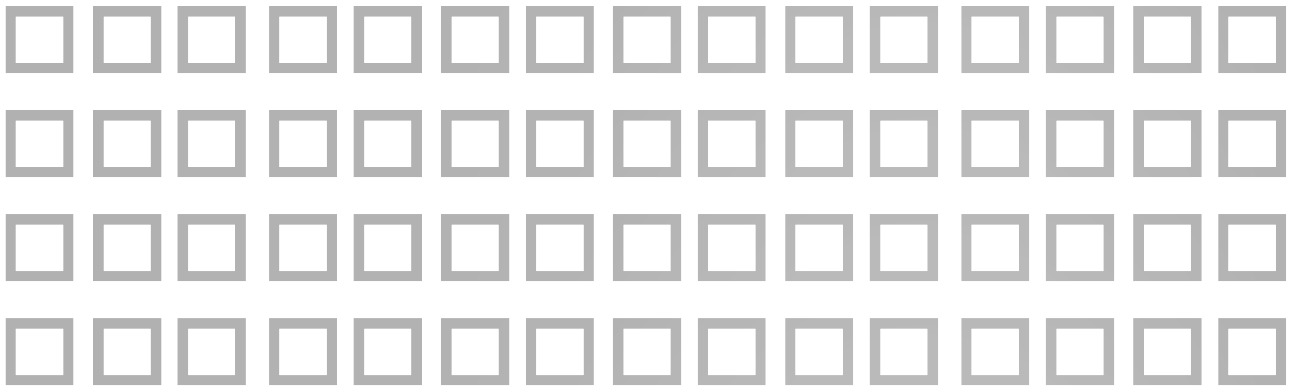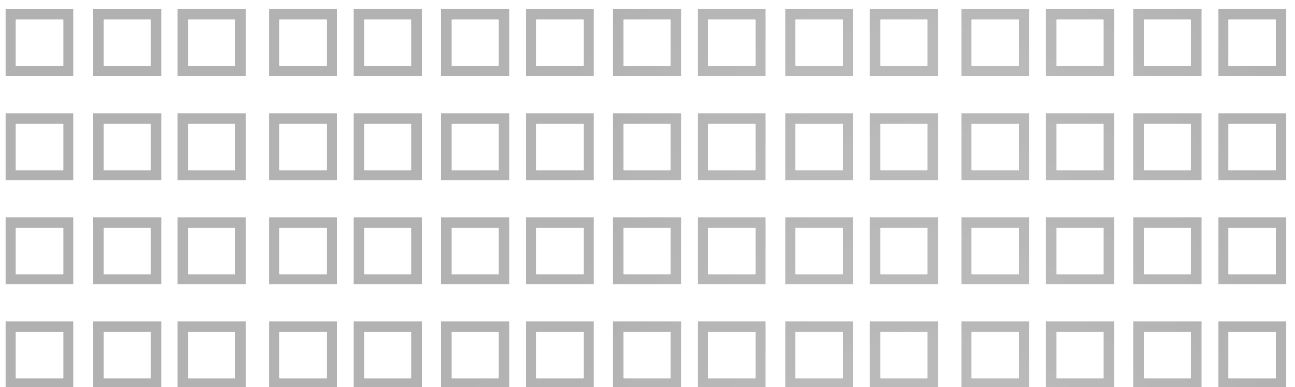**Elections** ACT

ACT ELECTORAL COMMISSION OFFICERS
OF THE ACT LEGISLATIVE ASSEMBLY

2020 election – Printing of ballot papers & QR codes

Draft Specifications

December 2019

The detailed printing specifications for ballot papers and QR codes are as follows:

BALLOT PAPER SPECIFICATION:

1. Brindabella: 55,200

1.1 Standard Ballots

Quantity Required:	52,500 ballot papers, made up of 875 copies of 60 different versions
No Pages:	61pp (60 different faces, one common reverse)
Finished Size:	197mm x 410mm (but may change)
Artwork Supplied:	Black overprints will be supplied as a pdf generated out of Excel
Stock	80gsm bond, Australian made, recycled (preferably)
Ink	Face: Prints black plus PMS 298 Reverse: prints PMS 298 only
Packing	Collate in number sequence and shrink/band in packs of <u>exactly</u> 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Quantity Required:	2,700 ballot papers in total, made up of 45 copies of 60 different versions
No Pages:	61pp (60 different faces, one common reverse)
Finished Size:	197mm x 410mm (but may change)
Artwork Supplied:	Black overprints will be supplied as a pdf generated out of Excel
Stock	80gsm bond, Australian made, recycled (preferably)
Ink	Face: Prints black plus PMS 298 Reverse: prints PMS 298 only
Folding	2500 copies folded to 197 mm x 99mm 200 copies delivered flat
Packing	Collate in number sequence and band folded forms in packs of <u>exactly</u> 50. Flat copies to be shrink/banded wrapped in <u>exact</u> 50s.

2. Ginninderra: 55,020

1.1 Standard Ballots

Quantity Required: 52,200 ballot papers, made up of 870 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock   80gsm bond, Australian made, recycled (preferably)

Ink   Face: Prints black plus PMS 366
                     Reverse: prints PMS 366 only

Packing   Collate in number sequence and shrink/banded in packs of <u>exactly</u> 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Quantity Required: 2,820 ballot papers in total, made up of 47 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock   80gsm bond, Australian made, recycled (preferably)

Ink   Face: Prints black plus PMS 366
                     Reverse: prints PMS 366 only

Folding   2,600 copies folded to 197mm x 99
                     220 copies delivered flat

Packing   Collate in number sequence and band folded forms in packs of <u>exactly</u> 50. Flat copies to be shrink/banded wrapped in <u>exact</u> 50s.

3. Kurrajong: 58,560

1.1 Standard Ballots

Quantity Required:	53,040 ballot papers, made up of 884 copies of 60 different versions
No Pages:	61pp (60 different faces, one common reverse)
Finished Size:	197mm x 410mm (but may change)
Artwork Supplied:	Black overprints will be supplied as a pdf generated out of Excel
Stock	80gsm bond, Australian made, recycled (preferably)
Ink	Face: Prints black plus PMS 111 Reverse: prints PMS 111 only
Packing	Collate in number sequence and shrink/band in packs of <u>exactly</u> 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Quantity Required:	5,520 ballot papers in total, made up of 92 copies of 60 different versions
No Pages:	61pp (60 different faces, one common reverse)
Finished Size:	197mm x 410mm (but may change)
Artwork Supplied:	Black overprints will be supplied as a pdf generated out of Excel
Stock	80gsm bond, Australian made, recycled (preferably)
Ink	Face: Prints black plus PMS 111 Reverse: prints PMS 111 only
Folding	5,200 copies folded to 197mm x 99 320 copies delivered flat
Packing	Collate in number sequence and band folded forms in packs of <u>exactly</u> 50. Flat copies to be shrink/banded wrapped in <u>exact</u> 50s.

4. Murrumbidgee: 69,240

1.1 Standard Ballots

Quantity Required: 65,040 ballot papers, made up of 1,084 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 512
Reverse: prints PMS 512 only

Packing Collate in number sequence and shrink/band in packs of <u>exactly</u> 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Quantity Required: 4,200 ballot papers in total, made up of 70 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 512
Reverse: prints PMS 512 only

Folding 3800 copies folded to 197mm x 99
400 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of <u>exactly</u> 50. Flat copies to be shrink/band wrapped in <u>exact</u> 50s.

5. Yerrabi: 69,360

1.1 Standard Ballots

Quantity Required: 65,040 ballot papers, made up of 1,084 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 115
Reverse: prints PMS 115 only

Packing Collate in number sequence and shrink/band in packs of <u>exactly</u> 50

1.1 Declaration Ballots (identical to above, with DECLARATION printed in black on face)

Quantity Required: 4,320 ballot papers in total, made up of 72 copies of 60 different versions

No Pages: 61pp (60 different faces, one common reverse)

Finished Size: 197mm x 410mm (but may change)

Artwork Supplied: Black overprints will be supplied as a pdf generated out of Excel

Stock 80gsm bond, Australian made, recycled (preferably)

Ink Face: Prints black plus PMS 115
Reverse: prints PMS 115 only

Folding 4000 copies folded to 197mm x 99
320 copies delivered flat

Packing Collate in number sequence and band folded forms in packs of <u>exactly</u> 50. Flat copies to be shrink/banded wrapped in <u>exact</u> 50s.

QR CODE SPECIFICATION:

Size: 90mm x 55mm

Ink: Each card will be printed in black plus one PMS. Each type has a different PMS (see PMS's assigned to each electorate ballot paper above)

Stock: White 300gsm Tablex, recycled (preferably)

Artwork: Supplied as a Pdf. The printer will need to manipulate the file to insert a consecutive number for each polling place location by electorate as well as adding an electorate identifying colour strip (one PMS) at the end of each card. Black text and a black QR code with alpha numeric code. The PMS colour will bleed, black will not.

Packing: QR codes are pre-poll location specific and each Pre-Poll Polling booth will be delivered packed in a box no more than 16 kg. The cards for each electorate will be banded in packs of 100 cards in consecutive numerical order.

Quantity:

1. City pre-poll:

Quantity

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

2. Woden pre-poll:

Quantity:

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

3. Tuggeranong pre-poll:

Quantity:

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

4. Belconnen pre-poll:

Quantity:

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

5. Gungahlin pre-poll:

Quantity:

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

6. Lanyon pre-poll: - To Be Confirmed

Quantity

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

7. Spare 1: - To Be Confirmed

Quantity

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

8. Spare 2: - To Be Confirmed

Quantity

Type 1: Brindabella: TBA

Type 2: Ginninderra: TBA

Type 3: Kurrajong: TBA

Type 4: Murrumbidgee: TBA

Type 5: Yerrabi: TBA

TOTAL: TBA

QR code quantities total by electorate (approximate)

Brindabella: 24,116

Ginninderra: 27,999

Kurrajong: 24,458

Murrumbidgee: 23,146

Yerrabi: 35,281

TOTAL: 135,000

Introduction

The ACT Electoral Commission (Elections ACT) is seeking written quotes for the provision of ballot papers and QR codes for the ACT Legislative Assembly election which will be held on 17 October 2020.

Please find attached two factsheets titled **Ballot papers** and **Computer voting** for general background information and sample **ballot papers**.

Approximately 310,000 ballot papers are required for the five electorates of Brindabella, Ginninderra, Kurrajong, Murrumbidgee and Yerrabi. The ballot papers for the five electorates are printed on paper of five specified colours in the following approximate numbers:

- Brindabella: 55,200

- Ginninderra: 55,020

- Kurrajong: 58,560

- Murrumbidgee: 69,240

- Yerrabi: 69,360

The ballot papers need to include a security feature. In 2016 the security feature was a screened pattern printed in the background of the papers that showed the words "ELECTIONS ACT" repeated diagonally across the page if it was copied in colour (see example attached). Respondents should include their capability of designing and producing a counterfeit inhibiting security device.

The security device, if printed, should be printed at the same time as the ballot paper.

A quote is sought for five electorate ballot papers sized at 197mm high and 410mm wide. Respondents should price the work presuming all will be 197mm high, but there may be variations to the width. Elections ACT will not know the final width of the ballot papers until the close of nominations at noon on 23 September 2020. Respondents should specify the maximum width capable of being printed.

The candidates' names are printed in columns on the ballot paper but within each column the names are rotated to give each candidate an equal share of each position in a column. This is known as Robson Rotation and is described in the factsheet attached. Each paper is given a version number printed near the bottom left and right corners. In each of the five electorates there will be 60 versions of the ballot paper.

For the operation of computer voting, cards to activate a QR code reader are also required. These cards will need to be 90mm x 55mm in size and will be required to be printed with a QR code, and a colour identifying strip related to each electorate.

All ballot papers and QR code cards and stock are to be stored under negotiated secure arrangements until delivery.

1 BALLOT PAPERS

1.1 BALLOT PAPER PRINTING

1.1.1 The ballot papers will be printed in black plus one colour for each electorate and include a security feature. The backgrounds bleed to all edges.

1.1.2 The security feature must render the ballot paper unusable or recognisable as a forgery should the ballot paper be copied or otherwise printed. The ballot paper security feature with black print and background colour print/wash combination must not interfere with the operation of the Commission's ballot paper scanning and image recognition system software effectively reading the ballot paper image. The security feature, background colour printing/wash and ballot paper printing will be subject to testing.

1.1.3 All ballot paper stock is to be 80gsm bond, Australian made paper from plantation timbers and/or recycled paper and is to be provided by the contractor. The security feature for all ballot papers is the same on all five papers, however the PMS colour is different for each of the five electorates. If the security feature involves visible printing, such as a printed security screen, the security feature must be the same colour as the background colour.

1.1.4 Finishing includes the collation and shrink wrapping/ banding in bundles of <u>exactly</u> fifty (50) ballot papers.

1.1.5 The papers are to be collated in order of version numbers 1-60 and in lots of **exactly** 50 papers and shrink wrapped/banded. For example: Yerrabi has 3 lots of 50. The first batch is 1-50, the second batch is 51-60 and 1-40 and the third batch is 41-60 and 1-30.

1.1.6 If banding is to be used, the banding must ensure that individual papers will not separate from the bundle if the bundle is unbroken.

1.1.7 Elections ACT will supply the ballot paper files as PC formatted PDF files that includes the 'Robson Rotation' output. Each electorate will be provided as two sets of separate PDF files. The second of these sets is identical to the first in every way other than it includes, on the ballot paper image, the additional word '**DECLARATION**' – to be printed in black.

1.1.8 The printer is to deliver the required quantity of folded **'Declaration'** ballot papers **folded to fit a DL envelope** and collated in the Robson Rotation order described above.

1.1.9 The printer is to deliver the required quantity of unfolded **'Declaration'** ballot papers **not folded.**

1.1.10 **It is extremely important that the count of 50 ballot papers per bundle be accurate.** The respondent should demonstrate how it proposes to ensure accuracy in this process.

1.2 BALLOT PAPER SIZE

1.2.1 The ballot papers are fixed in height at 197mm for each electorate while the width is dependent on the number of nominations received but may vary between 236mm and 530mm per previous elections. Elections ACT seeks a quote based on all ballot papers 410mm in width. It is possible that each of the five final electorate ballot papers could be different widths to each other. As a contingency, printing of ballot papers on a paper width larger than that mentioned above will need to be considered when submitting capabilities. Samples of 2016 election ballot papers are attached.

1.2.2 Until nominations close on 23 September 2020, the ACT Electoral Commissioner is unable to determine the size of the ballot papers. The respondent will need to determine the best way of production considering the variation in sizes that may occur.

1.3 BALLOT PAPER QUANTITIES

1.3.1 There are five electorates that require ballot papers for polling day, with the following approximate numbers – more accurate quantities will be available before the commencement date:

   a) Brindabella: 55,200 copies to be printed, ie: (approx 920 copies of each of the 60 versions)

   b) Ginninderra: 55,020 copies to be printed, ie: (approx 917 copies of each of the 60 versions)

   c) Kurrajong: 58,560 copies to be printed, ie: (approx 976 copies of each of the 60 versions)

   d) Murrumbidgee: 69,240 copies to be printed, ie: (approx 1,154 copies of each of the 60 versions)

   e) Yerrabi: 69,360 copies to be printed, ie: (approx 1,156 copies of each of the 60 versions)

1.3.2 These numbers are for the TOTAL AMOUNT of ballot papers to be printed including those for pre-polling and polling day for each electorate.

1.4 BALLOT PAPER COLOURS

1.4.1 Voters will be able to vote out of their electorate and therefore it is required that ballot papers for each electorate must have a distinct colour to be easily recognised and sorted when ballot boxes are opened.

1.4.2 The ACT Electoral Commissioner will define the PMS colour/s for each electorate at a later stage, but they will be in a shade of blue for Brindabella, green for Ginninderra, khaki for Kurrajong, mauve for Murrumbidgee and yellow for Yerrabi. Probable PMS colours are listed above in the earlier section.

1.5 TEST BALLOT PAPERS

1.5.1 Test ballot papers are to be provided to Elections ACT for testing of the security feature, background colour printing/wash and ballot paper printing. This test is to ensure the security feature performs to render copies unusable and/or recognisable as a forgery. The testing will also verify the suitability of the security feature, background colour and print quality for use in the Commission's ballot paper scanning and image recognition system. This test will ensure the security feature and printing combinations do not interfere with the reading of the ballot paper image, and that the print quality is such to enable the ICR software to operate effectively.

1.5.2 200 copies of the test ballot papers are to be produced for each of the 5 electorates (1000 in total).

1.5.3 Final production ballot papers are to be printed using the same specification as the agreed/approved specification following testing.

1.6 TIMING OF BALLOT PAPER PRODUCTION

1.6.1 Critical times for the production of the ballot papers are:

Electoral Event	Printing Event	Date
Testing of security screen and scanner read	Test ballot papers produced	As soon as possible after contract signed.
Nominations for the election close	Size of the ballot paper can be determined	Wednesday, 23 September 2020 12 noon
Nominations declared/ballot papers order determined	Production of final artwork and Robson Rotation files can commence	Thursday, 24 September 2020 12 noon
	Artwork to be prepared and delivered to printers - printing begins	Friday, 25 September 2020 by 12 noon
Pre-poll voting commences	First delivery of ballot papers to Elections ACT (including some folded and printed with 'Declaration'	Sunday, 27 September 2020 by 12 noon
	All ballot papers have been delivered	Tuesday, 6 October 2020 by 4pm
Polling day		17 October 2020

1.6.2   Printing of the first ballot papers for pre polls and postal voting will occur between 12 noon on Friday 25 September 2020 and 12 noon on Sunday 27 September 2020. Full delivery of the remaining papers required for polling day will not be required until a few days later (Tuesday 6 October 2020 at the latest).

1.7   EXCESS SECURITY FEATURE STOCK (IF APPLICABLE)

1.7.1   This requirement applies if the security feature and/or reverse of papers is printed prior to overprinting of the ballot papers.

1.7.2   Elections ACT has used excess stock of pre-printed security feature paper (without ballot paper overprinting) for ad hoc elections conducted outside of the Legislative Assembly elections. Any such excess stock is to be held in secure storage (as per this specification for ballot papers) by the printer until after the Assembly election. After the election, Elections ACT will provide instructions for the quantities to be cut to A4 and A3 size, and for delivery. If the security feature is printed/included onto stock before the ballot paper is printed, the printer should provide an estimate of the cost for providing this service as a piece rate. Note that Elections ACT may not require all or any of the excess stock available. Any excess stock not required by Elections ACT is to be securely destroyed and recycled.

1.7.3   Excess security feature stock, once cut to size, is to be supplied in suitable cardboard boxes. It should not be shrink-wrapped.

1.8   BALLOT PAPER DELIVERY DEADLINES

1.8.1   Test ballot papers – two hundred (200) copies (4 packets of 50) of each electorate's ballot paper must be delivered as soon as possible after the signing of the contract. (1,000 ballot papers in total – 5 electorates x 200)

1.8.2   The required amount of each electorate's folded declaration ballot papers printed with the word "DECLARATION" are to be delivered no later than 12 noon on Sunday 27 September 2020. These are the **folded** ballot papers.

1.8.3   The additional required amount of each electorate's ballot papers printed with the word "DECLARATION" (**not folded**) are also to be delivered no later than 12 noon on Sunday 27 September 2020.

1.8.4   A **minimum** of a further two thousand five hundred (2500) copies (50 packs of 50) of each electorate's ballot paper must be delivered no later than 12 noon on Sunday 27 September 2020.

1.8.5   A further twenty five thousand (25,000) copies (500 packs of 50) of each electorate's ballot papers must be delivered no later than 4.00pm on Tuesday 29 September 2020.

1.8.6   All remaining ballot papers are to be delivered no later than 4.00pm on Tuesday 6 October 2020.

1.8.7   Excess security feature stock is to be held securely until after the election. The ACT Electoral Commissioner will advise of delivery arrangements (if required) for a mutually agreed time.

1.9   BALLOT PAPER DELIVERY

1.9.1   The printer is to deliver the ballot papers, and excess security feature printed stock (if applicable), free into store (FIS), to an ACT location to be advised to the printer by the ACT Electoral Commissioner.

1.10 BALLOT PAPER STORAGE

1.10.1 The printer is to store the ballot papers, and any excess security feature printed stock, under secure arrangements until delivered to the ACT Electoral Commissioner. Printer spoils, and excess security feature stock not required by Elections ACT, are accountable and are also to be held in security until the ACT Electoral Commissioner approves destruction.

1.11 BALLOT PAPER SECURITY

1.11.1 The production of ballot papers must be monitored at all times and it will be the responsibility of the printer to employ the services of a recognised private security firm or satisfy the ACT Electoral Commissioner that security is guaranteed. Provision is also to be made for a representative of the ACT Electoral Commission to be present at any time to approve all phases of production.

1.11.2 The printer must also ensure that ballot paper security is maintained when arranging transport of ballot papers to or from the ACT Electoral Commission. The ACT Electoral Commissioner must approve the method used to fulfil all security requirements including security arrangements during storage, production and transport.

1.12   RETENTION OF ELECTRONIC FILES

1.12.1 Ballot paper electronic files provided to the Printer for the purposes of creating hard copy products are to be removed or deleted from the Printer's systems at the expiration of the contract or beforehand if directed to do so by the ACT Electoral Commissioner.

1.12.2 Certification, on behalf of the printer, that this has occurred will be required.

1.13 PRINT TECHNOLOGY

1.13.1 Respondents are asked to specify the means they intend to employ to print the papers, be that offset, digital, ink jet or a combination of a number of methods to suit specific deadlines and requirements.

2 QR CODES

2.1 QR CODE PRINTING

2.1.1 Elections ACT will generate unique QR codes and save them to a USB flash drive of QR code **postscript** files.

2.1.2 The unique QR codes, electorate name and polling place name are to be printed on one side of the cards.

2.1.3 QR codes will be required to be printed according to the pre-poll voting centre in which they will be used. It is likely that at least six (6) pre-poll centres will be used in 2020. This will result in at least 30 different artworks as each centre will have words and colours that identify both the electorate and the pre-poll centre. For example, Belconnen pre-poll centre will have Brindabella cards printed in Black and PMS298, with the electorate (Brindabella), and the centre name (Belconnen) printed; Ginninderra cards printed in Black and PMS366, with the electorate (Ginninderra), and the centre name (Belconnen) printed. And so on. Quantities for each centre will be decided at a later stage, but expect a higher number required for the electorate in which the centre is located and fewer numbers of the other electorates.

2.1.4 Each pre-poll voting centre will require a quantity of QR codes for each of the five electorates.

2.1.5 QR codes, by electorate, will need to be consecutively numbered for each polling place from 1 onwards. The Printer will need to manipulate the pdf files provided by Elections ACT to add the consecutive numbering.

2.1.6 QR codes are to be banded in packs of 100 in consecutive number order for the pre-poll location and electorate.

2.2 SIZE AND CARD THICKNESS

2.2.1 The size will be 90mm x 55mm, printed on 300gsm tablex card.

2.3 QUANTITIES

2.3.1 QR codes will be required in the following approximate quantities – more accurate quantities required for each pre-poll centre will be available before the commencement date:

Electorate	Approximate total quantity (not yet separated into pre-poll centre quantities)
Brindabella	24,116
Ginninderra	27,999
Kurrajong	24,458
Murrumbidgee	23,146
Yerrabi	35,281

Total	135,000

2.4 COLOUR

2.4.1 QR codes will be printed in Black plus one PMS colour. The barcodes used at the 2016 election included a strip of colour at the top of each barcode to indicate the electorate, the rest of the barcode was white with the barcode itself and any text printed in black. This solution would be preferable in 2020 also. The electorate indication colour is to match as near as possible the ballot paper colours for each electorate. The printer may need to manipulate the pdf files to add the required colour identification.

2.5 TEST QR CODE CARDS

2.5.1 Test QR code cards are to be provided to Elections ACT for testing in the electronic voting system. This test is to ensure the QR code cards can be efficiently read by the QR code readers and result in the correct ballot papers being brought up on the voting screen.

2.5.2 Test QR code cards are to be produced for all 5 electorates (printed with 'test'.

2.5.3 Final production QR code cards are to be printed using the same specification as the agreed/approved specification following testing.

2.6 TIMING

2.6.1 Test QR code cards – Fifty (50) QR code cards for each polling place for each electorate must be delivered as soon as possible after the signing of the contract.

2.6.2 The production QR codes can be printed in the week before the production ballot papers. The QR code cards are to be available for use at pre-poll voting centres on 28 September 2020.

2.7 DELIVERY DEADLINE

2.7.1 All QR code cards must be delivered no later than noon on Sunday 27 September 2020. But earlier is preferable and possible. (QR code printing is not dependent upon the close of nominations date).

2.8 DELIVERY

2.8.1 The printer is to deliver the QR codes free into store (FIS), to an ACT location to be advised to the printer by the ACT Electoral Commissioner.

2.9 STORAGE

2.9.1 The printer is to store the QR codes and any stock under secure arrangements until delivery of the final amount to the ACT Electoral Commissioner. The printer should arrange for secure transportation of QR codes. Printer spoils are accountable and are to be held in security until the ACT Electoral Commissioner approves destruction.

2.10 SECURITY

2.10.1 The production of QR codes must be monitored at all times and it will be the responsibility of the printer to employ the services of a recognised private security firm or satisfy the ACT Electoral Commissioner that security is guaranteed. Provision is also to be made for a representative of the ACT Electoral Commission to be present at any time to approve all phases of production.

2.10.2 The printer must also ensure that QR code security is maintained when arranging transport of QR codes to or from the ACT Electoral Commission. The ACT Electoral Commissioner must approve the method used to fulfil all security requirements including security arrangements during storage, production and transport.

2.11 RETENTION OF ELECTRONIC FILES

2.11.1 QR Code electronic files provided to the printer for the purposes of creating hard copy products are to be removed or deleted from the printer's systems at the expiration of the contract or beforehand if directed to do so by the ACT Electoral Commissioner.

2.11.2 Certification, on behalf of the printer, that this has occurred will be required.

ADDITIONAL INFORMATION FOR PREPARATION OF THE QUOTE

B1   ASSESSMENT CRITERIA

Elections ACT would like the quote to include the following information:

- management experience and technical capability;

- evidence of the ability of the Respondent to perform against the supplied Specifications;

- previous experience undertaking similar work;

- ability to meet tight deadlines;

- implementation strategy; and

- financial capacity to perform for the duration of the contract.

B2   ASSESSMENT OF QUOTATIONS

The Territory has as its objective in evaluating Quotations, the attainment of best value for money and not necessarily the lowest offered price. Each Respondent should address the assessment criteria by providing information which satisfies the requirements set out in these specifications.

B3   FORM OF CONTRACT

It is anticipated that a contract will be executed with the Territory after the preferred respondent(s) has been identified.

Elections ACT reserves the right to separate the printing of the ballot papers and the printing of the QR codes into two separate contracts.

B4   INSURANCE REQUIREMENTS

The preferred respondent will be required (unless the Territory agrees otherwise) to effect and maintain, with an insurance company with a Standard and Poor's rating of A- or better, insurance of the following kinds:

a) professional indemnity insurance in the amount of not less than $10,000,000 in respect of each claim; and

b) public liability insurance to a value of not less than $10,000,000 in respect of each claim including, if required, the policy must note the Territory as an interested party for its respective rights and interests.

B5   CONFLICT OF INTEREST

Elections ACT is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients. Its primary responsibility is to the electors of the ACT. This responsibility is reflected in the Commission's purpose, which is:

To deliver independent, innovative and accessible electoral services to the ACT community.
Respondents to this request for quote should not have an interest, pecuniary or otherwise, that

could conflict, or appear to conflict, with the proper performance of the requested services. At the time of quoting, the respondent should disclose any possible conflict of interest for assessment by Elections ACT.