



FIREFIGHTERS' PENSION INVESTMENT FUND

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From: Steve Zahn, Chief Operating Officer

Subject: Election Vendor RPF Question & Answers

Date: March 18, 2022

This document serves as a formal response to the questions submitted through the process established by the Illinois Firefighters' Pension Investment Fund ("FPIF") in its Request for Proposal "RFP" for an Election Vendor. As stated in the RFP, questions concerning the RFP had to be submitted in writing via e-mail to the Search Contact by **4:30 PM, CT, on March 14, 2022**. Responses to questions properly submitted have been consolidated into this single Q & A document and posted on FPIF's website on **Friday, March 18, 2022**. The Q & A document does not identify the source of the query.

Questionnaire #1

1. How many years has FPIF worked with its current election vendor?

FPIF does not have a current election vendor. Our previous election vendor provided election services for the 2020 and 2021 FPIF Board of Trustee elections.

2. Did FPIF experience any issues with its current election vendor?

No response.

3. Does FPIF's current election vendor also handle its nomination process?

FPIF's previous election vendor provided electronic nomination petitions in 2020 for Participant and Beneficiary Trustee Positions.

Questionnaire #2

1. If electronic nominations for petitions are to be utilized, can IFPIF confirm the date the vendor would open the electronic nominations and close the nominations?

No, not at this time. The nominating petition period will end on September 16, 2022. The period will be least 75 days and no longer than 100 days.

2. Historically in past election cycles, how many candidates are there?

The number of candidates on a ballot for a trustee position has never exceeded three.

3. Can you provide the printing specifications for the ballot packages that were mailed in previous cycles?

Ballot 8.5 x11 with perf, Image, 60 lb Offset

Candidate Bios 8.5 x 11, Sheet, 50 lb Offset

Outbound #10 Window 24lb White

Return #9 BRE 24lb White

4. How much space is allotted for the candidate statements on the ballot package materials (total word count, half a page, full page etc.)?

Candidate Biographies in previous cycles were limited to 200 words and a headshot.

5. Can you share a PDF sample of the ballot package from the last cycle?

Election material design will be considered when scoring responses. FPIF will not be providing the previous ballot package to a potential respondent until after the selection of an election provider.

6. Can you provide some clarification on how the process with provisional ballots worked last cycle? For example, does the vendor manage the direct mail of the provisional ballots to the voter once confirmed by FPIF and communicated to YES?

FPIF has not had to send a provisional ballot during the 2020 or 2021 Trustee Elections. The vendor would be expected to mail the provisional ballot to the voter.

7. The cost for each overnighted replacement ballot with an included expedited delivery return envelope can become very expensive. Does IFPIF have estimated numbers on replacement requests from last cycle?

If the rule regarding the overnight delivery of FPIF replacement materials within 12 days of the Election Date was in place for the 2020 Trustee Election, two packages of election materials would have been delivered via overnight delivery service. If the rule regarding the delivery of FPIF replacement materials within 12 days of the Election Date was in place for the 2021 Trustee Election, five packages of replacement materials would have been delivered via overnight delivery service.

8. Has IFPIF had any issues with past election vendor?

No response.

9. Does IFPIF have any goals in mind for future elections?

Our goal is to administer successful elections in accordance with our Trustee Election Rules.