

**Democracy International (DI) Responses to Questions for Request for Proposal (RFP)
Number RFP-SEI-2024-001 Procurement and Piloting of Ballot Scanners for Direct Results
Transmission in Bosnia and Herzegovina (BiH)**

May 16, 2024

1. Would this RFP allow for batch-scanning of ballots at the close of polls? Or does the scanning of ballots have to be done directly, as the voter inserts their ballot into the scanner?

If it's a ballot scanner that voters interact with, I think the price you have set is likely too low to gather reasonable bids.

Response: Each ballot must be cast into the ballot box by the voter at the time of voting. The vendor must deliver enough ballot scanning and vote counting devices to allow for voting and scanning to take place at the same time in the polling stations.

We encourage bidders to submit proposals in line with their understanding of what constitutes a reasonable price for the services and equipment requested. Democracy International will consider all aspects of the bid in determining the cost reasonableness of the full proposal.

2. Can you please provide attachments C, E, F and G in editable formats

Response: Editable versions of Attachments E and G can be accessed on the main RFP site here: <https://democracyinternational.com/resources/request-for-proposal-procurement-and-piloting-of-ballot-scanners-for-direct-results-transmission-in-bosnia-and-herzegovina/>

Attachment F can be accessed here: <https://www.usaid.gov/sites/default/files/2022-12/303mav.pdf>

3. In the instructions to bidders, it is indicated that the technical proposal should not exceed 15 pages while the requested information is quite detailed. Please extend the limit of 15 pages to at least 50 pages, excluding attachments.

Response: DI has extended the page limit to 20 pages. Attachments are not included as part of the total page count.

4. The requirements suggest that the system should generate and be able to scan ballots of A2+1 size (420x891mm), based on what the CEC used in the previous election, where manual counting was used.

Will the CEC accept to adapt the ballot size/layout to make it compatible with the ballot scanners input format?

Response: Ballot papers will have to be adapted to be made compatible with the ballot scanners. The size mentioned in the RFP is an example of the largest ballot used in the previous election. The ballot papers that will be scanned must be compatible for use and packed per instructions provided by the CEC. The CEC and DI will accept the change in the layout as long as it contains mandatory security features.

5. Can you please clarify if per location, the device will operate in a single language, or if the device should support multiple languages at the same location?

Response: Every device should support multiple languages (Bosnia, Croatian, Serb) and multiple scripts (Cyrillic and Latin) used on the ballot.

6. Does the multi-language support requirement apply to the voting experience UI only (voter interface), or does it also apply to the poll worker experience UI (administration interface)?

Response: The multi-language support requirement applies to both the voting experience and the poll worker experience to ensure that all parties involved in the voting process are able to access the necessary information in a language that is accessible to them.

7. What is ICT POLIDATA 2.0? Can you please provide information about the system?

Response: This requirement “automated information systems that have functional and technical characteristics similar to ICT POLIDATA 2.0” has been removed from the RFP. See V3 (most recent version of the RFP) uploaded to DI's resource page here:

<https://democracyinternational.com/resources/request-for-proposal-procurement-and-piloting-of-ballot-scanners-for-direct-results-transmission-in-bosnia-and-herzegovina/>

8. Could you please clarify what is meant by a "built-in USB memory card"?

It seems like the intention behind the requirement is that in case of transmission problems at the polling place, the system should be able to transfer the results from the Scanner to a (removable) memory card, that could be taken to the CEC server and imported directly.

Could it be an SD memory card instead of a USB flash drive?

Response: Yes, the system should be able to transfer the results from the voting technology device in the event of a transmission problem. An SD memory card or similar solution that achieves the same stated requirement will be considered.

9. Could you confirm if it is acceptable that the results package is transmitted from the scanners (polling station) to the result consolidation component (CEC server) in a non-Excel format, but instead using an open-source cross-platform data format designed for programs that communicate with each other over a network. And from the result consolidation component, the results could be exported to the CEC in the required Excel format?

Response: Transmission from the scanners to the result consolidation component in a non-Excel format is acceptable.

Transmission through an open-source cross-platform is not acceptable as the system must transmit results using a secure, closed internet network such as APN or VPN and/or wireless data exchange connection.

10. Will configuration of the equipment take place at the central warehouse or the 6 municipalities?

Can you provide the list of the 6 municipalities equipment would be delivered to?

Response: Where the configuration happens is up to the vendor, as long as it aligns with the approved delivery schedule. The final list of the selected 6 municipalities will be confirmed at the time of the award of this sub-contract.

11. Are any of the supporting documentation to be legalized by means of apostille?

Response: It is up to the vendor to determine legal requirements for required documentation such as customs, imports, etc. Based on DI's prior experience it is likely that these will require an apostille. Supporting documentation for this RFP does not require an apostille.

12. As per clause 3.b of the Subcontract, the Subcontract is based on (amongst others) DI's Prime Contract with USAID. Please confirm that there will be no back-to-back obligations for the subcontractor in such Prime Contract for any services, other than those obligations and deliverables that are subject of this RFP.

Response: The sub-contract template with the RFP includes all obligations and requirements based on DI's prime contract. If the vendor has any questions about these specific clauses, DI can provide clarification during negotiations.

13. Can you confirm that the samples of all materials would be provided by the vendor during the project execution? Or is the submission of samples expected as part of the bid submission or during the post-qualification process?

Response: All samples need to be provided during the project execution and are not required as part of the bid submission (unless requested).

14. How many personnel are expected to be trained covering the election administration employees, including commission members, technical employees, and CEC trainers?

Response: As stated in the RFP, the vendor will deploy approximately 4-6 technical experts to be embedded with the CEC to provide ad-hoc, on-site support as requested during at least the 90 days before the election. Remote technical support will not be considered. Organization of the trainings will not be the responsibility of the vendor, but the vendor needs the 4-6 requested technical experts to be a part of the trainings as needed.