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| NTEN199 – March 25, 2022 |

Information Technology Functional Specifications and Requirements

Table of Contents

1. [Corporate Overview 1](#_Toc99095984)
2. [Project Description 2](#_Toc99095985)
3. [Project Communication and Documentation 3](#_Toc99095986)
4. [Organizational Requirements 4](#_Toc99095987)

[Elections BC District Sites and Voting Places](#_Toc99095988)

1. [Appendix 1 – Election Official Job Descriptions 5](#_Toc99095989)

# Corporate Overview

Elections BC is the independent, non-partisan Office of the Legislature responsible for administering electoral processes in British Columbia in accordance with the Election Act, Local Elections Campaign Financing Act, Recall and Initiative Act and Referendum Act.

At the provincial level, the organization administers general elections, by-elections, referenda, recall petitions and initiative petitions. It also oversees campaign financing and advertising rules at the local level. Its mandate is to be leaders in electoral administration through the delivery of modern, accessible and trusted electoral services designed with British Columbians at the centre, and to serve democracy in British Columbia through the fair and impartial administration of electoral processes.

Delivering electoral events is the Office’s top priority. Provincial general elections are scheduled to take place on the third Saturday in October every four years but unscheduled provincial elections, by-elections, recall petitions and initiative petitions can occur at any time.

As a result, the Office needs to remain ready at all times to administer scheduled and unscheduled events, including provincial general elections and by-elections.

# Project Description

To evaluate its a current state of IT readiness, the Office wishes to verify its ability to successfully deploy multiple interconnected district electoral stations in a timely and efficient fashion.

Your task is to design, configure, test, and verify a proof-of-concept network that includes, at a minimum, the following components and deliverables:

* A fault-tolerant solution for core services that connects an electoral district’s district headquarters with at least one polling location. Given the importance of the election, the infrastructure should be able to survive failure of more than one key server.
* A secure, sensibly designed organizational system for the office’s users and corporate assets that promotes an intuitive, seamless and secure user experience, while simultaneously providing all employees and volunteers access to the specific applications and resources they require, without any compromise to security.
* All employees should have personalized email along with a complete set of office software applications to allow staff to perform their job responsibilities.
* A fully functional inter-office telephone network (Connecting to the broader public telephony system is out of scope)
* An internally accessed (on-site) and external accessed (off-site, typically from home) web presence that will allow staff to access the Moodle open-source CMS (Course Management System) for reference and training purposes. (The content of this site is developed under separate contract and so is out-of-scope. Simple placeholders for content are sufficient for this PoC)
* A network security solution that provides website filtering to prevent employees from accessing unauthorized and possibly dangerous websites.
* A secure local wireless access solution that allows mobile devices (like laptops or cell phones) that are the property of Elections BC to access internal and external resources as if the user was at a workstation.
* Complete technical documentation and network diagrams along with business rationales for each proposed and deployed solution. This design needs to be replicable by other technicians around the province.
* Other requirements that may be requested during the course of the project

# Project Communication and Documentation

At all times during each phase of the project, your team must create and adhere to a documented project management and communication plan. This plan must include details regarding the generation, storage, transmission, confidentiality and security of all project information. Stakeholders wish to be kept regularly informed of all progress made with respect to the goals of the project.

At any time, stakeholders may wish to audit or review any and all project management documentation.

Project documentation shall at all times be readily accessible, detailed, and up-to-date.

**Stakeholders reserve the right to make changes (with reasonable notice) to the project’s scope of work, ongoing organizational requirements, and/or proposed technical design, network architecture, or proposed technology solution.**

# Organizational Requirements

Your test environment will comprise a subsection of Election BC’s overall infrastructure needs, based on the details outlined below.

## Elections BC District Sites and Voting Places

* District Electoral Office – Kelowna, BC
  + Functions as the District Electoral Headquarters
  + Staff at this location includes:
    - District Electoral Officer (DEO)
    - District Technical Officer (TechO)
    - District Human Resources Officer (HRO)
    - District Public Relations Officer (PRO)
    - IT Support Staff (Onsite at Voting Places on Election Day)
      * IT Administrators
      * IT Support Staff
    - Administrative Staff
      * Recruiters
      * Office Reception
      * Departmental Assistants
        + Human Resources Assistants
        + Public Relations Assistants
* Voting Place
  + Functions as an election office and polling station
  + Staff at this location on election day includes:
    - Supervisory Voting Officer
    - Information Officers
    - Voting Officers
    - Voting Clerks
    - Counting Support Staff
    - IT Support Staff
  + Job descriptions for Election Officials may be found in Appendix 1
  + Voting Places served by the District Office include:
    - Glenmore
    - Mission
    - Rutland
    - Waterfront
    - Joe Rich

# Appendix 1 – Election Official Job Descriptions