-A	Audit Data Storage	Does the Solution protect against the destruction or modification of audit records, subject to retention policies? Please describe.		
GA-3	8.0	8.1.1-B	Audit Set of Changes	Does the solution provide for the ability to associate a group of changes that were made in bulk, or as a batch, as being related? Please describe.		
GA-4	8.0	8.1.1-C	Audit Log of Record Changes	Does the Solution record when a record was created, changed, or deleted, and provide full contextual detail (what, who, where, when)? Please describe.		
GA-5	8.0	8.1.1-D	Self-contained Audit Records	Does the Solution provide for audit records to be constructed in such a manner that they do not rely on the primary data source to be understood? Please describe.		
GA-6	8.0	8.1.1-E	Fail Deadly Auditing	Does the Solution provide that no record can be created, changed, or deleted without creating an audit log? Please describe.		
GA-7	8.0	8.1.1-F	Personally Identifiable Information (PII) in Audit Logs	Does the Solution ensure that the same controls that apply to Personally Identifiable Information (PII) in the production system also apply to the viewing of audit logs? Please describe.		
GA-8	8.0	8.1.1-G	On-demand Access to Audit Log	Does the Solution provide administrators access to logs on demand, allowing for continuous monitoring and periodic review? Please describe.		
GA-9	8.0	8.1.1-H	Time Server	Does the Solution provide that the components of the solution use the same time server, and comply with ISO 8601? Please describe. https://www.iso.org/iso-8601-date-and-time-format.html		
GA-10	8.0	8.1.3-A	Attachment of Documents to Transactions	Does the Solution support the attachment of documentation to each major transaction type (e.g. voter registration, absentee request, candidate)? Please describe.		

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GA-11	8.0	8.1.3-B	Image Capture Standard	Does the Solution allow each image of a document type to be captured or processed according to standardized parameters (e.g. resolution, color space, dimensions)? Please describe.		
GA-12	8.0	8.1.3-C	Optical Character Recognition	Does the Solution support the extraction of textual data from scanned images as an additional searchable layer? Please describe.		
GA-13	8.0	8.1.E-D	Correspondence Management	Does the Solution provide the capability of attaching generated correspondence to the appropriate part of a voter's record? Please describe.		
GA-14	8.0	8.1.3-E	Archival PDF	Does the Solution provide the capability of storing records of generated correspondence in PDF/A format? Please describe.		
GA-15	8.0	8.1.3-F	Trusted Timestamping	Does the Solution provide the capability of placing trusted timestamps on documents at the time of generation? Please describe.		
GA-16	8.0	8.1.4-A	Retention Schedules	Does the Solution support the retention of data according to specified schedules? Please describe.		
GA-17	8.0	8.1.4-A.1	Configuration of Retention Schedules	Does the Solution allow an authorized user to set the retention schedules for data stored in the system?		
GA-18	8.0	8.1.4-A.2	Retention Schedules, Purge	Does the Solution support the purging of records that have passed their retention schedule, either automatically or on demand, by authorized users?		
GA-19	8.0	8.1.4-A.3	Retention Schedules, Performance	Does the Solution provide a consistent level of performance (e.g. responsiveness, transactions per second), as additional data are entered into it? Please describe.		
GA-20	8.0	8.1.5-A	Domains	Does the Solution allow authorized users to establish and maintain data domains? Please describe.		
GA-21	8.0	8.1.5-A.1	Lists of Values	Does the Solution allow authorized users to establish and maintain a list of values for each domain, where each value is subject to metadata requirements? Please describe.		

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GA-22	8.0	8.1.5-A.2	Expiring Values	Does the Solution allow authorized users to expire values, so that value cannot be assigned to attributes of that domain, and continues to display attributes containing expired values? Please describe.		
GA-23	8.0	8.2.1-A	Multiple Sessions	Does the Solution support multiple sessions of the solution to run concurrently on a single terminal? Please describe.		
GA-24	8.0	8.2.2-A	User-centered Design Process	Does the Solution provide documentation showing that the system was developed following best practices for a user-centered design process, with the report including, at a minimum: a) a listing of user-centered design methods used; b) the types of election workers included in those methods; c) how those methods were integrated into the overall implementation process; and d) how the results of those methods contributed to developing the final features and design of the solution? Please describe.		
GA-25	8.0	8.2.2-B	Object-action Pattern	Does the Solution use an object-action pattern for user interaction? Please describe.		
GA-26	8.0	8.2.2-C	Support Batch Workflow	Does the Solution support the ability to work in the same area of a batch? Please describe.		
GA-27	8.0	8.2.2-D	Default Election	Does the Solution support the ability for the user to specify which election they are working in for a period of time, and default all actions into the context of that election? Please describe.		
GA-28	8.0	8.2.2-D.1	Save and Next	Does the Solution support the ability for the user to stay in the same work area (e.g. work queue) and move to subsequent items in that work area without searching or navigating again through the main menu? Please describe.		
GA-29	8.0	8.2.2-E	Data Authorities	Does the Solution limit the ability to change records based on the locality a user is assigned, in order that only users assigned to a locality can modify that locality's data? Please describe.		
GA-30	8.0	8.2.3-A	Search Scope	Does the Solution provide for the search of records within the user's locality, another locality, or statewide? Please describe.		

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GA-31	8.0	8.2.3-B	Unified Search	Does the Solution provide a unified search for all person entities? Please describe.		
GA-32	8.0	8.2.3-C	Search Criteria	Does the Solution provide searching for records using various criteria, including combinations of criteria or fuzzy searches? Please describe.		
GA-33	8.0	8.2.3-D	Unique Key Search	Does the Solution provide record lookup, using a record's unique or primary key alone? Please describe.		
GA-34	8.0	8.3.1-A	Design Tool	Does the Solution provide a tool to design reports and outbound communications? Please describe.		
GA-35	8.0	8.3.1-A.1	Ease of Use	Does the Solution provide a design tool that is easy to use, and provide some WYSIWYG authoring capabilities? Please describe.		
GA-36	8.0	8.3.1-A.2	Composability	Does the Solution support composing forms together from smaller fragments? Please describe.		
GA-37	8.0	8.3.1-B	Language Support	Does the Solution support the creation of forms that can be localized in different languages? Please describe.		
GA-38	8.0	8.3.1-B.1	Interoperable Localization Formats	Does the Solution support the use of XML Localization Interchange File Format (XLIFF) or another publicly available standard for import and export of localization data? Please describe.		
GA-39	8.0	8.3.1-C	Output Formats	Does the Solution provide support output to various formats, including HTML, PDF, and print streams, and for reports containing tabular data, is support provided for output in tabular CSV? Please describe.		
GA-40	8.0	8.3.1-D	Mail Type Metadata	Does the Solution provide the ability to associate mail jobs with the type of mail class required? Please describe.		
GA-41	8.0	8.3.2-A	Mailstream Capture	Does the Solution provide the ability to capture the information on the envelopes of incoming mail? Please describe.		
GA-42	8.0	8.3.2-A.1	Intelligent Mail Barcodes	Does the Solution provide the capability of affixing Intelligent Mail Barcodes (IMb) to the absentee ballot labels addressed to the absentee voter, and to the locality for absentee ballots that are sent by mail? Please describe.		

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GA-43	8.0	8.3.3-A.	Redaction of Parts of Date of Birth	Does the Solution provide the ability to produce any report with the day and month of birth conditionally redacted? Please describe. https://law.lis.virginia.gov/vacode/title24.2/chapter7/section24.2-706/		
GA-44	8.0	8.3.3-B	Redaction of Social Security Number	Does the Solution provide the ability to produce any report with the social security number conditionally redacted? Please describe. https://law.lis.virginia.gov/vacode/title24.2/chapter7/section24.2-706/		
GA-45	8.0	8.3.3-C	Substitution of Residence Address	Does the Solution have the ability produce reports that substitute the residence address with a post office box address provided by the voter, if the voter has protected voter status? Please describe. https://law.lis.virginia.gov/vacode/title24.2/chapter7/section24.2-706/		
GA-46	8.0	8.3.3-D	Non-production Environments	Does the Solution provide the ability to subset, redact, or otherwise obscure Personally Identifiable Information (PII) that is exported for non-production purposes? Please describe.		
GA-47	8.0	8.4.1-A	Commenting	Does the Solution support adding comments on transactions, and recording who made the comment and when? Please describe.		
GA-48	8.0	8.4.1-B	Comment Deletion	Does the Solution allow an authorized user to delete user added comments? Please describe.		
GA-49	8.0	8.4.2-A	Calendar Specification	Does the Solution support the iCalendar[1] specification or another published standard for describing calendar events and occurrences? Please describe. [1] RFC 5545: Internet Calendaring and Scheduling Core Object Specification (iCalendar) https://tools.ietf.org/html/rfc5545		
GA-50	8.0	8.4.3-A	Workload Management	Does the Solution provide an effective means to electronically manage the voter registration, absentee, and other transactional workloads of a jurisdiction, or user? Please describe.		
GA-51	8.0	8.4.3-B	Queues	Does the Solution allow authorized users to create queues to organize the workload? Please describe.		

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GA-52	8.0	8.4.3-B.1	Queue Semantics	Does the Solution allow authorized users to set each queue to use First In First Out (FIFO) or First In Last Out (FILO) semantics on a queue by queue basis for each locality? Please describe.		
GA-53	8.0	8.4.3-B.2	Content Based Routing	Does the Solution provide the ability to route requests, based on their content? For example: routing voter registrations to the proper locality's queue or based on origination, such as DMV, Citizen Portal, or Third Party. Please describe.		
GA-54	8.0	8.4.3-C	Workload Assignment	Does the Solution provide the ability to assign voter registrations to applicable users or groups? Please describe.		
GA-55	8.0	8.4.3-D	Workload Visibility	Does the Solution provide the ability to filter the queues and work items therein to users possessing certain roles, and other applicable metadata? Please describe.		
GA-56	8.0	8.4.3-E	Due Dates	Does the Solution provide the ability to automatically assign due dates to voter registration requests, based on the election calendar, or applicable deadline? Please describe.		
GA-57	8.0	8.4.3-F	Workload Alerts	Does the Solution provide the ability to allow authorized users to setup alerts for unworked items, items close to being due, or past due? Please describe.		
GA-58	8.0	8.5.1-A	Authority	Does the Solution provide the ability to control who can update offices and members, based on the user's locality? Please describe.		
GA-59	8.0	8.5.2	Officeholder Contact	Does the Solution support the creation of a directory containing people who belong to or are relevant to the locality? Please describe.		
GA-60	8.0	8.5.2-A	Office Types	Does the Solution allow an authorized user to maintain a list of office types that members can hold? Office types include Electoral Board Members, Commonwealth Attorney, Clerk of Court, General Registrar, among others. Please describe.		
GA-61	8.0	8.5.2-B	Office Partisanship	Does the Solution allow an authorized user to indicate if an office is partisan? Please describe.		

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GA-62	8.0	8.5.2-C	Elected Office Types	Does the Solution allow for the members to be linked to elected offices, as desired by ELECT? Please describe.		
GA-63	8.0	8.5.2-D	Number of Seats	Does the Solution allow a user to set the maximum number of seats that exist for a given office? Please describe.		
GA-64	8.0	8.5.2-E	Appointment	Does the Solution allow a user to indicate if the officeholder was appointed, and record the associated dates? Please describe.		
GA-65	8.0	8.5.2-F	Office Type Expiration	Does the Solution allow an authorized user to indicate if an office type is subject to term expiration? Please describe.		
GA-66	8.0	8.5.2-F.1	Office Term Dates	Does the Solution support the entry of term dates, for offices subject to expiration? Please describe.		
GA-67	8.0	8.5.2-F-2	Office Term Type	Does the Solution support the recording of the type of term, for offices subject to expiration? Please describe.		
GA-68	8.0	8.5.2-G	Officeholder Party Affiliation	For partisan offices, does the Solution support associating a party affiliation with a candidate? Please describe.		
GA-69	8.0	8.5.2-H	Contact Information	Does the Solution provide the ability to store information necessary to contact the member, including a mailable address and electronic contact information? Please describe.		
GA-70	8.0	8.5.2-H.1	Address Standardization for Directory	Does the Solution provide for all directory entries for residence addresses and domestic mailing addresses, the ability to standardize an address to a standard or set of standards specified by ELECT? Please describe.		
GA-71	8.0	8.5.2-H.2	Mailing Address	If more than one address is provided, does the Solution provide the ability to allow a mailing address to be indicated? Please describe.		
GA-72	8.0	8.5.2-I	Import Officeholder	Does the Solution support an import of members using standardized formats? Please describe.		
GA-73	8.0	8.5.2-I.1	vCard Import	Does the Solution support the import of relevant data using the vCard format? Please describe.		
GA-74	8.0	8.5.2-I.2	Master Record	Does the Solution support the import of relevant data from the person's master record? Please describe.		

M - General Administration						
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GA-75	8.0	8.5.2-J	Member Correspondences	Does the Solution provide the ability to generate labels containing the member's addresses? Please describe.		
GA-76	8.0	8.5.2-K	Signature Capture	Does the Solution provide the ability to capture electronic signatures (i.e. signature images) for members? Please describe.		
GA-77	8.0	8.5.2-L	Deactivation of Offices	Does the Solution support the deactivation of offices? Please describe.		
GA-78	8.0	8.5.2-M	Removal From Office	Does the Solution support the removal of an officeholder from office, and record the reason for removal? Please describe.		
GA-79	8.0	8.5.3-A	Election Office	Does the Solution provide the ability to maintain contact information related to the office conducting elections for a locality, e.g. a general registrar's office? Please describe.		
GA-80	8.0	8.5.3-B	Satellite Offices	Does the Solution provide the ability to maintain a list of satellite locations that provide election services? Please describe.		
GA-81	8.0	8.5.3-B.1	Office Capabilities	Does the Solution provide the ability to list the services provided by the satellite locations? Please describe.		
GA-82	8.0	8.5.3-C	Schedules	Does the Solution provide the ability to maintain a list of schedules for each office, including satellites, listing the days and times of operation? Please describe.		
GA-83	8.0	8.5.3-D	Hours of Operation	Does the Solution provide the ability to associate the hours of operation to each schedule, by day of the week? Please describe.		
GA-84	8.0	8.6.1-A	Environments	Does the Solution support the transparent creation of environments for training purposes? Please describe.		
GA-85	8.0	8.6.1-A.1	Upward Migration	Does the Solution support the upward migration of training environments, i.e. upgrading training environments without refreshing their data from production? Please describe.		
GA-86	8.0	8.7.1	Migration	Does the Solution provide historical data from VERIS and SVRS, that must be retained and available to users? Please describe.		

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GA-87	8.0	8.7.2	Configurable	Does the Solution provide configurability to avoid the need to make a code change whenever possible? For example: threshold values for business rules, data validations, error message text, and correspondence content. Please describe.		

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EI-1	8.1	1.1.1	Export to Voter Photo (VoPho) ID	Does the Solution provide an interface to the custom desktop application, Voter Photo (VoPho) ID, to query voter data, with VoPho ID employed by every locality to issue voter photo ids to registered voters? Please describe.		
EI-2	8.1	1.1.2	Import from Voter Photo (VoPho) ID	Does the Solution provide an interface to ingest and update voter data from the VoPho ID application? Please describe.		
EI-3	8.1	1.2.1	Jury Pool Interface	Does the Solution support Jury Pool interface to export voter data of potential jury pool citizens to the courts? Please describe.		
EI-4	8.1	1.3.1	Committee Electronic Tracking (COMET) Interface	Does the Solution provide an interface that transports candidate, office and campaign finance, and filing information from Committee Electronic Tracking (COMET) to the Solution? There are the three applications under the umbrella of Campaign Finance: 1) Campaign finance agency/management application, (CFM), 2) Campaign finance report, and 3) COMET – the public facing application that candidates use. Please describe.		
EI-5	8.1	1.3.2	SVRS Update Statement of Organization (SOO)	Does the Solution update when the Statement of Organization (SOO) is accepted (with a link based on Voter ID, which is submitted as part of the SOO) and also include the required Voter ID submission of the Campaign Committee Treasurer? Please describe.		
EI-6	8.1	1.3.3	Localities Could Be Given Access To Campaign Finance Agency/Management Application (CFM)	Does the Solution provide Localities access to the Campaign Finance Agency/Management Application (CFM) to view candidate information (read only and paper file entry)? Please describe.		

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EI-7		1.3.4	Automatic Penalty Notice Sent to Candidates Who File On-line Using Committee Electronic Tracking (COMET)	Does the Solution send an automatic penalty notice to local candidates who file on-line using COMET, with an email sent to General Registrar (GR) as notification? Please describe.		
EI-8	8.1	1.4.1	Client Processing Interface	Does the Solution provide an interface to run ad-hoc queries of any data in the system to satisfy client requests from the Client Processing Interface application, with query results provided in a comma-separated values (CSV) file output to a configurable File Transfer Protocol (FTP) location accessible to the public, and provide notification of the file location? Please describe.		
EI-9	8.1	1.5.1	Department of Motor Vehicles (DMV) Interface	Does the Solution interface with Department of Motor Vehicles (DMV) online voter registration information received from DMV web and DMV customer service centers, which are uploaded and placed in the DMV Online Voter Registration (OVR) Applications hopper, with such records following the current OVR processing steps and standards, except where specified? Please describe.		
EI-10	8.1	1.5.2	Department of Motor Vehicles (DMV) Electronic Signatures	Does the Solution accept voter electronic signatures as an image, as part of the voter registration application received from the DMV? Please describe.		
EI-11	8.1	1.5.3	E-verify Electronic Signatures	Does the Solution accept e-verify voter electronic signatures as an image file to be associated with voter registration applications received from Department of Motor Vehicles (DMV)? Please describe.		
EI-12	8.1	1.5.4	Department of Motor Vehicles (DMV) Reduce the Amount of Data	Does the Solution reduce the amount of Department of Motor Vehicles (DMV) voter registration data to only that which is required by the Solution? Please describe.		

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EI-13	8.1	1.5.5	Department of Motor Vehicles (DMV) Voter Registration Contact Information	Does the Solution enforce the rule that Department of Motor Vehicles (DMV) voter registration contact information be provided to include a phone number and/or email? Please describe.		
EI-14	8.1	1.5.6	Department of Motor Vehicles (DMV) Voter Registration Name	Does the Solution enforce the rule that Department of Motor Vehicles (DMV) voter registration's voter name indicate full legal name: last name, first name, middle name, and not allow use of single character middle initial nor allow suffix (Jr./Sr./I/II, etc.) when gender is female? Please describe.		
EI-15	8.1	1.5.7	Department of Motor Vehicles (DMV) Manage Duplicate Voter Registration Information	Does the Solution manage duplicate Department of Motor Vehicles (DMV) voter registration information? Please describe.		
EI-16	8.1	1.5.8	Department of Motor Vehicles (DMV) Voter Registration Address Validation	Does the Solution validate that Department of Motor Vehicles (DMV) voter registration's physical address is in Virginia, is an accurate street name / number, and that it matches the mailing address, and provide correction of "unit" to "apartment" / "apt"? Please describe.		
EI-17	8.1	1.5.9	Department of Motor Vehicles (DMV) Voter Registration Address Format Zip Code +4 Validation	Does the Solution validate and correct Department of Motor Vehicles (DMV) voter registration's address zip code +4 to include hyphen? (For example, voter registration zip code 123451234 is corrected to 12345-1234.) Please describe.		
EI-18	8.1	1.5.10	Department of Motor Vehicles (DMV) All Voter Registration Questions are Answered	Does the Solution ensure all voter registration questions are answered on the Department of Motor Vehicles (DMV) application? Please describe.		

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EI-19	8.1	1.5.11	Department of Motor Vehicles (DMV) Felon and Mentally Incapacitated Questions	Does the Solution ensure that the Department of Motor Vehicles (DMV) application includes felony and mentally incapacitated questions, regardless if previously answered? Please describe.		
EI-20	8.1	1.5.12	Department of Motor Vehicles (DMV) Hopper Screen Navigation	Does the Solution allow returning to the Department of Motor Vehicles (DMV) hopper screen after completing processing of a record from the voter's record screen? Please describe.		
EI-21	8.1	1.5.13	Department of Motor Vehicles (DMV) Voter Registration of Underage Citizens	Does the Solution deny Department of Motor Vehicles (DMV) voter registration processing of underage citizens? Please describe.		
EI-22	8.1	1.5.14	Department of Motor Vehicles (DMV) Voter Registration Compared to Alpha Card	Does the Solution identify and compare the Department of Motor Vehicles (DMV) voter registration to Alpha Card applications to prevent duplicative entry? Please describe.		
EI-23	8.1	1.5.15	Department of Motor Vehicles (DMV) Voter Registration Protected Voter Status Reason	Does the Solution enforce reason code and / or P.O. Box for Department of Motor Vehicles (DMV) voter registrations for voters with protected voter status? Please describe.		
EI-24	8.1	1.5.16	Department of Motor Vehicles (DMV) Voter Registration Cancellation for Out-of-State	Does the Solution automatically cancel Department of Motor Vehicles (DMV) hopper applications for voters who moved out-of-state? Please describe.		

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EI-25	8.1	1.5.17	Department of Motor Vehicles (DMV) AUTO DUP and DMV Online Voter Registration (OVR) Hoppers and Print Batches Should Be Separated By Date	Does the Solution separate by date Department of Motor Vehicles (DMV) AUTO DUP and DMV OVR hoppers and print batches? Please describe.		