	El Paso County
	El Paso County **Contracts and Procurement Division** **15 East Vermijo Avenue** **Colorado Springs, Colorado 80903** **REQUEST FOR PROPOSAL #23-045** **Addendum #1 – March 29, 2023**

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

Request for Proposal RFP-23-045 – Election Ballots and Envelopes - dated March 17, 2023

CLARIFICATIONS:

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 28-29 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
  - Submittal properly acknowledged (Cover Sheet)
  - Addendum acknowledged
  - Required Documentation
  - Evaluation Criteria Documentation
  - Submission Form
  - Completed W9

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

1. What does the County mean by "Non-Federal" Mail Ballot Packets on the pricing form? (Lines 6,7,9) 2. What quantity should the pricing be based off of? 3. If necessary, would the County accept tiered pricing?

   1A) Non Federal ballot packets would be non UOCAVA ballots – commonly known as domestic ballots. Quantity is based on number of registered voters. We included actual quantities ordered in several previous elections as examples. Tiered pricing would be considered.

2. Is there ballot length variation within a single election?

2A) No, there is not.

3. When the supplemental file arrives, if there are voters in the file who have had an updated address since the initial file, will their initial packet be included in the voided ballot file?

   3A) Yes, all address updates will be included in the voids list.

4. When the records are pulled as listed on the voided ballot file, what happens to the pulled packets? Are they shipped to your office or destroyed by the vendor?

   4A) These packets need to be shipped to our office and will be destroyed after 25 months per Colorado Revised Statutes (CRS).

5. Is there a designation in the voter file that calls out if a voter should receive a non-ID required or an ID required reply envelope/instructions?

   5A) Yes, there is an ID required field.

6. For the daily files, would the voter file be provided on day 1 at an agreed upon time and then mailed out on day 2?

   6A) Yes, we will provide the file by close of business or an agreed upon time and should be mailed out next postal business day.

7. Is the information that is printed on the reply envelope (page 21 – addressing of the reply) also used as the mailing address for the outgoing packet to the voter?

   7A) Yes, it will be our Elections PO Box.

8. We would like to please request one live sample of each envelope listed in RFP-23-045. Please ship to: Provote Solutions Attn: Maria Castillo 90 West Poplar Ave Porterville CA 93257.

   8A) This information will be provided to the successfully awarded vendor.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request for Proposal and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____   Fax: _____

Address: _____   City/State/Zip: _____

Contact Person: _____   Title: _____

Email: _____   Phone: _____

Authorized Representative's Signature: _____   Date: _____

Printed Name: _____   Title: _____

Email: _____   Phone: _____