Commonwealth of Puerto Rico Puerto Rico State Election Commission San Juan, Puerto Rico

Optical Scanning Vote Counting System for Puerto Rico

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1 INTRODUCTION

The Puerto Rico Electoral Act, Law Number 4 of December 20, 1977, as amended, 16 L.P.R.A. §§ 3001 et. seq. (the "Electoral Act") grants the Puerto Rico State Election Commission ("CEE" by its Spanish acronym) the faculty to manage electoral events in Puerto Rico. This law defines the way in which general elections, special elections, primaries, and other electoral events shall be conducted. In addition, the law gives the CEE the responsibility of evaluating the various electronic voting systems available in the market for future implementation for electoral events in Puerto Rico.

Purpose of this Request for Proposals (RFP)

The CEE has decided to establish a uniform vote counting system for all elections in Puerto Rico beginning with the 2012 General Election. The technology selected for this vote counting system is the Optical Scanning Voting System (OpScan). The CEE decided to use the OpScan technology because it is the one that would pose the less disruption and changes to the election process currently used in Puerto Rico.

The CEE is soliciting proposals to procure the acquisition of all hardware, software, and support services required for the implementation of an electronic vote counting system.

Authority under which this RFP is Issued

This RFP is issued in accordance with the Laws of the Commonwealth of Puerto Rico, including applicable regulations. The terms, conditions, and eligibility requirements for this RFP are established herein. All requirements and procedures not specifically set forth herein shall be governed by the Bid Regulation of the CEE, approved on October 2, 1985, as amended (the "CEE Bid Regulation").



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The objective of this RFP is to obtain proposals for the acquisition of all the hardware, software, and support services required for the successful implementation of an electronic vote counting system for the General Election of 2012.

The main goals for this new electronic vote counting system are:

- To enable reporting of more than 95% of results for all elective positions during the General Election by the electoral units no later than three hours following the closing of the electoral colleges.
- To provide a voting system that: allows interaction between the voter and the vote counting machine, notifies the voter whether he/she has casted a valid vote and that gives the voter the opportunity to correct mistakes that would otherwise invalidate the vote.

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For purposes of this RFP, the following terms shall be defined as follows:

Word, Phrase or Abbreviation	Definition	
Alarm	In the machine, an alarm will generate an audible sound that would alert the election official about a specific condition. In order to deactivate or silence the alarm, an action or acknowledgement from the election official shall be required.	
CEE	Spanish acronym of the Puerto Rico State Elections Commission	
Central Processing Center	The CEE location in San Juan, PR where all the results for the General Election will be received, processed, and reported.	
College	A polling place. The physical location where the voters cast their vote.	
Election Management System (EMS)	Software system for designing ballots, receiving and coordinating election results transmitted from machines, tabulating votes, and performing general data management tasks related to the design of electoral contests and the calculation of election results.	
Electoral unit	A group of one or more colleges which are adjacent in one building or facility. They are geographically delimited to serve a specific community.	
Factory Acceptance Test (FAT)	A validation protocol performed by CEE staff at a proponent's facilities prior to accepting delivery of election hardware and software.	
Local Commission Office	Local CEE office located at Precinct.	
Machine	Precinct optical scanning voting machine	
Notification	A notification is a message generated at the machine display that will not generate the audible sound. The machines shall stop accepting ballots until de Notification is acknowledged by an election's official.	
OSIPE	Spanish acronym for the CEE Information Systems and Electronic Processing Office	



Word, Phrase or Abbreviation	Definition
Precinct	A group of one or more electoral units. Precinct distribution is based on demographic distribution.

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4 CLASSIFICATION OF REQUIREMENTS

All the requirements set forth in this RFP shall be as follows:

Requirement	Definition	
Mandatory	Describes a feature that must be available and fully developed at the time of response to this RFP. Proponent shall be required to show evidence of compliance with mandatory requirements if invited for a demonstration during the proposal evaluation phase. Systems that do not meet all Mandatory requirements shall be disqualified from further evaluation.	
Mandatory at FAT	Describes a feature that must be available at the FAT. Proponent shall be required to show evidence of compliance with Mandatory requirements at FAT as part of the testing protocol to be executed at the FAT. Proposals that do not certify that the requirement will be developed and fully functional at the time of the FAT shall be disqualified. Non-compliance with Mandatory at FAT requirements during the FAT shall cause the contract to be rescinded.	
Mandatory at Implementation	Describes a requirement that must be met during the contract period, including but not limited to, professional services, technical support, and trainings. A brief description of how each Mandatory During Implementation requirement will be met must be included in the RFP response. Proposals that do not include this information shall be disqualified. Non-compliance with Mandatory During Implementation requirements during project implementation shall cause the contract to be rescinded.	
Preferred	Describes a feature that is optional and, even though is not mandatory, it is nevertheless desired. The proponent shall indicate if the feature is available at the time of response to this RFP. A proponent that does not comply with a preferred requirement shall not be disqualified, but proponents who have met these preferred requirements shall receive qualification points during the proposal evaluation phase. Proponents shall be required to show evidence of compliance with the preferred requirements identified as available in their proposals if invited for a demonstration during the proposal evaluation phase.	

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5.1 The Electoral Process of Puerto Rico

Puerto Rico law sets forth the requirements for general elections, whereby qualified voters elect by direct vote and simple majority the following positions: Governor, Resident Commissioner, Members of the Senate and the House of Representatives, City Mayors, and the City Council Members. This general election is held every four years. The next general election will be held on November 6, 2012. The general election day is an official holiday in Puerto Rico. During the general election day, polls are open to the public from 9:00 AM to 5:00 PM.

Currently, there are three registered political parties. The Electoral Act allows for the registration of new political parties. In the last General Election held in 2008, four island-wide political parties participated and several local political parties presented candidates for specific municipalities. Each political party has the right to hold primaries for the election of candidates for the various positions. For the general election of November 6, 2012, primaries will be held on March 18th, 2012.

The voter participation rate for the 2008 general election was 79.19% (1,946,449 out of 2,458,033 registered voters). There were 1,562 active electoral units and 6,856 colleges.

5.2 Summary of Current Voting System

For election purposes, Puerto Rico is divided into eight senatorial districts and forty representative districts. Each senatorial district may include between six and eighteen precincts, while each representative district may include between one and six precincts. There are 110 precincts in Puerto Rico. Within these electoral precincts, there are currently 1,562 electoral units which are normally located at schools or other public or private buildings. Within each electoral units there are between two and twelve colleges (polling places). Voters are assigned alphabetically to each college. The size of each college varies depending on the type of election. Traditionally, in a general election, each college includes approximately 400 voters. Based on the projected expansion of the electoral period to eight hours, each college will serve approximately 460 voters. As a result, a reduction in the total number of colleges is expected for the 2012 General Election.

In all prior general elections, voters in Puerto Rico have used paper ballots that were later counted by hand. On Election Day, each voter receives three separate paper ballots. The first ballot is the State Electoral Ballot, which is used to elect the Governor and the Resident Commissioner. The State Electoral Ballot is identical throughout Puerto Rico. The second ballot is the Legislative Electoral Ballot, which is used to elect the entire legislature (51 members of the House of Representatives, including 11 at large, and 27 members of the Senate, including 11 at large). The Legislative Electoral Ballot is different for each one of the 110 precincts. The third ballot is the Municipal Electoral Ballot, which is used to elect the mayors and city council members for each of Puerto Rico's 78 municipalities. The Municipal Electoral Ballot is different in every municipality. In a general election there will be a total of 190 different ballots. Appendix B includes samples of the three ballot types used during the 2008 General Election.

There is a fourth ballot (Federal Electoral Ballot), which is used for absentee voting. This fourth ballot is used only for the election of the Resident Commissioner.

5.3 Precinct Count Rules

The Electoral Act sets forth the rules for canvassing votes in Puerto Rico. What follows are the canvassing rules that will be applicable to the 2012 General Election. For clarity purposes, the different types of votes recognized by the Puerto Rico Electoral Act are listed in quotes as they are currently referred to in Spanish.

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5.3.1 Maximum Candidates for each Position

For each position, each voter shall have the right to vote for the following maximum amount of candidates:

- Federal Electoral Ballot
 - o One (1) candidate for Resident Commissioner
- State Electoral Ballot
 - o One (1) candidate for Governor
 - o One (1) candidate for Resident Commissioner
- Legislative Electoral Ballot
 - One (1) District Representative
 - Two (2) District Senators
 - One (1) At Large Representative
 - o One (1) At large Senator
- Municipal Electoral Ballots
 - One (1) City Mayor
 - Multiple Municipal Legislators the maximum amount of Municipal Legislators is different for each municipality and is determined by its population.

5.3.2 "Íntegro" Vote (INT)

This is a vote for all of the candidates of one party on the same ballot. It is generally casted by placing a mark below the party's insignia on the ballot. The following rules apply for the "Íntegro" vote for each one of the ballot types:

5.3.2.1 Federal Electoral Ballot Tabulation

There is not an option to make an "Íntegro" vote on the federal ballot.

5.3.2.2 State Electoral Ballot Tabulation

An "Íntegro" vote on the State Electoral Ballot will generate the following tabulation:

- o one "Íntegro" vote for the political party selected on the State Electoral Ballot
- o one "Íntegro" vote for the candidate for Governor of the party selected position 1
- o one "Íntegro" vote for the candidate for *Resident Commissioner* of the party selected who is listed on the second position on the ballot

5.3.2.3 Legislative Electoral Ballot Tabulation

An "Íntegro" vote in the Legislative Electoral Ballot will generate the following tabulation:

- one "Íntegro" vote for the political party selected in the Legislative Electoral Ballot
- o one "Íntegro" vote for the candidate for *District Representative* of the party selected who is listed on the first position on the ballot
- one "Integro" vote for each of the 2 candidates for *District Senator* of the party selected who are listed on the second and third position on the ballot
- one "Íntegro" vote for the top candidate for Representative at Large of the party selected –
 who is listed on the fourth position on the ballot



o one "Íntegro" vote for the top candidate for *Senator at Large* of the party selected – who is listed on the tenth position on the ballot

5.3.2.4 Municipal Electoral Ballot Tabulation

An "Íntegro" vote in the Municipal Electoral Ballot will generate the following tabulation:

- o one "Integro" vote for the political party selected in the Municipal Electoral Ballot
- o one "Integro" vote for the candidate for Mayor of the party selected
- o one "Íntegro" vote each one of the candidates for *Municipal Legislator* of the party selected who are listed on positions 1 to 14¹ on the ballot

5.3.3 "Mixto" Vote (MIX)

A "Mixto" vote is a vote in which the voter has selected one party by placing a mark below the party's insignia but where the voter has also voted for: specific candidates from other parties, independent candidates, write-in candidates, or candidates from the same party. To be considered a valid "Mixto" vote at least one of the candidates from the party voted under the insignia.

5.3.3.1 Federal Electoral Ballot

There is not an option to make a "mixto" vote in the Federal Ballot.

5.3.3.2 State Electoral Ballot

A "mixto" vote in the State Electoral Ballot will generate the following tabulation:

- one vote for the candidate for Governor of the party selected who is listed on the first position
 on the ballot another candidate for governor from another party is specifically voted (this also
 include a write in nomination). In this case the candidate specifically voted will accumulate one
 "mixto" vote and the candidate from the political party selected will not receive the vote.
- one vote for the candidate for *Resident Commissioner* of the party selected who is listed on the second position on the ballot unless another candidate for Resident Commissioner from another party has been specifically voted (this also include a write in nomination). In this case the candidate specifically voted will accumulate one "mixto" vote and the candidate from the political party selected will not receive the vote.

5.3.3.3 Legislative Electoral Ballot

A "mixto" vote in the Legislative Electoral Ballot will generate the following tabulation:

- o one "mixto" vote for the candidate for District Representative of the party selected who is listed on the first position on the ballot unless another candidate for District Representative from another party has been specifically voted (this also include a write in nomination). In this case the candidate specifically voted will accumulate one "mixto" vote and the candidate from the political party selected will not receive the vote.
- one "mixto" vote for each of the 2 candidates for District Senator of the party selected who are listed on the second and third position on the ballot, unless other candidates for District Senator have been specifically voted (this also include a write in nomination). In this case, the candidates specifically voted will accumulate one "mixto" vote and the candidates at the similar position number from the political party selected will not receive the vote. In the specific

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¹ The total number of positions for Municipal Legislators will depend on the total population of the Municipality. This amount will be between four and fourteen Municipal Legislators – see Appendix F.

- situation that the voter selects a candidate from the selected party on the same position as the candidates from the party not selected or write-in, the remaining candidate on the selected party will not receive the vote.
- o one vote for the top candidate for Representative at Large of the party selected who is listed on the forth position on the ballot unless another candidate for Representative at large has been specifically voted (this also include a write in nomination). In this case the candidate specifically voted will accumulate one "mixto" vote and the candidate from the political party selected will not receive the vote.
- o one vote for the top candidate for Senator at Large of the party selected who is listed on the tenth position on the ballot unless another candidate for Senator at Large has been specifically voted (this also include a write in nomination). In this case the candidate specifically voted will accumulate one "mixto" vote and the candidate from the political party selected will not receive the vote.

5.3.3.4 Municipal Electoral Ballot

A "mixto" vote in the Municipal Electoral Ballot will generate the following tabulation:

- one vote for the candidate for Mayor of the party selected unless another candidate for Mayor
 has been specifically voted (this also include a write in nomination). In this case the candidate
 specifically voted will accumulate one "mixto" vote and the candidate from the political party
 selected will not receive the vote.
- one "mixto" vote for each Municipal Legislator candidate whom the voter specifically selected or wrote in, plus all those from the party selected up to the maximum amount of positions² in the municipal legislature selecting them from top to bottom.

5.3.4 "Candidatura" Vote (CAN)

In a "candidatura" vote, the voter has not selected a party but has selected or written in individual candidates. Only those candidates selected or written in receive votes. Note that this is the only way to cast a countable vote in the federal ballot.

For all the ballot types this vote will generate the following tabulation:

- · one "candidatura" vote
- one "candidatura" vote for each candidate specifically selected or indicated in the write in nomination.

5.4 Ballot Classification

Ballots are classified according to the way in which they have been cast. It is required to keep a registry of the total number of ballots casted for each classification. This information would enable political parties to perform statistical evaluations of election results. Casted ballots are classified as follows:

5.4.1 Blank Ballots

Blank ballots are those with no marks under any of the evaluation areas.

5.4.2 "Protestadas" Ballots

The "protestadas" ballots are those cast only under the political insignia of two or more political parties. This is a totally invalid ballot.







² The maximum number of Municipal Legislators depends on the municipality's population.

5.4.3 "Adjudicadas" Ballots

The "adjudicadas" ballots are all that have been casted, including those considered over-votes or undervotes. "Protestadas" ballots shall not be considered "adjudicadas" ballots. The "adjudicadas" ballots are classified as:

- "Íntegro" ballot
- "Mixto" ballot
- "Candidatura" ballot.

The total number of "Íntegro" ballots are tabulated. The total number of "Íntegro" ballots for each political party are tabulated.

The total number of "mixto" ballots are tabulated. The total number of "mixto" ballots for each political party are tabulated.

The total number of "candidatura" ballots are tabulated.

5.4.4 Collected Data

To perform specific evaluations of the results from the electoral events the following votes are tabulated for state electoral ballots, legislative electoral ballots and municipal electoral ballots:

- Total "Íntegro" votes received by each candidate
- Total "mixto" votes received by each candidate
- Total "mixto" votes received in write in (regardless the candidate directly nominated) for each run.
- Total "candidatura" votes received by each candidate
- Total "candidatura" votes received in write in (regardless the candidate directly nominated) for each run.
- Total votes obtained by each candidate.
- Total votes for write in (regardless the candidate directly nominated) for each run.
- Total over votes for each run on runs with multiple selections, the over vote counter will be increased for the amount of candidates that the voter has the right to vote for and has over voted.
- Total under votes for each run on runs with multiple selections, the under vote counter will be increased for the amount of candidates that the voter has the right to vote for and has not voted for .
- Total of "protestadas" ballots
- · Totals of blank ballots.
- Total of "Íntegro" ballots for each political party
- Total of "mixto" ballots for each political party
- Total of "candidatura" ballots
- Total ballots

For the Federal Electoral Ballot the following votes are tabulated:

- Total votes obtained by each candidate.
- Total over votes.
- Totals of blank ballots.
- Total ballots





For Primary Elections Ballot the following votes are tabulated:

- Total votes obtained by each candidate.
- Total over votes.
- Total under votes (only for runs with multiple selection)
- Totals blank ballots.
- Total ballots

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6.1 System Certification

6.1.1 Certification Requirement - Mandatory

The proposed Optical Scanning System (OpScan) shall be previously certified in compliance with the most recent standards as adopted by the Federal Election Commission, or by the U.S. Election Assistance Commission (EAC), whichever standards are most current at the time that the CEE awards the bid pursuant to the provisions of this RFP. This certification shall be issued by the U.S. Election Assistance Commission (EAC), by the Federal Election Commission (FEC), or by an independent testing laboratory that is accredited by the U.S. Election Assistance Commission (EAC).

6.1.2 Certification Requirement - Preferred

The proposed Optical Scanning System (OpScan) shall be previously <u>fully</u> certified in compliance with the most recent standards as adopted by the Federal Election Commission, or by the U.S. Election Assistance Commission (EAC), whichever standards are most current at the time that the CEE awards the bid pursuant to the provisions of this RFP. This certification shall be issued by the Federal Election Commission (FAC), or by the U.S. Election Assistance Commission (EAC).

6.1.3 Certification Conflicts - Mandatory

It will be the proponent's responsibility to comply with the project's technical requirements as set forth in this RFP. Proponent shall clearly state whether or not this RFP includes requirements that conflict with the certification requirement.

6.2 Hardware Colors - Mandatory at Implementation

All hardware shall be either white, black, yellow, gray, or translucent. This includes machines, ballot boxes, cases, and removable memory devices.

6.3 Power Requirements - Mandatory

All the electronic and electrical equipment to be provided as part of this project shall use 120 Vac, 60 Hz, one phase power. The proponent shall specify power consumption in Amps for each piece of equipment.

Proponent will be responsible for specifying the electrical requirements of all the hardware to be installed and to coordinate with the CEE for power availability prior to installation.

6.4 Equipment Electronic Identification Tags - Mandatory at implementation

Proponent shall install on each machine an electronic identification tag to be provided by CEE. Proponent shall notify CEE such identification tags should be delivered to proponent for installation. CEE will deliver the tags according to proponent's instructions to the proponent's specified location.

6.5 Project Implementation Support

6.5.1 Factory Acceptance Test (FAT) - Mandatory at Implementation

Proponent shall consider as part of the scope of this proposal a FAT to be executed at proponent's facilities according to the calendar set forth in section 9.11. The FAT is expected to last for approximately 21 days. As part of this FAT, the proponent shall provide a staging area where a sample configuration of the Puerto Rico primary elections and general election shall be already loaded on multiple machines. The system's functionality shall be tested with different ballot scenarios and the tabulation results will be reviewed to assure that the hardware and the software are working according to expectations. The FAT shall be developed by the CEE and shall be executed and witnessed by

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representatives of all the political parties. The test shall cover all system areas and shall not be limited to the machines, and shall also encompass, among others:

- Ballot configuration using EMS
- · Electoral rules configuration
- Vote casting
- Reports
- Security
- Data transmission
- EMS

During the FAT, the Provider shall provide:

- · The facilities for executing the FAT
- A minimum of 100 sample ballots for each of the 15 different ballot configurations, including:
 - One Federal Electoral Ballot
 - One State Electoral Ballot
 - One Legislative Electoral Ballot
 - Five Municipal Electoral Ballots
 - Seven Primary Election Electoral Ballots
- Communication lines to connect the data transfer device and the machines to a Central Processing Center similar to the one included in the project.
- All the hardware to be used for testing including vote scanning machines, centralized data transfer hardware, and central processing computer.
- Technical support during the test
- Witnesses for the test
- Temporary office space for up to 12 representatives from the CEE with telephone access and Internet connectivity to be used during the FAT

The CEE will be responsible for all travel and living expenses of the personnel assigned to the FAT and for providing the testing protocol.

Daily meetings shall be conducted between CEE personnel and proponent staff to discuss findings and results. In case of a non-conforming test case, results an action plan to solve the situation shall be developed as soon as possible. Ideally, all corrective actions including re-tests shall be performed prior to the completion of the FAT. The FAT shall not be considered successful until 100% of the test cases results are performed to be satisfactory.

If the FAT has to be aborted due to equipment malfunction or software problems, the CEE shall have the right to cancel the test and have return its personnel to Puerto Rico. In that situation, proponent shall be responsible for the travel and living expenses of the entire CEE test team for the execution of the next FAT.

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6.5.2 Validation Support - Mandatory at Implementation

Once the first group of machines is delivered, the CEE shall execute a full validation protocol consisting of installation, operation, and performance tests. The equipment requested for the first delivery date shall be used for executing this validation protocol. Proponent shall provide technical support by phone and email during this effort and is required to perform a site visit to discuss the findings and results of the validation protocol. In the event of non-conforming results, proponent shall be responsible for performing the any modifications required in order to comply with the all the project requirements and to satisfy the acceptance criteria for the validation protocol.

The CEE shall be responsible for executing the validation protocol.

A Performance Qualification consisting of at least four mock election events shall be executed by CEE (two for the primaries and two for the General Election). Local technical support for these two events shall be required.

Proponent shall be responsible for the travel, living, and incidental expenses of the support staff provided for these events.

6.5.3 Ballot Configuration – Mandatory at Implementation

Proponent shall configure two hundred thirty four (234) different ballots for both electoral events (Primary Elections 2012 and General Elections 2012). The distribution of these ballots is:

Table 1: Ballots for General Election

Ballot Description	Number of Different Ballots
State Electoral Ballot	13
Legislative Electoral Ballot	110
Municipal Electoral Ballot	78
Federal Electoral Ballot	1
Total	190

Table 2: Ballots for Primary Elections

Ballot Description	Number of Different Ballots
Governor – Primary	2
Resident Commissioner – Primary	2

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³ All the State Electoral Ballots shall have the same configuration. The system shall recognize the precinct of origin of each ballot for reporting purposes and it shall tabulate all votes in the State Electoral Ballot on a precinct basis.

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Federal Electoral Ballot	1
Total	190

Table 2: Ballots for Primary Elections

Ballot Description	Number of Different Ballots
Governor – Primary	2
Resident Commissioner – Primary	2
District Representative – Primary	12
At Large Representative – Primary	2
District Senator – Primary	12
At Large Senator – Primary	2

³ All the State Electoral Ballots shall have the same configuration. The system shall recognize the precinct of origin of each ballot for reporting purposes and it shall tabulate all votes in the State Electoral Ballot on a precinct basis.

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Ballot Description	Number of Different Ballots
City Mayor – Primary	12
Total	44

As part of the system validation, each developed ballot shall be tested with an operational qualification protocol.

6.5.4 Infrastructure Development Support

6.5.4.1 Data Communications Project Support - Mandatory at Implementation

The proponent shall describe all remote communications technology necessary to transmit results from the machines into the EMS. This description must detail all data communication requirements, including number of independent lines, total bandwidth, speed requirements, and supporting hardware devices to be connected to the Central Processing Center. The CEE shall provide this infrastructure.

These requirements shall take into consideration that approximately 5,000 colleges in about 1,600 electoral units will be reporting results within two hours following the end of the electoral event. Proponents shall note that the electoral event will end simultaneously in all electoral units, and that, as a result, extremely high communications traffic shall be expected.

Proponent shall be available to support the implementation of any communications infrastructure projects as part of its support services.

Proponent shall be responsible for the system integration regarding the communication infrastructure and their system.

6.5.4.2 Certification of Printing Facilities – Mandatory at Implementation

The proponent shall provide technical support and assistance leading to the certification of up to four ballot printing facilities. This support shall be provided as part of the proposal. The support shall include any required testing, documentation, and equipment evaluation. All selected printing facilities shall be required to provide all equipment, labor, and materials including but not limited to ballot paper and ink, necessary for printing the ballots.

The proponent shall supply complete specifications for the different types of paper, including length and thickness, to be used for printing the ballots.

The certification support to include without limitation:

- Initial meeting to be held in San Juan, where the certification requirements will be explained to all interested parties
- Delivery of the technical specification requirements for certification
- Telephone and email support to the printing facilities during their certification process
- Inspection visit to the printing facilities to verify and certify compliance with the technical specifications for certification.

6.5.5 Project Management Support - Mandatory at Fat

Proponents must provide an organizational chart for the project and detail the qualifications of each of the project's staff members. The organizational chart shall indicate the lines of authority and designate

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the individuals responsible and accountable for the completion of each component and deliverable in the RFP.

The following information shall be provided for each project staff member:

- a) Project role
- b) Curriculum Vitae
- c) Location(s) where work will be performed
- d) Duration of employment with the proponent
- e) Resource allocation percentage

The project manager or individual responsible for the execution and completion of the project shall have at least seven (7) years of experience in managing projects of similar size and complexity.

6.5.6 Technical Support

6.5.6.1 Telephone Support - Mandatory at Implementation

Proponent shall provide CEE unlimited telephone consultation by competent technical staff at no additional cost, from the time the contract is awarded until to the completion of the official certification of the General Election results.

Telephone support shall be available during local regular business hours (UTC-04:00). However, 72 hours after and 24 hour before the two 2012 electoral events (primary and general election), continuous telephone support shall be available.

6.5.6.2 Email Support - Mandatory at Implementation

Proponent shall provide CEE unlimited email support by competent technical staff at no additional cost from the time that the contract is awarded until the official certification of the General Election results.

Support requests placed by email are expected to be answered within 8 business hours.

6.5.6.3 EMS and Hardware Installation and Configuration – Mandatory at Implementation

Proponent shall be responsible for the provision, installation, configuration, start up and commission of all the hardware and software required by the EMS. Proponent shall specify power and data connections requirements to be located within 10 feet of the designated location of the system. CEE will provide the required connection as specified. Proponent shall provide any additional site specification to be provided by CEE. Proponent shall coordinate at least four weeks in advance with the CEE for the installation schedule.

Proponent shall be responsible for all travel, living, and incidental expenses for their staff.

6.5.6.4 Local Technical Support during Two Primaries Mock Elections – Mandatory at Implementation Proponent shall provide the following technical support during this event:

One (1) support staff for the Central Processing Center

A minimum of three (3) days of local support services shall be required: one (1) day prior to the event, the day of the event, and one (1) day after the event. Each day is expected to encompass 12 working hours.

6.5.6.5 Local Technical Support during Primaries – Mandatory at Implementation Proponent shall provide the following technical support during this event:

 One (1) field technician to assist with any difficulties with the machines or with data transmission

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Two (2) support staff for the Central Processing Center

A minimum of three (3) days of local support services shall be required: one (1) day prior to the event, the day of the event, and one (1) day after the event. Each day is expected to encompass 12 working hours.

A minimum of fifteen (15) calendar days will be required for one (1) support staff for the Central Processing Center for the canvassing process. The exact starting date for the canvassing process shall be coordinated as part of the project implementation process.

Proponent shall be responsible for the travel, living, and incidental expenses of the support staff provided for this event.

6.5.6.6 Local Technical Support during Two Mock General Elections - Mandatory at Implementation Proponent shall provide the following technical support during this event:

One (1) support staff for the Central Processing Center

A minimum of three (3) days of local support services will be required: one (1) day prior to the event, the day of the event, and one (1) day after the event. Each day is expected to encompass 12 working hours.

6.5.6.7 Local Technical Support during General Election – Mandatory at Implementation During the General Election the proponent shall be responsible for providing the following technical support.

- Two (2) field technicians to assist with any difficulties with the machines or with data transmission. For the General Election the field equipment support staff shall be located on the CEE main operations building in San Juan and they shall be available for telephone support for CEE's field technician which will be strategically located on different points throughout Puerto Rico.
- Four (4) support staff for the Central Processing Center

A minimum of five (5) days of local support services shall be required: two (2) days prior to the event, the day of the electoral event, and two (2) days after the event. Each day is expected to encompass 12 working hours.

A minimum of 15 calendar days shall be required for two (2) support staff for the Central Processing Center for the canvassing process. The exact starting date for the canvassing process shall be coordinated as part of the project implementation process.

Proponent shall be responsible for the travel, living, and incidental expenses of the support staff provided for this event.

6.5.7 Training

6.5.7.1 Training Language – Mandatory at Implementation

All the trainings specified below shall be conducted in either Spanish or English (preferably in Spanish) by experienced and competent staff whose credentials shall be presented to and validated by the CEE prior to any sessions.

6.5.7.2 Training Materials – Mandatory at Implementation

CEE shall receive electronic copies of all training materials and visual aids used in all training sessions. The CEE shall have the right to record, reproduce, translate, and adapt these materials and visual aids free of coverage for its own use.



6.5.7.3 Operational Training for the Machines – Mandatory at ImplementationProponent shall provide an operational, hands-on training for the voting machines. This training shall include, without limitation:

- Power-on of the voting machine
- Diagnostic processes
- · Reset processes including reports
- Voting processes
- · Paper jam procedures
- Closing of the voting process
- · Report generation
- Non-volatile memory transfer to transmission hardware
- Power-on of the data transfer hardware and communications verification
- Data transmission and confirmation of data transfers
- Power-off of the voting machine
- Power-off of the data transfer hardware and communications verification
- Troubleshooting
- Audit trails

Training sessions shall accommodate 20 participants and the CEE will provide the necessary facilities. Proponent shall indicate the duration of the training.

Proponent shall be responsible for the travel, living, and incidental expenses of trainers.

6.5.7.4 Operational Training for the EMS – Mandatory at Implementation
Proponent shall provide an operational, hands-on training for the EMS. This training shall include, without limitation:

- Power-on of the system
- Installation and configuration
- Diagnostic processes
- User management
- Ballot design
- Data uploads
- Receipt of data transmissions from the voting machines
- Report generation
- Detection of duplicated data transfer attempts
- System contingency plan execution
- Disaster recovery plan execution





- Data backup verification
- System shutdown
- Troubleshooting
- Audit trails

Training sessions shall accommodate 10 participants and the CEE will provide the necessary facilities. Proponent shall indicate the duration of the training.

Proponent shall be responsible for the travel, living, and incidental expenses of trainers.

6.5.7.5 Maintenance Training - Mandatory at Implementation

Proponent shall provide a hands-on maintenance training for the voting machines. This shall include, but not limited to:

- Diagnostic processes
- Required maintenance procedures
- Uninterruptible Power Supply diagnostic and maintenance procedures
- Parts replacement

Training shall accommodate 10 participants and the CEE will provide the necessary facilities. Proponent shall indicate the duration of the training.

Proponent will be responsible for the travel, living, and incidental expenses of trainers.

6.5.7.6 Service and Troubleshooting Training – Mandatory at Implementation

Proponent shall provide a hands-on service and troubleshooting training for the voting machines and the backup transmission units. This training shall include, without limitation:

- Required service procedures
- Diagnostic processes
- Uninterruptible Power Supply troubleshooting procedures
- Machine replacement procedures including data transfers
- Audit trails

Training sessions shall accommodate 20 participants and the CEE will provide the necessary facilities. Proponent shall indicate the duration of the training.

Proponent shall be responsible for the travel, living, and incidental expenses of trainers.

6.5.8 Spare Parts, Additional Machines, and Software Updates

6.5.8.1 Hardware, Parts, and Supplies Availability – Mandatory

Proponent shall disclose information about the projected lifespan and production plans of machines, spare parts, and supplies.

6.5.8.2 Software Updates Notification Protocol – Mandatory

Proponent shall have available and describe their protocol for notifying and distributing critical software or firmware updates.







6.5.8.3 Software Updates Notifications – Mandatory at Implementation
Proponent shall notify the CEE anytime a software or firmware update is released.

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7.1 Hardware Features of Vote-Counting Machines

7.1.1 Scanner Features

7.1.1.1 Double-Sided Scanner - Mandatory

Machines shall be capable of recognizing marks on both sides of a ballot.

7.1.1.2 Scanning Orientation - Mandatory

Machines shall be capable of accepting ballots regardless of the orientation of the paper.

7.1.1.3 Scanning and Processing Speed - Preferred

Machines shall be capable of scanning and evaluating a ballot and of generating any required interaction or confirmation messages in less than 5 seconds based on an 8.5-by-14 inch ballot.

7.1.2 Mark Recognition

7.1.2.1 Mark Size - Mandatory

The machine shall be capable of recognizing any mark of at least 2 square millimeters inside the mark-recognition area of a ballot configured for such purposes.

7.1.2.2 Multiple Mark-Recognition Areas - Mandatory at FAT

It shall be possible to configure unlimited mark recognition areas within a ballot for the same candidate or political party. A mark inside any one of the configured areas shall be considered as a single vote for the candidate or political party.

7.1.2.3 Borderless Mark Recognition Area - Mandatory at FAT

It shall be possible to define mark recognition areas with invisible borders on the ballot.

7.1.3 Battery Backup

7.1.3.1 Minimum Back Up Power Duration – Mandatory

The machine shall have an external battery backup or an easy to remove internal battery. This backup shall allow the machine to operate continuously for at least 2 hours. Proponent shall indicate if additional power backup time is available and the useful life of this equipment.

7.1.3.2 External Backup Power Supply - Preferred

The machine's backup power supply should be external and provide surge protection. Proponent shall indicate the life of this equipment.

7.1.4 Fixed Memory - Mandatory

Each machine shall have a fixed, non-removable, non-volatile fixed memory module. This memory module shall store the machine's configuration, the accumulated voting results, and the operational log. These memory modules shall not be easily accessible and shall be part of the internal hardware components of the machine.

7.1.5 Portable Memory

7.1.5.1 Portable Memory Use – Mandatory

Each machine shall have at least one, removable, and portable memory module. These memory modules shall store the machine's configuration, the accumulated voting results, and the operational log of the machine. They shall be located in a locked compartment to prevent unauthorized access.

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7.1.5.2 Redundant Portable Memory Module - Preferred

Each machine should have redundant memory modules with the functionalities described on the Portable Memory Use specification above.

7.1.5.3 Portable Memory Installation - Mandatory

Portable memory modules shall be easily removable without requiring disassembly of the machine and without exposing its internal electronics.

7.1.5.4 Portable Memory Type – Preferred

The portable memory module should be non-volatile and should not require internal batteries or external power sources.

7.1.5.5 Detection of Foreign Portable Memory Modules - Preferred

The system should include mechanisms to prevent foreign memory modules (i.e., modules not in CEE's inventory) from being used on the machines.

7.1.6 Data Comparison - Preferred

The machines should have audit functions for comparing fixed and portable storage locations in order to verify independently the total votes casted.

7.1.7 Interactive Display

7.1.7.1 Display Specifications - Mandatory

Each machine shall provide an interactive display. The proponent shall indicate the display's specifications including, without limitation, number of lines, characters per line, message length, and scrolling capabilities.

7.1.8 Printer

7.1.8.1 Integrated Printer - Mandatory

Each machine shall have an integrated printer located in an access-controlled compartment.

7.1.8.2 Printing Color - Mandatory

All reports shall be printed in black.

7.1.8.3 Printing Technology - Preferred

Printing technology should be thermal.

7.1.9 Tamper Resistance

7.1.9.1 Restricted Access - Mandatory

Except for tasks directly related to casting a vote by a voter, all functionality shall be accessible only by physical keys or by software passwords. These restrictions include responding in any way to the machine's alarms.

7.2 Ballot Boxes

7.2.1 Ballot Box Capacity - Mandatory at FAT

The minimum ballot storage capacity for each machine shall be 2,000 ballots.

7.2.2 Ballot Box Access - Mandatory at FAT

Access to the ballot storage area shall be limited by physical security means.

7.2.3 Not-Casted-Ballots Compartment - Preferred

Ballot boxes should provide a dedicated compartment to store ballots that were not scanned because of technical or electrical failures or any similar situations. This compartment should be accessible only by physical keys and should be able to hold at least 200 ballots.



7.2.4 Folding or Nesting of Ballot Boxes - Preferred

It should be possible to store ballot boxes in a folded or nested fashion.

7.2.5 Ballot Box Material - Preferred

Ballot boxes should be made of non-corrosive materials.

7.2.6 Ballot Box Weight - Preferred

Ballot boxes should not weigh more than 30 pounds.

7.3 Election Management System (EMS)

7.3.1 Event Design and Setup - Mandatory at FAT

The EMS shall have an Event Design and Setup Module capable of hierarchically structuring and managing events as follows:

- Senatorial District
 - Representative District
 - Precinct
 - Electoral Unit
 - o Electoral College
- Municipalities

Ballot designs vary by precinct.

Appendix B offers various electoral maps that depict this structure.

The proponent shall specify if the EMS has limits on

- the number of precincts,
- the number of contests,
- the number of candidates,
- the number of political parties,
- the number of ballot types,
- · the number of ballot styles,
- · the number of precincts per ballot style, or
- the number of ballot styles per precinct.

7.3.1.1 Multiple Events - Mandatory at FAT

The EMS shall be capable of managing multiple electoral events simultaneously as required for Primary Elections where all the political parties will have their primary elections the same day.

7.3.1.2 Adding and Disabling Colleges - Preferred

The EMS should allow new colleges to be added and existing ones to be disabled during and after an event.

7.3.2 Ballot Design

7.3.2.1 Ballot Design Specification - Mandatory at FAT

Ballot-design functionality shall comply with the following requirements:







- Ballots shall be capable of being configured to:
 - Include up to 10 columns for political parties with their insignia
 - Have write-in column
 - Have one or more independent candidate columns
- Ballots shall be configurable in landscape or portrait mode
- Capability of importing candidate photos or images
- Capability of including full candidate names and initials
- Capability of including large areas of free text such as voting instructions

The EMS shall provide flexibility to allow modifications and corrections to the ballot layout.

Sample ballots from previous elections are provided in APPENDIX B.

7.3.2.2 Ballot Identifiers - Mandatory at FAT

Ballot designs shall be capable of incorporating senatorial district names, representative district names, precinct numbers, and municipality names as required according to their corresponding ballot type.

The EMS should allow for including the following information on ballots:

- numeric precinct identifiers
- numeric electoral unit identifiers
- numeric college identifiers
- alphanumeric senatorial district identifiers
- numeric representative district identifiers
- alphabetic candidate names and initials
- images associated with political parties
- images associated with candidates
- alphabetic political party identifiers and initials

7.3.2.3 Font Features - Mandatory

The proponent shall provide a list of all available font features for ballot design, including typefaces, sizes (including condensed), kerning and leading abilities, and features such as bold, underscore and italics (oblique).

7.3.3 Relational Database Management Systems - Mandatory at FAT

The proponent shall identify all relational database management systems (RDBMS) used by the EMS.

The proponent shall provide a detailed database backup plan and a complete disaster recovery plan for data.

7.3.4 Data Import – Mandatory

The EMS shall be capable of importing data in formats such as CSV and fixed-length.









7.3.5 Electoral Structure Data Import – Mandatory at FAT

The EMS shall be capable of importing electoral structure data in CSV format. This data shall include without limitation, all data structures and relationships as needed for event setup and ballot definitions as specified earlier.

7.3.6 Data Export Capabilities – Mandatory

The proponent shall provide detailed information on the EMS' capability for exporting data and the export formats available.

7.3.7 Printing and Printing Options for Ballots

7.3.7.1 Printer Specifications – Mandatory

The proponent shall supply complete specifications for a printer for printing small numbers of ballots. The CEE reserves the right to purchase these printers on a state purchasing contract.

7.3.7.2 Printer-ready Images - Mandatory

The EMS shall be capable of producing printer-ready electronic ballot images.

7.3.7.3 Production of Sample Ballots - Mandatory at FAT

The EMS shall be capable of producing sample ballots. These sample ballots shall be rejected by all machines.

7.3.8 Multi-Precinct Configuration - Preferred

The EMS should be able to configure some or all machines for the same event to accept and tabulate ballots from all precincts.

7.3.9 System Security

7.3.9.1 Data Transmission Integrity - Mandatory

The system shall provide the required data transmission integrity verification in order to assure that all the data is received correctly.

The system shall detect, report, and disregard any data communication entering the system from an unregistered machine.

The system shall be capable of identifying any logging attempts from colleges that have already sent their results and that are trying to transmit results again.

The system shall generate clear feedback messages to the transmitting machine once the data transmission is successfully completed.

7.3.10 Results Output Format – Mandatory

The proponent should provide and describe in detail the election result output formats, such as printed, XML, PDF, CSV, html, and any others.

7.3.11 Integration Requirements – Mandatory

The Tabulation Software shall provide the CEE the capability to accept data from the EMS, create media, test, and tabulate election results for each of the optical scan readers.

The proponent shall provide samples of election certification & election canvass reports.

The proponent shall provide and describe in detail all Tabulation reports available.

7.3.12 Transmitted versus PMD Data Comparisons - Preferred

The system should be capable of directly accepting data from the Portable Memory Devices and of comparing this data with the data transmitted remotely from the machines or communications devices. The system should be capable of generating a comparison report of both data sets.







7.3.13 Data Redundancy and Verification - Preferred

The system should include data redundancy mechanisms.

The proponent should describe how the system maintains an automated audit log and inventory of all devices and system components.

7.3.14 Manual Recounts - Preferred

The EMS should provide secure procedures to enter the results of manual recounts. Entering such results should be allowed only if multiple users confirm the action.

7.3.15 Audit Trail Features – Mandatory

The EMS shall provide an audit trail that will log all user actions in sufficient detail to allow for the tracing of data changes and match associate them to specific users.

7.3.16 Data Backup, Redundancy, and Recovery – Mandatory at Implementation

The EMS shall have data backup, redundancy, and recovery features.

The Proponent shall provide the necessary equipment and software for implementing hardware and data redundancy. There shall be at least two servers (one for the EMS application and one for EMS database(s)) on the CEE main building and two additional servers on the CEE backup site. The databases shall be synchronized between both sites. In case of an emergency on the main building, the CEE will continue its operations from the backup site. The communications infrastructure will be provided by the CEE.

For the day of the two electoral events (General Election and Primaries), the proponent shall provide certified hardware support technicians from the equipment manufacturer company.

The proponent shall provide all the backup software, hardware and procedures for performing full system backups and disaster recovery.

The following are the minimum requirements for the servers:

- 1) Application Server:
 - a) CPU: 2 Intel Xeon guad-core
 - b) 16 GB RAM.
 - c) RAID-1 for OS
 - d) RAID-5 for Applications
 - e) Dual Power Supply
 - f) 3 year Warranty Next Day / On-Site
 - g) Operating System
- 2) DataBase Server:
 - a) CPU: 2 Intel Xeon quad-core
 - b) 16 GB RAM.
 - c) RAID-1 for OS
 - d) RAID-5 for Applications
 - e) Dual Power Supply
 - f) 3 year Warranty Next Day / On-Site
 - g) Operating System





7.4 Backup Data Transmission Devices

7.4.1 Data Communication Requirements - Mandatory

In addition to the individual results transmission capabilities of the machines, the proponent shall provide the required system to be used as a backup transmission device to be located at all Local Commission Offices. These systems will be only used if the data transmission capabilities of the colleges are compromised. The backup transmission device shall be capable of transmitting data from multiple colleges as received after the electoral event period.

As an option, the standard scanning machines shall be an accepted method of backup transmission if technically feasible.

7.4.2 Data Security - Mandatory

The use of the backup transmission devices shall not compromise the data integrity security and the system shall comply with all the security standards provided by the optical scanning machines.







8 OPERATIONAL REQUIREMENTS

8.1 Uploading of Machine Configuration

8.1.1 Loading from a College Specific Portable Memory Module - Mandatory

The college specific portable memory modules shall be installed on the college by the College Election Officials. These memory modules shall contain the specific elections configuration for that college. The machine shall automatically recognize the portable memory modules and load the configuration from the module in order to be available to be used.

8.1.2 Loading from a Universal Portable Memory Module - Preferred

The universal portable memory module with the configuration of all the precincts shall be installed on the college by the College Election Officials. The machine shall automatically recognize the portable memory modules and will require the College Election Officials to enter a code to identify the college specific's identification. The machine will use the college specific identification code to upload from the memory module the college specific configuration.

The compliance with this preferred requirement will void the Loading from a College Specific Portable Memory Module mandatory requirement.

8.2 Opening, Field Reset, and Closing of Elections

8.2.1 Opening Elections - Mandatory

The opening process will allow the machine to start accepting ballots. The execution of this procedure shall be restricted to avoid unauthorized execution.

8.2.2 Closing Elections – Mandatory

The closing process will prevent the machine from accepting ballots. Each machine shall be able to be DISABLED. This disabling process will prevent the machine from accepting ballots.

The system shall not be allowed to open a machine once it has been closed at the field.

8.2.3 Restricted Closing Elections - Preferred

The system shall not be allowed to close an election prior to a specific date and time. For example: November 6, 2012 at 5:00 PM.

8.3 Voter Interaction

8.3.1 Detection of Under Voted, Over Voted, Invalid, and Blank Ballots - Mandatory

The machines shall have the capability to recognize a ballot which is detected to be under voted, over voted, invalid, or blank and to generate a message to the voter to warn about this condition. The voter shall then be able to correct the ballot and resubmit it or indicate that the ballot is to be cast as is.

8.3.2 Customized Interaction Messages - Mandatory

The system shall have the capability to configure different messages for over votes, under votes, invalid, and blank ballots. These messages shall be fully configurable and shall be visible at a local display.

8.3.3 Interaction Display Messages – Mandatory at Implementation

The machine shall display the messages detailed in <u>APPENDIX C (VOTER INTERACTION MESSAGES)</u> for each of the specified voting conditions.

8.3.4 Ballot Ejection - Preferred

The system should have the capability to automatically eject a ballot as an under vote, over vote, invalid, and blank prior to to the voter's interaction to confirm or correct the ballot.







8.3.5 Messages Printout - Preferred

The system should be capable of printing all the interaction messages to give the voter a print out of the conditions that should be corrected or confirmed. The printed message should be generated on a cut printout.

8.3.6 Interaction Disable - Preferred

System configuration shall have the capability of enabling or disabling voter interaction.

8.3.7 Vote Accepted Message – Mandatory

The machine shall have the capability of displaying a message to confirm that a vote has been accepted and that the equipment is ready to accept another ballot. A different background color for this display would make is easily recognizable.

8.4 Processing of Ballots

8.4.1 Ballot Acceptance – Mandatory at FAT

The machine shall be configured to accept all the ballots defined for the electoral event regardless the sequence of introduction.

The machine shall have means of recognizing the Precinct specific ballots.

8.4.2 Ballot Rejection - Mandatory at FAT

The system shall have the capability of rejecting ballots based on the following conditions:

- Mutilated ballots
- Ballots from precincts not configured on a specific machine.

8.4.3 Counterfeit Ballot Recognition - Mandatory

The machine shall have means to identify and reject counterfeit ballots. Proponent shall specify all counterfeit recognition measures.

8.4.4 Application of Canvassing Rules - Mandatory at FAT

The machine shall be capable of canvassing the votes for each one of the candidates for each one of the ballots according to the canvassing rules detailed in the section 5.3.

8.4.4.1 Tabulation of "Integro" Ballots - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all "Íntegro" votes ballots under each one of the political party. The total of "Integro" votes for each party shall be reported as part of the End Report.

8.4.4.2 Tabulation of "Mixto" Ballots - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all "Mixto" vote ballots for each political party. The total of "Mixto" votes for each party shall be reported as part of the End Report.

8.4.4.3 Tabulation of "Candidatura" Ballots - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all "Candidatura" votes. The total number of "Candidatura" votes shall be reported as part of the End Report.

8.4.4.4 Tabulation of Votes for each Candidate - Mandatory of FAT

The tabulation of votes for each candidate shall be tabulated. The tabulation for each candidate shall be tabulated for each vote type, "Íntegro" vote, "mixto" vote, "candidatura" vote







8.4.4.5 Tabulation of Under-votes and Over-votes - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all under votes and over votes ballots. The total of under vote ballots and over vote ballots shall be reported as part of the End Report for each candidacy.

8.4.5 Application of Ballot Classification Rules - Mandatory at FAT

The machine shall be capable of canvassing and tabulating the ballots according with the specified Ballot Classification Rules and report the total of ballots under each classification on the reports. These totals shall also be transmitted to the Central Processing Center as part of the standard results transmission.

8.4.6 Tabulation of "Protestadas" Ballots - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all "protestadas" ballots. The total of invalid ballots shall be reported as part of the End Report.

8.4.7 Tabulation of Blank Ballots - Mandatory at FAT

The machines shall have the capability of recognizing and tabulating all blank ballots. These ballots shall be counted and the total of blank ballots shall be reported as part of the End Report.

8.4.8 Standard Ballot Processing - Mandatory

The system must be capable of processing multiple and different ballots at the same electoral event. These various ballots (as explained later) will have different paper colors and they might have different sizes. The system must be capable of processing up to ten (10) different ballots in the same electoral event.

8.4.9 Multiple-Precinct Ballot Processing - Preferred

For special situations like the electoral event on correctional institutions (about 80), where inmates from all the 110 precincts will be required to vote using the same machine, it will be required to have a machine with the capacity of processing ballots for any of the voting precincts. If different machine hardware is required to comply with this requirement, the proponent shall specify this as a separate line item on the proposal.

8.4.10 Marking of Processed Ballots - Preferred

Machines shall be capable to print a mark on each ballot processed. Machines should not reprocess ballots marked in such a way. This will avoid double processing of ballots.

CEE should be capable of disabling this feature when using the machines for recounts.

8.4.11 Visible Ballot Counter - Preferred

The machine shall provide a ballot counter where the total number accepted ballots is displayed. This ballot counter shall be available at the display shown when the machine is ready to accept ballots in order to be seen by the College Election Officials when the machine is not been used by a voter.

8.5 Alarms and Notifications

8.5.1 Malfunction Notification - Mandatory

The machines shall have a self-diagnosis feature that in the event of hardware or software malfunction the machine shall display an error message and it shall stop accepting ballots. The capability of acknowledging any such diagnostic notification shall be access-controlled to avoid its access by unauthorized persons.

8.5.2 Invalid Ballot Alarm or Notification – Mandatory

The machine shall raise an alarm or a notification if it detects a counterfeit ballot or a ballot belonging to a precinct that is not configured for. Each machine shall be capable of accepting ballots from only one precinct. Ballots shall be printed in order to provide the machine the precinct identification. On multi









precinct machines such as the ones used for the correctional facilities, the machines shall accept ballots from all the precincts and tabulate the results for each one of the precincts.

8.5.3 Transmission Failure Alarm or Notification - Mandatory at FAT

The machine shall generate an alarm or a notification message on a Data Transmission to the Central Processing Center failure. A detailed transmission failure message shall be available to help the operator or the service technician to figure out the failure cause.

8.5.4 Power Loss Alarm - Mandatory at FAT

The machine or the Uninterruptible Power Supply should generate an alarm on a loss of electrical power.

8.6 Reports

8.6.1 Zero Report - Mandatory

Each machine shall be capable of generating and printing a report to show that there is no vote accumulation for any of the contests configured on the machine or for each vote type as voted.

8.6.2 End Report - Mandatory

Each machine shall be capable of generating and printing a voting results report for the votes cast on it and shall be capable of generating multiples copies of the report. The required report layout is provided in <u>APPENDIX D (REPORT LAYOUTS)</u>.

Even the required report layout is presented in the appendix it is important to notice that the actual length and format of the report will vary according to the political parties and independent candidates registered on each municipality, representative district or senate district as we might have Local Political parties registered only to run on specific areas and independent candidacies that will be only valid for specific senatorial districts, representative districts or municipalities.

It is important to notice that the submitted report for the Primary Elections includes all the possible primary candidacy runs. The actual report will include only the runs that are included in the contest for that specific precinct.

The printing of the report shall be controlled in order to avoid unauthorized printing. Each time a report is requested the report shall be printed.

All the reports must contain the following identifiers:

- Municipality Name
- Polling Place Name
- Precinct Number
- Flectoral Unit Number
- College Number
- Machine Unique Identification Number
- · Date and Time Stamp

8.6.3 Multi-Precinct Zero and End Reports - Preferred

A machine configured to accept ballots from multiple precincts must be capable of printing separate zero and end reports for each precinct.





8.6.4 Report Printing Restrictions – Mandatory at FAT

The End Report shall only be available after the machine has been closed to accept any more votes. It shall be possible to print these reports multiple times.

8.6.5 Restricted End Report Printing - Preferred

The machine should have the necessary controls to delay the End Report printing by the poll workers.

8.7 Transmission of Results

8.7.1 Transmission from the Polling Place - Mandatory

The machine shall have the capacity of directly transmitting the results from the polling place to the Central Processing Center.

8.7.2 Wireless Transmission from the College - Preferred

The machine shall have the capacity of transmitting the results from the college to the Central Processing Center without requiring a telephone land line.

8.7.3 Data Transmission using the Backup Memory Module - Mandatory

In addition to the individual results transmission capabilities of the machines, the proponent shall provide hardware to be used as a backup transmission device to be located at all Local Commission Offices. These devices will be only used if the data transmission capabilities of the colleges are compromised. The backup transmission device shall be capable of transmitting data from multiple colleges.

As an option, the standard scanning machines will be an accepted method of backup transmission if technically feasible.

8.7.4 Data Transmission Integrity – Mandatory

The system shall provide the required data transmission integrity verification in order to assure that all the information regarding all the colleges is received.

The system shall detect report and disregard any data communications entering the system from an unregistered unit.

The system shall generate a clear feedback message to the transmitting unit once the data transmission is successfully completed.

8.7.5 Rejection of Duplicate Voting Data - Mandatory

System shall have the capability of identifying and disregard duplicated data from colleges that have already sent the information.

8.8 Additional Data Collection

8.8.1 Accepted Ballot Time Log - Preferred

The system should collect a log with the time each ballot is accepted by the system. The log should have the time and the type of ballot accepted. This log should be stored on the machine memory but it should not be transmitted with the election results from the electoral units. The data should be available in order to be loaded to the centralized system from the portable memory.

8.8.2 Ballot Image Capture - Preferred

The system should collect an image of each one of the accepted ballots and store them on the system memory. These files should be stored on the machine memory but it should not be transmitted with the election results from the electoral units. These files should be available in order to be loaded to the centralized system from the portable memory.







8.8.3 Event Log - Mandatory

The system shall generate an event log where the time stamp for all the operation of the machine shall be logged. As part of the log the opening time, closing time, report generation time stamp and any alarm condition or operational procedure shall be automatically logged. This event log shall be stored on the machine memory but it shall not be transmitted with the election results from the electoral units. This log shall be available in order to be loaded to the centralized system from the portable memory.

8.9 Transportation and Storage

8.9.1 Transportation Requirements

8.9.1.1 Machine Transportation and Handling - Mandatory at FAT

The system shall provide means to safely and easily handle, transport, and install the voting equipment without requiring any assembly tools by polling place officials. An impact-proof briefcase with the capacity of holding a security strap (to be provided by CEE) shall be provided for each machine. The briefcase shall accommodate the machine and any cables or auxiliary parts required (such as an external uninterruptible power supply) for installation at the polling place. The briefcase shall provide a fixed handle, wheels and a second retractable handle to ease its transportation.

Storage requirements for these briefcases shall be provided including but not limited to environmental storage conditions, briefcase dimensions, and stacking limitations. These boxes shall comply with lockout requirements (Plastic seal straps will be provided by CEE).

8.9.2 Storage Requirements

8.9.2.1 Battery Backup Storage - Mandatory

Proponent shall supply storage specifications for the uninterruptible power supply modules.

8.9.2.2 Ballot Boxes Storage - Mandatory

The ballot boxes shall be storable separate from the machine. The proponent shall indicate detailed information regarding handling, storage space, and environmental requirements.

8.9.3 Portable Memory Modules Storage Cases - Mandatory at FAT

Proponent shall supply adequate Portable Memory Module Storage Cases with the capacity of permanently storing and protecting multiple portable memory modules. The size of these cases shall be adequate to be handled by one person. The weight of these cases shall not exceed 50 pounds. These cases shall comply with lock-out requirements (plastic seal straps will be provided by CEE).

8.10 Documentation

8.10.1 User Manuals - Mandatory at Implementation

Proponent shall supply at project completion the user's manual for all the hardware and software provided.

8.10.2 Maintenance Procedures and Recommendations – Mandatory at Implementation

Proponent shall provide all the maintenance procedures and maintenance recommendations for all the equipment provided as part of this project.

A list of spare parts and consumables shall be provided as part of the project documentation.

8.11 Environmental Requirements

8.11.1 Environmental Parameters during Operation – Mandatory

All the field equipment such as the machines, the memory devices and the field transmission shall be capable to operate continuously under the following environmental conditions:





Parameter	Limit		
Minimum temperature	60 Degrees Fahrenheit		
Maximum temperature	95 Degrees Fahrenheit		
Maximum relative humidity	100% non-condensing		
Maximum elevation	3,500 feet above sea level		

All the computer systems related to the EMA shall be capable to operate continuously under the following environmental conditions:

Parameter	Limit
Minimum temperature	65 Degrees Fahrenheit
Maximum temperature	80 Degrees Fahrenheit
Maximum relative humidity	100% non-condensing
Maximum elevation	500 feet above sea level

8.11.2 Environmental Parameters for Storage – Mandatory

Proponent shall provide the required storage conditions for all the equipment to be stored.

9 TERMS AND CONDITIONS

Proposals must be prepared and submitted in accordance with all instructions, conditions, and requirements included in this RFP.

Moreover, all proposals must comply with the terms and conditions of this section. Failure to comply with the specified terms and conditions will be at the proponent's risk, and may render the proponent's proposal non-responsive and therefore may be disqualified.

9.1 RFP Guidelines

9.1.1 Clarity and Completeness of Proposals

All information solicited in this RFP must be provided in a clear, accurate, and complete manner. Proposals must be organized to specifically answer each question or request for information in the order stated in the RFP.

The CEE may, in its sole and absolute discretion, request clarification and/or additional information from any proponent. Failure to comply with any such request will result in disqualification.

9.1.2 Acceptance of Terms

Each proponent, by submitting a signed proposal, acknowledges and agrees to all requirements, terms and conditions of this RFP, including, but not limited to, being subject to the jurisdiction of the courts of Puerto Rico and incorporating all the provisions of the RFP in a contract (as hereinafter defined), if selected.

9.1.3 Cost of Proposal Preparation

The CEE shall not be responsible or liable for costs incurred by proponent in the preparation of a proposal, submitting supplemental information, attending negotiation or clarification meetings, if any is requested, or any other cost related to the proposal or to the process. These costs will be borne solely by the proponent.

9.1.4 Restriction on Communication Prior to Submission of Proposal

After the release of the RFP and continuing through the due date to submission of proposal, communication will be limited between a person designated by the proponent and Mr. José Torres or Ms. Abigail Quiles from the CEE's Purchasing Office. All communications shall be in writing to VotingSystemRFP@cee.gobierno.pr

9.1.5 Amendments

The CEE reserves the right to modify this RFP at any time before its due date. RFP amendments will be delivered to all those who express in writing their intention to bid on this RFP, as specified below.

9.1.6 Return Instructions, Mailing Address, and Deadline for Receipt of Proposals Proponents must submit one (1) printed and signed original proposal document and four (4) printed copies, together with electronic (PDF) copies in two (2) media, in a sealed envelope or package. Proposals must be delivered in person or by mail at the following addresses, as applicable:

Jorge Tirodo

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Physical Address	Mailing Address
Puerto Rico State Elections Commission	Puerto Rico State Elections Commission
Attention: Junta de Subastas	Attention: Junta de Subastas
Avenida Arterial B 550	PO BOX 19552
Hato Rey, San Juan, Puerto Rico 00918	San Juan, PR 00919-5552

Those delivered in person shall be received no later than 1:00pm on Tuesday August 2, 2011. Those delivered by mail shall be received no later than 12 noon on Monday, August 1, 2011. Proposals may not be delivered orally, by facsimile, or by any other telecommunications or electronic means.

9.1.7 Confidentiality Requirements

In performing the services described in this RFP, the successful proponent will have access to data, documents, and other information that is considered to be Confidential. The CEE will require that the successful proponent, its business affiliates, business partners, and sub-contractors will make their best efforts to ensure the privacy and confidentiality of confidential information.

To support this requirement, the CEE will require that all staff members working either directly or indirectly for the successful proponent will sign a Non-Disclosure Agreement.

If a staff member working either directly or indirectly for the successful proponent compromises the confidentiality of any information obtained as part of this project, the CEE may, at its sole discretion, direct the successful proponent to immediately remove the staff member in question from the project.

9.2 Proposal Requirements and Format

9.2.1 Proposal Components and Submission Requirements

Proposals must be received by the date and time stated on this RFP. In addition to the requirements set forth in this RFP, all proposals shall include a Cover Letter, Executive Summary prepared in accordance with the instructions herein provided, and a sealed envelope containing all information relating to the price of the proposal. Proponents shall not include any information relating to prices anywhere in the proposal except in the sealed envelope as set forth herein.

The Cover Letter, the Executive Summary, and each of the pages of the original bound proposal must be signed and initialed by the representative of the proponent who is authorized to bind the proponent. The signatures must be in ink. Stamped signatures or seals will not be accepted.

Proponents have the responsibility to notify the CEE of any change of representative, address, telephone or fax number, or any other change to the proponent's organization or legal status that occurs at any time during the proceeding of this RFP.

9.2.2 Cover Letter

The proponent must complete the Cover Letter provided in Appendix G. The Cover Letter contains:

- 1. The proponent's
 - a. full legal name
 - b. taxpayer or employer identification number
 - c. physical addresses
 - d. postal address







- e. telephone numbers
- f. fax numbers
- 2. The authorized representative's
 - a. full name
 - b. email address
 - c. telephone numbers
 - d. fax numbers
- 3. The contact person's (if different from the authorized representative)
 - a. full name
 - b. email address
 - c. telephone numbers
 - d. fax numbers
- 4. A statement indicating that the prime vendor will be the prime contractor for all activities and that all other participant shall be designated as subcontractors.
- 5. Identification of all proposed subcontractors and a brief description of their roles. All subcontractors will be subject to approval by the CEE. Prior to contract execution, the successful proponent will be required to furnish the corporate or company name and the name of the officers and principals of all subcontractors. Notwithstanding any such approval by the CEE, the successful proponent shall itself be solely responsible for the performance of all work set forth in any contract resulting from this RFP, and for compliance with costs and other terms provided in the contract. The successful respondent shall cause the appropriate provisions of its proposal and the contract to be inserted in all subcontracts.
- 6. Acknowledgement of receipt of this RFP and, if applicable, all amendments to this RFP.
- 7. Certification that the information provided in the proposal has been reviewed for accuracy and completeness.
- 8. Stipulation that the proposal will remain valid for one-hundred and eighty (180) days from the RFP due date.
- 9. A statement that the prime vendor and all its subcontractors have no conflict of interest that could influence the performance on the model contract or the cost of services provided and will not employ, in the performance of the contract, any person having such conflict.
- 10. A statement that the person signing the proposal is duly authorized to bind the prime vendor to the pricing, resources, and services described in the proposal.

9.2.3 The Executive Summary

The Executive Summary shall present an overview of the proposal detailing scope, components, technical solutions, project management approach, and success factors. It shall be clear, concise, and precise and no more than 5 pages in length.

9.2.4 Sealed Envelope with Price Information

Proponents shall include all information relating to the price of their proposals in a sealed envelope that shall be identified with a label that shall state "Price Information". Proponents shall not include any price information anywhere else in their Proposals except in the sealed envelope as provided herein.

9.2.5 Subcontractors

The proponent, as prime contractor, will be required to assume responsibility for all contractual activities offered in their proposal whether or not the prime contractor performs them. The prime

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contractor is totally and solely responsible for adherence by any subcontractor to all provisions of the RFP and possible contract.

9.3 Proponent Qualification Terms

All proponents may submit the documentation set forth in sections 9.3.1 to 9.3.6 on July 15, 2011, but in no event later than three (3) fays after the RFP due date. All required documentation must be submitted to the Bid Board at the previously indicated address. If submitted by July 15, 2011 within three (3) days of receipt, the CEE will evaluate the documents submitted and may request amendments or corrections, if necessary, which must be fully complied with no later than three (3) days after by the RFP's due date.

9.3.1 Registration Requirement

Proponents must be registered in the Bidders Registry "Registro Único de Licitadores" of the Puerto Rico General Services Administration GSA to do business in Puerto Rico. Details about this may be found at this Internet address: http://www.asg.gobierno.pr/.

9.3.2 Bid Bond

Proponents must post a bid bond in favor of the CEE in original at the same time and together with the Proposal. The bid bond shall be for an amount equal to 25% of the total bid amount. The bid bond shall be issued by an insurance company registered and duly authorized to do insurance business in Puerto Rico by the Office of the Insurance Commissioner of Puerto Rico, or may be presented as a Manager's Check or Money Order. The bid bond will constitute a provisional security submitted by the Proponent to assure the CEE that the Proposal will be maintained until the adjudication of the proposal. The Bid Bond will be returned to all Proponents after adjudication of the proposal.

If a Bid Bond is submitted by July 15, 2011, the amount of such bid bond shall not be disclosed at that time. Such amount shall be submitted no later than three days after the RFP's Due Date.

9.3.3 Disclosure Statement

The Disclosure Statement shall contain the following information:

9.3.3.1 Proponent Business Relationships

The full name and business address of any legal entity in which the proponent holds a debt or equity interest of at least five percent (5%) or which is a parent company or subsidiary of the proponent, and a description of the ongoing organizational relationships as they may impact operations within the state.

9.3.3.2 References

A minimum of three (3) customer references must be provided.

References must include:

- a. Client organization name;
- b. Contact name, title, telephone number, email, and project responsibility;
- c. The product and services provided; and
- d. Duration of contract(s) and current relationship

The CEE reserves the right to contact any or all references provided by the proponents. Proponents are invited to provide letters of reference from previous clients.

9.3.3.3 Capacity

Due to the aggressive timeline for implementation, the proponent must provide a statement of capacity confirming the capability to perform all required activities as specified in the proposal regardless of current, pending, or future contracts with other customers. The proponent should provide any additional information supporting the statement of capacity.

9.3.3.4 Financial Status

The proposal must include the following items:

- Audited financial statements of the preceding five (5) prepared according to Generally Accepted Accounting Principles supported by their respective tax declarations.
- Most recent interim financial statements.
- Projected financial statements for the next two (2) years.
- Cash flow projection for a 24-month period starting on July 1st, 2011. This projection shall include all cash inflows and outflows and statement of available cash.
- Names and addressed of the proponents' bankers as well as names and addresses of individuals who are familiar with proponents' financial condition.
- Proponents' credit policies.
- List of Proponents' sources of financing such as loans, equities and securities during the preceding five (5) years.
- Original statements issued by financial or commercial institutions stating specific amount of credit available to Proponents' and the time-period when such credit shall be available.
- Certificate of professional liability insurance. Such certificate shall state that Proponent is duly covered by the insurance policy, the type of coverage, coverage amount and dates of coverage.
- Statements and details of any relevant pending litigation.
- Sworn statement executed by a duly authorized representative of Proponent no more than ninety (90) day prior to submission to the Bid Board, stating that Proponent is not in bankruptcy, receivership or in any other condition-preventing Proponent from total or partial administration of disposition of its property.

This financial information will be used to determine the proponent's financial capability to implement the project.





9.3.3.5 Current or Pending Legal Actions

A listing and explanation of any civil or criminal legal actions by government agencies involving Federal, state, or local laws or regulations against the proponent and affiliated persons in the ten (10) years immediately preceding the filing of the proposal, including administrative enforcement actions resulting in the imposition of sanctions, permit or license revocations or denials issued by any state or federal authority, actions that have resulted in a finding or a settlement of a violation, and actions that are pending; and include:

- 1. Sworn statement of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information, using the form provided in Appendix G.
- Certification of No Conviction for Corrupt Practices, using the form provided in Appendix G.
- 3. Sworn Statement Non-Collusive Bidding, and Code of Ethics Certification, Certification of No. Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees, using the form provided in Appendix G.

9.3.3.6 No Lobbying, No Collusion, No Prohibited Acts

The proponent shall complete the No Lobbying, No Collusion, No Prohibited Acts form provided in Appendix G.

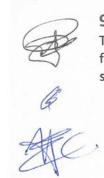
9.4 Schedule of Events

The schedule of events set out herein represents CEE's best estimate of the schedule that will be followed. If a component of this schedule is delayed by the CEE, then the rest of the schedule shall be shifted by the same number of days.

Event	Date or Period		
Publication of this RFP	June 9, 2011		
Proponents notify intention to bid	June 23, 2011		
Mandatory pre-bid meeting	June 23, 2011		
Question and answer period	June 24 – July 14, 2011		
Proposals are due	August 2, 2011		
Bid Board pre-evaluates proposals	August 9, 2011		
Proponents present their solutions in person	August 10 – 23, 2011		
Technical Board evaluates proposals	August 24 – 30, 2011		
Selection and notification of award	September 8, 2011		
Contract signature	September 16, 2011		







9.4.1 Publication of this RFP

This RFP is published and available to interested parties on the specified date.

9.4.2 Proponents Notify CEE of their Intention to Bid

Proponents that after reviewing the RFP are interested in bidding are required to send a formal notification to CEE informing their intention to bid using the form provided in Appendix G. This notification shall be sent by electronic mail to the following address: VotingSystemRFP@cee.gobierno.pr. Proponents are responsible to confirm the successful transmission and receipt of their electronic message by CEE.

9.4.3 Mandatory Pre-Bid Meeting

All the proponents are required to attend to a mandatory pre-bid meeting at CEE facilities. Meeting will take place on June 23, 2011 at 10:00 AM EST at CEE main building located at:

Puerto Rico State Elections Commission

Avenida Arterial B 550

Hato Rey, San Juan, Puerto Rico

9.4.4 Question and Answer Period

During this period CEE will receive questions from all proponents and CEE will respond all the questions based on the schedule submitted bellow. CEE will send submitted questions with the CEE answers to all proponents. No additional questions will be accepted from proponents after this period. All proponents are required to submit all their questions in writing by electronic mail to the following address: <a href="https://doi.org/10.1007/journal.org/10.1007/jour

Proponents will be responsible to confirm the successful transmission of their questions. Only written questions will be accepted.

Questions submitted between	will be answered by
June 24, 2011 to June 27, 2011	June 30, 2011
June 28, 2011 to July 4, 2011	July 7, 2011
July 5, 2011 to July 11, 2011	July 14, 2011

9.4.5 Proposals Due Date

Proponent will be required to submit their proposals to the Bid Board on August 2, 2011.

9.4.6 Bid Board Pre-Evaluation

The Bid Board will evaluate that each bid complies with an initial set of terms and conditions and proponents not in compliance with these will be disqualified and duly notified by the CEE.

9.4.7 Individual Presentations from Proponents

All proponents with qualified proposals will be required to present their proposals on an individual evaluation session at the CEE where the requirements will be verified. Proponents will be contacted by CEE to get detailed schedule for their presentation. Proponents will have a complete day for their presentation to be organized in two sessions, the first session will be a formal presentation about their proposal and the second session will be hands-on session where the proposed equipment will be

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demonstrated and specific questions regarding the compliance with the RFP requirements will be issued. The order of the presenters will be determined by drawing.

9.4.8 Evaluation of Proposals by Technical Board

The Technical Board will evaluate compliance with Mandatory and Preferred Requirements and will score the level of compliance with Preferred Requirements. It will also prepare a cost-comparison analysis for all proposals.

9.4.9 Evaluation of Proposals by Bid Board

The Bid Board will assign weighted values to cost proposals and will combine these with the scores given by the Technical Board based on the level of compliance with the Preferred Requirements. It will also assess compliance with any pending terms and conditions. This final evaluation will be the basis for award.

9.4.10 Selection and Notification of Award

Based on the proposals and the evaluation session, the Bid Board will perform the selection of the bid to be awarded with the contract. All the proponents will be informed of the CEE's decision.

9.4.11 Contract Signature

The CEE and the selected Proponent shall sign the contract on September 16, 2011.

9.5 Basis for Award

The Bid Board shall evaluate the proposals and make its award based on the following criteria: technical evaluation made by the Technical Advisory Board; the requirements set forth in this RFP (both mandatory and preferred) and the price.

9.6 Minimum Contract Requirements

Proponents should be prepared to incorporate the provisions of this RFP in the terms of the contract and other written representations submitted with the proposal. Failure to so incorporate these provisions could result in the cancellation of the selection and award. Other provisions will be included as part of the contract. Acceptance of the terms and conditions outlined in this section shall be a condition precedent to the award of the contract.

9.6.1 Assignment

The successful proponent's obligation under the contract shall not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the CEE.

9.7 Performance Bond

The selected proponent shall post a performance bond acceptable to the CEE in favor of the CEE in original of 100% of the total amount of the proposal. The performance bond shall be issued by an insurance company registered and duly authorized to do insurance business in Puerto Rico by the Office of the Insurance Commissioner of Puerto Rico.

9.8 Penalties for Breach of Contract

The CEE shall have the right to execute the Performance Bond if proponent breaches or fails to perform under the contract and such breach or failure to perform is not remedied by the proponent within the time period set forth in a formal notice of breach by the CEE. The CEE shall rescind the Contract for breach of any of the terms and conditions of the contract. In addition, the CEE shall have the right to pursue any and all additional remedies that the CEE may have in law or in equity against Proponent.







9.9 Quotation

9.9.1 System Acquisition

Proponents are requested to provide proposals for the acquisition of all the required hardware, software, and services in compliance with all the specifications of this RFP. All the prices shall be Free on Board (FOB) San Juan, Puerto Rico.

9.9.2 Scope of Supplies

The proposals shall include itemized prices for the items detailed in the sections below. The itemized prices shall be honored in case the CEE requires an increase or decrease in the quantities of the equipment or services required within the duration of the entire project, up to variations of 10%.

The items and quantities specified should be construed as providing a reference point to give potential proponents a clear idea of the magnitude of the project and to set a common reference for all the proposals. It will be the proponent's responsibility to add any other required items, together with their cost and unit of measure, in order to provide a complete operational system.

9.9.2.1 Hardware and Software to Quote

The following hardware and software artifacts shall be quoted in the units of measure indicated.

Description	Quantity	Unit of Measure	RFP Section 7.1	
Machine	6,000	Each		
UPS ⁴	6,000	Each	7.1.3	
Machine Case	6,000	Each	8.9.1.1	
Multiple Precinct Machines (MPM)	variable ⁵	Each	8.4.9	
Backup transmission device with case	100	Each	7.4	
Portable memory device	1% over the total required by the machines	Each	7.1.5	
Multiple Precinct portable memory device	1% over the total required by the MPM	Each	8.4.9	
EMS System Hardware	1	Package	7.2.5	
EMS Software & License	1	Package		

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⁴ If not integrated with the scanning machines.

⁵ The total amount will depend on the solution proposed by vendor to handle the 80 institutions.

Description	Quantity	Unit of Measure	RFP Section	
Ballot Boxes	6,000	Each	7.2	
Portable Memory Modules Storage Case	As required	Each	8.9.3	

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9.9.2.2 Services to Quote

The following services shall be quoted in the units of measure indicated. For support and training services the itemized prices shall be inclusive of travel, living, and any other expenses. Itemized prices shall also be provided on a per diem basis for additional support services that might be required.

Description	Quantity	Unit of Measure	Section 6.5.3	
Configuration of ballots	234 ⁶	Different ballots		
Operator Training for the Machines	1	Session	6.5.7.3	
Operator training for the EMS	1	Session	6.5.7.4	
Maintenance Training	1	Session	6.5.7.5	
Service and Troubleshooting Training	1	Session	6.5.7.6	
Support during the Factory Acceptance Testz	1	Package	6.5.1	
Validation Support	1	Package	6.5.2	
Local Printing Facilities Certification	1	Package	6.5.4.2	
Communication Infrastructure Project Support	1	Package	6.5.4.1	
Telephone & Email Support	1	Package	6.5.6.1	
EMS System Installation and Configuration	1	Package	6.5.6.3	
On Site Support during Primary Elections	1	Package	6.5.6.4	
On Site Support during General Elections	1	Package	6.5.6.6	
Hardware Warranty	12	Month	9.15.1	
Extended Hardware Warranty	12	Month	9.15.2	
Software Warranty	18	Month	9.15.3	
Project Management	1	Package	6.5.5	

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⁶ 190 ballot configurations will be required for the General Elections and 44 for the Primary Elections.

9.10 Payment Schedule

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Payments will be emitted based on the actual percent of completion of services and the delivery of equipment, according to the general delivery schedule specified in the next section. All payments will receive an automatic 10% retention that will be paid at project completion. The itemized prices quoted will be used as the general reference for the partial invoice evaluation. Contractor shall submit invoices detailing the percentage of completion assigned to each deliverable. Invoices are to be submitted to OSIPE, who must approve them prior to any intervention by the Finance Department.

9.11 General Delivery Schedule

By submitting a proposal the proponent accepts the adherence of the following schedule. The proponent will be required to deliver equipment and services according to the following:

Description	Due Date
Completion of Factory Acceptance Test	December 21, 2011
Trainings	December 31, 2011
Configuration of ballots for Primary Elections ⁷	January 11, 2012
Hardware and software configuration on site at the CEE – Primary Elections ⁸	January 18, 2012
Equipment on site for Primary Elections	January 19, 2012
Technical support during Primary Elections	March 18, 2012
Hardware and software configuration on site at the CEE – General Elections 9	July 30, 2012
Configuration of ballots for General Election ¹⁰	July 30, 2012
Technical support during General Election	November 6, 2012

9.12 Special Hardware Delivery Instructions

The hardware delivery schedule for the machines to be used during the General Election will have to follow the following requirements:

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⁷ A total of 44 different ballots shall be configured for Primary Elections.

⁸ Primary election pilot plan will be based on a maximum of 400 colleges and 8 Local Backup Transmission Systems. Hardware delivery shall be scheduled accordingly with the required installation completion date.

⁹ The delivery of the hardware required for the General elections will be detailed on the next section.

 $^{^{}m 10}$ A total of 190 different ballots shall be configured for the General Elections.

- A maximum of 1,000 machines shall be delivered each week. Deliveries shall be scheduled in order to have all the machines delivered by the specified due date. The capacity of processing machines in the receiving areas is limited to 200 units per day. The shipping container shall be schedule to be kept for a whole week to discharge and receive the one thousand machines within a week.
- Delivery containers shall not exceed 40 feet in length.

9.13 Late Delivery Penalties

The date for the General Election 2012 is set by the PR Constitution and no change is allowed for that event under normal conditions. The strict adherence to the required project implementation schedule is critical to not compromise all the tasks that are required to be done for the successful completion of the project. For the purpose of the definition of the late charges and adjusted cost for each item will have to be calculated. This calculation will distribute any overhead cost or profit among all the items.

The Adjusted Item Cost is calculated by the following formula:

$$AIC = IC \times \frac{BC}{\sum IC}$$

Where:

AIC = Adjusted Item Cost

IC = Item Cost (listed in Section 9.2.3)

BC = Bid Cost

By submitting a proposal proponent is accepting the following Late Delivery Charges schedule for the deliverables of this project:

Delivery	Due Date	Late Charges per calendar day
Start of Factory Acceptance Test	12/01/2011	10% of FAT's AIC
Completion of Factory Acceptance Test	12/21/2011	\$10,000
Central equipment installation completed	01/18/2012	10% of EMS hardware and software AIC
Machines for Primary Election delivery completed	01/18/2012	10% of the Machine AIC
Ballots Configuration for Primary Election	01/18/2012	10% of the Ballot Configuration

9.14 Data Ownership

The proponent should designate the CEE as the sole owner of the election data that resides in the system.





9.15 Warranty

9.15.1 Hardware Warranty

The hardware shall be provided with a 12 months warranty in parts and labor.

9.15.2 Hardware Warranty Extension

The proponents shall provide an itemized price for an optional extension in the warranty period. This extension will be for an additional 48 months of coverage in increments of 12 months.

9.15.3 Software Warranty

Software shall be provided with an 18 months warranty from the acceptance of the application at the Factory Acceptance Test closing. Warranty shall cover any required correction on software problems.

9.16 Other Terms, Conditions, and Disclaimers

The furnishing of the information contained in the proposals shall not create or be deemed to create any obligation or liability on the part of the CEE or any of the officers, employees, agents, advisors or representatives, for any reason whatsoever, and each proponent, by submitting a proposal, expressly agrees that it has not relied upon the foregoing information, and that is must not hold the CEE, or any of the officers, employees, agents, advisors or representatives liable or responsible therefore in any manner whatsoever.

The proposals are not, and do not contain a commitment to select a proposal, purchase or to get into any contract or other agreement with the CEE.

Neither the expression of any person's interest, nor the submission of a proposal, nor the acceptance thereof by the CEE, nor any correspondence, discussion, meetings or other communications between the proponent and the CEE must impose any obligation on the CEE to include such person in any such further procedures which the CEE may use prior to the final selection of a proponent, must be deemed to impose any obligation whatsoever on the CEE to select the Proponent, to discuss any Proposal which the proponent may submit, or to enter into negotiations with the Proponent, or must entitle the proponent to any compensation or reimbursement for any costs or expenses incurred by the Proponent in connection with the expression of the Proponents interest and the submission of the Proponents proposal. Neither the CEE nor the Government of Puerto Rico shall reimburse costs of responding to this RFP or of attending any subsequent interviews, site visits, or meetings in connection with this project.

Neither the furnishing of the RFP to the proponent, nor the submission of any materials, documents, or other information by the Proponent, nor the acceptance thereof by the CEE, nor any correspondence, discussions, meetings, or other communications between the Proponent and the CEE, nor anything stated by the CEE in or at any such correspondence, discussions, meetings, or other communications must be construed or interpreted by the Proponent to mean that the CEE has made a determination that the proponent will be selected as the Contractor nor be deemed to impose any obligations whatsoever on the CEE or the Government of Puerto Rico to compensate or reimburse the proponent for any costs or expenses incurred in connection with its Proposal.

The CEE may consult references believed by it to be familiar with the proponent regarding the proponents prior operations, development or management of projects, financial condition, past performance, experience, and qualifications, or other matters, whether or not the persons consulted are identified in the proposal. Submission of a proposal in response to this RFP must constitute permission for the CEE to make such inquiries and authorization to third parties to respond thereto.

Neither the CEE nor any officer, agent, representative, advisor, or employee thereof must be charged personally by the proponent with any liability or held liable to it under any term or provision of any of the Documents or any statements made therein.

The CEE reserves the right, in its sole and absolute discretion, to disqualify any proponent or any firm or individual from any phase or component of the selection process, due to felonious or other criminal record in any jurisdiction (domestic or foreign). Neither proponent nor any of its respective partners, shareholders, officers, directors, employees, agents, or affiliates must have any right to consent to, be notified of, or respond to, any investigation conducted by, or on behalf of, the CEE in connection with any and all information with respect to the proponent, or its proposal. Unless specifically requested by the CEE, no supplemental information provided by any proponent will be considered in the evaluation. Proposals, including supplemental information, will become the property of the CEE and there must be no obligation to return any information to the proponent.

9.17 Debt Certificates

Administrative Bulletin Number OE-1991-24, as amended by Administrative Bulletin Number OE-1992-52, and Treasury's Circular Letter Number 1300-25-98 provides that every person Contracting with an agency of the Government of Puerto Rico must submit certain documentation certifying that the person does not owe taxes to the Government of Puerto Rico and that it has met its obligations to file Puerto Rico income tax returns, if applicable. Successful Proponent should be able to submit the following certificates:

- a. Income tax debt certificates,
- b. Excise tax debt certificates,
- c. Income tax filing certificate for the last five (5),
- d. Real and personal property tax for the last five (5) years, and
- e. Unemployment, Disability, partial Disability and Driver's Insurance (as applicable).

These certifications must be filed even though the Successful Proponent is not engaged in trade or business in Puerto Rico, in which case they would appears as negative debt certificates.

If the Proponent has a payment plan with respect a tax debt, evidence should be presented that it is up to date.

In the case of a partnership or joint venture, the above certifications should be obtained for each of the partners or joint ventures, as applicable.

9.18 Governing Law

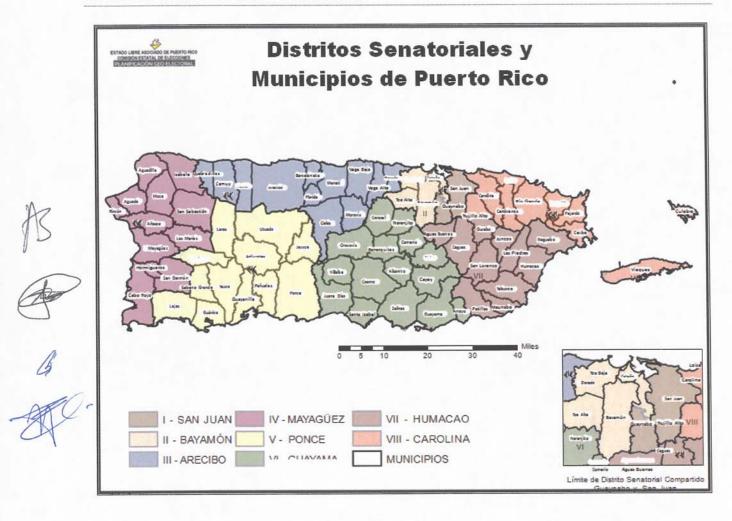
This RFP shall be governed and construed in accordance with the laws of Puerto Rico.

9.19 Choice of Venue

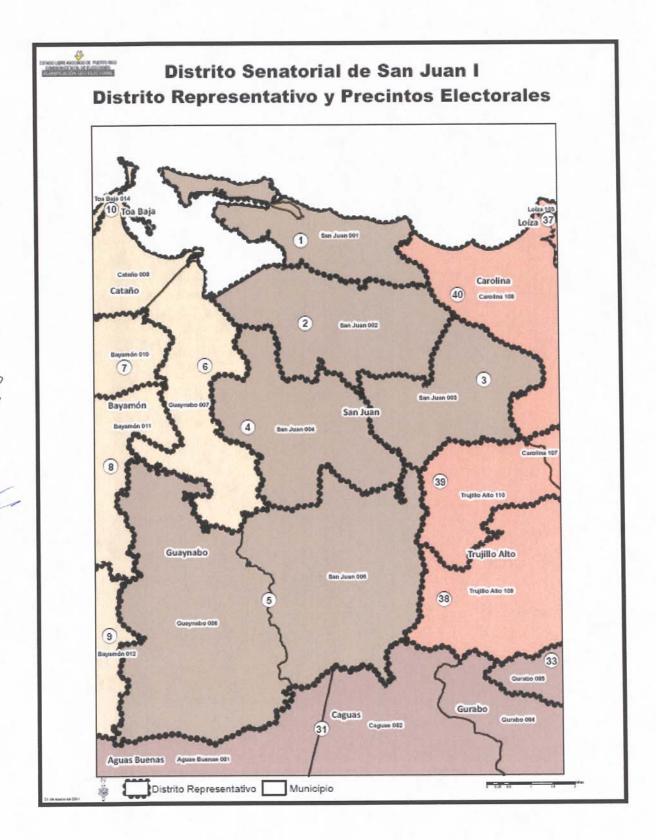
Venue for any action, claim, dispute, or listing relating in any way to this process or the resulting contract shall be in the Puerto Rico State Court of San Juan, Puerto Rico.



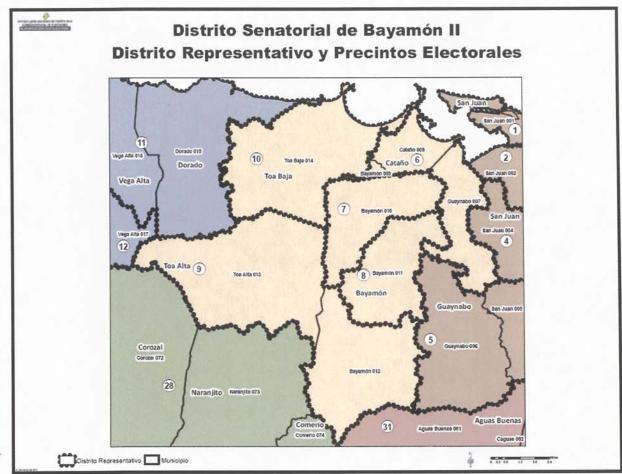




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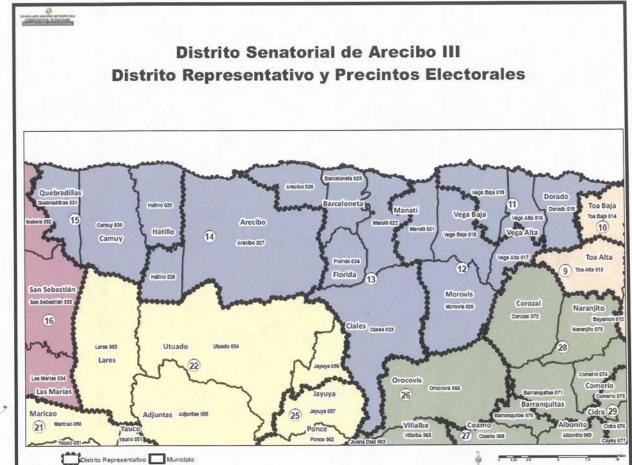


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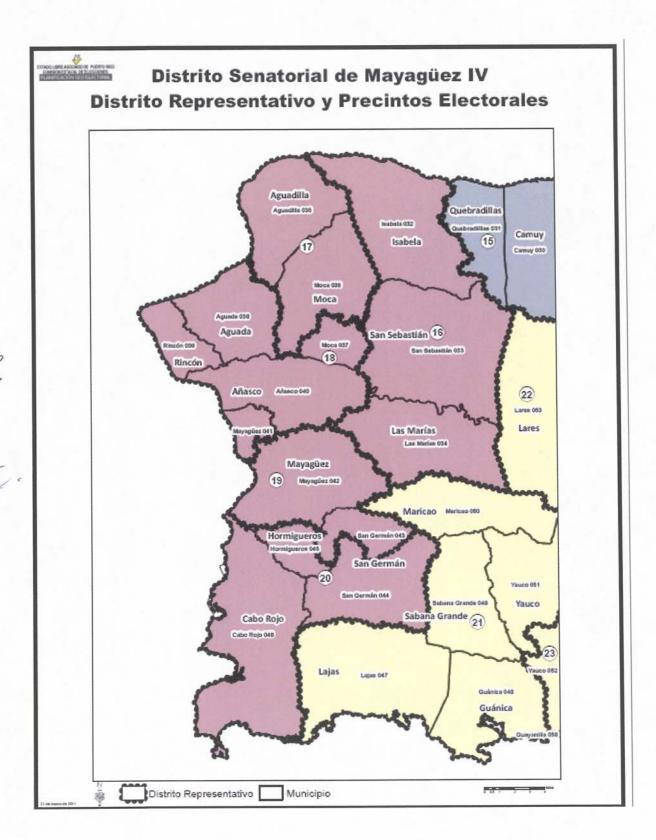


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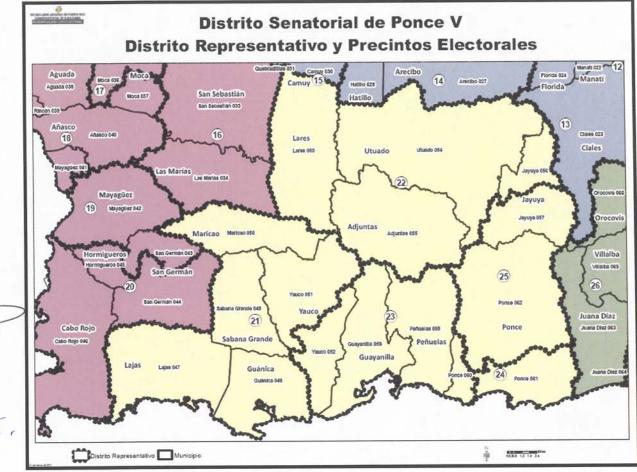
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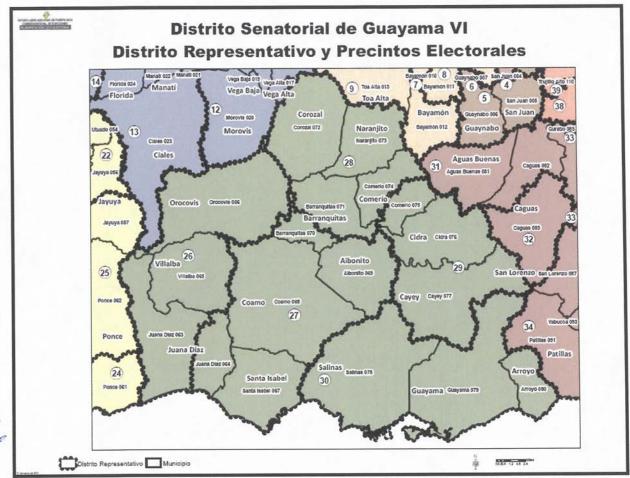
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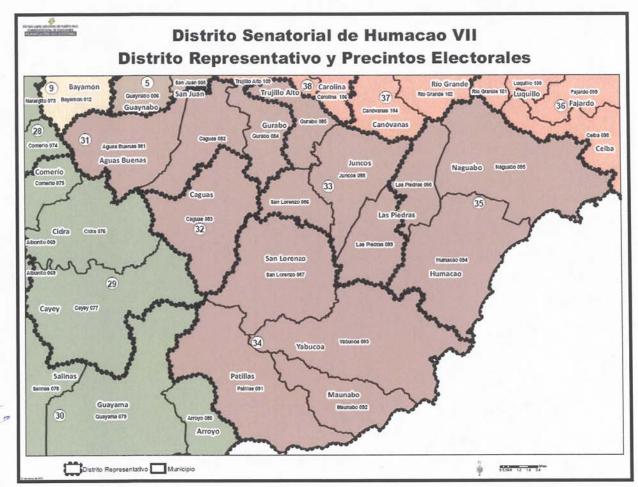
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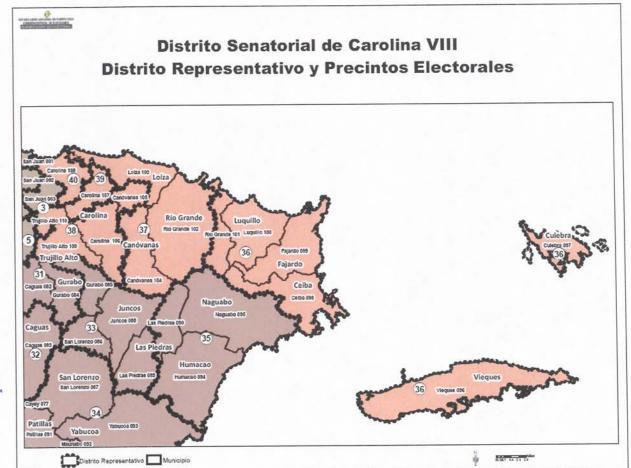
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Example 1 - Blank Ballot			Example 2 - "Íntegro" Ballot						
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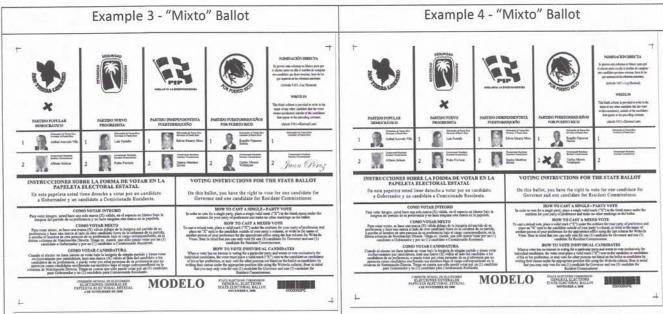
Candidacies:

No candidate will accumulate a vote for this ballot.

Candidacies:

- The "Íntegro" votes register for the candidate 1 of the third column political party will increase one vote.
- The "Íntegro" votes register for the candidate 2 of the third column political party will increase one vote.

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Ballot Classification:

The accumulator for "mixto" ballots for the political party in the first column will increment its value.

Ballot Classification:

The accumulator for "mixta" ballots for the political party in the second column will increment its value.

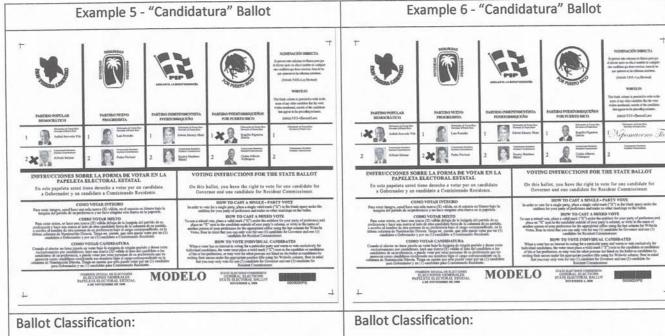
Candidacies:

- The "mixto" vote counter for the candidate 1 of the first column political party will increase one vote.
- The "mixto" counter for the position 2 of the write in column will increase one vote.

Candidacies:

- The "mixto" vote counter for the candidate 1 of the second column political party will increase one vote.
- The "mixto" vote counter for the candidate 2 of the fourth column political party will increase one vote.

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Candidacies:

increment its value.

 The "candidatura" vote counter for the candidate 1 of the fourth column political party will increase one vote.

The accumulator for "candidatura" ballots will

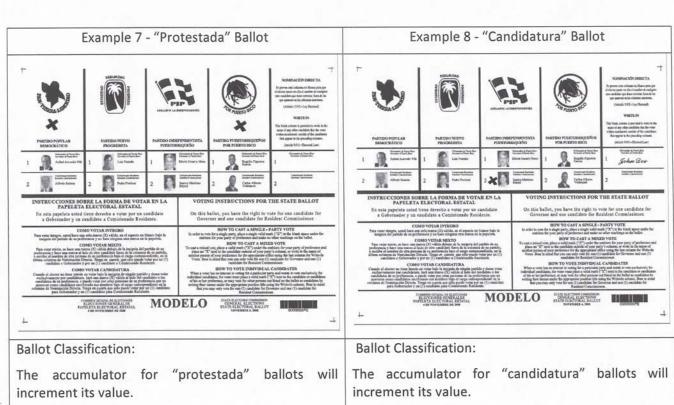
 The "candidatura" vote counter for the candidate 2 of the first column political party will increase one vote. The accumulator for "candidatura" ballots will increment its value.

Candidacies:

- No candidate of the position 1 will accumulate a vote as there is an overvote condition.
- The "candidatura" vote counter for the candidate 2 of the second column political party will increase one vote.

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Candidacies:

No candidate will accumulate a vote for this ballot.

Candidacies:

- The "candidatura" counter for the position 1 of the write in column will increase one vote.
- The "candidatura" vote counter for the candidate 2 of the third column political party will increase one vote.

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Example 9 - "Íntegro" Ballot	Example 10 - "Mixto" Ballot		
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Ballot Classification:	Ballot Classification:		
The accumulator for "Íntegro" ballots for the political party in the second column will increment its value.	The accumulator for "mixto" ballots for the political party in the first column will increment its value.		
Candidacies:	Candidacies:		
The "Íntegro" vote counter for the candidates 1, 2, 3, 4 and 10 of the second column political party will increase one vote	The "mixto" vote counter for the candidates 1 and 2 of the fourth column political party will increase one vote		

political party will increase one vote.

- will increase one vote.
- The "mixto" vote counter for the candidate 3 of the second column political party will increase one vote.
- The "mixto" counter for the candidate 4 and 10 of the first column political party will increase one vote.

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Ва	Illot Cla	ssificatio	n:				Ballot Cla	issificatio	n:	

The accumulator for "mixto" ballots for the political party in the fourth column will increment its value.

Example 11 - "Mixto" Ballot

The accumulator for "mixto" ballots for the political party in the third column will increment its value.

Example 12 - "Mixto" Ballot

Candidacies:

The "mixto" vote counter for the candidates 1, 2, 3, 8, and 12 of the fourth column political party will increase one vote.

Candidacies:

- The "mixto" vote counter for candidate 2 of the third column political party will increase one vote.
- The "mixto" vote counter for the candidate 2 of the fourth column political party will increase one vote.
- No candidate for positions 1, 4, and 10 will accumulate votes as there is an overvote condition for each one.

Example 13 - "Candidatura" Ballot	Example 14 - "Mixto" Ballot				
Some statements of the statement of the	Section 1 Control of the Control of				
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Ballot Classification: The accumulator for "candidatura" ballots will ncrement its value.	Ballot Classification: The accumulator for "mixto" ballots for the political party in the fourth column will increment its value.				

Candidacies:

- The "candidatura" vote counter for the candidate 4 of the third column political party will increase one vote.
- No candidate for positions 1, 2,3, and 10 will accumulate votes as there is an undervote condition for each one.

Candidacies:

- The "mixto" vote counter for the candidate 1 of the third column political party will increase one vote.
- The "mixto" vote for the candidates 2 and 10 of the second political party will increase one vote.
- The "mixto" vote for the candidate 2 of the first political party will increase one vote.
- The "mixto" vote for the candidate 6 of the fourth political party will increase one vote.

Example 15 - "Candidatura" Ballot	Example 16 - "Protestada" Ballot
Company of the compan	AND
PRESENCE IN THE PROPERTY OF TH	Particle Confidence
NOTICE CONTESTINATE A FORMATTI A STORMATTIA	Bendered by the the "Desire Control of the Control
The accumulator for "candidatura" ballots for the political party in the fourth column will increment its value.	The accumulator for "protestada" ballots will increment its value.
Candidacies:	Candidacies:

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No candidate will get votes under this

ballot.

• No candidate will get votes under this ballot as all the candidacies are overvoted.

B.3 Municipal Electoral Ballot Examples

Exa	mple 17 - "ĺı	Example 17 - "Íntegro" Ballot					Example 18 - "Íntegro" Ballot			
*	Communication of the Communica	Name of the last o	NEADNACION SERECTA. No print ann objesse in hime per que que de deux emm et les é annéhes evelepte en montion de maine de la écologie de la companie de la combine de la companie de la combine de la companie de la combine de la cologie de l	#	•	opposition #	WETER IT JOINTAINS	NOMENICATIN DEBATA Reprine attendment in lines person of events more and attended outside of events more and attended outside		
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DEMOCRATICO ALCOLDE ANYOR Ferdinand Piece Rossia	ARCHER MAYOR Jorge Seattle Public	ALEALDE SAVOR Luca Roberto Piñero Granides	ALCHUM MARKET	£	REGIONAL PRINTS	ALCALIE MAYOR Targe Sentini Fadille	Luis Roberto Pelere Genniles	ALCALDE ALLVOR		
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1 Marris A. Rigas Jander	*	2 Naradia Milingosa Gencia	2	2	Angel Neel Errers	2 💥 Mighila Viera Terris	2 Natida Mirquez Gencie	2		
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3 Rati Hernindez Tropillo Prancisco A. Alamane	3 Sara De la Vega Ramos	3 has beaches Longo 4 Hander Alomo Diaz	4	4	Prancisco A. Almanzar Tejoda	4 🗶 Linds Onegory Startingto	4 Hayderi Alonso Dinz	4		
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6 Luis Rowen Mertinez	6 Parodo Minsula Marrin	6 Marias Ordz Vargas 7 Pakin M. Ordz Ramos	7	7	Barnel A. Cruz Celán	7 🗶 Roberto Acevedo Bernero	7 Jubbo M. Onto Resses	7		
7 Inrael A. Cruz Colón Lizis M. Genzález	7 Buberto Acevedo Berrero		8	8	Luis M. Gouzález Sazziago	S 🗶 Messel II. Mess Berderia	S José Cruz Selgado	8		
ACS Statisgo	8 Massal E. Mesa Berdecia	8 Zosá Cruz Salgado		9	Rati Ecoada Ordolas	9 🗶 Diego Gorcia Cruz	9 Temis Decra Rests	9		
9 Raid Rosade Ordeles	9 Diego Gercia Cma	9 Tessés Berrs Eeste	9	10	Loyde De Lein Komin	10 🗶 Ångel L. Genzilez Especie	10 José L. Román Herpández	10		
10 Loyds De Lein Romin	10 Augsl L. Genzilez Esperiu	10 Zosi L. Romin Herninder	10	11	Inju O. Puig Oliver	11 🗶 Food A. Berlingert Benefits	11 Javier Gorbes Del Valle	11		
11 Irás O. Paig Oliver	11 Assé A. Berlingeri Bostlis	11 Instact Goobes Del Valle	11	12	Raid Valcárcai Mescado	12 💥 Victor Paris Otem	12 Lim M. Baerga Ortic	12		
12 Rail Valcáros! Mercado	12 Victor Panis Ones	12 Lois M. Basepa Octic	12	13	Alregracia Peda Stainet	13 🗶 Robert Marriage States	13 Sautos Monstas Greenilen	13		
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Ballot Classification:

The accumulator for "Íntegro" ballots for the political party in the first column will increment its value.

Ballot Classification:

The accumulator for "Íntegro" ballots for the political party in the second column will increment its value.

Candidacies:

- The "Íntegro" vote counter for the City Mayor of the first column political party will increase one vote.
- The "Integro" vote for candidates 1 to 13 of the first political party will increase one vote.
- There is an undervote for candidate 14.

Candidacies:

- The "Íntegro" vote counter for the City Mayor of the second column political party will increase one vote.
- The "Integro" vote for candidates 1 to 14 of the second political party will increase one vote.

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7 Parla A. Crea Colde 8 Lain M. Genziele 8 Manuel B. Menne B. Menne Berdenia 9 Paul Brande Ordelet 9 Paul Brande Ordelet 10 Loyde De Leithe Fermin 10 Loyde De Leithe Fermin 10 Loyde De Leithe Fermin 10 Singeri. Grandbar 10 Loyde De Leithe Fermin 10 Singeri. Grandbar 10 Loyde De Leithe Fermin 11 Price O. Prog Glove 11 New A. Berlingstell Smith 12 Paul Volciered Menne De Viller 12 Victime Parlo Crea 13 Robert Marriage Singeri 13 Samp Marriage Singeri 14 Singeri De Viller 15 Samp Marriage Singeri 16 Samp Marriage Singeri 17 Leith M. Barriage Order 18 Samp Marriage Singeri 18 Samp Marriage Singeri 19 Samp Marriage Singeri 19 Samp Marriage Singeri 10 Loyde M. Barriage Order 10 Loyde M. Barriage Order 10 Loyde M. Barriage Order 11 Samp Marriage Singeri 12 Leith M. Barriage Order 13 Samp Marriage Singeri 14 Singeri Marriage Singeri 15 Samp Marriage Singeri 16 Samp Marriage Singeri 16 Samp Marriage Singeri 18 Samp Marriage Singeri 18 Samp Marriage Singeri 19 Samp Marriage Singeri 19 Samp Marriage Singeri 19 Samp Marriage Singeri 10 Samp Marriage Singeri 10 Samp Marriage Singeri 10 Samp Marriage Singeri 10 Samp Marriage Singeri 11 Samp Marriage Singeri 12 Leith M. Barriage Order 13 Samp Marriage Singeri 14 Singeri Marriage Singeri 15 Samp Marriage Singeri 16 Samp Marriage Singeri 16 Samp Marriage Singeri 17 Samp Marriage Singeri 18 Samp Marriage Singer 18 Samp Marriage Si

Example 19 - "Íntegro" Ballot Example 20 - "Mixto" Ballot

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4	Prescisco A. Almenze Tejeda	4	Linda Geogory Sourings	4	Haydel Alasso Disz	4	
5	Junei Southi Mentes	5	Rathel E. Lumedo Mejin	5	Julia del Valle Caballiero	5	
6	Lius Raveca Merrisea	6	Ramin Minude Merrin	6	Marine Ortiz Varges	6	
7	Brad A. Croz Crária	7	Roberto Acamedo Borrero	7	Poblo M. Ortic Ramos	7	
8	Lus M Gozzilez Senziago	s	Manuel E. Mean Devoluci	. 8	José Cruz Selgado	8	
9	Finit Envelo Ordoles	9	Darge Gerrie Cruz	9	Tossis Derza Rests	9	
10	Loyds De Lein Român	10	Ángel L. Gouriles Especia	10	José L. Romin Herzández	10	
11	Inia O Paig Oliver	11	José A. Berlingeri Bouill	11	Jacker Gerbus Del Valla	11	
12	Raid Valcircel Merado	12	VScene Panis Oraco	12	Lon M. Beerga Orde	12	
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Ballot Classification:

The accumulator for "Integro" ballots for the political party in the third column will increment its value.

Ballot Classification:

The accumulator for "Mixto" ballots for the political party in the third column will increment its value.

Candidacies:

- The "Integro" vote counter for the City Mayor of the first column political party will increase one vote.
- The "Íntegro" vote for candidates 1 to 14 of the third political party will increase one vote.

Candidacies:

- The "mixto" vote counter for the City Mayor of the third column political party will increase one vote.
- The "mixto" vote for candidate 13 of the first political party will increase one vote.
- The write-in counter nomination for Municipal Legislator will increase by one vote.
- The "mixto" vote for the candidates 1 to 12 of the third political party will increase one vote.

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Example 22 - "Mixto" Ballot

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(b)		ANILATA LA INDIPENDICIA	NEADNACATO DESCRICTAN To prove an orders on theory pass of the prove and orders on theory pass of the prove and the provide of the proven of the provide of the provide of the provide of the provide of the provide of the provide of the provi	
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2 Áspel Nord Návera	2 Migdalia Viera Torres	2 Natalia Mirepatz Gencia	2	
3 Refi Herwinske Tropille	3 Sans De la Vega Rausco	3 Itis Sinches Longo	5	
4 Francisco A. Altestone Tejada	4 Linds Gregory Seatings	4 Haydel Alomo Dies	4	
5 Econel Septial Missales	5 Rafiel P. Lumrdo Mejirs	5 Palla del Valle Cubullero	5	
6 Lais Rowes Meetines	6 Reurin Microsh Macrin	6 Manua Onto Vargus	6	
7 Israel A. Cruz Colós	7 🗶 Bahusa Acereda Bomen	7 Pable M. Ortic Ranson	7	
g Luis M. Generales Supringo	S Messel E Mess Berdecis	8 José Cour Selgodo	8	
9 Kaisi Rosedo Ordošes	9 Diego Gracis Cina:	9 Tomás Ibera Resto	9	
10 🗶 Loyds De Lain Romin	10 Angel L. Granslet Experion	10 Soul L. Romain Hamiltodes	10	
11 Iran O. Purg Otiver	11 José A. Berlingeri Bossilla	11 Jenser Gentres Del Valla	11	
12 Raid Valcárcel Mercado	12 🤾 Victor Panis Otoro	12 Inde M. Beerge Ortiz	12	
13 💥 Altagracia Felia Salesz	13 Robert Martines Solons	13 Sautos Messles Gouzález	13	
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Ballot Classification:

The accumulator for "Mixto" ballots for the political party in the second column will increment its value.

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Example 21 - "Mixto" Ballot

Ballot Classification:

The accumulator for "Mixto" ballots for the political party in the first column will increment its value.

Candidacies:

- The "mixto" vote counter for the City Mayor of the second column political party will increase one vote.
- No candidate for positions 1 to 14 will accumulate votes as there is an overvote condition for each one.

Candidacies:

Municipality San Juan

- The "mixto" vote counter for the City Mayor of the first column political party will increase one vote.
- The "mixto" vote for candidates 1, 7, and 12 of the second political party will increase one vote.
- The "mixto" vote counter for candidates 1 to 10 and 13 of the first political party will increase one vote.

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Example 23 - "Candidatura" Ballot

Example 24 - "Candidatura" Ballot

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1 Marcos A Ripes Tarolinez	1 Elta A. Valles Perus	1 Line Miryses D'Acessi	1			
2 Augul Nort Rivers	2 Migdalla Viera Teeres	2 Nordin Mirquez Gucie	2			
3 Rafi Hersinder Trojillo	3 Sam De la Vega Romos	3 Into Sénchez Longo	3			
4 Transico A. Almentar Tejada	4 Linda Gragory Sentings	4 Haydel Almoo Disc	4			
5 Zussel Sourisi Moreles	5 Rathel R. Lazzedo Mejira	5 Julia del Velle Caballesu	5			
6 Luis Rivers Member	6 Remin Mirrode Marsin	6 Merica Ortiz Vargos	6			
7 Iumi A. Cruz Colin	7 Roberto Acesedo Bocreto	7 X Pakto M. Ortiz Fasses	7			
S Into M. Gounilez Sentingo	8 Massail E. Mess Berdecis	S José Cina Salgado	8			
9 Raid Ecoado Ordoles	9 Diego Gracia Cruz	9 Tomás Tiema Resso	9			
10 Loyds De Lein Rossin	10 Angel L. Geumitee Expects	10 Yesé L. Xamin Heminden	10			
11 Ivin O. Pulg Cliner	11 Nosé A. Berlingeri Bruilla	11 Junior Gorbee Del Valle	11			
12 Paul Velcárcel Mercado	12 Victor Packs Oness	12 Lies M. Beerga Onia	12			
13 Altagracia Peda Suirez	13 Robert Marriage States	13 Sentes Merales Genzales	13			
	14 Hiram José Torres	14 Elimb Volsa Bayes	14			
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2 Appel Nied Rivers.	2 Migdalia Visca Torres	2 Notalia Mirepare Guccia	2
3 Zad Hersindes Triplle	3 Sam De la Vega Rames	3 No Sinches Longo	3
4 Fractice A. Almenest Tejada	4 Linda Gregory Sautiago	4 Haydel Alexee Disc	4
5 Izmael Saprini Mirroles	5 Rafiel P. Lumedo Mejies	5 Notice that Valle Catholiero	5
6 Luis Rowes Mertinez	6 Ruaia Minada Marzia	6 Marias Onia Varges	6
7 Inset A. Crez Colón	7 Roberto Acevedo Borress	7 Public M. Ortiz Exmen	7
S Luis M. Generalise Sauritago	8 Mousel E. Meas Berdecia	8 José Cruz Selgado	8
9 Rail Basado Ordelies	9 Diego Gercie Crus	9 Temis Darra Rests	9
10 Loyde De Lein Romin	10 Angel L. Gourstet Expense	10 José L. Rossis Heraindez	10
11 hos O. Paig Obver	11 José A. Bertingeri Boulta	11 Notice Gentico Del Vidla	11
12 Reid Volcárosi Mercede	12 Vicus Panis Over-	12 Loss M. Basege Ortiz	12
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Ballot Classification:

The accumulator for "Candidatura" ballots will increment its value.

Ballot Classification:

The accumulator for "Candidatura" ballots will increment its value.

Candidacies:

- The "candidatura" vote counter for City Mayor of the first column political party will increase one vote.
- The "candidatura" vote for candidate 7 of the third political party will increase one vote.
- No other municipal legislators will accumulate votes as they are all undervoted.

Candidacies:

- No candidate for City Mayor will accumulate votes because it is overvoted.
- No candidate for the Municipal Legislators Candidacy will accumulate votes because it is undervoted.

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	E	xample 25 -	Blank Ballot		Example 26 - "Protestada" Ballot			
e	•	description descri	ALL DE LA COLUMN	NOMENACIÓN DESECTA To primo associatores ni lineo par que el el entre servir se alse el carello ni mulgare en considerado en associado de la carello ni mulgare en associado de la carello ni mulgar en associado de la carello ni mulgar el entre associado de la carello de la carello del la ca	e 3		FEET STATES	NOMEDIACIENTERECTA To prove at militario se l'insuo pere que di motor amb su diseasi se l'insuo pere que di motor amb su disea di ambien de suriquier que quession si les cilimate dealeres (Antich-5-NL Leg (Bostat))
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	2 Augst Neel Rivers	2 Migdala Viera Toores	2 Natalia Miequez García	2	2 Appel Noel Rivers	2 Migdalia Viera Toeres	2 Notatio Mirequez Geocia	2
	3 Radi Heruinder Trepillo	3 Sens De la Vega Ramos	3 Dis Séaches Longo	3	3 Rath Heraldes Trolli	3 Sans De la Vega Ramon	3 Into Searcher Longo	3
	4 Francisco A. Almentar Tejada	4 Linda Gragory Sautago	4 Haydel Alcase Dist.	4	4 Tejada A. Alasmusi Tejada	4 Linds Gregory Sentings	4 Haydel Almoo Disa	4
	5 Issuel Southi Morales	5 Fathel R. Luperdo Mejiro	5 Julia del Valle Caballiero	5	5 Ionael Secrici Morales	5 Ruthel R. Lumedo Megins	5 Nata ski Valle Caballero	5
8	6 Luis Rows Metiner	6 Remin Mirrole Merole	6 Marina Ortiz Varpet	6	6 Luis Rivera Martinez	6 Ramin Mirroda Marrin	6 Manua Ortiz Vargus	7
	7 Israel A. Crear Collins	7 Roberto Acevedo Bosseo	7 Public M. Ortiz Passes	7	7 Israel A. Cruz Colina a. Dais M. Generalez	7 Rahena Acenedo Bostess	7 Pable M. Onia Ramon	8
- 2	8 Lais M. Genzaliez Sandares	S Mount E. Mess Berdecis	S José Cruz Solgado	8	B Sestingo	S Manuel E Mena Berdeci	8 Jesé Cruz Selgado O Tomás Sturra Raste	9
6	9 Raid Roudo Ordoles	9 Diego Gretis Cruz	9 Tomais Rosca Rasso	9	9 Raid Rossdo Ordrifes	9 Diago Gerris Crez 10 Angel L. Georgias Experies	3 1000000000000000000000000000000000000	10
	10 Loyde De León Rossin	10 Augul L. González Binerios	10 Nosé L. Român Hernânder	10	10 Loyds De Lain Romin		10 Jesé L. Rrenin Herninde 11 Jester Gorbas Del Velle	11
8	11 Irin O. Paig Oliver	21 José A. Berlingeri Bossilla	11 Junior Gorber Del Volle	11	11 Iria O. Parg Oliver	11 Pool A. Berlingeri Bossili		12
3	12 Reil Valcirosi Mercado	12 Victor Parks Overs	12 Luis M. Beerga Ortic	12	12 Rafit Validerel Merce 13 Altagracia Pella Sufex		12 Luis M. Beegs Ontz 13 Sassus Mexiles Ontziber	100
3	13 Altsgracia Peda Salrez	13 Robert Marriage Suizez	13 Seutos Morales Grazalina	13	13 Adaption Print State	14 Hana José Torres	14 Black Villag Bryon	14
8		14 Hines José Tecres	14 Elienth Velex Enyes	14	THE TAX CONTRACT LAYOUR DE	TOTAL EN LA PARENTA RECUMENT NEWSCHAFT		POR THE SAMPHER ALL BALLANT
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Candidacies:

No candidate will accumulate votes.

Candidacies:

• No candidate will accumulate votes.

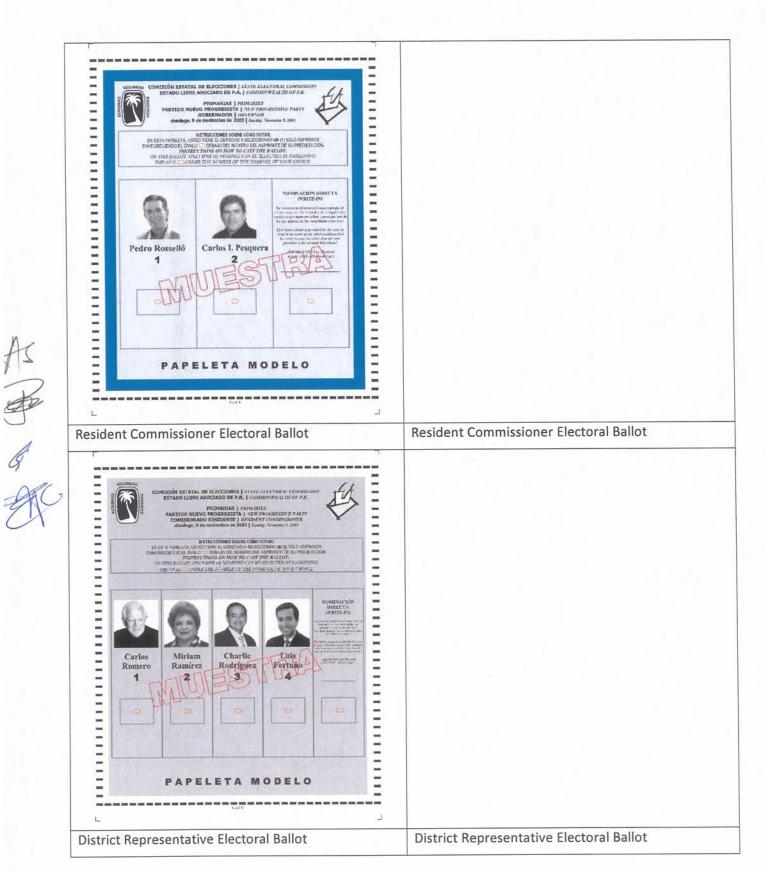
B.4 Federal Electoral Ballot

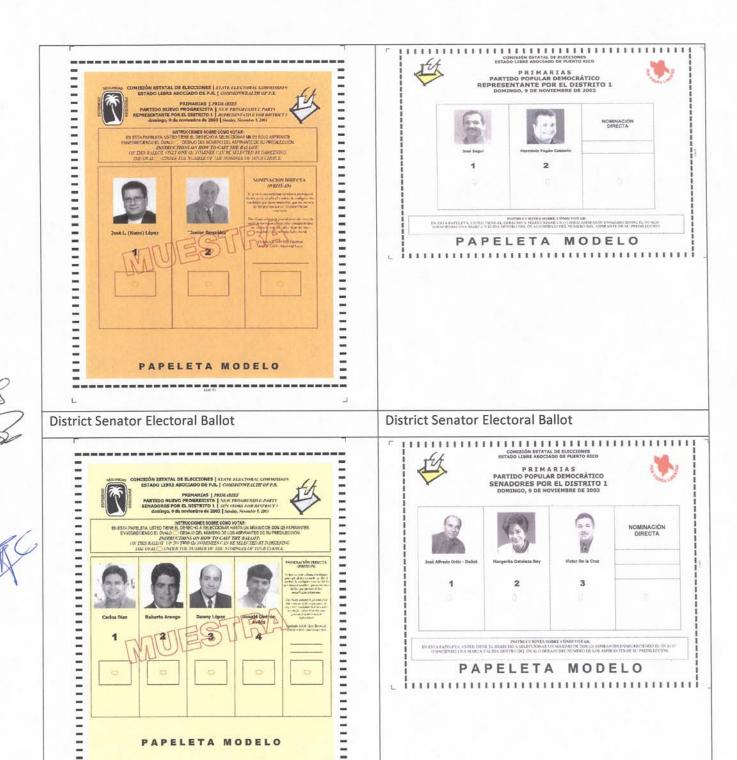
Example 27 - Blank Ballot Example 28 - "Protestada" Ballot × STATE ELECTIONS COMMISSION GENERAL ELECTIONS COMISIÓN ESTATAL DE ELECCIONES ELECCIONES GENERALES + DE NOVELHERE DE 2000 COMISIÓN ESTATAL DE ELECCIONES ELECCIONES GENERALES * DE NOTEMBRE DE 2008 STATE ELECTIONS COMMISSION GENERAL ELECTIONS ATTEMENT, pint SPECIAL BALLOT FOR THE CANDRACY OF RESEDENT COMMISSIONER OF PUERTO BLOO IN WASHINGTON Voting Immendous for Special Ballot for Candidacy of Resident Commissionable. On this belief type have the right to vice for one condition for Resident Commissionar. PAPELETA ENPECIAL PARA COMISSIONADO RESIDENTE DE PLEETTO BICO EN WASHINGTON LOCIONES SODRE la forma de voltar en la Papinira Especial para Contri Residente. Esa esta papilieta untod finne derivido a voltar por un soli candidato a Comisionado Residente. PAPELETA ESPECIAL PARA COMISIONADO RESIDENTE DE PLICETO SICO EN WASSINGTON ciones sobre la forma de votar en la Papeleta Especial para Comis Residente. En esta papeleta unted time derecho a votar por un solo candidato a Comisionado Residente. **MODELO MODELO Ballot Classification: Ballot Classification:** This ballot is not classified. This ballot is not classified. Candidacies: Candidacies: No candidate will accumulate votes due to The candidate for the fourth column political an overvote condition. party will accumulate one vote.

B.5 Primary Election Electoral Ballot

New Progressive Party Primary Ballot Example	Popular Democratic Party Primary Ballot Example
Governor Electoral Ballot	Governor Electoral Ballot

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Representative at Large Electoral Ballot

Representative at Large Electoral Ballot



The system shall be capable of generating the following messages based on the pre-defined condition of the ballot evaluation. Please note that all the messages will contain the message in both languages, English and Spanish and both will have to be shown.

C.1 State Electoral Ballot Messages

Condition	Message (Spanish/English)
More than one vote under a political party	Doble voto – Partido
column.	Over vote – Party
No vote is detected on the ballot.	Papeleta en Blanco
	Blank Ballot
More than one vote detected for the governor	Votó de más – Gobernador
candidacy.	Over vote – Governor
More than one vote detected for the resident	Votó de más – Comisionado Res.
commissioner candidacy.	Over vote – Res. Commissioner
No vote detected for the governor candidacy.	No hay voto – Gobernador
	Under vote – Governor
No vote detected for the resident commissioner	No hay voto – Comisionado Res.
candidacy.	Under vote – Res. Commissioner

C.2 Legislature Electoral Ballot Messages

Condition	Message (Spanish/English)
More than one vote under a political party column.	Doble voto – Partido Over vote – Party
No vote is detected on the ballot.	Papeleta en Blanco Blank Ballot
More than one vote is detected for the district representative candidacy.	Votó de más – Rep. Distrito Over vote – District Rep.
More than two votes are detected for the district senator candidacy.	Votó de más – Sen. Distrito Over vote – District Sen.
More than one vote is detected for the at large representative candidacy.	Votó de más – Rep. Acumulación Over vote –At large Rep.
More than one vote is detected for the at large senator candidacy.	Votó de más – Sen. Acumulación Over vote –At large Sen.

Under vote is detected for the district representative candidacy.	No hay voto – Rep. Distrito Under vote – District Rep.
Less than two votes are detected for the district senator candidacy.	Votó de menos – Sen. Distrito Under vote – District Sen.
Under vote is detected for the at large representative candidacy.	No hay voto – Rep. Acumulación Under vote – At Large Rep.
Under vote is detected for the at large senator candidacy.	No hay voto – Sen. Acumulación Under vote – At Large Sen.

C.3 Municipal Electoral Ballot Messages

Condition	Message (Spanish/English)		
More than one vote under a political party column.	Doble voto – Partido Over vote – Party		
No vote is detected on the ballot.	Papeleta en Blanco Blank Ballot		
More than one vote is detected for the City Mayor candidacy.	Votó de más – Alcalde Over vote – City Mayor		
Under vote is detected on the Mayor's candidacy but votes are detected on the municipal legislator's candidacy.	No hay voto – Alcalde Under vote – City Mayor		
More than the maximum amount of municipal legislators votes are detected.	Votó de más – Legisladores Mun. Over vote – Mun. Legislators		
Less than the maximum amount of municipal legislators votes are detected.	Votó de menos – Legisladores Mun. Under vote – Mun. Legislators		

C.4 Federal Electoral Ballot Messages

Condition	Message (Spanish/English)		
No vote is detected on the ballot.	Papeleta en Blanco		
	Blank Ballot		
More than one vote detected for the Resident	Votó de más – Comisionado Residente		
Commissioner candidacy.	Over vote – Res. Commissioner		



D REPORT LAYOUTS

D.1 General Elections Report

The following is the required format of the report to be provided as the Zero and Closing Report for general elections.

One report is required for each Precinct.

The total candidates will change according to precinct.

The independent candidacy depends on each specific precinct.

The political parties might also change as there are some precincts that register local parties that will be only applicable for a specific region.

ACTA DE ESCRUTINIO DE COLEGIO

MUNICIPIO: XXXXXXXXXXXXXXXXX

CENTRO DE VOTACIÓN: XXXXXXXXXXXXXXXXXXXXX

PRECINTO: XXX UNIDAD: XX COLEGIO: XX

NÚMERO DE MÁQUINA: XXXXXXXXXXXXXXXXXXXX

FECHA DE APERTURA: d-mmm-yy HORA DE APERTURA: h:mm:ss AM/PM FECHA DE CIERRE: d-mmm-yy HORA DE CIERRE: h:mm:ss AM/PM

FECHA DE IMPRESIÓN: d-mmm-yy HORA DE IMPRESIÓN: h:mm:ss AM/PM

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	PAPELETAS ÍNTEGRA	AS.			
	DESGLOSE POR TIPO	000			
	PAPELETAS EN BLANCO				
	PAPELETAS PROTESTADA	AS			
	NO VOTADO				
	NO VOTADO				
	MAL VOTADO	į.			
	NOM. DIR.				
	PIP 1				
	PPD 6				
	PPD 5	-			
	PPD 4				
	PPD 3				
	PPD 2	-			
	PPD 1				
	PNP 6				
	PNP 5				
	PNP 4				
	PNP 3	-			
	PNP 2	-			
	PNP 1	-			
	SENADORES POR ACI	JMULA	CION		
	NO VOTADO			L	
	MAL VOTADO				
	NOM. DIR.	L			
	IND.	-			
	PIP 1				
	PPD 6				
	PPD 5	-			
	PPD 4	-			
	PPD 3			-	
	PPD 2			_	
	PPD 1				
	PNP 6				
	PNP 5	-			
	PNP 4	-			
				-	

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PAPELETAS ADJUDICADAS ALCALDE PNP

PPD				
PIP				
LOC.				
IND.				
NOM. DIR.				
MAL VOTADO				
NO VOTADO				
LEGISLADORES MU	NICIPAL	ES		-
PNP 1				
PNP 2				
PNP 3				
PNP 4				
PNP 5				
PNP 6				
PNP 7				
PNP 8				
PNP 9				
PNP 10				
PNP 11				
PNP 12				
PNP 13				
PNP 14				
PPD 1			_	
PPD 2				
PPD 3				
PPD 4				
PPD 5				
PPD 6				
PPD 7				
PPD 8				
PPD 9				
PPD 10				
PPD 11				
PPD 12				
PPD 13				
PPD 14				
PIP 1				
PIP 2				
PIP 3				
PIP 4				
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PIP 12				
PIP 13				
PIP 14				
LOC. 1				
LOC. 2				
LOC. 3				
LOC. 4				
LOC. 5				

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LOC. 6	
LOC. 7	
LOC. 8	
LOC. 9	
LOC. 10	
LOC. 11	
LOC. 12	
LOC. 13	
LOC. 14	
IND.	
NOM. DIR.	
MAL VOTADO	
NO VOTADO	
110 1011100	
PAPELETAS PROTESTADAS	
PAPELETAS EN BLANCO	
I AL CECTIO ET DUTITO	
DESGLOSE POR TIPO	
PAPELETAS ÍNTEGRAS	
PNP	
PPD	
PIP	
PAPELETAS MIXTAS	
PNP	
PPD	
PIP	
PAPELETAS POR CANDIDATURA	
PAPELETAS FOR CARDIDATORA	
PAPELETAS MUNICIPALES	
CERTIFICACIÓN	
Certificamos como reporte auténtico impreso por la máquina de escrutinio electrónico hoy, de noviembre de 2012.	
Inspector en Propiedad Primer Partido	
Inspector en Propiedad Segundo Partido	
Inspector en Propiedad Tercer Partido	
Inspector en Propiedad Cuarto Partido	

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PRIMARY ELECTIONS REPORT

The following is the required format of the report to be provided as the Zero and Closing Report for the Primary Elections.

A separate electoral event will be required for each political party.

One report is required for each Precinct.

The total candidates will change according to precinct.

PRIMARIAS PARTIDO XXXXXXXX 25 DE MARZO DE 2012 ACTA DE ESCRUTINIO DE COLEGIO

MUNICIPIO: XXXXXXXXXXXXXXXX

CENTRO DE VOTACIÓN: XXXXXXXXXXXXXXXXXXXXX

PRECINTO: XXX UNIDAD: XX COLEGIO: XX

NÚMERO DE MÁQUINA: XXXXXXXXXXXXXXXXXXXX

FECHA DE APERTURA: d-mmm-yy HORA DE APERTURA: h:mm:ss AM/PM FECHA DE CIERRE: d-mmm-yy HORA DE CIERRE: h:mm:ss AM/PM

FECHA DE IMPRESIÓN: d-mmm-yy HORA DE IMPRESIÓN: h:mm:ss AM/PM

VOTOS GOBERNADOR ASPIRANTE 1 **ASPIRANTE 2** ASPIRANTE 3 ASPIRANTE 4 NOMINACIÓN DIRECTA MAL VOTADO **EN BLANCO** TOTAL DE PAPELETAS

COMISIONA	DO RESIDENTE	VOTOS
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	EN BLANCO	
	TOTAL DE PAPELETAS	

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,		
REPR	RESENTANTE POR DISTRITO	VOTOS
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	EN BLANCO	
	TOTAL DE PAPELETAS	
SEN	ADORES POR DISTRITO	VOTOS
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
X	NO VOTADO	
75	EN BLANCO	
	TOTAL DE PAPELETAS	
REP	RESENTANTES POR ACUMULACIÓN	VOTOS
2		-
	ASPIRANTE 1	
1	ASPIRANTE 2	
6	ASPIRANTE 3	
7	ASPIRANTE 4	
a News	ASPIRANTE 5	
4	ASPIRANTE 6	
	ASPIRANTE 7	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	NO VOTADO	
	EN BLANCO	
	TOTAL DE PAPELETAS	
SEN	IADORES POR ACUMULACIÓN	VOTOS
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	ASPIRANTE 5	
	ASPIRANTE 6	
	ASPIRANTE 7	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	NO VOTADO	
	EN BLANCO	

TOTAL DE PAPELETAS

	ALCALDE	VOTOS
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	EN BLANCO	
	TOTAL DE PAPELETAS	
ı	LEGISLADORES MUNICIPALES	VOTO
	ASPIRANTE 1	
	ASPIRANTE 2	
	ASPIRANTE 3	
	ASPIRANTE 4	
	ASPIRANTE 5	
	ASPIRANTE 6	
	ASPIRANTE 7	
	NOMINACIÓN DIRECTA	
	MAL VOTADO	
	NO VOTADO	
	EN BLANCO	
	TOTAL DE PAPELETAS	
	CERTIFICACIÓN	
	Certificamos como reporte auténtico impreso por la	máquina d
	escrutinio electrónico hoy, de marzo de 2012.	mayuma (
,		
	Director/Presidente de Colegio	
,	Director/Presidente de Colegio	
	Director/Presidente de Colegio	
,		
,	Director/Presidente de Colegio Observador Aspirante	
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,	Observador Aspirante	
,	Observador Aspirante	

Observador Aspirante		
Observador Aspirante		
Observador Aspirante	 	

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Ballot Type	Number of Formats	Post	Ballot Position ¹¹	Maximum Number of Candidates per Party	Number of Candidates that may be Voted for	Comments
Federal	1	Resident Commissioner	N/A	1	1	This ballot is used for absentee voting but only in exceptional cases. The guiding criterion for its use is that the absentee-vote request arrives after the state's due date but before the federal due date for requests. In such cases a voter is only entitled to vote for the post of Resident Commissioner.
State	1	Governor	1	1	1	
		Resident Commissioner	2	1	1	Tab a
Legislative	11012	District Representative	1	1	1	
	+	District Senator	2 and 3	2	2	
		Representative at large	4 to 9	11	1	Political partie generally postulate no more than 6 candidate for this run.
		Senator at large	10 to 15	11	1	Political partie

¹¹ Refers to the row number on the ballot.

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¹² The number of legislative ballot formats is the same as the number of electoral precincts, which in turn is governed by the Electoral Redistribution that is based on the ten-year census. The next Electoral Redistribution will take place in 2011 and therefore the number of precincts may vary and thus the number of legislative ballot formats.

Ballot Type	Number of Formats	Post	Ballot Position ¹¹	Maximum Number of Candidates per Party	Number of Candidates that may be Voted for	Comments
						generally postulate no more than 6 candidates for this run.
Municipal	78 ¹³	Mayor	N/A	1	1	
		Section Areas	1 to 9 or 1 to 11 or 1 to 13 or	4 or 9 or 11 or 13 or 14	4 or 9 or 11 or 13 or 14	The number of municipal legislators varies by municipality and is based on population according to the ten-year census previous to the election.

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¹³ The number of municipal ballot formats is the same as the number of municipalities. This number is not expected to change in the foreseeable future.

¹⁴ The number of municipal legislators by municipality is governed by population and is based on the ten-year census; thus, it may change for election year 2012.

F NUMBER OF MUNICIPAL LEGISLATORS BY MUNICIPALITY

Municipality	Municipal Code	Abbreviation	Number of Legislators to Elect
ADJUNTAS	1	AD	9
AGUADA	2	AG	13
AGUADILLA	3	AU	13
AGUAS BUENAS	4	AB	11
AIBONITO	5	Al	11
AÑASCO	6	AN	11
ARECIBO	7	AO	13
ARROYO	8	AY	9
BARCELONETA	9	BA	11
BARRANQUITAS	10	BR	11
BAYAMÓN	11	BY	13
CABO ROJO	12	CR	13
CAGUAS	13	CG	13
CAMUY	14	CU	11
CANÓVANAS	15	CN	13
CAROLINA	16	CL	13
CATAÑO	17	CX	11
CAYEY	18	CY	13
CEIBA	19	CE	9
CIALES	20	CS	9
CIDRA	21	CI	13
COAMO	22	CM	11
COMERÍO	23	CW	11
COROZAL	24	CZ	11
CULEBRA	25	СВ	4
DORADO	26	DO	11
FAJARDO	27	FA	13
FLORIDA	28	FO	9
GUÁNICA	29	GN	11
GUAYAMA	30	GY	13
GUAYANILLA	31	GU	11
GUAYNABO	32	GO	13
GURABO	33	GB	11
HATILLO	34	HA	11
HORMIGUEROS	35	HS	9
HUMACAO	36	НО	13
ISABELA	37	IS	13
JAYUYA	38	JA	9
JUANA DÍAZ	39	JD	13
JUNCOS	40	JU	11
LAJAS	41	П	11
LARES	42	LR	11
LAS MARÍAS	43	LM	9

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Municipality	Municipal Code	Abbreviation	Number of Legislators to Elect
LAS PIEDRAS	44	LP	11
LOÍZA	45	LZ	11
LUQUILLO	46	LU	9
MANATÍ	47	MX	13
MARICAO	48	MR	9
MAUNABO	49	MU	9
MAYAGÜEZ	50	MY	13
MOCA	51	MC	11
MOROVIS	52	MV	11
NAGUABO	53	NA	11
NARANJITO	54	NO	11
OROCOVIS	55	OS	11
PATILLAS	56	PT	11
PEÑUELAS	57	PE	11
PONCE	58	PO	13
QUEBRADILLAS	59	QU	11
RINCÓN	60	RN	9
RÍO GRANDE	61	RG	13
SABANA GRANDE	62	SG	11
SALINAS	63	SA	11
SAN GERMÁN	64	SN	11
SAN JUAN	65	SJ	14
SAN LORENZO	66	SL	13
SAN SEBASTIÁN	67	SS	13
SANTA ISABEL	68	SI	11
TOA ALTA	69	TA	13
TOA BAJA	70	ТВ	13
TRUJILLO ALTO	71	ТО	13
UTUADO	72	UO	11
VEGA ALTA	73	VG	11
VEGA BAJA	74	VB	13
VIEQUES	75	VI	9
VILLALBA	76	VL	11
YABUCOA	77	YA	11
YAUCO	78	YO	13

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All certifications required by this RFP shall be executed and notarized by a Notary Public duly authorized to act in such capacity in the place of execution. If the Certification is notarized outside of Puerto Rico, evidence of the Notary's authority to act in such capacity (County Clerk's Certificate or similar certification) shall be attached to the certification.

the Request for Proposal for the Optical Voting Scanning System for Puerto Rico and that formally

G.1 Certification of Intention to Bid

This is to certify that company _

Official Company Name:	V C T T T T T T T T T T T T T T T T T T	
Company mailing address:		
Contact Person Name:		
Contact Person Main email:		
Contact Person Alternate email:		
Contact Person Main Phone Number:		1
Contact Person Alternate Phone Number:		
uthorized Signature		
ndersigner Name		

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has received and reviewed

Signature		
Date:		

G.2 Cover Letter

- 1. The proponent's
 - a. full legal name
 - b. taxpayer or employer identification number
 - c. physical addresses
 - d. postal address
 - e. telephone numbers
 - f. fax numbers
- 2. The authorized representative's
 - a. full name
 - b. email address
 - c. telephone numbers
 - d. fax numbers
- 3. The contact person's (if different from the authorized representative)
 - a. full name
 - b. email address
 - c. telephone numbers
 - d. fax numbers
- 4. A statement indicating that the prime vendor will be the prime contractor for all activities and that all other participant shall be designated as subcontractors.
- 5. Identification of all proposed subcontractors and a brief description of their roles. All subcontractors will be subject to approval by the CEE. Prior to contract execution, the successful proponent will be required to furnish the corporate or company name and the name of the officers and principals of all subcontractors. Notwithstanding any such approval by the CEE, the successful proponent shall itself be solely responsible for the performance of all work set forth in any contract resulting from this RFP, and for compliance with costs and other terms provided in the contract. The successful respondent shall cause the appropriate provisions of its proposal and the contract to be inserted in all subcontracts.
- 6. Acknowledgement of receipt of this RFP and, if applicable, all amendments to this RFP.
- Certification that the information provided in the proposal has been reviewed for accuracy and completeness.
- 8. Stipulation that the proposal will remain valid for one-hundred and eighty (180) days from the RFP due date.
- A statement that the prime vendor and all it subcontractors have no conflict of interest that
 could influence the performance on the model contract or the cost of services provided and will
 not employ, in the performance of the contract, any person having such conflict.
- A statement that the person signing the proposal is duly authorized to bind the prime vendor to the pricing, resources, and services described in the proposal.

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G.3 Sworn statement of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification, and Disclosure of Other Information

By presenting a proposal on this RFP, each proponent and each person signing on behalf of any proponent certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that the Proponent and each parent and/or affiliate of the Proponent has not:

- a) Been indicted or convicted in any jurisdiction;
- b) Been suspended, debarred, found not responsible, declared ineligible, or voluntarily excluded by any Federal, State, or local department or agency; or otherwise disqualified from entering into any contract with any governmental agency or been denied a government contract for failure to meet standards related to the integrity of the Proponent;
- c) Had a contract terminated by any governmental agency for breach of contract or for any cause based in whole or in part on an indictment or conviction;
- d) Have not within a three-year period preceding this proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- e) Ever used a name, trade name, or abbreviated name, or an Employer Identification Number different from those inserted in the Proposal;
- f) Had any business or professional license suspended or revoked or, within the five years prior to bid opening, had any sanction imposed in excess of \$50,000 as a result of any judicial or administrative proceeding with respect to any license held or with respect to any violation of a federal, state or local law, rule or regulation;
- g) Had any sanction imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust regardless of the dollar amount of the sanctions or the date of their imposition; and
- h) Been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

G.4 Certification of No Conviction for Corrupt Practices

Will also include a Certification attesting that neither the proponent, and in the case of a juridical person, its directors or officials, and in the case of a private corporation, the bondholders with direct or substantial control over the corporate policy, and in the case of a partnership, its partners, and in the case of natural or juridical persons, any other natural or juridical person that is the alter ego or the passive economic agent thereof, have been formally convicted for acts of corruption, including any of the crimes listed in Act No. 458 of December 29, 2000, as amended, whether in Puerto Rico, in any jurisdiction of the United States of America or in any foreign country and under the Foreign Corrupt Practices Act.

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G.5 Sworn Statement Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees

By bidding on this RFP, each proponent and each person signing on behalf of any Proponent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that:

- a) The prices in its proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- b) The prices quoted in its bid have not been and will not be knowingly disclosed directly or indirectly by the proponent prior to the official presentation of such RFP to any other proponent or to any competitor;
- c) No attempt has been made and none will be made by the Proponent to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;
- d) This organization has not made any offers or agreements or taken any other action with respect to any CEE employee or former employee or immediate family member of either which would constitute a breach of ethical standards under the Act No.84 of June 18, 2002, also known as the Code of Ethics for Contractors, Suppliers, and Economic Incentive Beneficiaries of the Executive Branch Agencies of the Commonwealth of Puerto Rico, nor does this organization have any knowledge of any act on the part of a CEE employee or former CEE employee relating either directly or indirectly to this organization which constitutes a breach of the ethical standards set forth in said Code; no person or selling agency other than a bona fide employee or bona fide established commercial or selling agency maintained by the Proponent for the purpose of securing business, has been employed or retained by the Proponent to solicit or secure this Project on the understanding that a commission, percentage, brokerage, contingent, or other fee would be paid to such person or selling agency; the Proponent has not offered, promised or given, demanded or accepted, any undue advantage, directly or indirectly, to or from a public official or employee, political candidate, party or party official, or any private sector employee (including a person who directs or works for a private sector enterprise in any capacity), in order to obtain, retain, or direct business or to secure any other improper advantage in connection with this Project; and no person or organization has been retained, employed or designated on behalf of the Proponent to impact any CEE determination with respect to (i) the solicitation, evaluation or award of this Project; or (ii) the preparation of specifications or request for submissions in connection with this Project.

Proponents and proponent team members, and their respective directors, officers, employees, consultants, agents, advisors, and representatives will not in relation to the Project, RFP, or a competitive selection process, engage in any form of political or other lobbying whatsoever, and will not, except as expressly contemplated by the RFP, attempt to communicate in relation to any of these matters, directly or indirectly, with any representative of the CEE, including any director, officer, employee, agent, advisor, staff member, consultant or representative of any of the foregoing, as applicable, for any purpose whatsoever, including for purposes of:

G.6 No Lobbying, No Collusion, No Prohibited Acts

(a) commenting on or attempting to influence views on the merits of the proponent's proposal, or in relation to Proposals of other Proponents;

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- (b) influencing, or attempting to influence, the outcome of the RFP stage, or of the competitive selection process, including the review, evaluation, and ranking of proposals, the selection of the selected proponent, or any negotiations with the selected proponent;
- (c) promoting the proponent or its interests in the Project, including in preference to that of other Proponents;
- (d) commenting on or criticizing aspects of the RFP, the competitive selection process, or the project including in a manner which may give the proponent a competitive or other advantage over other proponents; and
- (e) criticizing the proposals of other proponents.

Proponents and proponent team members will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, advisor, agent or representative of any other proponent, including any Proponent team member of such other proponent regarding the preparation, content or representation of their proposals. Proposals will be submitted without any connection (i.e., arising through an equity interest in or of a proponent or proponent team member), knowledge, comparison of information, or arrangement, with any other proponent or any director, officer, employee, consultant, advisor, agent or representative of any other proponent, including any proponent team member of such other proponent.

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