

Item No. 11.1.2
Halifax Regional Council
January 10, 2012

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Original signed by 
Richard Butts, Chief Administrative Officer

DATE: December 19, 2011

SUBJECT: Award - RFP # 11-077, Integrated Telephone and Internet Voting

ORIGIN

Motion of Regional Council of September 27, 2011 to;

- 1) Utilize e-voting only for advanced polls from Saturday, two weeks before ordinary polling day, through to the Thursday prior to ordinary polling day and in-person polling locations for Election day, and
- 2) Direct Elections staff to proceed with the planning and implementation for the 2012 Municipal Elections based on the direction of Regional Council.

RECOMMENDATION

It is recommended that Halifax Regional Council

- 1) Approve an increase to the Municipal Clerk's Operating Budget, Cost Centre A125 6999, in the amount of \$553,007 (net HST included) with funding as a withdrawal from Q313 - Election Reserve in order to award RFP #11-077, Integrated Telephone and Internet Voting and Production/Distribution of Voter Notification Cards for the 2012 Municipal and School Board Elections.
- 2) Award RFP # 11-077, Integrated Telephone and Internet Voting and Production/Distribution of Voter Notification Cards to the highest scoring proponent, Scytl (Secure Electronic Voting) for a total cost of \$553,007 net HST included with funding from Elections account A125 as outlined in the Budget Implications section of this report.

BACKGROUND

In January 2007 Halifax Regional Council directed staff to proceed with an advanced internet / phone option for the 2008 Municipal and School Board elections in addition to retaining in-person poll locations for advanced and election day polls.

Based on Council's direction, an RFP was issued for a hosted electronic (internet & phone) voting solution for the 2008 Municipal and School Board Election. HRM entered into a four (4) year agreement with Intelivote Systems Inc. to provide e-voting services to HRM. The agreement expired in August 2011.

In September 2011 Halifax Regional Council directed election staff to proceed with the planning and implementation for the 2012 Municipal Elections based on using e-voting for advanced polls for two weeks prior to Election Day. In order to secure a vendor to deliver HRM's electronic voting options for the 2012 Municipal and School Board Elections a Request for Proposals was initiated.

DISCUSSION

RFP # 11-077, Integrated Telephone and Internet Voting was publicly advertised on the Province of Nova Scotia tenders website and closed on October 28, 2011. Proposals were received from:

Intelivote Systems Inc.
Scytl (Secure Electronic Voting)
Everyone Counts
Tekstreme

Proposals were evaluated by staff from Municipal Clerks Office, Finance and Information Technology and an external evaluator (CAO, Town of Windsor) and facilitated by Procurement based on the criteria listed in Appendix A, Evaluation Criteria.

The proposal from Tekstreme did not meet the minimum requirements of achieving 75% of the available technical score as stated in the Proposal Evaluation Criteria. The final scores for the remaining proponents are listed below:

Proponent	Score (max 100)
Scytl (Secure Electronic Voting)	92 *highest overall score
Intelivote Systems	88
Everyone Counts	80

Value for money: The proposal by Scytl represents the highest overall scoring and best value for money. Pricing for **all** proposals (as outlined in Appendix A) include a set allocation of \$199,845 for postage costs of delivering an estimate 327,600 voter notification cards to electors. Final production and postage costs will be based on the number of electors in the final list of electors compiled for the 2012 Municipal and School Board election. Based on past election experience these deliverables were estimated in the approved 2010/11 Project Budget at \$ 726,054.35.

Integrity & security of the voting system: The integrity and security of the electoral process is paramount in consideration of award. Scytl would be a new provider of e-voting services to HRM. Scytl's product offering has a strong system security, excellent accessibility features and the ability to provide a printable receipt to verify receipt of the e-voting ballot. These features of Scytl's product scored highly. Some increased risk was identified in regard to the overseeing security in two separate systems (Scytl -voting system & DataFix –voter management) and in testing the integration of the voter management and voting systems. Based on the references as verified by the evaluation team, Scytl and their partner DataFix have the experience to deliver the product and to work with HRM to mitigate any risks identified.

Support: Scytl has opened a Canadian office in Burlington Ontario. DataFix is a Canadian company based in Toronto Ontario. Scytl's team is experienced; however, the technical team is primarily located in Europe. As part of their proposal Scytl has committed to having a project manager/liaison on-site in HRM during key points in the process and during the entire live election event.

BUDGET IMPLICATIONS

The Proposal by Scytl represents the highest scoring proponents at a cost of \$530,279, plus net HST of \$22,728, for a total of \$553,007, funding is available in A 125 – Elections following Council's approval of the transfer of \$553,007 from Q313 – Election Reserve. The budget availability has been confirmed by Finance.

Budget Summary: Q313 Election Reserve

Projected Balance March 31, 2012	\$1,410,084
RFP#11-077 funding to A125	<u>\$ (553,007)</u>
Revised Projected Balance March 31, 2012	\$ 857,077

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Project budget, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation. If approved, it will increase the gross Operating Budget, but not the net budget. This will also increase Reserve withdrawals.

ALTERNATIVES

None Recommended

ATTACHMENTS

Appendix A, Proposal Evaluation Criteria

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Lori McKinnon, Election Coordinator

Report Approved by: _____
Cathy J. Mellett, Municipal Clerk (490-6456)

Procurement Review: _____
Anne Feist, Manager, Procurement (490-4200)

Report Approved by: _____
Jim Cooke, CGA, Director Finance and Information Technology/CFO (490-6308)

APPENDIX A: PROPOSAL EVALUATION CRITERIA

Criteria	Summary	Max	Scytl	Intelivote	Everyone Counts
Communication Skills	Clarity and readability of written proposal	5	3	5	4
Business Experience & Team composition and experience	<ul style="list-style-type: none"> Proponent has been providing voting solutions as its primary business for a minimum of 3 years. Experience of individual team members with projects of similar scope and size Team members' appropriate skills and education Demonstrated history of proposed team in successfully completing projects of a similar nature on time and on budget Balance of level of effort vs. team roles (project mgmt., technical, etc...) 	15	14	14	11
Understanding of HRM needs	<ul style="list-style-type: none"> Compliance with the Election Act of NS as it applies to the HRM Municipal and School Board Elections Understanding of the requirements of the scope of work and HRM organizational structure Acceptable proposed schedule and work plan Value added propositions and recommendations Attention to relevant challenges that the committee has not considered 	25	23	24	20

**Award - RFP # 11-077,
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Technical Solution	<ul style="list-style-type: none"> • Solution addresses all technical aspects of the project as identified in the RFP • Solution draws on proven methodology • Solution is flexible and scalable • Solution is cost and time effective 	25	22	24	20
Project Management Methodology	<ul style="list-style-type: none"> • Management structure within Proponents organization/project team • Proposed communication methods between proponent team and HRM • Quality Assurance standards and practices 	10	10	9	9
Subtotal (Technical Proposal)		80	72	76	64
Cost	<ul style="list-style-type: none"> • Delivery of Services • Proof of Concept 	20	20	13	17
Administrative and Legal Requirements	<ul style="list-style-type: none"> • Business registration information &/or plan have been included • No or minimal alterations to standard contract have been requested (Section 2.10) • Proposal format reflects substantial adherence to instructions provided 	0 BUT POINTS MAY BE DEDUCTED			
		100	92 (\$553,007)	89 (\$884,151.31)	81 (\$651,261.77)

**costs include net HST and postage for Voter Notification Cards