



RFP 24-7516

VBM Ballot Package Fulfillment & Polling Place Ballot Printing

This Request for Sealed Proposal (RFP) is for the purpose of contracting with a qualified firm to provide VBM ballot package fulfillment and polling place ballot printing, subject to continuing need and availability of funds. All requirements are according to specifications enclosed herein.

Contact Information. Direct all inquiries & communication via email to:

Djuana M Leonard, C.P.M., Procurement Specialist,

E-mail: dmleonard@mchenrycountyil.gov

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers may result in disqualification. Electronic Communication is required.

MANDATORY COVER PAGE
 COVER SHEET - TYPE or PRINT CLEARLY

Company: _____ Contact Person: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Email Address: _____

SCHEDULE OF EVENTS

July 24, 2024	RFP available on County website
July 31, 2024	Questions due no later than 12:00PM CST , email dmleonard@mchenrycountyil.gov
August 2, 2024	Addendum posted on County website no later than 4:00PM CST
August 9, 2024	<p>Proposals due no later than 9:00AM CST Submit PDFs via email, (20mb limit/email, submit multiple emails if necessary), dmleonard@mchenrycountyil.gov <i>Include scanned copy of Sample Packet</i></p>
August 9, 2024	<p>Physical Sample Packets due no later than 3:00PM CST Late deliveries may result in rejection of RFP submission By mail: McHenry County Government Center Attn: Purchasing RFP 24-7516 2200 N Seminary Ave, Woodstock IL 60098 Drop Off In Person: McHenry County Administration Building Room 200/Purchasing, 667 Ware Rd, Woodstock IL 60098</p>



REQUEST FOR PROPOSALS (General Terms and Conditions)

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

EVALUATION of PROPOSAL

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

CRITERIA for SELECTION and SUBMISSION REQUIREMENTS

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and Project Approach (0-30 points)

Contractor's capability in all respects to perform fully the contract requirements, including approach to project and cost-saving ideas.

2. Cost (0-20 points)

3. Experience (0-40 points)

This includes the contractor's experience for the specific scope of services as set forth herein with projects of similar nature, size, complexity, and requirements as the County.

4. Reference Responses (0-10 points)

Total 100 points

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.



DESCRIPTION OF WORK AND SPECIFICATIONS

McHenry County seeks proposals for VBM ballot package fulfillment and Polling Place ballot printing, subject to continuing need and availability of funds.

The Vendor must be capable of printing ballots that will be compliant with the series DS-200, DS-850, and DS-450 tabulators from ES&S. Data files are to be uploaded to the Vendor's server via a secure portal. Two-sided .pdf images will be provided to the Vendor, configured for paper that is 14 inches by 8.5 inches wide. Test data files will be provided to the Vendor at least 90 days prior to the election. Live data files will be provided to the vendor, on a daily basis, starting approximately 60 days prior to the election through 5 days prior to the election. Ballots will not be mailed until 40 days prior to the election.

The vendor will provide proofs prior to moving into full production mode. The vendor must have capacity to fulfill and process 5,000 VBM ballot requests per day, with an initial mailing volume of approximately 30,000. The expected volumes are approximately 45,000 for the November Election. All ballots are to be printed on 80-pound Cougar White paper, which the vendor will procure on behalf of the Clerk.

The vendor will also be responsible for purchasing any materials needed for inserts, unless otherwise specifically provided by the Clerk. The vendor will print and mail the VBM ballots. The vendor will also be acting in the capacity of a mailing house for the Clerk.

The mailing house services required include, but are not limited to:

- Receiving mailing address and ballot data
- Procuring the paper and envelopes required for the work
- Printing the appropriate ballot
- Printing additional material for each ballot such as the instruction sheet
- Printing and tracking and Intelligent Mail barcode ("IMB") on outgoing and return envelopes
- Packaging and mailing the materials
- Perform stringent quality control process ensuring **100% accuracy**
- The Vendor must provide a dedicated project manager to ensure production remains on a strict schedule.



The Vendor's management of the printing and mailing of vote-by-mail ballots shall include, at a minimum, the following:

- Design and develop data processing workflow for core document printing, ballot printing and Return Envelope (RE) ink jetting with associated statistical reporting
- Print components of the ballot package, including but not limited to the following:
 - An instruction page,
 - The ballot,
 - The outgoing mail envelope,
 - The certification envelope, and
 - A return envelope (RE)
- 2D barcode match performed to match components (core documents, ballots, Certification Envelope, and RE), into single window mailing envelope w/permit indicia
- Sort, tray and tag mail trays and deliver to USPS
- Provide daily reporting/updates to the Clerk on fulfilled orders. The Vendor will provide an archive file containing images and data for every voter sent a mail ballot packet

The Vendor shall complete and process the Vote-By-Mail process as follows:

- The process of ballot fulfillment implemented by the vendor must be able to accommodate the Clerks current processes and data structures
- The Vendor will supply envelopes to facilitate the computer-driven matching and inserting
- All envelopes for outgoing mail, incoming mail, and the certification envelope will be personalized for the individual voter
- Parts of the ballot package will require the use of barcodes to ensure proper production. The barcode that appears on the ballot and inserts will NOT have voter information embedded
- Tracking data will be provided to the Clerk so that a voter can see tracking information on both the Original Packet and the Return Envelope



The below envelopes will have intelligent mail barcode (“IMB”) attached:

- Outer Envelopes
- After all ballot packages have been verified for accuracy, **Vendor will deliver the ballots to the main post office each day.** The vendor will prepare the proper postal documentation to mail quantity of mail ballots and maintain a log of the number of ballots mailed and postage amount that is debited from the Clerk’s postal permit
- As part of the pre-election testing, Vendor and the Clerk will create a “best practice” daily system for reporting in both directions, confirmation that files uploaded, and files received have a 100% match. Daily logs will be updated so that there is a daily update of the number of packages that have been delivered to the USPS. **If Vendor needs to make technical modifications to the data and data management, it should be built into the pricing**
- Vendor commits to produce, assemble, and manage ballot packages within their organization
- **Sample packets must be provided according to the Schedule of Events:**
(Please include a scanned copy of the Sample Packet with your proposal due no later than 9:00AM CST via email to dmleonard@mchenrycountyil.gov)
Note: **(20mb limit/email)** Submit multiple emails, if necessary.

Physical Sample Packets due **no later than 3:00PM CST**, Late deliveries may result in rejection of RFP submission

By mail: McHenry County Government Center
Attn: Purchasing RFP 24-7516
2200 N Seminary Ave, Woodstock IL 60098

Drop Off In Person: McHenry County Administration Building
Room 200/Purchasing, 667 Ware Rd, Woodstock IL 60098



Envelope sizes and features:

- Certification: 8 ³/₄ x 5 ³/₄ (security pattern on the inside)
- Outgoing mail (window): 9 ¹/₂ x 6 ¹/₈
- Return = 6 x 9

Polling Place ballot printing

A supply of ballots for use in the polling places shall also be provided. These shall be produced from the same stock and printing process as the VBM ballots above.

For the purposes of this RFP, the estimated volume would be approximately 175,000

Test Deck Printing

Vendor will be required to print two (2) sets of test decks and ship them to the Clerk **overnight.**



MANDATORY PAGE
PROPOSAL PRICING FORM

We, _____, propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

Costs Below Should Be Based Upon the Estimated Quantity of: 175,000

Vote By Mail (VBM) Total Costs: \$ _____

Polling Place Ballot Total Costs: \$ _____

LUMP SUM OF ALL COSTS (excluding postage) TO COMPLETE THIS PROJECT:

\$ _____

Please list any EXCEPTIONS to this RFP. If there are none, write "NONE".



MANDATORY PAGE
REFERENCES

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months. **Email address required. It is the vendor's responsibility to ensure references respond to the County, as required.**

Entity: _____ Contact Person: _____

Address: _____ City, State, Zip Code: _____

Email Address: _____

Entity: _____ Contact Person: _____

Address: _____ City, State, Zip Code: _____

Email Address: _____

Entity: _____ Contact Person: _____

Address: _____ City, State, Zip Code: _____

Email Address: _____



MANDATORY PAGE
CERTIFICATONS PAGE

- I acknowledge to have read, understand, and agree to the Bid or Request Documents Provided for this Bid or Request as posted on McHenry County's Website
I acknowledge to have read, understand, and agree to the policies contained within the McHenry County Purchase Ordinance, revised November June 1, 2023
I acknowledge I have read, understand, and agree to the Standard Terms and Conditions provided for this Bid or Request as posted on McHenry County's website.
I acknowledge to have read, understand, and agree to all Addenda provided for this Bid or Request as posted on McHenry County's website.
Vendor certifies it has reviewed, completed & submitted the Mandatory County of McHenry Vendor Information Form (6of7) & W-9 (7of7)
I acknowledge there to be no less than NINE (9) Mandatory Pages, including: Cover Page, Sample Packet, Proposal Pricing Page, References Page, Certifications Page, Signature Page, W-9, New/Updated Vendor Info. Form (2 pages)
Submitter certifies it has not been barred from contracting with a unit of State or Local Government because of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.
Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) and this Bid or Request
Vendor acknowledges this Bid or Request
I acknowledge this Bid or Request
Under penalties of perjury, I certify that my correct Federal Taxpayer Identification Number is:
I am doing business as a (please indicate one):
State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:



MANDATORY PAGE
SIGNATURE PAGE

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from due date to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: _____

Business Address: _____

City, State and Zip Code: _____

Printed Name and Title: _____

Signature: _____ **Date:** _____

Telephone Number: _____ **Email:** _____

Witness Printed Name: _____

Witness Signature: _____

End of Document