

STATEMENT OF WORK

ASSESSMENT OF 2020 ELECTIONS, STATEWIDE, STATE OF HAWAII, DEPARTMENT OF DEFENSE, OFFICE OF HOMELAND SECURITY, Job No. CA-202009

The House of Representatives, Thirtieth Legislature 2019, State of Hawaii, passed HB 1248, A Bill for An Act, Relating to Elections. The Act requires ALL elections to be conducted by mail beginning with the 2020 primary elections; establish a limited number of voter service centers that are open ten (10) business days before the election to receive personal delivery of mail-in-ballots, accommodate voters with special needs, offer same day registration and voting, and provide other election services.

As said the Elections 2020 is experiencing a new procedure for elections with mail-in balloting. The State Department of Defense, with the Office of Elections, is requesting assistance to evaluate the election experience and provide recommendations for Elections 2022.

The selected consultant will evaluate/assess the entire Elections 2020 processes by identifying procedures, gaps, public messaging to include communications, web page, reporting, legislation to provide recommendations on improving the elections experiences in preparation for Elections 2022. The assessment should also identify areas of concern and weaknesses that could result in ballots not counted, results discrepancies, etc. The selected consultant will be requested to consult with the Office of Elections, each county and County Clerk, state departments, media, candidates, US Postal Services, etc., to identify recommendations for future elections. The assessment should also include elections preparations such as planning, training, and exercises. Training will be for the Elections community but will also be based on the recommendations of the After-Action Report.

The selected consultant will also coordinate with the Enterprise Technology Services (ETS) to analyze the Elections Systems Operations technology infrastructure. The consultant will provide recommendations such as completing a Risk Mitigation Plan for Elections 2022 to assist in increasing the security and resilience of the elections technology infrastructure.

The selected consultant will advise the Office of Elections and ETS if additional support from DHS CISA, Hawaii National Guard, or other technical support is warranted to protect the elections infrastructure for the state of Hawaii.

The bottom line is how do we improve the elections experiences for Election 2022 for the Office of Elections, all the agencies/activities involved in the elections, and the citizens of Hawaii so we have a safe, secure, confident election.

It is suggested the selected consultant consider a survey of citizens to obtain their feedback on the mail-in balloting election format.

The selected consultant will also provide information to assist the Office of Elections with their annual report to the Legislature.

The assessment results will be presented to the Office of Elections in the form of an After-Action Report.

The assessment will include the Primary Elections scheduled for August 8, 2020; the General Election scheduled November 3, 2020. The selected consultant will provide the Office of Elections an overview of the Primary elections on what actions need to be reviewed, actions taken in preparations for the General Election. The selected consultant will work with the Office on Elections for a project timetable to meet the requirements identified above. All work on the project is anticipated to be completed by November 30, 2021.