



**REQUEST FOR PROPOSALS
FOR
VOTE BY MAIL PACKET PROCESSING**

BEAVER COUNTY COMMISSIONERS

**BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

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REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Commissioners of the County of Beaver, Pennsylvania, is seeking sealed proposals for Vote by Mail Packet Processing, until 4:30pm, on WEDNESDAY, FEBRUARY 3, 2021, at the office of Wayne Souffrant, Director of Central Services for the County of Beaver, located at:

**BEAVER COUNTY COURTHOUSE
810 3RD STREET
BEAVER, PA 15009**

At that time, proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted. Proposals will be held in strict confidence until evaluated and reviewed, and a proposal is accepted.

Copies of this Request for Proposals (RFP) will be available after 10:00am, on WEDNESDAY, JANUARY 13, 2021, at the office of Wayne Souffrant, Director of Central Services for the County of Beaver, the aforementioned, Beaver County Courthouse, or on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals.

All proposals must be submitted in the format required by this RFP. All timely submitted proposals are valid for acceptance by the County of Beaver and may not be withdrawn for a period of ninety (90) days after the actual date of proposal submittal.

The County of Beaver reserves the right to select, for contract negotiations, the proposal that is determined to be the most advantageous for the County of Beaver, taking into consideration all evaluation factors. Cost is not the sole determinative factor. This RFP may be cancelled or any or all proposals may be rejected, in whole or in part, when it is in the best interest of the County of Beaver.

COUNTY OF BEAVER
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN
JACK MANNING, COMMISSIONER
TONY AMADIO, COMMISSIONER

I. INTRODUCTION

The Board of Commissioners of the County of Beaver, Pennsylvania, is seeking sealed proposals for Vote by Mail Packet Processing for the May 2021 Municipal Primary, November 2021 Municipal Election, May 2022 General Primary, November 2022 General Election and at the sole option of the County of Beaver, May 2023 Municipal Primary and November 2023 Municipal Election. The County of Beaver Board of Commissioners, after reviewing and evaluating all the timely submitted proposals, will select the proposal that they deem to have the best interest for the County of Beaver and will award a contract to that proposer.

II. SUBMISSION OF PROPOSALS

Please submit two (2) copies of your proposal to Wayne Souffrant, Director of Central Services for the County of Beaver, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, no later than 4:30pm, on WEDNESDAY, FEBRUARY 3, 2021. At that time, all timely received proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted.

All proposals **MUST** be submitted in hard copy either in person, via US Mail or another mailing source (FED EX, UPS, etc.). Proposals that are emailed or faxed will not be accepted. Regardless of the delivery method, the County of Beaver assumes no responsibility for not receiving proposals and all parties should verify that their proposal has been received prior to the proposal submission deadline. Mailed proposals will be treated in every respect as though filed in person and will be subject to the same requirements.

All proposals must be signed by a person authorized to commit the proposer to any and all terms and conditions, as specified in this RFP.

All timely submitted proposals may be reviewed and evaluated by any person or firm deemed necessary by the County of Beaver.

All interested individuals submitting proposals, their partners, officers and staff are banned from engaging in any and all practices, or making any promise or agreement, that may in any way limit or restrict competition, or encourage or induce the County of Beaver to make a favorable selection.

All qualified persons, firms or proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. The County of Beaver is an equal opportunity employer. The successful proposer must ensure that they conduct their business in a similar manner and not discriminate as noted above.

III. PROPOSAL REQUIREMENTS

A. Due Date

Two (2) copies of your proposal must be received and in the hands of Wayne Souffrant, Director of Central Services for the County of Beaver, at the address set forth below, no later than 4:30pm, on WEDNESDAY, FEBRUARY 3, 2021. One (1) proposal must be marked as "ORIGINAL".

B. Delivery Address

CENTRAL SERVICES
ATTENTION: WAYNE SOUFFRANT, DIRECTOR
BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009

C. Packaging

Proposals must be sealed in an envelope and marked clearly with:

1. Company Name
2. RFP Title
3. Proposal Submission Deadline (Date and Time)

D. Cover Sheet

To: County of Beaver

Attention: Wayne Souffrant, Director

Date: _____, 2021

Description: Response to RFP – Vote by Mail Packet Processing

From: _____
Company Name

Address

Phone Number

Email Address

Signature: _____
Representative/Agent who is legally authorized to bind proposer

IV. PROPOSAL REVIEW

The County of Beaver will review and evaluate all timely submitted proposals. References will be required from three (3) clients the proposer currently services or has serviced in the past six (6) months.

Any submitted proposal grants permission for the County of Beaver to make inquiry concerning the proposer and its officers, solely for evaluation and contract award. Proposals may be reviewed and evaluated by any person(s) or firm(s) that may be deemed necessary by the County of Beaver.

The Board of Commissioners of the County of Beaver reserves the right to reject any or all proposals, to accept any portion of a proposal or to cancel this RFP in its entirety, as they deem appropriate. During the evaluation process, the Board of Commissioners of the County of Beaver reserves the right, where it serves the County's best interest, to request additional information or clarification about each proposal, to allow correction of errors or omissions, or to require oral interviews or presentations at the Beaver County Courthouse.

After all timely submitted proposals have been reviewed and evaluated, a recommendation will be made to the Board of Commissioners of the County of Beaver, who will make the final award. The Board will award the contract to the proposer whose proposal is deemed to be the most advantageous for the County of Beaver.

V. TENTATIVE CONTRACT AWARD

Award of contract shall be made to the most responsible, qualified proposer whose proposal has been deemed to be the most advantageous for the County of Beaver, taking into consideration the importance of price and other factors. It is expected that the County of Beaver Board of Commissioners will make the final award in February or March, 2021.

VI. MODIFICATION OR WITHDRAWAL OF PROPOSALS

All proposals may be modified or withdrawn by the proposer prior to the established due date and time of proposal submission. Proposals may not be withdrawn for a period of ninety (90) days after the actual date of proposal submission.

VII. CONFIDENTIAL/PROPRIETARY INFORMATION

At the time of submission, all proposals shall be deemed proprietary and confidential, and becomes the property of the County of Beaver. Proposals will be held in strict confidence until evaluated and reviewed, and a proposal is selected. Once the contract is awarded, all timely submitted proposals may become public information.

VIII. REJECTION OF PROPOSALS

The County of Beaver reserves the right to reject any and all proposals, to waive any informality and minor irregularities in proposals received, to accept any portion of a proposal, or to cancel this RFP in its entirety, if deemed to be in the best interest of the County.

IX. AWARD CRITERIA

This RFP does not commit the County of Beaver to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the articles of goods and services.

An award of contract shall be based on the proposal deemed the most advantageous for the County of Beaver. The County of Beaver will base the award on evaluation factors listed below. The County of Beaver reserves the right to reject any or all proposals, if the proposals do not satisfactorily meet the requirements of this RFP based on the sole judgment of the County of Beaver. The County of Beaver will award the contract to the proposer whose proposal it solely deems to be the most advantageous for the County of Beaver.

Listed below are evaluation factors that may be used in the evaluation process, in no particular order:

1. Experience in providing the services herein requested.
2. Assurance that the proposer has the personnel and expertise to carry out the services requested in a timely manner.
3. Proposer has the ability to meet the terms and conditions presented in this RFP. The proposal itself shall be an example of their work.
4. Previous performance, as evaluated by the supplied references.
5. If necessary, any oral interviews or presentations deemed necessary by the County of Beaver.
6. Cost; which serves the best interest of the County of Beaver.

X. ADDENDA

If it becomes necessary to revise any part of this RFP, an addendum will be issued. Addenda will be emailed to any proposer of record and will be placed on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals. It is the responsibility of each submitting proposer to make themselves aware of all addenda issued, since all addenda will become a part of the contract document whether received by the proposer or not.

XI. SCOPE OF WORK

This RFP is for Vote by Mail Packet Processing for the following elections:

1. May 2021 Municipal Primary
November 2021 Municipal Election
2. May 2022 General Primary
November 2022 General Election

At the sole option of the County of Beaver, the contract may be extended for:

1. May 2023 Municipal Primary
November 2023 Municipal Election

The Director of Elections for the County of Beaver will be the primary contact for this project and their telephone number is (724) 770-4432. The Director of Elections shall facilitate the selected proposer's activities, provide access to relevant individuals and data, and be responsible to review and approve the selected proposer's performance and work.

The Director of Elections shall be neither directly or indirectly responsible for performing any project activities for the selected proposer.

All proofs **MUST** be approved by the Director of Elections **PRIOR** to production.

The selected proposer shall process data file printing an ES&S ballot subject to all necessary specifications as required for the 2021 and 2022 elections (and if the contract is extended, the 2023 election). All ballots shall be printed with **BLACK INK** only, unless otherwise specified by the Director of Elections for the County of Beaver.

The selected proposer shall not surcharge for processing multiple data files, as required to meet legislative deadlines for the issuance of absentee or mail-in ballots.

All bid prices quoted are to be less Federal, State or local taxes. The County of Beaver, being a governmental body is, by law, exempt from paying such taxes.

Data files will be sent to the successful proposer daily and ballot files will be sent in PDF format. Ballots must be mailed within 48 hours.

XII. TECHNICAL REQUIREMENTS

1. The successful proposer shall provide Vote by Mail Packet Processing for the following elections:
 - a. May 2021 Municipal Primary
November 2021 Municipal Election
 - b. May 2022 General Primary
November 2022 General Election

At the sole option of the County of Beaver, the contract may be extended for the following election:

- c. May 2023 Municipal Primary
November 2023 Municipal Election

Ballots must be inserted and folded before being sent to the Postal facility.

2. The successful proposer must do all sorting, all postal paperwork and delivery to the Postal facility.
3. Each Vote by Mail Packet will include an outer envelope, return envelope, secrecy envelope, instruction sheet and ballot, all provided the selected proposer. Return envelopes shall include the marking of an "A" or "M", depending on the type.
4. The postage on the packet must be 1st class, pre-sort rate.
5. The outer envelope must have the mailing address of the voter and the return envelope must have the bar code label for the voter.
6. Test deck is to be printed before ballot printing.
7. Ballot size is 8 ½" X 14" and the Ballot Paper Stock is 80#.
8. The folding of the ballot is to be adjusted to not fold on the tracking marks on the side of the ballot.
9. Instruction sheets and other required documents identified by the Director of Elections for the County of Beaver shall be printed, and all documents shall be folded, inserted and delivered to the Postal facility.
10. A daily total of Vote by Mail Packets processed is required to be sent to the Director of Elections for the County of Beaver. The Director of Elections shall notify the successful proposer the exact format that the information is to be sent.

XIII. PAYMENT

Payment shall be in accordance with the lump sum proposal price approved by the County of Beaver and applications for payment shall be submitted to the Director of Elections for the County of Beaver, 810 Third Street, Beaver, PA 15009, for review and approval. The contract amount owed will be paid after satisfactory inspection of the final product and all services have been completed in accordance with this contract.

IX. REQUIRED CONTENT

Qualified proposers are encouraged to submit two (2) proposals, in accordance with the requirements of this RFP. The proposals shall be of sufficient detail to describe the following:

A. Introductory Section

1. The name, job title, address, phone number and email address of the primary contact of the proposer submitting this proposal.
2. The name, job title, address, phone number and email address of the person responsible for contract negotiations, if different than above.

B. Experience

Provide the qualifications and experience of key personnel who may be assigned to this project. Identify each by name, job title and experience.

C. Pricing

Provide itemized pricing for the project as follows:

1. Include pricing for less than 25,000 ballots and more than 25,000 ballots for the May 2021 Municipal Primary, November 2021 Municipal Election, May 2022 General Primary, November 2022 General Election and for the option contract year (sole option of the County of Beaver), May 2023 Municipal Primary and November 2023 Municipal Election.
2. Include pricing for simplex and duplex ballots.
3. Include pricing for color printing.
4. Total cost per Vote By Mail Packet, and note any discounts that may be available.
5. Cost per page for printing and handling of additional ballot sheets.
6. Provide the total cost for the project, showing the cost for 2021 and 2022 elections and separate total for the 2023 election (if contract is extended).

X. INSURANCE

The successful proposer shall be responsible for all injuries to persons or damage to property, either directly or indirectly, that may result from his operations. The successful proposer shall obtain and pay for such insurance as will protect him from claims under the Worker's Compensation Act and from other claims to damages for personal injury, including death, or from damage to property, either real or personal, which may arise from his operations under this contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The successful proposer shall effect and maintain the following insurance policies for the duration of this contract:

1. Worker's Compensation Insurance, including Employer's Liability Insurance, in accordance with the Pennsylvania Worker's Compensation Act.
2. Comprehensive General Liability Insurance, including Products/Completed Operations Liability Insurance, with a combined single limit per location of \$2,000,000.00, including bodily injury, property damage and personal injury.
3. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles, with a single limit of \$1,000,000.00, including bodily injury and property damage.
4. Contractual Insurance

The County of Beaver shall be named as an additional insured on the successful proposer's General Liability policy. The successful proposer shall deliver to the County of Beaver, before commencing work under this contract, certificates from insurance companies or their agents, certifying that such insurance is in effect and will not be cancelled during the conduct of work, without thirty (30) days written notice to the County of Beaver. **Said certificate shall name the County of Beaver, 810 third Street, Beaver, PA 15009, as Certificate Holder.** The successful proposer shall report and pay all Old Age Benefits and Social Security taxes and other insurance, as required by State and Federal law.

XVI. BONDS

Before execution of the contract, the successful proposer may be required to submit bonds and/or affidavits to the County of Beaver Law Department, for the faithful performance of this project. All bonds are to be paid by the successful proposer. If bonds and affidavits are required for this project, the successful proposer shall be notified by the County of Beaver Law Department.

XVII. RFP TIMELINE

RFP Available: After 10:00am, on WEDNESDAY, JANUARY 13, 2021

RFP Due: No later than 4:30pm, on WEDNESDAY, FEBRUARY 3, 2021

RFP Evaluation: FEBRUARY, 2021

Oral Interviews,
(if necessary): FEBRUARY, 2021

Contract Award: FEBRUARY OR MARCH, 2021

XVIII. REFERENCES

Please provide three (3) references from clients your company currently services or has serviced in the past six (6) months:

1. COMPANY NAME: _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

2. COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

3. COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

** References must be supplied at the time of proposal submittal **