

**REQUEST FOR QUALIFICATIONS  
FOR ELECTION PRINTING AND DATABASE CODING SERVICES  
BURLINGTON COUNTY SOLICITOR'S OFFICE**

**Three unbound copies plus 1 USB Drive (in PDF format) of Responses to this Request for Qualifications including all required documentation must be received in the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060 no later than 2:00 p.m. Tuesday, October 22, 2024. Late Responses will not be considered. Responses sent via electronic mail and/or facsimile will not be accepted.**

**Description:**

Burlington County is soliciting responses from qualified election printing services firms ("firm or firms"), duly certified by Dominion Voting Systems necessary to the fulfillment of the election printing responsibilities of the County Clerk.

A Contract for Election Printing and Database Coding services will be awarded to the successful firm for the term of January 1, 2025 through December 31, 2025, with a one-year option to renew, upon authorization by Resolution of the Board of County Commissioners of the County of Burlington.

**Qualification Requirements:**

To be qualified, the documentation of the following must be provided:

1. A statement regarding ownership of an exclusive printing facility, including address of facility.
2. Certification by Dominion Voting Systems, as a Dominion-certified printer in good standing and fully qualified to print all Image Cast ballot products.
3. Verification of a minimum of 5 years' experience printing Dominion machine ballots. This shall include previous experiences, Counties worked for and services provided.
4. Verification of a minimum of 5 years' experience in election data base coding, testing and election support for Dominion voting machines.

**Resumes demonstrating such experience must be submitted in response to this RFQ for EACH firm proposing to be qualified.**

Each firm must execute and deliver with the response to this RFQ a certification in the form provided stating that the candidate has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services.

Each firm must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Each law firm must also comply with the New Jersey Business Registration Act and Statement of Ownership, N.J.S.A. 52:25-24.2. Exhibit A.

**Scope of Work:**

The successful firm shall accept disassociated data (i.e.; federal candidates, congressional candidates, legislative candidates, municipal candidates, district candidates, regional and local school board candidates, municipal clerks, delegate districts, etc.) as provided by the County Clerk's office and create clear, unique ballots for voting machines. This shall include absentee, provisional, emergency and sample ballots that can be programmed, where applicable, for each voting district.

The successful firm shall perform the requirements that follow for all elections, not just the Annual School Election, Primary Election and the General Election, as required by the Burlington County Clerk's Office. The successful firm shall submit prompt itemized statements for the County to use in billing the appropriate parties.

The Dominion voting machine is the voting machine used for elections in Burlington County, New Jersey.

Random Quality Assurance Audits shall be performed on at least one box of printed ballots for each town and ward, to assure that ballots are correctly labeled for the town to which they are intended. Records of those Audits are to be submitted daily to the County Clerk or her designee.

There shall be no subcontracting of the printing of Ballots and post cards (mailers) without prior written approval of the County Clerk so as to best control the work product.

The approved Vendor shall meet at a minimum of every month of the calendar year, with the County Clerk or her designee for the first six months, then bi-weekly thereafter or more frequently, if needed, to review processes, give updates and discuss any issues that are pertinent to the election process. Minutes of those meetings shall be kept.

**Evaluation and Ranking Methodology:**

This RFQ is open to all qualified candidates. The County of Burlington will not discriminate on the basis of gender, race, age, ethnicity, handicap or any other legally protected class.

A review committee will be established within the Solicitor's Office which shall review and evaluate all responses and determine a limited number of best-qualified candidates with which to negotiate. The evaluation will consider:

- a. Qualifications;
- b. Experience in providing the election ballot design and printing services requested and references related thereto;
- c. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the Dominion voting machine and other election systems. The successful firm should provide the County with previous experiences and printing facility capacity to allow the County to properly evaluate this component;
- d. Thoroughness and completeness of the firm's submission.

After negotiations, the review committee will present to the Board of County Commissioners of the County of Burlington a recommendation for an award of Contract for Election Printing and Database Coding Services to be authorized by Resolution of the Board of County Commissioners for the term of January 1, 2025 through December 31, 2025, with a one-year option to renew.

**Firms responding to this RFQ must submit three (3) complete unbound copies and 1 USB drive (in PDF format) of their responses, including all necessary documentation no later 2:00 p.m. Tuesday, October 22, 2024 to the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060. Responses sent via electronic mail and/or facsimile will not be accepted.**

**Schedule of Fees:** Please provide a standardized Cost Proposal attached as Exhibit B to be considered after qualifications.

**Contract Award:**

The Office of the County Solicitor will provide the form of Contract.

The conduct and performance of the firm pursuant to the Contract awarded through this Request for Qualifications shall be subject to all applicable laws, rules and regulations in the State of New Jersey. The firm shall at all times be regarded as an independent contractor. Nothing herein or in the Contract shall be construed to create an employer-employee relationship between the Board of County Commissioners of the County of Burlington and the firm.

**Insurance:**

All firms deemed qualified shall maintain adequate insurance coverage during the term of any Contract awarded pursuant to the following guidelines:

- a. Statutory Worker's Compensation and Employer's Liability Insurance;
- b. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate;
- c. Comprehensive Automobile Bodily Injury and Property Damage Liability coverage of not less than \$1,000,000 combined single limit; and
- d. Professional Liability/Errors and Omissions insurance coverage of not less than \$1,000,000 each wrongful act, \$2,000,000 aggregate.

Prior to the effective date of this Agreement, and as a condition precedent to its taking effect, the FIRM shall provide a Certificate of Insurance as verification of the existence of said insurance policies. Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. The Certificate must name the Board of County Commissioners of the County of Burlington as an additional insured and should be issued to:

Board of County Commissioners of the County of Burlington  
Attn: Insurance and Risk Management Division  
49 Rancocas Road, P.O. Box 6000  
Mt. Holly, NJ 08060-6000

All above-mentioned insurance policies shall be primary and noncontributory to any other insurance or self-insurance maintained by Burlington County.

**All firms shall provide a Certificate of Insurance as verification of the existence of said insurance policies as part of its response to the RFQ. Failure to submit such Certificate may be cause to determine any firm as being non-responsive and to be disqualified from consideration.** Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of any contract awarded to any firm for Election Printing and Database Coding Services. Any questions regarding insurance should be directed to Tammy Granata, Claims Adjuster at (609) 702-7078.

Firms shall agree to the inclusion of the following language in any contract ultimately awarded:

"Contractor shall be solely responsible for and shall keep, save, defend and hold harmless the Board and its servants, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, cost and expenses in connection therewith on account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation, or government entity arising out or in consequence to any acts or omissions of Contractor, his employees, agents and subcontractors, in the performance of the work covered by this Agreement or the failure to comply with the terms and conditions of this Agreement."

The firm's conduct and performance pursuant to any contract awarded shall be compliant with all applicable laws, rules and regulations in the State of New Jersey. The firm shall at all times be regarded as an independent contractor. Nothing herein shall be construed to create and employer-employee relationship between the Board and the firm.

## **STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

P.L.2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All bidders must submit a copy of their State of New Jersey Business Registration Certificate prior to award of any contract.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 et seq. (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership       Limited Partnership       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or no individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be.  
**(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF TEN PERCENT (10%) OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a Bidder/Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a ten percent (10%) or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (10%) or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to N.J.S.A. 52:25-24.2 et seq. has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Bidder/Proposer; that the **County of Burlington** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **County of Burlington** to notify the **County of Burlington** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Burlington** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):			
Signature:			

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of County Commissioners of the County of Burlington that, in performing services to Burlington County, he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his/her firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification and shall remain in effect for the term of the election printing and database coding services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: \_\_\_\_\_

(REVISED 4/10)

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job—related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conduction a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**EXHIBIT B**

**COST PROPOSAL:**

<u>ITEM</u>	<u>AMOUNT</u>	<u>UNIT</u>
A. Ballot Styles – Design/Layout/Typesetting & Testing		
Machine Ballot Faces	\$ _____	1 Each
Machine Ballot Face (Full with School)	\$ _____	1 Each
Mail-In – 1 sided (Plain paper)	\$ _____	1 Each
Mail-In – 1 sided (Image cast ballot)	\$ _____	1 Each
Mail-In – 2 sided (Plain paper)	\$ _____	1 Each
Mail-In – 2 sided (Image cast ballot)	\$ _____	1 Each
Emergency – 1 sided	\$ _____	1 Each
Emergency – 2 sided	\$ _____	1 Each
Provisional – 1 sided (plain paper)	\$ _____	1 Each
Provisional – 1 sided (Image cast ballot)	\$ _____	1 Each
Provisional – 2 sided (plain paper)	\$ _____	1 Each

Provisional – 2 sided (Image cast ballot)	1 Each
\$ _____	
UOCAVA fax/e-mail – 1 sided	1 Each
\$ _____	
UOCAVA fax/e-mail – 2 sided	1 Each
\$ _____	
Removed Resident – 1 sided	1 Each
\$ _____	
Samples – 1 sided	1 Each
\$ _____	
Samples – 2 sided	1 Each
\$ _____	
B. Voting Machine Ballot Face – Printing	Per Face
\$ _____	
Other charges	
\$ _____	

<u>ITEM</u>	<u>UNIT</u>
<u>AMOUNT</u>	
C. Mail-In Ballot – Printing	
1 Sided (Plain paper)	Per Ballot
\$ _____	
1 Sided (Image Cast ballot)	Per Ballot
\$ _____	
2 Sided (Plain paper)	Per Ballot
\$ _____	
2 Sided (Image Cast ballot)	Per Ballot
\$ _____	

Other charges  
\$ \_\_\_\_\_

D. Emergency Ballot – Printing

1 Sided Per Ballot  
\$ \_\_\_\_\_

2 Sided Per Ballot  
\$ \_\_\_\_\_

Other charges  
\$ \_\_\_\_\_

E. Provisional Ballot – Printing

1 Sided (Plain paper) Per Ballot  
\$ \_\_\_\_\_

1 sided (Image cast ballot) Per Ballot  
\$ \_\_\_\_\_

2 Sided (Plain paper) Per Ballot  
\$ \_\_\_\_\_

2 sided (Image cast ballot) Per Ballot  
\$ \_\_\_\_\_

Other charges  
\$ \_\_\_\_\_

F. UOCAVA Ballot – Printing

1 Sided Per Ballot  
\$ \_\_\_\_\_

2 Sided Per Ballot  
\$ \_\_\_\_\_

Other charges  
\$ \_\_\_\_\_

G. Removed Resident Ballot – Printing

1 Sided Per Ballot  
\$ \_\_\_\_\_

Other charges  
\$ \_\_\_\_\_

ITEM

AMOUNT

UNIT

H. Sample Ballot – Printing

1 Sided Per Thousand  
\$ \_\_\_\_\_

2 Sided Per Thousand  
\$ \_\_\_\_\_

Other charges  
\$ \_\_\_\_\_

**BASE CHARGE – Creation and maintenance of WinEDS Profile data**

Districts 1 - 100 1 Each  
\$ \_\_\_\_\_

Districts 101 - 300 1 Each  
\$ \_\_\_\_\_

Districts 301 – 1,000 1 Each  
\$ \_\_\_\_\_

Each Additional Language Per Election  
\$ \_\_\_\_\_

Precinct Level Contests in Election  
(Primary in alternate years) Per Election  
\$ \_\_\_\_\_

Pre-Election Profile Review Per Year  
\$ \_\_\_\_\_

Creation of Audio Files  
for Election Data Per Election  
\$ \_\_\_\_\_

WinEDS Telephone Supports \$ _____	Per Year
Installation, Verification & Proofing \$ _____	Per Election
On-Site Election Day Support \$ _____	Per Election
Other Costs \$ _____	

**MISCELLANEOUS ELECTION PRINTING**

#10 Mail-In Ballot Envelopes w/Certificate \$ _____	Per Thousand
#11 Mail-in Ballot Envelopes – Return \$ _____	Per Thousand
#12 Mail-in Ballot Envelopes – Outer \$ _____	Per Thousand
Provisional Ballot Envelopes with Detachable Certificate \$ _____	Per Thousand

ITEM

AMOUNT

UNIT

**MAIL-IN BALLOT ENVELOPES FOR AUTOMATION**

10.25 x 5.5 Mail-in Ballot Envelopes w/Certificate \$ _____	Per Thousand
10.5 X 5.75 Mail-in Ballot Envelopes – Return \$ _____ w/ 3.5 x 1.65 window	Per Thousand
11 x 6 Mail-in Ballot Envelopes- Outer \$ _____ w/ 4.25 x 2.25 window	Per Thousand