

*****Request for Proposal***
Election Processing Services
State Bar of Michigan**

February 13, 2009

The State Bar of Michigan (hereafter called the “State Bar”) is seeking bid proposals for election processing services, with the intent of hiring a service provider who will provide these services during May and June 2009, with design and implementation of the election system to occur prior to that time.

These services shall include distributing to affected State Bar active members, either electronically or in paper form, all information necessary (including ballots, instructions, and candidate biographies) to elect members to the Board of Commissioners, the Representative Assembly, the Judicial Tenure Commission, and the leadership of the Young Lawyers Section; and to collect, tabulate, and certify the election results; and provide detailed reporting as a service to the State Bar. All services provided shall be performed in accordance with the rules and policies governing the State Bar.

The State Bar is a unified bar operating under the supervision of the Supreme Court of the State of Michigan. It is organized as a public body corporate and is located in downtown Lansing, Michigan. The State Bar has over 38,000 active members eligible to vote in the elections

The State Bar is required to send election ballots to active voting members prior to June 1, and voting occurs between June 1 and June 15 of each year. The results are counted and certified prior to July 1, and the certified results provided to the Supreme Court in July and published in the Bar Journal in August of each year.

There are 20 elected members of the Board of Commissioners in 9 districts, and only members in that Commissioner’s District may vote for a commissioner. Because of staggered terms, only a portion of the seats requires elections each year. There are 142 elected members of the Representative Assembly in 57 circuits, and only members in that circuit may vote for an RA member. Because of staggered terms and vacancies, only a portion of the seats requires elections each year. There may also be a seat on the Judicial Tenure Commission requiring an election, and all eligible members may vote. Finally, several leadership positions in 3 districts of the Young Lawyers Section may require elections each year, and only those members in that Young Lawyers Section district may vote.

The following information is available upon request:

- 1) An overview of the election process.
- 2) A copy of the March 2008 election notice that was published in the Bar Journal, which includes election maps for circuits and districts.
- 3) A copy of the final 2008 election results that were provided to the Supreme Court.
- 4) A demographic summary of the approximate number of voting members by Commissioner election district, by Representative Assembly election circuit, by Young Lawyer election district and the number of members within Michigan.

The Supreme Court rules and the State Bar of Michigan by-laws pertaining to elections can be found on the State Bar website at: <http://www.michbar.org/generalinfo/home.cfm>. These are listed under “Rules and Procedures” - click on “Bylaws” and “Supreme Court Rules Concerning the State Bar.”

Your proposal for election processing services should address the following project scope:

- a) Provide a service to mail paper ballots to all eligible members, and to be able to provide an electronic ballot to all eligible members who elect that option.
- b) Provide the members with the capability to record their vote in one of the following ways (at the member’s choice) 1) mail in their paper ballot or 2) vote on-line using a computer and website. Paper ballots are to be designed and provided by the election services provider.
- c) Validate the entire State Bar active member data base pre-election to ascertain the correct county assignment using USPS pre-sort software.
- d) Collect, tabulate, and certify the results of all voting by each of the means identified above (all paper and on-line ballots will go directly to the election service, not the State Bar).
- e) Provide election results reporting – to include daily reporting (as requested) as well as a final election report in the format currently provided to the Supreme Court. Reporting shall include summary and detailed reporting by voting district or circuit, as well as by each member, including rejected ballots processed.
- f) Provide live customer service to address any voting questions by members and provide replacement ballots upon request.

In addition, please provide the following:

- 1) A statement that the election services provider agrees to act as fiduciary to the State Bar for the purpose of counting and certifying election ballots, and to provide all supporting detail on all elections to the State Bar.
- 2) Information to be supplied with your proposal shall include: a) an overview of your firm and experience in providing election processing services; b) your firm’s qualifications, including specific experience with bar associations, governmental units and not-for-profit entities; c) biographical sketches of the Principal(s) and staff who would be assigned to this project; d) the proposed fees for implementation and annual processing fees (including any additional fees or costs not part of the implementation fee or annual processing fee; e) payment provisions requested; f) a list of client references; g) proof of liability insurance and amount; and h) samples of election materials, reports and websites used for other clients.
- 3) The proposed service fees and costs included in your proposal should address each of the next 3 years, although there will be no obligation on the State Bar to continue the services after the first year.

For the purpose of submitting a bid, the election services provider should assume the following:

1. An e-blast will need to be sent by the election services provider to approximately 28,000 members who have an e-mail address and of those members approximately 10,000 will request that an electronic ballot be sent to them.
2. A paper ballot package will need to be sent to approximately 28,000 members which will include the following materials:
 - a. 1 page single sided ballot
 - b. 1 page single sided biographies of the candidates
 - c. A return envelope
3. 20% of all eligible voters will cast a vote.
4. 50% of the votes will be cast using a paper ballot and 50% will be cast electronically.
5. Postage is a separate expense and will be based on actual postage costs.

Note: Once the election services provider has been selected, the service fee will be adjusted each year based on the number of elections and ballots required. Each year the number of contested races varies, which impacts the amount of materials that need to be printed and processed.

The criteria for selection of the successful election services provider will include general experience, qualifications and election processing services track record, experience with similar organizations, the review and analysis of the services proposed, and the amount of the services fee and any other anticipated fees or costs. Although the cost of the service will be an important factor, it will not be the only factor considered.

Proposals must be received by 5:00 PM on Monday, March 2, 2009 at the State Bar of Michigan, 306 Townsend, Lansing, Michigan, 48933. The proposal shall be submitted in a sealed package, with three (3) copies, marked to the attention of the Executive Office of the State Bar of Michigan, c/o Margaret A. Bossenbery, Executive Coordinator. Proposals received after that date will not be considered.

The State Bar of Michigan expects to notify the firm submitting the successful proposal no later than Monday, March 9, 2009. Selection will be made by the Executive Director of the State Bar.

Further information about the State Bar of Michigan can be found on the State Bar's website at www.michbar.org.

Thank you in advance for your proposal for election processing services.

Margaret A. Bossenbery
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