

Board of Trustees Elections

Request for Proposal: Questions & Responses

March 25, 2014

- 1. What are the dimensions and the colors (if any) of the outgoing envelope, return envelope, ballot, and candidate statement? We would prefer to see PDF samples to accurately quote them.**

The envelopes are a standard #10 external with a #9 return envelope. The candidate statements are printed double-sided on 8 ½ x 11 sheets of paper in black ink. The ballots must fit inside the #10 envelope and printed in black.

- 2. Do all members receive the same return envelope?**

Yes.

- 3. There will be a total of two different ballots (versions) for 2015, 2016, and 2017, correct?**

Only to reflect the districts those have seats in contention and therefore the different candidates.

- 4. How would a member access their electronic ballot? Would we print the online voting credentials directly onto the paper ballot as well as email the ballot to them?**

Online from the online voting credentials printed in instructions that are printed onto the paper ballot.

- 5. Do all members receive the paper ballot package? If not, how many receive it?**

All members in districts where seats are available receive the paper ballot.

- 6. Approximately how many telephone inquiries do you typically receive each year?**

Not more than 50 inquiries.

- 7. Please clarify *Candidate Eligibility List Requests* (lines 12-14 Attachment A).**

Our Member Services department generates a list from our roll of attorneys that comprises all of the eligible to vote.

8. Please clarify *Canvassing Total Election (vendors' facility)*--line 19 Attachment A.

Your fee for canvassing the election at your facility.

9. Please clarify *Canvassing Total Election (State Bar SF location)*--line 20 Attachment A.

This is carry language from when all ballots were counted at the San Francisco offices of the State Bar - No longer a requirement, but language is include for any eventuality.

10. Please Clarify *Canvassing Total Election (State Bar SF location, not including travel expense)*--line 21 Attachment A.

Home Location (city/state--for travel) of Canvassing Personnel for above.

11. Approximately how many voided/questionable ballots do you typically receive each year?

Approximately 100 ballots.

12. How many paper ballot returns do you anticipate?

Returns not exceeding 14% of total.