



ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

REPORT

e-Counting Project 2017 – Update as at May 2015

MEETING

29 May 2015

INTRODUCTION

1. This is the latest update on the current status of the preparatory work which is underway in relation to the next local government elections which are expected to be held on 4 May 2017.

PROCUREMENT PROCESS

2. The Board will be aware from previous updates of the work that has been undertaken over recent months to investigate the implications of introducing an element of candidate rotation into ballot papers. Following a period of detailed consideration, Ministers have now decided not to proceed with a change of this magnitude at this time. Therefore, there will continue to be a “traditional” single version ballot paper for each electoral ward with candidate names listed alphabetically. Ministers have, however, expressed a commitment to look again at the issue of ballot paper candidate ordering in future.

3. The supplier procurement exercise began on Thursday 21 May with the publication of an advertisement in the Official Journal of the European Union. (The advert can be viewed on the Public Contracts Scotland website: http://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx.) The deadline for receipt of tenders is 12 noon on 23 June.

4. The following table sets out the key stages and dates associated with the procurement process, and some of the dates may be subject to minor revision in view of the summer holiday period:

e-COUNTING FOR THE 2017 SCOTTISH LOCAL GOVERNMENT ELECTIONS

Procurement Process	Date (all in 2015)
Publish advertisement in OJEU and issue Invitation to Tender (ITT)	21 May
Question and Answer Period	22 May – 12 June
Deadline for return of ITT	23 June
Evaluation of Tenders (including clarifications)	24 June – 24 July
Tender Evaluation Panel Meeting(s)	To be determined
Tenderers Presentations / Technical Demonstrations	27 July – 14 August
Re-evaluate proposals following trial period	17 – 21 August
Internal Scottish Government Approval Process	24 August – 11 September
10 Day Standstill Period	14 - 24 September
Issue Contract Award Letter	25 September
Lead- in Period	28 September – 1 November
Contract Start Date	2 November

5. The Board will be kept apprised of progress over the above period. The Project Board will continue to meet as required to provide strategic direction for the project.

OTHER MATTERS

6. It is proposed that, as for the 2012 elections, Pentland House, Robb's Loan, Chesser, Edinburgh be again utilised as the location for technical acceptance and user trials. This will also serve as the selected provider's base throughout the duration of the project. A further on-site visit has been carried out recently to firstly identify the space requirements over the length of the project and, secondly, to assess the scope and potential cost of any associated reconfiguration works which are required to make the subjects fit-for-purpose. Arrangements have also been made to visit the

Dewars Centre, Perth in early June which is the preferred venue for mock counts and bulk testing work.

RECOMMENDATION

7. The Board is invited to note the current status of preparatory work to procure an e-counting solution for the 2017 local government elections.

D McGregor,

Edinburgh,

21 May 2015