

STATE OF OHIO

Department of Administrative Services
General Services Division
Office of State Printing
4200 Surface Road
Columbus, Ohio 43228-1395

ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 9 TO BID NO: 6P1013

INVITATION TO BID: STATEWIDE ABSENTEE BALLOT REQUEST ALL-
IN-ONE MAILER PACKET with NCOA IN-STATE FOLLOW-UP
POSTCARD

OPENING DATE: May 24, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT
<http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).

ADDENDUM NOTICE DATE: 5/23/2016

PAGE 5 TO THIS INVITATION TO BID HAS BEEN ADDENDED. PAGE 5 IS FOR ADDITIONAL
QUESTIONS AND ANSWERS LISTED IN THE "BID QUESTIONS RECEIVED AND RESPONSES /
ANSWERS PROVIDED" SECTION #14. REMOVE THIS CORRESPONDING PAGE FROM THE
EXISTING BID AND REPLACE WITH THE ADDENDED PAGE. THIS ADDENDUM IS ISSUED TO
ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION INFORMATION AS INDICATED BY AN (*)
ASTERISK. THE OPENING DATE REMAINS THE SAME.

BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>. THE BID
MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO
RECEIVE CONSIDERATION FOR AWARD.

ADM 3318n 12/07/09

STATE OF OHIO

Department of Administrative Services General Services Division State Printing & Mail Services

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

The envelope procurement and printing of the envelope may be sub-contracted.

INVITATION TO BID FOR: STATEWIDE ABSENTEE BALLOT REQUEST ALL-IN-ONE MAILER PACKET with NCOA IN-STATE FOLLOW-UP POSTCARD

BID NUMBER: 6P1013

BID NOTICE DATE: May 3, 2016

OPENING DATE: May 24, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10/2013, are a part of this Invitation to Bid. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Any questions or clarifications regarding this Invitation to Bid (ITB) should be directed to State Printing & Mail Services by email to Tim Riley at tim.riley@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Statewide Absentee Ballot Request All-in-One Mailer packets with Follow-Up NCOA In-state Postcard for use by the Ohio Secretary of State.

2. QUANTITY: ITEM #1: 7,000,000 (More or less) PACKETS: (LETTER/FORM, REMINDER INSERT, #10 ENVELOPE & #9 ENVELOPE)

ITEM #2: 356,000 (More or less) POSTCARDS: (Exact quantity to come from NCOA in-state "hits" from original data set)

Total packet quantity to be included in two (2) deliveries (DELIVERY #1 & DELIVERY #3) as follows:

DELIVERY #1 PACKET (September 1, 2016): 6,800,000 (More or less)

DELIVERY #2 POSTCARD (as soon as possible after Delivery #1): 356,000 (More or less)

DELIVERY #3 PACKET (as close to October 15, 2016 as possible): 200,000 (More or less)

3. MULTIPLE LOT PRICE AWARD: There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. To determine the low lot total price, the state will add the lot price of each item together. Failure to bid all items will result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. Bidder shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point shall be dropped by DAS and not used in evaluation and any subsequent award.

The State may reject any Bid if the Bidder fails to meet a deadline in the bid process or objects to the dates for performance of the Contract or the terms and conditions in this ITB. The State also may reject any Bid if the Bidder's deliverables fail to meet the requirements of this ITB.

* **4. SPECIFICATIONS:** 5 pieces: **1)** letter/form 8 1/2" x 11" (prints four colors, two sides, no bleeds), **2)** reminder insert 5 1/2" x 8 1/2" (prints four color, two sides, no bleeds), **3)** #10 window envelope (prints one color, one side, security lined), **4)** #9 window envelope (prints one color, one side, security lined), **5)** postcard 6" x 4.25" (prints four color, two sides with bleeds). Letter, reminder and #9 envelope to be inserted into #10 and mailed. Postcard to be mailed separately.

PACKET INCLUDES ITEMS 1-4

Item 1 – **Letter/form**, shall be 8 1/2" x 11", prints four colors, two sides, with no bleeds, perforation on long edge at 7 3/8 inches, variable print inkjet addressing on both sides (vendor to include IMb for each address) from furnished database, tri-folded either C-fold or Z-fold. Letter, reminder and additional #9 window envelope to be inserted into a #10 window envelope. Contractor must be able to print a barcode (3of9 format) on the letter/form. **THE DATA TO POPULATE LETTERS FOR DELIVERY #1 WILL NOT BE AVAILABLE UNTIL AUGUST 1, 2016 AT 3PM EASTERN STANDARD TIME. THE DATA TO POPULATE LETTERS FOR DELIVERY #3 WILL NOT BE AVAILABLE UNTIL OCTOBER 8, 2016.**

Item 2 - **#10 window envelope – TO VOTER** (outside envelope) prints one color (black), one side, standard poly window, diagonal seams or side seams, security lined. Nonprofit permit Indicia will be supplied in artwork from the Ohio Secretary of State. *However, if after analysis of the project, vendor can provide a better postal rate using vendor's indicia, please discuss with Ohio Secretary of State representatives.*

Item 3 - **#9 window envelope – FROM VOTER** (inside return envelope) prints one color (black), one side, standard poly window, diagonal seams or side seams, security lined.

* Item 4 – **Reminder insert**, shall be 5 1/2" x 8 1/2", prints four color, two sides with no bleeds. Shall be folded to insert in #10 window envelope

* Item 5 – **Postcard**, shall be 6" x 4.25", prints four color, two sides with bleeds with variable address data on one side (vendor to include IMb for each address). Data is from NCOA in-state "hits" from data provided on August 1, 2016.

A. STOCK:

Letter/form: 60# No.1 opaque offset. (Please specify name and manufacturer).

Envelopes: 24# White Wove, security lined.

Reminder Insert: 80# Finch opaque white text, or similar (Please specify name and manufacturer if different).

Postcard: 80# opaque cover – must meet USPS mailing standards. (Please specify name and manufacturer).

B. PRESSWORK: Offset

C. **INK: Letter/form, reminder insert and postcard** prints four colors. Both envelopes print one color - Black. All variable data to be printed in black.

D. * **BINDERY: Variable Inkjet address letter/form (IMb to be added by vendor), tri-folded and nested with folded reminder insert and #9 envelope. Then letter, reminder and #9 envelope inserted into #10 envelope. THE DATA TO POPULATE LETTERS FOR DELIVERY #1 WILL NOT BE AVAILABLE UNTIL AUGUST 1, 2016 AT 3PM EASTERN STANDARD TIME. DELIVERY#2 POSTCARD DATA TO BE CREATED FROM THE NCOA IN-STATE "HITS" FROM THE INITIAL DATA PROVIDED. THE DATA TO POPULATE LETTERS FOR DELIVERY #3 WILL NOT BE AVAILABLE UNTIL OCTOBER 8, 2016 AT 3PM EASTERN STANDARD TIME.**

E. **SUPPLIED TO VENDOR: Letter, reminder insert, postcard and envelope files will be furnished in Illustrator, InDesign or Photoshop CC FILES. ADDRESS DATA BASE WILL BE FURNISHED in a COMMA DELIMITED FILE FORMAT TO THE SELECTED VENDOR.** Return all state supplied materials to the proof person.

F. **SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Tim Riley at (614) 995-5268 for an appointment.

G. PROOF:

PACKETS: A printed to color with perforation, fully assembled proof shall be delivered to: Hollie Elam LaMar, Office of Ohio Secretary of State, 180 E. Broad Street, 17th floor, Columbus, OH 43215. Letter/form, reminder insert & envelopes may be printed first and proofed by Ohio Secretary of State before data is available so that letter/form is ready for variable data when supplied. Once variable data is delivered and set up by the vendor, the Ohio Secretary of State requires random proofing of said data incorporated into letter/form which can be coordinated through the Department of Administrative Services, Vendor and Ohio Secretary of State's Office (see #8 Quality Assurance).

POSTCARDS: A printed to color, trimmed proof shall be delivered to: Hollie Elam LaMar, Ohio of Ohio Secretary of State. 180 E. Broad Street, 17th floor, Columbus, OH 43215. Postcard may be printed first and proofed by Ohio Secretary of State before data is ready from NCOA in-state "hits." Once data is ready and set up by the vendor, the Ohio Secretary of State requires random proofing of said data incorporated into postcard which can be coordinated through the Department of Administrative Services, Vendor and Ohio Secretary of State's Office (see #8 Quality Assurance).

- H. ADDITIONAL SPECIFICATIONS: Must be mailed from Ohio-based USPS postal facility. NO EXCEPTIONS. Bidder shall include in the total bid price all freight costs associated with the delivery of all mailer packets to an Ohio-based USPS postal facility for both mailings. Bidder must obtain the maximum postage discounts as allowed by the USPS.**
- I. POST AWARD CONFERENCE:** The successful bidder shall be required to meet with representatives from State Printing & Mail Services and representatives of the Ohio Secretary of State upon award of this contract at a location, date and time to be determined.

5. DELIVERIES: DELIVERY #1 (PACKET) REQUIRED SEPTEMBER 1, 2016. DELIVERY #2 (POSTCARDS) TO BE MAILED IN AS SOON AS POSSIBLE AFTER DELIVERY #1. DELIVERY #3 (PACKETS) REQUIRED OCTOBER 15, 2016.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. All invoices must reference: Job number 6P1013 and include 2 samples & USPS postage statements.

7. POSTAGE FOR INDIVIDUALLY ADDRESSED ITEMS: For Item 1, the contractor shall utilize the latest U.S. Postal Service (USPS) National Change of Address (NCOA) and Coding Accuracy Support System (CASS) update data when processing addresses for mailing. Contractor shall provide Ohio Secretary of State, via a secure FTP site, data containing the names and new addresses of all "hits" and indicate which "hits" are a different address for item 1. The Ohio Secretary of State will determine appropriate course of action said "hits". The NCOA file shall be a CSV format file with the old and new address side by side in the file. **In addition, the new in-state addresses will be used to address the NCOA Postcard.**

The contractor shall comply with all U.S. Postal Service regulations governing the use of first class, carrier route reports and standard class rate, carrier route presort, walking sequence including all postal reports. The successful bidder shall ensure that all mailings are sorted and in saturation carrier route presort whenever possible. Delivery to an Ohio-based USPS center shall be at contractor's expense. Many of the pieces will qualify for carrier route walking sequence rate. For labels and self-mailers with zip plus four and no carrier route; contractor shall sort delivery point bar code and bag at the lowest possible postage rate. Contractor shall also furnish proof of all mailing by forwarding, when the mailing is completed, official copies of the U.S. Postal Service Statement of Mailing with Permit Imprints (Form numbers 3602 and 3602 R/RS/HR). Contractor shall authorize the release of this information from the Ohio-based USPS mailing location. Documentation is to be mailed/e-mailed to:

**Ohio Secretary of State
180 East Broad Street, 17TH Floor
Columbus, Ohio 43215
Attn: Hollie Elam LaMar (phone (614) 728-6070).
hlamar@OhioSecretaryofState.gov**

8. QUALITY ASSURANCE: The contractor shall maintain a thorough quality assurance program to guarantee that the delivered forms are correct. **THIS WILL REQUIRE THAT AT LEAST ONE LETTER FROM EACH COUNTY BE PULLED AND PRESS INSPECTED BY REPRESENTATIVES OF THE OHIO SECRETARY OF STATE'S OFFICE AND DEPARTMENT OF ADMINISTRATIVE SERVICES.** The contractor shall replace any damaged, incomplete, discolored, mutilated forms, illegibly addressed, mislabeled, misprinted, or improperly assembled booklets and self-mailers. Any damaged, mutilated or illegibly addressed packages shall be shredded immediately after the printing process. Contractor shall cover the cost of reprinting and re-mailing including postage, paper, labor, label generation, delivery to U.S. Postal authorities and computer time and labor used by the Ohio Secretary of State. Upon request, the contractor shall be required to submit a description of the backup equipment available in the event of a breakdown including printing, assembling and labeling. Please add press inspection as a separate line item in quote.

9. DATA REQUIREMENTS: Ohio Secretary of State will provide the selected contractor with comma delimited record layout of the Statewide Absentee Ballot Request packet data via a secure FTP site for test and production runs. If conversion from one format to another is required, the cost shall be the responsibility of the contractor.

All data provided to the contractor will be purged within ten days from the date of file transmission. If the download of the file does not occur within the 10 business day time period, the contractor will contact State Printing regarding a time extension. If the selected contractor is unable to download the file, they must notify State Printing of the pending problem.

The selected contractor will notify James Hoover, (614) 752-5170, james.hoover@das.ohio.gov and Tim Riley, (614) 995-5268, tim.riley@das.ohio.gov of State Printing via e-mail when the file has been received. The selected contractor's e-mail should include the following:

- Date contractor received transferred file(s).
- File name(s) received.
- Counts included with each file (or counts match statement).

Contractor must comply with the following data security requirements:

- The contractor shall not use any of this data for any other means, other than what is set forth in this proposal.
- Contractor must maintain/store/secure all electronic data in an encrypted format. The encryption shall meet or exceed the encryption standard outlined in the State of Ohio IT Standard ITS-SEC-01: http://oit.ohio.gov/IGD/policy/PDFs_EA/ITS-SEC-01.pdf.
- Within one week of the contractor's completion of the printing project, the contractor shall destroy/purge all Ohio Secretary of State-provided data and all data/documents originating from the contractor's use of Ohio Secretary of State-provided data. The destruction/purging shall be done by deleting all data files received from the Ohio Secretary of State, along with any contractor's backups of the data. Notification shall be sent to Secretary of State and DAS to confirm destruction of the files.
- The contractor is NOT authorized to store Ohio Secretary of State-provided data on any external media that is not encrypted.

Contractor will be furnished data via a secure FTP site containing individual voter's names, addresses.

Below is the contact for any questions about data files:

- Parvinder Singh, (614)728-4709, psingh@OhioSecretaryofState.gov

10. SECURITY AND CONFIDENTIALITY: All information is confidential and the contractor, and any subcontractor, shall be considered an agent of the Ohio Secretary of State for this specific purpose. All information provided by the State of Ohio, or duplicates made by the contractor or his representative and any resultant printouts, shall be kept accountable and under reasonable security to prevent their release to any unauthorized persons. The information shall not be used for any other purpose than the performance of this contract.

If the contractor subcontracts to another person or persons (hereinafter referred to as "subcontractor") any non-press work portions of this printing project, the contractor shall require that (i) the subcontractor agree to all of the terms, provisions, limitations, and requirements set forth herein with respect to the contractor (ii) the subcontractor require any other person or persons, with whom the subcontractor delegates any or all portions of the printing project, to agree to all of the terms, provisions, limitations, and requirements set forth herein with respect to the contractor.

The contractor shall be absolutely liable for all direct, indirect, consequential, and/or unforeseen costs and damages arising in whole or in part from any breach committed by the contractor, by the subcontractor(s). Good faith, reasonable efforts, due diligence, and the absence of negligence shall not be a defense. Nothing in this provision exempts or holds harmless any sub-contractor and/or person(s) with whom the sub-contractor delegates any or all portions of the printing project. Nothing in this provision requires that the Ohio Secretary of State, prior to seeking from the contractor payment of damages for any breach by any party, must initiate and/or conclude litigation against any other person(s), and/or against any or all subcontractor(s).

All leftover printed material including mailer packets that were not mailed shall be destroyed, bidder shall provide a certificate/statement of destruction, containing mailing information of all mailers destroyed, description of any other material destroyed, the date of destruction, and the method used. The destruction shall be at the expense of the contractor.

11. PENALTIES: Timeliness and delivery of a correctly prepared and timely Absentee Ballot All-In-One Mailer are extremely critical components of this proposal. Failure to meet agreed upon deadlines or quality standards shall result in a penalty of **1/2%** of the contract price **for each working day late** being applied against the contract price.

12. SCHEDULE: All proofs, artwork, sample forms, and finished products are arranged and shipped at contractor's expense. To maintain schedule, overnight delivery via UPS or its equivalent may be necessary for proofs, artwork and samples.

13. FILMING: Selected contractor shall allow videographers and on-screen talent engaged by the Ohio Secretary of States' Office to access the printing facility at a mutually agreeable time to videotape or digitally record the production of materials related to its mailing about voting procedures. The material taped will not mention the location of where the mailing was produced, the logos of the selected contractor or any employees of the contractor.

*** 14. BID QUESTIONS RECEIVED AND RESPONSES / ANSWERS PROVIDED:**

- 1) **On the bid 6P1013, on page 2, Section 4 specifications, the size of the reminder insert is 8.5" X 5.5". Then on page 2 Specifications, item 4 states the size is 8.5" X 3.5". Could you note the correct size?**

* Change in Response – The correct size is 5 ½" x 8 ½"

- 2) **We would also like to know if the variable data on the letter/form prints in Black ink on both sides?**

Response – Black ink, both sides

- 3) **When would we have specs to start printing the envelope, shells for the letters and reminder sheets?**

Response - The target date to send artwork to the vendor is July 15, 2016.

- 4) **The reminder insert sheet is 8.5" X 5.5", do we fold the piece to fit in the #10 window envelope, or what do you want to do to make the piece fit into the envelope?**

Response – Insert to be folded with the letter/form and #9 envelope and inserted into the #10 envelope.

- 5) **Since the insert will now be folded do you think the customer might want to make use of some extra space as a 8 ½ x 7 folded to 8 ½ x 3 ½ would be easier to insert and package, and it would give them an extra inch or so for the copy.**

Response - If providing this change in size will result in an additional cost savings to the State, then this will be acceptable.

- 6) **What are the exact fold specifications for the insert?**

Response - The awarded printer shall fold the reminder insert in the most cost effective manner to be inserted with the letter/form and #9 envelope into the #10 window envelope.

- 7) **The specifications call out a different paper type for the insert from the letter. Could they be produced on the same stock?**

Response - No, the paper weights for all items shall be as required in section A. Stock

- 8) **Is the insertion order letter, insert, #9?**

Response - The variable address data must show through the window, as long as the variable address data shows through the window of the #10 unencumbered, then the order of inserting is not a concern.

- 9) **Could you please clarify what the variable information is that gets inkjet addressed and confirm that the letter/form gets variable information on both sides of the sheet? I'm just trying to determine if the variable information is more than the name/address/IMB information and if variable information appears in more than one location on each side of the sheet.**

Response – Variable data prints on both sides of the letter/form as listed below for each side.

Variable data:

Side one:

- Voter ID – Number as well as barcode
- Voter name and address

Side two:

- Voter name and mailing address with IMb in top third
- County Board of Election mailing address with IMb in bottom third (within the tear off this address should be able to be seen within the window of the #9 return envelope within the packet.)

Sample artwork of letter/form is attached at the end of this ITB, (all variable data will actually be printed in black), the data is shown in green to indicate the location of the variable data in relationship to the rest of the piece.

- 10) **Is sample artwork of the other four printed items available for posting at the end of the ITB along with the sample artwork for the letter/form?**

Response – Sample artwork of all items is attached to end of this ITB. Please note these are drafts and not final approved artwork.

- 11) **Bid number 6P1013 has the previous job number referenced as 4P0883. 4P0883 was from 2014 and I do not see a bid award from last year 2015. Was this project completed last year and if so would the bid award be available for review?**

Response - This project was not completed last year during 2015. The tab sheet for all awarded State Printing jobs can be found by clicking on the heading of "View Bid Award" in the black header bar and entering the job number in the search box. Please note the letter "P" in the job number must be entered as an uppercase letter "P".

- 12) **Can you please clarify what is considered presswork? What work under this contract cannot be subcontracted?**

Response - The only work that can be subcontracted is the "envelope procurement and printing of the envelope" all other work must not be subcontracted. The awarded vendor will be responsible for any errors or delay in the production made by the subcontractor.

- 13) **Can the vendor produce the letter (Item 1) using an inkjet printing process?**

Response – No.

- 14) **Item 1 calls for Inkjet in the specification and response 13 create specification conflicting information. Inkjet printing systems that provide 4 color process face and back are the best technology and pricing available for a project like this. Please advise the thought behind response 13.**

Response – We are requesting that the job be produced according to specifications.

Jon Husted

Ohio Secretary of State



Jon Husted

OCTOBER 12

COUNTY BOARDS WILL BEGIN MAILING REQUESTED
ABSENTEE BALLOTS ON OCTOBER 12, 2016.

September 2016

Dear Ohio Voter:

In the Buckeye State, we make it **EASY TO VOTE** and **HARD TO CHEAT**.

You have many options to cast your ballot in the upcoming November 8, 2016 general election.

VOTE FROM HOME Simply complete the attached application to request an absentee ballot and return it to your county board of elections no later than noon on Saturday, November 5, 2016. To ensure the integrity of our elections process, you must fill in all the required fields and provide the proper identification so that our elections officials can determine that you and you alone will receive, fill out and cast your ballot.

VOTE EARLY IN PERSON During the absentee voting period, you may visit your county board of elections or designated early vote center to cast your absentee ballot in person. Visit www.MyOhioVote.com or contact your county board of elections for specific voting locations and hours.

ELECTION DAY Polls will be open on Tuesday, November 8, 2016 from 6:30 a.m. to 7:30 p.m. Don't forget to bring proper identification.

No matter which option you choose, I encourage you to visit www.MyOhioVote.com for all the information you need to vote in Ohio this November.

Sincerely,

Jon Husted
Jon Husted
Ohio Secretary of State

Please Note: If you apply to vote absentee by mail and you change your mind and appear at your polling place to vote on Election Day, you will be required to vote a provisional ballot that cannot be counted until at least 10 days after the election.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

APPLICATION TO VOTE ABSENTEE BY MAIL—NOVEMBER 8, 2016

By law, military & overseas ballots will be mailed starting September 24, 2016.
All other ballots will go out beginning in early October.

PRINT OR TYPE

All **REQUIRED** fields (in red) must be completed

Phone Number (Recommended)

- -



OH0012345678

Voter ID as 3of9 barcode and OH00+8 digits

Full Name: VOTER NAME PRE-POPULATED

Address: VOTER ADDRESS PRE-POPULATED

VOTER CITY, STATE, ZIP PRE-POPULATED

Complete the next lines ONLY if you wish to have your ballot mailed to an alternate address. If no alternate address is provided, your ballot will be mailed to the address above.

Alternate Street Address: _____

City, State, ZIP: _____

IDENTIFICATION

You must provide EITHER the last four digits of your Social Security number OR your Ohio driver's license number. OR you must enclose a COPY of a current and valid photo identification, military identification, OR a current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document (other than a voter registration notification mailed by a board of elections) that shows your current name and current address.

Last Four Digits of Social Security Number:

OR

Ohio Driver's License Number:
(begins with two letters)

Date of Birth:

/ /

I wish to have a ballot mailed to me at the address listed herein. I understand that if a ballot is mailed to me and I change my mind and appear at my polling place to vote on Election Day, I will be required to vote a provisional ballot that cannot be counted until at least 10 days after the election. I hereby declare under penalty of election falsification that I am a qualified voter and these statements are true to the best of my knowledge and belief. I understand that if I do not provide the required information my application cannot be processed.

APPLICANT MUST SIGN IN THE BOX BELOW

X

Date Signed _____

/ /

Jon Husted

Ohio Secretary of State



Ohio Voter
180 E. Broad St.
Columbus, Ohio 43215

AS AN OHIO VOTER

When I exercise my **RIGHT** to vote on Election Day, I have a **RESPONSIBILITY** to do my part.

I WILL...

- Register to vote 30 days prior to Election Day & keep my address up to date with the board of elections.
- Remember to bring valid identification with me to the polls.
- Know my proper polling place & precinct.

My  vote
My Right • My Responsibility

DATES TO REMEMBER

- OCTOBER 11** Deadline to register to vote & update voter information for the November 8, 2016 general election.
- NOVEMBER 2** If mailing your voted absentee ballot, the USPS® recommends allowing at least 2 - 5 days for delivery.
- NOVEMBER 5** (by noon) Deadline for county boards of elections to receive an absentee ballot request by mail for the general election.
- NOVEMBER 8** Election Day (polls open from 6:30 a.m. to 7:30 p.m.). Don't forget identification.
If you are dropping off your voted Absentee Ballot to your county board of election in person, please do so by 7:30 p.m.

www.MyOhioVote.com

Once you have sent in your request, you can track your request as well as your ballot online here: www.MyOhioVote.com/toolkit.html.



Ohio County Board of Elections
1234 Constitution Way
Democracy, Ohio 12345

Check Here To



Be a Precinct Election Official

By checking the Ohio box, your local board of elections will contact you.



Jon Husted
Ohio Secretary of State



Office of the Ohio Secretary of State
180 E. Broad Street, 16th Floor
Columbus, Ohio 43215

NONPROFIT
US POSTAGE PAID
CITY OH
PERMIT NO. XXX



OFFICIAL ABSENTEE BALLOTING MATERIAL



**DO NOT
FORWARD**



Name and Complete Address

Three horizontal lines for entering the recipient's name and address.



PLACE
STAMP
HERE



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL



DRAFT





Jon Husted

Ohio Secretary of State



DATES TO REMEMBER

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If you are dropping off your voted Absentee Ballot to your county board of election in person, please do so by 7:30 p.m.

www.MyOhioVote.com

A Day For DEMOCRACY



Be a Precinct Election Official

- Get a front row seat to democracy on Election Day by staffing a polling place.
- Do your part for your country, state and local community.
- Earn extra spending money in the process.

To become a P.E.O. in Ohio, sign up for more information at
www.DayforDemocracy.com



Jon Husted
Ohio Secretary of State *Jon Husted*



IN THE PAST FIVE STATEWIDE ELECTIONS...

2013 General Election, 2014 Primary Election, 2014 General Election, 2015 Primary Election and 2015 General Election

98

RACES AND ISSUES
WERE DECIDED BY
ONE VOTE OR TIED



68

LOCAL
OFFICIALS WERE ELECTED
BY **ONE** VOTE OR TIED

Jon Husted
Ohio Secretary of State *Jon Husted*

30

LOCAL ISSUES
WERE DECIDED
BY **ONE** VOTE

one
vote
matters

OCTOBER 12

COUNTY BOARDS WILL BEGIN MAILING REQUESTED
ABSENTEE BALLOTS ON OCTOBER 12, 2016.

Jon Husted

Ohio Secretary of State

180 E. Broad St, 16 Floor
Columbus, Ohio 43215



**UPDATE YOUR VOTING
ADDRESS ONLINE BY
OCTOBER 5, 2016**

**TO VOTE IN THE
NOVEMBER 8, 2016
GENERAL ELECTION YOU MUST UPDATE
YOUR ADDRESS BY OCTOBER 5, 2016.**

**UPDATING YOUR ADDRESS BY THE
DEADLINE WILL HELP YOU AVOID
HAVING TO CAST A PROVISIONAL BALLOT.**

Go Online Today
www.MyOhioVote.com



**Ohio Voter
180 E. Broad St.
Columbus, Ohio 43215**

NONPROFIT
US POSTAGE PAID
CITY OH
PERMIT NO. XXX



MOVED

SINCE YOU LAST VOTED?

UPDATE YOUR VOTING ADDRESS ONLINE



Jon Husted
Ohio Secretary of State

Jon Husted

