**APPENDIX 2 - SPECIFICATION**

The replacement EMS must provide:

* 1. **Electoral Registration**:

1. Current legislation requirements and incoming requirements with regard to Overseas Electors, European Electors, absent voter changes, connection to IER-DS and EROP over the internet (migrated off PSM on 26/01/2022).
2. Ability to capture within the EMS non registered electors (such as 2nd home owners, landlords, non-eligible nationalities – to reduce on ITR generation and incomplete Canvass Communications and Canvass Forms year on year).
3. Ability to upload daily Council Tax new account information provided by the in-house service, excel file exported from Northgate.
4. Ability to data mine throughout the year, using local data provided by in-house services (Council Tax, Housing Services, Customer Services, Housing Benefit etc).
5. Ability to automate the monthly and annual distribution of electoral data to statutory bodies, national and local political parties, credit reference agencies, Councillors and any third parties as per the Representation of the People Act 2001 Regulations.
   1. **Election Management:**
6. Ability to deliver all scheduled and non-scheduled electoral types as currently required under legislation.
7. Gosport is a take on Authority for UK Parliamentary general Elections, and the EMS must be able to accept exports from all EMS providers to enable nomination elector checks, import of postal voter identifiers and import of Polling Places/Polling Stations and staff.
8. Ability to keep Election Account records within the EMS, for generation and submission to both ECU (national elections covered under the consolidated fund) and local elections (County elections paid for my HCC and Borough elections audited by in-house Internal Audit team).
9. Built in or separate module for the verification and counting of the votes following the close of Poll – for the manual entering or automatic upload of Ballot Paper Accounts, production of verification totals/figure per electoral area, entering whole area count figures or the ability to work in ‘mini-counts’ once verification has been completed and confirmed/accepted, ability to produce statutory Declaration of Results for the verbal announcements by the RO, and the ability to produce customised/bespoke reports on Count information/statistics.
   1. **Postal Voter Personal Identifier verification:**
10. Ability to scan and verify 100% of all postal vote statements for all electoral events (including Parliamentary take-on Polling Districts)
11. Ability to produce reports (headlines and detailed), information and statistics on the response/return rates for each electoral area at the election for sharing with election agents and candidates following each PV in-house opening session.
    1. **Call centre access to assist with registration and queries:**

Either a separate module or web-based access to EMS for our in-house Customer Services team (with the ability to set access rights and roles to specific areas or processes) to be able assist with annual canvass responses on the phone, requests for postal and proxy vote application forms, and general information provision to the public electors e.g. where there Polling Station is etc).

* 1. **NLGP updates/uploads from Gazeteer Officer:**

1. Ability to load and process the daily COU files provided by in-house Gazeteer Office in .csv format into the EMS
2. Confirmation of addressing standard within the EMS to BS7666 or equivalent.
3. EMS to contain both UPRN, USRN and X and Y co-ordinates for all residential, non-residential properties and Polling Places/Polling Stations within the EMS to allow mapping solutions and exports to Democracy Club.
   1. **Election staff self service module:**
4. Election and Canvass staff have been using an online portal since 2016. The EMS must have the ability for staff to respond to availability requests for jobs at both election and canvass, receive and respond to job appointment(s), see payment information (gross and net) etc.
5. Ability to register using secure links, and update personal information at all times of the year (e.g. change of address, phone/mobile number etc)
   1. **Reporting functions for both registration and election management:**

Ability to use either built in reports, or generate/build own customised reports for all election process (canvass, PI fresh, election etc)

Ability to use built-in data analytics or export tools to enable analysis of the EMS information and database, e.g voter analysis, churn stats, property analysis, non-eligible elector stats etc.

* 1. **Link from election management system to publication of election results on the internet:**

Ability to automatically publish progress of all post close of poll processes such as the receipt of ballot boxes, progress of the verification and the progress of the counting of the votes

Ability to publish results including votes cast breakdown and rejected ballot papers by type;

Ability to produce win/held/lose information per political party for Gosport area.

* 1. **Hardware and software requirements:**

1. No requirements to purchase additional/new hardware for Elections Core team – we currently have 5 PCs (Lenovo V5305S desktops), 2 monitors (Dell E2420H) per workstation, 2 Fujitsu fi-6670 A3 scanners (used for the scanning of all paper documents, Canvass comms, REFs, Absent Vote applications, doc evidence).
2. No requirements to purchase additional/new hardware for PI checks – we currently have 4 PCs (Lenovo V5305S desktops), 4 monitors (Dell E2420H), 4 Fujitsu fi-7160 A4 scanners (used for the scan and verify processes at PV opening sessions), and 2 HP LaserJet P1606dn A4 B7W laser printer for batch report prints.
3. No requirement to purchase additional/new hardware for the Server holding the EMS database(s). Gosport has the following Server set up for the current EMS:

* VMWare hosted server;
* SQL Processor – 2 Cores;
* Memory – 8Gb;
* File Storage – 100Gb for the OS and 400Gb for the application
* Single Nic;
* Software;
  + - OS Windows Server 2019 standard;
    - SQL 2016;
    - Dot.net 4.8;

ClientCare, support and technical teams will be given access to the EMS server via SSL VPN.

Following selection of the successful Respondent, the ERO and RO through the Borough Council proposes to enter into a Contract with the Respondent for a period of 3 years (36 months) with the option to extend for up to a further 3 years (in 12 month increments).

The anticipated commencement date is: 02 December 2022