

#	Description
1. GENERAL REQUIREMENTS	
1	System must update data real time (although some updates may have a "pending" status until approved).
2	System must keep all data changes synchronized in real time.
3	System must record the date and source of information used to cancel the registration.
4	System must operate as a single, integrated, synchronous whole with all data changes accessible in real time from all sub-systems and components by any authorized user.
5	System must provide role-based security capability for fields/forms/modules to be hidden or displayed depending on login credentials.
6	system must provide the capability for UI configuration, including data field suppression, to be configured to individual county specifications.
7	System must allow centralized support to login and edit within each county-specific configuration.
8	At a minimum, system must support mobile device access for those portions of the system that are public-facing or used in voting centers for issuing ballots and crediting voters. System might support mobile device access for all portions of the system.
9	System must support current versions of major modern web browsers in use at the time of system delivery. Vendor support must include ability to keep current with major browser enhancements.
10	System must support hosting of webparts in external sites.
11	System must be compliant with state and federal ADA requirements Section 508 as well as the Web Content Accessibility Guidelines (WCAG) 2.0. Detail all accessibility standards to which your system complies.
12	System must support multiple language translations without necessitating recompilation or recoding of the system
13	System must maintain an audit log tracking all system actions. Describe how your solution makes audit log data available to a state and/or county user.
14	System audit log must contain what data was changed (maintaining record of the "before" and "after" data), the identity of the user who changed the data, time and date and an optional comment field.
15	System must capture and store as you go: maintaining historical records for historical data reporting.
16	System must make a record when automated actions are taken and associate the change with the affected voter record
17	System must provide database individual and bulk delete capabilities with a change log
18	System must provide the capability to remove cancelled voter records after the statutory three-year retention period has expired and a report must be generated of removed records.
19	System must consolidate voter UI functions with candidate UI functions (offices open for election, candidate filing, candidate statement submission) for a single point of interface; with appropriate workflows in place for candidate activities (must be filed as candidate with fee paid in full before statement can be submitted)
20	System must integrate programmatically with third party election management data such as the Office of Financial Management's fiscal impact tables.
21	System must allow for the creation of public webpages with county branding
22	System must allow for county and state users to create, edit, and publish changes to webpages in a graphical user interface (GUI)

23	System must have a central help manual accessible by county and state users
24	System must provide default UI to satisfy Washington requirements defined herein. System default UI will exclude functions not applicable to Washington requirements, such as a polling module.
25	System must provide role-based security/authentication such that features, functionality and data are suppressed for unauthorized users (internal and external) in compliance with public records law.
26	System must comply with Washington Technology Service's security standards and guidelines: https://ocio.wa.gov/policies/by-number .
27	System must send voter notifications and confirmations. Notifications must accommodate individuals or groups. Notifications and confirmations must be supported as email, text messages or via API and will be delivered based upon user/voter configuration.
28	System must store and transmit data securely and encrypted.
29	System must display information in an efficient and logical way to reduce keystrokes and mouse clicks. Vendor to describe their proposed user experience analysis and design approach.
30	System must provide the capability to interface with a payment processing system.
31	System must comply with current VIP, ERIC, IEEE and NIST data standards. Detail any additional data standards for which your system is compliant.
32	System must include robust support for metadata.
33	Describe any optional data visualization elements of your solution.
2. VOTER REGISTRATION REQUIREMENTS	
2A. Find Voter Information	
34	system must provide the capability to search for voters (at a minimum): On a single criterial (including but not limited to name, address, dob...); On multiple criteria; With wildcards; For exact matches; For nicknames/name variations; By county, precinct, precinct split, address.
35	System must return a list of all voters matching the search criteria entered by the user.
36	System must jump directly to the voter's record when a search results in a single matching voter as a county-configurable option.
37	System must accept input from a barcode reader.
38	System must be capable of including a barcode of the voter ID number on documentation sent to the voter.
39	The public site must include the capability to perform a general information lookup (similar to the VIP project) without requiring authentication, such as but not limited to: Candidates Voting districts Elected officials Dropboxes Voting centers
40	The public site must include the capability to perform a fuzzy name or nickname lookup.
41	Please describe how your solution can leverage VIP APIs and/or an alternate solution.
2B. View Voter Information	
42	System must provide multiple means for retrieving additional detailed information i.e. links, tabs, buttons.

43	System must display voter information.
44	System must allow for the viewing of registration detail.
45	System must allow for the viewing of all voter-related statuses.
46	System must allow for the viewing of voter status reason code.
47	System must allow for the viewing of last transaction date.
48	System must allow for the viewing of category/source information.
49	System must allow for the viewing of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags.
50	system must provide the capability for users to add unlimited comments on the voter registration record.
51	System must allow for the viewing of voter district information.
52	system must provide the capability to toggle to current election information to check ballot type, ballot return status, challenge code, and other applicable information for voter.
53	System must require user authentication in order to view or modify personal voter information (such as dob, name, address, DOL issue date).
54	System must provide exception reporting against data fields expected but not provided from external systems.
2C. Maintain Voter Registration	
55	System must assign a status and corresponding status reason code based on a pre-defined list.
56	System must make real-time status changes.
57	System must set flag for status change reason.
2D. Interface with DOL	
58	System must communicate with Department of Licensing (DOL) systems. DOL is modernizing their systems with the implementation of Fast Enterprises solution for vehicles and drivers. The target for go live of the vehicles module is Dec 2016. Drivers is targeted for June 2018.
59	System must support voter information changes including name and address originating from the DOL.
60	System must capture and store all raw address data fields as provided by the Department of Licensing (DOL).
61	System must parse data and place in proper entry fields
62	System must provide the capability to remove/expire/delete motor voter registrations submitted by the DOL in error.
63	System must provide real time validation from the Department of Licensing (DOL) for DOL #, State ID #, SSN4, and current signature on file
64	System must provide the capability to retrieve and store signatures from the Department of Licensing (DOL).
65	System must determine the type of ID provided – SSN4, Driver’s License or State Identification card or other ID submitted.
66	System must allow for ID validation to be overridden.
67	System must validate that voter identification number (license number or ssn4) matches DOL record.
2E. Online Voter Registration	
68	System must provide online voter registration capabilities that include submission authentication to prevent robotic submission of registrations.
69	System must allow for voter cancellation requests to be submitted online.
70	System must distinguish between new registrations, updates to existing registrations, and transfers of registrations.

71	System must determine whether a voter registering online is updating a current registration, including in-county or cross-county transfers, is a duplicate registration or entering a new registration (including registering again after cancelling registration or returning to Washington after registering to vote in another state).
72	System must provide real-time confirmation that a voter update has been submitted online.
73	system must provide the capability to send text messages to on-line users confirming receipt of on-line transactions.
74	The online voter registration application must authenticate user real-time using DOL data when registering to vote online.
75	System must provide county transfer capabilities to address when an online voter registration application is sent to an incorrect county.
76	System must capture and store previous name and/or previous address when a voter registers online.
2F. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)	
77	System must capture, flag, and store Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voter designations.
78	system must provide the capability to exclude UOCAVA voters from registration deadline.
79	system must provide the capability to override registration deadlines for UOCAVA voters.
80	system must provide the capability to set specific registration deadlines for voter flagged with UOCAVA designations.
81	System must provide the capability for UOCAVA voters to self-designate (user experience must be clear and pro-active, perhaps a required question for all users: "Are you...") and register up to and including on Election Day.
2G. Transfers	
82	System must provide voter registration inter-county transfer capabilities.
83	System must not allow a voter's registration to be transferred INTO a county holding an election during the registration blackout period for that election with an override capability for authorized users.
84	system must provide the capability to add and/or maintain voter registrations during registration closed period in a queued status.
85	system must provide the capability to release queued registrations after registration re-opens flagging possible conflicting updates for individual voters.
2H. Duplicate Management	
86	System must identify voters as potential duplicate voters.
87	System must allow for the comparison of voters based on date of birth, similar names or any other useful comparison data.
88	System must provide a means of resolving potential voter duplicates.
89	System must check new, updated, and corrected voter registrations against all existing voters to determine possible duplicate matches.
90	System must identify potential duplicate voters. The additions/changes that are made during the election cycle must not overwrite/change the data that is being used to facilitate the in-process election.
91	System must maintain a table of name variations (nicknames) to be used in name searches.
92	System must allow for possible duplicate voters to be identified using data from interstate matching programs, such as ERIC.
93	System must provide integration between functions carried out by the counties and functions carried out by state.

94	system must provide the capability for county to access the statewide list of registered voters.
95	System must provide a means of selecting a voter, merging all data associated with that voter into the record of a second selected voter, and cancelling the first selected voter record while maintaining an audit trail that will allow the merged records to be unmerged if merged in error.
2I. Felon Management	
96	System must check in real time, when a voter registration application is being entered, if the person applying to register to vote is currently under DOC supervision. If they are, the registration must be marked with pending status and applicable notification for due process is triggered.
97	System must flag registered voters as potential felon; generate due process notice; change voter registration status at conclusion of due process period.
98	System must set cancellation reason.
2J. Deceased Voter Management	
99	System must provide ability to designate deceased voters.
100	System must provide a list of potentially deceased voters based upon comparison to Department of Health data.
101	System must provide a means to confirm or reject potential deceased voter matches.
102	System must include date of birth (DOB) and address information when identifying potentially deceased voters.
103	System must set cancellation reason.
104	System must allow for potential deceased voters to be identified using data from interstate matching programs, such as Electronic Registration Information Center (ERIC).
105	Systems must maintain a list of all previously registered persons confirmed as deceased.
106	System must validate new, updated, and corrected voter registrations against the deceased voter list to determine possible matches.
107	system must provide the capability to restore a voter's record in the case registration is mistakenly marked as canceled.
2K. Incapacitated Voter Management	
108	System must flag potentially incapacitated voters.
109	System must present a list of potentially incapacitated voters to the user.
110	System must provide a means to resolve potentially incapacitated voters.
111	System must validate new, updated, and corrected voter registrations against the mentally incapacitated list to determine potentially mentally incapacitated matches.
112	System must validate that a person applying to register to vote is not on the statewide list of persons deemed incompetent to vote by the courts.
2L. Voter Address Maintenance	
113	System must standardize the residence address.
114	System must allow for an address to be updated.
115	System must provide the means to mark an address as a private mailbox (PMB).
116	The system must provide the capability to remove a PMB designation from an address.
117	The system must notify the user if a residential address has been identified as a PMB and preclude the use of that address as a voter residential address.
118	System must provide the means to identify an address as a commercial address.
119	The system must notify the user if a residential address has been identified as a commercial address and preclude the use of that address as a residential address.
120	The system must provide for overriding the preclusion of a commercial address as the residential address of a voter.

121	System must provide the means to identify an address as an invalid delivery point.
122	The system must provide the capability to remove an invalid delivery point designation from a voter address.
123	The system must notify the user if a residential address has been identified as an invalid delivery point and preclude the use of that address as a residential address.
2M. Add Voters	
124	System must verify minimum State required voter registration information is provided. (Name, Residential address, Date of birth, Signature attesting to truth of info on application, and Confirmation that the applicant is a US Citizen.)
125	System must assign a unique identifier to each voter, which must remain unchanged throughout the voter's registration history
126	System must capture and store the transaction date from a Department of Licensing (DOL) voter application record.
127	System must capture Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags (whatever EAVS/FVAP reporting requires).
128	System must assign and maintain voter status.
129	System must store a voter signature including prior signatures with reference to signature source.
130	System must capture ballot delivery preference.
131	System must capture the National Voter Registration Act (NVRA) source on new or updated registrations.
132	System must capture language designation and generate system responses and correspondence to that voter in the designated language.
133	System must provide the capability to add an underage (17 year old) voter registration applicant in a pending status.
134	System must provide the capability to add a 17 year old who will be 18 by the next election in an active status.
135	System must automatically move the underage, pending voter to active upon turning 18 prior to the next election.
136	System must provide the capability to add and later deny an underage (16 year old or younger) voter registration applicant.
137	System must verify the voter will be 18 on or before the next election.
138	In the case that the Washington State Legislature enacts a pre-registration system, system must contain features to track, update/change the underage voter record. Registrant must clearly be marked ineligible to vote and must not be allowed to be transferred into an election or to have a ballot issued to the record. This feature will not be engaged unless such legislation is passed.
139	System must allow an incomplete registration to be recorded with an incomplete status, send a verification notice to gather the missing information and deny the registration if missing information is not received in 45 days.
140	System must support Election Day registration, to be used should the State legislature enable Election Day registration.
2N. Voter Precinct & District Assignment	
141	System must assign a precinct and districts based on the residence address provided.
142	System must provide auto-precincting designation.
143	System must be designed with current geographic information system (GIS) data and/or real-time calls to GIS(s) for address validation.
145	System must allow an address point or a street segment to be updated.

145	System must provide tools to facilitate a consistent approach to assigning and maintaining precincts and districts.
146	System must check assignment of voter addresses to precincts and district against current GIS files.
147	System must have a central repository of precinct and district assignment information.
148	System must provide the capability to record district and precinct geographic descriptions.
149	System must provide the capability to record address - precinct and district mapping.
150	System must provide the capability to update state database with jurisdiction, district, and precinct data.
151	System must provide a method for manually overriding assigned precincts and districts.
152	System must be capable of comparing districts (levy code) assigned to a voter pre and post redistricting to identify potential errors. City, School and Fire District must not change.
153	System must provide the capability to prepare jurisdiction, district, and precinct data.
154	System must provide the capability to map addresses to unique precinct and appropriate office districts.
155	System must provide the capability to allow updating of county district and precinct records.
156	System must provide the capability to verify precinct and district records.
157	System must provide the capability to synchronize county address and precinct/district assignments with statewide system.
158	System must capture seasonal address and timeframes.
159	system must provide the capability for County to maintain the precinct, district and address data for its own county.
20. Interstate Matching Program (such as ERIC) Check	
160	System must allow for the automatic loading and storage of all Electronic Registration Information Center (ERIC) reports/results.
161	System must allow for the extraction of data to be sent to Electronic Registration Information Center (ERIC) for interstate registration checking purposes.
162	System must allow for the extraction of data from the Department of Licensing (DOL) for submission to Electronic Registration Information Center (ERIC).
163	System must import data from Electronic Registration Information Center (ERIC).
164	System must allow for identification of voters who have potentially moved out of state using Electronic Registration Information Center (ERIC) data.
165	System must allow for identification of voters who have potentially moved into the state using Electronic Registration Information Center (ERIC) data.
166	System must allow for identification of voters who have potentially made cross-county transfers using Electronic Registration Information Center (ERIC) data.
2P. Signature Maintenance	
167	System must maintain a history of signatures tied to a voter's registration record.
168	System must store unlimited signatures in signature history.
169	System must display captured signature image.
170	System must provide ability to perform signature comparisons to image on ballot envelope.
171	System must include the ability to perform automated signature verification.
172	System must have capability to retrieve real time signature images from the Department of Licensing (DOL) to ensure ability to retrieve missing signatures prior to an election.
2Q. CASS Certification of Addresses	
173	System must include the capability to standardize residential and mailing addresses against USPS standards.

174	System must provide a means of overriding address standardizations needed to account for non-traditional residential addresses or non-US mailing addresses.
175	System must allow for the extraction of addresses.
176	System must allow for the bulk standardization of addresses.
177	System must provide a means to export addresses for external validation against CASS certified address standardization software.
178	System must provide the capability to import and update addresses validated against CASS certified address standardization software.
2R. Inactivate Registration	
179	System must set voter's registration status to inactive if a change of address outside the voter's current county is received.
180	system must provide the capability to confine auto-cancellation of inactive voter registrations to specific date ranges set in accordance with state policy.
181	System must provide a means for automatically cancelling the registration of a voter who has been inactive through two federal general elections, including the ability to run in preview mode.
182	System must not change a voter's status from inactive to active except for the following cases: Receipt of a change of address from the voter; Receipt of a response to a confirmation notice; Voter votes or attempts to vote in a primary, special or general election.
183	System must identify inactive voter who has been inactive for two federal general elections.
184	System must allow user with appropriate role to cancel voter registration.
185	System must capture the cancellation reason.
186	System must capture the reason a voter's registration status is changed to inactive.
187	System must record that a confirmation notice was generated and sent to all known addresses.
2S. Scan Documents	
188	System must allow individual and batches of documents to be scanned.
189	System must provide the capability for scanned document images to be extracted for public record requests.
190	System must retain scanned document images for a pre-defined period of time.
191	System must flag items for removal of scanned document images in compliance with retention schedules.
192	System must allow a scanned document to be updated.
193	System must allow a scanned document to be deleted, retaining a record of the deletion and the user deleting.
194	System must allow document image(s) to be associated to a voter.
196	System must be capable of adding a voter ID barcode to any system-generated documentation and correspondence.
197	System must allow for signatures to be clipped on a scanned document.
198	system must provide the capability to redact information on scanned documents.
2T. Correspondence Maintenance	
199	System must generate request for identification.
200	System must allow voter to generate a printer-friendly voter registration card
201	System must generate a voter notification card.
202	System must generate a confirmation notice.
203	System must generate a request for information (verification letter).
204	System must generate a request for signature/signature update.

205	In the case that the WA State Legislature enacts automatic voter registration, system must generate an opt-out card to be sent to voters newly registering with an Enhanced Driver's License or a Commercial Driver's License. This feature must be suppressed unless policy is enacted.
206	System must provide a means of generating correspondence requesting signatures from voters without signatures on file prior to an election.
207	System must generate a cancellation notice.
208	System must provide the capability to send late registrant correspondence to applicants.
209	System must provide the capability to generate a free form letter or correspondence.
2U. Report and Export Information	
210	System must have the capability to add additional reports or extractions as required by counties and state.
211	System must include a process for analyzing and reporting voter registration data for federal statistical reporting.
212	System must capture statistics for paper and electronic registrations from referring agencies.
213	system must provide the capability to generate a report on underage voters in the database.
214	System must have the capability to generate reports and extractions. Describe your system approach to reporting, including all required federal reports. Provide a list of exiting reports in your report library.
215	System must provide reporting capability on any and all data fields.
216	System must have the capability to filter data included in reports and extractions.
217	System must have the capability to save or print reports and extractions.
218	System must be able retrieve the transaction log and pull the reason codes for this report. Even if the voter moved multiple times during a one-year period.
219	System must provide the capability to extract voter registration information. Example uses: jury pool creation or salary commission pool (Random drawing such as select 10 voters from District)
220	System must have capability to extract by selected district for salary commission pool. Random drawing (example select 10 voters from District)
221	System must provide the capability for the public to generate self-serve data extracts of publicly available data in real-time.
2V. Maintain Vote History	
222	System must provide the capability to capture vote credit history.
223	System must allow for the adding of voter history only when a ballot is valid.
224	System must provide the capability to edit existing vote history.
225	System must provide the capability to delete existing vote history. A record of deletion and who deleted must be maintained.
226	System must change a voter's registration status from inactive to active when vote history is applied.
227	System must have capability for the vote by mail module to record received ballots and flag as the source for adding vote history.
228	System must allow for vote history to be added after an election has been certified.
229	System must allow for vote history to be added as ballots are processed.
230	System must allow for vote history to be added to an individual voter.
231	System must allow for vote history to be added through a batch process.
3. BALLOT MANAGEMENT REQUIREMENTS	
3A. Printing Ballots	
232	System must maintain all data necessary to generate electronic and paper ballots.

233	System must have a variety of capabilities for accepting/processing ballot input files as well as in exporting/creating ballot export files.
234	System must support the creation and modification of a standard ballot in multiple languages.
235	System must have a process to extract ballot data.
236	System must extract ballot data identically regardless of the media of ballots being generated. (Intention is to reduce risk inherit in managing ballot data in multiple places.)
237	System must have the capability to generate all the data needed to deliver electronic ballots as well as the ballot data needed by the tabulation systems to produce paper ballots.
238	System must be able to issue ballots in bulk for eligible voters based on voter type (military, overseas citizen, civilian types, at minimum).
239	System must be able to issue ballots in bulk for eligible voters based on a date and update flag (to select only records that have had a change as of X date).
240	System must produce a standard export file of election data that can be imported into any tabulation system.
241	System must allow a Mailing Date to be manually entered and assigned to a group of ballots at the time of creation.
242	System must capture date and time a ballot is issued.
243	System must have the capability for print-ready ballots (create images, adjust ballot details, adjust ballot layout).
3B. Electronically Delivered Ballot Preparation	
244	System must have the capability to display electronically delivered ballots for overlapping elections at the same time for a single voter. (Voter data – precinct, address – may differ from one election to another.)
245	System must produce voter details and ballot style/type details by voter type in order to support delivery of ballots.
246	System must trigger update of voter status from inactive to active upon voter request of electronically delivered replacement ballot.
3C. Deliver Ballots by Mail	
247	System must be able to process a standard print/mail vendor receipt file. This process would identify any variances between expectation and fulfillment in terms of ballot delivery.
248	System must allow Non-UOCAVA ballots to optimally sorted for the best post office rates (carrier route order).
249	System must be able to sort non-UOCAVA ballot data files in carrier route order and/or ballot type order.
250	System must capture date ballot was sent.
3D. Deliver Ballots Electronically	
251	System must be able to prepare a list of email addresses/mobile phone numbers and/or provide an API for voters who are eligible for the election by date and voter type.
252	System must be able to prepare a list of email addresses for voters who are eligible for the election by date and voter type.
253	System must be able to log if an email ballot is returned undeliverable and to issue a Mail ballot.
3E. Ballot Replacement	
254	System must be able to issue a replacement ballot being issued to a voter. This includes entering new ballot in system with different mailing date, etc. as well as suspending any previously non-returned ballots once a valid ballot has been cast.
255	System must be able to issue multiple ballots of the same ballot type for a given voter during a given election. It must also ensure that only one ballot is accepted/ counted.

256	System must be able to issue multiple ballots of different ballot types due to an address or precinct change for a given voter during a given election. It must also ensure that only a ballot of the correct type is accepted/ counted.
257	System must automatically suspend an issued ballot and issue a new ballot when an address change or precinct change occurs. (County opt in on automatic suspension & issuance.)
258	System must allow for a ballot delivery method to be identified.
259	System must be capable of interfacing with ballot on demand printers for counter delivery. Automatically prints label and ballot.
260	System must identify voters for whom a replacement ballot is issued with date and time of issuance.
3F. Process Ballots Received	
3F1. Process Mail Ballots Received - Initial Steps	
261	System must produce data extracts for input into sorters: voter status, ballot status, voter's legislative district, etc.
262	System must provide a data extract file that includes name, address, precinct, election date, USPS intelligent mail barcode.
3F2. Process Electronic Ballots Received - Initial Steps	
263	System must allow for user to track the number of ballots received electronically; i.e., by email and fax.
264	System must have the capability to securely receive electronic ballots.
265	System must have the capability for a user to authenticate to the system using the Common Access Card (CAC) in the case that Washington State Legislature enacts supporting law. This feature will not be engaged unless such legislation is passed.
3F3. Receive Ballots From a Drop Box, Vote Center, or Van	
266	System must allow for staff to track the number of ballots received from each location at each pickup date/time. This applies to drop boxes, vote centers and van locations.
3F4. Process Non-Standard Ballot	
267	System must have the capability to track the receipt date and the method that a ballot was returned.
268	System must allow a new ballot to be issued when a non-standard ballot electronic, (provisional or federal write-in) is received by mail.
269	System must be able to generate a barcoded label for a specific voter and issued ballot.
3F5. Verify Signature	
270	System must record date and time ballot was processed.
271	System must be able to assign party selection during a presidential primary. System must delete permanently party preference data in compliance with retention schedule.
272	System must be able to interact with a sorter: Accept files produced from sorters containing signature images; Produce files that can be imported into a sorter showing the results of the signature verification step for each of the ballots in a given batch; Provide the ability to configure batches e.g. Legislative district, precinct, etc..
273	System should be capable of performing (or integrating with an) automated signature verification processes (optional).
274	System must allow for a signature to be accepted or rejected, and if rejected – allow a reason for the rejection to be indicated. The system must keep track of the dates that the accepted and/or rejected status is designated.

275	System must identify and assign a "received/good" status – and a date/time associated with this acceptance must be captured for any ballot that passes signature verification.
276	System must have the capability to detect return envelopes that should be rejected and provide rejection/challenge reason. (E.g. voter status is not eligible to vote, ballot has already been returned, voter has returned a different ballot already for the election.)
277	System must allow the challenged reason to be removed and for the signature to become accepted.
278	System must be able to produce an electronic list of challenge codes of a given type and allow a user to work through the list one by one to change those challenge codes or even remove a challenge code.
279	System must be able to display a scanned ballot signature image and the corresponding voter registration signature image on the same screen (and preferably, multiple sets of signatures at a time).
280	System must allow for signatures to be checked side by side or above/below.
281	System must be able to accept a scanned image, attach it to a voter record and identify it by an image type. Multiple images must be able to be associated to a voter's record. Specifically, for ballots, both the full outer envelope as well as the signature only portion (tiff, .txt, .pdf, and jpeg formats) must be able to be associated to a voter's record.
282	System must allow zooming in and out of the images attached to the voter's record.
283	System must be able to retrieve a voter's ballot record and display the voter registration signature based on the scanning of a barcode placed on the outer ballot envelope or by entering identification numbers.
284	System must be able to group ballots into batches, matching the physical batch of ballots that the user is manually scanning. The ballots should be able to be reported on and retrieved based on this assigned batch number. The batch assignable must be able to be assigned manually or by a file imported by a Sorter.
285	System must provide the capability to review multiple signatures from the same address.
3F6. Open Ballots	
286	System must have a mail ballot reconciliation component.
287	System must allow a user to enter batches of ballots (# of ballots, date, two sets of worker initials, method of receipt (e.g. drop box, vote center, van, mail, email, fax, etc.), and location of receipt (e.g. drop box location).
288	System must allow staff to indicate the # of ballots in a variety of positions in the process at the end of each day (ready to be counted, in signature verification status, etc.) and ensure that all incoming ballots have a "status" and are accounted for.
289	System must capture and track all ballot audit details including but not limited to correspondences, challenge codes and methods.
3F7. Duplicate Ballots	
290	System must produce machine readable blank ballots. System may provide a key (i.e. barcode) that can be used by the ballot on demand system.
291	System must have the capability to link a replacement ballot to a voter's originally-issued ballot.
3G. Process Electronically Received Ballots	
292	System must have the capability to log within voter record when an electronic ballot is requested, type requested (replacement, UOCAVA, or non-UOCAVA).
293	System must have the capability to track the receipt date and type of ballot (UOCAVA or non-UOCAVA). System must have the ability to push the status of the ballot to the voter by text and/or email if provided.

294	System must have the capability to auto reply when email or ballot is received.
295	System must allow a user to record the method a ballot is received.
3H. Process Provisional Ballot	
296	System must capture the receipt of provisional ballot, the reason it was issued and the outcome of provisional ballot (accepted or rejected). If the provisional ballot is rejected, the rejected reason should also be captured.
297	System must have a standard means for reporting counted/not counted information to each provisional ballot voter, preferably via a public website that displays the provisional ballot voter list with search options to allow a voter find him/her self and identify whether his/her ballot was counted/not counted.
3I. Process Federal Write-in Ballot	
298	System must be able to track the number of Federal Write-In ballots received as well as the number counted and rejected.
3J. Process Challenged Ballots	
299	System must be able to classify ballots that don't pass signature verification into meaningful groups (not a match, no signature).
300	System must be able to generate correspondence with a specified challenge type for all voters who have a ballot challenged with that type and who haven't already received a correspondence.
301	System must be able to create a challenge file for automated calling or contact via email.
302	System must record the dates that a voter's challenge letter is produced in association with the voter record.
3K. Display Ballot Status Online	
303	System must be able to capture and report ballot status to a voter by public means in real-time. In the case of UOCAVA voters, the system should establish an opt-out, push communication mechanism for notification of ballot status.
304	System must identify the status of a given ballot (using a standard set of ballot statuses). A ballot status must be able to be changed manually by a user or changed automatically based on system defined rules.
305	System must interact with a public facing website that will require a voter to log in with some personal information (currently first name, last name, and DOB). The website must be able to display the voter's ballot status.
306	System must provide real-time tracking of return envelope.
3L. Ballot Reporting	
307	System must be able to report ballot data at a county level or state level.
308	System must have the capability to generate all ballot reports (with counts) by specific criteria, i.e., precinct, legislative district, city, etc.
309	System must generate issued and received ballot reports based on specific criteria such as, UOCAVA, non-UOCAVA, mailed, emailed, faxed, suspended, and challenged/rejected, etc.
310	System must be able to report by challenge reason.
311	System must be able to produce ballot match-back reports/files.
312	System must be able to generate daily ballot reports used for reconciliation of ballot returns.
313	System must be able to generate a report of all voters who have submitted more than one ballot in an election.
314	System must have an EAC report data process that will generate and capture all data needed for the federal EAC reports.
315	System must be able to generate responses to EAC EAVs questions.
4. ELECTION MANAGEMENT REQUIREMENTS	

4A. Offices & Terms	
316	System must provide a central repository of office information.
317	System must have the capability to enter office, jurisdiction type, jurisdictions, terms, base year.
318	System must allow VP office to be linked to President office to appear as one ballot choice.
319	System must have the capability to enter office contact information.
320	System must have the capability to enter office years.
321	System must have the capability to enter office election years.
322	System must have the capability to enter office incumbents.
323	System must have the capability to enter office filing fee.
324	System must have the capability to enter office ballot order.
325	System must store and provide the capability to display and update the dates an office was established and dissolved.
326	System must provide the capability for flexible, dynamic and overriding office terms.
4B. Candidate Filing	
327	System must provide office filing capability, including write-in candidates.
328	System must provide real-time updates to candidate and office data ensuring data is synchronized.
329	System must track changes and history of the changes made to office and candidate records.
330	System must provide the capability to enter basic candidate information.
331	System must have the capability to accept or reject candidate filing.
332	System must not allow a candidate to be assigned to an election until the candidate has been approved.
333	System must allow a candidate to be withdrawn or rejected.
334	System must provide the capability to verify candidate is a registered voter in jurisdiction of office where required for specific offices.
335	System must provide the capability to inform other counties of candidate filing (If cross-county office).
336	System must support offices that have multiple office holders (e.g. charter review board); impacts ballots, declaration of winners, and recording of incumbents.
337	System must support the concept of "filing districts" for a candidate where the filing districts could be different from the office districts. Filing districts could include multiple counties.
338	System must allow a person to file for one or more "special offices" (e.g. PCO, Freeholder, Charter Review Board Member) but restrict a person from filing for more than one "standard office" (not a special office).
339	System must provide a spell checker for individual to use when entering voter pamphlet information by candidate prior to approval.
340	System must provide a word limited candidate statement field.
341	System must provide a method for uploading and formatting candidate photos.
342	System must provide the capability to indicate the candidate paid the filing fee or the candidate filed a supporting petition with signatures.
343	System must provide the capability to verify filing fee paid or fee waiver petition filed.
344	System must provide the capability to verify signatures if fee waiver petition filed.
345	System must provide the capability to verify that a signature has only one occurrence per office on a fee petition.
346	System must provide filed candidates access to an online filing portal.

347	System must show statement word count for the purpose of enforcement of county/office specific word count requirements, which will prevent user from being able to submit unpermitted word counts. Prevention of submission must be optional as a county configuration.
348	System must programmatically enforce deadlines (date and time) and other requirements.
349	System must provide a robust candidate photo upload capability including uploading more than one photo at a time (batch upload)
350	System must support candidate upload of videos. Videos must be released by authorized users in advance of publication.
351	System must provide the capability to allow multiple-session entry of candidate biographic information, photo, and statement until submitted. Once approved, candidate biographic information, photo, and statement cannot be revised. Lock down capability needs to be configurable by County/State/Election.
352	System must allow for a partial statement to be submitted as a "pending" statement and later updated before being finalized.
353	System must allow candidates to save and return later to edit their statement before submitting
354	System must provide the capabilities for online petition signing.
355	System must provide the capability to publish an online voter guide.
356	System must provide the capability to publish candidate information online.
357	System should allow for export of office and candidate information.
358	System must have reports and displays that allow selective hiding of PCO candidates.
359	System must support multiple/overlapping statements and/or filing periods. (For example, a single candidate might have to submit three versions of their statement to comply with various county or state requirements)
360	System must allow for county to delete "erroneous" candidates.
4C. Measure Filing	
361	System must maintain a record of Ballot Measures.
362	System must provide user-friendly entry mechanism for ballot measures
363	System must provide a central location for ballot measure entry that is accessible for the Online Voter Guide and the electronically delivered ballot.
364	System must provide the capability to enter ballot measure statements.
365	System must support the required data for Advisory Votes measure detail
366	System must allow the import and export of Ballot Measure text.
367	System must allow direct submission of measure information (pro and con statements, committee members, rosters, etc.) from an authorized source.
368	System must support validation requirements for ballot measures which may include a super majority for passage (e.g. 60%), or a certain number of ballots cast, or other unique criteria.
369	System must allow multiple offices and multiple ballot measures to be assigned to the same sub district(s).
370	System must support addition of tables in measure details.
371	System must provide the capability to submit ballot statement information, including but not limited to: explanatory, pro and con statements (sponsor and opponents)
372	System must provide the capability to submit rebuttal statements (sponsor and opponents).
373	System must store and provide the ability to display and update contact information for committees established to support or oppose ballot measures.
374	System must provide the capability to submit committee and members statements (sponsor and opponents).
375	System must enforce format rules for Ballot Measure text.

376	System must provide the capability to enter translated text.
377	System must provide the capability to include or not include a measure on a ballot.
378	System must provide county/state configuration tools for Voter Pamphlet information.
379	System must provide real-time updates to ballot measures data ensuring data is synchronized statewide.
380	System must provide the capability to assist in randomly or fully checking petition signatures for validity (statewide or district specific).
381	System must provide the capability to report signature check back to the measure authority as sufficient/insufficient.
382	System must provide opportunity for editing and approval by state and county users before publishing Ballot Measure text.
383	System must provide the capability to submit written measure proposal to state or county election office.
384	System must provide the capability to send measure proposal to state Attorney General or county Prosecuting Attorney for legal identification, title, and statements of current law and effect of proposal if it were to become law.
385	System must support unique and lengthy ballot responses and ballot titles.
386	System must enforce format rules for Online Voter Guide and Voter Pamphlet information.
4D. Elections	
387	System must provide the capability to allow submission of candidate and ballot measures filing.
388	System must provide the capability to assign candidate ballot order.
389	System must provide real-time updates to data to ensure jurisdiction/district/precinct data is synchronized, date and time stamp and history must be included.
390	System must provide real-time updates to candidate and office data ensuring data is synchronized.
391	System must provide the capability to import election data into county ballot production system.
392	System must provide the capability to calculate ballot styles and ballot types and assign ballot types to voters.
393	System must accommodate term and scheduling for measures.
4E. Setup	
394	System must provide the capability to setup an election (election date, offices).
395	System must provide programmatic exporting and importing of all election related data. The system must provide programmatic interfaces for data exchange between subsystems and other external vendor systems. Need ability to manually trigger exports and imports as well. Manual export/import of data should only occur in unusual situations.
396	System must provide the capability to import/enter candidates and ballot measures and export to ballot production systems.
397	System must be able to support overlapping elections. The system must allow the user to specify which election they need to work on so that multiple elections can be managed at the same time. Ballots and voters assigned to a specific election shall have a unique ID which is linked to a specific election. A given voter could be in both elections, the voter would have the same voter ID but a unique election ID (AVID) would be assigned.
398	System must be capable of generating filing questionnaire.
399	System must provide the capability to enter candidate ballot order by lot draw or random assignment.
400	System must provide the capability to support the maintenance of a county's master jurisdiction/district/precinct data.

401	System must provide the capability to compare county open offices with state and identify differences.
402	System must be capable of producing reports in filing order, alphabetical, lot draw order. All reports must have the same style and format.
403	System must be capable of producing election management reports including which districts are on which ballot type, ballot type to precinct in precinct order and sorted by ballot type.
404	System must provide the capability to calculate Ballot Styles.
405	System must provide the capability to determine Ballot Types and assign voters.
406	System must provide the capability to produce sample ballots.
407	Public site must consistently and accurately display all state and county races and ballot measures.
408	System must produce test matrix/information for Logic and Accuracy test.
4F. Voter Pamphlets	
409	System must provide the capability to prepare and print Voter Pamphlet.
410	System must have a robust Online Voter Guide capability that is compatible with the data entered by candidates and election personnel, which will include links.
411	The Voter's Guide search tab must include an "All Candidates" selection that will list all candidates not just those identified as Primary or General.
412	System must provide the capability to verify all candidate and measure data is complete including language translations.
413	System must provide the capability to import photos from state and/or county.
414	System must have a user-friendly capability for uploading and formatting photos, meeting requirements for quality online publication and print publication
415	System must support the requirements for the different free-form text fields and their different uses. Where there is variability between counties (e.g. number of words) the system must use parameterized values to enforce requirements.
416	System must provide the capability to export candidate and measure data.
417	System must provide the capability to layout and format Voter Pamphlets for printing.
418	System must provide the capability to import into layout and design software.
4G. Ballots	
419	System must provide a means for displaying a voter-specific, electronically delivered, online markable ballot.
420	System must be able read a ballot delivered electronically and generate a machine-readable ballot with voter responses.
421	System must be capable of printing blank ballots for duplication and replacement purposes.
422	System must provide the capability to synchronize state and county election data.
423	System must provide the capability to export ballot type data to tabulation system.
424	System must provide the capability to synchronize ballot type identifier with tabulation systems.
425	System must provide the capability to cross check results between the state and county systems.
426	System must provide the capability to correct discrepancies.
427	System must provide the capability to design and layout ballots, including ability to add long measures, title and response.
4H. Election Results Reporting	
428	System must store results by election date so that an ongoing history of election results is available readily and easily.
429	System must provide the capability to upload tabulation file.

430	System must provide the capability to consolidate individual tabulation files (including write-ins) into a single file.
431	System must provide the capability to upload consolidated tabulation state system.
432	System must provide the capability to check for errors.
433	System must provide the capability to upload/enter/post PDF file results to county website.
434	System must provide the capability to identify winner and push update to incumbent record.
435	System must be able combine election vote totals in order to protect voter privacy.
4I. Certification and Recounts	
436	System must provide the capability to allow state to certify election.
437	System must provide the capability to enter and report county and state reconciliation data.
438	System must provide the capability to record data on ballots sent, ballots received, ballots rejected, UOCAVA voters, votes counted, over votes, under votes, etc.
439	System must provide the capability to upload final vote totals and allow electronic signature.
440	System must provide the capability to compare counts and identify discrepancies.
441	System must provide the capability to allow election, official results, and recount results to be locked.
442	System must provide the capability to generate an editable oath certification document for the Canvass Board to sign and deliver to OSOS.
443	System must provide the capability to generate county certificate of election document.
444	System must provide the capability to submit state reconciliation form.
445	System must provide the capability to publish final results on state and county websites.
4J. Vote Publishing	
446	System must publish election results from the entire state or any portion thereof holding an election.
447	System must include the full reporting of election results to minimize the use of local databases and spreadsheets.
448	System must provide integration of county and state certification reporting including reconciliation, official certification, and final results.
449	System must provide the capability to publish result files on state hosted county website.
450	System must provide the capability to publish result files on county hosted website.
451	System must provide the capability to prepare and combine result files for in and cross-county elections and publish recount results separately.
452	System must provide the capability to import text, pdf, or csv result files from tabulation systems. Tabulation systems from multiple vendors are in use.
453	The system must display results of ballot measures along with validation requirements so that a user may determine if the ballot measure passed or failed.
454	System must provide for export of election certification documents and recount reports, including totals, in a standardized format.
4K. Accessible Voting	
455	System must provide the capability to maintain accessible voting locations and hours.
456	System must provide the capability to publish accessible voting location and hours on public site.
457	System must be able to publish voter guide, offices open for election, candidates who have filed, elected officials, and election results at the county, state or individual voter level.
458	System must display ballot data (candidates and measures), elected officials, and ballot drop-off locations online for any voter in the state.
459	System must provide the capability to publish on other county websites and publications.
460	System must store and use a single copy of data.

461	System must support multiple voting centers per county, to include verification of no previous vote, issuance of an access code and voting history credit.
4L. Cost Distribution	
462	System must provide the capability to enter election costs and calculate election cost distribution based upon County configuration and Budgeting Accounting Reporting System (BARS) requirements.
463	System must prepare bills for sponsors.