

Date Issue:

**BOARD OF ELECTIONS IN THE CITY OF NEW YORK
REQUEST FOR PROPOSAL**

**TITLE: Contract to Provide Printing Inserting and Mailing Absentee Ballots
To NYC Registered Voters**

EPIN #: 00320232026

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AUTHORIZED AGENCY CONTACT PERSON

Proposers are advised that the Authorized Agency Contact Person for all matters concerning this Request for Proposals is:

Agency Board of Elections in the City of New York (BOE)
Name: Sherwin Suss (ACCO)
Title: Agency Chief Contracting Officer
Mailing Address: 32 Broadway, 7th Floor, New York, NY 10004

Telephone #: 212-487-7290 _____
Fax #: 212-487-5343 _____
E-Mail Address: Ssuss@boe.nyc _____

SECTION I - TIMETABLE

A. Release Date of this Request for Proposals:

All questions and requests for additional information concerning this RFP must be made by email and should be directed to Sherwin Suss the Authorized Agency Contact Person, at:

E-Mail Address: SSuss@boe.nyc

Proposers should submit questions no later than 6 days prior to the proposal due date since the Agency may be unable to respond to questions received after that date.

Proposal due Date and Time and Location:

Date: 01-09-2023
Time: 3:00PM
Location: Proposals shall be delivered Sherwin Suss at:
 32 Broadway, 7th Floor, New York., NY 10004

E-mailed or faxed proposals will **NOT** be accepted by the Agency

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by the Agency, except as provided under New York City's Procurement Policy Board Rules.

The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

Anticipated Contract Start Date: 05-01-2023

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of RFP

The Agency is seeking appropriately qualified vendor to provide printing, inserting and mailing of absentee ballots to New York City registered voters.

The service options are as follows:

Proposers may propose to provide more than one service option. However, a separate and complete proposal shall be submitted for each service option being proposed.

Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be from the Agency's notice to proceed for 4 four years. The contract will include a one (1) year option to renew at BOE discretion

Anticipated Payment Structure

It is anticipated the payment structure of the contract awarded from this RFP will be tied to delivery of printing, inserting and mailing ballots per unit price tied to a not to exceed lump sum amount.

However, the Agency will consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the City's best interest.

SECTION III - SCOPE OF (SERVICES)

A. Agency Goals and Objectives for this RFP -

The Agency is seeking a vendor who can receive secure electronic data from the BOE to print ballots that can be scanned into ES & S DS200 and DS850 machines. The vendor will insert the ballot, information letter, information card with I voted sticker oath envelope and return envelope into an outgoing envelope addressed to the voter. The vendor will mail the envelope and provide IMB tracking information to the Board to be posted on the Board website so the voter can track their ballot through the mail system.

The objective of the RFP is to obtain a vendors who can print insert and mail absentee ballots pursuant to specifications herein:

B. Agency Assumptions Regarding Contractor Approach

The Board is responsible to conduct fair and honest elections at local and federal levels to certify the canvass and to retain official records. The Board conducts a Primary election in June and a General election in November every year. In the Presidential election years, there is also a Presidential Primary in April. The Board also conduct any special elections called by the Governor or New York City Mayor to fill vacancies for any public offices that may occur. The successful contractors will be required to print and mail ballots for all elections. Notice of any special election will be sent to the vendor when received by the Board.

The first file transfer for an election will happen between 50-55 days prior to an election. Along with all versions of Absentee ballots, the largest voter file will be transferred at this point. This voter file will include all Federal (when applicable), Military, Permanent and Temporary Absentee voters who have applied for that election up to that point. By law, all Federal and Military ballots are required to be in the mail no later than 46 days prior to an election and all Permanent and Temporary Absentees are required to mailed as soon as practical after that. Voter file transfers will continue each day after that, with voters currently eligible to apply for a ballot up to Fifteen (15) days prior to an election.

With the exception of initial file transfer and nursing home file transfer, absentee ballots must be sent out within 24 hours of receiving data from the Board. If there are any issues with received data, Board must be notified within 12 hours by email to designated Board staff.

A separate file transfer will happen approximately 3 weeks prior to an election that will include all absentee voters who reside in nursing homes in NYC. These ballot packs will need to be printed as all others are, grouped by nursing home and delivered to each of our borough offices for distribution by Board Staff. Your bid should reflect any additional costs that may be incurred for this responsibility

The Board currently prints its ballots and envelopes in up to 5 languages as follows:

Kings County (Brooklyn) - English, Spanish & Chinese
Queens County – English, Spanish, Chinese, Korean and Bengali
NY County (Manhattan) - English, Spanish, & Chinese
Bronx County- English, & Spanish
Richmond County (Staten Island) - English & Spanish

The awarded vendor accepts the responsibility of complying with all relevant statutes of the NYS Election Law as it pertains to all forms of Absentee voting and assuring all voters who apply for absentee ballots receive them in sufficient time so they may return their voted ballots to the Board in a timely manner.”

BALLOT SPECIFICATIONS

The Contractor would be expected to print ballots from electronic files provided by the Board to the following specifications:

NEW YORK CITY BOARD OF ELECTIONS BALLOTS SPECIFICATION

The New York City Board of Elections is currently using DS200 and DS850 machines. Both the DS200 and DS8550 cannot read colored ballot stock. Avoid using adhesive stickers or labels and avoid embossing or embellishing when printing ballots. Any technique that changes the caliper of the ballot stock will cause read errors during scanning.

1. Ballots should be printed from the UNITY files, with no alterations to the material in UNITY.
2. With the exception of the initial file transfer, Absentee ballots must be sent out within 24 hours of receiving data from Board. If there are any issues with received data, Board must be notified within 12 hours by email, to designated Board staff.
3. The Official Election ballots will be 14”, 17”, or 19” depending on the amount of information required on the ballot. Ballots must be 8.5 inches in width with counterfeit detection marks for security. Additionally, there may be a need for multiple page ballots. If multiple page ballots are required they may be printed with or without a perforation connecting each page to another. Any qualified vendor must be able to perform either upon request. Print all of the machine - readable

components with high quality, commercially available black ink (EXTRA or DOUBLE BLACK). DO NOT USE POWDER OR VARNISH.

4. Ballots must be printed on virgin paper that meets the following:

Grain Direction on Finished Ballot – Long
Basis Weight – 80# text weight (36.2874 kg)
Thickness- 0.0061 inches (0.015494 cm)
Smoothness – 130 Sheffield
Moisture – 5.5%
Opacity - 97.0
Brightness-92-94
PPI – 338
Band Width – 8.5 in. (+.027,-.02)
Ballot Length – 11,14,17,19 in. (+/-0.03)
Ink Density – 1.15 to 1.25 wet ink density: 1.10 to 1.15 dry ink density
OVAL Thickness – Within the range of 0.004 to 0.006 in.

The paper shall be COUNTRIGHT brand or equal.

OFFICIAL PRIMARY ABSENTEE BALLOTS – These ballots are used by voters upon request who are not in the City on Election Day. They are printed using black ink and include an additional color for party identification (ex. Democratic – Green, Republican – Cherry). These ballots will be 14”, 17”, or 19” and are NOT stubbed. Absentee ballots are required to be folded by vendor to accommodate the envelope sizes the Board and voters use to mail said ballots, with a “Z style” fold.

OFFICIAL GENERAL/SPECIAL ABSENTEE BALLOTS- These ballots are used by voters upon request who are not in the city on Election Day. They are printed using black ink. These ballots will be 14”, 17”, or 19” and are NOT stubbed. Absentee ballots are required to be folded by vendor to accommodate the envelope sizes the Board and voters use to mail said ballots, with a “Z –style.” fold.

For certain elections contractor will be required to print and inset a two page ballot – A two page ballot is two separate pages with printing as up four sides.

ENVELOPE SPECIFICATIONS

Vendor would be expected to print envelopes from information sent by Board. The Board will be using three envelopes for each package. The envelope will consist of a ballot, information card with "I Voted Absentee" sticker attached (to be printed in color by vendor as shown), voter instruction sheet (8.5' x 11' or 14'), an oath envelope, return envelope and sending envelope. All of the above must be inserted into the sending envelope. The specifications for the envelopes and placement of information on the envelopes including windows are **SHOWN ON THE SAMPLE INSTRUCTION BELOW**. The information printed on the envelopes is subject to change to meet the Board's needs or changes in New York State Election Law. Please note a red X is required in the signature box of the Oath envelope:

The remainder of this page is intentionally left blank:

Absentee Envelope Specifications

Board of Elections in the City of New York



OFFICIAL ABSENTEE BALLOT ENVELOPE

Instructions to Voter

- 1) From the top flap, tear fold it and place it in this envelope, and then seal the flap on the reverse side of this envelope. Your signature will be compared to the signature on this with the intent of detecting any voter fraud.
- 2) Sign and date the statement on the reverse side of the return envelope.
- 3) Your ballot can be returned to any Early Voting or Election Day poll site, or to your local Board of Elections by 9:00 PM on Election Day. If delivered in person, it is postmarked by Election Day and received not later than seven days following the election.
- 4) If you have an application for an absentee ballot, do not place it in this envelope. Instead, place it in the return envelope along with this sealed envelope.

SOBRE OFICIAL PARA LA PAPELETA DE VOTO AUSENTE

Instrucciones Para Los Votantes

- 1) Desde el borde superior, rasgue y coloque en el sobre, y selle sobre. (2) Firmar y fecha la declaración en el lado reverso de este sobre. Su firma será comparada con la firma en su solicitud de la carta de Elecciones para verificar su identidad. (3) Marque el sobre en el sobre de devolución. (4) Su papeleta puede ser devuelta a cualquier sitio de votación temprana, a cualquier sitio de votación en el día de Elecciones, a la Junta de Elecciones local antes de las 9:00 PM en el día de la elección, o se entrega en persona a un matutino antes del día de la elección y por recibido a más tardar siete días después de la elección. (5) Si tiene una solicitud para una papeleta de voto ausente, no coloque en este sobre. En cambio, coloque en el sobre de devolución junto con este sobre sellado.

官方缺席选票信封

注意说明

- 1) 从顶部折边处开始，将选票放入信封中，并在信封背面封好。
- 2) 在选票背面签名并写上日期。
- 3) 选票可以在任何提前投票站、选举日投票站，或在投票日上午9:00之前送到您当地的选举委员会。
- 4) 如果您已经申请了缺席选票，请勿将此选票放入此信封。相反，请将选票放入带有此密封选票的返回信封中。

Official Absentee Ballot
Papeleta Oficial de Voto Ausente
官方缺席选票

BOARD OF ELECTIONS - KINGS
IN THE CITY OF NEW YORK
482 ADAMS STREET, 4TH FLOOR
BROOKLYN, NY 11201-3719

RETURN SERVICE REQUESTED

OFFICIAL ELECTION MAIL

ELECTION MATERIAL - PLEASE EXPDITE

Free Class Mail
US Postage
PAID
New York NY
Permit No. 5222

Did, you....

- Did you date the Statement of Absentee Voter?
¿¿ Firmado y fecha la Declaración del Votante Ausente?
是否已在选票背面写上日期并签名?
- Is your marked ballot in the ballot envelope?
¿¿ Su papeleta de voto ausente está en el sobre para la papeleta?
是否已将已填写好的选票放入选票信封内?
- Is your sealed ballot envelope in this return envelope with the Barcode in the window?
¿¿ ¿ Su sobre sellado para la papeleta de voto ausente está en este sobre de devolución con el código de barras en la ventana?
是否将已填写好的选票信封放入带有条形码的窗口式选票信封内?

Barcode Here
Código de Barras Aquí
条形码在此

1-866-VOTE-NYC vote.nyc TTY 212-487-5496

Envelope 1 - Sending (Large sized)

FRONT

← 9 7/16" →

↑ 6 1/8" ↓

Clear Window

BOARD OF ELECTIONS - KINGS
IN THE CITY OF NEW YORK
345 ADAMS STREET, 4TH FLOOR
BROOKLYN, NY 11201-3719

First-Class Mail
US Postage
PAID
New York NY
Permit No. 5958

RETURN SERVICE REQUESTED

021156

ELECTION MATERIAL - PLEASE EXPEDITE

Official Absentee Ballot
Papeleta Oficial de Voto Ausente
官方缺席選票

*****SNGLP

Carol D. Delatorre
1347 Formula Lane
New York, NY 10004

BACK

1-366-VOTE-NYC
TTY 212-487-5496
vote.nyc

Return your ballot:
Devuelva su papeleta:
交回您的選票:

Mail the return envelope so it is postmarked by Election Day and returned not later than 7 days following the election.
Envíe por correo el sobre de devolución para que sea matasellado por el día de la elección y sea devuelto a más tardar 7 días después de la elección.
郵寄回函信封須蓋有選舉日前的註銷郵戳且不遲於選舉日後的七天內寄回。

Drop Off your ballot at any NYC Board of Elections, Early Voting or Election Day Poll Site no later than 9 P.M. on Election Day. Contact Board for locations.
Entregue su papeleta en cualquier Junta de Elecciones en la ciudad de Nueva York, Centro de Votación Temprana o Centro de Votación del día de la elección a más tardar las 9 p.m. en el día de la elección. Contacte la junta para localizaciones.
您可將您的選票送交到任何的紐約市選舉委員會辦公室, 提前投票處或在選舉日當天晚上9點前送交選舉日投票處。相關地點請與選委會聯繫。


Track your ballot online!
¡Siga su papeleta en línea!
線上追蹤您的選票!

Envelope 2 - Return (Medium sized)


FRONT

← 8 7/8" →

Name and Complete Address




First-Class Mail
US Postage
PAID
New York NY
Permit No. 5958



ELECTION MATERIAL – PLEASE EXPEDITE

Return Envelope
Sobre de Devolución
回函信封



BOARD OF ELECTIONS - KINGS
345 ADAMS ST FL 4
BROOKLYN NY 11201-3719

↑
6"
↓


BACK

Ballot must be postmarked by Election Day and must reach the Board of Elections no more than 7 days after Election Day to be counted, under the law.
 Ballots may be hand-delivered to any NYC Board of Elections. Early Voting or Election Day poll site no later than 9pm on Election Day to be counted, under the law.
 La papeleta debe ser matasellada antes del día de la elección y debe llegar a la Junta de elecciones no más de 7 días después del día de la elección para ser contada, bajo la ley.
 Papeletas pueden ser entregadas a mano a cualquier Junta de Elecciones en la ciudad de Nueva York, con una hora de votación o centro de votación del día de la elección a más tardar las 9 p.m. en el día de la elección para ser contada, bajo la ley.
 根據法律規定，選票必須在選舉日的郵局截止前，不遲於選舉日後的七天內，手送或親自交到任何紐約市選舉委員會辦公室，以便在選舉當天晚上九點前送交選舉日投票處，俾能儘早予以計算在內。


Do you....

- Sign and date the Statement of Absentee Voter?
¿Ha firmado y fechado la Declaración de Votante Ausente?
是否已在缺席投票選民聲明書上簽名並註明日期?
- Put your marked ballot in the ballot envelope?
¿Ha colocado su papeleta marcada en el sobre para la papeleta?
是否將您已標記好的選票放入選票信封內?
- Put your sealed ballot envelope in this return envelope with the Barcode in the window?
¿Ha colocado su sobre para la papeleta sellado en este sobre de devolución con el código de barras visible en la ventanilla?
是否將您已密封好的選票信封放入此附有條形碼的窗口式回函信封內?

Barcode Here
Código de Barras Aquí
條形碼在此



Clear Window



1-866-VOTE-NYC

vote.nyc

TTY 212-487-5496

Envelope 3 - Oath (Small sized)

FRONT

8 5/8"

Barcode ID

OFFICIAL ABSENTEE BALLOT ENVELOPE

Instructions to Voter

(1) First mark your ballot, then fold it and place it in this envelope, and then seal this envelope. (2) Sign and date the statement on the reverse side of this envelope. Your signature will be compared to the signature on file with the board of elections to verify your identity. (3) Place this envelope in the return envelope. (4) Your ballot can be returned to any Early Voting or Election Day poll site, or to your local Board of Elections by 9:00 P.M. on Election Day, if delivered in person, or be postmarked by Election Day and received not later than seven days following the election.

If you have an application for an absentee ballot, do not place it in this envelope. Instead, place it in the return envelope along with this sealed envelope.

SOBRE OFICIAL PARA LA PAPELETA DE VOTO AUSENTE

Instrucciones Para Los Votantes

1) Primero, marque su papeleta. Luego dóblela y colóquela en el sobre, y selle este sobre. 2) Firme y feche la declaración en el lado inverso de este sobre. Su firma será comparada con la firma en los archivos de la Junta de Elecciones para verificar su identidad. 3) Coloque este sobre en el sobre de devolución. 4) Su papeleta puede ser devuelta a cualquier centro de votación temprana, a cualquier centro de votación en el día de la elección, a su Junta de Elecciones local antes de las 9:00 pm en el día de la elección, si se entrega en persona, o ser matasellado antes del día de la elección y ser recibido a más tardar siete días después de la elección.

Si tiene una solicitud para una papeleta de voto ausente, no la coloque en este sobre. En cambio, colóquelo en el sobre de devolución junto con este sobre sellado.

官方缺席選票信封

投票說明：

1) 首先標記您的選票，然後折疊選票放入此信封內，再將此信封密封。
 2) 在此信封背面的聲明書上簽名並註明日期。選舉委員會將會對您的簽名與存檔的簽名進行比對以核實您的身份。
 3) 將此信封放入回函信封內。
 4) 您可將選票送到任何的提前投票處或選舉日投票處，或者在選舉日當天晚上9點前親自送到您當地的選舉委員會辦公室，抑或以郵寄方式寄回選票，並須蓋有選舉日前的註銷郵戳且不遲於選舉日後的七天內收妥。

如果您有缺席選票申請表，請勿將申請表放入此信封內，而是將申請表連同此密封的信封一起放入回函信封裡。

D _____

R _____

This Box for Official Use Only

VOTER ID: 337275223

* 3 3 7 2 7 5 2 2 3 *

021157

General Election 11/3/2020
Kings AD 46 ED 049

Carol D. Delatorre
1347 Formula Lane
New York, NY 10004

5 6/8"

BACK

Do not put anything except your ballot in this envelope. You must sign, date and seal this envelope.

No ponga nada excepto su papeleta en este sobre. Debe firmar, fechar y sellar este sobre.

此信封僅供選票之用。您必須簽名，註明日期並將此信封密封。

STATEMENT OF ABSENTEE VOTER

I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district, that I will be unable to appear personally on the day of the election for which this ballot is voted at the polling place of the election district in which I am a qualified voter because of the reason given on my application heretofore submitted, that I have not qualified (nor do I intend) to vote elsewhere, that I have not committed any act nor am I under any impediment which denies me the right to vote.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of absentee voter, I shall be guilty of a misdemeanor.

Signature and Address of Witness (Required only if voter does not sign his or her own name)
Firma y dirección del testigo (Requerido solo si el votante no firma su propio nombre)
見證人的簽名與住址 (如果選民沒有在聲明書上簽名，見證人必需在此簽名並填寫住址)

DECLARACION DE VOTANTE AUSENTE

Yo declaro ser un ciudadano de los Estados Unidos, que estoy debidamente inscrito(a) en el distrito electoral establecido en el lado inverso de este sobre y que estoy calificado(a) para votar en dicho distrito, que no podré aparecer en persona en el día de la elección para la que se usó en esta papeleta, en el centro de votación del distrito electoral en el que soy un votante calificado, por la razón dada en mi solicitud aquí sometida, que no he calificado ni tengo intenciones de votar en otro sitio, que no he cometido ningún acto ni estoy bajo un impedimento que me niega el derecho de votar.

Declaro por este medio, según mi conocimiento y creencia, que lo anterior es una declaración verdadera. Entiendo que si hago cualquier declaración falsa en la siguiente declaración de votante ausente, seré culpable por un delito menor.

**官方選票，缺席選票
缺席選票聲明書**

我鄭重聲明我是美國公民，我是此信封背面所註明之選區之合格登記選民，我具備在此選區投票的資格；我無法在選舉日當天親自到投票處投票，我符合之前所遞交選民登記表上所述在此選區投票的資格；我未在任何地區具備或申請投票權，我沒有任何犯罪行為或因重罪而被否決投票的權利。

我在此聲明以上所述皆屬事實，並瞭解如我做出不實的缺席選票聲明，我將會被列以輕罪。

Voter Signature

Signature or Mark of Voter/ Firma o Marca Del Votante/ 選民的簽名或記號

X

Date/ Fecha/ 日期


10

Flyer 1 - Information card with "I Voted" sticker

← 9" →


REMINDER:

- You don't need to pay for postage when returning your ballot
- Sign and date next to the red "X" on your ballot envelope
- For more information scan the QR code



¡ESCANÉAME!
掃描我!

vote.nyc/absentee




RECORDATORIO:

- No necesita pagar franqueo al devolver su papeleta
- Firme y feche al lado del "X" rojo en el sobre para su papeleta
- Para más información escanee el código QR

溫馨提示:

- 您在寄回選票時無需支付郵資
- 在選票信封上的紅色 "X" 旁簽名並註明日期
- 更多資訊請掃描二維碼

5 1/2"



Board of Elections
City of New York

New Absentee Ballot Law

Due to a recent change in law, New York State voters are no longer permitted to cast a ballot on a voting machine if they have requested to vote by Absentee Ballot.

Nueva Ley sobre Papeletas de Voto Ausente

Debido a un cambio reciente en la ley, ya no se les permiten a los votantes del estado de Nueva York emitir una papeleta en una máquina de votación, si han solicitado votar por Papeleta de Voto Ausente.

Los votantes que hayan solicitado votar por Papeleta de Voto Ausente todavía pueden votar en persona por medio de una Papeleta de Declaración Jurada en la Votación Temprana o el Día de la Elección.

Para más información visite VOTE.NYC/ABSENTEE o llame al 866-VOTE-NYC

Voters who have requested to vote by Absentee Ballot can still vote in-person using an affidavit ballot at Early Voting or Election Day.

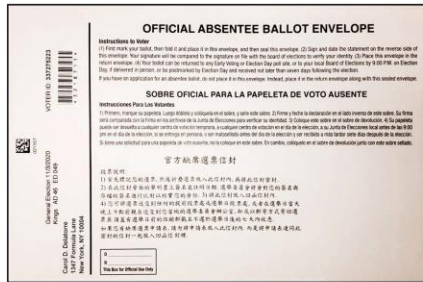
For more information, visit VOTE.NYC/ABSENTEE or call 866-VOTE-NYC.

新的缺席選票法律

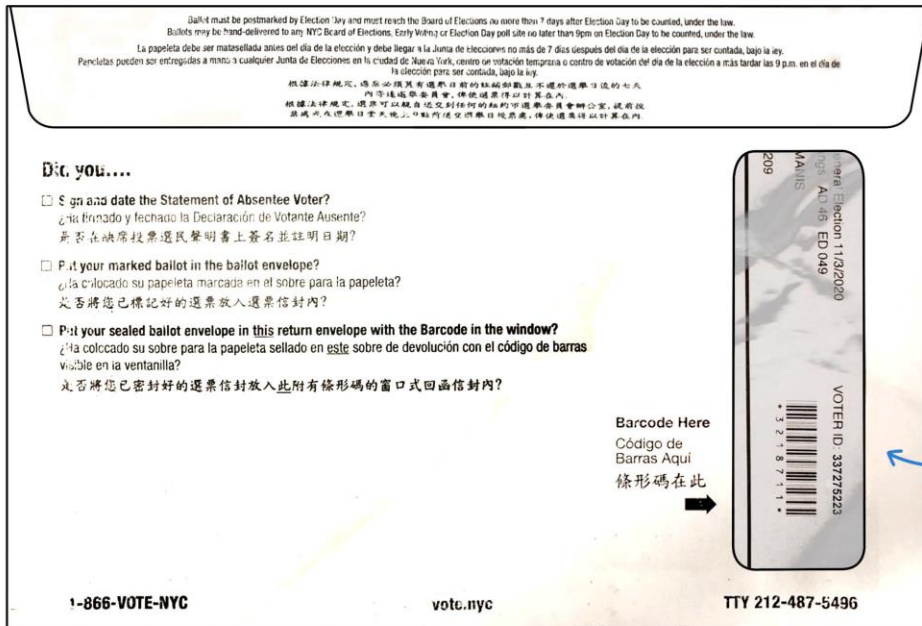
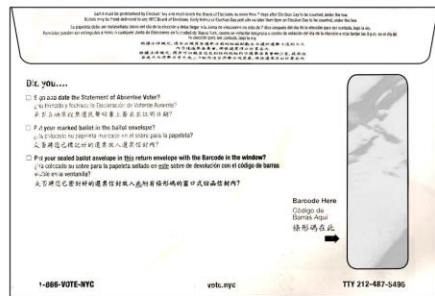
由於最近的法律變更, 如果紐約州選民申請以缺席選票方式投票, 則不再被允許使用投票機投票。申請以缺席選票方式投票的選民, 仍可在提前投票期間或選舉日當天親至投票處以宣誓選票方式投票。

更多相關資訊, 請登錄 VOTE.NYC/ABSENTEE 或致電 866-VOTE-NYC

Envelope 3, the smallest envelope, (Oath envelope) is turned upside down, and placed into the medium sized envelope (Ballot Return envelope) so as to have its barcode exposed and visible through the window.



The Oath envelope is placed into its return envelope

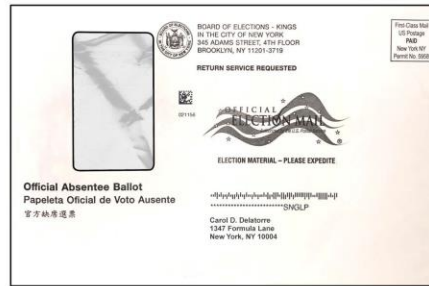


Barcode now visible and scannable

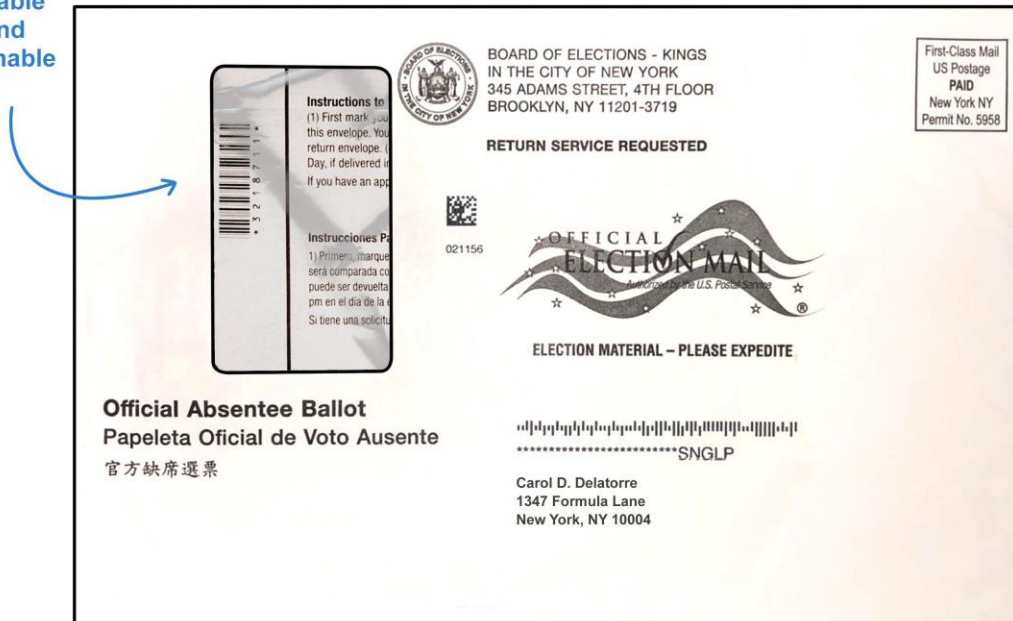
Envelope 2, the medium sized envelope, (Ballot Return envelope) which is now containing the Oath envelope, is turned upside down, and placed into the Sending envelope, so as to have its barcode exposed and visible through the window.



The Ballot Return envelope is placed into the Sending envelope



Barcode visible and scanable



The Information card with the “I Voted” sticker, is placed into the Sending envelope, BEHIND any visible barcoded envelopes, so that the barcodes remain exposed and visible through the window.

REMINDER:

- You don't need to pay for postage when returning your ballot
- Sign and date next to the red “X” on your ballot envelope
- For more information scan the QR code

SCAN ME!
¡ESCANÉAME!
掃描我!

vote.nyc/absentee

RECORDATORIO:

- No necesita pagar franqueo al devolver su papeleta
- Firme y feche al lado del “X” rojo en el sobre para su papeleta
- Para más información escanee el código QR

溫馨提示:

- 您在寄回選票時無需支付郵資
- 在選票信封上的紅色“X”旁簽名並註明日期
- 更多資訊請掃描二維碼



Barcode visible and scanable

Sending Envelope

BOARD OF ELECTIONS - KINGS
IN THE CITY OF NEW YORK
345 ADAMS STREET, 4TH FLOOR
BROOKLYN, NY 11201-3719

RETURN SERVICE REQUESTED

021156

OFFICIAL ELECTION MAIL
ELECTION MATERIAL - PLEASE EXPEDITE

First-Class Mail
US Postage
PAID
New York NY
Permit No. 5958

Instructions to
(1) First mark the return envelope. Day, if delivered if you have an app

Instrucciones Papeleta
(1) Primero, marque el sobre para su papeleta. Si tiene una aplicación

Official Absentee Ballot
Papeleta Oficial de Voto Ausente
官方缺席選票

Carol D. Delatorre
1347 Formula Lane
New York, NY 10004

3. Both the oath envelope and return envelope must be peel and stick self-closing.

All envelopes and printing addresses must meet USPS standards. Vendor will be required to have envelope formatting approved by local NYC postal authorities. All ballots will be mailed in post office located in New York State.

The Board will provide mail permit account # to vendor to pay for postage. NYS Election Law requires if the ballot or ballots are to be sent outside of the United States to a country other than Canada or Mexico such ballot or ballots shall be sent by airmail.

DATA SPECIFICATIONS

Vendor is expected to be able to send and receive data by a secure connection with the Board. The information will be sent by the Board's Management Information Systems (MIS Department). The vendor will be expected to return IMB information for tracking purposes to the Board department on a daily basis.

IF THERE ARE ANY ISSUES WITH DATA, VENDOR IS REQUIRED TO NOTIFY MIS DEPARTMENT WITHIN 12 HOURS OF RECEIPT OF DATA

- You will receive Voter Files on daily basis
- Ballot Applications are valid.
- Daily IMB files are expected
- Throughout this process, the vendor will be working with multiple departments within the Board of Elections in the City of New York (BOE).
- **Management Information Systems (MIS)**
 - Send Voter file(s)
 - Receive IMB file(s)

Additional Information

For this process to operate efficiently MIS will need the following provided:

- SFTP Server
 - This is how we will transfer and receive files securely
 - It will also have to go through testing by NYC Cyber
 - SSH enabled for automation

Formats of Barcode on printing:

- Code-39 barcode font
- All data in barcode format needs abutting asterix
 - Example *12345678*
 - The asterix will be within the barcode as well

Procedure

1. Delivery of Voter file

- a. MIS will upload Voter file to SFTP server for the vendor to consume and process.
- b. Vendor will provide a voter file retrieval confirmation via email and confirmation of voter count.

2. IMB File

- a. Vendor will upload IMB file or updated IMB file to SFTP server along with an email notification that the file has been uploaded.

File Layout

Voter File (Provided by New York City Board of Elections)

- Format - Pipe delimited CSV
- Description
 - Each voter file we send will be by borough.
 - There will be a unique identifier in each file name as well, called 'PrintID'.
 - The file name will also end with the date of data export.
 - Naming example Bronx_PrintID_394 - Absentee - Nov-18-2020.csv

Layout

Column	Data Type	Length	Description
County EMSID	String	9	Voter Serial Number
Boro	String	1	Borough Code value: (1-5)
Party	String	3	Political Party
ED	String	3	Election District
AD	String	2	Assembly District
Reg Address	String	100	Voter Registration Address
Reg City State Zip	String	100	City, State Zip code
MailingAddress1	String	50	Mailing Address to send ballot
MailingAddress2	String	50	
MailingAddress3	String	50	
MailingAddress4	String	50	
MailingAddress5	String	50	
Barcode Value	Number		Ballot Tracking ID Number (BATSID)
BallotStyleDescription1	String	255	Ballot File Name page 1
BallotStyleDescription2	String	255	Ballot File Name page 2

IMB File (Intelligent Mail Barcode, tracking file)

- Format - Comma delimited CSV
- Description
 - This file is an Accumulative
 - Filename should include the vendor name, date time (created), and borough.
 - An example 'VENDOR_YYYYMMDDTTTT.csv'

- YYYY – 4 number year
- MM – 2 number month
- DD – 2 number date
- TTTT – 4 number time 24 hour clock EST

File Layout

Column	Data Type	Length	Description
BATSID	Number		Ballot Tracking ID Number
Out IMB	Number		Outgoing (to voter) Intelligent mail barcode
Ballot Mailed By Vendor	Date		Date ballot sent to post office
Entry Scan	Date		Post office entry scan date
Out For Delivery	Date		Postal out for delivery scan date
In IMB	Number		Incoming (to Board of Election) Intelligent mail barcode
Voter Mailed Ballot	Date		Voter mailed ballot picked up and scanned by post office
In Delivered	Date		Ballot delivered to Board of Elections

AWARD INFORMATION

The Board is responsible for conducting Elections in the five (5) boroughs of the City of New York. As such the size of the Elections can range from Citywide, all 5 boroughs or elections that may cross two or more boroughs, a single borough or a portion of a single borough. The printing, inserting and mailing needs for each election will be determined by the type of election, and the number of eligible voters for each elections. All ballots are to be mailed in New York State. In the event ballot files are sent to the vendor 10 or less days before an election the ballots must be mailed in New York City. The contractor will be required to provide a price per ballot package including delivery to a local NYC post Office.

The Contractor may also be required to print test ballots only for verification of scanning functionally by Board EVS Department prior to mailing any ballots. All pricing information must be submitted on the attached bid sheet Attachment B.

The Board currently has 5,584,983 registered voters on its rolls for the City of New York. The number of absentee ballot printed by the city for each election for the last 4 years is shown below. This is being provided as an illustration of past usage and not a guarantee of future usage.

2019 - Primary - 25,662
2019 - General - 52,110
2020 - Primary - 767,634
2020 - General - 1,046,726
2021 - Primary - 221,199
2021 - General - 180,630
2022 - June Primary - 84,593
2022 - August Primary - 109,163
2022 - General - 220,186

Whereas, inasmuch as this is a requirements contract, the Board does not guarantee that for every election the vendor's services will be used, to the extent described herein, and/or at the quantities set forth herein. The Board does not guarantee usage of this contract. Should the Board require services of the type covered by this contract at a level less than or exceeding the quantities, the vendor must be ready and willing to perform such services at the bid price.

C. Agency Assumptions Regarding Payment Structure

The Agency's assumptions regarding the performance-based payment structure that will most likely assure that the selected proposer(s) will perform the work under the contract awarded from this RFP in a manner that is cost-effective for the Agency and most likely to achieve the Agency's goals and objectives set out above, is as follows:

- It is anticipated the payment structure of the contract awarded from this RFP will be tied to delivery of printing, inserting, and mailing ballots per unit price tied to a not to exceed lump sum amount.

D. Whistleblower Protection Expansion Act Rider

Local Law Nos. 30 and 33 of 2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, the Whistleblower Protection Expansion Act, protect employees of certain City contractors from adverse personnel action based on whistleblower activity relating to a City contract and require contractors to post a notice informing employees of their rights. Please read Attachment the Whistleblower Protection Expansion Act Rider, carefully.

E. Compliance with the Iran Divestment Act

Pursuant to State Finance Law Section 165-and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposers is required to complete the attached Bidders Certification of Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency/Department will be able to award a

contract to such proposer only in situations where the proposer is taking steps to cease its investments in Iran or where the proposer is a necessary sole source. Please refer to Attachment_ for information on the Iran Divestment Act required for this solicitation and instructions on how to complete the required form and to <http://www.ogs.ny.gov/About/regs/ida.asp> for additional information concerning the list of entities.

F. Subcontractor Compliance Notice

The selected vendor will be required to utilize the City's web based system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13, and will also be required to enter all subcontractor payment information and other related information in such system during the contract term.

Please read Attachment __, the subcontractor compliance notice as it relates to competitive solicitations. The City's new web based subcontractor reporting system will be located on line at the Payee Information Portal at: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 ½" X 11" paper. The City requests that all proposals be submitted on paper with no less than 30% postconsumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

A. Proposal Format

1. Proposal Cover Letter

The Proposal Cover Letter form (Attachment A) transmits the proposer's Proposal Package to the Agency. It should be completed, signed and dated by an authorized representative of the proposer.

2. Proposal

The Proposal is a clear, concise narrative which addresses the following:

a. EXPERIENCE

Describe the successful relevant experience of the proposer, each subcontractor if any, and the proposed key staff in providing the work described in Section III of this RFP. (Specifically address the following).

How long your company has been in business?

How long your company has been printing and mailing ballots?

Has your company printed ES & S ballots? For what ES&S machines?
What is the quantity of ES & S ballots did your company print in 2019, 2020, 2021 and 2022.
How do you obtain the data to print the ballots?
How do you obtain the mailing address data?
In what way any does your company work with the USPS in preparing and /or mailing the ballots?

Indicate the number of full-time permanent staff dedicated to printing and mailing ballots. For each such staffer person, indicate number of elections they have supported.

Provide three (3) references including name & size of jurisdiction, type & number of ballots mailed, date of first election, contact information including name, title, phone number and email address.

List every jurisdiction where you currently mail ballots. Include in the list the number of registered voters, number of ballots and languages used for each of these jurisdictions.

Minimum Qualification Requirement of this RFP

Proposers must have a minimum of 5 years of ballot printing experience.

Specify number of digital presses.

Specific number of envelop inserting machines

Provide a copy of company's qualify control procedures or checklist.

Does company safeguard and / or back up data?

How Does Company monitor printing and mailing process?

Does company maintain printing records? If yes how?

- Attach for each key staff position a resume and/or description of the qualifications will be required. (In addition, provide a statement certifying that the proposed key staff will be available for the duration of the project)
- Can your company provide embossing on one or more of the envelopes?
Complete qualifications questionnaire contained in the attachment B
Proposals that fail to include this information will be rejected.

b. Organizational Capability

Describe proposer's organizational, managerial, technical and financial capability to provide the work described in Section III.

In addition:

- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
- Attach a copy of the proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.

c. Proposed Approach

Describe in detail how the proposer will provide the work described in Section III of this RFP and demonstrate that the proposer's proposed approach will fulfill the Agency's /Department's goals and objectives. (Specifically address the following):

- How and where proposer would mail NYC ballots
- Does the process change as election day approaches? If yes, how does it change
- Certain NYC elections will require a two page ballot. This is two separate sheets with printing on both sides of the ballot. Your company must be able to provide this service. A sample will be required before awarding of the contract.

The Agency's/Department assumptions regarding contractor approach represent what the Agency believes to be most likely its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the Agency's goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.

3. Price Proposal

a. Proposed Pricing

The proposed price per ballot package which includes a printed ballot, information card with I voted sticker, printed page of instructions, printed forwarding envelope, printed oath envelope and printed return envelope for all described election types and price per ballot for test ballots and delivery to nursing homes as contained on pricing sheet in Attachment B

B. Proposal Package Contents ("Checklist")

The Proposal Package should contain the following materials. Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposal to the Agency.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and the stated Number (3) of duplicate sets of the documents listed below in the following order:
 - Proposal Cover Letter Form (Attachment A)
 - Proposal
 - oo Narrative
 - oo References for the Proposer
 - oo Minimum Qualification Requirements – Completed Qualifications Questionnaire. Proposals that fail to meet all of these requirements will be rejected.
 - oo Resumes and/or Description of Qualifications for Key Staff Positions
 - oo Organizational Chart
 - oo Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
-)
2. A separate sealed inner envelope labeled “Price Proposal” containing one
 - Price Proposal Form (Attachment _B_)
3. A sealed outer envelope, enclosing the two sealed inner envelopes. The sealed outer envelope should have two labels containing:
 - The proposer’s name and address, the Title and PIN # of this RFP and the name and telephone number of the Proposer’s Contact Person

SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best technical and price terms.

- | | |
|--|--------------|
| • Demonstrated Experience | [40%] |
| • Demonstrated level of organizational capability | [15%] |
| • Demonstrated Plan or Proposal meeting Agency requirements | [45%] |

Price per Technical Point

Based on the final technical scores of the proposals, after any oral presentations, discussions and/or technical Best and Final Offers, if applicable, have been held, the Agency will establish a

shortlist - either through a natural break in scores or a technically-viable cutoff score - and those proposals still under consideration for award will be ranked in order of lowest price per technical point, which shall be calculated by dividing the proposed price (or Best and Final Offer price, if applicable) by the final technical score.

8 **Basis for Contract Award**

A contract will be awarded to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected proposer.

Since the award is based on best value, a vendor that is M/WBE certified will be given a price preference of 10% and will be evaluated as if the bid price is 10% lower. If you are an M/WBE company and submitting a proposal please include a copy of your current M/WBE certification certificate.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 1005, New York, NY 10007; contract@comptroller.nyc.gov, or at (212) 669-2323. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-0010 or at: <http://www.nyc.gov/html/mocs/ppb/html/home/home.shtml>.

C. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and

local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. RFP Postponement/Cancellation. The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Vendex Fees. Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

ATTACHMENT A

PROPOSAL COVER LETTER

RFP TITLE: _____

PIN #: _____

Proposer:

Name: _____

Address: _____

Tax Identification #: _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____

(Service Option)(Program Option)(Service Area)(Facility Site)(Other) Proposed:

[IF APPLICABLE]

_____ _____ _____]

Certification of Compliance with Minimum Qualification Requirement(s) [IF APPLICABLE]

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes **No**

Attachment

B

QUALIFICATIONS QUESTIONNAIRE

NOTE: If you need more space to answer a particular question, use reverse side or additional pages.

1. NAME OF BIDDER: _____
2. BUSINESS ADDRESS: _____

3. TELEPHONE NUMBER: _____
4. Bidder is a Corporation Partnership Individual
5. How many years has the bidder been in the Printing business? _____

6. How many years of experience do you have printing ES&S Style ballots? _____
7. Have you ever failed to complete any work awarded to you, or decided to do a major reprinting? If so now and why? _____ how was it corrected

If so, where and why? _____

8. Where is your facility located? _____

9. Describe your company's security procedures for handling ballots and disposing of over run or incorrectly printed ballots? _____
_____ Attach separate sheets if necessary.
10. Describe your company's security procedures for handling ballots and disposing of over run or incorrectly printed ballots? _____
11. Describe your company's quantity contracts procedures. Attach separate sheets if necessary.
12. How many digital presses does your company have? _____

13. How many envelope finishing/inserting systems machines does company have? _____

14. Set forth anything further which you feel is relevant in determining your Ability to fulfill the contracts obligation

15. How many current long term printing contracts does the company have _____

16. How many are ballot printing contracts?

17. For each contract above how often is the company required to provide service under each contract? (i.e. weekly, monthly, etc....)

1. _____

2. _____

3. _____

Add more pages if necessary.

18. _____ Does the company have current Government contract?

19. WHAT BALLOT PRINTING CONTRACTS HAS YOUR COMPANY PERFORMED OR CURRENTLY HAVE UNDER CONTRACT?

Name & Address of Company or Government	Nature of Project	Contact Person and Telephone number	Contract Amount	Date Started & Date Completed	If not yet completed, when work must be completed

Add additional sheets it necessary

The answers to the foregoing Qualifications Questionnaire are true and correct.

Name (printed): _____

Company Name: _____

Address: _____

Title: _____

Signature: _____

Date: _____

STATE OF _____)

) ss:

COUNTY OF _____)

_____ being dully sworn, deposes and says that he is _____ of the above-named company and that the answers to the foregoing questions and all statements therein contained are true and correct.

Sworn to me on this

_____ day of _____ 20 ____

Notary Publi

BID SHEET FOR ABSENTEE BALLOR PRINTING AND MAILING

Contract for the Printing, Inserting and Mailing of Absentee Ballot Packages consisting of one (1) sending envelope; one (1) oath envelope; one (1) return envelope; one (1) instruction sheet, information card with I Voted Absentee sticker attached and a ballot of one to two pages, from date of award through December 31, 2025. Bid must include cost of printing and delivering.

You **must** set forth an amount for each Unit Price, Total Price and Subtotal, and for the Total Bid. The Total Bid **must** be set forth **both** in numerals and in words. Prices should also include any equipment setup charges.

The Board of Elections will not consider a bidder where:

1. The Bid Sheet lacks an amount for Unit Price, Total Price, Subtotal or Total Bid,
2. A mathematical error has been made on the Bid Sheet in calculating a Total Price, Subtotal or Total Bid,
3. There is a discrepancy between the amount in numerals and the amount in words for the Total Bid on the Bid Sheet.

Make sure your numbers are legible.

Item	Unit Price	Estimated Quantity	Total Price
1. Printing, inserting and mailing complete ballot package with a one-page double sided ballot	\$	Per package 300,000 Packages	\$
2. Printing, inserting and mailing complete ballot package with a two-page double-sided ballot.	\$	Per package 300,000 Packages	\$
3. Delivery of nursing home ballots to 5 borough offices.	\$	Per ballot 20,000 Ballots	\$
4. Printing of test ballots	\$	Per ballots 500 Ballots	\$
<u>SUBTOTAL BID A</u>	Add amount set forth for Total Price for Items 1, 3 & 4 and multiply by 4 (for 4 elections). . .		\$
<u>SUBTOTAL BID B</u>	Add amount set forth for Total Price for Items 2,3 & 4 and multiply by 5 (for 5 elections). . .		\$
<u>TOTAL BID</u>	Add Subtotals A and B.		\$
<u>TOTAL BID SET FORTH IN WORDS:</u>			

