

Scott County, Iowa Administration - Purchasing Division  
600 West Fourth Street, Davenport, IA 52801-1030

## REQUEST FOR PROPOSAL

Scott County Requisition No. **19609**

*Bidders need to complete and submit this form.*

**Submission Due Date: Thursday, February 2, 2023**

**No Later Than: 4:00 PM**

Qty	Description
	Scott County, Iowa Auditors Office requests proposals from firms for <b>Project Management Software Program for Elections.</b> Firms may express interest and request consideration for the said project by submitting it to Scott County through Public Purchase. Thank you for your consideration.
	<b>Please read the Proposal carefully for, submission instructions, question due dates, etc.</b>
	<b>SUBMIT RESPONSES TO WWW.PUBLICPURCHASE.COM</b>
	All vendors must register at <a href="http://www.publicpurchase.com">www.publicpurchase.com</a>
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.gov">www.scottcountyiowa.gov</a> .

### Quote Submitted by:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

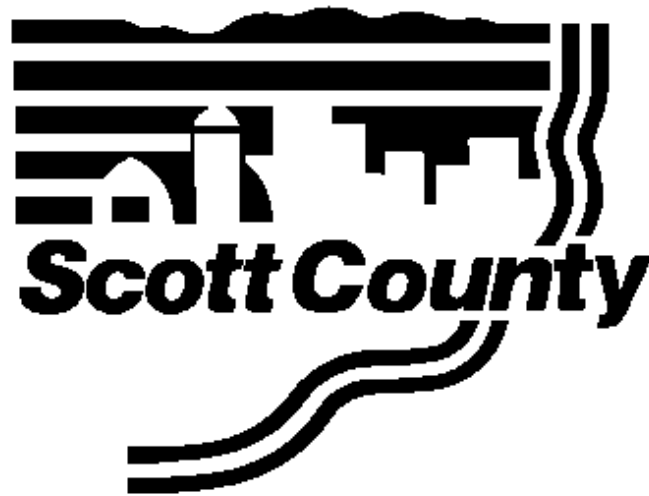
\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

RELEASED:  
(SCOTT COUNTY USE ONLY)  
DATE: 1/19/2023  
TIME: 4:00PM

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

Scott County, Iowa



Request for Proposal:  
Project Management Software Program for Elections

RFP # 19609

Issue Date:  
Thursday, January 19, 2023

Due Date and Time:  
Thursday, February 2, 2023, at 4:00 pm

Proposals must be submitted through Public Purchase at  
[www.publicpurchase.com](http://www.publicpurchase.com)

[www.scottcountyiowa.gov](http://www.scottcountyiowa.gov)

## INTRODUCTION

Scott County Auditor's Office is looking for a Project Management Software Program for Elections to streamline and assist with all elections.

Types of Elections, Polling Places and Precinct Map can all be found at the county website:

[Auditor's Office | Scott County, Iowa \(scottcountyiowa.gov\)](http://scottcountyiowa.gov)

## SUBMISSION INFORMATION

Vendors requesting consideration shall provide the following minimum pertinent information:

- Firm Information
- Project Team
- Similar Projects within the last three years with references
- Anticipated Timeline
- Cost Details- to include install, data conversion, training, any annual subscription fees, etc.

## CLARIFYING QUESTIONS

Questions or requests for clarification must be submitted through Public Purchase no later than 4:00 pm CDT on Thursday, January 26<sup>th</sup> at 4:00. Any requests received after this deadline will not be included in the response. All requests received before the deadline will be posted to Public Purchase on or before Monday, January 30, 2022 at 4:00. Please ensure you subscribe to all notifications for this RFP through Public Purchase.

## SUBMISSION INSTRUCTIONS

RFP submissions must be via Public Purchasing at [www.publicpurchase.com](http://www.publicpurchase.com). Registration is required. Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if you opt for a subscription other than the "free" selection. Questions regarding Public Purchase should be directed to them through their chat feature. Proposals dropped off, mailed, or emailed to Scott County, the project manager(s), or other entities will not be considered.

Verification of receipt may be made to the purchasing office at 563-326-8793. Submittal and confirmation should be made well before the conclusion of office hours (4:30 pm CDT). Scott County is not responsible for any delivery delays or logistical issues, including but not limited to internet delays or interruptions, computer failure, strikes, weather delays, or similar. Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and will not be considered.

Scott County reserves the right to reject any bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid, each vendor acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

## **SELECTION CRITERIA**

Proposals will be evaluated and ranked based on the submission requirements and proposed deliverables based on the scope of work requested.

## **RFP TIMELINE**

- ***Proposal Released: Thursday, January 19, 2023***
- ***Questions Due to County (thru Public Purchase): Thursday January 26, 2023 at 4:00 pm***
- ***Questions Answered before: Monday, January 30, 2023 at 4:00 pm***
- ***RFP due: Thursday, February 2, 2023 at 4:00 pm***
- ***Demonstrations: TBD upon submission***

## **SCOPE OF WORK AND PROPOSED DELIVERABLES**

Project Management Software Program for Elections to include:

- Poll Worker Tracking and Training
- Equipment Monitoring and Assignment
- Calculation of Payroll Hours & Wages, including reimbursables
- Communications to Poll Workers
- Ensure the security of the software and provide backup and recovery procedures
- Include any requirements expected of Scott County Staff

## **MISCELLANEOUS PROVISIONS**

- All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the Firm, partnership, or corporation. No firm may assign or transfer any legal or equitable interest in his proposal after the date and hour set for receiving the proposals.
- The County reserves the right to accept any or all proposals in whole or in part, waive any irregularities in any proposal, accept the proposal which in the judgment of the County is most advantageous to the County, and re-advertise if desired.
- No member, officer, or employee of the County during this tenure or for one year after that shall have interest, direct or indirect, in this proposal or the proceeds thereof.
- All documents and materials prepared under this proposal are the property of Scott County, Iowa. The County shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other material prepared under this process.
- No verbal agreement or conversation with any elected or appointed official, agent, or employee of the County, either before, during, or after the submittal of this proposal, shall affect or modify any of the terms or

obligations herein contained, nor shall such verbal agreement or conversation entitle the Firm to any additional compensation or consideration whatsoever under the terms of this Request for Proposal.

- The Firm shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, national origin or ancestry, sexual orientation, age, marital status, physical or mental disability, or political beliefs or affiliations.
- The Firm agrees to abide by all laws, rules, and regulations of the United States, the State of Iowa, and Scott County, securing all necessary licenses and permits in connection with this proposal at no additional cost to the County.
- Any Proposer may withdraw their proposal at any time before acceptance by Scott County, Iowa.
- Insurance: The Firm will acquire and provide proof of \$1,000,000 coverage of comprehensive general liability insurance during the life of this contract.
- Scott County, Iowa does not do business with debarred vendors, which will be checked on [www.sam.gov](http://www.sam.gov).
- Scott County, Iowa is exempt from all local, state, and federal taxes.