

## Minnesota State Retirement System (MSRS) Board Election Services RFP 77 – Questions & Answers

#	Question	Answer
1	Are there ever election cycles where one of the representation group/plan does not have a contested election?	If this question is asking if we have contested elections, then the answer is no, we have never had a contested election.
2	Historically, how often does each group/plan have a contested election each cycle? For example in cycle 2026, is there a possibility that only the GERP & UNCL have an election but the State Patrol Plan does not?	We have not had a contested election.
3	If possible, please provide which contested group/plan elections occurred within the past ten years.	We have not had a contested election.
4	At most, would there be three different ballot styles in any election cycle? For example in year 2028, can there be up to three versions of the ballot (1. GERP & UNCL, 2. Correctional Plan, and 3. Retirees)?	Yes.
5	What date would MSRS be able to confirm which group/plans have a contested election?	The results of the election are announced at the March Board meeting.
6	Historically, how many candidates are there for each group/plan election?	Estimated 1-15, depending on the plan.
7	Can MSRS provide the printing specifications from the last cycle (paper stock, size, number of sheets/pages, color inks, etc.)?	Yes, if requested.
8	Can MSRS provide a PDF ballot package sample from a previous election, including biographical information and envelopes, etc.?	See answer 7.
9	How much space is allotted for candidate biographical statements on the printed materials?	There is a 300 word limit.
10	Would MSRS be open to a cost-effective redesign of the ballot packages?	Yes.
11	Is there a write-in space on the ballot for each open position? For example, if there are two open positions on the ballot for GERP & UNCL, would there be two write in spaces?	Yes.
12	Can MSRS provide a PDF or screenshots of the online ballot form?	MSRS can provide a PDF copy of the paper ballot. Online ballots are created by the election vendor and MSRS does not have a current copy.
13	In any previous cycles, were emails sent out to voters in the past?	No.
14	Would MSRS be open to adding email notifications for those voters with email addresses on file?	Not opposed, but we do not have email addresses for all voters.

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15	Referencing Task 5 in the RFP, “Validate only the online ballot if a voter casts their vote by paper and online.” As opposed to validating only the online ballot if a voter casts both a paper and online ballot, or disqualifying all paper ballots if more than one is received, would MSRS be open to having only the first ballot received processed (whether online or paper)? Our system is fully capable of having the online ballot take precedence if a voter casts both a paper and online ballot. However, the industry standard is that the first ballot received will be processed, and therefore no further votes can be accepted, regardless of which method the vote was cast.	Not open to changing this process at this time.
16	In addition to traditional paper and online balloting, would MSRS be open to allowing voters to access their ballot through the “member’s only” online account at <a href="http://www.msrs.state.mn.us">www.msrs.state.mn.us</a> ?	Not at this time.
17	If the vendor has exceptions on the insurance policy limits stated in the Exhibit B Insurance Requirements, should that be listed in Exhibit B Exceptions to State Terms and Conditions?	Yes. If a responder has an exception to the insurance policy limits stated in Exhibit B, Insurance Requests, responder may provide request for exceptions on ATTACHMENT B: EXCEPTIONS TO STATE’S TERMS AND CONDITIONS with their proposal.
18	Is Commercial Automobile Liability Insurance a requirement of this contract if no automobiles will be used throughout this project scope of work?	See answer 17.
19	Is MSRS satisfied with their current election management vendor?	Yes.
20	Why is MSRS going out for a Request for Proposal?	Per Minn. Stat. 16C.06 Subd. 3b(b) the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The last contract reached its five year maximum.
21	Are there any specific areas MSRS is looking to improve as far as their relationship with their current election vendor or election process?	No.
22	Are there any specific issues MSRS has had in the past election cycles with their vendor or election process?	No.