



# Drafting Requests for Responses For Election Services with Technical Requirements

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# Overview

- Drafting Request for Response (RFR) with Technical Requirements requires both legal and information technology staff review.
- Types of RFRs:
  - Services
  - Equipment



# Considerations

- Timing
  - Lead time necessary to create Business Requirements Document (BRD)
  - Time needed to publish RFR
  - Time allowed for responses
  - Timing for evaluating responses
- Evaluation Team
  - Need both legal and technical reviewers



# RFR Responses

- Did bidder meet requirements?
  - Legal requirements:
    - Identifying staff, providing experience and references, etc.
  - Technical requirements:
    - Are specifications written in contract or incorporated by reference?
    - Make sure bidder has to ability to meet performance specifications.



# Performance

- Determining if specifications were met, and if not, what's the remedy?
  - Can the contractor cure the defect?
  - If they can't, what's the backup plan?
    - New bid process? New contract?
  - If additional costs are incurred, who is responsible?
    - Damages?
    - Litigation?



# SOC Contact Information

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