

--	--

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON TUESDAY, AUGUST 20, 2013
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	RFP 13-06 VOTE TABULATION SYSTEM AND ELECTION SOFTWARE

RECOMMENDATION

That on the recommendation of the City Clerk, the following actions be taken with respect to the provision of Vote Tabulation System and Election Software:

- a) the proposal submitted by **Election Systems & Software**, 1885 Clements Road, Unit 207 Pickering ON L1W 3V4, at their proposed total cost of 267,584.94, including HST, **BE ACCEPTED**;
- b) the source of financing for this expenditure **BE APPROVED** as a drawdown from the Municipal Election Expense Reserve Fund:
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this purchase, and
- d) approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or issuing a purchase order relating to the subject matter of this approval.

BACKGROUND

Purchasing Process

Request for Proposals (RFP) 13-06 was issued May 10, 2013 seeking a service provider for a Vote Tabulation System and Election Software to complete the 2014 Municipal Election. The RFP requested the submission of proposals for the leasing of a poll level optical scan ballot tabulation system, with a central count component, as well as accessible voting devices. Three submissions were received; however one Proponent subsequently withdrew their proposal as they could not meet the required specifications.

An evaluation team, with representatives from Information Technology Services, the City Clerk's Office and Purchasing and Supply, evaluated the two remaining submissions against pre-determined criteria. Both proponents were invited to provide a demonstration of the proposed equipment. **Election Systems & Software** ranked the highest and demonstrated the best ability to provide the necessary support for the 2014 Municipal Election.

Discussion

The evaluation process included ranking the companies based upon the following criteria, in no particular order of importance:

- 1. Speed of ballot tabulation process
- 2. Tabulator hardware and software specifications
- 3. Technical support
- 4. Reliability of equipment
- 5. Network connectivity for consolidation of results and backup
- 6. Ballot design
- 7. Reporting capabilities
- 8. Successful demonstration of equipment
- 9. References

Following the 2010 Municipal Election, Civic Administration re-evaluated the tabulation method and determined that a move to in poll tabulation would increase efficiencies in the tallying and presentation of results. The City of London is one of the last large urban municipalities to solely utilize central count tabulation.

The request was to provide 130 in poll tabulation units, one (1) central count unit, and ten (10) accessible voting devices. This would provide adequate coverage throughout the City and maintain convenience and service at the polls. Of the 130 in poll tabulation units, five (5) will be kept on hand for contingency. Technical support will be provided by means of on-site technical staff, centrally located at City Hall, and several staff patrolling poll to poll on Election Day.

The accessible voting devices will be deployed through the advance voting period. In 2010, the City provided one (1) accessible voting device available at City Hall throughout the advance voting period. It was well received by electors using the system and Civic Administration wishes to expand on the service in 2014.

Based on references and the evaluation criteria, **Election Systems & Software** is the recommended supplier,

Financial Impact

Funding for this expenditure will be provided for by means of a draw from the Municipal Elections Expense Reserve Fund.

Conclusion

The Request for Proposal submitted by **Election Systems & Software** meets the City's specifications and requirements in all areas and is within the 2014 Elections budget.

Acknowledgements

This report was prepared by Geoff Smith, Procurement Officer and Sarah Axford, Manager of Licensing and Elections.

SUBMITTED BY:	RECOMMENDED BY:
SARAH AXFORD MANAGER LICENSING & ELECTIONS	CATHY SAUNDERS CITY CLERK
REVIEWED AND CONCURRED BY:	REVIEWED AND CONCURRED BY:
MIKE TURNER DEPUTY CITY TREASURER	BRIAN WHITELAW ITS DIVISION MANAGER IV