

## SECTION 2

### SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

This section provides the detail product specifications and requirements for ballot printing:

1. Vendor shall be a Dominion-qualified ballot printer in good standing. This includes the ability to access and print on the security ballot stock required by Georgia Law. Please see **Attachment 2** for the Dominion Qualification Process.
2. Vendor must submit a copy of their most recent two-year Dominion Qualification Letter with the bid submittal.
3. Vendor must be able to print ballots directly from PDF artwork files generated directly from the Dominion Voting System (DVS) Democracy Suite Election Management System (EMS) and loaded to a secure FTP (File Transfer Point) site. Word documents may be sent prior to each election explaining particulars of that election.
4. The successful Vendor's printing facility **must be able to deliver emergency order ballots for same day delivery – within 4 to 6 hours of order being placed.** Timelines for standard ballot printing are critical and there are short turn-around times for the completion of print jobs. These timelines will be discussed with the Vendor in detail during the order process.
5. The successful Vendor shall have a proven track record of success in producing high quality Georgia election ballots in a timely manner. Vendor must complete and submit the attached Bidder Reference Form with the bid submittal.
6. The Vendor shall have at least one (1) digital press to be used to run Fulton County's ballots. Because of the complexity of ballots, with over 250 different possible faces, a non-digital printer could not meet the timelines required. In addition, there are certain types of errors that can occur with non-digital printing, such as matching a ballot face with an incorrect ballot back. Checking and proofing the ballot is a burdensome task, and Fulton County does not have additional time to check for errors.
7. Vendor must be willing to devote the time and personnel resources necessary to provide ballots when specified by Fulton County, including devoting all print time to the printing of ballots to meet a delivery schedule. While Fulton County understands that there are business schedules to be adhered to, it is paramount that the Vendor selected is flexible and can accommodate changes in scheduling. Projected printing schedules are based on all information known at this time. However, due to challenges to candidates, recounts of elections and contested elections, the actual dates that print files can be provided is unknown. The dates provided are the best estimates at this time. The "drop dead date" for delivery of the ballots to Fulton County is specified and must be adhered to regardless of when print files are provided. Absentee Voting Dates and Election Day are fixed by law and the

schedule is set with those dates in mind.

8. Vendor must provide security for printed ballots, print files, all documentation, and items connected to the printing of the ballots or completed ballots to ensure the integrity and security of the ballot.
9. This bid shall not constitute an order for ballots. An order will be placed prior to each election in accordance with the schedule provided in **Attachment 1**.
10. The successful Vendor must print ballots at their location. Vendor cannot subcontract work to other printers without expressed prior permission of Fulton County.
11. If all of the conditions above are met, the most responsive and responsible Vendor with the lowest overall cost will be selected. However, under no circumstance, will Fulton County select a Vendor who does not meet all of the above listed requirements.

## **SPECIFICATIONS**

### **A. ImageCast Ballot Artwork Source Files**

1. Dominion's Democracy Suite Election Management System creates PDF artwork files. Ballot artwork files are created as complete ballot images, without trim lines or crop marks, and are designed to directly print on digital 4-colour sheet-fed xerographic or other electrophotographic printers (most B-sized laser printers). Ballot artwork is generated in industry-standard PDF format, PDF/X-1a:2001 (PDF Version 1.3) and CMYK color space.
2. Ballot artwork files are full-sized press-ready ballots containing all required ballot elements and the unique ballot ID barcode that distinguishes each ballot style. Each file contains one or two ballot images. All fonts used in the ballot artwork are embedded in the PDF files. Ballot artwork files are digitally signed (X.509) and tied to the election project files produced by the Democracy Suite Election Management System to allow for authentication and revision control.
3. Ballots may be printed on the front and the back.
4. Pre-Press imposition of ImageCast ballot artwork to add crop or alignment marks, jurisdictionally mandated background screens, stub artwork, or other printing, might be required. No modifications, postprocessing, or image conversion of the original ballot artwork files is allowed.
5. Qualified ballot stock is determined by Dominion Voting Systems in accordance with Georgia State Law.

## **B. Ballot Stubs – Perforations, Numbering, and Padding**

1. The Vendor shall be responsible for all aspects of ballot printing and manufacturing and must ensure that the ballots produced meet all Dominion and County specifications at the time of tabulation.

## **C. Ballot Identification Text**

1. The precinct number and district combo number and serial numbers shall be printed on the ballot stub for the precinct and absentee ballots according to the precinct. When necessary, serial number will be preceded by a party code (D=Democrat, R=Republican, N=Nonpartisan, S=Special).
2. The serial numbers for each precinct ballot and absentee ballot precinct will be provided with the ballot layout files.
3. The precinct number and district combo number shall be printed on the precinct ballots and absentee ballots.

## **D. Stitching (Stapling), Shrink Wrap and Boxing**

1. Absentee ballots and Provisional ballot pads shall be shrink-wrapped by Political Party and by Precinct.

## **E. Test Ballots**

1. Vendor shall provide one (1) Blank Ballot for each version of each card style (in other words, for each precinct that contains that card style). Box shall be labeled BLANK TEST BALLOTS.
2. At least fifty (50) randomly selected additional test ballots (without serial numbers) shall be provided by the Vendor to use for testing purposes, at no additional cost to Fulton County. Test Ballots shall be a sample of each run of the press, on the same type of paper, and identical in every way to the “real” ballots, except no serial numbers and no stitching. The test ballots shall not contain the word “Test” printed on the ballot face. For example, if Absentee ballots are run first, the Vendors shall provide test ballots of Absentee ballots when they are delivered. Then, if Poll ballots are run later, test ballots of Poll ballots shall be run and delivered when the Poll ballots are delivered. Test ballots shall be boxed separately from any other ballots and clearly labeled “TEST”.
3. Pre-marked Logic and Accuracy TEST DECKS shall be provided. Ballots shall be marked “TEST” in the top margin. Use as many different precincts as possible to draw these ballots from. For each card or style, there shall be one (1) fully voted ballot, one (1) ballot with the first candidate in each race marked, one (1) ballot with the second candidate in each race marked, one (1) ballot with the third candidate in each race marked, etc. The write-in shall be treated as the last candidate.

EXAMPLE: If there are three (3) candidates and a write-in, there will be six (6) ballots in the test deck for that cards styles as follows:

1 Unvoted (boxed separately per #1 above)  
1 Fully Voted  
1 First Candidate  
1 Second Candidate  
1 Third Candidate  
1 Write-In  
6 TOTAL

Ballots shall be placed in boxes labeled TEST DECKS.

**F. Delivery**

1. Absentee ballots shall be delivered to 1365 English Street, S.W., Atlanta, GA 30318 between the hours of 8:00 A.M. until 5:00 P.M., Monday through Friday. Delivery outside of the stated hours shall only be accommodated if arranged in advance with a Registration and Elections representative.
2. Provisional ballots shall be delivered to 1365 English Street, S.W., Atlanta, GA 30318 between the hours of 8:00 A.M. until 5:00 P.M., Monday through Friday. Delivery outside of the stated hours shall only be accommodated if arranged in advance with a Registration and Elections representative.

**END OF SECTION**

# ImageCast Ballot Qualification Process Overview



## Purpose

Ballot qualification is an educational and testing process designed to assist ballot printers to learn how to properly print ImageCast ballots and maintain an ongoing level of quality assurance needed to be sure the ballots they provide their customers will tabulate correctly. ImageCast qualification is also meant to be an ongoing support vehicle providing qualified printers with an ongoing resource to continually assist printers if questions were to arise.

## Process

The qualification process consists of 5 stages:

- 1) **Administrative:** In order to start the qualification process the candidate printer fills out an application and an NDA. The application identifies the type of print methodology the printer plans on using and the equipment used for finishing. The NDA empowers both the printer and Dominion to share information that will assist the printer in this process.
- 2) **Discovery:** During the discovery stage information is retrieved from the application and a conference call is scheduled to discuss any additional elements of the desired scope of the test that have not yet been identified. Examples include which presses the printer may want to qualify on, length of ballots to be included, color make-up of the artwork and finishing expectations such as stubs and folding.

After this is complete the printer will receive a detailed test plan outlining several testing groups consisting of various elements discussed previously. Once the printer approves, a quote from the qualification team is sent itemizing the cost of the qualification test. Once the quote is signed, the applicable ballot test files are sent to the printer with instruction not to print the test runs until after the training stage of the process.

- 3) **Training:** The training of the printer occurs onsite at the production facility and includes an in-depth presentation on how the ImageCast ballot may work with the printer's preproduction, production and finishing processes. Ballot overlay sets are provided to the printer and education is given on suggested best practices for the use of these overlays as an ongoing quality assurance tool.

This stage of the process is most successful when the printer treats this as an interactive discussion. During the visit best practices, common issues, and other things to look out for that may not be printer related but are sometimes assumed to be are also discussed.

- 4) **Testing:** After the training is complete the printer is invited to print the ballot runs as indicated in the test plan provided earlier. Ballots are sent to a predefined Dominion test facility where the ballots stored until testing.

The testing process involves of the following factors:

- a. **Visual Inspection:** Ballots are reviewed for blemishes, misprints, or other deformities. Test units are also verified against the test plan to assure that quantities and finishing requirements were met.
  - b. **Dimensional Stability:** Random samples are pulled from the testing units and measurements are taken to assure that the ballots are printed within the specifications. Samples are pulled from different points of each test unit to verify that dimensional stability exists across the production run.
  - c. **Ink Density:** A densitometer is used to verify that ink/toner levels meet the minimum requirements.
  - d. **Slide Resistance:** Ballot samples are pulled and checked for slide resistance is in specification.
  - e. **Volume Scan Test:** Ballots from each testing unit are scanned multiple times to verify that ballots tabulate as expected.
- 5) **Qualification:** After successful completion of the test process, ballots that were part of the testing are stored at the testing facility. A qualification letter custom written to the scope of the test is produced and delivered to the printer. A completed copy of the test plan is also made available to the printer if they desire to keep it on file.

The qualification expires after 2 years. Provided that the same printing equipment is still in use after the 2 years, renewal requires a small sampling of ballots to be sent to the test facility for verification after which an updated letter is provided. Most of the cost elements associated with an initial qualification are not present for a qualification renewal.

## Cost of Qualification

The cost for qualification depends on the scope of the test outlines. In most cases new printers can expect to be charged \$5300.00 for a single press and \$1200.00 for each addition press to be qualified.

## Ballot Paper for Qualification

### Qualified Papers (Standard Stock):

The approved paper for ImageCast® ballots has been incorporated into a family of options that are approved for use with both 80# and 100# text weight for all scanners except the DRS Photoscribe® platform. Only 80# text is approved for the DRS platform. Understanding that different printing technologies can impact the paper surface of a ballot in different ways, these papers have been tested to assure printers can choose from several options.

Paper Name	Manufacturer	Color Finish
<b>High-Speed Inkjet Ballot Production</b>		
Rolland Voteseur IJ	Rolland Enterprises	Natural white/Smooth
Domtar Vivid Jet Text <i>(may be sold as Lynx Jet)</i>	Domtar Paper	Bright white/Smooth
Finch MailstreamText	Finch Paper	Bright white/Smooth
*Accent Opaque with Imagelok	International Paper	Bright white/Smooth
<b>Xerographic/Toner Ballot Production</b>		
Rolland Voteseur SL	Rolland Enterprises	Natural white/Smooth

Domtar Vivid Jet Text <i>(may be sold as Lynx Jet)</i>	Domtar Paper	Bright white/Smooth
Finch MailstreamText	Finch Paper	Bright white/Smooth
Accent Opaque	International Paper	Bright white/Smooth
<b>Offset Ballot Production</b>		
Rolland Voteseur SD	Rolland Enterprises	Natural white/Smooth
Accent Opaque	International Paper	Bright white/Smooth

\* Accent Opaque with ImageLok is not approved for use with the DRS Photoscribe® platform

## Qualified Papers (IR Security Stock):

The additional papers listed below can be embedded with unique security features that can be read by Dominion ImageCast® tabulators. When utilized, only ballots that contain this unique “signature” embedded into the paper will be accepted by the tabulator.

Paper Name	Manufacturer	Color Finish
<b>High-Speed Inkjet Ballot Production</b>		
Rolland Voteseur IJ	Rolland Enterprises	Natural white/Smooth
<b>Xerographic/Toner Ballot Production</b>		
Rolland Voteseur SL	Rolland Enterprises	Natural white/Smooth
<b>Offset Ballot Production</b>		
Rolland Voteseur SD	Rolland Enterprises	Natural white/Smooth