REQUEST FOR QUOTES

Confederated Tribes of the Umatilla Indian Reservation (CTUIR)
Election Commission

Date: June 28, 2019
Project Title: Election Services
Delivery Date/Time: September 12 – November 13, 2019.

TO: Prospective Contractors

Proposals for: Services to be provided during CTUIR Election Process

Quotes will be received at the following mailing address or fax number:

CTUIR – Election Commission
46411 Timine Way
Pendleton, OR 97801

Attn: #001-016/RFQ 01 DO NOT OPEN

Fax: (541) 276-0540

Until 4:00 p.m. prevailing local time, July 15, 2019 with contractor selection and contract awarded by July 24, 2019.

By submission of a quote, the contractor agrees, if his/her quote is accepted, to enter into a contract with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), Election Commission and to complete all work as specified in his/her quote for the costs and within the contract time indicated above.

Contractors should be advised that, prior to award of any contract, the CTUIR Election Commission reserves the right to conduct a pre-award survey for the purpose of determining the contractor’s capability and capacity to perform the contract. This survey may include review of prior contractual agreements, financial capacity, and quality of work performed on other contracts.

All quotes submitted must be attached to the enclosed Quote Sheet with appropriate signatures and date. If a joint venture is submitted, each joint venture must sign the quote.

In order to ensure maximum fairness to all contractors, any and all pertinent questions regarding the attached RFQ should be submitted in writing (via Fax or e-mail) by 4:00 p.m. prevailing local time by July 15, 2019 and directed to:

CTUIR – Election Commission
Attn: Michelle Thompson, Chair
46411 Timine Way
Pendleton, OR 97801
(541) 429-7227 Fax
E-mail: michellethompson@ctuir.org

Sincerely,

Michelle Thompson,
Election Commission

Pe:

Attachment(s)
• Project Description & Qualification Requirements
• Proposal Sheet
Project Description and Location

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is currently accepting quotes for services needed for the General Election to be held November 12, 2019. The vendor will need to provide mailing services for absentee ballots for at least 300 with return postage. Absentee ballots will need to include voting instructions, inner envelopes that hold the secret ballot, return envelopes and outer envelopes to mail the ballot to the voter. 750 ballots will be needed for Election Day. We will have one ballot style that will require a 1” stub numbered in consecutive order. We will need a consultant to arrive November 11, 2019. The consultant will do a 20 – 30 minute presentation on the ballot machine late afternoon (4:15 pm) on November 11, 2019. The consultant will need to be available throughout Election Day in case of any problems with the ballot tabulator. We will have only one place for voters to vote. The polls will be open from 8:00 am – 8:00pm on November 12, 2019. The closing date will be September 3, 2019 for Nomination petitions and any proposed amendments to be on the ballot. The software to be used for the counting of the ballots will need to include but not limited to number of ballots cast, number of invalid ballots eliminated, number of absentee ballots cast, total number of valid ballots, votes received by all persons on the ballot, persons elected to office and the office to which they are elected, the write-in votes for eligible candidates receiving 20 or more votes, and number of votes for and against any other matter on the ballot. Signatures required on the Certification will be the Election Commission Chair, Chairman and Secretary of the General Council. Voting booths will be required.

The following is a list of races on the ballot, each race will need space for write-ins (4 write-in spaces for the BOT Members-at-Large):

- BOT Chairman
- GC Chairman
- BOT Vice-Chair
- GC Vice-chair
- BOT Secretary
- GC Secretary
- BOT Treasurer
- GC Interpreter
- BOT Members-at-Large (vote for up to 4)

May need room for 1 or 2 amendments or referendums
QUOTE SHEET

Confederated Tribes of the Umatilla Indian Reservation
Election Commission

<table>
<thead>
<tr>
<th>Product</th>
<th>Provide services for the CTUIR Election Process</th>
<th>Quote ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant services November 11 – 13, 2019. Consultant will do a 20 – 30 minute presentation on the Ballot machine November 11, 2019. Consultant will be available from 7:45 am – until the counting of the ballots has been completed.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Printing of 300 absentee ballots, voting instructions, inner envelopes, return envelopes and outer envelopes. Printing of 750 ballots for election day.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>2 tabulator machines (1 for back-up) and software set-up for the results of the election.</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

Name of firm or individual: __________________________
Address: _______________________________________
Phone Number: _________________________________

By: __________________________________________
(Signature)

Title: _________________________________________

Price valid for __________ days

What factor(s) would make this quote invalid? __________________________________________