

Effective April 24, 2023

Purchasing Sentio Ballot Printing System	Year 1	Year 2	Year 3	Year 4
LEXMARK C4352 Sentio Solution including Runbeck's Proprietary Software (laptop not included)	\$ 7,500			
Custom Optional Transport Cart	\$ 3,000			
Windows Embedded Laptop	\$1,000			
Installation (per unit)	\$ 1,500			
Onsite Training (per PO)	\$ 1,500			
Annual Hardware & Software License Fee (per unit)	Included	\$ 750	\$ 750	\$ 750
TOTAL	\$ 14,500	\$ 750	\$ 750	\$ 750

****Quantity 100- 250, 5% discount will not apply to services unless agreed by purchase order (PO)**

****Quantity 250- 400, additional 5% discount will not apply to services unless agreed by purchase order (PO)**

****Quantity 400 +, additional 5% discount will not apply to services unless agreed by purchase order (PO)**

Amendment #2 Eff. 07/26/2023

This additional SOW will add new MC AUDIT DELIVERY RECEIPT & MC AUDIT CHALLENGE RECEIPT. These reports will automatically be sent from the sorter to the FTP located in the Maricopa County Outbound folder called "EV Challenge and Audit Reports

Pricing – The fees for the Software shall be billed in accordance with the following pricing:

Component	Est Hours
New Elements in User Interface (UI)	4
UI Business Logic/Validation	7
Automated Delivery To SFTP	8
Internal Notifications	4
External (Customer) Notifications	4
Testing	9
25% Buffer	9
Total	45
Total @ \$175 per hour	\$7,875

EXHIBIT B SCOPE OF WORK

1.0 INTENT:

The intent of this contract is to perform the following:

- 1.1 The contractor shall, as applicable, provide for the printing, delivery, ballot on demand technology, and/or mailing of official election ballots, sample ballots, and any printing that is the result of litigation, early ballot inserts, early ballot envelopes (outgoing and incoming), and all other notices or items that are specifically related to early and in-person voting.
- 1.2 The Contractor shall provide for tracking of mailed early ballots (outgoing and incoming), mailing requirements preparation, sorting of returned early ballots (outgoing and incoming), and packaging of official election ballots.

2.0 SCOPE OF WORK:

2.1 GENERAL SPECIFICATIONS:

- 2.1.1 Contractor shall print all ballots for Maricopa County, Arizona. Authorized representatives from Maricopa County Office of Procurement Services and the Elections Department (MCED) may inspect Contractor's premises and equipment to verify Contract performance. MCED Director may designate MCED staff to be on site during any printing, mailing, inserting or otherwise.
- 2.1.2 Mailing of Early Ballots and Sample Ballots shall be from the United States Post Office at which MCED has the mailing permit.
- 2.1.3 Contractor shall have sufficient trucks to deliver all Ballots, Sample Ballots and Ballot Shells. All deliveries shall be made F.O.B. DESTINATION to the following locations:
 - 2.1.3.1 Pre-Printed Ballots - (When needed and requested)) All delivered to 315 West Buchanan Street, Phoenix.
 - 2.1.3.2 Sample Ballots - (Primary, General and, Presidential Preference) All delivered to U.S. Post Office with over runs to 315 West Buchanan Street, Phoenix.
 - 2.1.3.3 Ballot Shells - All delivered to 315 West Buchanan Street, Phoenix. (unless directed otherwise by MCED)
- 2.1.4 Errors made by the Contractor in printing and/or mailing, will be absorbed by Contractor, (i.e., all costs reprinting and/or re-mailing). The decision of the County shall be final and conclusive in deciding whether to reprint and/or re-mail in the event any Contractor error is discovered. If an error is found on election material caused by the MCED, a negotiated settlement between County and the Contractor shall take place for any additional amounts owed to the Contractor. The Contractor shall provide comprehensive documentation to allow the County to justify making any additional expenditure above or beyond the scope of the original terms of this Contract. The Contractor shall be compensated in an equitable manner for time, materials, labor and a reasonable profit associated with reprinting and/or re-mailing. Under no circumstances shall the County be held liable for errors made by the printer, or its subcontractors, for ballots printed or services provided which do not match proofs signed-off by MCED.
- 2.1.5 Contractor is to absorb all costs incurred for shipping/mailing or transferring information required to print ballots.

- 2.1.6 Contractor shall submit itemized invoices to the MCED for payment for all elections.
- 2.1.7 All originals, artwork, and images used in the production of the printing called for in this Contract shall remain and/or become the property of the County. The Contractor shall not destroy originals, photographs, artwork, negatives, paste-up, magnetic media, etc., without prior signature approval by an authorized MCED official.
- 2.1.8 Contractor shall have climate-controlled storage facilities sufficient to maintain ballot stock and/or ballot paper stock equal to 3 million ballots.
- 2.1.9 Contractor shall ensure the color designated for Primary Party colors meets approval of the authorized MCED official. The MCED will provide the exact color samples to be used. (Contractor shall obtain signature approval from the authorized MCED official for any Pan-tone Matching System (PMS) color used.)
- 2.1.10 Contractor shall not modify any ballot page without prior signature approval of the authorized MCED official.
- 2.1.11 Contractor shall retain sample ballot mailer overages for a minimum of 5 days after a given election with final destruction upon approval of MCED.
- 2.1.12 Ballot Shell quantities shall be guaranteed to match order quantity made when boxed and delivered.
- 2.1.13 Contractor shall print all Early Voting outgoing and incoming (affidavit) envelopes so to maintain the specifications required for automated inserting of the early voting ballots. The text and any artwork for these envelopes will be provided by MCED and final approval by MCED, of the envelope format, is required.
- 2.1.14 Contractor shall insure print quality on recycled paper does not change. Recycled paper will be used when reasonable to do so for non-ballot items and with the approval of MCED.
- 2.1.15 Contractor shall provide a contingency (Disaster Recovery) plan to MCED, coordinate said plan with the MCED, and provide expeditious emergency services to be exercised in the event of natural disaster, or other emergency, the causes of which are beyond the control of the Contractor and the MCED.
- 2.1.16 Contractor shall handle consolidation elections four (4) times per year and the Presidential Preference election every 4 years. The consolidated elections dates are:
 - 2.1.16.1 Second Tuesday in March;
 - 2.1.16.2 Third Tuesday in May;
 - 2.1.16.3 First Tuesday in August
 - 2.1.16.4 First Tuesday after the first Monday in November.
 - 2.1.16.5 The Presidential Preference election is held in the month of February of the year a Presidential General Election is held.
- 2.1.17 Ballot Print runs.
 - 2.1.17.1 Quantities are based on the best-known estimates available at this time of this solicitation.
 - 2.1.17.2 Test ballots for each of the ballot styles will be required for every election.

- 2.1.17.3 MCED will provide the Contractor an estimate print run sixty (60) days prior to each election
- 2.1.18 Contractor shall be able to translate ballot data from files provided by MCED. The files will be transferred to the Contractor via SFTP or by other secure electronic means as agreed upon by Contractor and MCED, in compliance with the procedures established by the Arizona Secretary of State for the secure transfer of data.
- 2.1.19 To maintain consistency within the early voting process, the Contractor shall print and mail all notices that are related to early voting such as the "90 Day Notice" that is specific to the Active Early Voting List (AEVL).
- 2.1.19.1 There are two versions of the "90 Day Notice". One version is for partisan primary AEVL voters who are not registered within a recognized party. Second version is a common non-partisan version that is used for AEVL voters who are registered within a recognized party and for all Jurisdictional "90 Day Notice" mailings.
- 2.1.19.2 Mailing of this "90 Day Notice" can occur twice a year. These mailings are to be completed at 90 days prior to the beginning of each election cycle (e.g., 90 days prior to a March election and 90 days prior to an August election). This notice is intended to notify AEVL voters of the two most current approaching elections.
- 2.1.19.3 MCED will provide the Contractor a mailing and data list in ASCII text format prior to each mailing. The file will be provided at a date and time agreed upon by the Contractor and MCED so to meet the required mailing deadline. The mailing list file will be provided to the Contractor via SFTP or by other secure electronic means as established by the Secretary of State or by other secure means that complies with the Arizona Secretary of State's specifications for the transfer of voting data.
- 2.1.19.4 The data required to be printed on the "90 Day Notice" is variable data specific to a given AEVL voter. Placement of this variable data onto this notice is preset based on the current form design. Any changes to this format are at the request of MCED only.
- 2.1.19.5 The text and information required for the "90 Day Notice" mailing is governed by state law and therefore the design and format of this mailing will be prescribed for by MCED. Current specifications are:
- Duplex
 - Page size - 8-1/2" X 11"
 - Folded Size – 8-1/2" X 5-1/2"
 - **Tab two per postal regulations (Effective 1-1-16)**
 - Quantity - Approx. 2,000,000 for a countywide election cycle
Prints 4/4
 - Art: Common copy will be provided as Adobe PDF files
 - Inkjet variable data – multiple fields
 - Print on 9pt reply card to meet postal requirements

- 2.1.20 When required prior to the mailing of any Early Ballots, Sample Ballots or “90-day Notice”, MCED will compare the mailing file against the National Change Of Address (NCOA) system. For mailing address that are rejected, Contractor when requested by MCED, will from a file provided by MCED, print two-sided variable data letters in three versions on 60# canary offset, fold letters and insert with furnished reply envelope into furnished window envelope. Mailing shall be from the United States Post Office at which MCED has a mailing permit. The mailing shall be Cass Certify, First Class Presort per pricing in Exhibit A.

2.2 CERTIFICATION REQUIREMENTS:

- 2.2.1 The Contractor shall be certified and hold a license from Dominion Voting Systems (“DOM”) as a printer for ballots that are prescribed for use with the DOM system that is currently deployed in MCED, which as of this contract is DOM Version 5.5B. All costs associated with the certification and licensing process shall be the responsibility of the Contractor.
- 2.2.2 During the certification process, DOM will provide the Contractor with the specifications for Ballot Printing and Ballots that are prescribed for use with the DOM system that is currently deployed in MCED, which as of this contract is DOM Version 5.5B. This current DOM 5.5B suite and system provides for Precinct-Based Tabulator (ICP2) ballots, Ballot Marking Device (ICX) ballots, and Central Count Tabulator ballots (Hi-Pro and Canon). The specifications in the manual provided by DOM are incorporated into this document by this reference.

2.3 BALLOT PRINTING SCHEDULE REQUIREMENTS:

- 2.3.1 Schedule of events is based on the best available data currently known. The Contractor will be kept informed of variations due to unforeseen factors. Turnaround times, as shown, shall be met without regard to weekends and/or holidays.
- 2.3.2 MCED will provide the Contractor a schedule of events not less than one hundred twenty (120) days prior to each election.
- 2.3.3 Deadline dates and printing turn-around times are set by State Statute (A.R.S. Titles 16 and 19). Therefore, Contractor will not be given a set number of days to print and deliver ballots, shells or sample ballots for each and every election. Contractor will be informed by MCED when notice of election is received by the MCED. The Contractor shall, under all circumstances, meet the statutory deadlines irrespective of the turn-around times.
- 2.3.4 The following timeframes are based on historical experience of the MCED and are intended only to assist the Contractor. These timeframes are estimates only and do not convey any guarantee they will be followed exactly.

2.3.4.1 Time Frame I (Best Case Scenario)

- 2.3.4.1.1 Primary Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), approximately 80% of the total precinct files to the Contractor approximately 75 days prior to the election. The remaining 20% will be sent to the Contractor approximately 65 days prior to the election.
- 2.3.4.1.2 General Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), approximately 50% of the total precinct files to the Contractor approximately 75 days prior

to the election. The remaining 50% will be sent to the Contractor approximately 60 days prior to the election.

- 2.3.4.1.3 Jurisdictional Election/Presidential Preference Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), approximately 80% of the total Consolidated Precinct Code ("CPC") files to the Contractor approximately 75 days prior to the election. The remaining 20% will be sent to the Contractor approximately 65 days prior to the election.

2.3.4.2 Time Frame II (Worst Case Scenario)

- 2.3.4.2.1 Primary Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), approximately 50% of the total precinct files to the Contractor approximately 75 days prior to the election. The remaining 50% will be sent to the Contractor approximately 60 days prior to the election.
- 2.3.4.2.2 General Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), 100% of the total files for the back of the ballots) to the Contractor approximately 65 days prior to the election. The remaining files for front of the ballot(s) will be sent to the Contractor approximately 50 days prior to the election.
- 2.3.4.2.3 Jurisdictional Election/Presidential Preference Election: The MCED will begin passing (via SFTP login or by other secure electronic means as established by the Secretary of State), approximately 50% of the total Consolidated Precinct Code ("CPC") files to the Contractor approximately 75 days prior to the election. The remaining 50% will be sent to the Contractor approximately 60 days prior to the election.

2.4 PRIMARY ELECTION BALLOTS:

Arizona's Primary election is held on the **first** Tuesday in August in the even numbered years.

- 2.4.1 The Primary election may be double-sided and reach the maximum length of 22". There may be at least three unique ballot styles for every political party in every voting precinct. One (1) containing the office of "Precinct Committeeman" (PC) when more candidates for that office file than there are seats to elect, which means that election for PC cannot be cancelled, one (1) that does not contain that office and one (1) for FED ONLY (Fed Office) voters of that political party.
- 2.4.2 The Primary election ballot produced for mail-out packets shall have a color stripe indicator in the header of the ballot to denote the different political parties entitled to candidates for the Primary and General elections. The County shall designate the colors to represent the political parties as they obtain ballot status. The colors that have been assigned to the three political parties that currently have ballot status in Maricopa County are Blue – Democratic Party, Salmon (Red) – Republican Party and Yellow - Libertarian Party. Other political parties may qualify requiring additional colors to be determined by the Arizona Secretary of State.

- 2.4.3 Primary elections that have jurisdictional candidates and issues on them may require an additional color stripe or color indicator to indicate ballots within the precinct that contain the jurisdictional candidates or issues.
- 2.4.4 There will also be "white striped" ballots for those precinct's ballots that only contain a jurisdictional candidate or issue. This ballot is referred to as the Non-Partisan ballot or "City/Town Only" ballot that will contain only the jurisdictional candidates or issues.
- 2.4.5 The placement of the color stripe(s) or indicator on the ballots will be agreed upon by the Contractor and a designee of the MCED Director.

2.5 GENERAL ELECTION BALLOTS:

The General election is the first Tuesday after the first Monday in November of the even numbered years.

- 2.5.1 The General election ballot shall be white ballot stock, (8.5"), up to 22" in length and double-sided. There will be at least two (2) unique styles for every voting precinct. One for regular voters and one for FED ONLY (Fed Office) voters. There may be additional styles for those precincts that contain jurisdictional candidates and issues also known as splits. Those precincts, split by jurisdictional boundaries, will require a color stripe or indicator denoting the jurisdictional split. There may be more than one (1) jurisdictional split in a voting precinct. This will require a unique color stripe or indicator for each split in the voting precinct.
- 2.5.2 County will designate the color for the color stripes or indicators to be used in the General elections. The placement on the ballot will be agreed upon by the Contractor and MCED or their designee.
- 2.5.3 The number of candidates and issues on the General Election ballot may require that the ballot be printed on two pages to accommodate content. If the second page is required, the quantities would be the same as the quantities for the General Election Ballot.

2.6 JURISDICTIONAL BALLOTS/PRESIDENTIAL PREFERENCE BALLOTS:

Jurisdictional elections occur on the four (4) consolidated election dates. The quantity of jurisdictions that hold elections on these dates vary from election to election. The average per consolidated date varies with upwards of 1.5 million for off-year November School Bond/Override type elections and as little as 100,000 voters for all the other consolidated jurisdictional election dates. There can be as high as 50 vote centers or as little as 1 based on the election called by the jurisdiction themselves. The precincts used in jurisdictional elections are combined and are assigned a unique number called a Consolidated Precinct Code ("CPC").

- 2.6.1 The ballot for jurisdictional elections will be white ballot stock, (8.5") and vary in length from 16" to 22" in length
- 2.6.2 The jurisdictional ballots may require a color stripe or indicator to denote a split between jurisdictions. County will assign the color stripe or indicator when required. The placement of the color stripe or indicator on the ballot stock will be agreed upon by the Contractor and MCED.

2.6.3 Presidential Preference Ballots

- 2.6.3.1 The Presidential Preference Election is held in the month of February in the year of a Presidential General Election. The precinct in a Presidential Preference election is combined and are assigned a unique number called a Consolidated Precinct Code ("CPC").

2.7 SPECIALTY BALLOTS:

- 2.7.1 During the year, the County conducts elections for various private organizations, high schools and political parties. The ballots used will be consistent in width (8.5") but could vary from 16' to 22' in length. The groups that use these ballots are invoiced directly for the cost of production of the ballot.
- 2.7.2 The high schools and some of the political parties may also use the County generic ballot. These generic ballots are white ballot stock, standard width (8.5") and are set to be 14" length ballots. County can require and request approximately 35,000 of the generic ballots each year.

2.8 BALLOT SHELLS:

The use of Vote Centers for Early Voting and Election Day is the current model in place for elections. Vote Centers utilize a ballot on demand type of system that then requires blank ballot shells. The volume of in-person voting reached upwards of nearly 500,000 for the 2020 election cycle.

- 2.8.1 Ballot shells are used to produce the Early and Election Day Ballots at the Vote Centers to print the on-demand ballots. The ballot shells shall be the exact same dimensions as the other pre-printed ballots produced for the election in which they are to be used.
- 2.8.2 Quantities required for each election will be provided to the Contractor at least 90 calendar days prior to the election.

2.9 TEST BALLOTS:

- 2.9.1 The Ballot Order submitted by MCED will specify the quantity of Test Ballots required. The Test Ballots will be identified with the words "TEST BALLOT" printed in red ink in the header of each ballot. The Test ballots shall be boxed for delivery and the ballot style identified on the outside of the box. More than one ballot style may be included in a box with a separator between each style. The same ballot style may not be split between boxes.
- 2.9.2 The Test ballots will not be mixed with the other types of ballots when delivered to MCED, 315 West Buchanan Street Phoenix, Arizona. The Test Ballots shall be delivered no later than the 45th day prior to an election or on a date prescribed by MCED.

2.10 PACKAGING:

The Ballot Shells shall be boxed in quantities of 2100 per package and/or 1,200 per box. Each box will be labeled to identify its contents, shell size and quantity. The Ballot Shells and Test Ballots will be delivered to MCED Warehouse, 315 West Buchanan Street Phoenix, Arizona.

2.11 EARLY BALLOTS – PRINTING, FOLDING AND PACKAGING:

- 2.11.1 The quantity identified to use as early ballots will have the following words printed, stamped or ink-jetted in red at the top header of the ballot:

EARLY VOTING / VOTACIÓN TEMPRANA
USE BLACK OR BLUE PEN ONLY / SOLO UTILICE PLUMA NEGRA O AZUL

MCED holds the right to modify this header text and if a change is required, MCED will provide modified text ahead of the date set for ballot file transfer.

- 2.11.2 The Early ballots will be folded to fit the return affidavit envelope.

- 2.11.3 When ballots are folded and creased, a ridge, which is visible when the ballot is unfolded, is formed by the fold. This ridge increases the caliper along the fold.

- 2.11.4 No fold shall interfere with any voting position.

- 2.11.5 The fold shall be positioned so as not to touch any voting position on either side of the ballot. The fold distance depends on the length of the ballot and the number of folds required to fit into the return affidavit envelope.

2.12 EARLY BALLOT INSERTS:

- 2.12.1 Every Early ballot that is mailed will have a “Voter Instructions” insert. There will also be additional inserts that may need to be included with the ballots. The General election early ballots will definitely require an additional insert with the full text of the propositions and measures on the ballot. In some jurisdictional elections an additional insert maybe required.

- 2.12.2 Voter Instruction Insert:

- Duplex
- Multi-page 8-1/2” X 11”
- Folded Size – to fit early ballot mail-out envelope
- Quantity-Approx.3500,000 to 4,500,000 for a Primary and General Election cycle etc.
- Prints 4/4
- Stock – 60# white offset
- “I Voted Early” stickers may be affixed to the insert. If so, the sticker must not touch the Early Ballot. RES will produce and provide the “I Voted Stickers”.

- 2.12.3 Full Text Insert:

Pamphlet Format (Countywide Elections-set for General Elections only)

- Final fold dimensions: **8 1/4 x 5**
- Page count may vary (past countywide election pamphlet page count of 48 pages)
- Folded/Printed Size–to fit early ballot mail-out envelope
- Quantity–Approximately **2,200,000** or more for a General Election to match total number of eligible AEVL voters on file for this Election.
- Prints 1/1 black
- Contractor will design and layout 8”1/4 X 5” pamphlet using text provided by MCED
- Paper Stock–30# newsprint, or comparable
- **Tab 1**

11" X 17" Sheet Format (Jurisdictional Elections)

- Final fold size—to fit early ballot mail-out envelope
- Quantity—varies with approximate quantity of 5,000 to 100,000
- Prints 1/1 black
- Duplex 11" X 17" full text insert - MCED will provide art as Adobe PDF files
- Paper Stock – 60# to 90# White

2.13 SAMPLE BALLOTS – PRINTING AND MAILING:

2.13.1 For countywide Primary and General Elections, a Sample Ballot will be mailed to each household with eligible registered voters that are not on the Active Early Voting List (AEVL). The Primary election requires a Sample Ballot for each party and a special Sample Ballot for those registered to vote as Independent, as "No Party Preference" or in a Political Party not entitled to ballot status.

2.13.2 The Special Primary Election Sample Ballot will contain a sample of all of the Political Party ballots for those political parties that are eligible for ballot status in the Primary election. This may be as few as two (2) or as many as there are parties that qualify for the ballot (past election highest eligible party count is six (6)). These Special Primary Sample Ballots shall be precinct specific. The Special Primary sample ballots may be reduced, and all parties may be contained on one or more pages. The Special Primary Sample Ballots do not have to be color specific for each of the political parties.

2.13.3 During the term of this Contract, the format for the Sample Ballot may be redesigned, as Federal and State legislation requiring additional information and languages is continually changing. The new format may require a booklet. MCED will work with the Contractor to design the Sample Ballot when, or if required.

2.13.4 Contractor shall deliver Sample Ballot mailers to Postal Facilities after quality review by MCED staff. (Proof provided prior to printing for proofing and sign-off by authorized MCED staff).

2.13.5 Contractor will determine with the County the most cost-efficient postal rate for each project.

2.13.6 Contractor shall deliver the original PS Form #3602 and Post Office receipt to MCED within 24 hours of each mailing.

2.13.7 Tabbing Tabs will be applied to self-mailers when required to qualify for postal discounts.

2.13.7.1 Primary Election Sample Ballot Specifications

- Duplex
- Flat Size: 10 1/2" x 28"
- Folded Size: 10 1/2" x 6 1/8"
- **Option to print on RES equipment**
Flat Size: 11x17
Folded Size: 5-1/2 x 8-1/2
- Quantity: Approximately **275,000 Stock: 70# Offset**
- Print party color stripe on white paper: Blue stripe for Democrats, Salmon stripe for Republicans, Yellow stripe for Libertarian and other colors as needed if other political parties qualify for ballot status.
- Prints: 1/1 black Precinct and party unique – 1200 precincts
- Art: Provided as a combination of electronic files: variable data provided in vendor ballot layout system, common copy provided as MS Word or Adobe PDF files.

- Variable print household address and closest Vote Center address.
- Mail at non-profit bulk rate.
- Tab two per postal regulation

2.13.7.2 Special Primary (for non-affiliated voters) Sample Ballot Specifications

- Duplex
- 17-3/4" x 20-1/2", folded to 6 x 10-1/4 (self-mailer so no envelope)
Quantity: Approximately 600,000
- Prints: 3/1
- Stock: 70# White Offset
- Art: Provided as a combination of electronic files: variable data provided in vendor ballot layout system, common copy provided as MS Word or Adobe PDF files.
- Precinct unique: Currently 748 precincts.
- Variable print household address and closest Vote Center address.
- Mail at non-profit bulk.
- Tab two per postal regulation

2.13.7.3 General Election Sample Ballot Specifications

- Duplex
- Flat Size: 20" x 28"
- Folded Size: 10 1/4" x 5 3/4"
- **Option to print on RES equipment**
Flat Size: 25 x 20
Folded Size: 6-1/4 x 10
- Quantity: Approximately Print Quantity - **500,000 (Effective 1-1-16)** Approximate Mail Quantity - **460,000**
- Prints: 1/1 black
- Stock: **70#** white offset
- Art: Provided as a combination of electronic file: variable data provided in vendor ballot layout system, common copy provided as MS Word or Adobe PDF files.
- Variable print household address and closest Vote Center address.
- Mail at non-profit bulk rate.
- Tab two per postal regulation

2.13.7.4 Jurisdictional Sample Ballot Specifications (No longer used with All Mail Elections)

2.13.7.5 Presidential Preference (Previously referred to as Legal Size on spreadsheet)

- Duplex
- Flat size: 8 1/2" x 14"
- Folded size: 3 1/2" x 8 1/2"
- **70#** white offset
- Print 4/4, Black + Party color bar
- One Version per party
- Inkjet address in black and polling place address in red.
- Mail at non-profit bulk.
- Tab two per postal regulation

2.14 EARLY BALLOT INSERTING, TRACKING, MAILING (OUTBOUND):

In order to meet the ever-increasing demand for mailing of early ballots, MCED requires an automated process to accurately insert and track the early ballots through the U.S. Postal system. MCED will only be charged for early ballots actually created and equal to the number of packets inserted.

2.14.1 The outbound processing will be performed in a secure and access restricted facility provided by the Contractor. The facility shall be able to house up to four (4) MCED employees. MCED will provide a security guard starting when the early ballots are delivered and may last up to a week after Election Day. During this period, a security guard will, at minimum, be present for normal business hours and depending on the election type, may also be present for 24/7 shifts. Measures need to be in place to accommodate this security guard and shift requirement. The facility may be inspected, and tours given by MCED employees during this time-period.

2.14.2 Each of the early ballots will have the ballot style number bar-coded in the header. The automated insert process and machine will be required to read the barcode and match it with the ballot style number for the early ballot applicant to insure, that the applicant is receiving the correct ballot.

2.14.3 The early ballot, early ballot enclosure(s) and the return affidavit envelope will be inserted into the mailing envelope. If the packet is intended to be mailed through the U.S. Postal Service, the mailing envelope will then be addressed, and a U.S. Postal Service track-able code will be affixed to the envelope when quantities allow for such (minimum quantity required to mail with track-able coding). The code must allow the mailed early ballots to be tracked through the U.S. Postal System. An image of the completed packet will be captured for archive and tracking purposes.

2.14.3.1 The U.S. Postal Service track-able code must be track-able by MCED through a web service or other agreed upon method that allows for MCED to access the status of an outgoing mail piece.

2.14.3.2 Tracking data must be available through an entire election cycle (e.g., March through May, August through November) and accessible for up to 30 days past the end of the last election date within a given election cycle.

2.14.4 The early ballot packets will vary in type. The packet types will be coded in the data file and each packet type may require different handling, different inserts or a different type of mailing. Some packets will mail through the U.S. Postal System, some will be picked up by MCED for hand delivery and some will be picked up for International mailing. Specific handling and packet type codes will be provided by MCED to the Contractor and types are subject to change. Out-sorting of the various packet types will be required.

2.14.5 Delivery to the U.S. Postal Service may be under the supervision of the MCED employees assigned to work at the Contractor's facility.

2.14.6 UOCAVA Voter (Uniformed and Overseas Citizens Absentee Voting Act) early ballots shall begin mailing no later than forty-five (45) days prior to the election.

2.14.6.1 MCED will begin providing the Contractor, at least fifty-six (56) days prior to the election, with a file of registered UOCAVA voters who have requested that an early ballot be mailed or electronically delivered to them. Additional files will be provided through the Monday prior to Election Day. Files provided after the forty-fifth (45th) day prior to the

election shall, depending on the delivery method requested by the voter, be processed and available for MCED pickup or mailed no later than forty-eight (48) hours after receipt.

2.14.6.2 The Overseas UOCAVA packet types are picked up by MCED for International mailing.

2.14.7 Domestic Voter early ballots shall begin mailing between 25 and 27 days prior to the election.

2.14.7.1 MCED will begin providing the Contractor with a file of registered voters who have requested that an early ballot be mailed to them at least 45 days prior to the election. Additional files will be provided daily through the eleventh (11th) day prior to the election. Files provided after the twenty-sixth (26th) day prior to the election shall be processed, and in the mail no later than forty-eight (48) hours after receipt.

2.14.7.2 For those ballots mailing through the U.S. Postal Service, delivery to the U.S. Postal Service or the arrangement of on-site postal review and acceptance of mail pieces is the responsibility of the Contractor.

2.14.8 In order to fit the current ballot dimensions and to maintain the ability to automate the inserting process, envelopes must meet the following specifications:

Carrier (Mail-out) Envelope: 6 1/16" X 11 1/8" – 2/0, Black + 485 red. Open Window on back of envelope at 1 1/4" X 5". Cello Window on front of envelope at 1 3/4" X 2 5/16".24# canary wove

Affidavit (Return) Envelope: 5-7/8 x 9-1/2" 2/2 black + 485 red 24# green wove

2.15 EARLY BALLOT PROCESSING (INBOUND):

2.15.1 The inbound processing will be performed in a secure and access restricted facility provided by the Contractor. The facility shall be able to house up to four (4) MCED employees. MCED will provide a security guard starting when the early ballots are delivered and may last up to a week after Election Day. During this period, a security guard will, at minimum, be present for normal business hours and depending on the election type, may also be present for 24/7 shifts. Measures need to be in place to accommodate this security guard and shift requirement. The facility may be inspected, and tours given by MCED employees during this time-period.

2.15.2 MCED will pick up the returned early ballot affidavit envelopes from the U.S. Post Office and deliver them to the Contractor's secure facility utilizing chain of custody logs that the Contractor will participate in completing.

2.15.3 The Contractor will scan the returned early ballots to capture the signatures and have the system look for out-of-spec packets that are overweight or underweight. The early ballot affidavit envelopes that are found to be out-of-spec will be systematically out stacked and returned to MCED daily along with a data file that identifies these specific packets. For all other scanned packets that are valid, an electronic file of scanned signatures will be sent daily to MCED using the procedure established by the Arizona Secretary of State for the transmission of election data.

2.15.4 MCED, using the electronic file of scanned signatures, will compare the signatures to the voter's registration affidavits and flag each record as accepted or not accepted using various disposition codes as established by MCED. The file will then be returned to the Contractor. The Contractor will sort the affidavit envelopes

based on the various disposition codes and remove those “not accepted” to be picked up by MCED for further processing. The “accepted” returned affidavit envelopes will be sorted into lots of not more than 200 per batch. Each lot of 200 will be packaged with a control audit sheet. The packaged “accepted” affidavit envelopes will be transported by MCED to MCED, 510 South 3rd Avenue, Phoenix for processing.

2.15.4.1 The control audit sheet format is to be designed in concert with MCED to ensure that all needed data is present. All packaged trays and control slips must have a unique and auditable identifier assigned or associated with them.

2.15.5 Early ballots may be turned in at the polls on Election Day. These early ballots will be delivered to the Contractor hourly after the Vote Centers close for larger elections and for smaller jurisdictional elections, may be delivered the day after the election. Arrangements will be made ahead of the election utilizing the RES Elections Planning form. These early ballots will follow the above 2.15.3 and 2.15.4 scanning and sorting scheme.

2.15.6 Those early ballots that are received via the mail up to 10 days after Election Day may be required to be scanned by the Contractor and sent to MCED in an electronic file. MCED will then disposition these packets as “Late” using a designated code. These “Late” packets do not require sorting or signature verification processing but do require packaging for pickup by MCED

2.15.7 Traditionally, 85% of the early ballots mailed-out are voted and returned. In non-countywide elections, there are between 30% and 60% returned. The Primary election has approximately 30% to 75% returns. The General election has 80% to 95% returns.

2.16 EARLY BALLOT PROCESSING (AUTOMATION REQUIREMENTS):

2.16.1 MCED uses computer automation to send/receive Early Voting files with its designated contractor. This includes the following file types:

2.16.1.1 Mail Requests Data File – This file will contain all Early Ballot requests that need to be processed and mailed by the Early Voting Contractor. This file includes a variety of different ballot codes that will require distinct processing by the vendor.

2.16.1.2 Counter Requests Data File – This file will contain all Early Ballot requests that need to be processed by the Early Voting Contractor. These are requests for on-site voted and sealed early ballots. The requests will be followed by the physical packet.

2.16.1.3 Early Voting Mailed File - This file will contain all ballots that were mailed by the Early Voting Contractor. This will include the packet ID, date mailed and the U.S. Postal Service track-able code.

2.16.1.4 Early Voting Returns Data File – This file will include all packets that were returned and scanned by the Early Voting Contractor. These files are signature verified by MCED.

2.16.1.5 Early Voting Returns Signature File – This file will include all clipped signature images that match the records contained in the Early Voting Returns Data File. These images will be in a .TIF format.

2.16.1.6 Early Voting Out-of-Spec Data File – This file will include all packets that were marked spoiled by the Voter or were not within the specified requirements as issued by MCED.