

**CUSA^x
elections**

**Request for
Proposal
(RFP) Information**



Please use [this form](#) to submit a proposal to the CUSA Board of the Carleton University Students' Association (CUSA), situated on the campus of Carleton University. CUSA acknowledges and respects the Algonquin Anishinaabeg people, on whose traditional and unceded territory the Carleton University Students' Association is located.

About CUSA

Located in Ottawa, the Carleton University Students' Association (CUSA) is a private, nongovernmental organization whose aim is to assist its members in making the most of their student experience. The Association's membership is comprised of the undergraduate student body of Carleton University, who are effectively the owners of the Association, and without whom the Association would not exist. It is represented and governed by the Students' Council, which consists of duly and democratically elected members of the Association. The Students' Council is formed by the Executive members as well as representatives of the various constituencies on campus. CUSA is dedicated to improving the undergraduate student life experience at Carleton University by advancing the principles mentioned below.

Our Mission & Values

To effectively represent and advocate on behalf of undergraduate students before the University administration, community organizations and the public.



SERVICE - We will facilitate the various ambitions of our members through diverse and innovative services.

ACCOUNTABILITY - We will provide value to our members through transparent and sound financial management.

DEVELOPMENT - We will facilitate and support involvement and personal development opportunities that enhance the quality of our members' Carleton experience.

DIVERSITY - We will strive to facilitate equitable representation of the perspectives of our members both on campus and in the community.

COMMUNITY - We will promote and assist in maintaining an environment that protects and promotes the safety and dignity of every person on campus.

About CUSA Elections

CUSA runs many types of elections. Here is a breakdown of each type of election CUSA currently runs:

General Election - President

CUSA at-Large elections for the CUSA President involve the entire undergraduate student population being eligible to vote for Presidential candidates, of which there are usually 2-8. Turnout in the elections generally ranges from 13% to 40% of the approximately 27,000 undergraduate students. Voting is generally open for 48 hours and is entirely virtual, conducted by ranked ballot (IRV).

General Election - Council

CUSA elections for CUSA Council, the legislative body of CUSA, involve the entire undergraduate student population voting for a representative for their academic faculty. There are 31 seats on council, divided between faculties between 3 and 8 seats each. Elections have historically varied between 40 candidates for 7 seats or only 3 candidates for three seats. The vote is usually conducted alongside the Presidential vote, and turnout mirrors that of the Presidential ballot, as they appear on the same ballot. Elections are conducted by first-past-the-post, though it has been a longstanding desire to switch to single transferable vote - which our current elections provider has not been able to provide.

Annual General Meeting Election - Vice Presidents and Board

Elections for Vice President and the Board of Governors take place at the Annual General Meeting every year. There are five Vice Presidential positions and eight Directors. Eligible voters are the Councillors/Members from the current and upcoming terms (at most 70 individuals/voters). There are usually approximately three candidates for every one of the five Vice-Presidential positions and eight nominees from the nominating committee for Directors. Voter turnout is usually high (70-80%) and the election is conducted by ranked ballot (IRV).

Referenda or Recall Election

May be concurrent with a Midterm or a General election. A referendum on a certain question, in accordance with CUSA policy and bilateral agreements with Carleton University. Voter eligibility for a referenda is all Carleton undergraduates, and for recall elections, all individuals eligible to vote for the same position.

Midterm Byelection

A byelection for any vacant positions that arise in the middle of the term. Can be for Council or Executive positions. Not frequently conducted, voter turnout approx. 50% less than a general election. CUSA intends on conducting a midterm byelection for one-third (approx. 11) vacant Council seats.

The Opportunity

As a Not-For-Profit Corporation founded on and grounded in democratic principles, CUSA needs to run effective elections beyond reproach. This is an opportunity to become an active partner in the ballot and voting process of CUSA elections to ensure CUSA's long-term reputation, legal, and financial standing are not jeopardized by matters of elections. The incumbent provider will work with CUSA's full-time staff complement and select Carleton University departments to ensure ballots and elections are set up for success.

Applications must be submitted through [this form](#).

Objectives of the Partnership/ Elements of the Proposal

- Confidentiality around data and live results balanced with transparency in process
- High voter security balanced with ease in voting (voter authentication)
- Protection of Student Data in line with Canadian & Ontario law and CUSA policy (roughly to European GDPR standards)
- High security/blindness on campus to live results while voting is open
- Ability to report student at-large election voter turnout by percentage half-way through the voting period (i.e. 24 hours into a 48 hour voting window) without revealing any other data, such as the number of votes per candidate or referendum yes or no option so as to protect the integrity of the tabulations.
- Ability to operate the election with attention to organizational idiosyncrasies

- Ability to respond to urgent matters with custom solutions as necessary
- IT support
- Training on use of platform
- Remove politicization or speculation of election meddling relating to the voting process
- Quick turnaround of final count results
- Ability for ballot questions to be flexible with multiple methods of counting or voting available on the same ballot
- Mobile optimized voting
- Accessibility to voters with disabilities (i.e. compatible with or embedded screen readers)

Anticipated Selection Schedule

- Request for Proposal Deadline: August 2nd, 2022 at 11:59pm EDT
- Review by CUSA Board of Directors and appropriate Committees: August 3rd - August 14th
- Approval or Recommended steps forward from CUSA Board: August 15th
- CUSA Representatives to liaise with applicants: August 16th - 26th
- CUSA Representatives and staff work with successful partner to facilitate elections for the 2022 - 2023 Academic Year: September 2022 - April 2023
- Long-term: Those submit proposals are welcome to propose terms of agreement longer than 1 academic year

Eligibility/Qualifications/Experience

Required:

- Experience running voting for elections

Desired:

- Experience running Student Union voting for elections
- Ability for platform to be used on smaller votes outside of main aspects of this RFP, such as CUSA Council votes or student Club elections with populations ranging from 1200 to 10.
- Familiarity with the Ontario Not For Profit Corporations Act (2010)
- Flexible with the ability to work under pressure and meet deadlines
- Ability for platforms to expand in the future beyond the purposes of elections, such as to event data tracking, clubs management, or other modules.

Evaluation Criteria

- Financial Economy for CUSA
- Ease of Use

CUSA values procurement equality and welcomes proposals from entities owned by individuals representing diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people. Specifically, CUSA's Procurement Policy has some specific consideration towards Equitable Vendors, who are any business or enterprise that is certified to be more than 50% owned, managed, and controlled by persons belonging to an equity-seeking community, such as Black Owned Businesses and/or businesses on the Indigenous Business Directory or are members of the Canadian Council for Aboriginal Business.

Budget

CUSA is accustomed to spending approximately \$6000 CAD per year for this type of service, and while a lower amount is preferred, similar or amounts above \$6000 could be contributed depending on the ability to the proposal to defer other costs or make redundant costly processes normally outside the scope of the elections as presented in this interest package.

Proposal Submission

Please fill out the application and attach all relevant materials [here](#). If you have any questions prior to the deadline, please contact Davin Caratao at vpi@cusaonline.ca.