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ADDENDUM NO. 03 – REQUEST FOR PROPOSAL NUMBER 2001

BALLOT SORTER

ADDENDUM DATE: February 16, 2018

PROPOSAL DUE DATE: FEBRUARY 23, 2018

Please be advised that the following responses have been made on the above referenced Request for Proposal:

See Vendor Questions and County Responses, No. 3, attached to this Addendum No. 03.

PLEASE INDICATE YOUR RECEIPT OF THIS ADDENDUM BY INDICATING ON THE RFP SIGNATURE PAGE

ATTACHMENT A – QUESTIONS & ANSWERS NO. 3

QUESTIONS AND ANSWERS

BALLOT SORTER RFP

RFP No. 2001

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Friday, February 16, 2018**

Question #	VENDOR QUESTIONS	COUNTY RESPONSES	Response Issued - Date
1	Does the County have samples to provide?	A sample image is attached.	
2	What is the historical frequency and volumes of outgoing and return election mail pieces from 2015-present?	Pierce County has just under 500,000 registered voters. Pierce County conducts each election by mail. For countywide elections each voter receives a ballot. The number of ballots returned depends upon the election. See the archive section of our website for past results which include turnout. http://www.co.pierce.wa.us/337/Archived-Elections	
3	Is it possible to submit more than one response based on more than one possible solution scenario?	One response per vendor is preferred. Should you have multiple solutions, please outline each solution in detail in your response.	
4	Does the County have privacy tabs on the outside of the return envelopes?	No. Not currently	
5	What unique identifiers are the County currently capturing on the incoming mail pieces?	See requirement number 15. The main unique identifiers are the AV ID which is read via a barcode. Other unique identifies include Voter ID and we capture the signature.	
6	Is the County currently reading both sides of the envelope?	We are currently only capturing one side, the side containing the signature.	
7	What limitations does your current sorting solution have?	The county is replacing the system due to age and some parts becoming end of life.	
8	Are the current number of bins sufficient for your needs?	We currently have 32 bins and as we no longer perform outgoing mailings (sort by zipcode), we have more than enough bins to perform anticipated incoming sorts.	
9	Are there any limitations with your current service provider?	Pierce County's needs are outlined in the RFP.	
10	What are the cost and terms of the current service contract?	Requesting a copy of the current service contract requires a public records request: https://www.co.pierce.wa.us/2712/Public-Disclosure	
11	Is the speed of the machine important? Is there a minimum?	Yes. The faster the better. The proposed solution must be adequate to meet the needs of a County the size of Pierce.	

QUESTIONS AND ANSWERS

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12	Can the County describe their current sort process? How many passes, number of challenges sorted, any manual processes, etc.?	<p>We perform an incoming pass to check the ballot in and capture an image of the envelope. Envelopes are batched into trays of 275.</p> <p>After signature verification an Audit pass is conducted, valid envelopes are opened and batched into trays of 250, unreadable and challenge ballots are sorted to a separate bin.</p> <p>Currently all challenge ballots go to one bin, we need the ability to separate challenge categories by bin. Challenge codes include: Unsigned, signature does not match, wrong signer, etc.</p> <p>The County desires the ability to audit envelopes without updating to the election. For example to audit a group of envelopes containing a barcode.</p>	
13	The County notes that there are 526 precincts – does the county currently sort to precinct?	No. Possible future pockets may be used for larger sort schemes such as sorting by legislative district (currently eight) or council county district (currently seven). The County does not have plans to sort to the precinct level.	
14	What is the County looking to print on the incoming mail pieces?	Includes Tray Number, Piece Number, date and possible time processed.	
15	Does the county have a preference (ergonomically speaking) for the number of tiers (levels) on the machine?	The sorter must be ergonomically friendly and provide for easy use.	
16	Would it be possible for us to stop by and get some pictures, serial numbers, cycle numbers and date of manufacturing for the Pitney Bowes equipment you are asking us to remove as part of the RFP 2001 – Ballot Sorter?	<p>Submitters may view equipment on Wednesday, February 23 at 2:00 PM if desired.</p> <p>Pierce County Election Center 2501 S 35th St. Suite C Tacoma, WA 98409 Meet inside customer service entrance.</p>	