

## **Electronic/Digital Voting Committee Report for March 2017**

### **Committee Members:**

**Harold A** – Chair – Area 2, **Hamid K** – Area 1A, **Beth Z** – Area 2, **Barry H** – Area 12, **Ian S** – Area 6D, **Roger L** – Area 2, **Frank L** – Area 12, **Gagik G** – Area 1

### **Work completed at this time:**

After our Committee had its conference call on February 13 to discuss what had taken place with respect to Barry and I weeding through all the potential vendors, Barry began working on the Request For Quote (RFQ) to be sent to the two selected vendors.

Barry completed the work and I reviewed it before sending it out to the committee and Andy R and Pete K for feedback. There was a deadline of March 17 for any input and feedback so the final RFQ could be sent to the vendors in a timely fashion so they could respond in time for our Committee to report at Cherry Hill.

There was limited feedback from the Committee other than approval of the work Barry and I put in, however Andy and Pete had us remove the GA logo and we did not use the Gamblers Anonymous name as the entity making the RFQ only as "Committee of the Board of Trustees."

The attached RFQ along with previously attached attachments that are all public record and give the vendors background on GA so they can build a system that meets our needs based on the guidance code and our internal procedures, was sent to the two previously mentioned selected vendors (whose web sites are below) on March 22 so we have time to answer any questions they may have before the deadline for submission on April 25. This will give us a few days to go over the RFQs prior to Cherry Hill.

Prior to April 25 we will have a teleconference meeting of the Committee to discuss how we will present our report at Cherry Hill.

### **Selected Vendors:**

<http://www.live-tally.com/> and <https://www.meridiaars.com/electronic-voting-system>

**Next meeting:** Date pending but it will be by conference call in Mid April once the Committee is queried about a date and we have some feedback from the vendors to discuss.

**Moving forward:** In brainstorming this with Andy, Pete and a couple of members of the committee, our plan should not be to try and move this too quickly but to give the BOT enough information to approve moving forward in the process that will hopefully include a live demonstration in Ontario this fall, and then we can discuss a yea or nay vote and how the financing would work if approval is given. My strong feelings are that after Cherry Hill is when the Committee will really need to spring

into action by reaching out to members of the BOT to gain their confidence in supporting this effort at saving time and money. We will discuss this in the April teleconference.

Respectfully submitted,

Harold A.  
Area 2 Trustee  
Chair: Electronic/Digital Voting Committee

**2017 Digital Voting Project  
Committee of the Board of Trustees  
Request for Quote**

**Direct all communications related to this RFQ to the following contact:**

Barry Hyman  
DCS Associates  
218 Jennings Lane  
Long Branch, New Jersey 07740-5595  
214-868-6515  
[dcsassociatesnj@gmail.com](mailto:dcsassociatesnj@gmail.com)

**Released to Vendors on March 22, 2017  
Request for Quote Due April 25, 2017**

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## **Section I—RFQ Overview**

### ***Purpose***

The Committee of the Board of Trustees, is requesting quotes from a potential partner to begin designing, implementing and procuring a standardized digital voting solution for the Board of Trustees Bi-Annual International Meetings.

### ***Solution***

The Committee of the Board of Trustees wants to negotiate a solution with a partner for its Bi-Annual Board of Trustees meetings to allow for enhanced use of time and save money through increased meeting efficiency.

### ***General Conditions***

This RFQ is not an offer to contract. Acceptance of a proposal neither commits the Committee of the Board of Trustees to award a contract to any vendor, even if all requirements stated in this RFQ are met, nor limits our right to negotiate in our best interest. The Committee of the Board of Trustees reserves the right to work with a vendor for reasons other than lowest price. The Committee of the Board of Trustees will thoroughly examine each proposal for best price, product quality, design specifics, working relationship with the Committee of the Board of Trustees and customer support/warranty.

The vendor will absorb all costs incurred in the preparation and presentation of the proposal. The Committee of the Board of Trustees reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. The Committee of the Board of Trustees may also request the opportunity to conduct an on-site review of the vendor's demonstration of the proposed technology.

### ***Confidentiality***

Both parties shall maintain confidentiality and keep all information solely between the parties.

### ***Evaluation Criteria***

#### Overall Cost

Meeting our operational requirements to sustain our complete meeting agenda, sample agenda attached. Key components of system needed to run meeting successfully: Attachment 1

1. Ability to take multiple roll calls during each meeting day.
2. Ability to vote on agenda motions and add amendments as voted by the board.
3. Ability to move through the agenda in any order needed by the Chair of the meeting.

4. Vendor will offer options to configure accessories to project the audio/video files on screen or motions as a complete solution ..... Audio/video items needed to operate a complete solution for the International Executive Secretary.
5. Training for minimum of 4 members.
6. Warranty and Support of solution for a minimum of 5 years, hardware and software before EOL (End of Life). Cost per year table.
7. Ability to add the outcome of each motion as defined in Attachment 2.
8. Ability to create reports with the outcome of each motion or events.
9. Solution Design and ease of use
10. Working relationship with the Committee of the Board of Trustees
11. Customer Service, Warranty, and Ability to replace hardware for 5 years.
12. Ability to vote on New Executive Board to include:  
The Chairman of the Board of Trustees and the two (2) Co-Chairs of the Board of Trustees.

## **Section II—Background**

### ***Background Information***

The fellowship is the outgrowth of a chance meeting between two men during the month of January in 1957. These men had a truly baffling history of trouble and misery due to an obsession to gamble. They began to meet regularly and as the months passed neither had returned to gambling.

They concluded from their discussions that in order to prevent a relapse it was necessary to bring about certain character changes within themselves. In order to accomplish this, they used for a guide certain spiritual principles which had been utilized by thousands of people who were recovering from other compulsive addictions. The word spiritual can be said to describe those characteristics of the human mind that represent the highest and finest qualities such as kindness, generosity, honesty and humility. Also, in order to maintain their own abstinence they felt that it was vitally important that they carry the message of hope to other compulsive gamblers.

As a result of favorable publicity by a prominent newspaper columnist and TV commentator, the first group meeting was held on Friday, September 13, 1957, in Los Angeles, California. Since that time, the fellowship has grown steadily and groups are flourishing throughout the world.

The fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from a gambling problem.

The only requirement for membership is a desire to stop gambling. There are no dues or fees for membership; we are self-supporting through our own contributions. Our fellowship is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any cause. Our primary purpose is to stop gambling and to help other compulsive gamblers do the same.

Most of us have been unwilling to admit we were real problem gamblers. No one likes to think they are different from their fellows. Therefore, it is not surprising that our gambling careers have been characterized by countless vain attempts to prove we could gamble like other people. The idea that somehow, some day, we will control our gambling is the great obsession of every

compulsive gambler. The persistence of this illusion is astonishing. Many pursue it into the gates of prison, insanity or death.

We learned we had to concede fully to our innermost selves that we are compulsive gamblers. This is the first step in our recovery. With reference to gambling, the delusion that we are like other people, or presently may be, has to be smashed. We have lost the ability to control our gambling. We know that no real compulsive gambler ever regains control. All of us felt at times we were regaining control, but such intervals - usually brief -were inevitably followed by still less control, which led in time to pitiful and incomprehensible demoralization. We are convinced that gamblers of our type are in the grip of a progressive illness. Over any considerable period of time we get worse, never better. Therefore, in order to lead normal happy lives, we try to practice to the best of our ability, certain principles in our daily affairs.

## **Section III Vendor Instructions**

### ***RFQ Schedule***

This schedule outlines the major activities that will occur in this quote process and the corresponding deadlines. Any changes in deadlines will be communicated by the Committee of the Board of Trustees to all vendors in writing. The Committee of the Board of Trustees reserves the right to disqualify any vendor who does not comply with these deadlines.

<b>Activity</b>	<b>Description</b>	<b>Date/Time</b>
<b>RFQ is posted</b>		March 22, 2017
<b>Submit RFQ</b>	If requested a Go To Meeting will be scheduled	April 25, 2017 at 8:00 pm
<b>Award</b>		Late 2017

### ***Vendor Questions and RFQ Addenda***

Questions regarding the content of or schedule for the RFQ must be submitted in writing by email to the contact identified on the cover page of the RFQ as indicated in the above schedule. The Committee of the Board of Trustees will issue answers to all vendors who indicated their intent to submit an RFQ.

In the event that modifications or additions to the RFQ become necessary, vendors will be notified via email and notified by phone.

## ***Desired System requirements\*\****

Each vendor interested in responding to this RFQ should address the requirements found in the next section (Quote detail) within their response.

## ***Opportunity to pilot your solution***

After reviewing the proposals, The Committee of the Board of Trustees would be interested in any potential pilot or demo before purchase with the BOT Voting Committee.

## **Section IV Proposal Content**

**Submission Information:** All proposals must be in and received no later than 8:00 pm. E.S.T. on April 25, 2017 at 8:00pm. That would include all sections of this RFQ and a breakdown of the cost for product and other variables.

The Committee of the Board of Trustees will only accept electronic submissions via email with the following subject: Request for Quote BOT Digital Voting RFQ.

Please attach one (1) copy . The electronic copy shall be submitted in PDF format. All responses must be submitted to

[dcsassociatesnj@gmail.com](mailto:dcsassociatesnj@gmail.com)

**Attention: Barry Hyman**

Your proposal should also be organized as follows:

### ***Letter of Introduction (Limit to 1 page)***

Provide a cover letter as a separate document. Include your company's legal name.

### ***Table of Contents***

Provide a sequential table of contents with page numbers linking to the content of your proposal.

### ***Executive Summary (Limit to 1 page)***

Provide a concise and brief overview of the highlights of your products and solution design, hardware/software options.



**Quote Detail (Limit to 4 pages)**

Please address the following desired design thinking, hardware, installation and support. Please feel free to add any additional capabilities you feel important.

\*\*The Committee of the Board of Trustees would like a Quote on a RF solution for 150 users and increments of 10 units each up to 200 users including the software and updates. We also will request a design for the additional equipment required for the projection of the audience pages for the board of trustees viewing the voting results. (Ie..Suggested projector, cables, computer choices and configuration management for our meeting formats.)

**Design**

The vendor will provide in as great as detail possible a design concept for addressing our goals. In particular, the potential vendor would articulate how they would provide the following system to meet the Board of Trustee Meetings

**Performance Metrics and Reporting** (Limit to 1 page)

If you have them, please provide Service Level Agreements for technical issues such as uptime, call response intervals and time to resolution.

**Financial Considerations** (Limit to 1 page)

Pricing, along with many other factors, will be a driving influence in the selection of this system. The organization wants to ensure, however, that quality of service delivery is not negatively impacted from any form of exceedingly aggressive pricing scenario. Please provide any additional pricing information not covered.

**Section V Attachments**

**Attachment 1:** Committee of the Board of Trustees -- **Meeting Agenda**

**Attachment 2:** Committee of the Board of Trustees -- **\*\*Voting Outcomes List**

**Attachment 3:** Committee of the Board of Trustees -- **By-Laws**

**Attachment 4:** Committee of the Board of Trustees -- **Guidance Code**

**Attachment 5:** Committee of the Board of Trustees -- **Rules and Procedures**

**Attachment 6:** Committee of the Board of Trustees -- **Meeting General Layout**