



DEAN C. LOGAN
Registrar-Recorder/County Clerk

ADDENDUM NUMBER ONE
REQUEST FOR INFORMATION #17-006 FOR
VOTE AT POLLS THERMAL BALLOT PAPER, VOTE BY MAIL BALLOTS,
VOTE BY MAIL PACKET MATERIALS AND VOTE BY MAIL OUTBOUND SERVICES

QUESTIONS AND ANSWERS RELEASED
August 18, 2017

Dear Vendors:

Addendum Number One is made to Request for Information (RFI) #17-006 for Thermal Ballot Paper (Vote at Polls), Vote by Mail Ballots, Vote by Mail Packet Materials, Vote by Mail Outbound Services. Please see attached for the Questions and Answers to this RFI.

Please note that the RFI submission deadline has been extended. Please submit your response via email to contracts@rrcc.lacounty.gov by Monday, August 28, 2017 3:00 P.M. (PST).

Sincerely,

Veronica Williams, Contracts Manager
Finance and Management Division

VW:ca

Request for Information #17-006

Vendor Questions and Answers

Released August 17, 2017

General Vendor Questions:

1. My company would only be able to provide the outer mailing envelopes as well as the printed return envelopes. Can you contact me with the specifications for the envelopes? I will be able to provide a bid once I know the quantities and specifications for the envelopes. Thank you for your initial contact.

Response #1: This RFI is for informational purposes only, we are not soliciting a bid at this time. The return envelopes are size No. 9 and No. 12 for the small and large ballot respectively. The outbound envelopes are No. 10 and No. 14 envelopes for the small and large ballot respectively. Please refer to Section 6 Component C of the RFI for additional specifications.

2. Can you please provide us with the previous contract pricing?

Response #2: County contracts are public records and can be obtained through a Public Records Act request. Please note that we have not yet implemented these ballots, therefore no pricing is available specifically for these specific ballot styles.

3. Do you have printed samples? if you do can you please mail us to the below address or I can pick it up from your office:

Response #3: Please refer to Section 6 Components B-D of the RFI for information regarding production of vote by mail materials. If you are requesting a sample of the BMD thermal ballot paper, please contact us and provide a mailing address.

4. I would very much appreciate a copy of your current contract for inserting and mailing of your Vote By Mail materials. Please advise if you can email it to me or if I should pick it up at your office.

Response #4: County contracts are public records and can be obtained through a Public Records Act request. It is important to note that the ballot packet designs in this RFI have not yet been implemented and are very different from the Vote by Mail packets currently utilized for our elections.

5. Will there be multi-sized ballots in a single vote-by-mail packet?

Response #5: Only one ballot size will be used for each election. Refer to RFI for ballot sizes.

Questions for Component A – Thermal Ballot paper (Vote at Polls)

1. Will there be multiple size options required for the Thermal ballots?

Response #1: Yes. The small thermal ballot is 8" x 11". The large thermal ballot is 8" x 13.25". Only one size will be used in any given election.

2. If so please list size options that will be required.

Response #2: Please refer to section A of the RFI.

3. If multiple size options how many days prior to the election can the county provide the ballot size to the vendor?

Response #3: The size of the ballot is usually determined as early as 70 days before the election.

4. Will the vendor be required to print a QR code on either the front or back of the ballot stock or just a serial number?

Response #4: No, the vendor will not be required to print any QR code of any kind on the thermal paper ballot.

5. Will the vendor be required to apply any variable information on the ballot stock other than serial number?

Response #5: In a partisan primary election, the vendor may be required to apply different tints and a different party name on the paper depending on the party.

6. Does the county intend to apply ink jetted QR codes to either the front or back of the ballot

Response #6: No, the County does not plan on ink-jetting any QR codes on either side of the ballot. There will be a 1-D bar code ink-jetted on the back side of the ballot.

7. Does the county intend to have any security features added to the Thermal Ballots?

Response #7: Beyond the required tint and watermark specified by the California Secretary of State for each election, the County has not considered any other security features for certified printed ballots. We would be interested in hearing from vendors what other security features there are for paper ballots, and their associated costs.

8. Can there be two different size ballots in the same election?

Response #8: No, for any given election, we will be using only one paper size.

Questions for Component B – Vote by Mail Ballot As a Result of VSAP

1. What card stock is currently being used?

Response #1: Please limit your questions and responses to the information contained in the RFI.

2. Thermal is not a requirement here, correct?

Response #2: Correct. See question 6 below.

3. Is California Secretary of State approved ballot printing facility a requirement here?

Response #3: Please refer to California Code of Regulations sections 20200 to 20267.

4. Is the numbering in two locations?

Response #4: This questions is not clear.

5. Is there a perf for the tear off?

Response #5: The specifications for the ballot do not include a removable stub. Please see VBM ballot specifications in section 4.

6. Section 4- Question 11 makes reference to Thermal paper. Is this an error?

Response #6: Yes, please disregard the reference to thermal paper in Section 4.

7. Is it acceptable or required to have a removable 1/2" stub on the Vote by Mail ballots?

Response #7: The specifications for the VBM ballot in Section 4 do not include a removable stub. Please see RFI for all specifications.

8. Can new and replacement VBM ballot requests (supplementals/additionals) be mailed from vendors local post office?

Response #8: Please limit your questions and responses to the information contained in the RFI.

9. Can there be two different ballot sizes in one election?

Response #9: Only one VBM ballot size will be used for each election. Refer to RFI for ballot sizes.

10. Does the county intend to have any security features added to the VBM Ballots?

Response #10: Beyond the required tint and watermark specified by the California Secretary of State for each election, the County has not considered any other security features for certified printed ballots. We would be interested in hearing from vendors what other security features there are for paper ballots, and their associated costs.

Component C – Vote by Mail Packet Materials As a Result of VSAP

1. Who (and where) produces this work now? May we obtain a copy of the contract/pricing for the current contract?

Response #1: County contracts are public records and can be obtained through a Public Records Act request.

2. May we pick up printed copies of previous like work?

Response #2: Our current VBM packet materials are different from the new VBM specification. Please refer to the VBM packet materials specification attached to the RFI.

3. The envelope and secrecy envelope size cannot be determined until the official ballot size is determined. Envelope & secrecy envelope production and personalized inkjet printing cannot begin until the ballot size is provided. How many days in advance of the election will the county be able to provide the ballot size to the vendor?

Response #3: The size of the ballot is usually determined as early as 70 days before the election.

Component D – Vote by Mail Outbound Services As a Result of VSAP

1. Currently this request is 2.2-2.5mm pieces. When the quantities grows (up to 6,000,000) will the work be split amongst vendors or kept with one only?

Response #1: Please limit your questions and responses to the information contained in the RFI.

2. Can the inserting, addressing and mailing be performed outside of Los Angeles County?

Response #2: Please limit your questions and responses to the information contained in the RFI.

3. Can the vendor drop mailings at their local post office or do the packets need to be drop shipped to Los Angeles post office for distribution?

Response #3: Please limit your questions and responses to the information contained in the RFI.