



Request for Response
Office of the State Treasurer and Receiver General
State Retirement Board

Address: One Winter Street, 8th Floor, Boston, Massachusetts 02108-4747
Telephone #: (617) 367-3900; Fax #: (617) 367-3645
Internet Address: <http://www.state.ma.us/treasury>
RFR File Name/Title: State Board of Retirement Election Services 2013
RFR File Number: **TRE RFR SRB ELECTION 2013**
RFR Contact Person: Deirdre Richardson, Chief Financial Officer

SECTION I. SUMMARY AND PURPOSE

The Massachusetts State Retirement Board (“SRB”) a division within the Massachusetts State Treasurer and Receiver General seeks a vendor to provide election services during 2013 for the election of a Board member by its membership of more than 142,000 active and retired individuals. Desired services may include: designing, printing and distributing voting materials; postage; receiving and verifying returned ballots; tabulating and certifying the final vote; and ability to conduct simultaneous paper, online and telephone balloting.

The SRB is required to periodically conduct an election for the seats held by members who must be elected by our active and retired members for a three-year term. This election occurs in anticipation of the end of the term for an affected Board Member. The SRB is seeking a contractor or contractors to provide services for a 2013 election.

Presently, the SRB’s membership consists of more than 87,000 active members, and more than 55,000 retired members and survivors. Based on experience, we estimate a return rate of approximately 15–20%; however, we do not guarantee a certain percentage of returns.

SECTION II. GENERAL INFORMATION

To the maximum extent possible the Office of the State Treasurer and Receiver-General (the “Treasury”) is following the rules and regulations set forth in 801 Code of Massachusetts Regulations (“CMR”) 21.00: Procurement of Commodities and Services in this Request for Response (“RFR”). All terms, conditions, requirements, and procedures included in this RFR must be met for a response to be qualified as responsive. A response that fails to meet any material term, condition, requirement or procedure of this RFR may be deemed unresponsive and disqualified. The Treasury reserves the right to waive or permit cure of non-material errors or omissions. **The Treasury reserves the right to modify, amend or cancel the terms of the RFR at any time.** Unless otherwise specified, all communications, responses, and documentation regarding this RFR must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. Currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR

This RFR is in accordance with the World Trade Organization Government Procurement Agreement.

Copies of this RFR may be obtained electronically at the Treasury website at <http://www.mass.gov/treasury> & on Comm-PASS at <http://www.comm-pass.com/>.

THE PMT RESERVES THE RIGHT TO MODIFY, AMEND OR CANCEL THE TERMS OF THIS RFR AT ANY TIME.

A. SPECIFICATIONS

B. PROCUREMENT CALENDAR AND RESPONSE REQUIREMENTS

1. PROCUREMENT CALENDAR

The following is the tentative time schedule for the SRB's search for a vendor to provide Election Services. All dates are subject to modification by the SRB with notice.

Issuance of RFR:	July 31, 2013
Question Deadline	August 12, 2013
Notice of Election:	August 23, 2013 (By Board)
Target Question Post Date Comm-Pass listing for this procurement)	August 16, 2013 (Q&A will be posted to the
Submission of RFR Response:	August 30, 2013 by 3:00 PM US EST
Tentative Selection of Vendor:	September 27, 2013
Nomination Papers Available:	August 26, 2013 (By Board)
Nomination Deadline:	September 27, 2013
Submission of Biographical Data:	TBA
Notice to Qualified Candidates:	October 4, 2013
Ballots Mailed:	October 11, 2013 (Standard mail)
Ballot Deadline:	November 22, 2013 (Post-marked; electronic voting ceases at midnight)
Election Certification:	November 26 th , 2013 (By Board)

2. INSTRUCTIONS FOR SUBMISSION OF RESPONSES

The original, four (4) hard paper copies, and a CD of the bidder's responses and attachments must be delivered in the same sealed package no later than August 30, 2013 at 3:00 P.M US EST. **The Cost Proposal must be submitted under separate cover in a separate sealed envelope. Failure to meet this requirement will result in disqualification of the bid.** Responses and attachments received after this deadline date and time will not be evaluated. A facsimile response will not qualify as a "submission" for deadline purposes in advance of or in lieu of a hard copy submission. Responses and attachments should be delivered to:

Massachusetts State Treasury
One Ashburton Place, 12th Floor
Boston, MA 02108-1607
Attn: Deirdre Richardson, CFO
Re: SRB Election Services 2013

Any individuals and/or firms that intend to submit a response are prohibited from contacting any employees of the Office of the State Treasurer and Receiver General or any member of the PMT, other than Deirdre Richardson. An exception to this rule applies to individuals or firms that currently do business with the State Treasurer's Office, but shall be limited to that business, and should not relate to this RFR. FAILURE TO OBSERVE THIS RULE WILL RESULT IN DISQUALIFICATION.

Questions concerning the RFR may be submitted to the RFR Contact Person via email at procurements@tre.state.ma.us. NO PHONE CALLS PLEASE; ALL CALLERS WILL BE ASKED TO EMAIL THEIR CONCERN. Questions and answers from the RFR will be posted on www.comm-pass.com.

When responding to this RFR, bidder's should take note of the following provisions.

- a) The SRB reserves the right to request additional information from firms responding to this Request. Additionally, upon reviewing the responses the SRB may decide to have certain firms make oral presentations.
- b) The SRB reserves the right to reject any and all responses to this request, to waive any minor informality in a response, to request clarification of information from any firm responding and to effect any agreement deemed by the SRB to be in the Commonwealth's best interest with one or more of the firms responding. The SRB reserves the right to amend or cancel this RFR at any time.
- c) All responses and their contents submitted in response to this RFR shall become the property of the SRB and will not be returned to the Bidder. Bidders are cautioned that ideas, techniques, information, etc., submitted as part of the Bidders response may be used by the SRB without separate payment to the Bidder or Sub-Contractors.
- d) The SRB will not reimburse any firm for any costs associated with the preparation or submittal of any response to this request or for any travel and/or per diem incurred in any presentation of such responses.
- e) The duration of the contract entered into as a result of this RFR will be for the period of time necessary for the election services to be complete.

3. DISQUALIFICATION OF PROPOSALS

- a. Late Proposals: Proposals that are received after the deadline date and time shall be automatically disqualified.
- b. Nonresponsive Proposals: Proposals which are not responsive or which fail to comply with mandatory requirements of the RFR shall be deemed nonresponsive and shall be disqualified. Nonresponsive proposals shall include, but not be limited to those, which fail to address or meet any mandatory item, and those submitted in insufficient number, or in incorrect format.
- c. Collusion: Collusion by two or more bidders agreeing to act in a manner intended to

avoid or frustrate fair and open competition is prohibited and shall be grounds for rejection or disqualification of a proposal or termination of this contract.

- d. Debarred Bidders or Subcontractors: A bidder who is currently subject to any Commonwealth or federal debarment order or determination, shall not be considered for evaluation by the PMT. If a bidder's proposal is dependent upon the services of a named subcontractor and the disqualification of this named subcontractor would materially alter the proposal, then that proposal shall be deemed unresponsive if the named subcontractor is found to be debarred. Proposals that indicate that subcontractors will be used but do not rely on any specifically named subcontractor shall not be deemed unresponsive if the disqualification of a proposed subcontractor will not materially alter the proposal.

4. EVALUATION PROCESS

The RFR Evaluation Process will be conducted in three phases. A review team consisting of staff from the SRB will complete the Phase One Review for all proposal submissions. The purpose of the Phase One Review is to eliminate any bids that are non-responsive to the requirements of the RFR. Bids that are deemed to be qualified based on the Phase One Review will be submitted to the PMT for additional review. The PMT, consisting of staff from the SRB and Treasury, will make a recommendation to the State Retirement Board who will then accept or reject the recommendation. The State Retirement Board, Chaired by the State Treasurer will make the final selection decision.

(Phase One, Phase Two and Phase Three of this RFR will be Evaluated Separately)

Phase One Review:

Bidders responses will be reviewed based on listed criteria, completeness of response, including mandatory attachments and compliance to submission criteria (See Section III. Phase One Requirements). Bids that do not comply with these components will be rejected and will not proceed to Phase Two Review. SRB Staff will conduct this portion of the review. Please be aware that if any Bidder does not meet a Phase One requirement, SRB Staff reserves the right to allow that bidder to cure.

Phase Two Review:

In this phase, proposals will be evaluated based upon the proven ability of the vendor to satisfy the requirements and qualifications necessary to perform the requested services in a cost-effective manner.

Criteria	Weight
Methodology	40%
Experience	40%
Firm Overview	10%
Treasury Supplier Diversity	5%
Invest in Mass	5%

Phase Three Review: Cost will be evaluated in relationship to the Phase Two Review

and scoring of bidder's responses. The Phase Two score will represent 60% and the Phase Three Cost score will represent 40% of the total score. The successful bid will be determined based on the one that represents the "best value" overall and achieves the procurement goals.

60% Phase Two Technical Review
(Responses to Scope of Services questions)

40% Phase Three Cost

1. COST RESPONSE

The Cost Proposal must be submitted under separate cover from the Technical Proposal in a separate sealed envelope. Failure to meet this requirement will result in disqualification of the bid.

2. ORAL PRESENTATIONS

After completion of Phase One and Phase Two, but prior to Phase Three, the PMT shall have the option to invite all, some or none of the bidders to make oral presentations. Oral presentations provide the PMT with an opportunity to evaluate a bidder through the presentation of their proposal. The PMT may limit the number of oral presentations conducted. Bidders will not be informed of their rank at the time of the oral presentations.

The time allotments and the format shall be the same for all oral presentations. The PMT will give notice of at least two (2) business days prior to the date of an oral presentation. The PMT may waive the location and medium requirements of an oral presentation upon the written request of a bidder due to special hardships, such as a bidder with disabilities, limited resources, or logistic restraints. In these circumstances the PMT may conduct oral presentations through an alternative written or electronic medium (e.g., telephone, video conference, TTY or Internet). The PMT may require the bidder's assigned key personnel to conduct the oral presentation.

A bidder is limited to the presentation of material contained in its proposal, with the limited exception that a bidder may address specific questions posed by the PMT or provide clarification of information contained in its proposal. Any correction or modification of the proposal or the presentation of supplemental information shall be considered prejudicial to the interests of other bidders and fair competition and shall not be permitted. A bidder's attempt to submit such corrections, modifications or supplemental information during an oral presentation may subject the bidder's proposal to disqualification. A bidder's failure to agree to an oral presentation may result in disqualification from further consideration. Oral presentations may be recorded by the Office of the State Treasurer and Receiver General as a matter of public record.

3. ON SITE VISITS

The PMT reserves the right to conduct on site inspections of any or all bidder locations at any time prior to the awarding of this contract to verify the bidder's ability to perform the services required. The PMT shall schedule the time of these site visits and shall provide notice of at least three business days before a visit. Failure to agree to a site visit may

result in disqualification of a bidder's proposal.

C. COMPONENTS OF PROCUREMENT

1. DURATION AND RENEWAL OPTIONS

The SRB intends to enter into a contract for election services and related activities with the selected bidder(s) for up to a two-year period. The State Retirement Board may, at their option, extend the contract for a period up to one year, under the same or better terms and conditions as negotiated.

2. ACQUISITION METHOD

- | | |
|--|---|
| <input type="checkbox"/> Outright Purchase | <input checked="" type="checkbox"/> Fee for Service |
| <input type="checkbox"/> License | <input type="checkbox"/> Tax-exempt Lease Purchase |
| <input type="checkbox"/> Lease Purchase | <input type="checkbox"/> Term Lease |
| <input type="checkbox"/> Rental (not to exceed 6 months) | <input type="checkbox"/> Other (specify) |

3. SINGLE OR MULTIPLE CONTRACTS

The SRB reserves the right to award contracts to a single vendor or multiple vendors, in the best interest of the Office of the State Treasurer and Receiver General.

The contractor must agree to cooperate with such other contractors, and must not commit or permit any act that may interfere with the performance of work by any other contractor.

4. CONTRACT GUIDELINES

- Only Office of the SRB/State Treasurer and Receiver General may contract under RFR
- Option to allow other Departments/political subdivisions to contract under RFR
- Statewide Contract
- Multi-Office of the State Treasurer and Receiver General User Contract
- Pre-Qualification List

5. ANTICIPATED EXPENDITURES, FUNDING OR COMPENSATION FOR EXPECTED DURATION

Subject to selected bidder's quotes and rates, subject to negotiation.

6. CONTRACT PERFORMANCE AND BUSINESS SPECIFICATIONS

a. Evaluation and Selection of Contractor

The SRB shall have sole authority to evaluate and make the final selection of bidder(s) for contract negotiation(s) pursuant to this RFR. The selection will be made after evaluation of both business and cost proposals by the PMT and final approval by the State Retirement Board.

b. Change in Terms

The SRB reserves the right to modify the specifications identified in the RFR at any time prior to the closing date. The SRB reserves the right to negotiate with the selected bidder(s) as to any element of cost or performance, including without limitation, elements identified in the RFR and/or the selected bidder's response in order to achieve the best value for the Commonwealth.

c. Termination or Suspension

Contractor's services may be terminated or suspended from the SRB's contract for poor performance, failure to perform, fraud or other cause with two (2) weeks prior written notice by the SRB. Contractors may be terminated from the contract without cause with sixty-(60) days prior written notice. The Contractor may not terminate the contract or performance thereunder except upon a minimum of 120 days written notice to the SRB. Other terms regarding contract termination are subject to negotiation between the selected bidder(s) and the SRB.

d. Permits and Compliance

The contractor shall procure and pay for all permits, licenses and approvals necessary to perform the services solicited in this RFR. The contractor shall comply with all applicable laws, ordinances, rules, orders and regulations related to the performance of the services solicited.

e. Rejection of Proposals

The SRB reserves the right to reject any and all proposals submitted under this solicitation.

f. Fees Subject to Office of the State Treasurer and Receiver General Signatory Authorization

All fees must be approved by the State Treasurer and Receiver General or his designee and are subject to verification of performance.

g. Subcontracting Policies

Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Human and social service subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

h. Contract Expansion

If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

i. Concurrent Contracts Running (Renewals and Transitions)

The SRB shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year or if satisfactory performance by the contractor does not ensue. The SRB will also have the right to sole discretion in exercising an option to renew, which will not be subject to contractor acceptance or agreement. Any assistance required for this transition must be provided in a smooth and timely manner. If at any time the contract is canceled, terminated or expires, and a contract is subsequently executed with a firm other than the Contractor, the Contractor has the affirmative obligation to assist in the smooth transition of contract services to the subsequent Contractor.

SECTION III. PHASE ONE REQUIREMENTS

Compliance with all criteria listed below is mandatory in order for a bid to be accepted for further review. Lack of compliance will automatically disqualify the bidder.

A. LEGAL AND OTHER REQUIREMENTS. Please provide a separate written response for each requirement below.

Phase One of bidder's response should demonstrate compliance with each of the conditions qualifying an institution to propose as outlined below. The bidder's response to each component should be "yes" or "no" for each mandatory requirement.

1. **Solvency.** Certification that the Bidder has not been in bankruptcy and/or receivership within the last three calendar years.
2. **Corporate Good Standing.** If incorporated, identification of the Bidder's state of incorporation and a statement that it is in good standing in that state and has complied with all filing requirements of the state of incorporation. If the state of incorporation is not Massachusetts, please also include a statement that the company agrees to comply with all filing requirements of the Secretary of Commonwealth within thirty (30) days of contract award if selected.
3. **Licenses and Registrations.** A statement that the Bidder meets all applicable state and federal requirements, and has all the licenses and registrations necessary to perform the contract.
4. **Pending Litigation.** Details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Bidder or any of its officers, directors, employees, agents, or subcontractors of which the Bidder has knowledge or a statement that there are none. The Office of the State Treasurer and Receiver-General reserves the right to reject a response based on this information. If separate responses are required for different divisions or subsidiaries of the Bidder, the Bidder must submit a separate response for each division or subsidiary.
5. **Compliance with RFR Requirements.** A statement that the Bidder agrees to meet every requirement specified or condition set forth in the RFR. (This statement will not be deemed to encompass any requirement or condition for which the RFR indicates that a preference may or will be given by the Office of the State Treasurer and Receiver-

General. Any such requirement or condition must be met by only a Bidder seeking the preference.)

6. **Ratings.** If selected to provide any services solicited through this RFR, the financial institution must agree to notify the Office of the State Treasurer and Receiver-General of any changes to its ratings by federal or state regulatory agencies and issuers approved by the State Treasurer and Receiver-General within thirty days of receipt of notification.
7. **Fidelity Bond or Certificate of Liability Insurance.** A copy or proof any fidelity bond or liability insurance policy extending to any or all employees who perform work under the contract are covered.
8. **Cease and Desist.** If selected for any services solicited through this RFR, the financial institution must agree to immediately notify the Office of the State Treasurer and Receiver-General of any cease and desist order issued.
9. **Confidentiality.** The Bidder must submit a statement acknowledging that all materials and information provided to the Contractor by the Office of the State Treasurer and Receiver-General or acquired by the Contractor on behalf of the Office of the State Treasurer and Receiver-General shall be regarded as confidential information in accordance with federal and state law, and ethical standards. The Contractor must take all necessary steps to safeguard the confidentiality of such materials or information. Furthermore, the Bidder agrees to execute a mutually agreed-upon confidentiality statement.

B. MANDATORY ATTACHMENTS AND ENCLOSURES

Phase One of the bidder's response shall include the completed mandatory attachments listed below. Any attachments referenced in this RFR as a document required to be filed can be found in Comm-PASS with this RFR. Many of the required documents referenced in this RFR are also available at the OSD website, www.mass.gov/osd, in the [OSD Forms](#) section.

These documents may be downloaded and printed for you to complete and submit. The EFT Form is the only exception. If you do not understand these instructions or you require additional assistance, please contact the OSD/Comm-PASS help desk at 1-888-627-8283. Note: The mandatory attachments indicated below are in addition to the inclusion of the RFR questions and answers and must be attached to the Bidder's response.

1. **Cover Letter (signed).** The Proposal must include a cover letter, which will be considered an integral part of the Proposal. The cover letter must be signed by at least one individual who is authorized to bind the firm contractually and must include:
 - a. The firm name
 - b. The firm address
 - c. The firm telephone/fax number/email address
 - d. The client contact
 - e. The title or position which the signer of the cover letter holds in the firm
 - f. A statement to the effect that any submissions made by a bidder will be valid for 120 days from the date of submission

2. **Cost Proposal.** The original and four (4) copies of the fee proposal must be placed in a separate, sealed envelope, clearly identified on the outside as “Fee Proposal submitted by (COMPANY NAME)”.
3. **Consultant Contractor Mandatory Submission Form.** Each Bidder must complete and return this form with its response, even if not applicable, in order to be considered responsive.
4. **Commonwealth Terms and Conditions.** The Commonwealth Terms and Conditions shall be incorporated by reference into any contract for services executed pursuant to this RFR. A Bidder is required to execute the Commonwealth Terms and Conditions only once. Complete all blanks and required information fully and accurately without modification.
5. **Standard Contract Form and Instructions.** This must be executed in order to be awarded a contract. This form must be completed and returned as part of the Bidder’s RFR response. This document shall not become a final contract unless and until the Office of the State Treasurer and Receiver-General accepts the Bidder’s response and the Standard Contract Form is executed by the Purchasing Office of the Office of the State Treasurer and Receiver-General.
6. **Request for Taxpayer Identification Number and Certification (W-9).** The W-9 Form should be completed if the Bidder has not previously conducted business with the Commonwealth Office of the State Treasurer and Receiver-General and been registered on the Commonwealth’s Contractor File or if any information on a W-9 previously filed with the Commonwealth has been updated or changed.
7. **Contractor Authorized Signatory Verification Form.** If the Bidder is a corporation, partnership or other business entity, complete the form as indicated.
8. **Business Reference Form.** Bidders must identify three (3) customer references for which the Bidder has performed similar services as those described in this RFR or customers that can confirm the quality of the Bidder’s performance on previous contract work.
9. **Tax Compliance Certification.** The Bidder must demonstrate that it is in compliance with all federal and Commonwealth tax laws, including M.G.L. Chapter 62C, Section 49A. The Bidder must submit an original or photocopy of a Certificate of Tax Compliance in Good Standing, which has been issued by the Department of Revenue within the past year. This Certificate may be obtained by submitting a request to:

Taxpayer Services Division, Certificate Unit
Department of Revenue
PO Box 7066
Boston, Massachusetts 02204
(617) 887-6550

The application must list the tax types for which the business is liable, including such items as meals, room occupancy, sales, use, withholding, corporate income and others as applicable. **The issuance of the certificate normally takes several weeks, so Bidders should also indicate that their request for a certificate is sought in connection with a**

Commonwealth solicitation (with a deadline). If the Bidder does not submit the requested tax certificate with the proposal, the Bidder must submit evidence that the application has been filed. Evidence includes: facsimile transmittal, mailing receipt, receipt-stamped application, etc. The Certificate must be issued and provided prior to final execution of the Standard Contract Form.

10. **Treasury Supplier Diversity Program (TSDP) Plan Form.** The Office of the State Treasurer and Receiver-General (“Treasury”) is committed to developing and strengthening Minority and Women-Owned Business Enterprises (M/WBEs) and expanding equal opportunity in the primary and any secondary industries affected by this RFR. Consequently, the Treasury requires all responsive Bidders to submit a *Treasury Supplier Diversity Program Plan Form* (“TSDP Plan Form”) with its response. Bidders that clearly demonstrate the intent to further the development of M/WBEs or the existence of a relationship which does further these goals will receive favorable consideration from the PMT. Additionally, a Bidder, which is a Massachusetts SDO certified vendor, may be found “Advantageous,” based on the Bidder’s Massachusetts certification status.

Treasury Supplier Diversity Program Subcontracting Policies. Prior approval of the Treasury is required for any subcontracted service of the contract. The Treasury may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing any compliance of subcontracting commitments made in a bidder’s *Treasury Supplier Diversity Program Plan Form* (TSDP Plan Form). Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors.

11. **Invest in Massachusetts Plan.** The Office of the State Treasurer and Receiver-General (“Treasury”) encourages investment in our local economy and is committed to advancing the creation and preservation of jobs in the Commonwealth. Consequently, all responsive Bidders/Proposers must submit with their bids an *Invest in Massachusetts Data Form* (“IMD Form”).
12. **Certificate of Non-Collusion.** Bidders are advised that they are required to certify that the bid that they are submitting has not been arrived at because of any collusive activity. .
13. **Fidelity Bond or Certificate of Liability Insurance.** A requirement to provide proof of any fidelity bond or liability insurance policy extending to any or all employees who perform work under the contract are covered.
14. **Executive Order 504.** Effective January 1, 2009, [Executive Order 504](#) establishes new requirements designed to adopt and implement the maximum feasible measures reasonably needed to ensure the security, confidentiality and integrity of personal information, as defined in [M.G.L. c. 93H](#) and personal data, as defined in [M.G.L. c. 66A](#), maintained by state agencies (herein collectively “personal information”). This requirement only pertains to contracts that require the Contractor’s access to personal information owned or controlled by the contracting agency and systems that contain such data. The Executive Order applies to all state agencies in the Executive Department, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established.

15. **EFT Form.** Form found on <https://massfinance.state.ma.us/VendorWeb/efRegisterfrm.asp>. Each Bidder must print out, complete and return this form with its response.

SECTION IV. PHASE II EVALUATION REQUIREMENTS AND SCOPE OF SERVICES

A. SCOPE OF SERVICES

An individual or entity providing election services will be hired to assist the SRB if elections for Board Members are held in 2013 and 2014. These are contingent services; whether an election will be held is at the SRB's discretion. The successful candidate must have substantial experience in providing ongoing professional election services, support, development, and modifications related to board elections.

B. REQUIREMENTS

1. MANDATORY COVER LETTER

Each proposal submission must be accompanied by a cover letter.

- The letter, which shall be considered an integral part of the submission, shall be signed by an individual who is authorized to bind the firm contractually, giving his or her title.
- The letter must certify that all of the information contained in the submission is accurate and complete. Inaccurate or incomplete information might affect the submission adversely.
- The letter shall contain a statement to the effect that it constitutes an offer to provide the services requested subject to acceptance of compensation levels determined in accordance with this RFR.
- The letter shall also state that the proposal was prepared solely by the firm and, prior to the time at which it became due, it was not discussed with any individual outside of the firm, other than as specifically contemplated by this RFR.
- The letter shall contain the name, phone number, mail address and email address of the firm contact for this procurement.

2. INFORMATION REQUESTED

- a. Please provide a general description of the firm, its history, significant changes in its makeup over the last three-(3) years, and its range of business. Please provide a detailed listing, which may be presented in tabular form as an exhibit or appendix to your submission.
- b. Please indicate whether your firm intends to use the services of other vendors. Indicate the nature of such arrangements, and include the names and resumes of the aforementioned with your response.

- c. Please provide a detailed copy of your firm's equal employment opportunity policy.

3. SPECIFIC INFORMATION

- a. Please discuss your firm's proposed staffing for this engagement, if selected, providing a brief resume for each such employee, and the particular responsibilities of each such employee with respect to this matter. The naming of such persons shall be considered to be a commitment by the firm to assign those individuals to provide election services to the SRB if the firm is the successful bidder. Please indicate the number of minorities and/or women that are included within your proposed professional staffing for this engagement.
- b. Please describe up to five other engagements since January 1, 2008, most relevant to this RFR in which one or more of the employees named in response to question 3(a) above had principal responsibility. In this regard, please provide the client's name, client contact and telephone number.
- c. Please describe your project methodology and how you will apply it to this project. Include how your methodology would ensure that the business requirements would be met.
- d. Alternatives that provide equivalent, better or more cost-effective performance than achievable under the stated RFR specifications.

SECTION V. COST PROPOSAL

The Cost Proposal must be submitted under separate cover from the Technical Proposal in a separate sealed envelope. Failure to meet this requirement will result in disqualification of the bid.

- 1. Please provide a description of your firm's fee structure, including the billing rates for your employees who will represent the State Board of Retirement with respect to these election services.
- 2. Please use the following chart to provide a detailed breakdown of all costs associated with the services for an election conducted solely using mailed ballots, including printing and distributing the voting packages, receiving and verifying ballots, and tabulating and certifying the results. You may also include your own quote worksheet, but please be sure to indicate your costs on this sheet.

COMPANY. _____
REPRESENTATIVE. _____
DATE. _____

Category Item Estimated Cost

1. Printing: Window envelope (142,000)
\$ _____
2. Printing: Ballot return envelope (142,000)
\$ _____
3. Printing: Instructions/candidate profile brochure (142,000)
\$ _____
4. Printing: Ballot (your preferred format; please describe): _____

\$ _____
5. Data processing and Mailing Services: Preparing 142,000 voting packages; inserting ballot and instructions/candidate profile brochure; sorting to achieve lowest possible postage rate
\$ _____
6. Postage: Approximately 142,000 pieces via first-class or standard presort
\$ _____
7. Tabulation Services: Receive, open and tabulate ballots returned by mail (estimated 15-20% returns) and verify and certify election returns (any applicable cost adjustments if percentage if percentage of returned ballots varies from the estimated 15-20% returns)
 - a. The Board requests cost proposals addressing the costs that would be incurred if the election were conducted solely by mail and telephone, assuming that approximately 142,000 votes will be tallied. Please itemize the costs that would be associated with staffing a mail and telephone election, and for tabulating and certifying election results.
 - b. The Board also requests cost proposals addressing what costs would be incurred if the election were conducted solely by telephone and electronic means, assuming that approximately 142,000 votes will be tallied. Please itemize the costs that would be associated with preparing for a telephone and web- based election, and for tabulating and certifying the election results.
 - c. The Board requests that bidders also provide cost estimates that indicate what costs would be incurred if voters were offered a choice to submit bids through any combinations of mail, telephone and electronic means. Please provide an itemized estimate of these costs.

\$ _____

ATTACHMENT A

MANDATORY ATTACHMENT CHECKLIST

(Complete and Attach to the Cover Letter)

Firm Name: _____

**Mandatory items as detailed in Section III, Subsection A:
(Check appropriate box to insure item is completed and submitted)**

- | | |
|---|--|
| 1. Cover Letter* | Yes <input type="checkbox"/> (signed) |
| 2. Cost Proposal | Yes <input type="checkbox"/> (signed) |
| 3. Consultant Contractor Mandatory Submission Form | Yes <input type="checkbox"/> (signed) |
| 4. Commonwealth Terms and Conditions | Yes <input type="checkbox"/> (signed) |
| 5. Standard Contract Form and Instructions | Yes <input type="checkbox"/> (signed) |
| 6. Taxpayer Identification Number and Certification (W-9) | Yes <input type="checkbox"/> (signed) |
| 7. Contractor Authorized Signatory Verification Form | Yes <input type="checkbox"/> (signed) |
| 8. Business Reference Form | Yes <input type="checkbox"/> (include) |
| 9. Tax Compliance Certification | Yes <input type="checkbox"/> (include) |
| 10. Treasury Supplier Diversity Program (TSDP) Plan Form | Yes <input type="checkbox"/> (signed) |
| 11. Invest in Massachusetts Plan | Yes <input type="checkbox"/> (signed) |
| 12. Certificate of Non-Collusion | Yes <input type="checkbox"/> (signed) |
| 13. Fidelity Bond or Certificate of Liability Insurance | Yes <input type="checkbox"/> (signed) |
| 14. Executive Order 504 | Yes <input type="checkbox"/> (signed) |
| 15. EFT Form | Yes <input type="checkbox"/> (signed) |
| 16. Questionnaire | Yes <input type="checkbox"/> (completed) |

***Cover letter must be:**

- Signed by at least one individual who is authorized to bind the firm contractually.

***Cover letter must include:**

- The firm name
- The firm address
- The firm telephone/fax number/email address
- The client contact
- The title or position which the signer of the cover letter holds in the firm
- A statement to the effect that any submissions made by a bidder will be valid for 120 days from the date of submission