Template Version:

FORM N(R1): NON-MANDATORY REQUIREMENTS

Instructions for filling out Form N: Non-Mandatory Requirements

1. Complete Form N: Non Mandatory Requirements
2. Follow the proposal instructions in the Proposal Instructions section below

PROPOSAL INSTRUCTIONS

1. **For each Non-Mandatory requirement indicate which Proponent response code that best describes your solution:**

    Y – Available Out of the Box: the solution for the requirement is currently available in the existing product "out of the box". Configuration may be required to enable the feature (requirement will be met through changes to settings of tables, switches, and rules without modification to the source code). Requirement is installed and operational at other sites and can be demonstrated to the City of Winnipeg.

    C – Available via Customization: the solution for the requirement is not currently available in the existing product "out of the box", but may be incorporated via customization of the solution components. Requirement will be met through changes to the source code which would require analysis and re-application during updates, upgrades, or when applying software patches.

    F – Future Availability: the solution for the requirement is not currently available, but will be available in an upcoming planned product release.   If this option is indicated, include the date/timeframe when the requirement will be available for implementation, which should be either:
    a) A planned release up to 3 calendar months after the RFP.1385-2019 competition close date, where an additional Proponent response code of **3** should be provided;
    b) A planned release up to 6 calendar months after the RFP.1385-2019 competition close date, where an additional Proponent response code of **6** should be provided, or
    c) A planned release up to 12 calendar months or longer after the RFP.1385-2019 competition close date, where an additional Proponent response code of **12** should be provided.

    3 – Third Party Supplied: the solution for the requirement is expected to be met by using a third party vendor's existing product, either integrated or non-integrated.

    N – Not Possible: the solution for the requirement will not be provided by the Proponent.

2. For each requirement in which the City has noted as "Describe", and/or asked specific questions, Bidder shall include additional information, referencing the specific Ref #, at the end of the section and/or as appendices. **Ref # is highly important to ensure linkage between requirement and description.**

Notes:

1.   An omitted response will be assumed to be the same as a response code of "N".
2. Any deviation from the response code will be re-coded at the discretion of the City of Winnipeg.

Template Version:

Non-Mandatory Requirements			
General Requirements			
Requirement Description	**Requirement Category**	**RFP Requirement Ref#**	**Proponent Response (Y, C, F, 3, N)**
Does the Solution have the ability to remove elector data from each computing device remotely in case of theft?	Security and Privacy of Elector Information	NM1	
Does the Solution allow for and conduct periodic vulnerability scanning and penetration testing?	Security and Privacy of Elector Information	NM2	
Does the Solution have the capability to accommodate corrections to geography boundaries and corresponding electors for any given style of election while it is underway?	Election Operations	NM3	
Does the Solution have the capability to load ballot style numbers appropriate for the polling divisions involved, either at the start of an election, or after the close of nominations?	Election Operations	NM4	
Does the Solution present instructions to guide election officers through required actions and require certain actions be taken before presenting the next step? Scenarios should include: 1) Elector correctly listed on list of electors and in correct polling station; 2) Elector incorrectly listed on list of electors and in correct polling station; 3) Elector not listed on list of electors and in correct polling station; 4) Elector in wrong polling station; 5) Elector previously struck off as voting; 6) After being struck off, ballot style information is presented appropriate for the election type.	Opportunities for Improved Services or Capabilities	NM5	

Template Version:

Does the Solution permit electronic corrections to be made to elector information found on lists of electors at polling stations, including changes of address, such that the electronic data may be retrieved and update future iterations of the list of electors?	Opportunities for Improved Services or Capabilities	NM6	
Does the Solution permit electronic additions to be made to the lists of electors at polling stations such that the electronic data may be retrieved and update future iterations of the list of electors? Note that legislation requires electors to present proper identification, complete a registration form, and sign an oath.	Opportunities for Improved Services or Capabilities	NM7	
Does the Solution identify if an elector must be directed to a different polling station based upon their civic address following correction or addition processes, and to what location?	Opportunities for Improved Services or Capabilities	NM8	
Does the Solution enable data to be synchronized between multiple voting locations in near-real time to permit elector updates and strike offs to be shared to prevent fraudulent voting?	Opportunities for Improved Services or Capabilities	NM9	
Does the Solution require minimal technical skills to set up the software and computing devices in the polling stations by election officers?	Opportunities for Improved Services or Capabilities	NM10	
Does the Solution require minimal technical skills to designate and prepare particular computing devices for use in polling stations, by the election officers working in returning offices?	Opportunities for Improved Services or Capabilities	NM11	
Does the Solution present the correct ballot style or choices of ballot styles on screen based upon the elector's civic address, to ensure the correct ballot paper may be issued?	Opportunities for Improved Services or Capabilities	NM12	
Does the Solution enable a portable computing device to be used in a mobile fashion by Voting Officers in treatment centres, hospitals, and electors' homes to perform the same functions as those done in a polling station?	Opportunities for Improved Services or Capabilities	NM13	

Template Version:

Does the Solution minimize required work by City of Winnipeg personnel to warehouse and maintain the Solution and computing devices between elections?	Opportunities for Improved Services or Capabilities	NM14	
Does the Solution minimize the required election officer polling supplies to be prepared and supplied by City of Winnipeg for use in polling stations?	Opportunities for Improved Services or Capabilities	NM15	
Does the Solution enable electors to "vote anywhere" at any polling station in the City? This requires search and/or update processes, strike off processes, and presentation of appropriate ballot style information.	Opportunities for Improved Services or Capabilities	NM16	
Does the Solution have the capability for an election officer to work in English or French and to toggle between languages without having to completely restart the process?	User Interface	NM17	
Does the Solution allow electors toggle between official languages when using the device to complete an oath?	User Interface	NM18	
Does the Solution have the capability to search information supplied by an elector using either official language, regardless of which variant of data may have originally been stored or provided by an elector. (e.g. rue Main and Main Street are equivalent)?	User Interface	NM19	
Does the Solution allow for search results to be case and accent insensitive (e.g. Érik, èrik, ERIK, and Erik are all equivalent)?	User Interface	NM20	
Does the Solution allow for the entry of mixed-case (upper and lower) characters in English character sets as well as mixed-case (upper and lower) accented characters used in the French language character sets?	User Interface	NM21	
Does the Solution provide a means for an election officer to obtain help, tips, or support on complex areas of election procedures on the computing device, available in both English and French?	User Interface	NM22	
Does the Solution include in person training for three City of Winnipeg administrators in the operation of the system, preferably on-site at a Proponent headquarters or other suitable location, with training, transportation and other costs included?	Administration	NM23	
Does the Solution allow for delegated administrative access to selected City of Winnipeg staff for appropriate oversight and admin functions to manage an election?	Administration	NM24	

Template Version:

Does the Solution produce reports and/or extracts on-demand by an authorized system administrator from City of Winnipeg for the purpose of archiving, reporting and analyzing?	Administration	NM25	
Does the Solution provide a web-based management console to manage all aspects of the system? Differing levels of authorized activity should be possible depending if an election officer is at a voting location, as opposed to City of Winnipeg head office.	Administration	NM26	
Does the Solution have the ability for a system administrator to develop or alter workflows and business logic to enable future changes to voting procedures?	Administration	NM27	
Does the Solution allow for the use of City of Winnipeg branding?	Administration	NM28	