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Department of

Registrar-Recorder/County Clerk

**REQUEST FOR PROPOSALS –**

**H.2 FUNCTIONAL REQUIREMENTS APPROACH**

**RESPONSE TEMPLATE**

**FOR**

**ELECTION MANAGEMENT SYSTEM IMPLEMENTATION AND SERVICES**

**RFP: #21-006**

**August 16, 2021**

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**Prepared By**

**County of Los Angeles**

**Registrar-Recorder/County Clerk — Contracts Section Room 7211**

**12400 Imperial Highway Norwalk, CA 90650**

[www.lavote.net](http://www.lavote.net)

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# Introduction

This document provides a space for the Proposer to describe the approach it will take to meet the Functional Requirements related to the Election Management System (EMS). Functional Requirements are provided in Technical Proposal Response Template Section H.1 Functional Requirements Matrix.

|  |
| --- |
| **Instructions:** The Proposer must provide detailed responses to describe the approach it will take to meet the EMS Functional Requirements as provided in Technical Proposal Response Template Section H.1 Functional Requirements Matrix. The Proposer’s response must directly pertain to the questions posed without including extraneous content such as marketing language related to broad or unrelated capabilities.  It is the Proposer’s responsibility to ensure that the information provided in the response sections is sufficient for the Evaluation Team to score the Proposal. Unless otherwise indicated, the County reserves the right to evaluate the information provided in the response templates only without considering attached documentation or links.  Do not change any of the existing text. Any changes to the existing language may result in disqualification of the Proposer. |

1. Voters Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Voters Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Voter Registration * Voter Record * Address Verification * Affidavit Images (Storage or Access) * Signature Images (Storage or Access) * National Voter Registration Act (NVRA) Correspondence / Notices * Voter File Maintenance Administration   *Response is limited to seven pages.* |

<Response>

1. Elections Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Elections Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Ballot Definition * Ballot Groups * Canvass and Audit * Contest Activation * Contest Filing (including Candidates and Measures) * Election Setup * Parties * Provisional and Conditional Adjudication * Sample Ballot and Voter Information Guide * Streets, Districts, Precincts, Consolidations, Service Areas * Voting Locations Information Transfer   *Response is limited to seven pages.* |

<Response>

1. Vote by Mail Management and Signature Recognition Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Vote by Mail (VBM) Management and Signature Recognition Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Inbound VBM * Outbound VBM * Replacement VBM * Return Envelope Images * Undeliverable VBM * VBM Quality Assurance * Capture VBM Envelope * Signature and Image Recognition Hardware and Software * VBM Signature Verification   *Response is limited to seven pages.* |

<Response>

1. Petitions Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Petitions Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Petitions * Petition Administration * Signature Count * Signature Verification * Signatures in Lieu   *Response is limited to seven pages.* |

<Response>

1. Election Results Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Election Results Requirements Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Election Results Reporting * Voter Participation   *Response is limited to seven pages.* |

<Response>

1. Reporting Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Reporting Requirements Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Dashboards * Self-Service Reporting * Predefined Reports   *Response is limited to seven pages.* |

<Response>

1. Election Workers Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Election Workers Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Election Worker Assignment * Election Worker Attendance * Election Worker Communication / Email * Election Worker Payroll * Election Worker Portal * Election Worker Recruitment * Election Worker Training Management   *Response is limited to seven pages.* |

<Response>

1. Vote Centers, Drop Boxes, and Check-In Centers Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Vote Centers Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Check-in Center (CIC) Recruitment and Management * VBM Drop Box Recruitment and Management * Vote Center Recruitment and Management   *Response is limited to seven pages.* |

<Response>

1. Administration and Content Management Requirements

|  |  |
| --- | --- |
|  | Describe the proposed approach for meeting the requirements as stated in the Administrative and Content Management Tab of the Technical Proposal Response Template Section H.1 Functional Requirements Matrix. These requirements include:   * Affidavit Accounting * Data Quality * Election Archiving * Workflow Automation * Audio Scripts * Proofreading * Translations   *Response is limited to seven pages.* |

<Response>