Daniel L. Palmer	Linda M. Wolf
County Manager	Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: August 2, 2022

SUBJECT: Addendum #1 Incident Response Plan - BOE

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Incident Response Plan – BOE* RFP Opening August 12, 2022.

PLEASE note the following clarification regarding the Term of Engagement:

The Award will be made by September 15, 2022 and the Contract Term will be October 1, 2022 through September 30, 2023.

PLEASE see the following Questions and Answers:

Question:
Does the Essex County Board of Elections have an organization chart available, or an indication of how many staff work in the IT Department?

Answer:
The IT Department is separate from the Board of Elections but the two departments do have a letter of agreement for our cyber security grant work. The BOE has four full-time employees (2 deputy commissioners, 2 clerk-techs) and two part-time commissioners. The IT Department has three full time employees assigned to this.

Question:
Are there any third parties involved in the support of maintenance of election systems / applications? How many third parties?

Answer:
The BOE uses Dominion Imagecast voting machines and KnowInk Poll Pads. There are agreements with both companies. The IT department manages the proprietary software for our voter information and website.

Question:
Does the County Board of Elections have an existing Cyber Security Incident Response retainer or agreement with a third party?

Answer:
No. We are currently working with MA Polce on three components of our cyber security grant workplan: Security Assessment, Data Classification and Security Policy, and BOE Network Segmentation.

Question:
Does a separate physical security plan / standard exist for securing election locations?

Answer:
We have maps for each of our poll sites which are required to meet the standards of the NYS Board of Elections. Beyond that, not sure that we have separate physical security plans. The BOE office in Elizabethtown consists of our office space in the county complex and a separate building (the POD) where our election equipment and records are stored. That building has a double combination lock and cannot be accessed unless a Democrat and Republican each enter their half of the combination.

Question:
Does an architecture / systems diagram exist summarizing the components of the elections process?

Answer:
No.

Question:
Did the County Board of Elections develop/update the Operational Contingency Plan in 2010/2019 to consider the recovery requirements for every critical department?

Answer:
We did to the best of our ability, but times have changed, requirements for BOEs have changed.

Question:
How many departments (critical to operations) will be included in the scope of work?

Answer:
BOE and IT

Question:
Did the County Board of Elections perform Business Impact Analyses and Risk Assessments to leverage results into developing the Operations Contingency Plan (to include building, equipment, technology, personnel, third parties, critical data and single points of failure)?

Answer:
We did to the best of our ability, but times have changed, requirements for BOEs have changed.

Question:
Does the County Board of Elections have a defined Impact Rating Matrix that demonstrates the organizations risk appetite against financial, operational, regulatory, reputational, and health & safety impacts?

Answer:
No.

Question:
Does the County Board of Elections have an existing risk management framework and defined backup & restore procedures?

Answer:
To some extent, some of this may have been covered in the work that we are doing with IT and MA Polce.

END OF ADDENDUM # 1