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Department of

Registrar-Recorder/County Clerk

**REQUEST FOR PROPOSALS —**

**TECHNICAL 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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1. Project Change Management Plan

The Proposer must describe its experience with project change management, including the strategy used for tracking, reviewing, and approving project scope and schedule. The response must explain its approach to change management for the Election Management System (EMS) Implementation and Services Project, noting any differences from the Proposer’s previous experience.

The Proposer must provide a sample change management plan for the EMS Implementation and Services Project.

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| **Instructions:** Provide a description of the Proposer’s experience with project change management and explain the approach to be used for the EMS Project, including any reasons for deviation from Proposer’s previous practices (if applicable). Include a sample Project Change Management Plan. |

<Response>

1. Project Schedule

The Proposer must submit a schedule for Election Management System (EMS) Implementation and Services. This schedule should demonstrate that the Proposer has a thorough understanding of the Statements of Work and what must be done to satisfy and implement the Project requirements within the timelines expected by the County. The schedule must extend through at least the first year of Maintenance and Support (M&S) and clearly delineate what is included in a typical M&S year.

The schedule should show all task details with responsibilities, timelines, durations, milestone dates, and deliverables; as well as all critical dependencies for the Project’s milestones and deliverables. The schedule must be an attachment to the Proposer’s Technical Proposal and tabbed as such in the submission. It also must be submitted as an electronic soft copy (Microsoft Project ® or equivalent and Adobe ® PDF) version in the Proposer’s electronic submission of the Technical Proposal.

All content should be formatted for effective viewing in printed and soft copy.

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| **Instructions:** Provide a schedule including at least:   * High level Project schedule including all Project deliverables and milestones that fits on one page (page size may not exceed 11” x 17”) * Detailed Project Plan with all activities, deliverables, and milestones * Steps and timeframes related to the California Secretary of State (CA SOS) VoteCal integration certification * A listing of what staff is assigned responsibility for each deliverable within the Work Breakdown Structure (WBS) * Identification of deliverables that require acceptance, including the proposed acceptance period for the deliverable * Major milestones and target date(s) for each milestone that are consistent with the dates of this RFP   Include or attach associated artifacts such as Gantt charts and flowcharts as appropriate. |

<Insert Attachment Location>

1. Proposer’s Green Initiatives

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| **Instructions:** Describe the Proposer’s current environmental policies and practices and any related initiatives proposed to be used in the completion of the tasks described in Technical Proposal Response Template Section J.2 (Implementation Statement of Work), Section K.2 (Hosting Statement of Work), and Section L.2 (Maintenance and Support Statement of Work). |

<Response>

1. Terms and Conditions in the Sample Contract: Acceptance of/or Exceptions to (Refer to Appendix C. Sample Contract)

It is the duty of every Proposer to thoroughly review the Sample Contract (Appendix C) to ensure compliance with all terms, conditions, and requirements. In submitting a Proposal, the Proposer agrees to accept, as stated, the County’s terms and conditions in the Sample Contract. However, the Proposer is provided the opportunity to take exception to the County’s terms, conditions, and requirements.

The County reserves the right to determine if Proposers’ exceptions are material enough to deem the Proposal non-responsive and not subject to further evaluation.

The County reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

All Proposers are reminded of their attestation under Section A that any exceptions not made in the initial submission are forfeited and will not be later considered by the County.

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| **Instructions:** Provide a statement offering the Proposer’s acceptance of or exceptions to all terms and conditions listed in the Appendix C (Sample Contract).  Indicate all exceptions to the Sample Contract by providing a “red-lined” version of the language in question as an Attachment to the Technical Proposal. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein will be barred from making further exceptions, except as allowed at the County’s sole discretion.  For each exception, the Proposer shall provide:   * An explanation of the reason(s) for the exception; * The proposed alternative language; and * A description of the impact, if any, to the Proposer’s price in the Cost Proposal. Note: No detailed cost information shall be included in the Technical Proposal. Any relevant costs must be included in the Cost Assumptions tab in the Cost Proposal Response Template.   Specify in this Response Template the location of the attachment. |

<Insert Attachment Location>

1. General Assumptions

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| **Instructions:** Document any assumptions made in preparing a response to the Technical Proposal, not including assumptions documented in the response to the Statements of Work, in the following Table. Add rows as necessary. Do not include any assumptions related to costs. Do not change any of the pre-populated sections. Any changes to the pre-populated sections could lead to the disqualification of the Proposal. |

1. General Assumptions

| Item # | Reference (Section, Page) | Description | Rationale |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |