



Ocean County Board of Commissioners

OFFICE OF THE
OCEAN COUNTY COMMISSIONERS

Director Joseph H. Vicari
Deputy Director Gary Quinn
Commissioner Barbara Jo Crea
Commissioner Virginia E. Haines
Commissioner John P. Kelly

101 Hooper Avenue
Toms River, New Jersey
08754-2191
(732)929-2005
(732)505-1918

Board Meeting Agenda

Date: December 6, 2023 - 4:00 PM
Location: Administration Building
Room 119
101 Hooper Avenue
Toms River, NJ 08754

Agenda: Awarding a Contract for the furnishing and delivery of LEARNING MANAGEMENT ONLINE SYSTEM FOR ELECTION WORKERS to SOE Software dba Scytll, the lowest qualified bidder. (B2023-192)

| Official Resolution# | | 2023001685 | | | | | |
|-----------------------------|-------|-------------------|------|-----|-----|-----|-------|
| Meeting Date | | 12/06/2023 | | | | | |
| Introduced Date | | 12/06/2023 | | | | | |
| Adopted Date | | 12/06/2023 | | | | | |
| Agenda Item | | I-6 | | | | | |
| CAF # | | | | | | | |
| Purchase Req. # | | B2023-192 | | | | | |
| Result | | Adopted | | | | | |
| COUNTY COMMISSIONER | PRES. | ABS. | MOVE | SEC | AYE | NAY | ABST. |
| Vicari | < | | | | < | | |
| Quinn | < | | | < | < | | |
| Crea | < | | | | < | | |
| Haines | < | | < | | < | | |
| Kelly | < | | | | < | | |

I HEREBY CERTIFY THAT THIS DOCUMENT IS A TRUE, COMPLETE AND ACCURATE COPY OF THIS RESOLUTION, ADOPTED BY OCEAN COUNTY BOARD OF COMMISSIONERS, NJ AT THE MEETING REFERENCED THEREON

Michelle I. Gunther

Clerk Of The Board

CONTRACT NO. MUST BE ON ALL PAPERS, DOCUMENTS, INVOICES, VOUCHERS
NO. B2023-192

RESOLUTION

December 6, 2023

WHEREAS, on October 24, 2023, pursuant to legal advertisements therefor, sealed bids were received for the furnishing and delivery of LEARNING MANAGEMENT ONLINE SYSTEM FOR ELECTION WORKERS for the County of Ocean; and

WHEREAS, at the advertised time, responses were received from the following bidders:

Name and Address of Bidder

SOE Software dba Scytl
5401 W. Kennedy Blvd., Suite 100
Tampa, FL 33609
(845) 303-3619

Siri Info Solutions, Inc.
3 Ethel Road, Suite #302
Edison, NJ 08817
(848) 888-9388

Gyrus Systems
5400 Glenside Drive, Suite B
Henrico, VA 23228
(804) 320-1414

Name and Address of Bidder

Tenex Software Solutions, Inc.
5021 W Laurel Street
Tampa, FL 33607
(813) 618-3639

Noverant, Inc.
PO Box 98084
Raleigh, NC 27624
(919) 426-5494

ElectSure, LLC
1646 W Snow Avenue, Suite 7
Tampa, FL 33606
(813) 503-3668

; and

WHEREAS, after the receipt and examination of same, the County Purchasing Agent has now recommended to this Board that the lowest qualified bid, according to specifications, namely that of, SOE SOFTWARE DBA SCYTL be accepted.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the COUNTY OF OCEAN, STATE OF NEW JERSEY, as follows:

1. The Director and Clerk of this Board are hereby authorized and directed to enter into a contract for the furnishing and delivery of Learning Management Online System for Election Workers, for the County of Ocean, for the contract period from date of award through December 5, 2024, a period of one (1) year or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

A. SOE SOFTWARE DBA SCYTL for one (1) item, to wit:

ITEM NO. 1.

For a Total Lump Sum Award (Item # 1) of \$52,956.00.

2. Payments for the materials and services to be acquired by this contract shall be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. Delivery shall be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

3. Funds for the materials and services shall be available within the following funding source: Election Board O.E.

4. The contract number must be placed on all papers, documents, invoices and vouchers pertaining to said contract, the number being B2023-192.

4. BE IT FURTHER RESOLVED that certified copies of this Resolution shall be made available to the County Auditor, County Department of Purchasing, Department of Finance, Election Board and SOE Software dba Scytl, the successful bidder.

10. Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Confirmed

11. Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Confirmed

PRICE TABLES

LEARNING MANAGEMENT ONLINE SYSTEM FOR ELECTION WORKERS

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|--------------|---|----------|-----------------|-------------|--------------------|
| 1 | Furnishing, Delivery and Implementation of Online Learning Management System for Election Board Workers Training Software, for a Maximum 2,400 Board Workers, As Specified or Equal | 1 | LS | \$52,956.00 | \$52,956.00 |
| TOTAL | | | | | \$52,956.00 |

LEARNING ONLINE MANAGEMENT SYSTEM FOR ELECTION WORKERS

ITEM #1 – FURNISHING, DELIVERY AND IMPLEMENTATION OF ONLINE LEARNING MANAGEMENT SYSTEM FOR ELECTION BOARD WORKERS TRAINING SOFTWARE, AS SPECIFIED OR EQUAL

COMPLIANCE
YES **NO**

GENERAL REQUIREMENTS

For the front end it is expected that the LMS (Learning Management System) to be written in a modern programming language with a responsive design. SQL server is preferred for the database. Cloud hosted preferred, either Azure or AWS.

Contractor shall be responsible for creating a learning management system which is a software application used to plan, implement and assess a specific learning processes for election worker training.

System must have the ability for election workers to register for online training classes and for administration to review rosters of class registrants

System must have content for disability and sensitivity training and cybersecurity awareness training.

Content must be customized training for the County including video, multimedia, interactive and self-assessment lessons.

Must have video of real person role-based training procedures, and create custom assessments

Must come with custom reports and tracking of usage, progress, and course completion

Must have the ability to update video and or wording of training material

Must have the ability to create Certificates of Completion to be awarded once training has been completed

Must include content development hours in the amount of twenty (20) hours (to make minor updates and changes to online training)

Learning management system must be able to support sending individual or mass emails to users

Training should be accessible through different screen sizes, such as desktop and mobile

Must be SCORM (Sharable Content Object Reference Model) compliant & HTML5 (Hypertext Markup Language 5) compatible

Must include up to twenty (20) hours of regular support at no additional cost

LEARNING ONLINE MANAGEMENT SYSTEM FOR ELECTION WORKERS

ITEM #1 – FURNISHING, DELIVERY AND IMPLEMENTATION OF ONLINE LEARNING MANAGEMENT SYSTEM FOR ELECTION BOARD WORKERS TRAINING SOFTWARE, AS SPECIFIED OR EQUAL (CONT'D)

| | <u>COMPLIANCE</u> | |
|--|-------------------------------------|--------------------------|
| | <u>YES</u> | <u>NO</u> |
| LEARNING MANAGEMENT SYSTEM – MINIMUM REQUIREMENTS | | |
| Must include eight (8) hours of administrative training at no additional cost | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Must create sign in credentials and monitor the administration of them | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Create and manage election worker user accounts | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Assign online training courses for election workers based on job position/role | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Build custom assessments which test learners' comprehension and retention of Information | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Use built-in reporting tools which provide a clear view of a learner's progress and assessment scores | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tracking individual poll worker platform usage, learning progress, course completion, and certification. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Shall be able to perform a variety of reports pertaining to usage and progress. Reports must export as excel files | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADA COMPLIANT TRAINING | | |
| Disability and Sensitivity Awareness Training shall cover information on the best practices to make the polling place accessible, demonstrate assisting voters with mobility issues, as well as speech, language, hearing, cognitive, developmental disabilities or hidden needs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Educate poll workers on making the environment inclusive for all voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Provide election workers with proper knowledge and communication skills required to assist voters with disabilities at the polls | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CYBERSECURITY AWARENESS TRAINING | | |
| Provide knowledge to defend against cyber-attacks | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Introduction to cybersecurity principles, current threats, and best practices to prevents hacks | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

LEARNING ONLINE MANAGEMENT SYSTEM FOR ELECTION WORKERS

ITEM #1 – FURNISHING, DELIVERY AND IMPLEMENTATION OF ONLINE LEARNING MANAGEMENT SYSTEM FOR ELECTION BOARD WORKERS TRAINING SOFTWARE, AS SPECIFIED OR EQUAL (CONT'D)

COMPLIANCE
YES **NO**

CYBERSECURITY AWARENESS TRAINING (Cont'd)

Shall also cover:

- Defining the threat landscape
- Passwords and two-factor authentication
- Phishing
- Physical security
- Recognizing threats and risks
- Security and responsibility
- Social engineering
- Understanding malware

CONTENT UPDATES

System must be up to date with current laws, policies and procedures and must be able to be updated when new practices are implemented.

Content must be reviewed before each election cycle to ensure proper update have been implemented

SERVICES

Initial implementation of the system shall include:

- Single point of contact for the County for project management. Include with bid the name, email and phone number of individual administering this contract
- Creation and setup of County's custom system
- Users shall be imported from poll worker database
- Custom front page banner design
- Access to pre-built content for ADA compliant and Cybersecurity training programs
- Creation of assessments and surveys
- Establish full training content: up to two (2) hours of custom training content and onsite video shooting. Schedule for video shooting will be established upon contract award but shall take no more than three (3) days
- Deployment and validation of the program to ensure it will function efficiently when it goes live.
- Technical management of the project
- Perform various tests, including the UAT (User Acceptance Test) for County approval before the system goes live.
- Training of County employees to ensure they can operate the equipment demonstrate basic knowledge of the system prior to each election cycle.
- Services may be provided remotely unless on-site visits are needed.

LEARNING ONLINE MANAGEMENT SYSTEM FOR ELECTION WORKERS

ITEM #1 – FURNISHING, DELIVERY AND IMPLEMENTATION OF ONLINE LEARNING MANAGEMENT SYSTEM FOR ELECTION BOARD WORKERS TRAINING SOFTWARE, AS SPECIFIED OR EQUAL (CONT'D)

| | <u>COMPLIANCE</u> | |
|--|-------------------------------------|--------------------------|
| | <u>YES</u> | <u>NO</u> |
| ONGOING SUPPORT | | |
| Account management production support shall be provided annually as needed at no additional cost to the County. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Content development and refresh of materials, training and changed shall be provided as needed at no additional cost to the County | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SOFTWARE | | |
| Technical support provided as needed | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bug fixing as needed | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Software upgrades in accordance with product lifecycle | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| EXPERIENCE | | |
| Must demonstrate experience with other election offices. Such experience must be submitted with bid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |