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ACCO

BOARD OF ELECTIONS

IN
THE CITY OF NEW YORK
EXECUTIVE OFFICE
32 BROADWAY
NEW YORK, NY 10004–1609
TEL (212) 487–5300
FAX (212) 487–5349
www.vote.nyc

January 10, 2023

Second Response to questions from the vendors:

The time to respond has been extended to January 17th, 2023 at 3:00PM.

1. Please clarify when a two sheet ballot is required by the Board of Elections, if each ballot sheet is required to be connected by a center perforation. For example, two separate 19" ballot sheets connected by a center perforation which would be printed as one 38" ballot sheet? It is my understanding this configuration has been used in past years when a two page ballot was required. Said configuration greatly affects the cost of production for each ballot pack as opposed to printing two separate ballot sheets.
   If perforation is requested it would be on the short end bottom of the first page and top of the second page. So it would be a 38" ballot sheet.

2. Please clarify the quantity breakdown of mail packets and number of voter mail files supplied for each borough by election. For example, total usage for the 2022 August Primary states 109,163 ballot packs produced. It is my understanding that an initial voter mail file would be supplied requiring a certain amount of the 109,163 ballot packs be produced. What is not clear in RFP specification is how many individual voter mail files were sent to vendor on a daily basis which comprise the 109,163 ballot packs? There is no provision in RFP specification which requires a set up charge for each voter mail file.
   Listed below is the permanent absentee numbers for each borough for a general election. This would change for a primary depending on the contest and the party if registered by the voter. The number of temporary requests for the each election is not known. That is why the number of absentee ballots for the last few years have been provided as a reference but not a guarantee as to what will be requested. If there is a set charge for each voter file please include the charge in the pricing package.
   Manhattan 13916
   Bronx   7303
   Brooklyn   12083
   Queens   14045

Staten Isl.   4408

3. Please clarify how many hours or days before the mailing deadline will there be for production of Military/ Federal/ UOCAVA ballots? Production time would be based upon receipt of voter mail files and certified ballot PDF's. It is our understanding that this could be as little as 12 hours. Will said ballots be required by the Board of Elections to be dropped in City of New York USPO's?
The military/Federal/UOCAVA ballot information is generally provided 24-48 hours before mailing. The mailing must be completed 46 days prior to the election and does not have to mail in NYC.

4. Please clarify, given the foreign language requirements, how many unique versions of envelopes will be required among the five boroughs?
3 Unique envelopes. Richmond and Bronx Counties English and Spanish, Brooklyn and Manhattan Counties English, Spanish and Chinese and Queens County 5 languages.

5. Please clarify, given the foreign language requirements, how many unique versions of "I voted sticker" carrier sheets will be required among the five boroughs?
Richmond and Bronx Counties English and Spanish, Brooklyn and Manhattan Counties English, Spanish and Chinese and Queens County 5 languages.

6. Please clarify, that the outgoing envelope (forward) will have custom two sided windows to ensure accuracy of envelope contents by capturing a picture of each side of the envelope in the inserting process. Yes
Also, in addition to the peel and seal envelope flaps, will the return and oath envelopes be required to have scored/perforated tamper evident flaps with a UV printed seal? No