DISCUSSION SHEET

Employees' Retirement Fund
Board of Trustees Meeting

July 12, 2016

Issue: Request for Proposals ("RFP") to Provide Trustee Election Services

Attachment: None

Discussion: ERF staff has recently been made aware that the current vendor used for trustee elections, VR Election Services is no longer performing this service. Dallas ERF needs to conduct an RFP for a new vendor. Since the Fund is scheduled to conduct a trustee election this year in the third quarter, we have an urgent need to issue an RFP as soon as possible.

Any qualified company is eligible to complete the RFP that will be posted on the Dallas ERF website. In order to make sure that we have several companies respond to the RFP, the ten companies who will be invited to respond to the RFP are:

1. Drake Communications, Inc.
2. Everyone Counts, Inc.
3. K&H Election Services
4. BallotPoint Election Services
5. Corporate Election Services, Inc.
6. Election Services Corporation
7. TrueBallot
8. Intelliscan
9. SafeVote
10. Survey & Ballot Systems

Proposed Timeline:

- July 7 2016 – Issue RFP
- July 29, 2016 – Responses due back to the Fund.
- Week of August 1 –Review all submitted proposals
- August 9th – Staff will notify the board of firm selected, and the Board will approve the trustee election calendar

Recommendation: Approve the recommended RFP to Provide Trustee Election Services, recipients, and proposed timeline