

STATE OF ALASKA RFP NUMBER 2026-0001-0248
AMENDMENT NUMBER FIVE
AMENDMENT ISSUING OFFICE:



Office of the Lieutenant Governor
Division of Administrative Services
240 Main Street, Suite 300
Juneau, Alaska 99801

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: April 8, 2026

RFP TITLE:
STATEWIDE ELECTION BALLOTS

This is a mandatory return Amendment.

This amendment serves to open the solicitation up and extend the end date, updates the procurement officers, amends Sec. 1.11 RFP Schedule, adds Sec. 4.08 TEST ELECTION MATERIALS, revises 5.02 Evaluation Criteria, adds Sec. 5.10 Test Election Materials, revises Attachment #1 Proposal Evaluation Form v2.

This is an information amendment and if you have already submitted your proposal, you do not need to submit a new proposal unless this information causes a change in your response.

Please closely review all the changes identified and provided in the amendment.

Change 1: Reopens the Solicitation and extends the end date to April 14, 2026, at 3:00 PM AK Time.

Change 2: Serves to update the Procurement Officers to Janice Neal (Janice.neal@alaska.gov) and Jennifer Krick (Jennifer.krick@alaska.gov). **Any communication involving this solicitation must be sent to Janice Neal and Jennifer Krick.**

Change 3: Serves to amend Attachment #1 Proposal Evaluation Form. PEC will use Amended Attachment #1 Proposal Evaluation Form v2.

Change 4: Revises Sec. 1.11 RFP Schedule

RFP schedule set out herein represents the state's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time

ACTIVITY	TIME	DATE
Issue Date / RFP Released	N/A	March 6, 2026
Deadline for Receipt of Proposals / Proposal Due Date	3:00 PM	April 7, 2026
Solicitation reopened to provide clarification information and revise sections of the RFP and proposal evaluation forms.		April 8, 2026

Amendment 5

Solicitation Closes after allowing vendors time to review Amendment #5		April 13, 2026
Proposal Evaluations Complete	N/A	April 21, 2026
Ballot test materials shipped out		April 27, 2026
Deadline to return sample and proof ballots electronically Two days from receipts of test materials		
Deadline to return test ballots and accountability documents is Seven days from receipt of test materials		
Deadline to return printed ballots is 14 days from receipt of test materials		
Offeror test ballot review	N/A	May 15, 2026
Notice of Intent to Award	N/A	May 18, 2026
Contract Issued	N/A	May 28, 2026
Contract Start Date	N/A	June 1, 2026

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Office of the Lieutenant Governor, or the Lieutenant Governor's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

Change 5: Adds Sec. 4.08 TEST ELECTION MATERIALS

Offerors of proposals reasonably susceptible for award as determined in the evaluation process must submit material that is necessary for the division to perform a Test Election. The Test Election will be a sample of ballot printing services that will be required during an actual election. **Offerors must meet all required test materials deadlines for their Test Election to be further evaluated. All Test Election material must be clearly labeled and delivered to the address below:**

Office of the Lieutenant Governor
Division of Elections
C/O Office of the Governor
Attn: Janice Neal, Procurement Officer
Jennifer Krick, Contracting Officer
240 Main Street, Suite 300
Juneau, Alaska 99811

RFP 2026-0001-0248
TEST ELECTION MATERIAL

The Test Election process is listed below:

- a. The division will provide the following test Election materials to the offeror:
 - Ballot Order Report for 2026 Test Election reflecting house district and precinct orders for four-house districts and the absentee by-mail ballot order.
 - Ballot PDF's of Test Deck Ballots for four-house districts, by each ballot style, pre-marked

- as “voted” in sequence order as defined by the division.
- Ballot PDF’s for the four-house districts, for printing ballots listed in the Ballot Order Report for the house district precincts and absentee by-mail order.
 - Key to ballot card number for each election district included in the ballot order.
- b. The PDF Ballot Order Report will identify three (3) ballot styles for each house district based on the primary election format: the Alaska Republican (REP), the Measures Only (MO), and the Alaska Democratic-Alaskan Independence (A-D).
- c. The Ballot Order Report will reflect the number of ballots to be printed, numbered and stubbed for each precinct and ballots to be printed, numbered, stubbed and prepared for the absentee by-mail program, as well as, quantities of sample and facsimile ballots.
- d. The division will use the ballot size which will be required in the 2026 primary election which are ballots printed on 8.5” x 11” ballot paper printed on the front.
- e. The offeror must electronically submit proof and sample ballots within two (2) days of receipt of Test Election materials. These must be sent to janice.neal@alaska.gov and Jennifer.krick@alaska.gov and clearly be titled RFP Test Election Material.
- f. The offeror will print and deliver the Test Deck Ballots for each ballot style as specified in the Scope of Work section for each house district within seven (7) days to the procurement officer. The test ballots the offeror produces are ballots which have been pre-marked as “voted” in advance in a particular order so that upon testing the results read in a predetermined fashion as defined by the division. Test ballots are printed without stubs and each ballot is stamped “TEST” in red ink on the face of the ballot. Each ballot style will have a test packet that is to be clearly marked and bundled. The test ballots for the director’s office are marked and tested to run results in a straight sequence. The test ballots for the regions are marked and tested to run results in reverse sequence. Specifically, for the straight sequence, if there are five candidates, the ballots will be marked so that the results show candidate one will have one vote, candidate two will have two votes, candidate three will have three votes, candidate four will have four votes, and candidate five will have five votes. The reverse decks for the regions will have candidate five with one vote, candidate four with two votes, candidate three with three votes, candidate two with four votes and candidate one with five votes. For each test ballot style packet there will be one over-voted ballot with all ovals filled out and one under-voted ballot with no ovals filled in, which is intended for accuracy testing purposes.

Note: Offeror must use chain of custody paperwork for proof of delivery within specified timeline. Please make sure all materials are clearly marked to identify the sender.

- g. The house district precinct ballots, folded absentee by-mail ballots, facsimile and sample ballots, as ordered in the Ballot Order Report, are to be prepared as described in Scope of Work and must be delivered within 14 days of receipt of Test Election materials. The accountability lists as described in the Scope of Work is to be included with the ballots accordingly.

Offeror must use chain of custody paperwork for proof of delivery within specified timeline. Please make sure all materials are clearly marked to identify the sender.

- h. The Test Election will be conducted at a set time to ensure the ballots are fully functioning in the

Amendment 5

ICP's.

Change 6: Revises Sec. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail

Qualifications Criteria		Weight
Experience and Qualifications	(Submittal Form B)	100
Understanding of the Project	(Submittal Form C)	100
Methodology Used for the Project	(Submittal Form D)	100
Management Plan for the Project	(Submittal Form E)	100
Test Election Materials	(Evaluation Form)	100
Total		500

Cost Criteria		Weight
Cost Proposal	(Attachment 4)	400
Total		400

Preference Criteria		Weight
Alaska Offeror Preference (if applicable)		100
Total		100

TOTAL EVALUATION POINTS AVAILABLE: 1000

Change 7: Under Section 5 Evaluation Criteria and Contractor Selection serves to add Sec. 5.10 TEST ELECTION MATERIALS

- 1) Were the sample and proof ballots accurate and produced as described in the instructions?
- 2) Were the ballot accountability documents accurate and written according to instructions?
- 3) Were the Test Deck Ballots accurately printed and packaged pursuant to the instructions?
- 4) Did the test ballots function in the ICP unit as required?
- 5) Were the ballots stubbed and padded correctly according to instructions, including numbering, identification, folding, perforation and packaging? Were the facsimile ballots prepared as instructed?
- 6) Did the house district, precinct and absentee by-mail ballots function in the ICP units as required?

State Signature

Name: Janice Neal *jn*
Title: Procurement Officer

Offeror Signature

Name: _____

Title: _____
