



COUNTY ADMINISTRATOR'S OFFICE

PIMA COUNTY GOVERNMENTAL CENTER
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C.H. HUCKELBERRY
County Administrator

October 29, 2013

Tom Ryan, Chair
Election Integrity Commission
9115 E. Sierra Street
Tucson, Arizona 85710

Benny White, Member
Election Integrity Commission
1715 E. Kleindale Road
Tucson, Arizona 85719

Re: Procurement Process for New Election Tabulation System

Dear Messrs. Ryan and White:

Thank you for volunteering to participate in the procurement process for a new election tabulation system. I am confident your participation on behalf of the Election Integrity Commission will enhance the procurement process.

There are two phases to the procurement, and you are welcome to participate in both if you wish to do so. The process begins with the development of the desired system specifications by the County Elections and Information Technology Departments. Once the specifications are complete and in the form of a Scope of Work, they are turned over to the Procurement Department to conduct the formal procurement process.

Elections Director Brad Nelson is currently working with the Information Technology Department to develop the specifications. If you would like to participate in developing the specifications, please contact Mr. Nelson. We will need to move quickly to have the option of having the new equipment in place for the 2014 elections, so you may need to set aside a fair amount of time in the short term to participate in development of the specifications.

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Also, please keep in mind that, under Section 16-442(B) of Arizona Revised Statutes, we can use only those machines that have been tested and approved by a federally accredited laboratory. Moreover, the Arizona Secretary of State has issued guidelines stating that elections systems must be approved by the federal Election Assistance Commission. Our procurement must be based on what is currently possible under State law, not what might be possible in the future. Certainly, we can specify uncertified systems as alternates if we want to test the market for such systems; but we will be unable to purchase them unless they meet the certification requirements as specified by law.

Once the formal procurement process begins, you are invited to serve on the evaluation team that will review and score the proposals received and make a recommendation to the Board of Supervisors. In order to serve on the evaluation team, you must sign an Evaluation Certification/Conflict of Interest statement, as will all participants. Please confirm with Mr. Nelson that you will participate in the procurement process on behalf of the EIC and whether you would like to be involved in developing the system specifications.

We look forward to your participation in this process.

Sincerely,



C.H. Huckelberry
County Administrator

CHH/mjk

- c: The Honorable Chairman and Members, Pima County Board of Supervisors
Brad Nelson, Elections Director
George Widugiris, Procurement Director
Ellen Wheeler, Program Manager, Special Projects