

**THIRD AMENDMENT TO THE
BALLOT PRINT AND MAIL SERVICES AGREEMENT**

between

COUNTY OF SANTA BARBARA

and

Runbeck Election Services, Inc., an Arizona corporation

For FY 2022-23

THIS IS THE THIRD AMENDMENT (hereafter Third Amendment) to the Ballot Print and Mail Services Agreement (hereafter Agreement) made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter County) located at 4440-A Calle Real, Santa Barbara, CA 93110 and Runbeck Election Services, Inc., an Arizona corporation (hereafter Runbeck or CONTRACTOR), with its principal offices located at 2800 S. 36th Street, Phoenix, AZ 85034.

WHEREAS, the parties desire to amend the Agreement to extend the term for an additional year through June 30, 2023; and

WHEREAS, the parties desire to amend the Agreement to update the total contract not to exceed amount; and

WHEREAS, the parties desire to amend the Agreement to update the pricing schedule and scope of services; and

WHEREAS, this Third Amendment incorporates the terms and conditions set forth in the original Agreement approved by the County Board of Supervisors on June 18, 2019, as amended; and

WHEREAS, the Agreement was included in the Fiscal Year 2021-22 ongoing contracts list as approved by the Board of Supervisors;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, County and Runbeck agree as follows:

THE AGREEMENT IS AMENDED AS FOLLOWS:

1. Section 2.1, **Term**, is replaced with the following:

Section 2.1 Term. The term of this Agreement shall start on July 1, 2019 and continue until the last day of June 2023. Except for the termination provisions contained herein at Section 11, this Agreement may not be terminated during the term.

2. The first sentence of Section 3 is replaced with the following:

Section 3 Payment to Runbeck. For Runbeck services and associated products to be rendered under this Agreement, Runbeck shall be paid a total contract amount, including cost reimbursements, not to exceed \$600,000, for County Fiscal Year 2022-23.

3. Exhibit A and Exhibit B are amended as herein attached, for County Fiscal Year 2022-23.

ALL OTHER TERMS REMAIN IN FULL FORCE AND EFFECT.

Third Amendment to Agreement between the **County of Santa Barbara and Runbeck Election Services Inc., an Arizona corporation.**

Third Amendment to Master Agreement with Runbeck Election Services. Effective 7/1/2022

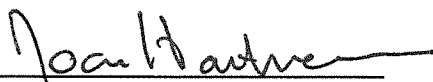
IN WITNESS WHEREOF, the parties have executed this Third Amendment to the Agreement to be effective on July 1, 2022.

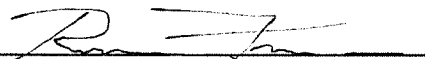
COUNTY OF SANTA BARBARA

CONTRACTOR

COUNTY BOARD OF SUPERVISORS

Runbeck Election Services, an Arizona corporation

By: 
Joan Hartmann, Chair
Board of Supervisors

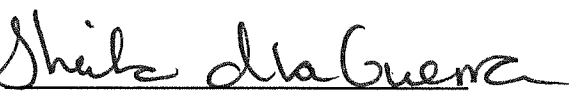
By: 
Rizwan Fidai
Vice President of Sales

Date: 7-12-22

Date: 6/28/2022 | 1:18 PM PDT

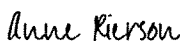
ATTEST:

MONA MIYASATO, COUNTY EXECUTIVE OFFICER
CLERK OF THE BOARD

By: 
Deputy Clerk

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
BETSY M. SCHAFFER, CPA, CPFO
AUDITOR-CONTROLLER

By: 
Deputy County Counsel

By: 
Deputy

APPROVED AS TO FORM:
GREG MILLIGAN, ARM
RISK MANAGER

RECOMMENDED FOR APPROVAL:
JOSEPH E. HOLLAND
CLERK-RECORDER-ASSESSOR

By: 
Risk Management

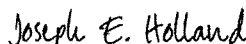
By: 
Clerk, Recorder, and Assessor

EXHIBIT A

Description: **Ballot Printing**

- 11" Tabulation System Ballot = .27 per ballot card
- 14" Tabulation System Ballot = .27 per ballot card
- 18" Tabulation System Ballot = .28 per ballot card
- Test Decks Pre-filled = .40 per ballot card
- Supplemental Order = Included, no additional set-up charge
- Art/Set-up Production = Included
- 1 Additional File to Vendor after E-60 = No minimum and no supp. charge
- Precinct Ballot (Poll Ballot) preparation to include padding, stapling and packaging = .06 per ballot card
- VBM Ballot preparation to include folding, packaging and delivery to county = .03 per ballot card
- Database Set-up = Included
- Standard ground shipping to Goleta Business Mail Entry Unit (BMEU) = Included
- County is responsible for applicable taxes
- Packaging boxes for precinct ballots = \$12.33 per box

Description: **Outgoing Process**

- Insertion Absentee Voter Packet = .24 per packet
- Insertion beyond (3) pieces = .01 per additional piece
- Insertion for jobs under quantity 15 = No additional charge
- Supplemental Mailings (Post E-29) = Same as initial mailing
- Election Set-up = Included
- Mailing services = Included
- Database Set-up = Included
- USPS Mailing Coordination = Included
- USPS Mailing Statements = Included
- Postage = Actual USPS Automation rates
- BallotTrax = .14 per piece

Description: **Single Side Insert Printing**

- B/W on White (8.5x11) = .063 per insert
- B/W on Color (8.5x11) = .073 per insert
- Color "I Voted" Sticker Insert = .089 per insert

Description: **Double Side Insert Printing**

- B/W on White (8.5x11) = .063 per insert
- B/W on Color (8.5x11) = .073 per insert
- B/W on Color (8.5x14) = .078 per insert

Description: Envelopes

- Outgoing 5 7/8" x 9.5" White Envelope = .0771 per envelope
- Reply 5 5/8" x 9" White Envelope with hole punch = .0992 per envelope
- Reply 5 5/8" x 9" Colored Envelope with hole punch = .0992 per envelope
- USPS Mail Piece Consult and Design = included
- Initial Envelope Composition = Included
- Changes to Composition = Included

All envelope pricing is based on a minimum quantity of 100,000. For all requests with a quantity less than 100,000, Runbeck will prepare a quote and determine envelope pricing based on the actual quantity, with a price per envelope not-to-exceed \$0.38. Quote must be approved and signed by County Designated Representative before it is effective.

Amount not to exceed \$600,000 for Fiscal Year July 1, 2022 through June 30, 2023. In the event unanticipated election needs are requested from Runbeck and the anticipated amount will exceed \$600,000 in the Fiscal Year, a revised ceiling will need to be established in mutual agreement by both parties, otherwise Runbeck will need to cease fulfillment.

Pricing Adjustment:

- The parties expressly acknowledge and agree that if the cost of paper increases by more than 1.0% annually, the price will be adjusted to include the amount by which such annual paper cost increase exceeds 1.0%; provided, however, that County shall not be required to pay as a paper cost adjustment more than 10% in any one year during the term of this Agreement.

EXHIBIT B

Scope of Services

1. Scope of Services. Runbeck agrees to and accepts responsibility to perform the following services:

1.1 BALLOT PRINTING

At the time of contract award, and continuously during the term of the Agreement, Runbeck must be certified by the California Secretary of State to manufacture and finish ballots for the ballot layout and tabulation system used by County ("System") and all ballots must meet the:

- Requirements of Federal Election law, the California Elections Code, the California Secretary of State, and County.
- Specifications and requirements for reading by the System scanners.

If County selects a replacement voting system, County will notify Runbeck and Runbeck shall be and will provide written acknowledgment that Runbeck is certified by the California Secretary of State to manufacture and finish ballots for the replacement voting system in order to continue serving the County within the period of the Agreement. If Runbeck chooses to not request certification or does not receive certification for printing ballots for a replacement voting system, County may terminate the Agreement, with or without prior notice period.

1.1.1 Categories and Languages

The categories of ballots to be printed include but are not limited to:

Test Ballots in English and Spanish and any other languages required by law;
Vote By Mail Ballots in English and Spanish and any other languages required by law;
Poll Ballots in English and Spanish and any other languages required by law;
Office Ballots in English and Spanish and any other languages required by law;
Supplemental Ballots for any category above as required;
Training Ballots in English and Spanish and any other languages required by law; and
Replacement Ballots in English and Spanish as required and any other languages required by law.

1.1.2 Paper Stock

Stock to be within the specifications for the System scanners and tested by County and Runbeck.

Sample of stock printed as test ballots to be furnished by Runbeck for approval by County. Runbeck shall notify County, in writing, prior to changing paper stock. No change in paper stock during the printing for an election will be permitted unless agreed to by County in writing.

It shall be Runbeck's responsibility to acquire, in a timely manner, paper stock of the type, size, weight, and colors specified to meet the requirements of the State of California

Elections Code, the Secretary of State, County, and specifications and requirements for reading by the System scanners.

The County will provide a preliminary estimate of the number of ballots per Runbeck schedule to allow time for Runbeck to procure paper stock.

1.1.3 Size and Stub

At County's option, size of ballot and requested number of stubs per category of ballots is to be specified at time of initial order for each election.

1.1.4 Ballot Quantities and Instructions

The County will provide a detailed and separate electronic ballot order by language for each election, or by the method mutually agreed to with Runbeck. The order will list quantities by ballot category (column) and by voting precinct, numbers of ballot cards (if applicable), DFM Ballot Type, party if applicable (row). Ballot quantities and instructions will be provided based on a schedule agreed to by both parties.

The County will also provide Runbeck with a spreadsheet correlating the ballot card to DFM Ballot Type (if applicable) and instructions for printing in the format agreed upon with Runbeck.

Quantities delivered must be the same as quantities ordered.

1.1.5 Ballot Copy

The County will provide the ballot content in electronic ballot images in the file format generated by the System. The County generates two ballot layouts, one for English and one for Spanish.

The ballot images are to be provided to Runbeck based on a schedule agreed to by both parties.

1.1.6 Typesetting and Composition

Due to the complexity of the countywide and statewide elections and stringent registration requirements of the System scanners, Runbeck must be able to:

- Receive and process PDF or PostScript files generated by the System (these files may be provided to Runbeck in multiple submissions, without limit).
- Accept data via secure File Transfer Protocol (FTP) connection or other County approved transfer protocol only. Files may be encrypted and compressed with standard off the shelf compression software package, but in some cases data will be uncompressed.
- Ensure that access to the ballot data will be limited to only those staff members who need access to it, that the data will be kept secure, and that all Santa Barbara County ballot data will be deleted within 30 days after the election.
- Print ballots on both sides of the ballot stock. Automated duplexing is preferred to ensure proper matching. If automated duplexing is not available, Runbeck must specify proven procedures for ensuring correct duplexing.

- Print ballot text and voting target area shall be printed to meet the specifications of the System.
- Apply or overprint watermark and tint furnished by the Secretary of State. In Presidential primary elections, Secretary of State will furnish a unique ballot tint for each party.
- Overlay on each ballot header as specified by County:
 - a. Ballot category
- Overlay on each ballot stub as specified by County:
 - a. The words 'VOTER STUB'
 - b. The name of the County
 - c. The name and date of the election
 - d. The ballot serial number, the words 'Precinct No.' followed by the voting precinct number and the DFM Ballot Type.
 - e. The words 'This ballot stub shall be removed and retained by the voter.'
 - f. The COUNTY stub on the polls ballots will have the words 'COUNTY STUB' and items b-d.

1.1.7 Scoring/Folding

Folding and Scoring cannot occur anywhere that could affect the tabulation of the ballot.

Vote by Mail and Mail Precinct ballots are to be scored and folded for insertion in a 5-5/8" x 9" envelope unless otherwise specified by County.

Fold must be approved by County during the ballot extractor testing phase prior to printing/folding of ballots.

1.1.8 Proofing Cycle

Within 48 hours of receipt of the ballot order and ballot images from the County, Runbeck will provide a report of the ballot quantities ordered for proofing along with ballot proofs, as either single- or multi-page PDF documents.

The ballot order report will list all the columns as supplied by the County in the order, as well as the beginning and ending serial numbers for each Voting Precinct/DFM Ballot Type/Party (if applicable) combination, and any control data that Runbeck will print on the ballot such as a job number or data contained in a barcode.

Ballot proofs will be provided for each language, category of ballot and for each precinct within that ballot category and show the following:

- a. Stub with overlay data
- b. Ballot with overlay data
- c. Secretary of State furnished watermark and tint applied
- d. Cut and score marks
- e. Control Data/Barcodes used by Runbeck for matching

Runbeck shall supply County proofs in the following order:

- a. Ballot Order

- b. Vote By Mail Ballots
- c. Test Ballots
- d. Poll Ballots
- e. Training Ballots
- f. Replacement Ballots, if ordered

County will verify ballot order report and ballot proofs for accuracy and approve or disapprove in writing (email or FAX is acceptable) within 24 County working hours of receipt.

If revisions are required, Runbeck will resubmit revised proofs for approval within 24 hours. Delivery of proofs shall be at no cost to County. If minor alterations are required for approval of revised proofs or page proofs, they must be made at no cost to the County.

County will assume responsibility for reproofing only the areas needing correction. Runbeck will assume responsibility for previously proofed and approved text. The proofing cycle will continue until all ballot images and the ballot order are approved by the County.

Upon approval of electronic proofs by County, Runbeck will send hard-copy press-printed proofs per CARD for County to review and approve unless otherwise specified by County. Press-printed proofs shall be printed on the same printer and stock that will be used to print the Official Ballots for County. If multiple printers will be used for different print runs, press-printed proofs will be supplied for each printer. County will run ballots through System scanners to ensure readability prior to Runbeck going to press as a quality control process. This is not a substitute for required voting system testing.

Runbeck shall begin the delivery of the press-printed proof upon approval by County in writing (email or FAX is acceptable) of the Vote By Mail ballots.

At the County's discretion and if Runbeck has the ability, County may choose to authorize Runbeck to run press-printed proofs locally to ensure readability prior to Runbeck going to press. County would provide Runbeck with any necessary media programmed for the election.

All corrections that are necessary due to an error made by Runbeck, regardless of where in the cycle the error occurred, will be made at no cost to County.

1.1.9 Test Decks

County requires test decks of pre-marked ballots to verify the operation and accuracy of the System setup and scanners. Test decks are to be delivered to County within five days following approval of ballot proofs and receipt by Runbeck of the pre-marked ballots sent by County.

Test decks shall be printed on the same printer and stock that will be used to print the Official Ballots for County. If multiple printers will be used for different print runs, test

decks will be supplied for each printer. County will run ballots through System scanners to ensure readability prior to Runbeck going to press as a quality control process. Test decks required by County may include the following:

FIRST OVAL DECK: Consists of a single ballot card per precinct with the first candidate in a race and “Yes” for measures/propositions marked for each contest. These ballots are specific to each ballot style and precinct.

LAST OVAL DECK: Consists of a single ballot card per precinct with the last candidate in a race and “No” for measures/propositions marked for each contest. These ballots are specific to each ballot style and precinct.

LOGIC AND ACCURACY DECK: Consists of multiple ballots with a 1, 2, 3, 4, 5 pattern for candidates in a race. For example, if there are seven candidates and a write-in – eight ovals in the race – an LA5 deck would give a 1, 2, 3, 4, 5, 1, 2, 3 pattern. The logic and accuracy deck may be ordered with any number pattern, or as an “LA Max” deck in which the largest number of candidates on the ballot will define the maximum number of the pattern. For example, if there are 15 candidates, the LA Max deck would consist of one ballot for the 1st candidate, two ballots for the 2nd candidate, etc., up to 15 ballots for the 15th (last) candidate, a total of 120 ballots. County may require a mix of LA Max, LA5, and other number decks in the same election. The Logic and Accuracy Deck consists of one set of ballots per ballot type

EXCEPTION DECK: Consists of one fully marked ballot, one blank (or completely unmarked) ballot as well as ballots with marginal marks and red ovals. Exception deck consists of one set of ballots per ballot type. County will provide pre-marked ballot artwork for LA decks.

1.1.10 Ballot Extractor Test Ballots

The County uses a ballot extractor to remove the voted ballots from the return envelope and may require testing of Runbeck packets to test the stock, envelope and ballot extractor operations.

County will require blank ballot stock in the size and weight of the ballot to be used in the election. Runbeck will provide ballot stock folded, inserted and sealed in a return envelope from the County supply and with the same fold specifications to be used for that election. Quantities for test packets will be provided during the time of the official ballot order.

1.1.11 Training Ballots

County will require complete sets of Poll Ballots for County designated voting precincts to be used for Training of Poll Workers. County will designate which voting precinct(s), number of ballots per pad and the number of sets required at the time of the ballot order, as well as any special instructions for printing a text overlay.

Training Ballots to be padded in groups as specified by the County and stapled on the County Stub.

A complete set includes:

- Pad for the Voting Precinct selected
- If multiple ballot types within the Voting Precinct, a pad for each ballot type
- If election is a partisan election, a pad of ballots per party/voting precinct/ballot type combination.
- Spanish set of pads per party/voting precinct/ballot type combination.

1.1.12 Padding

Poll Ballots to be padded in groups as specified by the County (typically in increments 10, 25, and 50) and stapled on the County Stub.

1.1.13 Storage

Runbeck shall securely store all ballot material prior to processing. Runbeck will receive and store materials supplied by County up to 80 calendar days prior to the election for insertion with Vote by Mail and Mail Precinct Ballots, at no cost to the County. Security shall meet the requirements required by the State of California for certified ballot manufacturers and finishers and be not less than those used by commercial bonded storage facilities.

1.1.14 Packaging

Packaging instructions will be provided by County for each election on a timeline established by Runbeck.

Ballot containers shall be appropriate to the size of the ballot, with no more than 500 ballots per box. Any variations must be pre-approved by County.

All boxes will be sealed in a fashion so as to determine if the seal has been tampered with during shipping.

All boxes will be labeled on the outside with the ballot category (Poll, Vote By Mail, Test Deck, etc.) voting precinct and serial numbers (e.g., From – To). If these boxes are shipped in another carton, that carton is to be sealed as above, and labeled with the precinct number of the boxes contained.

POLL BALLOTS: Poll Ballots for each precinct are to be boxed together, including all languages and parties, in as few boxes as possible. Only one polling precinct shall be included in a single box; ballots from different polling precincts shall not be boxed together unless otherwise specified by County.

TEST DECKS: Test decks will be boxed and labeled by test deck type and shall be shrink-wrapped in their categories if stored in one box. If more than one box is required for the test deck type, all boxes for that type will be clearly labeled with box 1 of x, box 2 of x, and so on for the required number of boxes for that type.

ALL OTHER BALLOTS: All other ballots shall be packaged according to County specifications for each specific election.

Packing list shall be included with all ballots.

1.1.15 Delivery

Ground transportation should be considered the normal method of delivery for ballots to County. If Runbeck chooses to ship via air transportation either as a matter of choice or in order to meet delivery deadlines, it shall be at no additional cost to the County.

In the event of an emergency supplemental ballot order, or if it is determined that the County is responsible for a delay which would cause Runbeck to be unable to meet delivery deadlines by normal ground transportation, the County may authorize the use of air transportation. Charges for such air transportation would reflect the difference between ground shipment and airfreight charges incurred. Such authorization will be by phone and confirmed in writing within seven days.

Deliveries to the County shall be between 8 a.m. and 5 p.m. on weekdays unless scheduled otherwise. It is Runbeck's responsibility to furnish all transportation required to meet the schedule. Runbeck will ensure the delivery truck is sealed in a manner that would provide the ability to determine whether or not there was tampering or access to the ballots.

Poll Ballots to be delivered to County's warehouse located at 4417 Calle Real, Santa Barbara, California 93110 unless otherwise specified by County. Lift gate will be required to offload ballots.

All other ballots to be delivered to County's office located at 4440-A Calle Real, Santa Barbara, California 93110. Lift gate and inside delivery required.

The following is a suggested ballot delivery schedule for most elections. A schedule will be established prior to each election and be approved by both County and Runbeck.

Days prior to Election	Ballots to be delivered
E-70	Ballot Extractor Test Packets
E-53	Press printed ballot proofs
E-48	Test Ballots
No later than E-36	Vote by Mail ballots for in-house use
E-32	Training Ballots
No Later than E-25	Poll Ballots
E-15	Replacement Ballots

Performance ahead of schedule is desirable unless County has given notice that it is not acceptable.

Delays or extensions to the established schedule will only be granted with prior written approval from County.

County reserves the right to set ballot type/precinct priorities for printing, packaging, delivery, and mailing to ensure timely processing.

Runbeck shall provide security of ballots during delivery which is not less than those used by commercial bonded movers.

Poll Ballots: Poll Ballots to be on pallets and delivered in polling precinct sequential order or other order specified by County. All Poll Ballots within a polling precinct will be included in a single shipment.

All other ballots: Ballots other than poll ballots to be on pallets and delivered in order specified by County.

Runbeck shall include a comprehensive ballot inventory of each delivery.

1.1.16 Reprints and Additional Ballots

County may order reprinting and/or additional ballots at any time. County shall confirm orders for such printing, in writing (email or FAX is acceptable). The reprinting and delivery schedule of rejected or additional ballots shall be set by the County, and is expected to occur within a 24-36 hour turnaround time.

Reprinting from a Runbeck-caused problem shall be solely at Runbeck's cost, including delivery.

Additional ballots or reprinting from a County-caused problem shall be invoiced at the price set forth in the bid. Costs over \$1,000 resulting from a County-caused problem shall be agreed to, in writing, prior to reprinting.

Runbeck shall keep all files until 30 days after the election to ensure availability if reruns are required.

2.2 Vote by Mail Ballot Outgoing Process

The County will require Vote By Mail (VBM) Ballot packet components to be created, packets to be assembled, packets prepared for mailing and entered into the postal stream at the United States Postal Distribution Center/Bulk Mail Entry Unit in Goleta, California based on the schedule specified by the County to meet statutory requirements unless otherwise specified or agreed upon by County.

2.2.1 Envelopes

Runbeck will produce outgoing and return envelopes for Vote by Mail Ballots Ballots.

All outgoing and incoming envelopes must include the USPS authorized Official Election Mail logo and include proper address blocks, barcodes and FIM marks.

All envelope artwork must be approved by a Mail Piece Design Analyst (MDA) from the United States Postal Service (USPS) and signed off by County prior to printing.

Reply envelopes have static artwork on both sides of the envelope with selected text printed in red for emphasis on both sides.

Outgoing envelopes have static artwork on the face of the envelope with selected text printed in red for emphasis.

Envelopes stock currently used by County:

Type	Use	Indicia	Size	Paper Stock Color	Highlight Colors
Outgoing	Initial/Add-On	First Class	5 ⁷ / ₈ " x 9 ¹ / ₂ "	White	Red text
Outgoing	Initial Mailing	Non-Profit	5 ⁷ / ₈ " x 9 ¹ / ₂ "	White	Red text
Outgoing	Add-On Mailings	No Indicia	5 ⁷ / ₈ " x 9 ¹ / ₂ "	White	Red text
Outgoing	Military/Overseas	Federal Indicia	5 ⁷ / ₈ " x 9 ¹ / ₂ "	White	Red text
Reply	Military/Overseas	Federal Indicia	5 ⁵ / ₈ " x 9"	White	Red text
Reply – English	Vote by Mail	Business Reply Mail	5 ⁵ / ₈ " x 9"	Green Bar	Red text
Reply – Spanish	Vote by Mail	Business Reply Mail	5 ⁵ / ₈ " x 9"	Green Bar	Red text
Reply – English/Spanish	Emergency Ballots	Business Reply Mail	5 ⁵ / ₈ " x 9"	White	Red text, red box on flap
Reply – English/Spanish	Emergency Ballots	Business Reply Mail	5 ⁵ / ₈ " x 9"	White	Red text, blue box on flap
Reply – English/Spanish	Poll VBM	Business Reply Mail	5 ⁵ / ₈ " x 9"	White	Red text, blue box on flap

*Envelope use and specifications are subject to change as requested and approved by County

2.2.2 Inserts/Instructions to Voters

In addition to the Official Ballot and return envelope, the County provides inserts containing general instructions on voting and returning the ballot, and special instructions for specific categories of voters. In any given packet there could be as many four additional inserts along with the ballot and return envelope. PDF files of all inserts for a specific election will be provided to Runbeck for printing at a schedule to be determined prior to each election and agreed to by both parties.

The following inserts may be required in both English and Spanish. County may specify additional inserts as needed.

<u>Item</u>	<u>Stock</u>	<u>Sides</u>	<u>Fold</u>	<u>Insert</u>
General Instructions with I Voted Sticker	White 8½" x 14"	2	Tri-Fold	ALL Packets
Election Specific	Canary Yellow 8½" x 14"	2	Tri-Fold	ALL Packets
2 nd Issue Letter	Pink/Lavender 8½" x 11"	2	Bi-Fold	2 nd Issue Packets
First Time Federal Voter (FTFV) Letter	White 8½" x 11"	2	Bi-Fold	FTFV voter packets

2.2.3 Instructions for Creation and Assembly of Packets

County will provide Runbeck, in the manner specified by Runbeck, instructions on the organizing of the categories and separation for such things as language; party (if applicable); ballot issue category (i.e. Permanent Vote By Mail voter, regular Vote By Mail voter); mailing rules for addresses inside and outside the County; and which envelope, ballot instructions and inserts to use for each category prior to each election.

2.2.4 Voter Data File (Variable Data)

County will provide, in the manner specified by Runbeck, instructions on the placement of the variable data components contained within the voter data file extract on the return envelope. The components include voter name, residence address, mailing address, barcodes, and election specific information. The placement of the components and type of voter identification barcode is to conform to the requirements of the return vote by mail verification system used by County.

Runbeck will ensure that all outgoing and reply envelopes contain the necessary information to allow voters to track their ballot through both the outgoing and return process via BallotTrax. For the outgoing envelope, Runbeck has a specific Return Mailer ID only for BallotTrax. Each Business Reply Mail return envelope contains a preprinted unique Intelligent Mail Barcode that is tied to the voter ID during the sorting process. For the reply envelope, Runbeck has a specific Outgoing Mailer ID only for BallotTrax. A data file is processed with the voter ID and outgoing Intelligent Mail Barcode tied to each voter. Runbeck will supply the data files to County.

All voter data must be transmitted by secure File Transfer Protocol (FTP) connection or other County approved transfer protocol only and Runbeck will ensure that access to the data will be limited to only those staff members who need access to it, that the data will be

kept secure, and that all Santa Barbara County voter data will be deleted within 30 days after the election.

The initial voter data file will be provided by County to Runbeck no later than 60 days prior to the election.

County will also provide a supplemental voter data file no later than 35 calendar days prior to the election. Ballot packets for the voters contained in the supplemental file shall be included with those mailed on the 29th day before the election.

County will provide supplemental/daily voter data files to Runbeck for processing, who will prepare and mail VBM Ballot packets to voters within a specified timeframe if required by law or requested by County. Supplemental mailings within the 29-day period prior to the election will be determined between County and Runbeck for optimal delivery and schedule, and cut-off dates for service.

2.2.5 Addressing

Eligible voters' names, mailing addresses, election information, and voter identification barcodes are to be printed on the outgoing and return envelopes using data files provided by County and printed by Runbeck.

Runbeck shall use CASS certified software, apply required USPS barcodes and presort addresses to qualify mailing for the most economical mailing cost.

Runbeck will adhere to the mail handling requirements to sort out special classes of voters (i.e. military, overseas, out-of-state) requested by County.

County will require a printed envelope proof for each category/separation and will confirm in-house scanning of voter identification barcodes, and proper voter match to category/separation prior to Runbeck commencing addressing phase.

2.2.6 Insertion Process

Runbeck using quality control measures will ensure 100% accurate assembly of the ballot packets. Control measures will be in place to ensure that the correct ballots are issued, only one ballot is placed in each packet, that ballots are not omitted in any packet and that the packets are correctly grouped by category and mailing status. Representatives of the County may be present during the assembly process to ensure that the measures are in place and being followed. Travel and lodging expenses for the Registrar of Voters or other County employees will be the responsibility of the County.

2.2.7 Mailing

Ballots prepared prior to the 29th day before the election are to be delivered to the USPS Distribution Center in Goleta, California, on the 29th calendar day prior to the election or the after if the 29th falls on a holiday observed by the USPS. Acceptance of the ballots by the USPS are the responsibility of Runbeck. Costs of shipping to the Goleta Distribution

Center are reimbursable by the County. Shipping costs will be reimbursed at ground transport rates unless alternate shipping is pre-approved by the County.

Mailing for supplemental voter files will be determined by County and Vendor prior to each election to determine the best method for entry into the USPS mail stream.

2.2.8 Re-addressing and Re-mailing

Readdressing and re-mailing of a portion of the ballots (such as a specific ballot type/precinct, or a specific political party within a ballot type/precinct that were reprinted due to change or error) may be ordered by the County at any time. Runbeck shall begin addressing and mailing within 24 hours. Orders for such services shall be confirmed, in writing (email or FAX is acceptable), by County.

Readdressing and re-mailing from a Runbeck-caused problem shall be solely at Runbeck's cost, including delivery and postage.

Readdressing and re-mailing from a County-caused problem shall be invoiced separately at the price set forth in the bid; costs over \$1,000 resulting from a County-caused problem shall be agreed to, in writing (email or FAX is acceptable), prior to readdressing and re-mailing.

2.2.9 Delivery of ballot materials for Office Use

County will require return and outgoing envelopes and inserts, as used in the initial mailing, for Office Use. County will account for the overages when ordering envelopes and inserts. Delivery of these items shall be made no later than 36 days prior to the election.

Ground transportation should be considered the normal method of delivery for the purpose of calculating bid pricing. If Runbeck chooses to ship via air transportation either as a matter of choice or in order to meet delivery deadlines, it shall be at no additional cost to the County.

Deliveries to the County shall be between 8 a.m. and 5 p.m. on weekdays unless scheduled otherwise. Envelopes and inserts shall be delivered to County's office located at 4440-A Calle Real, Santa Barbara, California 93110. Lift gate and inside delivery required.

It is Runbeck's responsibility to furnish all transportation required to meet the schedule.

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