

**Bidder Questions and Answers
July 21, 2016**

Office of the Treasurer and Receiver General

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RFR File Name/Title: State Board of Retirement Election Services 2016

RFR File Number: TRE RFR SRB ELECTION 2016

RFR Contact Person: Jameel Moore – procurements@tre.state.ma.us

Question 1: Did you offer online and/or telephone voting in the past?

Answer: Online: yes, Telephone: no

Question 2: Would you please provide estimated or expected response rates by voting type? Out of the estimated 10 – 15% responses (15,000 to 22,500), how many are by paper, online, and telephone?

Answer: 63% paper, 37% online, 0 telephone

Question 3: How many candidates are you anticipating? How many candidates did you have for the election last year? Prior year?

Answer: SRB anticipates 1 – 10 candidates this year. The last election had 6 candidates. The prior year had 4 candidates.

Question 4: Will you please provide a sample of last year's ballot, voting instructions/candidate brochure?

Answer: Yes. See attachments in COMMBUYS.

Question 5: Do you have any specific requirements for size/color of paper ballot? Envelopes? Instructions/candidate brochure?

Answer: Yes

Question 6: Is the ballot the same for actives and retirees?

Answer: Yes

Question 7: Do you require results detailed by voter category?

Answer: Yes

Who Voted

Last 4	Active/Retired	First Name	Last Name	Voted Time	Vote Method
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Question 8: Do you limit candidate profiles to a specific number of words?

Answer: Yes -100

Question 9: Will you include candidate photos printed on the candidate profiles? On the online ballot?

Answer: No

Question 10: What is the format of the data files?

Answer: Excel spreadsheet

Question 11: Is the file format the same for actives and retirees?

Answer: Yes

Question 12: What, if any, is a unique identifier in the file(s) for each voter?

Answer: Last 4 of Social Security Number

Question 13: In Section VII. Cost Proposal, Item 7. Tabulation Services, you state to expect 10 – 15% returns. In Subsections a, b, and c, you state to estimate the tally of 150,000 votes which is 100% response. Will you please clarify the response rate you would like bids to be based on?

Answer: 150,000 will receive a ballot in the mail, of which we expect up to 15% (22,500) members to submit their vote either by paper or internet.

Question 14: Printing: Window Envelope (150,000)

- a. Can we be provided with Actual Sample of envelope?
- b. What is envelope size?
 - i. Is any printing needed on this envelope? If printing needed, what color?
- c. What is purpose of Window?
 - i. If for name and address, on which inserted document does the name/address appear?
 - ii. How is the name and address provided?
- d. Is there a duplicate ballot process needed for individuals who spoil or do not receive ballot?

Answer: N/A – The ballot is a 2 page (1/1) tri-fold self- mailer with a perforated tear off addressed ballot postcard. Voter just has to put a stamp on it and mail it.

- a. N/A
- b. N/A
- c. N/A
- d. Upon request, a duplicate ballot would be printed and mailed to the requestor/voter

Question 15: Printing: Ballot return envelope (150,000)

- a. Can we be provided with Actual Sample of envelope?
- b. What is envelope size?
 - ii. What printing is needed on it?
 - iii. Printing on one side or two? Color of printing?
- c. Is there a duplicate ballot process needed for individuals who spoil or do not receive ballot?

Answer: N/A – it's part of the self-mailer, a tear off ballot postcard (see above).

- a. The ballot pdf will be posted as an attachment in COMMBUYS.
- b. See attachment in COMMBUYS
- c. See attachment in COMMBUYS
- d. See answer to 14. d.

Question 16: Printing: Instructions/candidate profile brochure (150,000)

- a. Can we be provided with Actual Sample of brochure?
- b. What is paper size and weight?
 - i. Printing one side or two?
 - ii. Color of printing?
- c. Is there a duplicate ballot process needed for individuals who spoil or do not receive ballot?

Answer:

- a. N/A
- b. N/A
- c. See answer to 14. d.

Question 17: Printing: Ballot

- a. Can we be provided with Actual Sample of previous ballot?
 - i. How many offices and candidates typically run?
 - ii. Ballot Stub required?
 - iii. Is there a duplicate ballot process needed for individuals who spoil or do not receive ballot?

Answer:

- a. The ballot pdf will be posted as an attachment in COMMBUYS.
 - i. See answer to Question 3.
 - ii. The ballot stub is part of the 1 page self-mailer. It's a tear off ballot/postcard that member's fill out by selecting which candidate they want and then mailing it back to the vendor. The vendor will then tabulate all the paper ballots and

internet ballots separately and then add together for total votes. The vendor holds on to the paper ballots for at least 6 months after the election in case someone requests a recount. Those who vote via internet will receive a unique voting confirmation number and those should be archived as well for 6 months.

iii. See answer to 14. d.

Question 18: Postage: Approximately 150,000 pieces via first class or standard presort

a. Is postage needed for return of ballots? If so, does Mass Retirement Board have a Business Reply Mail to be used?

Answer: Voters have to affix their own postage. Approximately 150,000 pieces via standard presort. There will be 2 separate text files, one contains the active members and the other contains the Pensioners (retirees). However, they will all receive the same ballot.

Question 19: Can a prospective bidder just bid on part of the RFR?

Answer: No