

TOWN OF ARLINGTON
TOWN MEETING ELECTRONIC VOTING STUDY COMMITTEE

August 14, 2013

Call to Order

The special meeting of the Town Meeting Electronic Voting Study Committee was called to order by Committee Chair Eric Helmuth in the Lower Level Meeting Room of the Senior Center on Wednesday, August 14, 2013, at 7:30 PM. A copy of the notice of this meeting is attached to these minutes.

Quorum

A quorum was present: Elizabeth Patton, Wes Beal, John Leone, Steve Storch, Adam Auster, and Eric Helmuth.

Approval of Minutes

MOTION:
*Approval of
April 14, 2013,
Minutes*

Mr. Beal moved to approve the minutes of the April 17, 2013, meeting with the following correction:
The 2 references to “Article 2” on the first page should be corrected to be “Article 3.”

The motion passed.

MOTION:
*Correction of
June 19, 2013,
Minutes*

Mr. Auster moved to correct the draft minutes of the June 19, 2013, meeting by changing the date used to describe the April meeting under “approval of minutes” to April 17.

The motion passed

MOTION:
*Approval of
June 19, 2013,
Minutes*

Mr. Beal moved to approve the minutes of the June 19, 2013, meeting.

The motion passed

Reports

TOWN MODERATOR
Membership

Town Moderator John Leone reported that he had received 3 volunteers to fill the vacant Committee seat after an appeal to the Town Meeting email list.

After a short discussion, Mr. Leone said he would appoint Roland Chaput to the committee.

CHAIR
*Request for
Proposals*

Committee Chair Eric Helmuth reported that he had met with town officials to start work on a request for proposals for electronic voting services.

He said that Town Manager Adam Chapdelaine and Town Purchasing Officer Domenic Lanzillotti suggest issuing the RFP in late September.

DISCUSSION
*Request for
Proposals*

Mr. Leone offered to get copies of the proposals used to procure electronic-voting systems or services in Brookline and Framingham, for reference.

Mr. Helmuth said he would get Lexington's RFP.

He said that the Purchasing Officer would make the final RFP conform to standard practices.

Draft Request

He distributed a draft RFP, which he described as a skeleton in need of work. A copy of this document is appended to these minutes.

Discussion of this draft included some enumeration of vendor versus Town roles.

Lease

Committee members noted that the appropriation this year is to purchase electronic-voting services, not equipment.

Mr. Helmuth said that we could include a request for information about getting a partial credit towards ownership. However he also said that such savings, if any, might depend on buying the equipment used at the end of the lease, which the Town might not be able to decide do at that time.

Committee members discussed the idea of inviting the finalists in the process to visit and demonstrate their systems.

Mr. Helmuth asked Mr. Storch to work with him on the proposal, especially to detail technical and functional requirements of the system.

Vendor Selection

He said the Committee's role in selecting the vendor will be to advise the Town Manager, who will make the final decision.

Unfinished Business

DISCUSSION:
Close-Votes
Bylaw

A copy of a memo describing this issue is appended to the June 19, 2013, minutes.

Committee members generally agreed that the bylaw should be changed to apply as intended to supermajorities. However, members also said that the wording of any amendment to fix the problem should be free of ambiguity about exactly what constitutes a close vote.

Mr. Leone asked the Committee to postpone any action so that he could take the issue of wording up with John Worden.

New Business

MOTION:
Regular Meetings

Mr. Auster moved that the Committee hold regular meetings on the second Wednesday of each month.

The motion passed.

MOTION:
Adjournment

Mr. Beal moved that the meeting adjourn.

The motion passed.

Adjournment

The meeting adjourned at 9:00 PM.

Adam Auster, *Secretary*

APPROVED

September 11, 2013

Adam Auster, *Secretary*

Eric Helmuth, *Chair*

Documents attached to these minutes:

1. Notice of Special Meeting
2. “Electronic Voting Study Committee—Working Draft— 8/14/13: Town of Arlington/Massachusetts/Request for Proposals (RFP)”

Town Meeting Electronic Voting Study Committee

Eric Helmuth, Chair | Adam Auster, Secretary

Wednesday, August 14, 2013, 7:30 p.m.

Arlington Senior Center, Lower Level

AGENDA:

- 1 - Call to Order
- 2 - Review and approval of minutes
- 3 - New committee member
- 4 - Updates from the Chair
- 5 - RFP for Evoting System Rental
- 6 - Bylaw for close votes – Adam Auster
- 7 - New Business
- 8 - Adjournment

**TOWN OF ARLINGTON
MASSACHUSETTS**

Request for Proposals (RFP)

The Town of Arlington, Massachusetts (the Town) acting through the Town Manager is requesting proposals from qualified individuals and firms for a one-time rental of an appropriate electronic voting system for use at its 2014 Representative Town Meeting commencing [DATE], for use in as many sessions as the maximum budget of \$10,000 will permit.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before *[date and time]* at the Town Manager's/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered.

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

Proposal elements

1. Rental of electronic voting equipment and software
2. Training and support
3. Vendor-supplied system operator (optional)
4. Purchase credit, if available ("rent to own")

(Summary of response and submission instructions, other information, and edits to the above will be inserted by the Purchasing officer)

1. Introduction

Background

- Town meeting bylaw approval (attach relevant bylaws in Appendix)
- Town meeting appropriation of \$10k to rent a system as a trial
- Potential interest in purchasing the system at a discount following the rental
- Annual town meeting typically runs 8 to 10 nights, Mondays and Wednesdays, for 3 hour sessions; the rental is for as many nights as budget permits.
- Anticipated key personnel and their roles with the system (Moderator, IT staff, Clerk...)

2. Key dates for RFP response and selection process

(This section will be drafted by the Town Manager's office)

3. Scope of Services

A. Project objective

An electronic system that securely, rapidly and reliably counts, displays, and records votes for Arlington Town Meeting using handheld devices for each of our 252 voting members.

B. Vendor deliverables

1. Rental of all necessary equipment and software for as many nights as the max. budget will permit
2. Technical support and training
3. On-site operator (optional)
- 4.

C. Town of Arlington Responsibilities

- 1.
- 2.
- 3.

D. Detailed technical and functional requirements

(will be adapted and expanded from the RFI)

4. Submission Requirements and Instructions

1. Bid instructions, including how to break out on-site operator services, system purchase credits, and other optional elements.
2. Other requirement per Purchasing officer

5. Evaluation Criteria

A. Qualifications

- Minimum 2 (?) years experience providing these services, government/municipal preferred
- Vendor must demonstrate (via RFP response) understanding of scope of services and functions
- Vendor must demonstrate its ability to reliably commit adequate, relevant resources to meet the scope of services and requirements
- Furnish references and cite experience
- Please explain how your solution will differentiate you from other vendors and why we should choose you.

B. Comparative Criteria

1. QUESTION ONE: Compliance with information requested by this RFP
2. QUESTION TWO: References and years of experience
3. QUESTION THREE: Degree to which vendor meets or exceeds the stated technical, functional, training, and support requirements
4. QUESTION FOUR : The proposed solution’s demonstrated “ease of use” for town meeting members, Moderator, and town IT staff.
5. QUESTION FIVE: Confidence level that vendor can deliver the scope of services and with high reliability.
6. QUESTION SIX: Does the vendor offer a “competitive edge” that sets it apart from other submissions?