



STATE OF NORTH CAROLINA

State Board of Elections

Invitation for Bid #: WS2306587737

Unvalidated Driver's License/SSN Notification Letters

Date of Issue: July 17, 2026

Bid Opening Date: July 27, 2026

At 05:00 PM ET

Direct all inquiries concerning this IFB to:

Lisa Berot-Marlowe

Business and Project Manager

Email: lisa.berot@ncsbe.gov

Phone: 919.441.0108



STATE OF NORTH CAROLINA

Invitation for Bid #

WS2306587737

For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

Bid Number: WS2306587737

Vendor: _____

STATE OF NORTH CAROLINA
Division of State Board of Elections

Refer **ALL** Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.5 Bid Submittal for details.

Invitation for Bid No.: WS2306587737

Bids will be publicly opened: July 27, 2026

Using Agency: State Board of Elections

Commodity No. and Description: 731519 Industrial Printing Service

Requisition No.: TBD

EXECUTION

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its Sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned Vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS** incorporated herein. These documents can be accessed from the Ariba Sourcing Tool.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:

STREET ADDRESS:

P.O. BOX:

ZIP:

CITY & STATE & ZIP:

TELEPHONE NUMBER:

TOLL FREE TEL. NO:

PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:

VENDOR'S AUTHORIZED SIGNATURE*:

DATE:

EMAIL:

Bid Number: WS2306587737

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: 0 days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of the State Board of Elections)

Bid Number: WS2306587737

Vendor: _____

Contents

Commented [LB1]: LBM to update prior to posting

1.0	PURPOSE AND BACKGROUND	5
1.1	CONTRACT TERM.....	5
2.0	GENERAL INFORMATION	5
2.1	INVITATION FOR BID DOCUMENT	5
2.2	E-PROCUREMENT FEE	5
2.3	NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS	5
2.4	IFB SCHEDULE	6
2.5	BID QUESTIONS.....	6
2.6	BID SUBMITTAL	7
2.7	BID CONTENTS	7
2.8	ALTERNATE BIDS.....	8
2.9	DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....	8
3.0	METHOD OF AWARD AND BID EVALUATION PROCESS.....	8
3.1	METHOD OF AWARD.....	8
3.2	CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION	9
3.3	BID EVALUATION PROCESS.....	9
3.4	PERFORMANCE OUTSIDE THE UNITED STATES	10
3.5	INTERPRETATION OF TERMS AND PHRASES.....	10
4.0	REQUIREMENTS	10
4.1	PRICING.....	10
4.2	ESTIMATED QUANTITIES	11
4.3	PERSONNEL	11
4.4	VENDOR'S REPRESENTATIONS.....	11
4.5	AGENCY INSURANCE REQUIREMENTS MODIFICATION	11
4.6	SUBCONTRACTORS	11
4.7	SECRETARY OF STATE REGISTRATION.....	12
5.0	SPECIFICATIONS AND SCOPE OF WORK	12
5.1	SPECIFICATIONS.....	12
5.2	TASKS/DELIVERABLES	13
5.3	DEVIATIONS	13
6.0	CONTRACT ADMINISTRATION	14
6.1	INVOICES.....	14

Bid Number: WS2306587737

Vendor: _____

6.2	CONTINUOUS IMPROVEMENT	14
6.3	ACCEPTANCE OF WORK.....	14
6.4	DISPUTE RESOLUTION.....	14
6.5	CONTRACT CHANGES.....	15
6.6	ATTACHMENTS.....	15
6.7	APPENDIX A.....	16

Bid Number: WS2306587737

Vendor: _____

1.0 PURPOSE AND BACKGROUND

The North Carolina State Board of Elections is responsible for maintaining accurate and compliant voter registration records in accordance with the federal Help America Vote Act (HAVA) and state law. HAVA requires applicants to include on their registration form, their driver's license number (DL); or, if they lack one, the last four digits of their social security number (SSN-4); or, if they lack both, an indication that they do not have these numbers. These identification numbers are then attempted to validate against the North Carolina Division of Vehicles (NCDMV) database or the Social Security Administration database. When the DL/SSN-4 fails to validate through the database match, state law requires the county board to notify the voter that the number did not validate, to attempt to resolve the discrepancy, and, if the mismatch is unresolved or the number is not otherwise validated by the county board, to notify the voter of the need to present HAVA ID before or when voting for the first time. Additionally, some voters registered prior to the implementation of HAVA were not required to provide a DL nor SSN-4.

To help improve the accuracy of the state's voting rolls, the North Carolina State Board of Elections (NCSBE) is sending mailings to all voters registered to vote in the state who do not have a valid identification number on their voter record. This Invitation for Bids (IFB) seeks to establish a Contract for the printing, preparation, and delivery of Unvalidated DL/SSN Letters to support this initiative. The selected Vendor will furnish all labor, materials, and services necessary to produce and deliver these mailings in accordance with the specifications outlined in this solicitation.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The Contract shall begin on the date of final Contract execution (the "Effective Date") and end when all deliverables have been delivered by the vendor and accepted by the NCSBE.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

This IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

What is the Ariba Network?

The Ariba Network is a web-based platform that serves as a connection point for buyers and Vendors. Vendors can log in to the Ariba Network to view purchase orders, respond to electronic requests for quotes, participate in Sourcing Events, and collaborate with buyers on contract documents.

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site:

<http://eprocurement.nc.gov/training/Vendor-training>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

Bid Number: WS2306587737

Vendor: _____

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's bid as nonresponsive.

2.4 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	July 17, 2026
Submit Written Questions	Vendor	July 22, 2026, at Noon EST
Provide Response to Questions	State	July 24, 2026, by 5:00 PM EST
Submit Bids	Vendor	July 27, 2026, at 4:00 PM EST
Open Bids	State	July 27, 2026, at 5:00 PM EST Microsoft Teams meeting Join: https://teams.microsoft.com/join/271768252504840?p=M2P3y03VKQGQv4pWHO Meeting ID: 271 768 252 504 840 Passcode: 2qs343w4 Dial in by phone +1 984-204-1487,291499569 United States, Raleigh Phone conference ID: 291 499 569#
Contract Award	State	By August 7, 2026, at 5:00 PM EST

2.5 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "**IFB #WS2306587737 – Questions**" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

Bid Number: WS2306587737

Vendor: _____

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's bids(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor's bids for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues, and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.
5. **Only Bids submitted through the Content Section of the Ariba Sourcing Event will be considered. Bids submitted through the Message Board will not be accepted or considered for award.**

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the bid with its bid submission, the Department may release an unredacted version if a record request is received.

2.7 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to

Bid Number: WS2306587737

Vendor: _____

provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendors shall upload the following items and attachments in the Sourcing Tool:

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- d) Vendor's Response.
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found in the Sourcing Tool, which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this IFB:

- **Help America Vote Act**- The Help America Vote Act (HAVA) of 2002 was passed by the United States Congress to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election.
- **North Carolina State Board of Elections (NCSBE)**- The independent state agency charged with the administration of the elections process and campaign finance disclosure and compliance.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents.

While the intent of this IFB is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items, or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in bids received.

Bid Number: WS2306587737

Vendor: _____

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29. of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or inquiries directed to the procurement lead named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the electronic Vendor Portal (eVP), <https://evp.nc.gov>, under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

Bid Number: WS2306587737

Vendor: _____

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and upload in the Sourcing Tool. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any

Bid Number: WS2306587737

Vendor: _____

temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 ESTIMATED QUANTITIES

The quantities indicated herein are estimates only and are submitted merely as a guide of the anticipated usage the contract period. No maximum or minimum quantities are guaranteed. It shall be understood and agreed that the State may purchase more or less than the estimated quantities during the contract period. The State reserves the right to increase or decrease the quantities as needed. The State shall not be obligated to purchase more than its normal requirements. The State will be responsible only for items requested and received.

4.3 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's bid result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.4 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.5 AGENCY INSURANCE REQUIREMENTS MODIFICATION

Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☒ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☐ Contract value in excess of \$1,000,000.00

4.6 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

Bid Number: WS2306587737

Vendor: _____

4.7 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. **No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.**

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute "transacting business" in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor has registered with the North Carolina Secretary of State: Yes ☐ No ☐

5.0 SPECIFICATIONS AND SCOPE OF WORK

The Vendor shall prepare and mail Unvalidated DL/SSN Letters to voters lacking validated identification numbers. Each letter shall include a section on the top part of page 2 for voters to provide data regarding the missing information or validated information. The letter will also instruct the voters on how to provide the information to the county board of elections, including using an enclosed pre-addressed, pre-paid return envelope. As an additional step to help ensure the correct voters are contacted, a message will be printed on the outgoing envelopes to indicate if the intended recipient of the letter no longer resides at the mail to address (see Specification #14 for more details).

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

5.1 SPECIFICATIONS

Item #	Specifications	Product/Service Offered Meets Specification
1	The Vendor shall print the single-sided 8.5x11 form, using the sample letter provided in Appendix A of this IFB as the reference.	☐ YES ☐ NO
2	The Vendor shall use standard #10 envelopes.	☐ YES ☐ NO
3	The Vendor must email a PDF sample of the letter within three (3) days of a fully executed contract.	☐ YES ☐ NO
4	The Vendor shall print the voter's name and address, as the mail to address, on the outgoing envelope.	☐ YES ☐ NO
5	The Vendor shall print the State Board of Election's address, as the return address, on the outgoing envelopes.	☐ YES ☐ NO
6	The Vendor shall print the voter's name and address, as the return address, on the return envelopes.	☐ YES ☐ NO
7	Using the voter information provided, the vendor shall print the county board of election's name and address, as the mail to address, on the return envelopes.	☐ YES ☐ NO
8	The Vendor must print all items in black and white.	☐ YES ☐ NO
9	The Vendor shall supply postage on the outgoing envelopes (the State will provide its BRM for the return envelopes).	☐ YES ☐ NO
10	The Vendor must use market rate postage for the outgoing envelopes. Market Rate Postage is per-piece and is based on the weight, size, and service type (e.g., First-Class, Priority Mail, Express Mail)	☐ YES ☐ NO

Bid Number: WS2306587737

Vendor: _____

Item #	Specifications	Product/Service Offered Meets Specification
11	The Vendor shall fold and stuff the letters and return envelopes into the outgoing envelopes.	☐ YES ☐ NO
12	The Vendor shall ensure the voter's name and address on the outgoing envelope match the voter's name and address on the letter and the return envelope.	☐ YES ☐ NO
13	The Vendor shall ensure the voter's address displays in the window of the outgoing envelope.	☐ YES ☐ NO
14	On the front, bottom, left hand corner of the outgoing envelope, in Arial font, size 11 the vendor shall print a checkbox and to the right of it, print this note: "The voter to whom this letter is addressed no longer lives here. Return to sender."	☐ YES ☐ NO
15	The Vendor must be able to accept and utilize the names and addresses of voters and their corresponding county board of elections from a .csv file (to be provided upon receipt of a fully executed contract).	☐ YES ☐ NO
16	The Vendor shall use the USPS Official Election mail logo, in black & white, on the outgoing envelope (to be provided by NCSBE upon receipt of a fully executed contract).	☐ YES ☐ NO
17	The Vendor shall use the State Board of Elections logo, in black in white, on the letter (to be provided by NCSBE upon receipt of a fully executed contract).	☐ YES ☐ NO
18	The Vendor shall ensure the letters are in the mail stream no later than Friday, September 18, 2026.	☐ YES ☐ NO
19	The Vendor must produce this mailing for approximately 241,000 voters.	☐ YES ☐ NO

5.2 TASKS/DELIVERABLES

1. The vendor shall coordinate a virtual kickoff meeting within 3 days of a fully executed contract.
2. The vendor shall provide weekly updates via email or virtual meetings of the project until completion. The format will be discussed and agreed on by both parties.
3. The vendor shall provide a proof of the outgoing envelope and receive approval prior to printing. NCSBE will provide the point of contact to the vendor upon receipt of a fully executed contract.
4. The vendor shall provide a proof the return envelope and receive approval prior to printing. NCSBE will provide the point of contact to the vendor upon receipt of a fully executed contract.

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods and/or services. Deviations shall be explained in detail on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

Bid Number: WS2306587737

Vendor: _____

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 INVOICES

Vendor shall send invoices to accounts.payable@ncsbe.gov. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide NCSBE with an invoice for each order. Invoices shall include detailed information to allow NCSBE to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Item Descriptions, Price, Quantity, and Unit of Measure.

6.2 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.3 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

Acceptance of Vendor's work product shall be based on the following criteria:

1. Receipt of a sample of the letter within three (3) days of a fully executed contract.
2. All letters are in the mail stream no later than Friday, September 18, 2026.
3. The primary NCSBE contact for this project is notified, via email, when the letters are in the mail stream (contact information to be provided upon receipt of a fully executed contract).

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.4 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

Bid Number: WS2306587737

Vendor: _____

6.5 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be done through the Contract Administrator.

6.6 ATTACHMENTS

All attachments to this IFB are the copies found within the Ariba Sourcing Tool, and are incorporated herein, and shall be submitted by responding in the Sourcing Tool.

6.7 APPENDIX A

NORTH CAROLINA STATE BOARD OF ELECTIONS

[MAILING ADDRESS • CITY • STATE • ZIP]

Phone: [Phone Number] • Fax: [Fax Number] • [Email Address]

[Recipient's Name]

[Recipient's Mailing Street Address]

[Recipient's Mailing City, State, ZIP]

We are sending you this letter to ask for your help as we work to improve the accuracy of our voter records. **Receiving this request does not affect your ability to vote, how you vote, or whether your vote counts.**

Receiving this letter does not mean that there is a problem with your record. It does, however, mean that we were unable to match information in your voter record with a record in either the North Carolina DMV database or the Social Security Administration (SSA) database.¹

A few situations could prevent us from matching your record. Here are a few examples:

Data Entry Error: Date of birth, driver license number, or social security number errors could result from mistakes like mixing up digits or entering data into incorrect fields.

Form Changes: Prior to 2004, applicants weren't required to provide their driver license number or the last 4 digits of their social security number when registering to vote. Voters who registered before then don't have these numbers attached to their voter records—so we wouldn't be able to match their records with the NCDMV or SSA database records.

Name Variation: A name may be different across records due to spelling, hyphenation, or spaces and apostrophes, or if a prior legal name or maiden name is used in a record. Your name at the top of this letter reflects what we have in our records.

Please fill out the information section on the back of this form and submit it to your county board of elections office to update your voter registration record.

There are three ways you can provide us the requested information:

- **BY MAIL:** Complete the information section of this form. In the enclosed pre-addressed, postage-paid envelope, mail this letter to the State Board of Elections.
- **IN PERSON:** Take this letter to your county board of elections office to submit your form in person or to discuss options with your [elections](#) officials.
- **ONLINE:** Go to payments.ncdot.gov to access the North Carolina DMV's secure website (*You won't be charged a fee for this action*). Click "Yes" when asked if you would like to update your voter information. **Note: You must possess either a valid NC driver license or NCDMV ID to use this option.**

¹ Both federal and state law require a person registering provide their driver license number, or—if they do not have a driver license—the last 4 digits of their social security number along with their first and last name and date of birth. An applicant with neither number must note that they do not have these numbers. The county board of elections then verifies that this information matches a record in the databases.

Bid Number: WS2306587737

Vendor: _____

Update your voter registration information by completing the sections below and signing and dating the form:

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

I am providing the following information (check all relevant boxes & print information on the lines provided):

- ☐ Date of Birth _____
- ☐ North Carolina Driver License Number _____
- ☐ State ID Card Number (issued by NCDMV) _____
- ☐ Last 4 Digits of Social Security Number _____

I also need to update my name (print your old and new full legal name on the lines provided and confirm your current address to have your name updated with this form):

Old Name (first, middle, last, suffix): _____

New Name (first, middle, last, suffix): _____

Current Residential Address:

- ☐ Check this box if the address on the front of the form is your current residential address
- ☐ Check this box if the address on the front of this form is your old address and you need to update your residential address by writing it below

Signature

Date

**If updating your address, do you attest that you will have lived at your current address for at least 30 days before election day?*

Bid Number: WS2306587737

Vendor: _____

The remainder of this page is intentionally left blank