



REQUEST FOR PROPOSALS

FOR:

OFFERED BY:

Board of Elections
50 E. Columbia St.
Springfield, Ohio 45503

PROPOSAL DUE DATE:

February 2, 2022

PROPOSALS SUBMITTED TO:

3130 E. Main St.
Springfield, Ohio 45503
Attn: Jason Baker

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1. Purpose, Overview, and General Procedures

1.1. Purpose

The Board of Elections (“Board”) releases this Request for Proposals (“RFP”) for the purpose of soliciting proposals for County Wide Voter Mailing from qualified individuals or organizations (“Bidders”). Board intends to award a contract to one bidder, as appropriate in the Board’s judgment.

1.2. Bid Overview and Background

The Board is interested in pursuing County Wide Voter Mailing. It will be a postcard or similar mailing piece that informs the voter of their new precinct and voting location and other items as prescribed by law.

1.3. Anticipated RFP Timetable

DATE	EVENT/ACTIVITY
1/10/2022	Board releases RFP. Q&A period opens. - RFP becomes active. - Bidders may submit inquiries for RFP clarification.
1/14/2022	Q&A Period Closes 10:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
1/18/2022	Board provides Final Bidders Question & Answer document.
2/2/2022	Deadline for Bidders to Submit Proposals to Board (9:00 a.m.). - This is the proposal opening date, beginning of County process of proposal review.
2/3/2022	Formal opening will be held at 9:30 a.m. at the Clark County Board of Elections Office at 3130 E. Main St., Springfield Ohio.
2/8/2022	Letter of intent to award contract(s) issued. - All Bidders notified.
2/8/2022	Service provision begins.
3/1/2022	Job completion date

****Note, dates above are anticipated and are subject to change, the Board reserves the right to revise this schedule in the best interests of the Board or the Department.***

2. Question and Answer Period, Communication Prohibition

2.1. Question and Answer Period

When does the Q&A period open?	Once the RFP is released, Bidders may submit questions for clarification of the RFP.
How, and to whom do I submit a	Bidders must submit all questions regarding this RFP in writing via email (or US Mail) to:

question to?	<p style="text-align: center;">Jason Baker Director, Board of Elections jbaker@clark.boe.ohio.gov</p> <p style="text-align: center;">All questions must be titled “Request for Proposals: County Wide Voter Mailing” and also indicate the section of the RFP the question relates to.</p>
Q&A closing date	Bidders will be permitted to submit written questions regarding clarifications of this RFP until (1/14/2022) at (10:00 a.m.). Questions submitted after this date and time will not be addressed.
How will my question be answered?	Written questions received by the above deadline will be answered in writing and provided to: (1) all individuals and businesses that received this RFP and (2) all individuals and businesses that have timely and property submitted questions.

2.2. Communication Prohibition

From the issuance date of this RFP until the date Board awards a contract there may be no communications concerning the RFP between any Bidder and any employee of the Board of Elections, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of Contractor.

The only exceptions to this prohibition are as follows:

- a. Communications conducted pursuant to Section 1.5, Q&A Period; and Section 1.4, Bidders’ Conference;
- b. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;
- c. As part of any proposer interview process initiated by Board, which Board deems necessary in order to make a final selection;
- d. Bidders may request that the RFP and all posted RFP documents be sent via U.S. mail;
- e. Any Public Records Request (PRR) made through Board/Department;
- f. Notification of any changes or announcements related to this RFP through Bidder notification list; and
- g. A public meeting of The Board of Elections at which the award of a contract(s), pursuant to this RFP has been placed on the agenda for discussion.

3. Scope of Work

Provide printing and mailing of a 6” x 8½” sufficient quality card stock to all registered voters in Clark County, Ohio.

On one side of the mailer print:

- **The Board’s return mailing address**
- **The Clark County Voter ID number as well as a 3of9 barcode of that number**
- **The precinct number/split and the precinct name**
- **The voting location and full address of that location**
- **The voter’s State Legislature District’s and the Congressional District’s**

- **The voter's name and full mailing address for that voter**

On the other side of the mailer print:

- **Explanation of mailing**
- **Identification requirements for voting**
- **The board's contact information including the physical address and mailing address**
- **The Board's phone number and email address and website address**

4. RFP Requirements and Proposal Submissions

4.1. Introduction and Executive Summaries

Bidders are required to submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your company to obligate your company to perform the commitments contained in the proposal. Submission of the letter will constitute a representation that your company is willing and able to perform the commitments contained in your proposal.

4.2. Solution Approach

Describe in detail how your company proposes to provide the County Wide Voter Mailing requested by the Board. In particular, your proposal must specifically address how your company will satisfy each of the requirements outlined in the Scope of Work section of this RFP.

4.3. Implementation Schedule

Please provide a sample implementation schedule that outlines the process of providing the requested services.

4.4. Company Qualifications

Provide information on your company's background and qualifications that address the following:

- a. Name, address, telephone number, and email for a contact person; and
- b. A brief description of your company, as well as how any joint venture or third-party association would be structured; and
- c. A description of three projects similar in size and scope implemented by your company including client contact information and schedule and project summary. Descriptions should be limited to one page for each project.

4.5. Fee Proposal

Please refer to the information contained in the scope of work section in determining your fee structure. Bidder shall list all applicable fees, including but not limited to:

- a. One-time set up fees;
- b. Monthly and or annual processing fees;

- c. Software and equipment fees;
- d. Training fees;
- e. Per item fees;
- f. Any additional fees or charges not addressed in the scope of work section or listed above.

4.6. Affidavits and Bid Required Documents

The attached affidavit and document package (attachment 1) must be completed and signed by an authorized agent of your company. This package includes:

- a. Non-collusion affidavit
- b. Non-discrimination affidavit
- c. Personal property tax statement
- d. Affidavit in compliance with ORC 3517.13
- e. Bureau of Workers compensation certificate
- f. Certificate of liability insurance with coverage amount listed on spreadsheet

4.7. Submission Location and Packaging

- a. The Board requires **one original proposal and three copies.**
- b. Proposals must be submitted no later than 9:00 a.m. on February 2, 2022. Faxed submissions will not be accepted. Board will not consider a proposal to be submitted until the time at which the proposal is actually received by Board. There are no exceptions to this deadline, and proposals received after the deadline will be immediately rejected.
- c. Proposals may be submitted via hand delivery or U.S. Mail (preferably certified) to the following address:
 - a. Clark County Board of Elections
PO Box 1766
Springfield, OH 45501
- d. Proposals must be received in a closed folder/binder or similar container and bear on it's face the name and address of Bidder and be plainly marked "**PROPOSAL FOR County Wide Voter Mailing**"
- e. Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified on the cover sheet of this RFP.
- f. For hand delivery on the due date, bidders are to deliver the proposals to the address specified on the cover page of this RFP. When hand delivering on the due date, proposers should allow sufficient time for traffic delays, accidents, parking, and security screenings.
- g. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this RFP.

- h. It is the responsibility of the Bidder to ensure that its proposal is delivered to the proper location by the designated time.
- i. Any bids submitted after the submission deadline will be deemed non-responsive and be rejected immediately.
- j. While a bidder has the discretion to formulate its proposal in any manner it chooses, care should be taken to include the requirements contained in this RFP.

4.8. Errors and Omissions Disclaimer

The Board reserves the right to waive and minor defect or error or omission in Bidder's proposal if it does not material effect the proposal or interfere with any competitive process, the Board must do so in writing. Failure to object to any of these minor errors will in no way alter or modify the RFP or excuse the Bidder from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

5. Proposal Selection Process

- a. Each proposal will be evaluated for responsiveness to the Scope of Work requirements of this RFP. The evaluation criteria will include, but is not necessarily limited to:
 - a. The ability of the operation to meet the needs of the Board, including, but not limited to each Bidder's ability to:
 - i. The lowest and best bidder.
- b. Bidders may be required to make a presentation to explain their proposal and to answer any questions.
- c. The Board reserves the right to reject any proposal in which the bidder takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specific in the RFP; is determined not to be in the Board's best interests; or submits prices that the Board considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County.
- d. Board may conduct discussions with Bidders who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in this RFP.
- e. The Board will provide any bidder that submitted a proposal, but whose proposal is not selected for contract, a rejection notice. The notice will state the reasons for the rejection, indicate whose proposals were accepted, and provide a copy of the terms and conditions of the successful bids.
- f. Proposals and documents submitted with proposals do not become public record until after award of a contract(s).

- g. The Board reserves the right to declare informal and, therefore not acceptable any proposal which bears statements of conditionality, which were not part of the prepared proposal documents.
- h. Any oral communication will be considered unofficial and will not be binding against the Board.
- i. Bidders are required to submit a sample agreement/contract with their proposal documents. Regardless of the sample agreement/contract submitted, no term of such agreement shall be mandatory; the Board may insist that language be either added, removed or modified in the final agreement/contract. All sample language must adhere to the further assurances requirements as listed in this RFP.

6. Further Required Assurances

The following terms are required to be adhered to throughout the contract period and also during any renewal/extension periods. The terms included in this section, and all terms throughout this RFP will take precedence over any terms included in contractor's terms and conditions. The following terms are non-negotiable. If selected bidder refuses to abide by these terms, the Board may select the next most advantageous bidder.

- a. By submitting the RFP, the bidder agrees that all terms of the RFP shall be included in the eventual agreement, and shall govern regardless of the proposed agreement submitted with the RFP.
- b. Any agreement shall state that it must be construed, enforced, and performed in accordance with the laws of the state of Ohio, and that venue for any legal action shall be in Clark County, Ohio.
- c. Any agreement must state that all parties shall abide by the requirements of the Ohio Public Records Law. Any agreement must state that, in the event that the Board becomes liable to a third party for failure to comply with a legal public records request because the County did not release a record relating to the agreement at the request of the contractor, the contractor shall indemnify the Board for any amounts that must be paid to the third party for such failure (including penalties and attorney's fees). Any agreement shall be deemed a public record and shall not be confidential.
- d. Any agreement shall not require any form of dispute resolution between the supplier and the Board.
- e. Any agreement shall not contain any requirement that the Board indemnify or hold harmless the supplier for any reason or cause (including attorney's fees) or for any amount of money.
- f. There will be no retainage requirement for the contract(s) awarded.
- g. Liquidated damages: By submitting a proposal, the successful bidder agrees to the liquidated damages clause herein. The Board shall have the right to deduct any and all liquidated damages from any funds due or to become due to the Contractor at the rate of \$500.00 (five hundred

dollars) per day for each calendar day that the contractor does not provide the services as agreed in the contract if the non-performance is caused by any reason other than force majeure.

- h. Successful bidder agrees to indemnify and hold Board harmless for liability of any and all claims, demands, suits, in contract or in tort, actual or threatened, and from claims, demands, or suits, in contract or in tort, actual or threatened, and from damages or payments including, but not limited to, costs and expenses arising out of breach of contract or the acts or omissions of the successful bidder.
- i. Bidder shall assume full responsibility for and shall indemnify Board for any damage to or loss of any County property, including buildings, fixtures, furnishings, equipment, supplies, accessories or part resulting in whole or part from any negligent acts or omissions of the successful Bidder or any employee, agent or representative of the successful Bidder.
- j. For the purpose of Chapter 145 of the Ohio Revised Code, if Bidder is an entity engaged in business and Bidder has five or more employees, any individual employed by the Bidder who provides personal services to County is not a public employee.

7. Example of Mailing:

7.1 Side One



CLARK COUNTY
Board of Elections

3130 East Main St.
PO Box 1766
Springfield, OH 45501

Attention Clark County Voter: You are registered to vote in the following districts. Please read the other side of this card for more information.

Precinct /Split 001/01 City 1, split 1	CIDNUM 1111111111 
Voting Location: Horace Mann Elementary School 521 Mt. Joy St. Springfield, OH 45505	John T. Voter 123 Main St. Springfield, OH 45501
Congressional District: 10th District State Senate District: 10th District State House District: 75th District State School District: 10th District	

7.2 Side Two

Reason for this notice:

Recently the State of Ohio went through the process of redistricting and the Clark County Board of Elections also reduced the number of precincts within the county. On the other side of this card you will find the following information, all or some of which may have changed: your voting precinct, polling location, and your legislative districts.

Voter Identification:

Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification, or a copy of current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows your name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181.

If you have questions about this notice, please contact us at:**Physical Address:**

Clark County Board of Elections
3130 East Main St.
Springfield, OH 45503

Mailing Address:

Clark County Board of Elections
P.O. Box 1766
Springfield, OH 45501

Phone Number: 937-521-2120

Email Address: elections@clark.boe.ohio.gov

For voting information, election results, or to complete and print an absentee ballot application, **visit us online** at:

<https://www.boe.ohio.gov/clark/>