

## SPECIFICATIONS

### GIS CONSULTANT SERVICES RELATED TO ELECTIONS

#### STATE OF HAWAII, OFFICE OF ELECTIONS

To whom it may concern:

The Office of Elections is seeking a price quote to provide geographic information system (GIS) consultant services to assist the State of Hawaii, Office of Elections in implementing a statewide voter registration system that will utilize GIS technology to assign voters to their appropriate voting precinct, based on where they live in relation to district and precinct lines created by the reapportionment and redistricting commissions, along with those created by election officials.

#### Request for Price Quote:

Interested vendors shall provide an hourly price quote for professional services. The period of service would be from the award of the contract until twelve months later, which is expected to be approximately August 31, 2017. The overall amount of hours that may be permitted under this contract shall not exceed 665 hours and the overall cost shall not be permitted to exceed \$99,750, unless mutually agreed to.

The Office of Elections will only authorize those hours that it deems necessary to accomplish the project. As such, the actual amount of hours rendered by the provider and the corresponding payment to the provider may be minimal, depending on the Office of Elections assessment of its needs during the project. The foregoing and the Scope of Services below constitute the best information available at this time as to the quantity of hours.

Please formulate your quote on an hourly rate basis. The hourly rate quote is all inclusive and represents the complete cost of deliverable services. As such, vendors are not able to charge for the general excise tax or ask for reimbursement of expenses related to travel.

Hourly Rate for Professional Services            \$\_\_\_\_\_

## Scope of Services

One of the functions of the new statewide voter registration system, is to assign voters to their proper voting precinct. A voting precinct's boundaries are developed in relation to federal, state, and county district lines, to ensure that all voters within the precinct are eligible to vote for the same contests on the same unique precinct ballot. Given the importance of properly assigning a voter to their proper precinct, this is best done by geocoding the voter's address so that it has specific latitude and longitude coordinates that permit it to be located within its proper precinct. The consultant will develop the overall plan for state's GIS vendor to follow in developing a GIS based system that voters can interact with to assign them to their correct voting precinct and that election administrator can similarly use. Additionally, the consultant will oversee and monitor the work performed by the state's GIS vendor.

## Minimum Qualifications

The provider must have at least a graduate degree from an accredited degree issuing college or university. Specifically, the college or university must have been a member of the Council for Higher Education Accreditation or accredited by an accrediting organization member. The term graduate degree refers to master's or doctoral degree.

In terms of work experience, the applicant must have at least twenty years of experience working in the GIS field in the capacity of a technical consultant or similar position involving the utilization of GIS technology. This experience must include having provided services to a state reapportionment commission, county redistricting commission, state election office, county election office, state planning department, or county planning department.

## Contract Term & Amendments

The contract term shall be from award to August 31, 2017 or twelve months after the award, whichever occurs last. The contract may involve up to 665 hours of services. The contract may be amended by mutual agreement, at any time prior to the expiration of the contract. There is no limit on the amount of times amendments may be made. Amendments may include but not be limited to, how many hours are provided, the hourly rate for services, and the length of the contract (i.e. the number of hours may be increased, the hourly rate for services may be amended depending on the type of advisory services provided during a specific stage of the contract, and the length of the contract may be extended). Additionally, the Office of Elections reserves the right to unilaterally cancel the contract for any reason, at any time, prior to the end date.

## Award

The award of the contract will be made to the lowest responsive, responsible offeror, in accordance with applicable statutes and administrative rules.