



August 1, 2024

RFP 24-7516 Addendum 1 **VBM Ballot Package Fulfillment & Polling Place Ballot Printing**

Electronic Proposals due August 9, 2024, no later than 9:00 AM CST

- Question 1:** Is it possible to receive the initial file 10 days ahead of the initial mail date followed by daily files after that in lieu of files sent daily that need to be combined for the initial mailing that goes out approximately 40 days from the election day?
Response: Yes
- Question 2:** If a file comes in 41 days prior to the election, is the expectation that it will mail with the initial mailing 40 days prior to the election, or mailed 39 days prior to the election?
Response: 39 would be agreeable
- Question 3:** For daily files received closer to the election than 41 days, will voter files be provided on day 1 and mailed next day? For example, if a file is uploaded Monday AM are the packets to be mailed Tuesday, or Wednesday?
Response: No later than Wednesday
- Question 4:** Can you provide more details regarding what your current statistical reporting expectations are and/or provide an example?
Response: At the detail level, we'd like to see when a particular request entered your system and left for the post office. At a higher level, we'd like to see volumes and turn-around times.
- Question 5:** Can you provide examples showing what type of voter specific personalization you are expecting on the outer, reply and certification envelopes?
Response: No customization on the reply envelope. Cert and outgoing envelope samples at the end of this document
- Question 6:** Do you have an example of the sample log/daily reporting that you've used in the past?
Response: No
- Question 7:** Will artwork be provided for creating the sample packet due with the proposal?
Response: Yes
- Question 8:** What is the expectation of timing from the test deck being uploaded to receiving the printed ballots in your office?
Response:- Upload on Monday, test deck received on Wednesday
- Question 9:** Instead of 80# Cougar would 80# Accent Opaque be acceptable? Our ES&S customers use this paper.
Response: Will have to get back to you on that one. Please include sample, if available.

Question 10: How are the poll ballots packaged?

Response: Shrink-wrapped in packages of 50 by ballot style

Question 11: Do you have specifications or a PDF sample of the “Instruction Page” that gets inserted in the packet?

Response: Attached.

Question 12: Are the envelopes printed on white paper?

Response: Yes

Question 13: Are there colors printed on the envelopes or just black ink?

Response: Just black

Question 14: Do you have PDF samples of your current envelopes?

Response: Graphics included at end of document

Question 15: Is this RFP for the November 2024 election only?

Response: Yes

Question 16: Is there an expected award date?

Response: Within 60-120 days

Question 17: What company is the current vendor?

Response: We don't have a vendor for this scope of work

Question 18: Page 1 of 10: Physical Sample Packets due no later than 3:00pm CST.

How are the sample packets to be produced?

Response: Using the manufacturing methods at your disposal

Are there sample/test files the vendor can use to produce the Sample Packets?

Response: You should use the data file we provide

Please provide additional details/clarity on the Sample Packet expectations.

Response: They should represent the nature and quality of the end product.

Question 19: Page 3 of 10: Please confirm the following:

45,000 total VBM requests?

Response: That is an anticipated number, not confirmed

Initial printing/mailing of 30,000 VBM requests?

Response: Again, anticipated.

15,000 remaining VBM request to be mailed over the next several weeks?

Response: Again, anticipated.

i. Over how many weeks will the remaining 15,000 VBM requests be mailed?

Response: from Sept 26 – Oct 31

ii. What are the expected daily print/mail volumes after the initial 30,000 VBM request have been completed?

Response: Unknown

Question 20: Page 3 of 10: Must the ballots be printed on 80# “Cougar” brand white paper, or will an alternative / equivalent brand of paper be acceptable?

Response: Could be discussed. Would have to be a paper approved by ES&S for use in the tabulators mentioned in the RFP

Question 21: Page 3 of 10: Services include “Printing and tracking and Intelligent Mail Barcode (“IMB”) on outgoing return envelopes”.

What are the tracking requirements?

Response: Ideally, we’d like to be able to track the outgoing ballot package and return ballot package as the move through the mail stream.

What tracking services does the county currently use to track mail?

Response: We last used BallotTrax

Question 22: “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 package”

What are the county’s expectations re: **archived images**?

Response: Common formats are accepted

Are there any special reporting requirements?

Response: We want to be able to account for requests sent to you and the eventual output from your facilities. Date and time arrived and departed, as well as any internal control numbers would be useful.

McHenry County Clerk
2200 N. Seminary Ave.
Woodstock, IL 60098

FIRST CLASS MAIL
U.S. POSTAGE PAID
MCHENRY IL
PERMIT NO 3

RETURN SERVICE REQUESTED

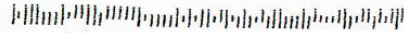
Vote by Mail voter's ballot
See instructions enclosed



Official Vote by Mail Balloting Material - First-Class Mail

R-1500
LOREEN M RITTER
Fourth St
Harvard IL 60033

60033&1678 0004



Ballot Certification Envelope

I state that I am a resident in the township, precinct, address, and city/village as listed, all in the County of McHenry and State of Illinois; that I have lived at said address for 30 days preceding this election; that I am lawfully entitled to vote in such precinct at the election indicated. I further state that I personally marked the enclosed ballot in secret.

Under penalties as provided by law pursuant to 10 ILCS 5/29-10, the undersigned certifies that the statements set forth in the certification are true and correct.

In order to be counted, voted ballots must be postmarked by Election Day and received by the County Clerk's office within 14 days after the election.

Voter ID: 12039

VOT: CHE 02

BT: 0092 REP



LOREEN M RITTER
1205 Fourth St
Harvard IL 60033

LOREEN M RITTER
Fourth St
Harvard, IL 60033

012-0025-0079-1

(Signature of Vote by Mail Voter Required)

X _____

Date _____

R-1500



INSTRUCTIONS TO VOTE BY MAIL VOTERS

NOTE: the Ballot Certification Envelope and Ballot are enclosed.

READ the ballot carefully noting the offices, the candidates' names, the number to be elected and any proposition; including any Constitutional Amendment, Judicial Retention Question(s) or propositions on the ballot.

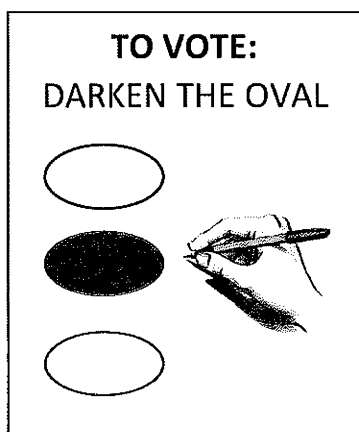
MARK THE BALLOT:

1. Select your candidate(s). You may vote for **no more** than the number to be nominated or elected.
2. Opposite the name of each candidate is an oval. Using a **BLACK ink pen**, completely darken the oval next to the candidate of your choice and the propositions. Do **NOT** use a permanent marker.
3. Any mark placed on a ballot other than the designated voting area which serves to identify and distinguish it from other ballots **will NOT be counted.**
4. Do **NOT** erase or cross out. If you spoil your ballot, return it to the Election Authority and request a new ballot.
5. Do **NOT** initial the ballot. But **DO** remember to sign the Ballot Certification envelope.

WRITE-IN CANDIDATES may be voted for by using the space provided as follows:

1. Locate the blank line immediately following the last printed candidate name for the chosen office.
2. Write or print the name of your candidate on the blank line.
3. Completely darken the oval next to the name you have written-in using a black ink pen.

Write-in votes will be counted only for candidates who file a declaration of intent to be a write-in candidate.



AFTER YOU FINISH VOTING: SIGN AND DATE the Ballot Certification Envelope before inserting the ballot.

MAIL IMMEDIATELY IN THE RETURN ENVELOPE: Insert the Ballot Certification envelope into the Return Envelope and seal.

The ballot may be delivered in person to the McHenry County Clerk's office or dropped in the **Ballot Drop Box** outside of the **McHenry County Clerk's office** at 667 Ware Road, Woodstock. In addition, a **Ballot Drop Box** will be located at four Early Voting locations: **McHenry City Hall**, **Lake in the Hills Village Hall**, **Algonquin Township Road District**, and **McHenry Township Office**. The Ballot Drop Boxes are located inside the voting locations and are available during early voting hours.

If someone other than the voter delivers the ballot to the McHenry County Clerk's Office, the voter and the person delivering the ballot must fill out the Affidavit of Delivery on the back of the Return Envelope.

MAILED BALLOTS WILL NOT BE COUNTED IF:

1. They are postmarked later than election day, or if received in the McHenry County Clerk's Office more than 14 days after the election.
2. If there is no signature on the Ballot Certification envelope.

IF YOU SPOIL YOUR BALLOT IN ANY MANNER

1. First call the McHenry County Clerk's office at **815-334-4242** to confirm the ballot is indeed spoiled.
2. You may also take the spoiled ballot to your polling place on Election Day and surrender it in order to cast a new ballot.