

COUNTY OF FRESNO

ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 966-5353

BALLOT PRINTING

July 2, 2015

PURCHASING USE

ssj

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5353 ADD 1.DOC

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON JULY 21, 2015.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle**, phone (559) 600-7114,
e-mail gcornuelle@co.fresno.ca.us.

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 966-5353 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

- The closing date has been extended to July 21, 2015 at 2:00 P.M.
- Add Attachment IIA attached below.
- Replace Attachment III with the Revised Attachment III provided with this Addendum.
- Review "Questions and Answers" attached below.

ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 966-5353

COMPANY NAME: _____
(PRINT)

SIGNATURE: _____

NAME & TITLE: _____
(PRINT)

QUESTIONS AND ANSWERS

Q1. What should a vendor do if they cannot meet the two hour turnaround time required in the RFP for printing and delivering ballots on election day to polling locations in the County of Fresno?

a. Are vendors automatically disqualified if they cannot meet the two hour turnaround time?

A1. Vendors should state their capabilities and include their turnaround time frames for printing and delivering ballots on election day to polling locations throughout the County of Fresno.

a. No, vendors are not automatically disqualified if they cannot meet the two hour turnaround time frame.

Q2. Will a vendor be disqualified if they cannot meet any area of the RFP?

A2. No. Vendors' proposals are scored using the award criteria. The vendor's score may be lowered for not meeting any area of the RFP. Vendors are only disqualified if the proposal does not meet most or all of the requirements.

Q3. When is the vendor required to be on call?

A3. The vendor must be on call and respond to the County of Fresno, 24 hours a day and 7 days a week beginning E-56 through election day to address any situation or problem with ballot printing or vote by mail processing. Please see page 23 of the RFP for additional information.

Q4. Who is on the RFP bid review panel?

A4. There will be three anonymous members on the panel. Two panel members will be from the Fresno County Elections Department and one panel member will be from outside the County of Fresno.

Q5. On the emergency contingency plan, does the backup facility have to be located in the State of California?

A5. The backup facility can be located anywhere, so long as the state requirements for California ballot printers are met and the vendor can meet all of Fresno County's delivery requirements. The backup facility must be California Secretary of State (CSOS) certified and listed on the CSOS approved vendor website.

Q6. Can vendors elaborate on their responses to the questions or should they only provide the required information?

A6. Vendors should provide as much information as possible so that the review panel can accurately assess their capabilities.

Q7. Do vendors have to answer the scenario questions in the RFP?

A7. Yes. Vendors should answer all the questions and scenarios in the RFP including the questions on Page 33, Section K, and Page 38, Section I.

Q8. Do vendors have to provide the additional information listed on page 38-39?

A8. Yes, vendors should provide the information requested on pages 38-39 of the RFP, which includes but is not limited to the following: Financial Stability/Vendor Financial Information, Emergency Contingency Plan, Management Plan, Experience in a California County, and Security.

*Vendors should state if they have extensive knowledge of GEMS™ Version 1.18.
Vendors should also state if printing and inserting will be done in California.*

Q9. In regards to the GEMS™ license, does the County release the license to the vendor? Will the County furnish the GEMS™ Version 1.18 program to the vendor awarded the bid?

A9. No. The County does not release the GEMS™ software license or database. The County provides a postscript pdf file to the vendor that can be opened with Adobe Acrobat and read with Adobe Reader. The County also provides GEMS™ reports for mapping, races, ballot types, card types, etc. The GEMS™ reports can be opened with Microsoft Excel.

*The County deletes the following line from the RFP in Section I.I.1.h. on page 29:
"Vendor must have access to GEMS™ Version 1.18 in order to produce test ballots from GBF file."*

The County also deletes the line in Section III.F of the RFP on page 39 and replaces it with the following: "Printer must have extensive knowledge of GEMS™ Version 1.18. The County currently does not provide a GBF file to the vendor. However, vendors can elaborate on any value added service they can provide to County if a GBF file is provided to them. A section has been added to the VIM for value added services."

Q10. Can we have hard copies of the required envelopes and inserts?

A10. Yes. Copies of the required envelopes and inserts will be mailed to each vendor by the Department of Internal Services, Purchasing Division. Please see contact information below.

Q11. Will a performance bond be required?

A11. No. A performance bond will not be required.

Q12. Can the County of Fresno provide current pricing identified in the Vendor Information Matrix included in Attachment III of the RFP?

A12. Yes. Current pricing is included in Attachment 2A enclosed. Amendment II to the Agreement with Integrated Voting Solutions, Inc. included Attachment 2A. Amendment III to the Agreement with Integrated Voting Solutions, Inc. maintained the pricing structure indicated in Attachment 2A, and extended the contract period by six months through December 31, 2015.

*The board agenda items and contracts, including pricing, are available on the Fresno County Board of Supervisors' website located at the following web address:
<http://www.co.fresno.ca.us/DepartmentPage.aspx?id=18369>.*

The board dates for the Agreements with Integrated Voting Solutions, Inc. are as follows:

- Original Agreement: March 23, 2010
- Amendment I: March 15, 2011

- *Amendment II: April 23, 2013*
- *Amendment III: June 16, 2015*

Copies of the board agenda items and contracts can be found under Support Documents, County Clerk/Registrar of Voters.

Q13. What is the turnaround time for subsequent vote by mail packets mentioned on page 23 of the RFP? How many requests are received on a daily basis?

A13. The turnaround time frame for subsequent vote by mail packets is usually 1 to 3 days for new requests to be in the mail. The number of requests received on a daily basis usually ranges from 0 to 150 per day. Vendors will receive requests on a weekly basis after the second run. The first subsequent run will be E-34 and after this date, requests will be on a weekly basis all the way until E-7.

Q14. On page 28 of the RFP, it states that all boxes must be labeled on the outside and inside of front box cover. On page 32 of the RFP, it states that polling place ballot boxes should be labeled on the outside. Do you also require labels to be affixed to the inside?

A14. Yes. Only polling place ballot boxes need to be labeled on the inside and outside.

Q15. Do ballots with two stubs require a vertical perforation on one stub?

A15. Ballots have one horizontal perforation and the stub has one vertical perforation so that the stub is split into two parts.

Q16. Would the County consider replacing the split stub with two 8-1/2"x1/2" stubs?

A16. Vendors can provide an additional price quote for two 8-1/2"x1/2" stubs, and the County may consider this as an option in upcoming elections. However, at the current time, the County is not in the process of replacing the split stub.

Q17. How many versions of the return envelope are required (page 35, Section II.A.9.a of RFP)?

A17. Currently, there are five versions of the return envelope. Return envelopes will be mailed to vendors upon request.

Q18. The RFP mentions a cellophane window on the outgoing envelope. Would the County be willing to discuss adjustments to the design of the envelope in order to accommodate an automated and intelligent insertion process with 100% match and audit (page 36, Section II.A.9.b of RFP)? How many versions of the outgoing window envelope are required?

A18. Yes. The County will discuss adjustments to the design of the envelope if there is a cost savings to the County and 100% inserting accuracy is achieved. Currently, there are three versions of the outgoing window envelope. Outgoing window envelopes will be sent to vendors upon request.

Q19. Would the County consider prepaying postage (page 36, Section II.D of RFP)? Does the County currently use its own postal permit?

A19. Currently, the County does not prepay postage. There is no mechanism in place within the County to prepay postage.

Yes. The County currently uses its own postal permit.

Q20. Will the County allow ballots to be printed and inserted outside of California if poll ballots are delivered directly to the County's Election facility and completed ballot mail packets are delivered to the Fresno USPS (page 39, Section III.G of RFP)?

A20. Yes. The County will allow ballots to be printed and inserted outside of California if poll ballots are delivered directly to the County's Election facility and completed ballot mail packets are delivered to the Fresno USPS. Vendors must be certified by the CSOS and the printing and inserting process must comply with CSOS regulations. Subcontracted printers and/or facilities located in other states must also be certified by the CSOS. It should be noted that Fresno County prefers for ballot printers to print and insert in California.

Q21. The following are questions in regards to the Vendor Information Matrix (VIM) in Attachment III of the RFP:

a. Does the VIM include costs for the following three sections: Vote by Mail (VBM) Ballots, Non-VBM Ballots, and Ballot Printing Quantity Range (100,000+ Ballots)?

a. Yes. The VIM has been revised to include costs for Vote by Mail (VBM) Ballots, Poll Ballots (previously listed as Non-VBM Ballots), Duplicate Ballots and Test Deck Ballots. Please see Attachment 2A for additional information related to current ballot printing costs.

b. Does the VIM include line items for Test Decks and Custom Boxes?

b. Yes. The VIM includes line items for Test Decks and Custom Boxes.

c. What ballot types are being priced in the Ballot Printing section?

c. The VIM has different ballot types listed. The ballot types being priced are AccuVote-OS® 2 sided ballots.

d. Should ballot prices include the cost of boxes?

d. Yes. Ballot prices should include the cost of boxes when originally shipped. Ballots should come in a box. Custom empty boxes should be listed as a separate charge.

e. Please describe IntegraVote as listed in the Absentee Process section.

e. IntegraVote is a vendor specific program that belongs to Integrated Voting Solutions, Inc. IntegraVote is used by counties that do add-on mailings from their own offices. Fresno County will not be using the IntegraVote system. Bidders are not required to present a cost for this line item. The VIM has been revised with this line item deleted.

- f. What is Fox River Sundance Paper used for? What weight, color, finish and size should be priced?**

f. This item has been deleted from the Revised Vendor Information Matrix. The Fox River Sundance Paper product line has been discontinued. The weight, color, finish and size that should be priced are identified in the AccuVote-OS® Ballot Specifications Guide.
- g. There is a line item for shipping under Additional Pricing. However, on page 28, Section I.H.4 of the RFP, it states that the vendor will provide shipping FOB Fresno. Should shipping be included in all product pricing?**

g. Yes, shipping should be included in all product pricing.
- h. In the ballot specifications it states that poll ballots require a two 1" stubs, but there is a line item for top 1" or 2" stubs in Additional Pricing. Should ballot pricing include the cost of stubs?**

h. Yes, ballot pricing should include the cost of stubs. Fresno County uses a 1" top stub.
- i. Split stubs are listed under Optional Additional Service. Should the cost of split stubs be excluded from ballot printing costs?**

i. Yes, the cost of vertical perforation split stubs should be excluded from ballot printing costs. Vertical perforation split stub costs should be identified as a separate charge.

Vendors should include a top 1 inch stub in their price quotes or state if there is no charge for this item.
- j. The VIM mentions mail ballot packets under 100,000 per election. Does this refer to assembly? If not, please clarify.**

j. Yes, this refers to assembly.
- k. Party Ballots (more than two) are mentioned. Does "two" refer to the number of parties or the number of ballot cards per vote?**

k. "Two" refers to the number of parties.
- l. In the ballot specifications it states that ballots are four color, but there is a line item for Four Color Printing in Optional Additional Services. Should ballot printing include the cost of four color printing?**

l. Yes. The price should include the cost of four color printing. The regular ballot price for quantities over 100,000 should include four colors (red, green, blue and black) for every election. The ballot price for quantities under 100,000 should also include four colors (red, green, blue and black) for every election. The Four Color Printing line item has been deleted from Additional Services in the VIM.
- m. In the ballot specifications it states that poll ballots require a split stub, but there is a line item for Split Stubs in Optional Additional Services. Should ballot printing include the cost of split stubs?**

m. No. Ballot printing should not include the cost of vertical perforation split stubs. Split stubs should be listed as a separate charge.

Ballot prices should include a top 1 inch stub or vendors should indicate if there is no charge for this item.

Q22. Is there a recommended time frame for submitting proposals?

A22. The Department of Internal Services, Purchasing Division, recommends submitting proposals at least one business day before the deadline stated in the RFP.

Q23. When is the deadline for RFP questions?

A23. The deadline for RFP questions was Tuesday, June 23, 2015 at 10:00 A.M. PST.

Q24. Has the closing date for the RFP been revised?

A24. Yes, the new closing date for the Ballot Printing RFP (deadline for submission of proposals) is July 21, 2015, 2:00 P.M. PST.

Q25. Who should we contact if we have additional RFP questions?

A25. All questions regarding the RFP should be directed to the Department of Internal Services, Purchasing Division, Attention: Gary E. Cornuelle, Purchasing Manager, phone (559) 600-7114, e-mail gcornuelle@co.fresno.ca.us.

Please see Attachment A for revised ballot printing deadlines.

ATTACHMENT A

Revised Ballot Printing Deadlines

Section I: Ballot Printing Deadlines

<u>PROCESSES AND/OR REQUIREMENTS</u>	<u>COUNTY DEADLINE</u>
County prepares ballot order and sends to printer	60 days before the election
Vendor sends the ballot order proof back to county to verify quantities	58 days before the election
County sends ballot image files (post script pdf file) to printer	57 days before the election
Vendor sends back ballot image proofs and paper proofs to County for verification	55 days before the election
County to give final approval to vendor	53 days before the election
Vendor prints and mails Vote by Mail Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) ballots and paper proofs to County	50 to 45 days before the elections
Vendor prints vote by mail and test ballots for County	45 to 34 days before the election
Vendor delivers office ballots and test ballots to County	34 days before the election
Vendor delivers polling place and duplicate ballots to County	15 days before the election
Vendor prints and delivers ballots on election day to polling locations in County	Within two hours of request

Please see Revised Attachment III for updated Vendor Information Matrix. The “IntegraVote Only” line item on page 2 of Attachment III was deleted since this item only applies to the current vendor. The IntegraVote system is further discussed in Question 21.E. In addition, all price quotes were changed to two sided to meet the specifications of the AccuVote-OS® machine. The Vendor Information Matrix also includes a section for a prepayment or early payment discount, and value added services.

Integrated Voting Solutions' Pricing Matrix Ballot Printing

Quantity Range	Accu-vote 11"	Accu-vote 14"	Accu-vote 18"	Accu-vote Test Decks	Custom Boxes
100,000+ Ballots	\$0.250	\$0.260	\$0.270	\$0.270	\$1.67

Integrated Voting Solutions' Pricing Matrix Absentee Process - IntegraVote

Quantity Range	Full Service	IntegraVote Only	Envelopes
100,000+ voters	\$0.260	\$0.140	\$0.056

Additional Pricing	
Database setup Ballots	\$325.50
Database setup Mail ballot file	\$697.50
Supplemental order setup	\$139.50
Minimum order charge	\$930.00
Shipping (Does not include overnight delivery)	N/C
Top 1 inch or 2 inch Stub (2 inch only available on 11 and 14 inch ballots)	N/C
Scoring Folding all Variable Data including Ballot and Inkjet set up	N/C
Split order for deliveries	N/C

Optional Additional Services	
Envelopes including USPS approval under 100,000	\$0.084
Envelopes set up including USPS approval	\$116.25
Party Ballots (More than two)	\$0.014
Four color printing	\$0.028
Split stubs	\$0.014
Ballot order received after E-56	\$0.014
Database for Mail ballot packets received after E-56	\$0.019
Ballot order under 100,000	\$0.014
Mail ballot packets under 100,000 per election	\$0.047
Sample Ballot inserting into Mail ballot packets for postage savings	\$0.065
USPS Mail Ballot Voter Tracking Set Up	\$186.00
USPS Mail Ballot Voter Tracking	\$0.019
Supplemental order or add on order per style charge	\$2.790
90 day Pre-payment Discount	2.00%

Integrated Voting Solutions' Pricing Matrix
Absentee Process - IntegraVote

Data change fields

Quantity Range	Full Service	IntegraVote Only	Envelopes
Level 1 (15000 to 400000 abs voters)	\$0.25	\$0.15	\$0.06

Additional Pricing	
Database setup	\$350
Shipping	Free
database received after E-56	\$0.020

REVISED VENDOR INFORMATION MATRIX

Vendor Name: _____

Please complete each item below and include costs. Mark N/A if not applicable or not available.
Mark N/C if there will be no charge to the County.

Question	
Are you certified by the California Secretary of State (CSOS) to print and mail ballots?	Y/N
Is your printing equipment certified by CSOS?	Y/N
Are California customer references attached?	Y/N
Is evidence of financial stability provided?	Y/N
Does your bid include sub-contracted services?	Y/N
Will your company use the County's envelope inventory?	Y/N
Is a minimum order required for supplemental mailings?	Y/N
Are the printing and services performed differently if the order is less than 100,000 ballots? If yes, please describe below.	Y/N
Percent of work anticipated to be performed in CA	
• Printing	____%
• Assembly and Mailing Services	____%
Ballot Printing	
Pricing for total ballot order over 100,000 ballots	
	Cost
Vote by Mail (VBM) Ballots with Stubs	
• 11" Ballot with stub (2 sided)	
• 14" Ballot with stub (2 sided)	
• 18" Ballot with stub (2 sided)	
Poll Ballots with Stubs	
• 11" Ballot with stub (2 sided)	
• 14" Ballot with stub (2 sided)	
• 18" Ballot with stub (2 sided)	
Duplicates-No stubs	
• 11" Ballot (2 sided)	
• 14" Ballot (2 sided)	
• 18" Ballot (2 sided)	

	Cost
Test Deck-No stubs-Prefilled	
• 11" Ballot (2 sided)	
• 14" Ballot (2 sided)	
• 18" Ballot (2 sided)	
Custom Boxes	
• 11" Ballot	
• 14" Ballot	
• 18" Ballot	
Additional Pricing	
• Party Ballots (More than two)	
• Vertical Perforation Split stubs	
• Database setup ballots	
• Ballot order received after E-56	
• Extra charge for ballot order under quantity of 100,000	
• Scoring, folding, printing all variable data, including inkjet set up	
• Split order for deliveries	
• Supplemental order setup	
• Minimum order charge	
Vote by Mail Processing, Mailing and Envelopes	
	Cost
Initial Mailing (E-29)	
• Assembly, Inserting, and Mailing Prep (1 ballot card)	
• Assembly, Inserting, and Mailing Prep (2 ballot cards)	
• Estimated Postage Rate (1 ballot card)	
• Estimated Postage Rate (2 ballot cards)	
Subsequent Mailing (weekly to E-7)	
• Assembly, Inserting, and Mailing Prep (1 ballot card)	
• Assembly, Inserting, and Mailing Prep (2 ballot cards)	
• Estimated Postage Rate (1 ballot card)	
• Estimated Postage Rate (2 ballot cards)	
• What is the minimum quantity for subsequent mailings?	____ (enter number)

Additional Pricing	Cost
• Database setup Mail Ballot File	
• Database for Mail Ballot Packets received after E-56	
• Envelopes including USPS approval under 100,000	
• Envelopes including USPS approval over 100,000	
• Envelopes set up including USPS approval	
• Mail ballot packets under 100,000 per election	
• Mail ballot packets over 100,000 per election	
• Sample Ballot inserting into mail ballot packets for postage savings	
• USPS Mail Ballot Voter Tracking Set-up	
• USPS Mail Ballot Voter Tracking	
Pre-payment Discount	_____ %
Early Payment Discount (for payments made within 10 days of invoice date)	_____ %

Describe your set-up process for costs included above and provide details on when set-up charges are applied to the ballot order.

Please provide any additional cost or service details here.

Please discuss any value added services here.
