

STATE OF MAINE
DEPARTMENT OF THE SECRETARY OF STATE
Bureau of Corporations, Elections and Commissions,
Elections Division

RFP #201303492

**Request for Proposals (RFP) to Provide Printing and Delivery of Ballots for
the November 2013 Referendum Election**

RFP Coordinator:

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Bureau of Corporations, Elections and Commissions, Elections Division

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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Bidders' Conference: April 22, 2013, 10:30 am local time, via Conference Call

Deadline for Submitted Questions: April 24, 2013, 2:00 p.m. local time

Proposals Due: May 7, 2013, not later than 2:00 p.m. local time

Submit to:

Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009

TABLE OF CONTENTS

Public Notice	3
PART I INTRODUCTION	4
A. Purpose and Background	4
B. General Provisions.....	5
C. Eligibility to Submit Bids	5
D. Contract Term	5
E. Number of Awards.....	6
PART II SCOPE OF SERVICES	7
PART III KEY RFP EVENTS	10
A. Timeline of Key RFP Events	10
B. Bidders Conference.....	10
C. Questions.....	10
D. Submitting the Proposal.....	10
PART IV PROPOSAL SUBMISSION REQUIREMENTS	12
A. Proposal Format	12
B. Proposal Contents	13
Section I Organization Qualifications and Experience.....	13
Section II Specifications of Work to be Performed.....	13
Section III Cost Proposal.....	14
Section IV Economic Impact within the State of Maine	14
Section V Required Proposal Attachments	14
PART V PROPOSAL EVALUATION AND SELECTION	15
A. Evaluation Process - General Information.....	15
B. Scoring Weights and Process.....	15
C. Selection and Award.....	16
D. Appeal of Contract Awards	16
PART VI CONTRACT ADMINISTRATION AND CONDITIONS	17
A. Contract Document	17
B. Standard State Agreement Provisions.....	17
PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS	18
PART VIII APPENDICES	19
PROPOSAL COVER PAGE	19
COST PROPOSAL FORM.....	25
ECONOMIC IMPACT FORM.....	27
SAMPLE SCHEDULE.....	29
SAMPLE ORDER SPREADSHEET.....	30

Public Notice

**State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions,
Elections Division
Public Notice for RFP #201303492
Request for Proposals to Provide Printing and
Delivery of Ballots for the November 2013 Referendum Election**

The State of Maine Department of the Secretary of State, Elections Division, has a requirement for the printing and delivery of ballots and related services as defined herein. In accordance with State procurement practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) #201303492 for the purchase of the aforementioned goods and services.

A copy of the RFP can be obtained by contacting the Division's RFP Coordinator for this project: Tracy Willett, Elections Coordinator. The RFP Coordinator can be reached at the following email address: tracy.willett@maine.gov or mailing address: Division of Elections, attn: Tracy Willett, 101 State House Station, Augusta, ME 04333-0101, or phone: 207-624-7636. The Division encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on May 7, 2013, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

**State of Maine - Department of the Secretary of State, Bureau of Corporations,
Elections and Commissions, Elections Division**

RFP #

**Request for Proposals to Provide Printing and
Delivery of Ballots for the November 2013 Referendum Election**

PART I INTRODUCTION

A. Purpose and Background

The State of Maine, Department of the Secretary of State, Elections Division (“Division”) is seeking proposals to provide printing, packaging and delivery of ballots as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Bidder(s).

Two categories of paper ballot voting systems are currently used in Maine – paper ballots that are hand-counted and those that are counted with optical scan tabulators. **This RFP is being issued for the purpose of printing and delivering ballots only to municipalities that use paper hand-count ballots.** The Division provides a quantity of ballots based on a percentage of registered voters in each municipality. This percentage varies with the type of election. The Division anticipates that approximately 290 municipalities will be hand-counting ballots for the November 2013 election.

Federal and state elections in Maine are conducted in a manner common to the New England states involving a cooperative effort between the State and local jurisdictions - also called municipalities – which include cities, towns, plantations and unorganized townships that administer their own elections. **There is no county-level election administration in Maine.** The conduct of elections is decentralized, taking place in approximately 500 separate municipalities. Each municipality has a municipal clerk who is responsible for conducting elections for that jurisdiction.

The Secretary of State is Maine’s chief state election official with central authority, exercised by the Elections Division staff, to oversee the application of election laws and procedures for federal and state elections (including all federal, state and county offices and statewide referenda), to include:

- Centrally designing and preparing ballots and other forms, for statewide elections, in a consistent format for use by all municipalities;
- Training and advising municipal election officials in the proper conduct of statewide elections;
- Collecting and compiling reports of election results and voter registration figures; and
- Conducting recounts centrally by following uniform procedures.

The Secretary of State currently uses election management software to create and produce camera-ready proofs of paper ballots, in electronic and printed formats, for mass production by a printing contractor. Statewide ballot preparation by the staff in the Division of Elections involves approximately six weeks of intense production.

B. General Provisions

1. Issuance of this RFP does not commit the Division to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Division. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Division will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Division also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder’s experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 *et seq.*). If a Bidder submits materials that it claims are confidential because they are not “public records” pursuant to FOAA, the Bidder must (1) conspicuously and precisely designate those particular portions of its materials as “confidential” and (2) provide the specific statutory or other legal basis that exempts the designated materials from FOAA’s definition of “public record.” (See 1 M.R.S. § 402; <http://www.maine.gov/foaa/law/exceptions.htm>.) A Bidder’s confidential designation does not ensure nondisclosure of the material; the State shall determine whether submitted materials are “public records.”
6. The Division, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
9. The Division reserves the right to conduct site inspections as part of its evaluation prior to the award.

C. Eligibility to Submit Bids

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

D. Contract Term

The Division is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the following table. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Period of Performance	June 4, 2013	12/31/2013

E. Number of Awards

The Division anticipates making one award as a result of this RFP process.

PART II SCOPE OF SERVICES

Upcoming Elections

The Division has requirements for the printing of paper (hand-count) ballots for the state referendum election for November 5, 2013. There are two types of ballots required for each election, Sample Ballots and Official Ballots (this includes Absentee and Regular ballots, which are identical). Referendum elections are comprised of ballot questions such as, People's Vetoes, Citizen Initiatives, Bond Issues and Constitutional Amendments. The number of questions varies for each election. Traditionally, this is a single-sided ballot that is the same ballot statewide, although it may be a two-sided ballot.

Capacity of Bidder

The Bidder must have the capacity to print, package and mail paper hand-count ballots according to the specifications outlined in this RFP. **Preference will be given for Bidders with statewide or multi-jurisdictional ballot printing experience.** Required services include all printing, cutting, collating, folding, counting, wrapping, sealing, labeling, marking cartons, examining, packing and mailing of any and all material. The Bidder must be able to adhere to strict, legal deadlines for the delivery of ballots to municipalities and to adjust staffing accordingly. Ballots must be printed and stored in a secure location that is accessible only by the Bidder and employees of the Bidder. From the time the Division provides the Bidder with the ballot proofs through the delivery of ballots to the municipalities, ballots must be secured and the chain of custody must be clear and easily tracked.

Material and Printing Specifications

Size and Style of Ballots

The Division will provide all ballot text as camera-ready copy, in both printed and electronic formats. Official (including Absentee and Regular) Ballots are generally printed on white, 60 or 70 lb offset paper with black ink. Ballots are 8 ½ inches wide, while ballot lengths may vary from 11 inches to 20 inches long. Most often, however, ballots are 8 ½ inches wide by 14 inches long. Sample Ballots are printed on light green (or other color subject to Division approval), 11 inches wide by 17 inches long, 50 or 60 lb offset paper with black ink.

Ballot Type Specifications

Election	Paper Size	Number of Ballot Styles	Paper Weight	Paper Color	Ink Color	Estimated Quantity
11/5/13-Referendum Official	8 ½" x 11" to 8 ½" x 20" *Generally 8 ½" x 14" 1 or 2 sided	Usually 1, but could have additional, if county election	60 or 70 lb offset	White	Black	65-75% of active voters in each municipality Estimate 100,000
11/5/13-Referendum Sample	11" x 17" 1 sided	1 for each official ballot style	50 or 60 lb offset	Light green or other color approved by Division	Black	15 for each municipality, ward/precinct and 50 for the Division Estimate 4,250

Ballot Proofs

The Bidder must provide proofs for the Division's approval prior to printing full ballot sets. The Division will require time to compare ballot proofs in order to approve for printing. Generally this process takes one to two days, so the Bidder must be able to work that time into the schedule for printing. See Appendix E for a sample schedule. The proofs must be shipped by overnight mail unless the Division agrees to another method. Shipping costs for materials such as ballot proofs will be paid by the Bidder.

Folded Ballots

All paper hand-count ballots are folded uniformly so that the inner contents of the ballot are concealed. Ballots must be folded, so that the folded absentee ballot fits easily into an absentee envelope that measures 4 ¾ inches high by 11 inches wide. The Division and the Bidder will agree upon positions for the fold marks at the time when final ballot proofs are approved for printing.

Sample to Division

The Bidder must provide the Division with two originals of each ballot style (printed, cut and folded) before any delivery is made. If absentee and regular ballots are printed in separate print runs, or if additional ballots are printed separately, the Bidder must provide the Division with two originals of each ballot style (printed, cut and folded) prior to delivery. All final ballot styles must be approved by the Division prior to shipment.

Packaging and Delivery Specifications

Labels and Delivery Material

The Division will furnish the successful Bidder with pre-addressed delivery labels and signature confirmation receipts. The Bidder will furnish all envelopes or delivery cartons, packing material and other products required for delivery of ballots.

Packaging into 50

As described above, all hand-count ballots are folded. The folded ballots must be sealed into exact individual packages of 50. There are instances where the Division provides a lesser amount of ballots to a municipality for township voters or to a town or plantation that has fewer than 50 voters. In this case, the Division would notify the Bidder of these ballots to be packaged in smaller lots. The packages of 50, or a lesser amount, must be shrink-wrapped, or otherwise packaged so the ballot headers are visible, while the inner contents of the ballots are concealed. The purpose of packaging in a tamper-evident package is that the package must be opened to remove individual ballots. When the polls close, the election officials must cancel all individual ballots from the opened packages. Unopened lots of ballots remain sealed, so it is unnecessary for officials to open sealed packages of 50 and cancel individual ballots.

Labeling and Shipping Material

All ballots must be shipped in cardboard containers, except for very small municipalities which may be shipped in tamper-evident envelopes. The shipping containers must be sealed with tamper-evident tape and labeled as containing election material. Each container of ballots, when packaged, must weigh no more than 35 pounds. Multiple containers addressed to a single municipality must be marked as "Box 1 of 3", "Box 2 of 3" etc. The ballot packages also must contain the Division's return address and other necessary delivery information. Absentee ballots may be sent in one container, subject to the maximum weight requirement. All regular ballots must be packed in separate containers by voting district, subject to the maximum weight requirement. Each delivery package must be sealed with the tamper-proof sealing tape that may be provided by the Division, unless the Bidder has an alternate sealing method approved by the Division. If requested by the Division, the Bidder will enclose additional sealing tape (to be used by municipal election officials) inside each container of

ballots.

Delivery of Ballots

The Bidder must arrange for timely, inside delivery to the applicable municipal clerk, at the address provided by the Division. Ballots must be delivered by the U.S. Postal Service, first class mail, Signature Confirmation Requested. The Bidder will deliver the absentee ballots first, followed by the regular ballots according to an agreed upon schedule within statutory requirements. The Division will provide appropriate receipt forms which will be mailed in the container with the ballots. The Bidder must notify the Division, in writing, of which municipalities' ballots will be sent for delivery each day, so the Division can issue correspondence related to each delivery while it is in transit.

Delivery Cost Separate

The Division will pay the ballot delivery costs separate from the printing costs. Ballot delivery costs must be billed as a separate item on the invoice.

Invoice Schedule

The Division will not accept an invoice until final delivery of ballots, once all postage costs are known. Payment for ballots is not made until after the election.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Bidders' Conference	April 22, 2013 10:30 am, local time
Due Date for Written Questions	April 24, 2013 at 2:00 pm, local time
Due Date for Written Questions Response	April 26, 2013 at 2:00 pm, local time
Due Date for Receipt of Proposals	May 7, 2013 at 2:00 pm, local time
Estimated Contract Start Date (subject to change)	June 4, 2013

B. Bidders Conference

The Department will sponsor a Bidders' Conference concerning this RFP beginning at the date and time shown in the timeline above. The Bidders' Conference will be held by conference call. Bidders should contact the RFP Coordinator for conference call information.

The purpose of the Bidders' Conference is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders' Conference is not mandatory, interested Bidders are *strongly encouraged* to attend.

C. Questions

1. General Instructions

- It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- Questions may be submitted by e-mail, fax or regular mail. If faxed, please be sure to include a cover sheet addressed to the RFP Coordinator listed on the cover of this RFP, and indicate the number of pages sent. The Division assumes no liability for assuring accurate/complete fax or e-mail transmission and receipt.
- Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Division reserves the right to answer or not answer any question received.

D. Submitting the Proposal

- Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception by the Division of Purchases.

2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Division. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package including one **original and 5 copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal also must be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP #201303492

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Division and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Division seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. Bidders should copy the templates in Appendices A through D into a separate Microsoft Word document before preparing responses. Proposals and attachments should be single-spaced with 1" margins on white 8 1/2" x 11" paper using a font no smaller than 11 point Times New Roman or similar.
2. The cover page provided in Appendix A must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
3. After the cover page (Appendix A), the proposal submission should contain the following documents in the following order: Technical Proposal Form (Appendix B), Cost Proposal Form (Appendix C), Economic Impact Form (Appendix D) and the requested attachments. For clarity, the Bidder's name should appear on every page, including attachments. Each attachment must reference the section or subsection number to which it corresponds.
4. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Each question is provided within a table which will expand to fit the Bidder's response. The Technical Proposal Form (Appendix B) should be consecutively numbered and limited to a maximum total of 10 pages. Additional pages to Appendix B will not be considered for evaluation.
5. The Bidder **may not** provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Brochures or other promotional material will not be considered part of the proposal and will not be evaluated or returned.
6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Division's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

B. Proposal Contents

Section I Organization Qualifications and Experience

Technical Proposal Form (Appendix B)

Bidders must respond to questions I.1 to I.13 in Section I of the Technical Proposal form, which is provided as Appendix B. Answers to these questions will provide a description of the Bidder's organization and contact information, along with the same information for any subcontractors. Bidders will provide their overall experience pertinent to the specific services required by the RFP, and detail their specific project experience, or if none, detail their experience with projects that highlight their general capabilities. Responses should be brief, but thorough; the table will expand to fit your responses.

Section II Specifications of Work to be Performed

Technical Proposal Form (Appendix B)

Part A – Requirements (Pass/Fail)

Bidders must respond to questions A.1 through A.3 in Part A of Section II of the Technical Proposal Form, which is provided as Appendix B. These questions pertain to Division requirements for the facility, ballots specifications, packaging and delivery for the proposed Bidder. These questions require only that the Bidders put an "X" in the response box or boxes that apply to your response. For those responses, a space is not provided for additional narrative and the Bidders should not add any narrative response. A "No" response marked in this section will disqualify the proposal. These questions are based on the Scope of Services detailed on pages 7 through 9.

Part B - Security

Bidders must respond to questions B.1 through B.5 in Part B of Section II of the Technical Proposal Form, which is provided as Appendix B. The questions pertain the how the Bidder will provide security for ballots throughout the printing and delivery process. These questions require the Bidder to provide a narrative description in response. Please be brief, but thorough, in your responses; the table will expand to fit your responses. These questions are based on the Scope of Services detailed on pages 7 through 9.

Part C – Project Management

Bidders must respond to questions C.1 through C.4 in Part C of Section II of the Technical Proposal Form, which is provided as Appendix B. Bidders must provide a description on how the Bidder will manage the ballot printing project. Please be brief, but thorough, in your responses; the table will expand to fit your responses. These questions are based on the Scope of Services detailed on pages 7 through 9.

Part D – Printing, Packaging and Delivery

Bidders must respond to questions D.1 through D.4 in Part D of Section II of the Technical Proposal Form, which is provided as Appendix B. Bidders must provide a description of the Bidder's ability to meet the Division's printing and delivery requirements. These questions are based on the Scope of Services detailed on pages 7 through 9.

Section III Cost Proposal

Cost Proposal Form (Appendix C)

1. The Bidder must submit a cost proposal that covers the entire period of the contract.
2. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
3. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix C may result in the exclusion of the proposal from consideration, at the discretion of the Division.
4. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Division may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

Section IV Economic Impact within the State of Maine

Economic Impact Narrative Form (Appendix D)

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it deems to be most relevant for this section.

Section V Required Proposal Attachments

The following documents must be attached to the back of each Bidder's proposal in the order as numbered below. The required documents will be reviewed and rated by the Division's evaluation team.

1. Attach a copy of the face page of the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Division reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Division may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. The Division reserves the right to make video or audio recordings of any applicable interview/presentation process. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.
4. The Division reserves the right to conduct site inspections as part of its evaluations prior to award. The Division may revise the scores assigned in the initial evaluation to reflect the results of the site inspections.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (25 points)

Includes all elements addressed above in Part IV, Section I.

Section II. Specifications of Work to be Performed (30 points)

Includes all elements addressed above in Part IV, Section II.

Section III. Cost Proposal (40 points)

Includes all elements addressed above in Part IV, Section III.

Section IV. Economic Impact within the State of Maine (5 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described as follows.

- 3. Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 40 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(lowest submitted cost proposal / cost of proposal being scored) x 40 = pro-rated score

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

4. Negotiations

The Division reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Division's Request for Proposals to an extent that may affect the price of goods or services requested. The Division reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Division subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Division.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Division reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Division estimates having a contract in place by June 4, 2013. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Division's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Division will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Division staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – State of Maine Proposal Cover Page
2. Appendix B – Technical Proposal Form
3. Appendix C – Cost Proposal Form
4. Appendix D – Economic Impact Narrative Form

The following Appendices are informational only. Please do not submit these documents with the proposal.

5. Appendix E – Sample Schedule
6. Appendix F – Excerpt from Sample Order Spreadsheet

PART VIII APPENDICES

Appendix A

**State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions,
Elections Division**

PROPOSAL COVER PAGE

RFP # (insert RFP# assigned by Division of Purchases)

**Request for Proposals to Provide Printing and Delivery of Ballots for the November 2013
Referendum Election**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Division or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature	Date	Name and Title (Typed)
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Section I. Organization Qualifications and Experience (25 points)

The following questions (I.1 – I.13) deal with the qualifications and experience of the Bidder.

<p>I.1 Description of the Organization</p>	<p>Enter the full name of the Bidder and give the physical and mailing address of the Bidder’s location with the name of a contact person, the contact’s organizational title, phone number, and email address.</p>
	<p><i>Response:</i> ➔</p>
<p>I.2 Subcontractor, if any, Contact Information</p>	<p>If subcontractors are to be used, provide a list that specifies the name, address, phone number and a contact person for each subcontractor and a brief description of each subcontractor’s role (e.g. implementation, system support, etc.) with respect to this bid. If no subcontractors will be used, please state “none”.</p>
	<p><i>Response:</i> ➔</p>
<p>I.3 Organization Form</p>	<p>Specify in what manner the Bidder is organized (e.g. sole proprietorship, partnership, corporation, etc.).</p>
	<p><i>Response:</i> ➔</p>
<p>I.4 State/Country of Registration</p>	<p>Enter the State in which the business entity is incorporated or otherwise organized to do business. If registered in a foreign country, indicate that country.</p>
	<p><i>Response:</i> ➔</p>
<p>I.5 First Year Organized</p>	<p>Provide the year in which the business entity was first organized to do business.</p>
	<p><i>Response:</i> ➔</p>
<p>I.6 Organizational History</p>	<p>Specify whether and how the form of organization has changed since the date the business entity was first organized (i.e. by subsequent incorporation, merger, or other organizational change) and any change in name.</p>
	<p><i>Response:</i> ➔</p>
<p>I.7 Location Where Services will be Performed</p>	<p>Will any of the services described in the proposal’s scope of work be performed outside of the United States of America?</p>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “Yes,” specify the country or countries in which the work will be performed and if the work will be done by citizens of the USA living abroad or by foreign nationals.</p> <p><i>Response:</i> ➔</p>
<p>I.8 Contractual Relationship with the State</p>	<p>Indicate whether the Bidder and proposed subcontractors, or their predecessors in interest, have contracted with the State during the preceding five (5) years. If so, identify the contract number and/or any other information available to identify such contract(s). If no such contractual relationship has existed, state “none”.</p>
	<p><i>Response:</i> ➔</p>

<p>I.9</p> <p>Contract Termination for Default</p>	<p>If the Bidder or any proposed subcontractor has had a contract terminated with any party, public or private, by default during the past three (3) years, show the other party's name, address and phone number. Any response must present the Bidder's position on the matter. If no such terminations for default have been experienced in the past three (3) years, state "none".</p>
<p>I.10</p> <p>Other Contract Terminations</p>	<p>If at any time during the past three (3) years, the Bidder, or any proposed subcontractors, has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such terminations have occurred in the past three (3) years, state "none".</p>
<p>I.11</p> <p>Overall Experience of the Bidder's Organization</p>	<p>Provide a brief description of the Bidder organization's overall experience, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include the same information for any subcontractors.</p>
<p>I.12</p> <p>Similar Project Experience</p>	<p>a. Describe up the Bidder's experience in printing ballots for a State, Federal or Local election. Include type of jurisdiction, number of jurisdictions, number of ballot styles and time frame for the project from receiving ballot specifications to delivery of ballots to jurisdictions. Did the Bidder receive camera-ready proofs or was the Bidder responsible for type setting each ballot? Please provide the information for up to five (5) ballot printing projects and include the dates that the projects took place. For each of the described projects, please provide a contact person from the client organization, along with that person's phone number. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.</p> <p>b. If the Bidder has not provided similar services, note this, and describe experience with projects that approach the complexity and visibility of this project.</p>
<p>I.13</p> <p>Number of Employees</p>	<p>How many full-time equivalent (FTE) employees does the Bidder have available during peak printing periods?</p>

Section II. Specifications of Work to be Performed (30 points)

Part A. Requirements (Pass/Fail)

The following questions (A.1-A.3) will not be scored with points. These questions deal with requirements of the Division and will be used as a pass/fail criterion for the proposal. A “No” answer to any of the following questions will disqualify the proposal.

A.1 Facility Requirement	As detailed under “Capacity of Bidder”, does the Bidder have a secure facility so that ballot material will only be accessible to the Bidder and employees of the Bidder?				
	<i>Response:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
A.2 Ballot Specification Requirements	Is the Bidder able to print official and sample ballots in each size and color required by the Division as detailed under Ballot Type Specifications in the Scope of Work on page 8 of the RFP? For each ballot type and size, please indicate with an (X) the yes or no response.				
	<i>Response:</i>				
		Ballot Type	Paper Size/Color	Ink	Color Overlay
2a	Referendum Official	8 ½”x11” to 8 ½”x 20” White, 1 or 2 sided	Black	None	<input type="checkbox"/> Yes <input type="checkbox"/> No
2b	Referendum Sample	11”x17” Light Green (or other <u>approved</u> color), 1 sided	Black	None	<input type="checkbox"/> Yes <input type="checkbox"/> No
A.3 Ballot Packaging and Delivery Requirements	For each of the following questions, please indicate with an (X), the yes or no response.				
	<i>Response:</i>				
		Question			
	3a	Does the Bidder have the ability to fold ballots to meet specifications as described on page 7 of the RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	3b	Does the Bidder have the ability to package folded ballots into lots of 50 (or a lesser amount, if requested)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3c	Does the Bidder have the ability to shrink wrap or otherwise securely package each lot of ballots, so the ballot header is visible without opening the package and the package must be unsealed to access ballots?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3d	Can the Bidder adhere to strict legal deadlines to provide for printing and delivery of ballots within the time frame referenced in Appendix E?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Part B. Security

The following questions (B.1 to B.5) deal with security of ballot printing location.

B.1 Printing Location	Please describe the location where ballots are printed and who has access to that location. What security measures are in place to limit access during printing of ballots?	
	<i>Response:</i> →	
B.2 Storage of Printed Ballots	Please describe location and dimensions of room where printed ballots will be stored prior to delivery. How will the ballots be secured and who will have access during storage of ballots?	
	<i>Response:</i> →	
B.3 Ballot Overruns	If overruns result from printing ballots, please describe Bidder’s method of securing and destroying such ballots after the election.	
	<i>Response:</i> →	

B.4 Chain of Custody	Please describe Bidder's plan for maintaining and tracking the chain of custody for ballots from the receipt of ballot proofs from the Division through the delivery of ballots to the individual municipalities.
	<i>Response:</i> →
B.5 Delivery Packaging	Packages of ballots either in envelopes or containers must be sealed in a manner that makes the package tamper-evident. Please describe how Bidder will seal packages of ballots that will provide security for ballots during the delivery process.
	<i>Response:</i> →

Part C. Project Management

The following questions (C.1 to C.4) provide how the Bidder will manage the ballot printing project.

C.1 Contact	Describe method of contacting the Bidder during the contract period . Please include the following: <ul style="list-style-type: none"> • Hours of availability (include after business hours availability) • Identify whether contact will be with an individual or a team designated to the Division • Expected response times
	<i>Response:</i> →
C.2 Problem Resolution	In the event of a printing or delivery issue, please describe the process the Division would follow in order to report and seek resolution for the problem.
	<i>Response:</i> →
C.3 Available Resources	Based on the sample schedule (Appendix E), please describe how the Bidder will meet these anticipated deadlines. Include how the Bidder will rededicate resources in the case of an event that may delay printing or cause reprinting (i.e. equipment issues, unexpected revision to a ballot question, etc).
	<i>Response:</i> →
C.4 Tracking Progress	Please describe Bidder's method of tracking the printing process and delivery. How will the Bidder provide status updates to the Division of printing and delivery progress?
	<i>Response:</i> →

Part D. Printing, Packaging and Delivery

The following questions (D.1 to D.4) deal with the Bidder's ability to meet the Division's printing and delivery requirements.

D.1 Ballot Proofs	The Division will provide the Bidder with a camera ready copy in PDF and hard copy format of each ballot. Describe the process for producing and providing ballot proofs to the Division for approval. Include estimated time for producing and delivering a hard copy of the proofs to the Division.
	<i>Response:</i> →
D.2 Folding	Please describe Bidder's process to fold ballots uniformly to meet specifications described on page 7 of the RFP. What quality assurance procedures are in place to ensure accuracy?
	<i>Response:</i> →

D.3 Ballot Lot Packaging	As specified on page 7 of the RFP, please describe the Bidder’s ability to shrink wrap, or otherwise package folded ballot lots of 50, so the contents of the package are visible, while the ballot content is not visible. If the Bidder is unable to shrink wrap lots of 50, please describe how the ballots will be packaged, so that it is necessary to unseal the packaging in order to remove ballots.
	<i>Response:</i> →
D.4 Delivery	The Division requires that ballots are delivered by the United States Postal Service (USPS), please describe the Bidder’s ability to coordinate and deliver the ballots to the USPS, in order to ensure that ballots are delivered to municipalities within the statutory deadlines.
	<i>Response:</i> →

Appendix C – Cost Proposal Form

**State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions,
Elections Division**

COST PROPOSAL FORM (40 points)

RFP # (insert RFP# assigned by Division of Purchases)

**Request for Proposals to Provide Printing and Delivery of Ballots for the November 2013
Referendum Election**

Bidder's Organization Name: _____

Ballot Type (Camera Ready)	Ballot Size	Paper Weight	Paper Color	Cost for Official Ballots (based on estimate of 100,00)	
				Per ballot cost	Extended Cost (per ballot cost x 100,000)
Official-1 or 2 sided	8 ½" wide by 14" long	60 or 70 lb offset	White		
				Cost for Sample Ballots (based on estimate of 4,250)	
				Per ballot cost	Extended Cost (per ballot cost x 4,250)
Sample-1 sided	11" by 17"	50 or 60 lb offset	Light Green (or other color approved by Division)		
				Total Bid Cost (Total of Extended Cost of Official plus Extended Cost of Sample Ballots)	

Appendix D – Economic Impact Narrative Form

**State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions, Elections Division**

ECONOMIC IMPACT NARRATIVE FORM (5 points)

RFP #

**Request for Proposals to Provide Printing and Delivery of Ballots for the November 2013
Referendum Election**

Bidder's Organization Name:

Please use the space below to type a narrative description of the economic impact of this proposal, on or within the State of Maine, as further described in Section IV of this RFP (page 13). The response should not exceed one page, two-sided, single spaced, and typed using a font no smaller than 11 point Times New Roman or similar.

Appendix E – Sample Schedule

Proposed November 5, 2013, Referendum Election Ballot-printing Timetable

Final ballot amounts to Contractor	September 4, 2013
60 Days before Election	September 6, 2013
<i>Final ballot copy to Contractor</i>	<i>September 10, 2013</i>
Contractor to provide ballot proofs to Bureau	September 16, 2013
<i>Bureau to approve ballots for printing</i>	<i>September 18, 2013</i>
45 Days before Election	September 21, 2013
<i>Delivery Labels for Absentee Ballots to Contractor</i>	<i>September 23, 2013</i>
Sample Ballots delivered to Bureau	September 25, 2013
Absentee Ballots delivered to municipalities NO LATER THAN	October 1, 2013
<i>Delivery Labels for Regular Ballots to Contractor</i>	<i>October 1, 2013</i>
Regular Ballots delivered to municipalities NO LATER THAN	October 11, 2013
Referendum Election	November 5, 2013

NOTE: *In Italics are the dates to be met by the Bureau*
 In regular type are the dates to be met by the Contractor

Appendix F – Excerpt from Sample Order Spreadsheet

BLT	COUNTY	MUNICIPALITY	W/P	CC	Style #	Total Ballots	Absentee	Regular
P	ARO	ASHLAND	1-1		001-P	700	200	500
P	ARO	BRIDGEWATER	1-1		001-P	350	100	250
P	ARO	GARFIELD PLT	1-1		001-P	50	50	0
P	ARO	GLENWOOD PLT	1-1		001-P	10	10	0
P	FRA	COPLIN PLT	1-1		001-P	100	50	50
P	FRA	DALLAS PLT	1-1		001-P	200	100	100
P	FRA	INDUSTRY	1-1		001-P	550	200	350
P	FRA	KINGFIELD	1-1		001-P	850	250	600
P	HAN	CRANBERRY ISLES	1-1		001-P	50	50	0
P	HAN	CRANBERRY ISLES	2-1		001-P	100	50	50
P	HAN	WALTHAM	1-1		001-P	200	50	150
P	HAN	WINTER HARBOR	1-1		001-P	350	100	250
P	KEN	FAYETTE	1-1		001-P	700	200	500
P	KEN	ROME	1-1		001-P	650	200	450
P	KEN	VIENNA	1-1		001-P	350	100	250
P	LIN	ALNA	1-1		001-P	450	150	300
P	LIN	BREMEN	1-1		001-P	500	150	350
P	LIN	MONHEGAN ISLAND PLT	1-1		001-P	75	75	0
P	LIN	SOUTH BRISTOL	1-1		001-P	600	200	400
P	OXF	BYRON	1-1		001-P	100	50	50
P	OXF	CANTON	1-1		001-P	600	200	400
P	OXF	GILEAD	1-1		001-P	150	50	100
P	OXF	MAGALLOWAY PLT	1-1		001-P	30	30	0
P	OXF	WATERFORD	1-1		001-P	850	250	600
P	PIS	ABBOT	1-1		001-P	400	150	250
P	PIS	ATKINSON	1-1		001-P	200	50	150
P	PIS	BEAVER COVE	1-1		001-P	100	50	50
P	PIS	GREENVILLE	1-1		001-P	1200	350	850
P	SAG	ARROWSIC	1-1		001-P	300	100	200
P	SAG	GEORGETOWN	1-1		001-P	700	200	500
P	WAL	BELMONT	1-1		001-P	500	150	350
P	WAL	BROOKS	1-1		001-P	550	200	350
P	WAL	BURNHAM	1-1		001-P	650	200	450
P	WAL	WINTERPORT	1-1		001-P	2200	650	1550
P	WAS	ADDISON	1-1		001-P	650	200	450
P	WAS	ALEXANDER	1-1		001-P	300	100	200
P	WAS	BAILEYVILLE	1-1		001-P	750	250	500
P	WAS	PEMBROKE	1-1		001-P	450	150	300
P	WAS	PERRY	1-1		001-P	500	150	350
P	WAS	PLEASANT POINT VOTING DISTRICT	1-1		001-P	350	100	250
P	WAS	PRINCETON	1-1		001-P	500	175	325
P	WAS	WHITING	1-1		001-P	300	100	200
P	WAS	WHITNEYVILLE	1-1		001-P	150	50	100
P	YOR	CORNISH	1-1		001-P	800	250	550
P	YOR	DAYTON	1-1		001-P	1100	350	750