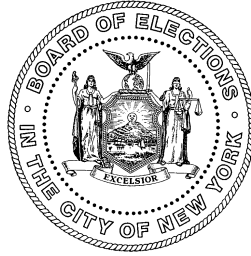


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## BOARD OF ELECTIONS

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ACCO

December 27, 2022

First Response to questions from the vendors:

1. What is the time frame for absentee ballot mailing after receiving the initial file? Military and Federal ballots **must** be sent out no later than 46 days before the election. It is expected that all of the ballots from the initial file should be sent out 46 days before the election.
2. Would the board accept an alternative secure ballot insertion process? This process will maintain a high level of quality control with 1:1 content matching. Yes but please describe alternative secure ballot insertion process in great detail.
3. If multiple page ballots are required, they may be printed with or without a perforation connecting each page to another. What does this look like? The Board has not been requiring the use of perforated ballots but if this is required the perforation would be the short side of the ballots.
4. Is the peel and stick on the return and oath envelopes for Covid-19 safety reasons? Is this a required method or can we use the traditional method of gumming closure? The Board is requiring peel and stick for the return and oath envelopes.
5. Does the board currently have an in-house tracking connection? Is the contractor to provide the full data upload for the board to run through their own internal system? Or is the contractor required to provide the software system designed for tracking? The Board uses the USPS IMB process to track US bound Absentees. We track the ballots going to the voter and returning to the Board. Once the process starts, we receive IMB files daily in CSV format from Absentee vendor. We provided file layout and procedures in RFQ. If more details are needed, we can meet with the prospective vendors to review.
6. Does the contractor need to be a New York based firm? No.