



March 19, 2020

**RESPONSES TO ELECTION SERVICES VENDOR SFP INQUIRIES**

**1. Will the District 5 and District 6 elections take place concurrently according to the 2020 Election Schedule?**

*Yes*

**2. In the prior District 5 and District 6 elections:**

**a. How many people voted?**

*In 2016, a total of 504 people voted in District 5. We did not hold a District 6 election that year because the sole candidate was elected unopposed.*

**b. How many people requested paper ballots?**

*In 2016, paper ballots were automatically sent to all eligible voters. Voters did not have to request a paper ballot. However, we did receive requests from roughly 30 voters to resend their ballots because they had misplaced or thrown theirs away.*

**c. How many people voted by channel (online, telephone, paper)?**

District 5 Election (2016)		
Online	Telephone	Paper
96	49	359

**d. What were the results? Was there a runoff?**

*The winner won with 56% of the vote; no runoff needed.*

**3. In last year's (2019) elections:**

**a. How many people voted?**

*In the 2019 primary elections, 147 people voted in District 2 and 240 voted in District 4. In the 2019 District 4 runoff, 260 voted.*

**b. How many people requested paper ballots?**

*None*

c. **How many people voted by channel?**

<b>District 2 and 4 Election (2019 - primary)</b>			
	<b>Online</b>	<b>Telephone</b>	<b>Paper</b>
District 2	119	28	0
District 4	169	71	0
<b>District 4 Election (2019 - runoff)</b>			
	<b>Online</b>	<b>Telephone</b>	<b>Paper</b>
District 4	171	89	0

d. **What were the results?**

*The winner in District 2 won with 55.1% of the vote. No candidate received more than 50% of the vote in the District 4 primary, so a runoff was held.*

e. **Was there a runoff?**

*There was a runoff in District 4; the winner won with 55% of the vote.*

4. **Have you used telephone voting in prior elections?**

*Yes*

5. **Who is your current election vendor?**

*Currently, we do not have a contract with a vendor. The vendor for our last election was Election America.*

6. **How many candidates were in each of the elections?**

*There were two candidates in District 2; four candidates in District 4.*

7. **What are the guidelines for candidate statements?**

*Candidates can submit a 75-word personal statement and a 250-word biographical statement, which are both printed by the vendor and mailed to eligible voters with voting instructions.*

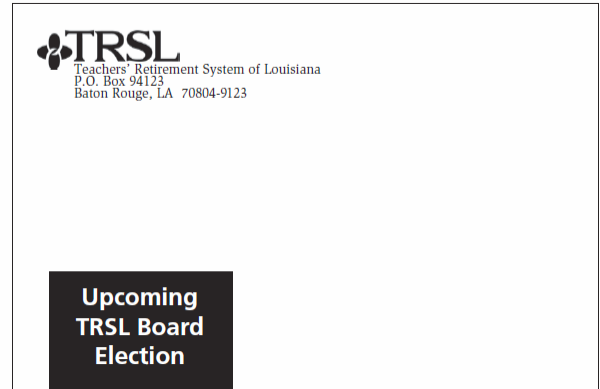
8. **Will you provide sample screen shots from prior elections?**

*Samples will be provided to the winning bidder.*

9. **Will you provide sample ballots from prior elections?**

*Samples will be provided to the winning bidder.*

**10. Will you provide sample election notices from prior elections?**



**11. What data is included with the file? Is there a unique identifier for each member?**

*The data file includes names, addresses, and up to three unique identifiers for each voter.*

**12. What is the format of the file?**

*Excel spreadsheet*

**13. Were the elections run according to schedule? If not, what caused the delays and how long were they?**

*Yes*

**14. Do you want a link to the voting website on your website?**

*Yes*

**15. How did members request paper ballots in the past?**

*Members contact the vendor by email or toll-free customer service phone number.*

**16. Do we mail paper ballots to all members or do we offer an 'opt in'? How many paper ballots were mailed in prior elections?**

*Paper ballots are mailed upon request. No paper ballots were requested in the 2019 elections.*

**17. Do we include a business reply envelope or a blank envelope with the paper ballots?**

*If a voter requests a paper ballot, the vendor should supply the ballot and a pre-paid postage business reply envelope.*

**18. What is the role, if any, of the vendor in the nominations process?**

*None*

**19. When, during the election proceedings, do you require the vendor to be onsite? Do you require the vendor to attend any meetings in person? Does the final tabulation have to be done onsite or can the vendor work remotely and transmit results?**

*There is no need for the vendor to be at TRSL for any aspect of the election (pre-election planning/production, election period, post-election results reporting). The vendor is required to send the notarized results by overnight commercial delivery service to TRSL by the date as outlined in the TRSL-Board approved election schedule (see Appendix B in the SFP).*