REQUEST FOR PROPOSALS
RFP-MCC-2410

Alternative Voting for 2024 Municipal and CSAP Election

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
AMHERST NS B4H 3Y4

CLOSING: 2:00 PM AST, MAY 6, 2024

Request for Proposals
Municipality of the County of Cumberland
Alternative Voting for 2024 Municipal and CSAP Election

1.0 INTRODUCTION

The Municipality of Cumberland is a rural municipality with a population of about 20,000 spread between dozens of small communities. The Municipality of Cumberland has one (1) Mayor elected at large and eight (8) Council members. Those council members each represent one (1) municipal electoral district. The Municipality of Cumberland has eight (8) electoral districts). There are approximately 16,000 eligible electors in the Municipality.

For the 2020 Municipal Election the Municipality used a "hybrid" voting method in which electors had the option to vote alternatively and by paper ballot. Paper ballots were only used on Ordinary Polling Day.

As indicated above, the Municipality of the County of Cumberland includes urban and rural areas. Urban may be considered to have more reliable internet connectivity, while some rural areas have pockets with little to no connectivity. A matter which will need to be considered and addressed when considering alternative voting.

This Request for Proposals is not to be construed as an offer. The Municipality reserves the right not to proceed with any or all aspects of this work without compensation for the expenses of prospective or actual Proponents.

1.1 Project Management

This process is being coordinated by Deputy CAO and the Returning Officer who will work with the successful vendor to oversee planning and implementation.

2.0 WORK DESCRIPTION

2.1 Scope/Deliverables

The Municipality of the County of Cumberland has considered alternative voting as the method for eligible electors to cast their ballot in the 2024 Nova Scotia Municipal Election and Conseil Scolaire Acadien Provincial Election. The traditional paper is also supported. Thereby, a hybrid model.
Proposals are being received for the following alternative voting solutions for approximately 16,000 eligible electors, which is to include (but not limited to):

- Start to finish municipal election implementation
- All required software needed to implement the start to finish municipal election
- Required administrative and technical management
- Provide all necessary training to Municipal election support workers
- Security overview (e.g. encryption, digital certificates, etc.)
- Support to Municipal election support workers from date of the signing of an Agreement to final close of election and destruction of information
- A system solution to ensure all key stakeholders have the information required to support duties and tasks
- 24-hour a day voting from first advanced poll day to the close of ordinary poll day
- Creation, printing and mailing of any all information to eligible electors (e.g. voter letters, cards, PINs, etc)
- Bilingual voting options (English and French)
- Webpage specific to our Municipal Election
- Enumeration capabilities
- Reporting options available
- Review of duplication of electors (clean out duplications)
- Identify security clearances (if any)

The above list is not inclusive. The Municipality looks forward to your proposal providing the necessary details and overview to carry out a hybrid municipal election (alternative voting in-conjunction with paper ballots). Please provide a breakdown of associated costs. **All additional optional costs are to be attached separately.**

2.2 Proponent's Fees

The Proposal shall include a schedule of fees and expenses excluding HST, all subtotaled by task. Fees and expenses for meetings with Municipal staff and stakeholders shall be included in the proposed total cost.

Proponents may also wish to propose a payment schedule for work components or milestones. Monthly progress payments, less a ten percent (10%) holdback on the value of the work, may be disbursed by the Municipality in accordance with its policies and practices as outlined in section 4.9.

2.3 Proposed Project Schedule (all dates in 2024)

Request for Proposals issued	April 17
Deadline for inquiries	April 29
Submission deadline	May 6 at 2:00 pm AST
Award of contract	May 13

Start-up meeting (Virtual) week of May 20

3.0 PROPOSALS

3.1 Proposal Content

Proposals shall contain the following information:

- A brief description of the Proponents understanding of project requirements.
- Proponents understanding of the scope of work proposed to be carried out, including tasks, steps, and method.
- A statement of any perceived challenges and risks this project may present and how the Proponent intends to mitigate those as part of their process.
- Brief description of the Proponents organization (corporate profile) and a list of similar projects carried out recently by the Proponent, together with three references.
- Resumes of key personnel to be deployed for the project, as well as an organizational chart for the project team showing lines of responsibility and roles.
- Profile and key personnel of sub-contractors/consultants proposed to be employed for the completion of the project and the scope of work that will be sub-contracted out to them. Sub-consultants shall be subject to the approval of the Municipality.
- A Gantt (or similar) chart showing the project time schedule.
- Consultant's fee and cost breakdown as referenced in this RFP.

3.2 Proposal Submission and Deadline

Proposals marked "Alternative Voting for 2024 Municipal and CSAP Election" will be received up until **2:00 pm Atlantic Standard Time, May 6, 2024 (the Submission Deadline)** and must be addressed **either to:**
Shelby Hum, Finance Generalist
Upper Nappan Service Centre
Municipality of Cumberland
1395 Blair Lake Road, Upper Nappan, NS B4H 3Y4

Or to:

Shelby Hum, Finance Generalist
procurement@cumberlandcounty.ns.ca

Proponents choosing to submit their proposal physically to the Upper Nappan

Service Centre must submit 3 paper copies and 1 digital PDF copy. The digital copy must be submitted on an appropriately labeled USB drive.

Proponents choosing to submit their proposal to the email address above must send it as a single digital PDF attachment. Proponents submitting their Proposal by email must request confirmation that the email and attachment have been received, and until such confirmation is provided, must assume their Proposal has not been received. The Municipality's email system does not accept emails larger than twenty megabytes (20 MB).

Proposals received after the Submission Deadline and incomplete Proposals may not be accepted, at the sole discretion of the Municipality.

The opening of the Proposals will not be public. The successful Proponent will be advised following acceptance.

3.3 Evaluation of Proposal

Selection of the successful Proponent will be based on the following point system. Each Proposal received will be evaluated and scored using the scoring system below. The highest score will be the preferred Proposal.

Criteria	Score	Weighting	Weighted Score
Experience with elections in Nova Scotia	/10	25%	
Response to RFP criteria	/10	25%	
Work plan and schedule	/10	25%	
Value for money	/10	25%	
Total			

3.4 Proposal Acceptance

The Municipality reserves the right to reject any or all Proposals. The Municipality reserves the right to accept a Proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of Proposals for this work. Any Proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any Proponent who has submitted a Proposal as deemed in the best interest of the Municipality. The Proponent whose Proposal is accepted by the Municipality is hereafter referred to as the

"Successful Proponent".

3.5 Proposal Validity

Proposals must be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

3.6 Project Contract, Fees, Expenses, & Disbursements

Upon acceptance of a Proposal, the Municipality requires that a written contract be entered into with the Successful Proponent. The accepted Proposal and this Request for Proposals will be included in that contract and the Request for Proposals will take precedence over the Proposal unless the contrary is explicitly stated in the Proposal. Proponents may include their preferred contract format as part of their Proposal.

The Municipality wishes to firmly establish the total cost of the work prior to entering into the Contract. The Municipality requires that Proposals include a detailed estimate of the total cost including all fees, expenses, and disbursements. Actual costs that exceed the estimated total cost without prior written approval of the Municipality will not be paid.

3.7 Inquiries and Addenda

All questions and inquiries related to this RFP must be directed **by email not later than 2:00 pm Atlantic Standard time April 29th, 2024** to:

Shelby Hum, Finance Generalist
shelbyhum@cumberlandcounty.ns.ca

The Municipality reserves the right to share the nature of any such questions or inquiries, and any responses provided, in the form of Addenda.

Addenda will be issued if, in the opinion of the Municipality, they are warranted.

4.0 GENERAL CONDITIONS

4.1 Schedule & Cost

The Successful Proponent shall contact the project manager weekly to provide an update on the progress of the work. A copy of the updated Contract Schedule indicating progress to date shall be produced for the Municipality monthly or more frequently, if requested.

The Successful Proponent shall promptly advise the project manager of any differences or expected changes from the cost and schedule included in their RFP. No expenditures beyond the agreed amount will be permitted without prior written approval by the Municipality. If the Successful Proponent is of the opinion that tasks being requested are outside the scope of the contract, they must immediately advise the designated contact employee in writing, including an explanation of why the work is considered outside the contract and what solution or additional compensation is proposed to remedy the issue.

4.2 Personnel

Proponents are advised the Municipality expects the personnel listed in the Proposal to perform the work indicated and written permission must be obtained before changing any member of the work team. In the case of personnel being changed, the Municipality requires that the new personnel being assigned have a similar length and breadth of experience relevant to this project as the personnel being replaced and otherwise be acceptable to the Municipality.

4.3 Sub-Consultants

Proponents are advised the listed sub-consultants/sub-contractors and their work scope cannot be changed without the written permission of the Municipality. Failure to comply with this provision will be considered a breach of contract and may result in termination of the Contract.

4.4 Confidentiality

Information provided by the Municipality is to be treated as confidential and is not to be disclosed to any third party without the written permission of the Municipality except as necessary to perform the Contract.

4.5 Ownership of Information

Proponents are advised that all information produced during the project is to be considered the property of the Municipality.

4.6 Successful Proponent's Responsibility

The Successful Proponent shall indemnify and save harmless the Municipality, its officers and employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or

damage to or loss of property arising from any willful or negligent act, omission or error on the part of the Successful Proponent or their servants in carrying out the Contract.

4.7 Insurance

The Successful Proponent shall, without limiting its obligations or liabilities, maintain commercial general liability insurance coverage to a minimum of $5,000,000, and professional liability (errors and omissions) insurance coverage to a minimum of $5,000,000 and shall include proof of coverage and level of coverage forthwith upon acceptance of their Proposal.

4.8 Regulations

The Successful Proponent shall comply with all existing Federal, Provincial and Municipal regulations, guidelines and standards and other authorities having jurisdiction.

4.9 Payments

Payments shall be based on invoices submitted monthly by the Successful Proponent and supported in such detail as the Municipality may request. Invoices shall indicate individual person hours, rate and extended amount; individual mileage, rate and extended amount; and expenses by category.

Payment will be made on a net thirty (30) days basis from receipt of invoice provided that the Municipality has approved the work that is being billed. Incomplete or unsatisfactory work will result in reduced compensation to the Successful Proponent as deemed appropriate by the Municipality. No payment made by the Municipality under the Contract shall constitute acceptance of work or products that are not in accordance with the requirements of the Contract.