

Election Management Information System – Requirements

Functional Requirements (DRAFT)

1-0	Candidate Management
Ability for City staff to manage activities related to candidates including third party advertisers, campaign financial filing, contributor rebate calculation; Ability for candidates via portal to access relevant documents and manage financial filing information.	
	Business Functional Requirement
1-1	Manage registration, withdrawal and disqualification -functionality to add, modify, withdraw, disqualify nomination as needed.
1-2	Generate pre-built letter(s) and/or certificate(s) as required for candidates initial and final spending limits; Initial letter to be generated based on previous election voters list; Final letter to be generated based on current voters list.
1-3	Generate list of candidates for bulk communication inclusive of email addresses and phone numbers.
1-4	Calculate candidate spending limits, self-contribution limits and expression of appreciation limits.
1-5	Provide candidate detail file in agreed format to update voter tabulation system.
1-6	Functionality for City staff to capture and manage campaign financial information. Ability for City staff to manage information for candidates campaign: inventory; fundraising; contributors; contributions; income and expenses (loans, general spending limits etc.) and surplus and deficits.
1-7	Functionality for City staff to calculate rebate payments for contributors as per Rebate By-law. Include ability to identify multiple contributions made by the same contributor for any or all candidates is needed.
1-8	Interface with and/or provide a portal to provide real-time posting of information on candidates and third party advertisers such as the "who is running list".
1-9	Functionality for City staff to upload documents for candidate to view and access.
1-10	Interface with (or provide) online access for candidate(s) to view/download for their Ward/City the list of eligible voters, list of those who voted. At the end of each advanced poll day – a list of who has voted in the ward is provided to the candidate.
1-11	Interface with (or provide) online access for candidate(s) to view/download their Ward/City Map, letter(s), relevant procedures, guidelines etc.
1-12	Functionality for online access for candidates and third party advertisers to add details on campaign financial filing information and to generate financial statement as prescribed in the legislation; Ability to manage information for their campaign: inventory, fundraising, contributors, contributions, income and expenses, surplus and deficits. Generate financial statements and supplementary statements.
1-13	Interface with (or provide) portal to post approved Financial Statement, Notices of Extension and Supplementary Statements.
1-14	Functionality to manage, report and post information related to third party advertisers.
2-0	Polling Location Management

Ability to manage and record polling location information, allocation to voting days and assignment of workers and equipment.	
	Business Functional Requirement
2-1	Record, amend and or void polling location information inclusive of Ward, name, polling sub (if required, location, contact information, type of Ability, suitability of use, address, etc.)
2-2	Add, edit and remove election event days and other events.
2-3	Assign locations to event days and adjust as needed.
2-4	Functionality to support both polling subs and vote anywhere assignment options - Vote anywhere in your Ward; vote anywhere in the City.
2-5	Interface with or provide data for GIS mapping solution to provide Polling Location maps (Ward maps, City maps) and Street Index.
2-6	Generate list of polling location information for input to voter tabulation system in agreed format.
2-7	Assignment of election worker roles and quantity needed for each location. Validate against the amount of workers for each role at each location.
2-8	Interface with (or provide an) interactive GIS/Map to identify the closest location to the election worker's residence for assignment of the election worker.
2-9	Provide functionality for recording and tracking assignment of election equipment and quantity to each location.
2-10	Interface with (or provide a) portal to display polling locations by Ward and event.
2-11	Interface with (or provide a) portal to display real-time voter strike-off activity per location on event days.
3-0 Workers Management	
Ability to manage the planning, onboarding, assignment, assessment of election workers; inclusive of the ability to generate payment information for election workers in all positions for the election event. Also included is the ability to import and retain historical information for recall or denial of worker assignment for successive elections. Election worker portal for access to job application, training days and online training.	
	Business Functional Requirement
3-1	Ability for potential worker to complete job application online.
3-2	Manage employment process through tracking application, approval, withdrawal and exit of election worker.
3-3	Assign, de-assign and modify assigned election role and location assignment. Validate against roles and quantity needed for each location.
3-4	Interface with a mapping system that identifies the closest polling location(s) to a workers home address for assignment.
3-5	Generate pre-built letter(s), notices, packages for election workers.
3-6	Integrate to provide functionality for uploading City staff information for ease of registration and payment.
3-7	Assign/de-assign election worker to voting days and polling locations.
3-8	Assign/de-assign election worker to equipment.
3-9	Ability to record, edit and remove training days and training location for worker assignment based on role/function of worker.
3-10	Ability for City staff to assign/de-assign election worker to training location and training

	days.
3-11	Ability to add, edit and delete payment rates and fees by worker role/function and event days.
3-12	Interface (or provide) portal for workers access to register/deregister for training.
3-13	Interface (or provide) portal for workers to have access to internal online training portal after portal login.
3-14	Interface (or provide) portal for workers access to Election and City policies for reading and agreement where needed. This is a requirement prior to registering for training.
3-15	Generate list of workers with contact information for bulk communication based on worker category, location, Ward, event day, etc.
4-0	Device Management
	Ability to manage and maintain the addition, removal, assignment, replacement and maintenance status of the equipment and/or devices.
	Business Functional Requirement
4-1	Maintain information on equipment inclusive of type, serial number, unique identifier and status.
4-2	Add/edit and remove equipment as required.
4-3	Update equipment information for maintenance, usability and assignment status.
4-4	Assign/de-assign equipment to location, worker and event days.
4-5	Ability to generate distribution/return listing for equipment for signature.
4-6	Record/edit worker receipt and return of equipment via barcode scan.
4-7	Record/edit equipment re-assignment/replacement throughout the election event.
4-8	Generate listing/tags for labelling of equipment to include location, election event and date, equipment id/serial number, barcode.
4-9	Interface with barcode scanner for identification of equipment for ease of distribution and receipt.
4-10	Ability to view "real-time" display of users usage of application and/or laptop for each location.
5-0	Voters List Management
	Ability to manage and maintain voters list information.
	Business Functional Requirement
5-1	Upload voters list from MPAC.
5-2	Identify anomalies and/or clean the voters list.
5-3	Interface with (or upload data from) in-house address databases to provide functionality to confirm/cleanup of addresses.
5-4	Access to modify voter's data where required for clean-up.
5-5	Update voters list using updated MPAC file.
5-6	Generate information for (or provide) voters notification card or letter with barcode.
5-7	Generate information for (or provide) manual voters list.
5-8	Generate/provide eligible voters list per Ward for candidates.
5-9	Generate/provide list of those who voted per Ward for candidates.
5-10	Access to voters to verify information on voters list and request modification.
5-11	Generate candidate final campaign spending limit letters based on number of eligible

	voters.
6-0	Electronic Voters Book
Election worker functionality to strike-off voters list on event days electronically; Ability to edit, review and reconcile voters.	
	Business Functional Requirement
6-1	Election worker add, edit or remove voter information and strike-off based on security profile.
6-2	Secure access to offline Electronic voters book.
6-3	Ability for each election worker to reconcile ballots that they have distributed against voters struck off.
6-4	Ability to broadcast messages to all election workers.
6-5	Ability to allow only voters for that polling sub or Ward to vote at that location.
6-6	Ability to view map of strike-off progress "real-time" on election event days.
6-7	Add/Assign/Re-assign workers to polling locations as needed on the day of the event.
6-8	Interface with barcode scanner to read voters card/letter information and retrieve voters details.
6-9	Ability for election worker to print revision forms on demand for signing
6-10	Ability for elector to sign on signature pad for revisions
6-11	Ability for election worker to print ballot on demand for elector
6-12	Ability to interface with ESS application to print card for identification of elector ballot in the VoterExpress devices
7-0	Results Management
Ability to manage approval for posting of results and reporting	
	Business Functional Requirement
7-1	Ability to upload results from the voting tabulator system in the agreed file format, once results are received.
7-2	Functionality to view and approve results before posting.
7-3	Functionality to merge results for locations with two tabulators in official results report.
7-4	Generate official results (summary and detail) report for review, sign off.
8-0	Other Requirements
	Business Functional Requirement
8-1	Ability to generate adhoc reports (summary or detail) as required.
8-2	Functionality to upload data from previous system; for example: Equipment data, location information, election worker.
8-2	Ability to filter, sort or design reports as needed.
8-3	Generate summary statistics as needed.
8-4	Ability to provide and/or retrieve GIS based reporting information and/or integrate with GIS based applications.
8-5	Ability for internal users to configure various application parameters.
8-6	Ability to manage and store historical election data for multiple events whereby historical elections' data are isolated from each other and each individual election data

	can be set separately as web accessible or not, active or not, and editable or not.
8-7	Ability to access and/or extract historical data in a usable format as needed for analysis and reference.
8-8	Secure and separated user access to historical election data. Each individual election year event data to have its own user security system.
8-9	Provide/interface for monitoring, on election event days, the electronic voters book devices uptime and connections.
8-10	Provide functionality to calculate and/or validate values as per legislation.
9-0 Additional Portal/GIS Functional Requirements	
Additional requirements for portal/GIS functions	
	Business Functional Requirement
9-1	Interface (provide information for) with "Where do I vote" page - with map to provide direction to polling location.
9-2	Design portal to comply with City's communication standards and requirements.
9-3	Integrate/connect with City portal as required to provide information as needed.
10-0 Candidate e-Receipts for Rebate Program	
	Business Functional Requirement
10-1	Functionality for City staff to record candidate's decision to opt in to the rebate program
10-2	Functionality to record/track receipt numbers issued to candidates
10-3	Functionality for Candidate to access the Portal to record contribution details and receipt number with an option to email the receipt to the contributor.
10-4	Functionality for Candidate to access the Portal to record contribution details and generate an e-receipt for printing or emailing to contributor.
10-5	Ability to distinguish between electronic and paper receipts
10-6	Ability to track emailed receipts

Technical Requirements

11-0 General Requirements	
	Technical Requirement
11-1	Data to be encrypted at rest and during transmission.
11-2	Solution must integrate with City's on-prem Active Directory (ADFS/SAML) however single-sign-on would be a nice-to-have functionality that improves user experience for City staff access.
11-4	Provide annual statistical reports on production system uptime once deployed; report quarterly in an Election event year.
11-5	Ability to access test environment for validation and user acceptance testing.
11-6	Ability to access training environment for training, as required.
11-7	Data is to be stored/hosted/backed-up in Canada - Applicable to all business partners storing City data.
11-8	Backup of the system (servers, database, etc.) is done daily, at a minimum.
11-9	Ability to extract/export data as required in a usable non-proprietary format.
11-10	Ability to backup/extract data in a usable, non-proprietary format for storage on City facility at the end of the Election cycle and/or Contract; To support compliance with

	City's retention policy.
11-11	Compliance under MFIPPA or equivalent act for the collection, storage and/or access to personal information.
11-12	Following the end of the Agreement at the City's request the Vendor will delete or overwrite/purge the City's data remaining on servers hosting the Cloud Service and provide the City evidence.
11-13	Upon request of the City, the Vendor will provide written confirmation that all information has been destroyed. Retained data is subject to the confidentiality provisions of the Agreement.
11-14	Solution must have the ability to retain data as per City's retention policy post-election and subscription for 4 years or until the next Election event whichever is sooner.
12-0	Performance and Availability
	Technical Requirement
12-1	Solution has a 99.99% uptime with a corresponding service level agreement.
13-0	Infrastructure and Application Support
	Technical Requirement
13-1	Provide infrastructure and application support with guaranteed response times as follows: 1. Pre-Election Period - 60 minutes; Between 08:00 and 17:00; 5 days per week 2. Pre-Advance Voting period- 60 minutes; between 08:00 - 20:00; 7 days per week 3. Critical Election period - 15 minutes; between 06:00 and 24:00; 7 days per week 4. Post-Election period - 60 minutes; between 08:00 and 20:00; 5 days per week
13-2	Ability to access data via reporting tools for analytics.
13-3	Ability to integrate with City's internal systems (<i>as per Appendix 1 - Functional Requirements</i>) via APIs.
13-4	Ability to customize and personalize the application components, specifically the portal and electronic voters book.
13-5	Adherence to AODA accessibility standards.
14-0	Security
	Technical Requirement
14-1	Ability to restrict access to the application based on geographical location and/or IP address range.
14-2	Application RESTful
14-3	City's data is segregated from other tenant's data.
14-4	Provision of audit/transaction files on a per tenant basis.
14-5	In the event of an eDiscovery/FOI request, and /or legal obligations relating to the City's data, the Vendor will cooperate with the City and provide necessary information to comply with the City's needs and applicable policies with respect to handling of the City's data.
14-6	Ability to preserve metadata if data is migrated into and out of the system.