

# Request for Information RFI-09-13-1 Statewide Electronic Filing System (SEFS) ANSWERS TO VENDOR QUESTIONS

## Addendum #2

### Questions and Responses - 1

1. What database and languages are used to support the current campaign finance system?  
Database is MS SQL Server; Application is written in .net; Language is English.
2. What factors led you to decide not to use the Department of State's existing campaign finance system?  
This decision has not been made. The response to the RFI will help the Division of Elections in deciding the system or systems which it places in the proposal that the Legislature has mandated.
3. Please provide the database schema underlying the existing system. (This is would be helpful to help assess the complexity of the data conversion process needed.)  
For the table schema refer to the document EFS\_MigrationSchema.txt. The campaign treasurer reports would require migration of reports from the previous 2 years only.
4. How many municipalities do you anticipate will use this system?  
Per Florida League of Cities, there are currently 410 municipal governments in Florida. A complete alphabetical listing of all municipalities can be found at <http://www.floridaleagueofcities.com/Directory.aspx>. On the right hand side of the alphabetical listing, one can download a complete directory with municipal government elected officials, addresses, population figures, etc.
5. How many entities (candidates, political parties, political action committees, etc.) do you anticipate will use this system? Currently, there are 893 active committees/parties at the state level. For candidates, the following table gives the totals by election for the Division of Election (DOE) and Supervisor of Elections (SOE), who report only constitutional office candidates to DOE. You would have to check with SOE's for a count of local committees/parties as well as other local candidates that would file in SEFS too. You would have to check with the Municipal Clerks for a count of municipal candidates and committees.

Candidate Counts by Election			
ccType	canElecID	FilingOfficer	Total
CAN	20141104-GEN	DOE	432
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6. Do you expect the vendor to provide technical support to the users of the system?  
If the vendor offers technical support, it should be listed in the RFI response to question 3. (What is the estimated licensing and maintenance fees for state, county and municipal filing officers?)
7. What public access do you plan to support? Do you anticipate broad unsupervised download access by the public?  
It must provide, at the least, the current public inquiries and downloads available, which are located at <http://election.dos.state.fl.us/candidate/index.asp>, <http://election.dos.state.fl.us/committees/ComLkup.asp> and <http://election.dos.state.fl.us/campaign-finance/cam-finance-index.shtml>.
8. Who do you anticipate will be the first level of support for this system?  
The Division of Elections would support the Supervisors of Elections and Municipal Clerks. Each filing officer would

support the filers in their jurisdiction.

9. Are there any external interfaces? If yes, please explain.

The system needs to have functionality to process uploaded files and to produce files for downloading data by the filer and by local Supervisors of Elections and Municipal Clerks for use in their local system.

10. Under what conditions would a committee, party or candidate be able to register online?

Online registration is a requirement of the new system. The filing officers must be able to approve all registrations for filers under their jurisdictions.

## Questions and Responses - 2

1. Is there a provision to email the response or do you need the 2 paper copies mailed in?

An emailed response is acceptable.

## Questions and Responses - 3

1. Have the DOS conducted market survey in respect to the availability of the election software electronic filing system? Yes, the Division of Elections conducted an informal survey of other states regarding their campaign finance databases.

2. What were the results of that survey? Overall, we determined that while many states have an electronic campaign finance database, most of them were designed in-house. A small number of states were in a similar situation to Florida, in that they were in the process of establishing such a database or conducting a major revision. We were able to identify several states that had contracted with an outside vendor to design their campaign finance database. This information was then used, in part, as a basis for submitting the RFI to vendors.

3. Would the DOS entertain option to use the solution in a saas (cloud) environment? Yes

4. Is there a legacy software system that the DOS is using for that purpose? Yes

5. What are the specifics for data migration to be performed?

Import all active filers from the state county and municipal level, if available electronically. Data items would include general filer information such as name, address, filer type, etc. as well as treasurer information and chairperson for committees. It will also include campaign treasurer reports for the previous 2 years. For the 410 municipalities, we would create files standards they would have to meet in order to import their data.

6. What is the anticipated timeframe for the system delivery? This is unknown at this point in time. It will depend upon future legislation.

7. How many "filing officers" roles are expected to use the software? At least 3 filing officer roles: Read only, Updater, and Administrator; plus, a non-filing officer role of System Administrator.

## Questions and Responses - 4

1. Does the Division of Elections have or envision mandatory online filing in support of its vision of being paperless? Currently, filers who file with the Division of Elections must file campaign treasurer reports online and some counties have mandatory electronic filing of reports. It would require statutory changes to implement a completely paperless system with regards to online registration and notifications.

2. If not, what is the current or expected volume (per day during peak period) of paper-based filings and registrations that are/would be processed by agency staff? Reports filed with the State are all filed online. For a list of submitted forms from filers to the Division of Elections or notifications from the Division of Elections to filers go to <http://doe.dos.state.fl.us/PublicRecordsBER/wfPublicImagesBER.aspx>. Select 'Account Type' and then select 'Form Desc'.

FormYear	Total
2010	16723
2011	10257
2012	23347
2013	9969

### Campaign Documents Search

Forms are available in Adobe's Acrobat PDF format for viewing or printing at your computer. PDF format requires use of [Adobe's Acrobat Reader](#), which may be installed from the [Adobe website](#).

Account Num	<input type="text"/>
Account Name	<input type="text"/>
Account Type	CAN - Candidate
Form Desc	all
Election Id	Affidavit of Compliance
	Affidavit of Intention
Office Desc	Audit Letter
	Candidate Appt of Campaign Treasurer
	Change of Address / Officers
	Check
	Fail to File Letter
	FEC Referrals

3. Your Question #4 asks for an estimated data migration fee for state, county and municipal data. Can you clarify if this data resides in one current system or disparate systems, and if multiple systems what are the types and counts of these databases.

The data is in disparate systems. Besides the Division of Elections, there are 67 County Supervisors of Elections and 410 Municipal Clerks who act as filing officers. For the municipalities, we would specify the uniform file standards that they would have to meet in order to import their data.

## Questions and Responses - 5

1. Regarding estimated licensing and maintenance fees for the state county and municipal filing officers:
- a. Our estimated numbers reflect a single system with 1,000 concurrent users. Is there a more accurate number available for this? Does the Department know how many users may be connected to the system at any given time and the expected duration of those connections?

Since there are 67 county filing officers and 410 municipal filing officers alone, there could be 500 concurrent users in filing officers alone. Currently, there are 893 active committees/parties at the state level. For candidates, the following table gives the totals by election for the Division of Election (DOE) and Supervisor of Elections (SOE), who report only constitutional office candidates to DOE. You would have to check with SOE's for a count of local committees/parties as well as other local candidates that would file in SEFS too. You would have to check with the Municipal Clerks for a count of municipal candidates and committees. The duration of the connections would be unknown.

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- b. How many of the connected users will be in-house developers, power users, or casual users?  
Answered in part a.
- c. How many members of the public will need to be accommodated at a given time, and for how long per access? This is unknown.

- d. How many systems are intended to be operated statewide? Does the Department plan to have a primary and a backup site, and will they each require a full complement of software? If so, will one site be used for development, while the other is used for production? **A production site with failover and a development site would all require a full complement of software. The failover system could not be used as a development site.**
  - e. Does the Department intend the SEFS to be comprised of a single system or multiple systems for regions around the state? **We would be open to any viable solution.**
  - f. Does the Department envision using external resources for production, development or both? **If you are referring to cloud computing, then the answer is yes.**
2. Regarding data migration:
    - a. What format is the data in at present? **Division of Elections data is in MS SQL Server. It is unknown what format is used by the 67 Supervisor of Elections and the Municipal Clerks. For the 410 municipalities, we would create uniform file standards they would have to meet in order to import their data.**
    - b. Where is the existing data located? **At each filing officer's location.**
  3. Regarding software development and features:
    - a. Has the department identified any specific desired features at this time you will be asking for in any future procurement? **We would like to have a paperless system using email for notifications and an acknowledgement by filers for alert notifications. Filers should be able to update account information such as change in address, phone number, affiliations, etc. as well as changes in their officers, campaign treasurer, chairperson, or registered agent. The report filing should process file uploads (specification link was given in RFI) but also allow manual entry of report data. The system should have a review/audit feature which automatically checks report detail data for required elements and valid codes as well as allowing filing officers to flag records for statutory non-compliance items.**
    - b. What timeline has been established for the department to procure and implement the SEFS system? **Indeterminate at this time.**
  4. Regarding customization of the software to meet the requirements of Florida laws and rules:
    - a. What Florida laws and rules regulate the use of a Statewide Electronic Filing System? **The 2013 Legislature enacted a law (Section 16, [Ch. 2013-37](#), Laws of Florida) directed the Division of Elections to submit a proposal for a mandatory statewide electronic filing system for all state and local campaign filings. The state's current electronic filing system for filers who file with the Division is governed by Sections [106.0705](#) and [106.0706](#), Florida Statutes. Also, Rule [1S-2.017](#), Fla. Admin. Code, entitled, "Reporting Requirements for Campaign Treasurer's Reports, is currently applicable.**
    - b. Are there present procedures and workflow which will need to be accommodated in the new system? **Email reminders are sent out prior to the start of a reporting period. Filer report data is loaded into temporary/pending tables and this data exempt from the public per statute. The larger functions (uploading, reviewing, amending, filing and printing a report) are all queued and processed in batch. A filer can delete a pending report at any time. When the filer "files" the report, the data is moved into permanent public accessible tables. Once a report is filed it can never be deleted but it can be amended. If amended the report data is copied into the pending tables and the filer can add, update or mark a record for deletion. After the due date an email notice is sent to filers who failed to file their report. Reports are then audited by staff and audit letters are sent to the filers.**
  5. General questions:
    - a. Does the Department intend to provide the server(s) for the SEFS, or use vendor provided systems, or facilities available "in the cloud"? **We would be open to any viable solution including a cloud environment.**
    - b. Does the Department prefer the use of Windows or Linux based server(s) for any future SEFS implementation? **Windows**

- c. In the event that a procurement results, is it preferable to the Department to purchase under State Term Contract if products and services are available through a State Term Contract? **Yes**

## Questions and Responses - 6

1. What is the volume of the state, county and municipal level filers and other data that would be migrated to new statewide electronic filing system (SEFS)?

Currently, there are 893 active committees/parties at the state level. For candidates, the following table gives the totals by election for the Division of Election (DOE) and Supervisor of Elections (SOE), who report only constitutional office candidates to DOE. You would have to check with SOE's for a count of local committees/parties as well as other local candidates that would file in SEFS too. You would have to check with the Municipal Clerks for a count of municipal candidates and committees.

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2. Is the state considering converting all data from state, county and municipal reporting systems into a single, centralized system or a distributed system? If neither, please provide some additional context for the desired future state. **We would be open to any viable solution.**
3. Is state planning to host the solution in their data center or open to deploy the solution in secure cloud environment with Software-as-a-Service model? **We are open to a cloud environment.**

## Questions and Responses - 7

Can you provide details about the database from which campaign finance data is to be converted?

**We have this information for the Division of Elections but not for the Supervisors of Elections and Municipal Clerks.**

This would include information such as: table (file) descriptions, physical data attributes (ex. MB/GB of primary data types), and quantities of each type of data (ex. counts of registered committees, by type if possible, and counts of contributions, expenditures, distributions, and transfers).

**For the table schema refer to the document EFS\_MigrationSchema.txt. Since, the campaign treasurer reports would require migration of reports from the previous 2 years only, we will not be able to give you accurate data sizes. Below are some statistics:**

Table	Size (MB)	Total Count	Migration Count
Candidates and Committees	48.2	54,978	1,325
Treasurer Reports (since 1996)	41.5	166,705	25,037
Contributions	4,353	19,979,240	2,600,382
Expenditures	289	1,301,844	180,315
Other Distributions	23.7	106,334	30,783
Fund Transfers	.7	3,582	295