

## Connecticut Teachers' Retirement Board

### Election Services RFP - TRB 2022-01

#### Responses to Bidder Questions

**Note:** Duplicate or overlapping questions may have been combined or streamlined.

1. **Question:** The RFP mentions submitting a printed hard copy, but also states electronic submissions only? Can you clarify if any hardcopies are needed?

**Answer:** In addition to the electronic submission, one (1) printed original proposal plus three (3) conforming copies of the original proposal is required. The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

2. **Question:** For the electronic copy, is it preferred that the proposal is emailed directly to the contact, or uploaded on the procurement portal as an attachment?

**Answer:** The preferred method for the electronic submission is to email the Official Contact at [Administration.TRB@ct.gov](mailto:Administration.TRB@ct.gov)

3. **Question:** Are proposals due on October 31, or November 1? Both dates are listed on the RFP.

**Answer:** November 1, 2022

4. **Question:** Do all 93,000 members (both active and retired) vote on the two open retiree seats in the 2023 election?

**Answer:** Yes, both active and retired members vote for the two retiree seats.

5. **Question:** Can you clarify what board positions are up for each cycle in election years 2024 through 2027?

**Answer:** Board members serve a term of four years. The election services for this RFP are for the current election. At this time, we do not know if an election will be necessary in 2027.

6. **Question:** Are there any election cycles where only the active members (or only retirees) vote?

**Answer:** No, active and retired members both vote for any board seat.

7. **Question:** If candidates have already been established for the 2023 election, how many total candidates are there?

**Answer:** There have been 8 petitions, confirmation will be completed by November 9, 2022.

8. **Question:** Historically, how many candidates are there for each election cycle?

**Answer:** There has not been an agency election in over twenty years.

9. **Question:** How much room is allotted on the candidate biographical materials for each candidate? Approximately how many candidates can fit per page? Each Bio is limited to 150 words.

**Answer:** The selected vendor will assist with the design of the bio and ballots. Samples from prior clients are welcome.

10. **Question:** Are there write-ins permitted on the ballot?

**Answer:** No, candidates were required to petition prior as part of the election process.

11. **Question:** Has CTRS conducted online voting in previous cycles?

**Answer:** No, there hasn't been an election in over twenty years.

12. **Question:** How many email addresses does CTRS have on file out of the total electorate?

**Answer:** The agency can provide email addresses for the active teacher population. The RFP requests the cost for up to 40,000 ballots to mail through the postal service. TRB will provide the number of retiree email addresses once they are confirmed. Vendor will include a pricing adjustment should the need for US postal service balloting fall below 40,000 for the retiree population.

13. **Question:** Can you provide sample PDFs of the ballot and mailed materials from a previous cycle?

**Answer:** Per the RFP Scope, the vendor will be responsible for the design of election materials.

14. **Question:** What is the date for the ballots to mail and the election to open the online voting?

**Answer:** The seats are up for July 1, 2023. The project timeline will be determined with the selected vendor.

15. **Question:** What is the date for the closing the election, postmarking return ballots and final deadline to receive paper ballots?

**Answer:** The project timeline will be determined with the selected vendor.

16. **Question:** Are there any specific specifications for the postal ballot packages (how many sheets, colored inks, single sided or double-sided use of sheets, types of envelopes etc.).

**Answer:** There are no specific specifications, the proposed vendor will provide the most effective cost-effective options to the vendor based on their experience.

17. **Question:** The RFP asks the vendor to provide estimated printed cost for 40,000 eligible members (and not 93,000). Is the process to provide a mailing to only those voters without email addresses on file? Please explain.

**Answer:** The hybrid election shall consist of a combination of electronic and paper ballots for 38,000 retirees of whom CTRS either has an email address or mailing address for and 55,000 electronic ballots for the active teacher membership.

18. **Question:** Can you provide turnout percentages from past elections, overall and by voting method?

**Answer:** There are no historical records from the last process. It is our understanding it was completed by mail.

19. **Question:** Historically, how often are these elections uncontested (there were enough candidates to fulfill the open positions after nominations ended, and no election took place)?

**Answer:** Historically, there have been candidates to fulfill the open positions and there hasn't been a need for an election.

20. **Question:** Have there been any issues in past elections?

**Answer:** There is no historical information with regard to previously held elections.

21. **Question:** By outsourcing your election management with a vendor, are there any specific goals in place that you are trying to reach?

**Answer:** The agency is outsourcing the election to implement electronic voting, improve efficiencies, and increase transparency. We will rely on the demonstrated expertise in the current election standards of the selected vendor.