FOR IMMEDIATE RELEASE June 28, 2016

REQUEST FOR PROPOSALS: Pacifica 2016 Delegate Election Balloting Services

The Pacifica Foundation (Pacifica) is a 501(c)(3) membership-based radio broadcasting organization with approximately 55,000 members nationwide, affiliated with stations in New York, Houston, Washington D.C., Los Angeles, and Berkeley.

Pacifica has begun a process that will involve ten separate elections wherein members in its five signal areas will each elect nine (9) listener delegates and three (3) staff delegates to serve on Local Station Boards. Pacifica is now soliciting proposals from qualified election management organizations to provide some of the services related to these elections.

We invite your organization to submit an expression of interest (please include any questions) by July 8th and a final proposal by July 15, 2016 at 6pm EST.

Please find enclosed an outline of the information needed in the proposal, followed by details of the specific services required. Cost proposals for balloting should recognize a mix of paper and electronic voting and identify, with as much specificity as practical, any cost differentials that may result from the actual mixture.

All election processes must adhere to provisions of The Pacifica Foundation Bylaws [http://pacifica.org/kewg.org/bylaws/index.html: See Article 3 Sections 1-4, 7, 8, 10; Article 4 Sections 1 - 8; Article 7 (all); and Article 15 (all)].

Proposals will be evaluated on a qualitative basis that will include the completeness and timeliness of the response, a review of references and related materials, interviews with senior personnel to be assigned to the project, and results of discussions with other clients.

If you have any questions, please contact Lynne Serpe, National Election Supervisor. Please prepare your proposal following the format of the outline provided and submit, along with any supporting materials you would like to have considered to:

Lynne Serpe, National Election Supervisor
nes2016@pacifica.org
510-409-4754

Attachments
(a) Proposal Outline
(b) Details of Services Required - Balloting & Tabulation
(c) 2016 Elections Timeline

Pacifica 2016 Delegate Election Management Services
PROPOSAL OUTLINE

1. Describe your ∗ systems for ensuring ballot integrity and an overall transparent, auditable and verifiable election; ∗ planned use of any proprietary or third party software and/or hardware such as scanning devices, computer equipment; and ∗ proposed utilization of mailing houses, printing establishments or any other third party vendor(s) – including specification of which, if any, are Union shops.

2. Set forth your detailed budget and fee proposal for the 2016 election, including discount(s), if any, that would be applicable to each budget line item in the case of a multi-year contract.

- provide as much specificity as practical concerning cost differentials that may result from varying mix of paper versus electronic voting.

- for each line item in the one-year budget, please identify potential cost savings, if any, that could be provided through utilization of Pacifica volunteers.

- identify specific costs, if any, associated with proposed use of software, hardware, mailing houses, printing establishments or any/or other third party vendor.

3. Timeline for materials needed (mailing lists, candidate names, candidate statements, etc) for an August 15, 2016 mailing.

4. Summarize your company's experience providing election services to not-for-profit entities, especially of size and complexity similar to those of Pacifica.

5. Detail your company's experience providing services involving Proportional Representation voting systems, in general, and Single Transferable Vote method in particular.

6. Provide client contact information for up to 5 references.

7. If affiliated with any public or private election oversight or advocacy associations, please provide information describing the nature and time duration of such affiliation.

8. With regard to any member of your organization, disclose any affiliation or potential conflict of interest with former or current Pacifica Foundation members of the Board of Directors, employees, contractors, or consultants, and any other potential conflict of interest.

Pacifica 2016 Delegate Election Management Services

Details of Services Required BALLOTING AND TABULATION

All elections are by single transferable vote (STV). Tabulation software must be capable of handling STV ballots involving up to 50 candidates. Pacifica elections have primarily used Choice Plus Pro ("CP Pro") as the tally software [available for download with documentation, without charge, from www.votingsolutions.com]. Proposals that involve alternative software will be considered if such software is capable of producing the same results as CP Pro. **The entire system must be transparent, auditable and verifiable.**

Tasks include:

(1) Work with National Election Supervisor and Local Election Supervisors at each station to ensure that voter lists are clean and de-duped, as needed, and run through the National Change of Address (NCOALink)

(2) Generate confidential random Voter ID numbers within ten distinct, non-overlapping pools of alpha-numeric identifiers.

(3) Maintain system of constantly-updated database of ID numbers to identify eligible voters for each election who have not previously voted in the current election

(4) Design (subject to NES review), print, and mail simple voting instructions, paper ballots, secret ballot envelope, return envelope. The mailing may also include a fundraising appeal, and candidate statement pamphlets designed by NES.

(5) E-Balloting Option - Devise and post optional web-based interactive voting pages that members can access, using their valid ID numbers, to cast their votes electronically in one of the ten (10) distinct elections and have the ability to print a copy of their completed ballot.

(6) Mail replacement ballots (approximately 8% of original mailing) as necessary.

(7) Prevent ballot stuffing; verify valid ballots.

(8) Verify that quorum, as specified in Article 3 Section 7, has been achieved in each election by the appropriate deadline(s)

(9) Scan validated paper ballots, converting each into a ballot image file (usually a .tif file) and converting each image file into the form required by tally program. If using a tally program other than CP Pro and ballot file format cannot be tallied by CP Pro: create and provide to Pacifica, equivalent (.blt) text files in CP Pro format, separately grouped for the ten elections that will be tallied, with distinct and clearly identified filenames to facilitate spot checks and for quality control verification.

(10) E-Balloting Option -- Convert each accepted e-ballot to a line in a text ballot file for input into tally program as above. The ability to integrate paper and electronic ballots must be clearly demonstrated prior to bid acceptance, or by a date-certain.

(12) Prepare, with observers, accurate verifiable tallies for each of the ten STV elections

(13) Certify the election results, including order of all candidates, not just those elected.

(14) Copy ballot files to appropriate folders to be referenced individually by filename in the tally software configuration file (e.g. CP Pro's .in file).

(15) Distribute CD-R disks with images, derived ballot and configuration (.in) files, and round-by-round results to the National Election Supervisor, the five Local Election Supervisors and Lydia Brazon, Interim Executive Director.

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Article Four, Delegates, Section 5: Election Time Frame
http://www.pacifica.org/indexed_bylaws/art4sec5.html

In a Delegate election year, the nominations period for seats being vacated shall open on June 1 and remain open for thirty (30) days, closing on June 30. The national and local election supervisors shall thereafter prepare the written ballots for each radio station, listing all of the candidates and setting forth all other information required by these Bylaws.

Ballots shall be mailed, or otherwise made available, to the Members on August 15 (or the following day if August 15 is a mail holiday).

To be counted a ballot must be received on or before September 30 (the "Election Close Date").

All ballots shall be held sealed until the Election Close Date. If the required quorum of ballots is not received by the Elections Close Date, then the Elections Close Date shall be extended by up to four additional weeks until closed by the National Election Supervisor.

The national and local elections supervisors shall have up to 15 days after the Election Close Date to count the ballots and to certify the results to the LSBs, the Board, and the Members, which results must be reported by October 15 or, if the Election Close Date was extended, by 15 days after the extended Election Close Date, and shall be posted on the Foundation's and the radio stations' websites.

(Note: the balloting company has up to 10 days after the Election Close Date to count the ballots and certify the results to the National Election Supervisor and Local Election Supervisors, who will then have a final five days to meet the requirements above.)