



Democratic Party of Hawai'i

Request for Proposal for
Online Voting

Democratic Party of Hawai'i's Biennial State
Convention Elections & Voting on Foundational
Documents
May 2022

The Democratic Party of Hawai'i

Founded on April 30, 1900, the Democratic Party of Hawai'i over the years has grown into the largest political party in the state of Hawai'i.

Who We Are

Founded by 5 men the Democratic Party of Hawai'i (DPH) is now made-up of the most diverse population of any political party in the United States. With over 80,000 members statewide, 4 county organizations, 8 caucuses that represent historically disempowered or under-represented constituencies, and youth voters that have come together to seek social and political change.

DPH members are in pursuit of are liberty, social justice, economic justice, and protection of the environment, and compassion and respect for the dignity and worth of the individual.

The Democratic Party of Hawai'i holds that our Party and our Government shall strive for the following ideas and values:

- ◆ Support and provide for a strong economy;
- ◆ Preserve and strengthen the future of agriculture in Hawai'i;
- ◆ Support strong labor practices, good jobs and a living wage;
- ◆ Support measures to drastically reduce income and wealth inequality;
- ◆ Protect and restore the civil and human rights of each person;
- ◆ Support the rights of Native Hawaiians and the preservation of Native Hawaiian culture;
- ◆ Support the eradication of discrimination;
- ◆ Reform our Government, supporting transparency in government and free, fair, and democratic Elections;
- ◆ Provide an excellent, free public education for students at every level;
- ◆ Support a comprehensive approach to ending poverty;
- ◆ Provide high quality and free healthcare for every human being;
- ◆ Protect and preserve Hawai'i's environment;
- ◆ Achieve energy sustainability;
- ◆ Adopt transportation policies that improve our quality of life;
- ◆ Support military relations that honor and provide for all military personnel and veterans while protecting our 'āina; and
- ◆ Support fair and just foreign policy that promotes peace.



Election Details

2022 Election Dates

Open: May 27, 2022 – 12:01 a.m. HST

Close: May 28, 2022 – 11:59 p.m. HST

Results Due: May 29, 2022 – 8:00 a.m. HST

Voter Database Available: May 20, 2022 – 12:00 p.m. HST

Maximum of 1,400 voters

Candidates' Names Available: May 18, 2022 – 12:00 p.m. HST

Amendment Questions Available: May 13, 2022 – 12:00 p.m. HST

Due to the COVID-19 pandemic in 2020 the Democratic Party of Hawai'i's convention delegates held elections for Party Chair, National Committeepersons, Senate District Representatives for the State Central Committee, and Presidential Electors via on-line voting. In all previous years these elections took place in person at our biennial state convention. We are seeking an outside vendor to assist with our online elections efforts as we are not able to ensure all of our delegates will be able to gather in-person in 2022. It is our intent that delegates will cast votes online, regardless of whether they are participating in our biennial state convention in-person or remotely.

In 2022 we will be holding elections for Party Chair, and Senate District Representatives for the State Central Committee (SCC); as well as voting on amendments to our foundational documents which are: Affirmative Action Plan, Constitution, By-laws, Platform, and Resolutions.

Delegates are allowed to vote for one candidate in each available category. They are not required to vote in all available categories. Every delegate will be eligible to vote for Party Chair. Delegates will vote for up to two Senate District Representatives only for their own home districts. There are 25 Senate Districts statewide, however, as there may be uncontested races, not all voters will have SCC Representative(s) as an option to vote on.

Delegates also will be able to vote for the amendments to our Constitution, By-laws, Resolutions, and Affirmative Action Plan with either a YES, NO or BLANK vote. Immediately after a delegate has voted, they will receive a confirmation of their selected candidates and make a final submission. No changes are allowed after the final submission.

The following are examples of DPH voting categories:

Positions Available

1. Party Chair (1)
2. SCC Representative (up to 2 within the voter's home Senate District)

Amendments to DPH's Foundational Documents. The number in parentheses is the total number of possible items up for a vote in each area with each question having either a YES, NO or BLANK vote.

1. Affirmative Action Plan (1)
2. Constitution (10)



Issuance of the RFP

The Democratic Party of Hawai'i is seeking an external, independent organization to administer its online voting with telephone support.

Your company must meet the following minimum requirements to be considered for the position of election vendor:

- Facilitate and host our online election in a cost-effective manner.
- Provide a clear and concise pricing grid for your online voting services and systems.
- Provide excellent customer service and training to our staff.
- Provide clear and easy to follow voting instructions for our voting members.
- Administer a test of the online voting system prior to the live election. Help our staff thoroughly test and edit the voting system prior to the election.
- Test the ballots one (1) week before the online election opens.
- Ensure that the ballots are free of typographical errors and that the Democratic Party of Hawai'i is satisfied with the accuracy of the posted information.
- Use a modern, secure balloting system to protect member information.
- Certify the election results within eight (8) hours of the close of the election and provide results and statistical information to Democratic Party of Hawai'i.
- Offer real-time updates of voting totals and tracking of promotional efforts.
- Provide two (2) email reminders to our voting members while the election is open.
- Provide open rates and statistics for emails.

If your company cannot meet these minimum requirements, please inform the Democratic Party of Hawai'i.

Response to the RFP

Interested bidders should respond to each section of the RFP as completely as possible. If you require additional information to respond to this RFP, please contact:

Michael Golojuch, Jr., Co-Chair
2022 DPH State Convention
PO Box 2041
Honolulu, HI 96805
808-358-4417
michael@hawaiidemocrats.org

Completed RFPs should be returned by post or email no later than August 1, 2021 to:

Michael Golojuch, Jr. and Stephanie Ohigashi
Co-chairs
2022 DPH State Convention
PO Box 2041
Honolulu, HI 96805
michael@hawaiidemocrats.org & stephanieohigashi@gmail.com

Please email samples of your electronic ballots to Michael Golojuch, Jr. & Stephanie Ohigashi no later than July 1, 2021.

The Democratic Party of Hawai'i expects to award the contract by November 1, 2021.
The contract takes effect on January 2, 2022.

RFP General Questions

1. Briefly discuss your company's history. (In lieu of answering this question in narrative form, you may attach a brochure or booklet about your company).
2. Do you specialize in a particular market (i.e., associations, unions, cooperatives, schools, states, etc.)?
3. How many elections do you host per year? How many voters participate in those elections?
4. What is the average time your company requires to post a customer's complete election information? Do you have minimum and maximum election preparation periods? If so, please provide details of the time frames.
5. If your company uses a template, describe the number and type of election ballot formats. If ballots can be customized, please describe the available options.
6. Describe the customer service team for our account. Please include the following information:
 - a. The name of each team member, their job title and a brief description of their role on the team.
 - b. The length of time each team member has worked for your company; the length of time they have worked in the industry.
 - c. The team member who would serve as our primary contact.
7. Discuss your training process for new customers.
8. What kind of telephone and/or on-line support is available for our voting members?
9. How are customer files delivered to you?
10. Describe your quality-control processes.
 - a. In the pre-election period, how do you alert customers about problems? Do you charge for customer advisories and adjustments to files? If so, how much do you charge?
 - b. During ballot preparation, how often are quality checks performed? What does the quality check entail?
 - c. For online election balloting, how often are quality checks performed? What does the quality check entail?
11. How long have you been providing online voting as a service to your customers?
 - a. List the internal staff that is able to customize and write code for your online voting application.
 - b. How often are updates made to your online voting application?
12. Discuss how your company transfers member data information for voting validation services.
 - a. List your in-house information services team and programmer.
 - b. How should member voting lists be prepared and supplied to you?
 - c. How do you ensure emails are compliant with anti-spam laws?

- d. What are your procedures for archiving electronic files and storing statistical voting information? How much do these services cost?
- 13. Do you have a business continuity plan in case of a fire, flood or other natural disaster at the location where our elections would be facilitated? Briefly describe your business continuity plan.
- 14. Discuss your payment terms.
- 15. Please provide information on your billing process and terms. Do you require a credit check to set up an account?
- 16. Please provide the names, addresses and phone numbers of three current customers whom we may contact as references. Preferably at least one customer in the state of Hawai'i or associated with the Democratic National Committee.
- 17. Has your company previously provided election services to an organization similar in size to the Democratic Party of Hawai'i's State Convention?
- 18. Are you willing to provide a live demonstration process of your platform?
- 19. What additional charge, if any, is there for additional amendment questions in groups of 10 additional questions?

END