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La Salle County Clerk

## REQUEST FOR BIDS

# COUNTY OF LA SALLE, ILLINOIS VOTER REGISTRATION SYSTEM

Bids are requested by the La Salle County Clerk and the La Salle County Board for a new/upgraded Voter Registration System used by the County.

### **Submission of Bids**

**When:** Bids will be accepted until Friday, July 11, 2025 2:00 pm.

**Where:** La Salle County Governmental Complex, La Salle County Board Office Room 245, 707 E. Etna Road, Ottawa, IL 61350.

### **Bid Requirements:**

1 - The bid must be submitted as a letter with printed attachments in a sealed envelope marked

**“BID FOR VOTER REGISTRATION SYSTEM”.**

2 – The bid must have a Cover Page.

3 – The bid must have a detailed vendor response.

4 – The bid must have a cost breakdown.

### **Public Opening and Reading of Bids**

**When:** Taxes, Election, and GIS Committee Meeting on Tuesday, July 15, 2025, 9:00 am.

**Where:** La Salle County Governmental Complex, 707 E. Etna Road, Ottawa, IL 61350.

**Bid Evaluation Criteria:** The following are the criteria that will be utilized to weigh the lowest responsive and responsible bid.

1 – Quality and completeness of bid

2 – Compliance with specifications

3 – Pricing

Selected winning bid will be taken to the Full Board meeting on August 14, 2025, 1:00 pm for approval. This meeting will be held in the La Salle County Governmental Complex, Room 250, 707 E. Etna Road, Ottawa, IL 61350.

La Salle County reserves the right to disqualify any non-compliant vendor and reserves the right to reject any or all bids submitted. All bidders shall be approved by the Illinois State Board of Elections to qualify as the successful bidder and vendor.

This overview provides a general description of the Voter Registration System and services being solicited by La Salle County. It is the responsibility of the proposing vendor to ensure that all components necessary for the complete system are included in their bid.

Upon notification of the award, the accepted bid vendor understands that this upgrade/change will occur on or around August 15, 2025, with completion being no later than October 24, 2025.

## **Description of Services Seeking:**

A Voter Registration System that will adequately hold voter files and all components thereof, including any and all specific hardware, software, software maintenance and support.

## **General Requirements**

For each of the following bullet points, indicate if the system can satisfy the requirements and if so how. Vendor shall specifically itemize the pricing for all equipment, including software, delivery, training, installation, support, and any additional charges as deemed necessary.

### **The proposing vendor shall:**

- Provide adequate onsite training of the new system for the County Clerk and all County Clerk office staff (include how many hours or time frame of training this covers if there is a maximum number of hours or time frame)
  - Two sessions to properly train all employees
  - Cost for above initial training
- Attend and assist with the first 5 Election Judge/Poll Worker training classes scheduled for the March 17, 2026 General Primary Election.
- Be able to convert existing voter registration database system into the new voter registration database system with all attachments, notes, and documentation of changes made for each voter
- Be capable of, but not limited to: entry of newly registered voters, changes to existing voters, maintaining voters in active, inactive (suspended) and deleted (cancelled/removed) status
- Be capable of producing reports per the National Voter Registration Act (NVRA) of 1993
- Be capable of printing voter cards on our current voter registration card stock
- Be able to print voter cards by precinct, zip code, or other specific functions
- Specify in the base proposal price: the unit price for any supplemental equipment required for the system, if any, and specify all the other system specifications for server, computers, printers, scanners, and other devices necessary to operate the system. Please list each item, the cost for each item, and the reason for the required equipment separately.
- Separate line items in the base proposal price for the annual fees for licensing, support, maintenance, etc.

- Describe in detail what is included with the licensing, support, and annual maintenance separately.
- Prove adequate capacity for La Salle County's current and growing voter registration needs
- Have access to the software source code and employ experienced engineers knowledgeable in the software to make on-going changes and updates to the system without disrupting the voter registration process
- Describe its security best practices that will safeguard and ensure the integrity of the voter registration system and provide documentation if needed in the event that the County Clerk receives requests or demands relating to the integrity of the voter registration system
- Disclose any litigation or administrative actions that have been filed against the company or the owner or any active employee relating to election integrity, performance of equipment and software, or election fraud
- Propose a purchase contract that addresses the party's administrative, contractual, and legal remedies in the event that the vendor breaches contract terms
- Supply a voter registration system that meets or exceeds the requirements established by the Illinois State Board of Elections
- Upgrade the voter registration system to meet any changes in Illinois Election Law as they pertain to voter registration
- Comply with all provisions of federal, state, and local election laws and regulations and any future modifications to those laws and regulations.
- Briefly describe capabilities or features of their system which are not directly addressed in this Request for Bid, but which would aid La Salle County in conducting and maintaining voter registration data

## **Features and Functionalities**

### **Voter Registration:**

- Entry of a voter's registration application data must conform to the official State of Illinois Registration Application Form, including edits required to ensure data accuracy.
- Field entry and edits shall be specific to the State of Illinois Voter Registration data requirements (user should not have to skip through fields not applicable to Illinois requirements).
- Must have exhaustive search capacity for voters existing on database when processing an application to eliminate duplicate registrations.
- Registration numbers must be automatically assigned when a new voter application is processed, (no duplicate registration numbers).
- Deleted voters shall not be completely taken off database, but are saved in deleted (canceled/removed) status file for future reference.
- Voter changes must be automatically replicated in all other sub-programs.
- Incomplete applications must automatically schedule an incomplete letter and a registration form to be filled in with information by the voter.
- Must have capacity for automatic, complete audited entries to track name and address changes to voter's record for future reference.
- New voters added to database must automatically generate new voter correspondence (Voter Registration Card).
- Registration totals must be tracked and a report generated according to NVRA reporting requirements.

- Voter residence address change shall automatically schedule voter registration card.
- Daily updates to voter registration must be automatically uploaded to the Illinois State Board of Elections' website for processing each evening.

### **Customer Support**

- Vendor must be capable of converting existing voter database and ancillary support databases. Vendor must be capable of providing a mechanism for checking for successful conversion.
- Vendor must be capable of converting existing voter signature database. Vendor must be capable of providing a mechanism for checking for successful conversion.
- Vendor must supply access to telephone support personnel familiar with the operation of the vendor's system as implemented in the State of Illinois. Support personnel must be familiar with Illinois Election law as it applies to the operations of the vendor's system. If there is an additional cost, please list this separately.
- Telephone support must be responsive with average response time to customer inquiries being no more than four (4) hours.
- Vendor will offer refresher training through phone calls and other electronic means when the County Clerk deems necessary. If there is an additional cost, please list this separately.
- Vendor must offer weekend customer support on at least the 5 weeks leading up to any election. If there is an additional cost, please list this separately.

### **Street Management**

- Voters must be automatically placed in their appropriate precinct when residence address is entered. No manual entering of precincts and district data should be required.
- Street database should have the ability to contain County-wide residential street addresses.
- Shall have capability to have street look up by whole or partial street name for reference and maintenance.
- Street reports should include, but are not limited to, report of voters on a particular street, report of voters in a particular street segment, and a list of segments in a particular street.
- Shall allow for the customer to search database by precinct and/or group number.
- Precinct information for a particular street and corresponding voters should be consistent throughout the entire county.
- Precinct and District user maintenance must be automatically applied to streets and voter information.

### **Voter Management**

- Must have automatic cancellation of voters who have been sent Address Confirmation Request and remained inactive for two (2) General Elections.
- Registration list maintenance activities must conform to the State of Illinois Election laws.
- NVRA reports shall be automatically generated.
- Voter prior county and state registration information must be saved on database and cancellation letters automatically generated.
- Must have quality control reports to track users' entries and processing.

### **Absentee Processing**

- Must track absentee ballot requests for individual voters.
- Must track date absentee ballots are requested, mailed and returned. Must track on an

individual basis and/or in report form for all absentees.

- Absentee ballot management shall include automatic ballot style assignment based on election set up.
- Absentee labels or absentee envelopes must be processed and printed including information such as voter name, absentee address, ballot style/number, voter number, and sequence number assigned to the individual voter.
- Must include absentee demographic reports by district or precinct.
- Absentee totals report must include number requested, mailed and returned, with the option of a date range to select.
- Voter request should be automatically cancelled when voter status cancelled.
- Must enter absentee address only if different from residence or mailing address.
- Process of printing absentee labels or envelopes shall automatically assign ballot style to voters
- Must track military and overseas ballots, inclusive of request dates, mail dates and return dates.
- Shall report overseas ballots that have not been returned.
- Signature for voter must be available when processing returns.

#### **Nursing Home Maintenance**

- Must be able to print reports of active registered voters in each nursing home.
- Must be able to update and change nursing home facility name, address, contact, and any other information that would need to be updated/changed.
- Must be able to print a separate voter application specific for a nursing home voter.

#### **Polling Place Maintenance**

- When a polling place name or location is updated, it must automatically update for each voter associated with that polling place location.

#### **Notices, Printing and Customization**

- Must have customized printing layouts for forms such as Voter registration card, Address Confirmation Request, etc.
- Must have customized mail merge document set up for letters such as Incomplete, Denial, etc.
- Batch printing must be available.
- Shall have capability of immediate printing of voter registration cards.
- Shall have the option to NOT issue a new card when a change or update is made.
- Automatic log in voters' audit of outgoing documents.
- Document maintenance maintained by user and supported by vendor.
- Mail merge documents printed with or without address labels. (User option)
- Voter labels scheduled every time voter registration card is scheduled. Voter labels used for filing purposes. (User option)
- Pollbook application label to Vote shall include barcoding for ease of entering voting history

## **Election Judge/Poll worker Management**

- Poll worker assignment to precincts for multiple elections.
- Positions and Pay rates maintained by user.
- Poll worker class set up, maintenance, reports, documents maintained by user.
- Poll worker reports optioned by user to customize report output.
- Poll worker information output in form of lists, labels and documents.
- Staffing reports for specific election.

## **Communications tracking to and from Voters**

- Must have multiple images available for each voter. No limit to the number of images to be scanned for a voter.
- Must have images available when signature comparison is required.
- Custom set up for images scanned by user (cancellation notices, death certificate, returned mail, etc)

## **System Maintenance**

- User types specific to users with specific permissions assigned to each user type.

## **Flexible Reporting**

- Custom generated reports with varying selection criteria including, but not limited to: Walking lists for candidates; Voter lists by precinct; Labels of active voters, Reporting by Unit/Sub-Unit of Government
- Ability to save custom parameter settings for specific report.
- Varied output option for reports such as list, labels, text file, export, csv.

## **Election Maintenance**

- System must allow for more than one election to be worked on at once.
- System must allow for the exporting of vote centers, precincts, ballot styles, district types and districts for a requested election

## **Additional Requirements:**

- The successful bidder will be required to furnish and pay for a criminal background investigation for all employees involved in the project.
- The successful bidder will be required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination, Sexual Harassment, Drug and/or Alcohol Use, and Preference to Illinois Workmen, Fair Employment Practices Commission, and Equal Employment Opportunity.
- No Illinois O.E. Sales Tax will be required for this work.
- Per latest prevailing wage ordinance adopted by La Salle County, the successful bidder shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor to all laborers, workmen and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12). All contractors' bonds shall include a provision and will guarantee the faithful performance of such prevailing wage clause as provided by this bid specification or contract.

- A successful bidder shall provide certificate of insurance establishing compliance with La Salle County Resolution 21-18 **“A RESOLUTION UPDATING MINIMUM INSURANCE REQUIREMENTS”** dated August 12, 2021.
- The successful bidder will be required to submit evidence of compliance with the “responsible bidder” criteria as defined in La Salle County Board Resolution No. 00-184 **“A RESOLUTION DEFINING RESPONSIBLE BIDDER”**, DATED December 8, 1997, and Resolution No. 10-32 **“AMENDING RESOLUTION DEFINING RESPONSIBLE BIDDER”** dated February 11, 2010.
- The successful bidder shall be required to comply with the Substance Abuse Prevention on Public Works Act (Public Act 95-0635).
- La Salle County reserves the right to reject any and all Bids, to waive any irregularities in the Bidding, and to award contract to La Salle County’s best interests.

### **Payment Terms**

- Each bid shall include a statement of the standard payment terms. Include warranty, licenses, maintenance, implementation, and support fees for the first year in the bid. Identify post-warranty costs separately.
- La Salle County reserves the right to negotiate payment terms upon contract award including the right to withhold up to 50% of the contract price until delivery, installation, and training are complete.

### **Cost Bid**

- The vendor shall provide a breakdown of all costs associated with this bid.
- The vendor shall include all hardware, software, installation and configuration services, expenses, ongoing maintenance and support services, all broken out separately.
- The vendor may provide additional support options, rental costs, and any other costs for services and/or equipment separate from this bid. Please list additional options separately and give detail as to what purpose they serve and how they may help with the voter registration duties.
- While all the components are to be included in the total price for the system, annual support and maintenance shall be included in the total system price for the first year, but thereafter shall be for consideration as an annual maintenance contract.

La Salle County has attempted to provide information that may be of benefit in formulating this proposed solution, but it is the responsibility of the vendor to ensure their bid is accurate, complete, and capable of providing a complete and functional Voter Registration system for La Salle County that maintains compatibility with Windows 11 and continuing.

### **Project Award:**

La Salle County intends to award this project to a single qualified vendor who can provide all the required capabilities. La Salle County reserves the right to waive informalities and irregularities, reject any and all bids, and make no award in response to the Request for Bid in the best interest of the County.

If an award is made as a result of this Request for Bid, it shall be awarded to the respondent whose bid is most advantageous to the County with price and other factors considered.

In the event that the award results from this Request for Bid, the winning vendor agrees that the vendor shall hold La Salle County and the La Salle County Clerk harmless from any lawsuits resulting from the work performed by the winning vendor or the acts or omissions of the winning vendor's employees, including any costs of defending such a lawsuit. The successful bidder shall also indemnify La Salle County and the La Salle County Clerk for any awards or judgements against them as a result of the actions or inactions of the successful bidder and or any of its agents, employees, or contractors. This hold harmless and indemnity clause shall specifically include, but not be limited to any allegation of patent infringement or copyright violations.