Attachment A - Scope of Work

INTRODUCTION

Purpose

All the processes and workflows outlined in this Scope of Work are the current practices the Registrar of Voters follows to produce the VIG. Certain aspects of the processes outlined are there for control measures to ensure the accuracy of the processes Under the current practices page counts have been up to 196, which includes the cover. The Registrar of Voters is open to new ideas and options to improve the production and quality of the VIG, which includes but not limited to the following options: software used to create and edit content, binding, paper, and book sizes. Pricing for the current practice as outlined in the scope of work includes the following options:

1. Book Size
   a. 5 3/8" x 8 3/8
   b. 8 ½" x 11"
2. Binding
   a. Saddle Stich
   b. Glued
   c. Provide Other Options
3. Paper Stock
   a. Cover
      i. Post Card Stock
      ii. News Print
      iii. Provide Other Options
   b. Inside Pages
      i. News Print
      ii. Provide Other Options

CONTACTS AND SCHEDULES
A. **Authorized Representatives, Access to Vendor's Facility**

1. Authorized Representatives

   Pursuant to Contract Section C., paragraph C.11 & C.13, the Registrar of Voters and the Vendor shall both designate and authorize representatives as multiple contact points to ensure that County elections are not adversely impacted. These representatives will be responsible for coordinating and implementing the services defined within this Scope of Work. The Vendor shall act only on instruction from one of these designated Registrar of Voters representatives.

   Representatives from both the Registrar of Voters and Vendor shall be available twenty-four (24) hours a day and seven (7) days a week during peak election periods to ensure the continuity of the production of the VIG.

   The Vendor's Project Manager will be required to meet with key Registrar of Voters personnel following each election to debrief any issues identified and develop corrective action plans, as needed, for future elections. All references to the County in this Proposal include the Registrar of Voters and its designated authorized representatives.

2. Access to Vendor's Facility by the Registrar of Voters

   When work is being performed for the Registrar of Voters, representatives of the Registrar of Voters will be given full access to the Vendor's premises at any time (day or night). The Vendor shall not allow any unauthorized access to the VIG or their removal from the Vendor's facility. If Registrar of Voters approves subcontracting for services, the Vendor will inform the subcontractor of the access privileges of authorized Registrar of Voters representatives. If required by Registrar of Voters, space will also be made available on-site for Registrar of Voters proofreaders.

B. Election Schedule

1. The Vendor must be able to provide services for ALL elections called during the contract period.

2. San Bernardino County elections are based on established election dates, per California Elections Code Sections §1000-1500.

   The established election dates are as follows:
   a) The first Tuesday after the first Monday in March of each even-numbered year that is evenly divisible by four.
   b) The first Tuesday after the first Monday in March of each odd-numbered year.
   c) The second Tuesday of April in each even-numbered year.
   d) The first Tuesday after the first Monday in June in each even-numbered year that is not evenly divisible by four.
   e) The first Tuesday after the first Monday in November of each year.

   The following are statewide elections and their dates are statewide election dates:
   a) An election held in November of an even-numbered year.
   b) An election held in June of an even-numbered year that is not evenly divisible by four and in March of each even-numbered year that is evenly divisible by four.

   The established mail ballot election dates are as follows:
   a) The first Tuesday after the first Monday in May of each year
   b) The last Tuesday in August of each year.

3. Special elections of any size may be called at any time, as determined by jurisdictions and California law. (NOTE: Pricing for unanticipated special elections shall remain consistent with the pricing for anticipated elections, as outlined below.)

4. The Registrar of Voters will provide the Vendor with advance notice of each election project as soon as possible. It is critical for the Vendor to be aware that advance notice can range from as much as one hundred forty-eight (148) days prior to an election, to as few as sixty (60) days prior to an election (E-148 through E-60). (Reference California Elections Code §12000.)

5. The Election Schedule below displays anticipated election dates, as well as the estimated quantity and category of VIGs to be ordered for each election (the illustration does not address special elections). The quantities indicated are approximations of the quantities required, and will vary for each election:

Election Date	Approximate Book Styles	Approximate Quantity
6/7/2022	60	1,300,000
11/8/2022	500	1,300,000
11/7/2023	50	200,000
3/5/2024	200	1,400,000
11/5/2024	500	1,400,000
11/4/2025	50	200,000
6/2/2026	60	1,500,000

11/3/2026	500	1,500,000
6/7/2022	60	1,300,000
11/1/2022	500	1,300,000
11/7/2023	50	200,000
3/5/2024	200	1,400,000

C. <u>Pre-Planning Production Activities And Delivery Milestones</u>

1. For each election, approximately at E-148, Registrar of Voters personnel will contact Vendor to develop a written detailed Election Implementation Plan specific to the election. This plan will establish specific dates for deliverables and expectations to be executed by both the vendor and the Registrar of Voters.

2. Vendor shall provide a means of transferring all election data to and from the Registrar of Voters via a secure FTP site. Data communication shall be encrypted using a minimum of 128 bits.

3. The following production activities and delivery milestones are being provided as a general illustration of a typical large scale County election. Actual production activities, needs and delivery milestones will vary based on the size of the election:

Production Phase	Production Activity	Delivery Milestone
Pre-Planning	Registrar of Voters notifies Vendor of upcoming election(s)	E-148
	Registrar of Voters and Vendor review production needs and delivery milestones	E-145
	Registrar of Voters to submit specifications and delivery milestones for VIG to Vendor	E-140
	Vendor to send Production Calendar to Registrar of Voters	E-137
Proofing and Production	Registrar of Voters to begin sending electronic files of inside pages to Vendor	E-109
	Vendor to begin typeset proofing cycle - English	E-108
	Vendor to begin typeset proofing cycle - Spanish	E-104
	Registrar of Voters to send electronic file(s) of Cover(s) to Vendor	E-77
	Registrar of Voters to submit quantity order for VIG	E-74
	Registrar of Voters to send Final approval of Cover(s) to Vendor	E-74
	Vendor to begin printing Cover(s)	E-70
	Registrar of Voters to submit Order of Pages to Vendor	E-65
	Registrar of Voters to send contest to style data to Vendor	E-57
	Last day for Registrar of Voters to approve English and Spanish inside page proofs	E-57
	Vendor to send assembly guide(s) to Registrar of Voters for approval	E-56
	Registrar of Voters to submit approval of assembly guide(s) to Vendor	E-55
	Vendor to submit electronic 1-ups of inside pages to Registrar of Voters for review and print approval	E-53
	Registrar of Voters to submit print approval of inside pages to Vendor	E-53
	Vendor to begin printing inside pages	E-52
	Vendor to send internet ready version(s) to Registrar of Voters	E-50
	Vendor to send in-house stock to Registrar of Voters	E-45
	Vendor to begin ink-jet labeling	E-44
Mailing Files and Mailings	Registrar of Voters to send Test Mailing File to Vendor to process CASS/NCOA	E-57
	Registrar of Voters to send Initial Mailing File to Vendor	E-47
	Vendor to begin ink-jet labeling proof cycle	E-41
	Initial mailing of VIG to Voters	E-35
	Registrar of Voters to send 1st Supplemental Mailing File to Vendor	E-26
	1st Supplemental mailing of VIG to Voters	E-19
	Registrar of Voters to send 2nd Supplemental Mailing File to Vendor	E-19
	2nd Supplemental mailing of VIG to Voters	E-12
	Registrar of Voters to send 3rd Supplemental Mailing File to Vendor	E-13
	2nd Supplemental mailing of VIG to Voters	E-6

PROJECT DESCRIPTION

A. <u>VIG Description</u>:

VIG consists of the following pieces:

1. **Cover**: Outside of the VIG
2. **Informational Pages**: Convey important election information to the voters. Registrar of Voters will determine the information page content, placement and priority.
3. **Sample Ballot Pages**: Representation of the Official Ballot presented in 5.5" x 8" format.
4. **Candidate Statements**: Brief statements supplied by the candidates to convey a message to voters
5. **Local Measure Text**: Supporting information to a ballot question submitted to the voters. This supporting information consists of one or many documents, such as impartial analysis, arguments, rebuttals, tax rate statements, and full texts.

B. <u>VIG Specifications:</u>

1. **Printing Specifications**

   The following printing specifications and dimensions are general for all page categories addressed within this Scope of Work:

   i. Cover Specifications
      a. Paper stock: 9pt white return postcard or equivalent (non-recycled)
      b. Ink colors:
         1) Outside is at least 4 colors
         2) Inside is at least 4 colors
      c. The covers are currently printed with blue and gold ink (plus black and red for a total of four (4) on the outside and up to four (4) colors of ink on the inside. Additional colors may be used in a Statewide Primary Election to differentiate between political parties.
      d. Front outside cover: Imprint or ink-jet required book format identifier and Ballot Style number.
      e. Back cover: Wet perforate in one direction.
      f. Back outside cover: Imprint or ink-jet required book format identifier and Ballot Style number.

   ii. Inside Page Specifications
      a. Paper stock: twenty-seven (27) pound newsprint (or equivalent) or Vendor recommended stock that must be approved by the Registrar of Voters.
      b. Ink colors: Black and Gradation Screen
      c. Page coding that contains a book format identifier, Ballot Style number and page number. Vendor will create the naming convention in coordination with the Registrar of Voters.

   iii. Finishing
      a. Final VIG Size: 5 3/8" x 8 3/8" (not to vary more than 1/8")
      b. Page Count: 72-200 for a Statewide Elections, 24-32 for small to midsized elections.
      c. Binding: Saddle-stitched on 8 3/8" side

2. **Projected Print Quantities**

   Registrar of Voters will provide Vendor with a preliminary projected printed quantity of VIGs. This file is submitted as a Microsoft Excel Spreadsheet. Final print quantities will be provided once all contests and candidate information has been finalized.

3. **Order of Pages and Page Ranking**

   Registrar of Voters has specific requirements for page order and page alignment for the pages of the VIG. Registrar of Voters will provide the Order of Pages as a Microsoft Excel Spreadsheet.

4. **Improvements**

   Under the current practices as listed above, page counts have been up to 200, which includes the cover. The Registrar of Voters is open to new ideas and options to improve the production and quality

of the VIG, which includes but not limited to the paper and book sizes for the VIG. The scope of work also includes the following options:

i. Book Size
   a. 5 3/8" x 8 3/8"
   b. 8 ½"x 11"

ii. Paper Stock
   a. Cover
      1) Post Card Stock
      2) News Print
      3) Provide Other Options
   b. Inside Pages
      1) News Print
      2) Provide Other Options

C. **VIG Book Styles/Formats**

1. **Book Styles**

The number of Book Styles for the VIG for any given election range from 1 to 500 individual styles. The number of book styles is equivalent to the number of Official Ballot Styles in an election. Many contests have a requirement to rotate the order of candidate names; therefore, the same set of contests can appear on multiple Ballot Styles but they will appear in a different order.

2. **Book Formats**

Registrar of Voters uses four VIG Book Formats:

i. General Election Book Format consists of:
   a. Generic informational pages
   b. The cover, sample ballot pages, candidate statements, and local measure text associated with a particular book style
   c. Printed and electronic (Pdf)

ii. Presidential Primary Combined Party Election Book Format consists of:
   a. Generic informational pages
   b. The cover, candidate statements, and local measure text associated with a particular book style
   c. Sample ballot pages
      1) Contains all non party-nominated contests for a particular book style; and
      2) Contains all qualified political party presidential contests and the associated central committee contests for a particular book style.
   d. Printed and electronic (Pdf)

iii. Presidential Primary No Party Preference Election Book Format consists of:
   a. Generic informational pages
   b. The cover, candidate statements, and local measure text associated with a particular book style
   c. Sample ballot pages
      1) Contains all non party-nominated contests for a particular book style; and
      2) Contains only the qualified political party presidential contests for those parties who allowed nonpartisan voters to request their party's ballot for the presidential primary
   d. Printed and electronic (Pdf)

iv. Comprehensive Book Format consists of:

A. This format is used in all elections and it contains the combined content used in every book in an election (regardless of Ballot Style).
B. Generic informational pages
C. Sample ballots that contain all contests in an election
D. All candidate statements and local measures in an election
E. Electronic (Pdf) – English and Spanish

D. Registrar of Voters Content Generation

1. **Covers**

The VIG cover is initially designed by Registrar of Voters using Windows Based Adobe InDesign and Illustrator software. The Cover is designed with outside and inside graphics and text. The outside back portion of the cover serves multiple functions; it is designed as a self-mailer piece and as a detachable postcard for return to Registrar of Voters. With the mailing functionality designed into this piece, it must follow the USPS Domestic Mail Manual for mail piece design.

The Cover changes every election. Hence, Registrar of Voters will provide edits to Vendor, and Vendor will in turn update the Cover using any desktop software. When the Cover has been created, finalized and approved by Registrar of Voters, the files will be submitted to the Vendor to print.

2. **Informational Pages**

Informational pages are created using Windows Based Microsoft Word, Adobe InDesign and Illustrator software. The software used is subject to change through the life of the contract. Because of the space restrictions given by the size of the VIG, a full page file template will need to be created by the Vendor in coordination with Registrar of Voters. The template file will enable Registrar of Voters to design the Informational pages with the exact layout that would appear in the VIG. This will represent the final layout of Informational pages in the VIG. Each informational page will be a single file, and will be submitted to Vendor after it has been finalized by Registrar of Voters.

3. **Sample Ballot Pages**

Registrar of Voters will provide the Dominion Sample Ballot Pages, which contains the Official Ballot contest information by Ballot Style. These pages are 8.5" x 11" and will need to be scaled down to fit a VIG page.

4. **Candidate Statements**

Candidate Statements are created using Windows Based Microsoft Word. Because of the space restrictions given by the size of the VIG, a half page one up file template and a full page one up template, will need to be created by Vendor, in coordination with Registrar of Voters. The template files will enable Registrar of Voters to enter the text of the candidate statements with exact layout as it would appear in the VIG. Each candidate statement will be a single file and will be submitted to Vendor after it has been finalized by Registrar of Voters.

The final layout for candidate statements will be two up on a page and full page will remain one up on page. Both two up and full page statements will have a leading Contest Title Header at the beginning of each contest. The Vendor will arrange the candidate statements within each contest by the correct list of Randomized Alphabet Drawing. The Contest Title Header file and list of Randomized Alphabet Drawing will be submitted to the Vendor as separate files.

5. **Local Measure Text**

Local measure text is created with Windows Based Microsoft Word. Because of the space restrictions given by the size of the VIG, a full page file template will need to be created by the Vendor in coordination with Registrar of Voters. The template file will enable Registrar of Voters to enter the text of the local measure text with exact layout as it would appear in the VIG. This will represent the final

layout of local measure text in the VIG. Each local measure text will be a single file and will be submitted to the Vendor after it has been finalized by Registrar of Voters. The order of appearance of the Measure documents will be submitted to Vendor as a separate file.

6. **Improvements**
The Registrar of Voters is open to new ideas and options to improve the production and quality of the VIG, which includes but not limited to the software used to create and edit content. Proposal responses should include suggested software with which the vendor has integrated their services.

E. <u>Vendor Content Generation and Press Proofs</u>

1. **Press Proofs**
From the files that Registrar of Voters submits, Vendor will be required to create Press Proofs for approval by Registrar of Voters. Vendor must deliver electronic Press Proofs within 24 hours or less of a file submission, unless otherwise mutually agreed upon. Registrar of Voters will review the proofs, and approve or disapprove each proof, in writing within 24 hours of receipt, unless otherwise mutually agreed upon.

Press Proofs are required to be identified with the following information:
   i. Version Detail:
      a. Revision Number
      b. Date and Time
   ii. Page Identifiers:
      a. A page name that contains an alphanumeric code and sequence number (if applicable). Vendor will create the naming convention in coordination with the Registrar of Voters.
      b. A place holder for page coding that contains a book format identifier, Ballot Style number and page number

2. **Covers**
From the cover files that Registrar of Voters submits, Vendor will create and proof a Press Proof. Once completed, Vendor will submit the Press Proof to Registrar of Voters for approval. Registrar of Voters will proof and approve the Press Proof.

3. **Informational Pages**
From the Informational page files that Registrar of Voters submits, Vendor will create and proof a one-up Press Proof. Once completed, Vendor will submit the Press Proof to Registrar of Voters for approval. Registrar of Voters will proof and approve the Press Proof.

4. **Candidate Statements**
From the Word document of each candidate statement that Registrar of Voters submits, Vendor will create and proof a one-up Press Proof. Once completed, Vendor will submit the Press Proof to Registrar of Voters for approval. Registrar of Voters will then proof and approve the Press Proof.

After Registrar of Voters approves all one-up Press Proof pages of candidate statements for a contest, Vendor shall compile the candidate statements for a contest in a two-up Press Proof. The Vendor will insert a header identifying the contest at the beginning of each contest. The arrangement of the candidate statements within each contest will follow the correct list of Randomized Alphabet Drawing.

Vendor will proof the two-up Press Proof page(s) by contest and submit to Registrar of Voters for approval. Registrar of Voters will proof and approve the two-up Press Proof page(s) by contest.

Due to the volume and complexity of the candidate statements, Vendor will be required to use a replicable automated process for the generation of the two up candidate statements.

5. **Local Measure Text**
   From the local measure text files that Registrar of Voters submits, Vendor will create and proof a one-up Press Proof. Once completed, Vendor will submit the Press Proof to Registrar of Voters for approval. Registrar of Voters will proof and approve the Press Proof.

   After Registrar of Voters approves all one-up Press Proof pages of measure text files, Vendor shall compile the complete measure text files by jurisdiction, in the order of appearance specified by Registrar of Voters. Vendor will proof the two-up Press Proof page(s) by jurisdiction and submit to Registrar of Voters for approval. Registrar of Voters will proof and approve the Press Proof pages.

6. **Sample Ballot Pages**
   Sample Ballot pages are a representation of the bilingual Official Ballot. To produce the sample ballot pages the Registrar of Voters provides the Vendor with the Dominion Sample Ballot Pages, which contains the Official Ballot contest information by Ballot Style. These Sample Ballot Pages are separated into English and Spanish definitions of the contests by file.

   i. Sample Ballot Page Creation - In order to generate the sample ballot pages the Vendor will:
       a. Download and review the Dominion Sample Ballot Pages.
       b. Create sample ballot pages that reflect the official ballot content for each Ballot Style.
           Because the VIG page size is smaller than the Dominion Sample Ballot Pages, the pages will need to be scaled down to fit in the VIG.

           The Dominion Sample Ballot Pages and a Plate Code will be used as a reference to cross check sample ballot pages created by the Vendor.
           1) VIG sample ballot pages are created differently for each of the VIG book formats listed below.
           2) Combined Book Format - built with all contests going to election (regardless of Ballot Style).
           3) Primary Election Book Format - built with all contests including all party nominated offices that make up an individual Ballot Style.
           4) No Party Preference Primary Election Book Format- built with all contests as well as some or all party nominated offices that make up an individual Ballot Style.
       c. Sample ballot page generation turnaround time is expected to be within 48 hours from the time the files are submitted to the Vendor. Press Proofs of the sample ballot pages are to be submitted to the Registrar of Voters for proofing.
       d. Other Language:
           Registrar of Voters is required to provide all VIG content in Spanish. Additional languages, other than Spanish, may be required during the contract period.

           As with English, Vendor will create and proofread their Spanish Press Proofs. After Vendor proofreads their Spanish Press Proofs, they will submit them to Registrar of Voters for approval. Registrar of Voters will proofread and approve the Press Proofs.

ii. Sample Ballot Pages Assembly Guides
    a. Vendor will produce two types of Assembly Guides for the sample ballot pages:
        1. The Sample Ballot Page Assembly Guides for the General Election Book Format, Presidential Primary Combined Party Election Book Format, and Presidential Primary No Party Preference Election Book Format will list:
            A. Election date and title
            B. Ballot Style
            C. Page number
            D. Page name
        2. The Sample Ballot Page Assembly Guides for the Combined Book Format will list:
            A. Election date and title
            B. Page number
            C. Page name
    b. Registrar of Voters will proof and approve the Press Proofs and Sample Ballot Page Assembly Guide.
    c. Automated Process - Due to the volume and complexity of the sample ballot pages, the Vendor will be required to use a replicable automated process for the generation of the sample ballot pages.

F. VIG Assembly Guide

When Registrar of Voters has given the final approval on all English and Spanish VIG pages, and approve the Sample Ballot Page Assembly Guides, Vendor will create and submit the Assembly Guides for VIG. An Assembly Guide lists the unique combination of pages in a VIG per each book style. Registrar of Voters will proof and approve the Assembly Guides.

1. The VIG Assembly Guide for the General Election Book Format, Presidential Primary Combined Party Election Book Format, and Presidential Primary No Party Preference Election Book Format will contain:
    i. Election date and title
    ii. Ballot Style
    iii. Page language
    iv. Page number
    v. Page name
    vi. Page description
    vii. A summary by Ballot Style, listing the number of page counts.
    viii. A summary by page counts, listing number of Ballot Styles within each count, and listing the total number of pages by page count.

2. The Comprehensive Book Format Assembly Guide will contain:
    i. Election date and title
    ii. Page language
    iii. Page number
    iv. Page name
    v. Page description

G. Final Press Proofs

After Registrar of Voters has approved the Assembly Guides, Vendor will create PDF press proofs for each VIG book style and submit the press proofs to Registrar of Voters for final print approval.

1. General Election Book Format, Presidential Primary Combined Party Election Book Format, and Presidential Primary No Party Preference Election Book Format:
    i. Create a PDF press proof of each Ballot Style.
    ii. The PDF press proof of each Ballot Style is a representation of each VIG Book by Ballot Style.

iii. Registrar of Voters will proofread and approve each of the PDF press proofs by Ballot Style.

2. Comprehensive Book Format:
   i. Create a PDF press proof of the Comprehensive VIGs, both English and Spanish.
   ii. Registrar of Voters will proofread and approve the PDF press proof of the Comprehensive VIGs.

H. Production
1. Paper printing
   i. Initial prints
   Vendor must be able to adapt to a rushed schedule and begin printing approved files within 24 hours of approval. Printing is expected to be completed within 3-5 days, depending on the size of the election. Total processing which includes, but is not limited to, the following: printing, drying, binding and labeling is expected to take no more than 14 days for a Statewide General Election. Vendor is expected to be available 24 hours a day, 7 days a week.
   ii. Reprints
   a. Registrar of Voters may order reprinting and/or additional printing at any time.
   b. Registrar of Voters shall confirm orders for such printing in writing.

   Reprinting and Additional printing shall be invoiced at the price set forth in the bid; extraordinary costs resulting from a problem caused by Registrar of Voters shall be agreed to, in writing, prior to reprinting.

   Vendor shall keep all plates, artwork and negatives until the day after the election to ensure availability if reruns are required.

2. Electronic file generation
   Vendor shall prepare PDF versions of each VIG book format suitable for posting on the Registrar of Voters internet website for voter access.

I. Assembly & Packaging
For all VIG book formats, Vendor will complete assembly and packaging as described below.
1. Assembly of paper VIGs
   i. Stitching - Cover and Inside Pages shall be saddle stitched and is expected to be done concurrently with the printing as soon as the product is ready.

2. Packaging of VIGs
   i. Printed VIGs
   a. The procedures to be used by Vendor to package the printed VIGs for labeling are to be determined by Vendor but Registrar of Voters shall be informed of these procedures.
   ii. Electronic VIGs
   a. Each VIG shall be assembled into a single PDF file and named appropriately. The naming convention will need to be created by Vendor in coordination with Registrar of Voters.
   b. All VIGs shall be combined into a single zip file and placed on the vendor's secure FTP site for the Registrar of Voters to access.

3. Improvements
   Under the current practices as listed above, page counts have been up to 200, which includes the cover. The Registrar of Voters is open to new ideas and options to improve the production and quality of the VIG, which includes, but is not limited to, the binding used for the VIG. In addition to providing a proposal response and pricing for the current practice as outline in the scope of work also provide a proposal responses and separate pricing for the following binding options: saddle stitching, glued, and other suggested options.

J. Labeling
Labeling is the process that prepares the VIGs to be mailed to voters through the USPS mail system.
1. Vendor will use the supplied electronic voter file from Registrar of Voters to set up the labeling process.

2. Labeling must comply with the USPS Domestic Mail Manual.

3. The mailing operation must have the ability to label and tab the VIGs in compliance with the USPS postal regulations.

4. Vendor will submit sample label proofs (inkjet proofs) to Registrar of Voters for approval before labeling begins.

5. Registrar of Voters will proofread, verify the data and provide approval to Vendor to begin labeling. The label information will include:
   i. Voter name
   ii. Two line voter address
   iii. Voter identification number
   iv. A barcode with the voter identification number
   v. A hard coded message from the Registrar of Voters
   vi. A two line polling place address
   vii. Any Vendor required QC check information
   viii. An Intelligent Mail Barcode (IMB)
   ix. USPS information
   x. Ink-jet labeling may include a handicap accessibility designation.

K. Mailing
1. Registrar of Voters will specify the date of mailing in compliance with Elections Code.

2. VIGs shall be entered into the USPS mail stream, pursuant to guidelines for preparing elections materials as specified in USPS Domestic Mail Manual (DMM).

3. VIGs are to be mailed carrier route presort by Ballot Style, using non-profit status.

4. For bulk mailing, Vendor must deliver VIG to the USPS Moreno Valley Processing & Distribution Center, 23800 Cactus Avenue, Moreno Valley, or another USPS Processing Center designated by the USPS.

5. Vendor must inform the Registrar of Voters of the date and time of delivery appointment with USPS.

6. The Registrar of Voters will provide the permit numbers that the Vendor must use for mailing all VIG.

7. Vendor must prepare the necessary postal forms to complete the mailing.

8. Ground transportation via best method should be considered the normal method of delivery to the USPS for the purpose of calculating bid pricing. Alternate methods of transportation may be negotiated as needed for deliveries to the USPS or the Registrar of Voters. All shipping is to be FOB destination.

9. If Vendor chooses to ship via air transportation either as a matter of choice or in order to meet delivery deadlines, it shall be at no additional cost to the Registrar of Voters.

10. In the event of an emergency additional VIG order, or if it is determined that the Registrar of Voters is responsible for a delay which would cause the Vendor to be unable to meet delivery deadlines by normal ground transportation, the Registrar of Voters or an authorized representative may authorize the use of air transportation. Charges for such air transportation would reflect the difference between ground shipment and airfreight charges incurred. Such authorization will be by phone and confirmed in writing within seven (7) days.

11. Due care shall be exercised in handling, shipping and delivery to assure arrival of materials to the final destination in excellent condition. Any damage, loss, breakage, deterioration or other reason causing

material not to arrive, or to arrive in anything other than excellent condition, shall be the responsibility of the Vendor. Explanation of such, with prescribed remedy, shall be provided immediately to the Registrar of Voters in writing.

L. Reporting
1. Registrar of Voters requires Vendor to submit reports for the following activities:
   i. Daily production reports detailing the number of VIGs by book format printed and assembled.
   ii. Daily production reports detailing the number of VIGs by book format labeled.
   iii. Provide daily reports of deliveries to USPS by book format and quantity.
   iv. The Vendor must provide a delivery slip detailing the specific quantities of VIGs by book shipped to the Registrar of Voters including the quantity of pallets, boxes and Ballot Styles per box.

2. Intelligent Mail Barcode Tracking System
   Vendor shall have a tracking system in place that utilizes the Intelligent Mail Barcode that is placed on each mailed VIG.

   Registrar of Voters requirements for the Tracking System include, but are not limited to:
   i. The system shall receive the report data from the USPS.
   ii. Translate the data to usable reporting information to give Registrar of Voters the ability to:
      a. Run reports to see the transaction history of any given mail piece through all points of movement in the USPS mail stream down to the delivery to the voters.
      b. Export the translated data in CSV or other delimited formats.

M. Printed VIGs Delivery to Registrar of Voters
1. Registrar of Voters will submit an order for a quantity of VIGs to be delivered to Registrar of Voters' office.

2. These VIGs are not labeled and shall be delivered immediately upon completion of the assembly and packaging.

3. VIGs delivered to the Registrar of Voters shall be bundled as instructed by Registrar of Voters and shall not be shrink-wrapped.

4. Book formats and Ballot Styles are not to be mixed in the boxes.

5. Boxes are to be clearly identified by book format and Ballot Styles identifiers.

N. Inspection and Acceptance
1. All products and/or services are subject to final inspection and acceptance or rejection by the Registrar of Voters. Acceptance shall be based on conformance with quality, cosmetic standards and delivery milestones. Registrar of Voters has the authority to reject any VIGs that do not meet the quality and cosmetic standards of Registrar of Voters.

2. If the product(s) and/or service(s) are deemed unsatisfactory, and are rejected by Registrar of Voters, Vendor will be notified, and Vendor will immediately begin procedures to replace those VIG quantities that are rejected. All quantities rejected must be replaced by Vendor at no cost to Registrar of Voters. The replacement process must begin immediately and will need to be completed within 48 hours or, in extreme cases, 24 hours of the order. Registrar of Voters has the authority to retain custody of any rejected products.

3. If the product(s) and/or service(s) fail to comply with the delivery milestone, including products rejected by Registrar of Voters, and an expedited delivery set forth by Registrar of Voters cannot be executed by Vendor, Vendor is subject to Liquidated Damages caused by the delay, as provided for in Section –J, Liquidated Damages.

4. Such final inspection and acceptance shall be made within a reasonable time after delivery, and per previously agreed upon delivery milestone.