

rev. 10/10/16

**INVITATION TO BID
FOR
ELECTION SERVICES FOR ELECTION OF STATE EMPLOYEE MEMBER
OF STATE CIVIL SERVICE COMMISSION**

BACKGROUND

The State Civil Service Commission consists of seven members. One member is elected by permanent classified employees every six years. The purpose of this ITB is to select a vendor to provide complete election services for this election and the runoff election, if one is necessary. A runoff occurs if none of the candidates receives at least thirty-five percent of the votes in the primary election. The number of eligible voters is approximately 39,000. There is no limitation on the number of candidates. In the election in 1999, there were 12 qualified candidates. In the election in 2005, there were three qualified candidates. In the 2011 election, there were 12 qualified candidates. If a runoff is necessary, it would be between the top two candidates. The conduct of the election is governed by R.S. 42:1351 through 1360, R.S. 18:1405, and Title 40, Part XXVII, Section 101 of the Louisiana Administrative Code entitled "Election of Employee Member of State Civil Service Commission."

SPECIFICATIONS

Vendor must provide the following services. As part of the bid submitted, the vendor shall attest that he is able to and will provide each of the following if awarded the contract:

1. Complete election services for election and runoff election, if a runoff is necessary: vote collection, tabulation and statistical analysis for three methods of voting, i.e., Mail-In Ballot, Telephone, and Internet methods. Telephone and internet voting access will be 24 hour a day 7 days a week during voting period. Prices submitted for election and runoff, if necessary, must be inclusive of the entire job. No additional fees will be considered.
2. Vendor will provide State Civil Service with a written description of security measures taken to ensure confidentiality that each voter is qualified to vote and casts only one vote, and that the person voting is the eligible voter and not someone else. We will provide this information to inquirers as part of an election information packet the Department will prepare and post on our web site.
3. In providing services, vendor shall adhere to the timeline provided. These deadlines and timeframes are, for the most part, set by law and are not flexible.
4. The design, printing and mailing of unmarked ballots and election brochures will be completed by the State of Louisiana. The awarded vendor will receive these ballots in business reply envelopes by mail at their address, validate and tabulate these votes along with the telephone and internet methods. All postage will be paid for by the State.

Mail in ballot documents measure eight and one half inches (8.50") by eleven inches (11"); are constructed either of 50# white offset (20# white bond), or of 60# offset (24# bond) paper; and are white in color. A single horizontal micro-perforation, placed seven and one-third (7 1/3) inches from the top edge, divides each sheet into two sections: (1) voting instructions, measuring 8.5" x 7.33" and (2) a Ballot, measuring 8.5" x 3.66". Ballots are printed no less than 300 dpi (dots per inch), using non-metallic, non-MICR ink. Each ballot includes a 3 of 9 (ANSI/AIM BC1/1995, Uniform Symbology Specification — Code 39) barcode encoding an identification number unique to each eligible voter.

In a designated area of the ballot, which measures 3-1/6 inches by 3-3/4 inches and is positioned 1-1/4" from the bottommost narrow edge, Voters will mark one of a series of pre-printed squares corresponding to the candidate of their choosing. The vendor will record the Voter's selection using this square and the unique Code 39 barcode also pre-printed on the ballot.

While the material specifications for the ballot documents, such as overall size, printing and construction are non-changeable, State Civil Service will allow for minor variations in the ballot layout and will remain as flexible as possible to ensure suitability of the documents for machine scanning.

State Civil Service will provide the vendor with an electronic file containing names, barcoded data and any other necessary information in a format mutually agreed upon by State Civil Service and the vendor. These documents will be provided electronically as e-mail attachments if the vendor so desires. See attached example.

5. Verification that each person voting is eligible to vote.
6. Verification that each person voting casts a single vote.
7. Rejection of ballots that are:
 - a) Received after the close of voting date prescribed in the election brochure;
 - b) Contain any distinguishing mark;
 - c) Have the name of more than one candidate marked; or
 - d) Do not meet any other standards directed by State Civil Service.
8. Toll-Free telephone customer service number that voting members can use for live customer service.
9. Toll-free telephone and Internet connections with bandwidth sufficient to allow voters access to automated and electronic voting within 15 seconds even during peak hours. Telephone and internet voting access will be 24 hour a day 7 days a week during voting period.

10. Vote tallying services including three methods: Mail-In ballot, Telephone, and Internet.
11. Provide certified election results in a report to Director of State Civil Service within 72 hours of close of voting.
12. If the results of the election or runoff election are challenged in court, the vendor shall provide expert testimony as appropriate.
13. Following the certification of the results of the election and/or runoff election to State Civil Service, the vendor shall forward to State Civil Service all documents, electronic and paper, including ballots that are generated or received by the vendor in the course of conducting the election and runoff.
14. Vendor shall maintain the confidentiality of all data received and shall not share this data with any other parties. The data shall be used exclusively for the purposes of conducting this election.

MINIMUM QUALIFICATIONS

A vendor must meet all of the following minimum qualifications to be given further consideration. Failure to satisfy any of the minimum qualifications will result in rejection of bid.

Experience: The following are absolute requirements. Vendor must submit a response to each of these items with bid.

1. As of September 1, 2016, the firm must be a professional election services firm providing blended election methods and other related services for a minimum of three years.
2. The firm must have conducted within the last three years at least three elections using blended election methods including mail ballot, telephone voting, and Internet voting systems. The elections must have been completed as of September 1, 2016.
3. The firm must have conducted, within the last three years, at least three elections with a minimum of 30,000 eligible voters. The elections must have been completed as of September 1, 2016.

References: Vendor must submit with bid the name, phone number, and e-mail address of the election coordinators for the last three elections to which the firm has supplied similar election services within the past three years.

TIMELINE

10/11/16

ITB released

10/26/16	Bid opening date
11/01/16	Latest date for contract award
12/06 - 12/20/16	Window for Civil Service to deliver list of names and mailing addresses of qualified voters to vendor

Call for Election

01/11/17	Last date to file nomination petitions for candidacy (R.S. 42:1353)
01/18/17	Last date to protest candidacy under R.S. 18:1405(A)
02/06 – 02/10/2016	Anticipated week to have ballots postmarked
02/23/17	Last date to vote electronically, by telephone or for paper ballots to be received by vendor
02/23/17	Begin tabulation of votes
03/01/17	Last date for vendor to complete tabulation of votes and provide certified results to Director of Civil Service. Per R.S. 42:1354(G), all votes must be counted within five days after the close of voting. This date allows the maximum time. If vote counting is completed earlier, subsequent dates on this timeline will be affected. [By statute, this date should be Tuesday, 02/28/17; however, because this last date of action occurs on a legal state holiday (Mardi Gras), Article 5059 of the Civil Code of Procedure (CCP 5059) provides for the last day to be Wednesday, 3/1/17, which is the next day that is not a legal holiday].
03/06/17	Last day to contest election results on under R.S. 18:1405(B). (By statute this date should be 03/04/17; however, because this last day of action occurs on a Saturday, Article 5059 of the Civil Code of Procedure (CCP 5059) provides for the last day to be Monday, 03/06/17, which is the next day that is not a legal holiday).

RUNOFF SCENARIO

04/05/17	Last day to vote electronically, by telephone or for paper ballots to be received by the vendor in runoff election.
04/06/17	Begin counting of runoff votes

04/10/17 Last date for vendor to complete tabulation of runoff votes and deliver certified results to Director of Civil Service per R.S. 42:1360.

05/01/17 Elected Commissioner assumes office

INQUIRIES

All inquiries should be sent to:
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