

2.11.3.1 Avoid uncontrolled crinkling of the ballot.

2.11.3.2 Minimize the caliper (thickness) along the fold.

2.11.4 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. By scoring the ballot, the caliper along the ridge is lessened, thus the caliper along the fold is decreased.

2.11.5 No score line shall interfere with any voting arrow above or below the score line.

2.11.6 No score line shall cut the ballot along the score line.

2.11.7 The score line shall be positioned so as not to touch any Voting Arrow 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. 1,000,000 to 1,500,000 for a Primary or General Election
- Prints 1/1 black
- Stock – 60# Yellow or a color approved by MCED
- “I Voted Early” stickers may be affixed to the insert. If so, the sticker must not touch the Early Ballot. MCED will provide the “I Voted Stickers” as piggyback rolls per RES specifications and artwork for the insert.

2.12.3 Full Text Insert:

Pamphlet Format (Countywide Elections)

- Final fold dimensions: ~~8”1/2 X 5”1/2~~ **8 1/4 x 5 (Effective 1-1-16)**
- 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 ~~1,000,000~~ **1,500,000 (Effective 1-1-16)** or more for a Primary or General Election
- Prints 1/1 black
- Contractor will design and layout 8”1/2 X 5”1/2 pamphlet using text provided by MCED
- Paper Stock – 30# newsprint
- **Tab 1 (Effective 1-1-16)**

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 Quark Xpress or Adobe PDF files
- Paper Stock – 60# to 90# White

2.13 DUPLICATE BALLOTS

- 2.13.1 One (1) package, not to exceed 100 ballots of each precinct, shall be provided upon request with words supplied by MCED printed, stamped or inkjet in the header of the ballot. Delivery of these test ballots shall be no later the 15 days before a given election.

2.14 SAMPLE BALLOTS – PRINTING AND MAILING:

- 2.14.1 A Sample Ballot will be mailed to each household with eligible registered voters that are not on the Permanent Early Voting List (PEVL). 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.
- 2.14.2 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 (the most in current past 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.
- 2.14.3 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.
- 2.14.4 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.)
- 2.14.5 Contractor will determine with the County the most cost efficient postal rate for each project.
- 2.14.6 Contractor shall deliver the original PS Form #3602 and Post Office receipt to MCED within 24 hours of each mailing.
- 2.14.7 Tabbing Tabs will be applied to self-mailers when required to qualify for postal discounts.
- 2.14.8 MCED will provide the Contractor a mailing list in ASCII text format prior to each election. The file will be provided at a date and time agreed upon by the Contractor and MCED. The mailing list file will be provided via Secure Windows VPN login or by other secure electronic means that complies with the Arizona Secretary of State’s specifications for the transfer of voting data.
- 2.14.8.1 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 (Effective 1-1-16)
 - Quantity: Approximately ~~400,000~~ **275,000 (Effective 1-1-16) Stock: 60# 70# (Effective 1-1-16) 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 Quark Xpress or Adobe PDF files.
- Inkjet household address, polling place address and small polling place map (tiff image) that is specific to the precinct.
- Mail at non-profit bulk rate.
- Polling place/location shall be printed in ~~black~~ **red (Effective 1-1-16)** ink.
- Print small polling place map (tiff artwork file to be provide by MCED).
- Tab two per postal regulation

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

- Duplex
- Multi-page; 8 1/2" x 11"
- Folded Size: Standard Tri-fold to fit #10 envelope
- Quantity: Approximately 500,000
- Prints: 1/1 black
- Stock: 20# White
- Art: Provided as a combination of electronic files: variable data provided in vendor ballot layout system, common copy provided as Quark Xpress or Adobe PDF files.
- Precinct unique: 1200 precincts.
- #10 Window envelope
- Inkjet household address and polling place address.
- Mail at non-profit bulk.
- Polling place/location shall be printed in black ink.
- Print small polling place map (tiff artwork file to be provide by MCED).

2.14.8.3 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 (Effective 1-1-16)**
 - Folded Size: 6-1/4 x 10 (Effective 1-1-16)**
- Quantity: Approximately Print Quantity - ~~700,000~~ **500,000 (Effective 1-1-16)** Approximate Mail Quantity - ~~675,000~~ **460,000 (Effective 1-1-16)**
- Prints: 1/1 black
- Stock: ~~60#~~ **80# (Effective 1-1-16)** white offset
- Art: Provided as a combination of electronic files: variable data provided in vendor ballot layout system, common copy provided as Quark Xpress or Adobe PDF files.
- Inkjet household address, polling place address and small polling place map (tiff image) that is specific to the precinct.
- Mail at non-profit bulk rate.
- Polling place/location shall be printed in ~~black~~ **red (Effective 1-1-16)** ink.
- Print small polling place map (tiff artwork file to be provide by MCED).
- Tab two per postal regulation

2.14.8.4 Jurisdictional Sample Ballot Specifications

- Duplex
- Flat size: 8 1/2" x 14"

- Folded size: 3 1/2" x 8 1/2"
- Yearly quantity: (for bidding purposes only - actual quantity may vary)
Approx. quantity 150,000 with 10 to 20 versions Stock: ~~60#~~ **70#**
(Effective 1-1-16) white offset
- Art: as Quark Xpress files, Adobe PDF files or as camera ready artwork.
- Prints: 1/1 Black Quantities and versions may vary based upon household counts. Approximate quantities shall be given to the Contractor by MCED 120 days prior to the election. (This pertains to sample ballots only).
- Inkjet household address and polling place address.
- Mail at non-profit bulk.
- Polling place/location shall be printed in black ink (no map printed for jurisdictional).
- Tab two per postal regulation.

2.14.8.5 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"
- ~~60#~~ **70# (Effective 1-1-16)** white offset
- Print 2/2, Black + Party color bar
- One Version per party
- Inkjet household address in black and polling place address in red.
- Mail at non-profit bulk.
- Tab ~~one~~ **two (Effective 1-1-16)** per current postal regulation

2.14.8.6 For federal General elections ONLY, One (1) Book labeled as #5 - Plastikoil bound with the following contents:

- Book #5 Front Cover – 1/0, 90# YELLOW index
- Book #5 Back Cover – 1/0, 90# YELLOW index
- Register Pages for active and inactive voters - 1/1, 20# white, 18 names per page that are consecutively numbered to match roster.

2.15 PRECINCT REGISTERS AND ROSTERS:

2.15.1 A total of four (4) books are to be produced for each precinct participating in the election. The number of pages will be dependent on the number of registered voters in each precinct. If there are more than four thousand (4,000) registered voters in a precinct, the County may request that the books be split for a total of eight (8) books in that precinct. One (1) additional Precinct Register shall be produced for a federal General Election. The Registers must be split to match the Roster.

2.15.2 Rosters Quantity and Description

- 2.15.2.1 One (1) Book #1 – Three-hole drilled and placed in County-furnished 3” binder with the following contents:
- Two (2) Front covers - 1/0, 90# BLUE Index, Bind one with contents. Place one in sleeve.
 - Possible Correction/Removal List – 1/0, 20# White
 - Edge Touch Screen Instructions – 1/0, 20# White, For Partisan Primary, replace with Edge Touch Screen/Open Primary – 1/0, 20# Pink
 - Oath of Office – 1/0, 20# White
 - Common Challenge Procedures- 1/1(printed one color single sided), 20# white

- Challenge List Information - 1/0, 20# White
- Challenge List - 1/0, 20# white
- ID at the Polls Procedures – 1/0, 20# Pink
- ID Clarification Page – 1/1, 20# Pink
- Instructions for Inactive Voters – 1/0, 20# White
- Roster pages for active and inactive voters - 1/0, 20# white, 18 names per page that are consecutively numbered; inactive voters shall be indicated with an “IA” in address box and “I” before register number.
- Common Back cover- 1/0, 90# BLUE index
- Wording for all items will be supplied by MCED to the Contractor

2.15.3 Registers Quantity and Description

2.15.3.1 Three (3) Books labeled as #2, #3 and #4 - Plastikoil bound with the following contents:

- Books #2 & #3 Front Cover - 1/0, 90# GREEN index
- Books #2 & #3 Back Cover - 1/0, 90# GREEN index
- Book #4 (Provisional Voters) Front Cover – 1/0, 90# CHERRY index
- Book #4 (Provisional Voters) Back Cover – 1/0, 90# CHERRY index
- Edge Touch Screen Instructions – 1/0, 20# White, For Partisan Primary, replace with Edge Touch Screen/Open Primary – 1/0, 20# Pink
- Register Pages for active and inactive voters - 1/0, 20# white, 18 names per page that are consecutively numbered to match roster; inactive voters shall be indicated with an “IA” in address box and “I” before register number.

2.15.3.2 For federal General elections ONLY, One (1) Book labeled as #5 - Plastikoil bound with the following contents:

- Book #2 Front Cover – 1/0, 90# YELLOW index
- Book #2 Back Cover – 1/0, 90# YELLOW index
- Register Pages for active and inactive voters - 1/0, 20# white, 18 names per page that are consecutively numbered to match roster.

2.15.4 Voters who have requested an Early Ballot shall be pre-marked on the Roster and Register pages with an “X” in the applicable box.

2.15.5 The Roster for the Special Primary Election shall have an additional box added for each voter not registered in a recognized party. The box shall be used for the poll worker to indicate which political party ballot the voter selected.

2.15.6 The number of names per page is 18 to accommodate the addition of the mailing address of the registered voter, if different than residential address. The mailing address is required to handle the “conditional provisional” ballots.

2.15.7 The total number of pages for a given Register or Roster will be determined by the number of registered voters and number of precincts.

2.15.8 File Transfer

All files for the Registers and Rosters will be provided to the Contractor via Secure Windows VPN login or by other secure electronic means that complies with the Arizona Secretary of State’s specifications for the transfer of voting data. A CD-ROM is also available and if requested in this medium, the Contractor shall pick up the CD-ROM at 111 South 3rd Avenue, Phoenix, Arizona 85003. The files given to the Contractor are all fixed width in the following format:

Contents	Starting Position	Ending Position	Length
Voter ID	1	7	7
Precinct/CPC	8	11	4
Status	12	12	1
Name	13	42	30
Address	43	74	32
Address Type	75	78	4
Zip Code	79	83	5
DOR	84	93	10
District Name	94	123	30
Ballot Color	124	126	3
Party	127	129	3
Break	130	130	1
City	131	132	2
Early Voting	133	133	1
Mailing Address	134	165	32
DOB	166	175	10
BallotCodeNo	176	182	7
CRLF	183	184	2

2.15.9 The file for Registers and Rosters will be provided to the Contractor no later than 25 days prior to the election

2.15.10 Delivery of the completed Registers and Rosters from the Contractor will be made within 15 calendar days after receipt of the initial files.

2.15.11 All Register and Roster files, including cover pages, will include barcodes as prescribed by the county, in (3 of 9) barcode font. This will insure proper scan-ability by the county. Sample Registers and Rosters must be provided, upon request from the county, for testing purposes.

2.16 ADDS AND DELETES:

2.16.1 After the Register and Roster file has been sent to the Contractor file, additional names may be added to or deleted from the Register/Roster list. These modifications for the Primary and General elections may require the printing of add-on pages for the Registers and Rosters. The deletes will be printed on a list to be used by the Polling Place workers to remove the names from the precinct Register and Roster.

2.16.1.1 The add-on and delete pages/lists will be precinct specific.

2.16.1.2 The add-on pages for the Roster shall be printed in a format identical to the Roster pages described above except the color of the paper shall be yellow. The names shall be consecutively numbered and the number proceeded by the letter "A". Each page shall be 3 hole drilled.

2.16.1.3 The add-on pages for the Register shall be in the same format as the format for the Register pages described above and noted below, except the color of the paper shall be white. The names shall be consecutively numbered and the

number proceeded by the letter “A”. The numbers shall be identical to the numbers on the add-on Roster pages. If a precinct or Consolidated Precinct Code has more than four thousand (4,000) registered voters the Roster and Register may be split A-L and M-Z. The add-on pages must be split to correspond with Rosters and Registers. For a federal General Election precincts that have more than 2,000 registered voters the Roster and Register shall be split A-L and M-Z. The add-on pages must be split to correspond with Rosters and Registers.

2.16.1.4 There will be one (1) copy of the add-on Roster pages, three (3) copies of the add-on Register pages and two (2) copies of the Deletes pages on white paper. The copies shall be collated and separated by precinct. Each set of copies will be boxed separately in numeric order and clearly labeled on the exterior of the box. For a federal General Election, there shall be an additional add-on page for the extra precinct register.

2.16.2 All files for the add-on and delete pages/lists will be provided to the Contractor via Secure Windows VPN login or by other secure electronic means that complies with the Arizona Secretary of State’s specifications for the transfer of voting data. A CD-ROM is also available and if requested in this medium, the Contractor shall pick up the CD-ROM at 111 South 3rd Avenue, Phoenix, Arizona 85003. The files given to the Contractor for the add-on and delete pages/lists are all fixed width and in the same format (fixed width) as noted above for the Registers and Rosters.

Voter ID = 7	Residence Address = 32	District Name = 30	City = 2
Precinct/CPC Code = 4	Address Type = 4	Ballot Color = 3	EV Status = 1
Status = 1	Zip = 5	Party = 3	Mailing Address = 32
Name = 30	Dor = 10	Page Break =1	CRLF = 2

2.17 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.

2.17.1 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 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 up to 24/7. 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.

2.17.2 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.

2.17.3 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 Postal System. An image of the completed packet will be made for tracking purposes.

- 2.17.3.1 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.
- 2.17.3.2 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.
- 2.17.4 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.
- 2.17.5 Delivery to the U.S. Postal Service may be under the supervision of the MCED employees assigned to work at the Contractor's facility.
- 2.17.6 UOCAVA Voter (Uniformed and Overseas Citizens Absentee Voting Act) early ballots shall begin mailing at forty-five (45) days prior to the election.
 - 2.17.6.1 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.
 - 2.17.6.2 The Overseas UOCAVA packet types are picked up by MCED and these packet types require that the outgoing envelope not be sealed. Additional items or removal of items by MCED may be required for these packet types.
- 2.17.7 Domestic Voter early ballots shall begin mailing at twenty-six (26) days prior to the election.
 - 2.17.7.1 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
 - 2.17.7.2 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.
- 2.17.8 In order to fit the current optical scan 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# white **or** canary (Effective 1-1-16) wove

Affidavit (Return) Envelope: 5 5/8" X 10 1/4" – 2/0, Black + 485 red 24# white **or** canary (Effective 1-1-16) wove

2.18 EARLY BALLOT PROCESSING (INBOUND):

- 2.18.1 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 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 up to 24/7. 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.
- 2.18.2 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.
- 2.18.3 The Contractor will scan the returned early ballots to capture the signatures and have the system look for packets marked as "spoiled". The early ballot affidavit envelopes that are marked as "spoiled" 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.
- 2.18.4 MCED, using the electronic file of scanned signatures, will compare the signatures to the voter's registration affidavit and flag each record as accepted or not accepted using various 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 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 250 per precinct/CPC or legislative district. Each lot of 250 will be packaged with a control sheet. The packaged "accepted" affidavit envelopes will be transported by MCED to MCED, 510 South 3rd Avenue, Phoenix for processing.
 - 2.18.4.1 The control 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.
- 2.18.5 Early ballots may be turned in at the polls on Election Day. These early ballots will be delivered to the Contractor the day after the election. These early ballots will follow the above 2.21.3 scanning and sorting scheme.
- 2.18.6 Those early ballots that are received via the mail up to 3 days after Election Day will 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 but do require packaging for pickup by MCED
- 2.18.7 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.

2.19 EARLY BALLOT PROCESSING (AUTOMATION REQUIREMENTS):

- 2.19.1 MCED uses computer automation to send/receive Early Voting files with its designated contractor. This includes the following file types:
 - 2.19.1.1 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.

- 2.19.1.2 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.
- 2.19.1.3 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.
- 2.19.1.4 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.
- 2.19.1.5 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.
- 2.19.1.6 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.
- 2.19.1.7 Early Voting Processed Returns Data File – This file will include the exact records sent to MCED in the Early Voting Returns Data File, and a variety of signature verification dispositions that the Early Voting Contractor will use for processing the returned ballots.
- 2.19.1.8 Early Voting Ballot Storage Batch File - This file will include the information about the batch the early voting envelope will be stored in.
- 2.19.1.9 Early Voting Full Affidavit Image File – This file will include all full early voting affidavit envelope images that must be captured for a given election. These images will be in a .TIF format.
- 2.19.2 All files inbound/outbound will be in a zipped format and will be accessed via Secure Windows VPN login or by other secure electronic means as established by the Secretary of State.
- 2.19.3 All files transferred at a given time will require real-time email conformation to a selected distribution list. This notification provides for both MCED and its Early Ballot Contractor the information on the exact date/time, number of files, and types of files that are being transferred and ready for processing.
- 2.19.4 All clipped and full envelope images will be sent after each election, via secure method or on a hand-delivered hard drive, to MCED for the purpose of downloading and storing the data post-election. Retention of these images will be maintained by the Contractor until MCED has verified receipt and validity of the images provided via the secure method or from the hand-delivered hard drive.
- 2.19.5 Storage folder names and file name convention for all of the above files will be provided by MCED.

Exhibit C Disaster Recovery Plan (Effective 1-1-16)

- 1.0 Runbeck Election Services (RES) has developed a disaster recovery plan (DRP) for Maricopa County that anticipates multiple possible events from facility disasters to loss of data events. Each will be addressed in detail within this document.

Our Disaster Recovery Plan encompasses the following major categories:

- ☐ Data including Maricopa County early voting request data, in process data, ballot files and all other electronic information necessary for the production of multiple versions of ballots and the processing of outgoing and incoming mail packets.
- ☐ Business continuity including the ability to resume ballot production and mail processing at an alternative location.
- ☐ Materials recovery to include having access to specialized paper and mailing supplies required by Maricopa County
- ☐ Human Resources to include deployment of key individuals to any back up facilities

2.0 DATA

RES's DRP for data is multi-tiered and is designed to minimize data loss, allow for rapid recovery of production processes and to know the disposition of each piece within the production cycle; to guard against duplication or non-fulfillment of any portion of the project.

3.0 SERVERS

RES will have two back up servers for all data and file recovery needs. Because of the unique relationship between RES and Maricopa County, we will back up all applicable information directly to a server designated by Maricopa County within their facility. This will allow for direct access to the information by the county and on RES' behalf as necessary based on circumstances. The second backup server will be at a secure offsite location RES utilizes for the backup of mission critical data and files. The connection to this external server is through a dedicated circuit and adheres to the security requirements of the county.

4.0 SCHEDULE

All data will be backed up every night at a time when it is least likely to interrupt production processes, typically between the hours of midnight and 4AM. Because of production schedules, it is sometimes necessary for RES to work 24 hours per day. In those periods, backups will be done in a staged fashion, coordinating different back up processes with production activities happening in the facility. If necessary, production will be stopped to allow the backup process to occur.

5.0 DATA TYPES FOR BACKUP

Following is the data that RES expects to back up as part of this DRP for Maricopa County:

- ☐ Actual prepped and approved ballot files-These are files approved for printing and already backed up. These files will be backed up only when there are changes to the previously backed up files.☐ Early Voting request files-This is the data file RES receives from Maricopa County for the printing, assembly and processing of ballots for voters that are either on the PEVL or request a Early Voting Ballot.
- ☐ Processed outgoing files-These are files that have been processed through the print, insertion and sorting equipment. The purpose of backing up this data is to enable RES to accurately determine

the status of any project for management at either a backup location or our own location when we resume production.

- ☐ Processed return mail files-These are files that represent those EV ballots that have been returned by the voter and are in various stages of processing.
- ☐ Image Files-All outbound and inbound image files that are captured by the sorting system.
- ☐ Internal production documentation-This is information that details the requirements of a project. These files are backed up as part of RES' internal corporate back up and will be backed up to the Runbeck recovery server only.

6.0 **BUSINESS CONTINUITY**

The DRP allows for RES to resume production and mailing as soon as practical after a disaster event utilizing a number of local and non-local alternatives. The goal of the Business Continuity plan is to minimize disruption of all mission critical production processes.

7.0 **LOCATIONS AND FACILITIES**

- 7.1. RES will ensure the continued production of Maricopa County's projects using a combination of long standing partnerships and our own facilities located outside of Maricopa County when necessary. Each facility has many years of ballot printing and mailing experience. In addition, the combinations of backup partners encompass all types of production equipment and processes needed to produce the products required by the county, adhering to strict parameters for quality and schedules required.

Following is a list of the backup facilities to be utilized if needed, including a brief description of their qualifications:

- ☐ Ironwood Lithographers, Tempe AZ-Ironwood has been printing and finishing ballots for RES since the original Maricopa County contract. They have offset and digital equipment as well as personnel that are qualified to meet the exacting standards and critical schedules required by Maricopa County.
- ☐ Airo Graphics, Tempe AZ-Airo has been printing and finishing ballots for RES for the past 10 years. They are largely an offset facility and have all needed equipment for the successful production of ballots.
- ☐ United Mailing, Phoenix AZ-United Print and Mailing is a well-staffed mailing facility that can handle EV ballots. They have work with RES on election material for many years.
- ☐ Runbeck Election Services, Florida- RES maintains print and mail capabilities imbedded with our partner Rex # in Clearwater Florida. RES employees supervise all election work performed at this facility.
- ☐ The RES Tempe facility is comprised of three buildings with separate power and depending on the nature of the disaster may be able to transfer work to an adjacent building.
- ☐ RES also maintains good working relationships with ballot printers across the country and we routinely support each other in times of need.

- 7.2. In the event RES needs to transition production and mailing of Maricopa County's projects to an offsite location, we will look to our local partners first followed by eastern options. If necessary we will split work across locations to facilitate completion in the most efficient manner possible.
- 7.3. It is anticipated that when coupled with other elements of this DRP, RES will be able to resume production within 6-72 hours depending on the nature of the disruption.

8.0 **MATERIALS**

Materials required to produce Maricopa County's ballots, EV packets and related materials are unique and not readily available in the marketplace. In order to ensure we have the proper materials available to resume production as quickly as possible, we will warehouse a portion of all critical items off site. Following is a list of critical materials that are needed for resumption of work and our plan for off-site storage:

- **Ballot Paper** - RES manufactures paper to meet Maricopa's unique specifications. RES maintains inventory based on 150% of estimated future short-term needs. In order to ensure we have access to paper we split the storage of the paper between our facility in Tempe and the paper merchant's facility in West Phoenix. In addition, RES has access to paper that is not the preferred choice of Maricopa County but is approved by the tabulation company.
- **Envelopes**-The outgoing and affidavit reply envelopes used by Maricopa County are customized in both their construction and the image printed on them. Typically the county orders large amounts of envelopes to cover multiple elections. In order to ensure we have access to the envelopes if needed, we will split the storage of these similar to how we propose to handle paper. With agreement from Maricopa County, envelopes can also be stored at the Maricopa County warehouse. This would allow for 24 hour access to materials.
- **Ancillary printed products**-These are the pieces we print for Maricopa County that are used for a variety of purposes, mostly for insertion into Early Voting packets. These items are typically produced on paper that is readily available or can be substituted as necessary. However, Maricopa County orders large quantities of instruction inserts for multiple elections. They also order approximately 1,000,000 Full Text inserts for a general election to be used over a period of several weeks. With agreement from Maricopa County, a portion of these two items can be stored at the Maricopa County Elections warehouse.

9.0 **HUMAN RESOURCES**

The last element of our DRP is ensuring that our DRP partners have access to the knowledge RES possesses relative to Maricopa County's requirements and the election business in general. Should we need to execute on our DRP RES will assign our key employees to those facilities where recovery activities occur to provide management and leadership as needed. In addition, we will use our production and project management staff in the same fashion, augmenting staff at our outside partners and allowing our project management personnel to continue performing their function within a different facility.

10.0 **FINAL COMMENTS**

Disaster recovery is a necessary and critical component of all business continuity planning. Continuing to meet deadlines and conduct elections as planned – in spite of natural or man-made disasters – is the purpose and objective. This plan ensures we will meet your needs even when unexpected events occur.

EXHIBIT C

DISASTER RECOVERY PLAN

1.0 — ~~Runbeck Election Services (RES) has developed a disaster recovery plan (DRP) for Maricopa County that anticipates multiple possible events from facility disasters to loss of data events. Each will be addressed in detail within this document.~~

Our Disaster Recovery Plan encompasses the following major categories:

- ~~Data including Maricopa County early voting request data, in process data, ballot files and all other electronic information necessary for the production of multiple versions of ballots and the processing of outgoing and incoming mail packets.~~
- ~~Business continuity including the ability to resume ballot production and mail processing at an alternative location.~~
- ~~Materials recovery to include having access to specialized paper and mailing supplies required by Maricopa County~~
- ~~Human Resources to include deployment of key individuals to any back up facilities~~

2.0 — **DATA**

~~RES's DRP for data is multi-tiered and is designed to minimize data loss, allow for rapid recovery of production processes and to know the disposition of each piece within the production cycle; to guard against duplication or non fulfillment of any portion of the project.~~

3.0 — **SERVERS**

~~RES will have two back up servers for all data and file recovery needs. Because of the unique relationship between RES and Maricopa County, we will back up all applicable information directly to a server designated by Maricopa County within their facility. This will allow for direct access to the information by the county and on RES' behalf as necessary based on circumstances. The second backup server will be at a secure offsite location RES utilizes for the backup of mission critical data and files. The connection to this external server is through a dedicated circuit and adheres to the security requirements of the county.~~

4.0 — **SCHEDULE**

~~All data will be backed up every night at a time when it is least likely to interrupt production processes, typically between the hours of midnight and 4AM. Because of production schedules, it is sometimes necessary for RES to work 24 hours per day. In those periods, backups will be done in a staged fashion, coordinating different back up processes with production activities happening in the facility. If necessary, production will be stopped to allow the backup process to occur.~~

5.0 — **DATA TYPES FOR BACKUP**

Following is the data that RES expects to back up as part of this DRP for Maricopa County:

- ~~Actual prepped and approved ballot files These are files approved for printing and already backed up. These files will be backed up only when there are changes to the previously backed up files.~~
- ~~Early Voting request files This is the data file RES receives from Maricopa County for the printing, assembly and processing of ballots for voters that are either on the PEVL or request a Early Voting Ballot.~~
- ~~Processed outgoing files These are files that have been processed through the print, insertion and sorting equipment. The purpose of backing up this data is to enable RES to accurately determine the status of any project for management at either a backup location or our own location when we resume production.~~

- ~~Processed return mail files~~ These are files that represent those EV ballots that have been returned by the voter and are in various stages of processing.
- ~~Image Files~~ All outbound and inbound image files that are captured by the sorting system.
- ~~Internal production documentation~~ This is information that details the requirements of a project. These files are backed up as part of RES' internal corporate back up and will be backed up to the Runbeck recovery server only.

6.0 ~~BUSINESS CONTINUITY~~

~~The DRP allows for RES to resume production and mailing as soon as practical after a disaster event utilizing a number of local and non-local alternatives. The goal of the Business Continuity plan is to minimize disruption of all mission-critical production processes.~~

7.0 ~~LOCATIONS AND FACILITIES~~

~~7.1. RES will ensure the continued production of Maricopa County's projects using a combination of long-standing partnerships and our own facilities located outside of Maricopa County when necessary. Each facility has many years of ballot printing and mailing experience. In addition, the combinations of backup partners encompass all types of production equipment and processes needed to produce the products required by the county, adhering to strict parameters for quality and schedules required.~~

~~Following is a list of the backup facilities to be utilized if needed, including a brief description of their qualifications:~~

- ~~Ironwood Lithographers, Tempe AZ~~ Ironwood has been printing and finishing ballots for RES since the original Maricopa County contract. They have offset and digital equipment as well as personnel that are qualified to meet the exacting standards and critical schedules required by Maricopa County.
- ~~Airo Graphics, Tempe AZ~~ Airo has been printing and finishing ballots for RES for the past 10 years. They are largely an offset facility and have all needed equipment for the successful production of ballots.
- ~~United Mailing, Phoenix AZ~~ United Print and Mailing is a well-staffed mailing facility that can handle EV ballots.
- ~~Dayton Legal Blank, Dayton OH~~ Dayton Legal Blank is an affiliated company that prints and finishes ballots for many Midwestern and East Coast Counties. They have offset and digital printing equipment and mailing equipment. Dayton Legal Blank is also a distributor of RES' Sentio Ballot-on-Demand Printing System.
- ~~Runbeck Election Services, Florida~~ It is anticipated that RES will have a fully operational production facility in Florida by mid-fourth quarter of 2011. This facility will be staffed with RES employees and equipment similar in capability as RES's Tempe facility.

~~7.2. In the event RES needs to transition production and mailing of Maricopa County's projects to an offsite location, we will look to our local partners first followed by eastern options. If necessary, we will split work across locations to facilitate completion in the most efficient manner possible.~~

7.3. ~~It is anticipated that when coupled with other elements of this DRP, RES will be able to resume production within 6-72 hours depending on the nature of the disruption.~~

8.0 ~~MATERIALS~~

~~Materials required to produce Maricopa County's ballots, EV packets and related materials are unique and not readily available in the marketplace. In order to ensure we have the proper materials available to resume production as quickly as possible, we will warehouse a portion of all critical items off site. Following is a list of critical materials that are needed for resumption of work and our plan for off-site storage:~~

- ~~● **Ballot Paper** RES manufactures paper to meet Maricopa's unique specifications. RES maintains inventory based on 150% of estimated future short term needs. In order to ensure we have access to paper we split the storage of the paper between our facility in Tempe and the paper merchant's facility in West Phoenix. In addition, RES has access to paper that is not the preferred choice of Maricopa County but is approved by the tabulation company.~~
- ~~● **Envelopes** The outgoing and affidavit reply envelopes used by Maricopa County are customized in both their construction and the image printed on them. Typically the county orders large amounts of envelopes to cover multiple elections. In order to ensure we have access to the envelopes if needed, we will split the storage of these similar to how we propose to handle paper. With agreement from Maricopa County, envelopes can also be stored at the Maricopa County warehouse. This would allow for 24-hour access to materials.~~
- ~~● **Ancillary printed products** These are the pieces we print for Maricopa County that are used for a variety of purposes, mostly for insertion into Early Voting packets. These items are typically produced on paper that is readily available or can be substituted as necessary. However, Maricopa County orders large quantities of instruction inserts for multiple elections. They also order approximately 1,000,000 Full Text inserts for a general election to be used over a period of several weeks. With agreement from Maricopa County, a portion of these two items can be stored at the Maricopa County Elections warehouse.~~

9.0 ~~HUMAN RESOURCES~~

~~The last element of our DRP is ensuring that our DRP partners have access to the knowledge RES possesses relative to Maricopa County's requirements and the election business in general. Should we need to execute on our DRP RES will assign our key employees to those facilities where recovery activities occur to provide management and leadership as needed. In addition, we will use our production and project management staff in the same fashion, augmenting staff at our outside partners and allowing our project management personnel to continue performing their function within a different facility.~~

10.0 ~~FINAL COMMENTS~~

~~Disaster recovery is a necessary and critical component of all business continuity planning. Continuing to meet deadlines and conduct elections as planned in spite of natural or man-made disasters is the purpose and objective. This plan ensures we will meet your needs even when unexpected events occur.~~

EXHIBIT D

SAMPLE INVOICE GRIDS



Maricopa County Elections

Confidential Price Matrix for Sample Ballots

for County Wide Elections

EFFECTIVE DATE 1/1/16

Primary Election Printing

Primary Election Printing						
	Prep, Plate, Makeready Per Front Version	Print 2/1, Trim, Fold	Paper	Prep, Plate, Makeready Per Back Version	Prep, Plate, Makeready Per Party Color	
Party	ENTER Number of Precinct or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Printed	ENTER Number of Back-up Changes	ENTER Number of Party Colors	TOTAL
			0			0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
TOTAL SAMPLE BALLOTS ORDERED		0	0			
					TOTAL COST	0.00
					SALES TAX	0.00
					TOTAL COST	0.00
					UNIT COST	#DIV/0!
Discount if formatted to fit RES Press						
					TOTAL COST	0.00
					SALES TAX	0.00
					TOTAL COST	0.00
					UNIT COST	#DIV/0!



Maricopa County Elections

Confidential Price Matrix for Sample Ballots
for County Wide Elections

EFFECTIVE DATE 1/1/16

General Election Printing

	Prep, Plate, Makeready Per Front Version	Print 1/1, Trim, Fold	Paper	Prep, Plate, Makeready Per Back Version	
	ENTER Number of Precincts or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Printed	ENTER Number of Back-up Changes	TOTAL
		0	0		0.00
		0	0		0.00
		0	0		0.00
		0	0		0.00
		0	0		0.00
		0	0		0.00
		0	0		0.00
TOTAL SAMPLE BALLOTS ORDERED		0	0	TOTAL COST	0.00
				SALES TAX	0.00
				TOTAL COST	0.00
				UNIT COST	#DIV/0!
Discount if formatted to fit RES Press					
				TOTAL COST	0.00
				SALES TAX	0.00
				TOTAL COST	0.00
				UNIT COST	#DIV/0!

Maricopa County Elections

Confidential Price Matrix for Sample Ballots

for County Wide Elections

EFFECTIVE DATE 1/1/16

Primary Election Mailing

	Per Front Version	Tab Two	Process Mail	
	ENTER Number of Precincts or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Mailed	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL SAMPLE BALLOTS ORDERED	0	0		
			TOTAL COST	0.00
			SUBTOTAL	0.00
			SALES TAX	0.00
			TOTAL	0.00
			Discount if formatted to fit RES Press	
			TOTAL COST	0.00
			SUBTOTAL	0.00
			SALES TAX	0.00
			TOTAL	0.00

Maricopa County Elections

Confidential Price Matrix for Sample Ballots

for County Wide Elections

EFFECTIVE DATE 1/1/16

General Election Mailing

	Per Front Version	Tab Two	Process Mail	
	ENTER Number of Precincts or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Mailed	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL SAMPLE BALLOTS ORDERED		0	0	
			TOTAL COST	0.00
			SUBTOTAL	0.00
			SALES TAX	0.00
			TOTAL	0.00
Discount If formatted to fit RES Press				
			TOTAL COST	0.00
			SUBTOTAL	0.00
			SALES TAX	0.00
			TOTAL	0.00

EFFECTIVE DATE 1/1/2016
Sales Tax Revised 8/29/13

Accuvote Ballots
ImageCast Democracy Suite ballots
OpenElect or other Unisyn ballots
Electionware or other ES&S ballots
All Hart ballots

Use for 8-1/2"x11" up to 8-1/2"x20" Ballots

Maximum Length including stubs: 20"

[illegible]

Confidential Price Matrix for Optech Ballots

EFFECTIVE DATE 1/1/16
Sales Tax Revised 8/29/13

3 Column Ballots, 20" in Total Length

[illegible]

Confidential Price Matrix for Optech Ballots

EFFECTIVE DATE 1/1/16
Sales Tax Revised 8/29/13

3 Column Ballots, 20" in Total Length

[illegible]

Confidential Price Matrix for Optech Ballots

EFFECTIVE DATE 1/1/2016

Effective Date 1/1/2016
Sales Tax Revised 8/29/13

2 Column Ballots, 19" in Total Length

[illegible]

A Minimum charge of \$1,200.00 will apply to each election or if the TOTAL COST from the worksheet is less than \$1,200.00

	0	
	TOTAL COST	0.00
Quantity	QUANTITY DISCOUNT	0.00
	SUBTOTAL	0.00
	SALES TAX	0.00
	TOTAL	0.00
Unit Cost	UNIT COST BEFORE	#DIV/0!

[illegible]

Confidential Price Matrix for Optech Ballots
EFFECTIVE DATE 3/1/2011

3 Column Ballots, 19" in Total Length

[illegible]

~~A Minimum charge of \$1,200.00 will apply to each election and if the TOTAL COST from the worksheet is less than \$1,200.00~~

TOTAL COST	0.00
QUANTITY DISCOUNT	0.00
SUBTOTAL	0.00
SALES TAX	0.00
TOTAL	0.00
UNIT COST BEFORE	#DIV0!



Maricopa County Elections

Confidential Price Matrix for **Sample Ballots**

for County Wide Elections

EFFECTIVE DATE 3/1/11

Primary Election Printing

	Prep, Plate, Makeready Per Front Version	Print 2/1, Trim, Fold	Paper	Prep, Plate, Makeready Per Back Version	Prep, Plate, Makeready Per Party Color	
Party	ENTER Number of Precinct or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Printed	ENTER Number of Back-up Changes	ENTER Number of Party Colors	TOTAL
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
TOTAL SAMPLE BALLOTS ORDERED		0	0			
						TOTAL COST
						0.00
						SALES TAX
						0.00
						TOTAL COST
						0.00
						UNIT COST
						#DIV/0!

Confidential Price Matrix for Sample Ballots

for County Wide Elections

EFFECTIVE DATE 3/1/11

Prep, Plate, Makeready Per Front Version	Print 1/1, Trim, Fold	Paper	Prep, Plate, Makeready Per Back Version	
ENTER Number of Precinct or Style Changes	ENTER Number of Sample Ballots Printed	ENTER Number of Sample Ballots Printed	ENTER Number of Back-up Changes	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL SAMPLE BALLOTS ORDERED	0	0	TOTAL COST	0.00
			SALES TAX	0.00
			TOTAL COST	0.00
			UNIT COST	#DIV/0!