

DC RETIREMENT BOARD
900 7TH STREET, NW, SUITE 200
WASHINGTON, DC 20001

REQUEST FOR WRITTEN QUOTE
ELECTORAL SERVICES

INTRODUCTION

The D.C. Retirement Board (Board) requests proposals for independent election services. The Board is required to hold an election for a trustee from each of the following groups of active and retired D.C. government employees: active firefighters, active police officers, active school teachers, retired firefighters, retired police officers, and retired school teachers. The election process and requirements are contained in the Rules for the Election of Members to the D.C. Retirement Board effective August 26, 1983 (D.C. Register, August 26, 1983, pages 4333-4345), a copy of which is attached.

The exact number of potential candidates; voters and nominees is not known. The Board requests unit price quotes for the election services, with the actual charges to be based on the actual numbers.

The Board assumes no liability for the costs of preparing any proposal. The Board reserves the right to cancel this Request for Quote (“RFQ”) at any time prior to awarding a contract.

OVERVIEW

The Board is an independent agency of the government of the District of Columbia, and was created by Congress in 1979, pursuant to the District of Columbia Retirement Reform Act (the “Act”) (Public Law 96-122, 93 Stat. 866, codified at D.C. Code Section 1-711 et. seq.). In accordance with D.C. Code section 1-711(i), the Board is vested with independent contracting authority. The independent election service offeror will be selected pursuant to the Board’s procurement authority.

Pursuant to the Rules for the Election of Members to the DCRB (hereinafter the Election Rules), the Board may delegate its functions and responsibilities for conducting the election to any individual, partnership, firm or corporation experienced or qualified in conducting elections. (Chapter II, section 200.2).

The Board reserves the right to make multiple awards for services outlined in the solicitation.

SCOPE OF WORK

The offeror will be responsible for conducting an election in accordance with the terms of the awarded contract and the Election Rules. The following provides a description of the election process.

<u>Activity</u>	<u>Time Interval in Calendar Days</u>
Receipt of mailing list from the Board	
Mail Announcement of election and request for candidate nominations	14
Receive candidate nominations	21
Determine validity of candidate nominations and mail notices of defective candidate nominations	5
Receive amended candidate nominations	10
Determine validity of amended candidate nominations and mail notice of candidate meeting to candidates	5
Conduct meeting of candidates to draw lots for ballot placement	7
Prepare and mail ballots	7
Receive ballots	21
Verify and count ballots	5
Certify in writing election results to Board	0

For each election, the Board will develop the specific timetable for the election. The various materials to be mailed for an election must be reviewed and approved by the Board prior to mailing.

The election will use a dual envelope system. Each voter will be assigned a unique number and will receive a ballot, a "Secret Ballot" envelope, and a postage paid return envelope imprinted with the voter's number. The voter will be asked to complete the ballot, place the ballot into the "Secret Ballot" envelope, place the "Secret Ballot" envelope into the return envelope, fill in his/her address on the return envelope, and sign

in the upper left corner of the return envelope. The ballots will be mailed to the offices of the offeror.

The Board will provide the mailing list. The offeror will develop, produce, reproduce, mail, and perform all other actions required for the election.

TERM

The contract will be for a base period of one year. Following the completion of the base period, the Board, at its discretion, has the unilateral right to extend the contract for four (4) additional one (1) year option periods upon at least 30 days written notice to the offeror. The offeror shall be obligated to provide services for the option year period requested based on prices submitted with this request for quotation. The Board will not be required to exercise an option.

IMPORTANT DATES

1. Request to Offers issued August 9, 2012.
2. Response due by 5pm EDT August 24, 2012.

RFQ SUBMISSIONS

Responses to this RFQ must be submitted and delivered to DCRB no later than August 24, 2012 by 5:00pm EDT. It is the sole responsibility of respondents to ensure that their responses arrive in a timely manner. DCRB reserves the right to reject all late arrivals.

Envelopes containing RFQs shall be marked and easily identified as containing **DCRB Electoral Services Quotation Submission**. The outside of the envelope shall be labeled as follows:

DCRB Electoral Services Quote Submission
c/o Yolanda Smith
DC Retirement Board
900 7th Street, NW, Suite 200
Washington, DC 20001

Electronic or faxed transmissions shall be accepted. Oral or telephone quotes will not be considered, nor will modifications of proposals by such communication. The completed quote shall be without erasures or alterations and be signed by a responsible party.

Prices quoted in the Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of the Vendor's response.

DCRB will not be liable for any costs incurred by respondents in preparing responses to this RFQ or negotiations associated with any award.

1. Interpretation and Additional Information

Any interpretation, correction, or change of the RFQ will be made by an AMENDMENT. Interpretations, corrections, or changes to the RFQ made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, corrections or changes. Interpretations, changes, or corrections will be issued by DCRB's Contract Specialist, Yolanda Smith.

It is the responsibility of all respondents to contact Yolanda Smith prior to submitting a response to determine if any Amendments have been issued, and to obtain any and all Amendments, execute them, and return Amendments with the response to the RFQ. No amendments will be issued by DCRB within 48 hours of the final submission date and time without a subsequent extension of the submission deadline.

Questions regarding this RFQ must be submitted in writing at least seven (7) days prior to solicitation responses due date via e-mail to Yolanda Smith at Yolanda.smith@dc.gov. Answers to all questions received in proper time frames will be made in writing and distributed to all Vendors participating in quotation process.

2. Submission Guidelines

Vendors should answer each paragraph as requested and retain the numbering and lettering scheme on your submission so responses can be easily correlated to RFQ questions. Failure to respond in this manner may be grounds for disqualification.

VENDOR QUOTATION SUBMISSION

1. Cover Letter

All proposals must include a cover letter signed by an individual legally authorized to bind the vendor to both its proposal and cost schedule. The letter is not intended to be a summary of the proposal. It must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same."
2. "Proposal and cost schedule shall be valid and binding for ninety (90) business days following proposal due date and will become part of the contract that is negotiated with DCRB."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, telephone number, and e-mail address of the person, or persons, to contact who are authorized to represent the firm and to whom correspondence should be directed.
5. "We have received the following Amendments on the dates below:" (If none, state "None".)
6. "We affirm that, to the best of our knowledge and belief, we have not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this award, and that we have not paid or agreed to pay any company or person, other than a bona fide employee working solely for us, any fee, commission, percentage, gift, or any other compensation contingent upon or resulting from this award."
7. "We have read and understood and will comply with all provisions of the RFQ with no exceptions (or "except for the areas noted below"). If there are areas where you have an exception or unanswered question, those areas should be noted by paragraph number and the exception written in a clear manner.

2. Experience of Service Provider

1. Name of Parent company
2. Length of time in business
3. Federal and State Tax ID Number (completion of W-9, "attachment 2")
4. Number of full-time personnel
5. Location of company headquarters
6. Office location servicing this account
7. Credit references that can verify the financial standing of your company
8. List Company Names and Explanation for use of Subcontractors (if applicable)
9. Name, telephone number, and e-mail address of Primary Point of Contact for DCRB

10. Small Business Certification
11. Previous Experience with DC Retirement Board and/or the DC government

3. Primary Point of Contact

The Vendor will provide a single Primary Point of Contact for this service. The Primary Point of Contact will be the principal liaison for DCRB and shall assist DCRB in working with the vendor's accounting department should any invoicing issues arise.

The Primary Point of Contact will be required to interface with DCRB's Support Services Assistant and DCRB's Contract Specialist to coordinate all service requests.

Please provide the relevant experience of the Primary Point of Contact in accordance with Vendor Quotation Submission (Section 2.9.).

4. References

Using the format below, list two (2) clients for whom similar services were provided within the last 10 years. Description of the services should be limited to 200 words or less and include:

1. Customer/client name
2. Reference name
3. Title
4. Phone number
5. City, State
6. Fax number
7. Description of services

5. Deliverables

The offeror shall print all documents that are required under the DCRB Election Rules in performing election tasks, supply postage for such mailings, rule on the validity of individual ballots and the clear intent of the voter will be the prevailing standard. The offeror shall provide all equipment and services required to support telephonic voting via interactive voice response (IVR) in accordance with the Election Rules and applicable standards.

The offeror will provide written certified results of the election as specified in the Election Rules pursuant to the timetable provided by DCRB. The timetable will be provided upon contract award.

6. Pricing

The offeror shall state the total for all requested supplies and services. The prices shall include all costs of labor, equipment, supplies, delivery, and any other costs incurred to perform the services. The offeror shall provide a price on a cost per ballot basis as referenced in section 15. Price Sheet. Offeror may use additional lines to provide price ranges by volume to reflect any quantity discounts.

The Board will select the service provider based on price and other factors.

6.1 GSA Pricing

Vendor will supply cost information to provide all applicable goods and services using the GSA pricing schedule, if available, if it is most favorable price that can be offered.

7. Inspection and Acceptance

Inspection and Acceptance will be at destination unless otherwise provided. Risk of loss or damage to all items shall be the responsibility of the successful Vendor until acceptance by DCRB. If materials or services supplied to DCRB are found to be defective or do not conform to the specifications, DCRB reserves the right to cancel the contract upon written notice to the Vendor and return products at the Vendor's expense.

8. Payment Conditions

All invoices shall be payable within 30 days of receipt by DCRB. DCRB cannot guarantee payment less than 30 days from time of receipt and cannot agree to late fees that are incurred within that 30 day time period and only interest charges as prescribed by the District of Columbia Government.

9. Conflict of Interest

Except for the compensation provided by the Board for this engagement, the service provider agrees that neither it nor any of its employees shall receive any remuneration or take any action to receive any remuneration, of any type, nature, or description whatsoever in connection with the services provided for or contemplated by the engagement. This engagement shall not restrict the service provider from pursuing any other engagement provided such engagement does not prevent the service provider from adequately and timely performing the services provided for and contemplated by this engagement. Notwithstanding the foregoing, the service provider agrees to avoid any engagement or relationship while performing services hereunder which could result in a conflict of interest with respect to the service provider's relationship with the Board. For purpose of compliance with the requirements of this section, the service provider will confirm with the Board whether a prospective engagement or relationship constitutes a violation of this section.

The service provider agrees that if, at any time, any individual or entity (which shall include, but not be limited to, trustees, staff or service providers of the Board) should, directly or indirectly approach the service provider (which shall include any of its employees or agents) to offer or obtain any special favors or benefits, the service provider shall promptly thereafter notify the Board in writing and set forth, in detail, all elements of the incident.

10. Confidentiality of Information

All such supplies and services, as well as all information which the service provider may obtain as a result of this engagement, shall be regarded as confidential and shall not be disclosed by the service provider or used by the service provider for any purpose other than pursuant to this engagement. The service provider may list the Board as a reference.

All invoicing and other written material produced, all data and information collected by the service provider pursuant to this engagement shall be proprietary

to and the sole property of the Board and shall not be used by the service provider for any purpose not contemplated by this engagement without written approval of the Board. All such materials shall be promptly delivered to the Board upon termination of this engagement unless delivered prior to termination.

11. Governing Laws

This engagement shall be governed by and construed in accordance with the laws of the District of Columbia.

12. Assignability

The service provider shall not assign in whole, or in part, this engagement or any of the services provided for or contemplated by this engagement without the express written consent of the Board.

13. Right to Reject

DCRB reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that The Vendor can propose.

14. Books and Records

Books and records of services rendered to the Board must be maintained by the offeror for a period of not less than six years from the date of final payment under the engagement and shall be made available for inspection upon reasonable request by the Board.

15. Cancellation

In the event provisions of this RFQ are violated by the Vendor, DCRB may give written notice to the Vendor stating the deficiencies. Unless deficiencies are corrected within five (5) working days, DCRB reserves the right to terminate immediately any contract resulting from this RFQ for failure to correct deficiencies.

16. Price Schedule Sheet

CLIN	Services	Unit	Total Price
001	Electoral Services (Per Ballot)	each	\$_____