

Minnesota State Retirement System (MSRS) Board Election Services RFP – Questions & Answers

#	QUESTION	RFP REFERENCE	RESPONSE
1	Can MSRS provide a ballot sample from a previous election, including biographical information and envelopes, etc.?	Exhibit A, pg. 3	MSRS requests that the vendor provide their recommended specifications.
2	What are the specifications for the mailed packages (paper stock, size, sheets quantity etc.)?	Exhibit A, pg. 3	MSRS requests that the vendor provide their recommended specifications. On page 3 of Exhibit A: “Graphic design for ballot materials will be done by MSRS based on vendor technical specifications.”
3	How much space is allotted for candidate biographical statements on the printed materials?		The total amount of space will depend on the election and the number of candidates. Candidate biographies are limited to 300 words. The biographical insert for larger elections (General Employees Retirement Plan and Unclassified Retirement Plan) typically runs about 4 pages total. For the smaller elections (State Patrol Plan, Correctional Plan, Retired employees), typically one page.
4	Would MSRS be open to a cost-effective redesign of the ballot packages?	RFP, pg. 4	Please provide a proposal that satisfies the requirements of the RFP. But in the RFP (page 4, first full paragraph), MSRS encourages vendors to suggest improvements, so if you choose to do so, make this an option.
5	Historically, how many candidates are there for each election cycle?		Last election, the largest election (General Employees Retirement Plan and Unclassified Retirement Plan) had 13 candidates. Elections for smaller plans typically have fewer candidates.
6	Is there a write-in space on the ballot for each open position? (The RFP mentions having only 1 or 2 write in spaces, however some election cycles will have three open positions on the ballot.)	RFP, pg. 4	While there may be three open positions in an election cycle, they are not for the same representation group/plan. There will be multiple ballots, but there never will be an election where members are voting for more than two candidates per representation group.
7	Has MSRS (or the election vendor) sent out emails to voters in the past? Would MSRS be open to adding email notifications for those voters with email addresses on file?		Emails are not sent and will not be a part of the notification process. Notification will be managed internally by MSRS.
8	As opposed to validating only the online ballot if a voter casts both a paper and online ballot, or disqualifying all paper ballots if more than one is received (pg. 5, #6 under Exhibit A, Scope of Work), would MSRS be open to having only the first ballot received processed (whether online or paper)? Our system is fully capable of having the online ballot take precedence if a voter casts both a paper and online ballot. However, the industry	RFP, pg. 4	Please provide a proposal that satisfies the requirements of the RFP. But in the RFP (page 4, first full paragraph), MSRS encourages vendors to suggest improvements, so if you choose to do so, make this an option.

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	standard is that the first ballot received will be processed, and therefore no further votes can be accepted, regardless of which method the vote was cast.		
9	In addition to traditional paper and online balloting, would MSRS be open to having voters cast their ballot through the Member's Only Sign In portal?	General	MSRS encourages vendors to suggest improvements, so if you choose to do so, make this an option.
10	Is Commercial Automobile Liability Insurance a requirement of this contract (no automobiles will be used throughout this project scope of work)?	RFP, pg. 10	Price the proposal based on this requirement, but coverage doesn't need to be obtained before the vendor is selected; and it is possible this requirement could be reconsidered.
11	Are there any specific areas you are looking to improve?	General	The RFP represents the MSRS requirements for board election services.
12	What problems have you had in the past elections?	General	This RFP represents the MSRS requirements for board election services.