

Request for Information  
Absentee Ballot Printing and Mailing Service  
Addendum #1

A potential vendor has posed two questions to the SEC; first, regarding the contents of an absentee ballot package in S.C. and, second, regarding how the S.C. State Election Commission (“SEC”) approves ballot printers in S.C., as referenced in the RFI Minimum Requirements, No. 1. As stated in the RFI, all responses to RFI questions are posted for review by all potential vendors.

Absentee Ballot Package

An absentee ballot package in the state of South Carolina includes an “outer” envelope, a “ballot herein” envelope, a ballot, and usually 1-3 miscellaneous pieces of paper with instructions on how to complete and return an absentee ballot to a voter’s county elections office. The measurements of these items are as follows:

- The outer envelope is 9” x 12”;
- The ballot herein envelope is 7.5” x 10.5”;
- A typical ballot measures 8” x 17.5” and an extended ballot is 8” x 20”

Pictures of the aforementioned items are below. Please note location of flap(s), coloring, and printing on one or both sides of the items.

COMMISSIONERS

JOHN WELLS  
Chairperson

JOANNE DAY

CLIFFORD J. EDLER

LINDA MCCALL

SCOTT MOSELEY

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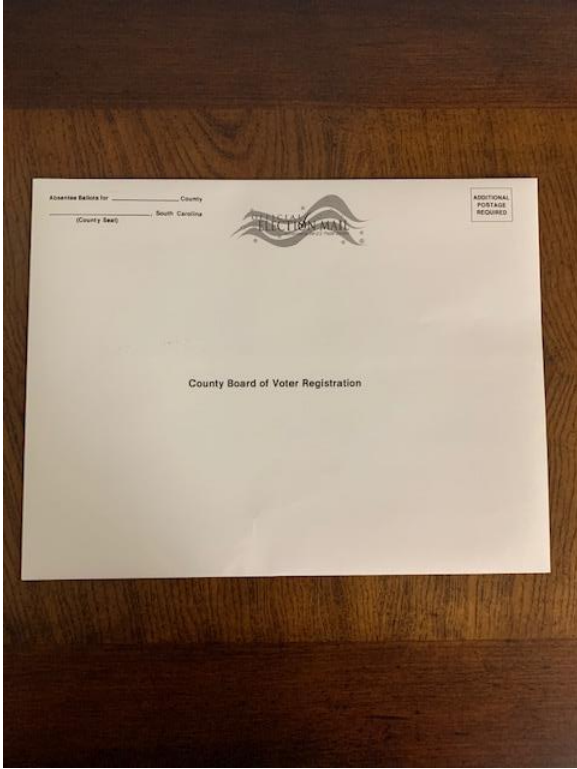
MARCI ANDINO  
Executive Director

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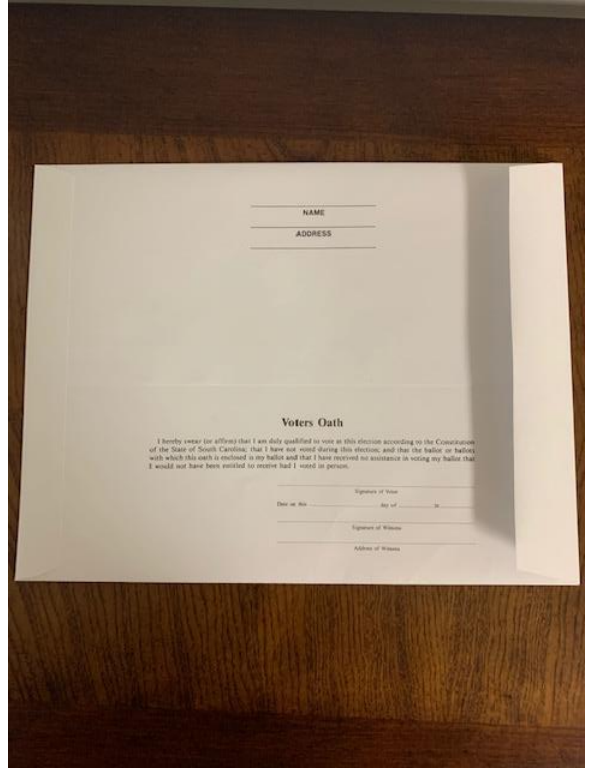
1122 Lady Street  
Suite 500  
Columbia, SC 29201

P.O. Box 5987  
Columbia, SC 29250

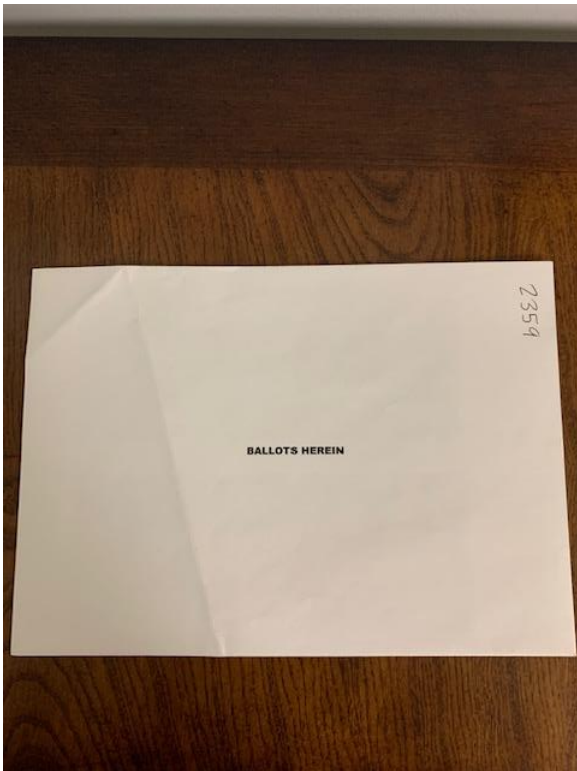
803.734.9060  
Fax: 803.734.9366  
www.scvotes.gov



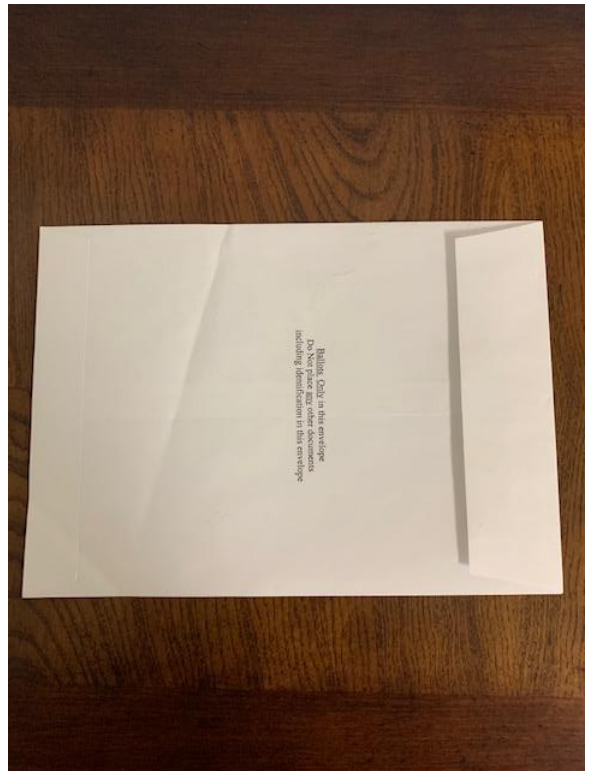
Mailed Envelope – Front



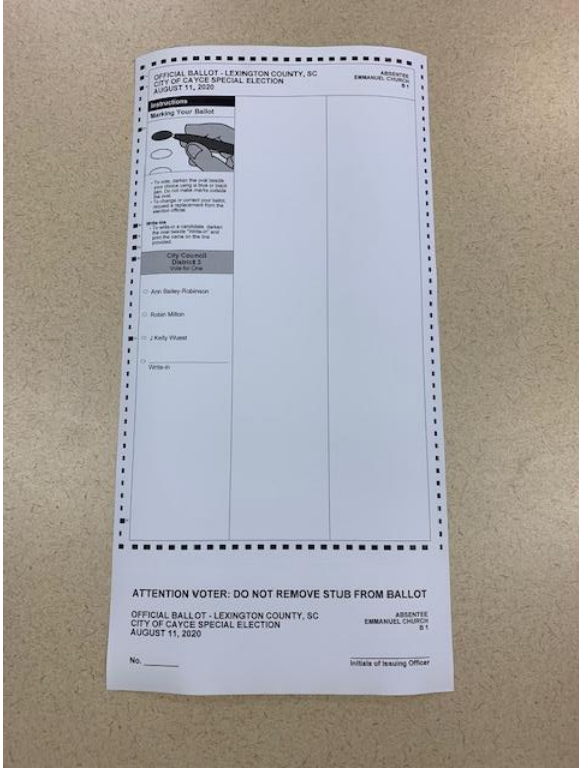
Mailed Envelope – Back



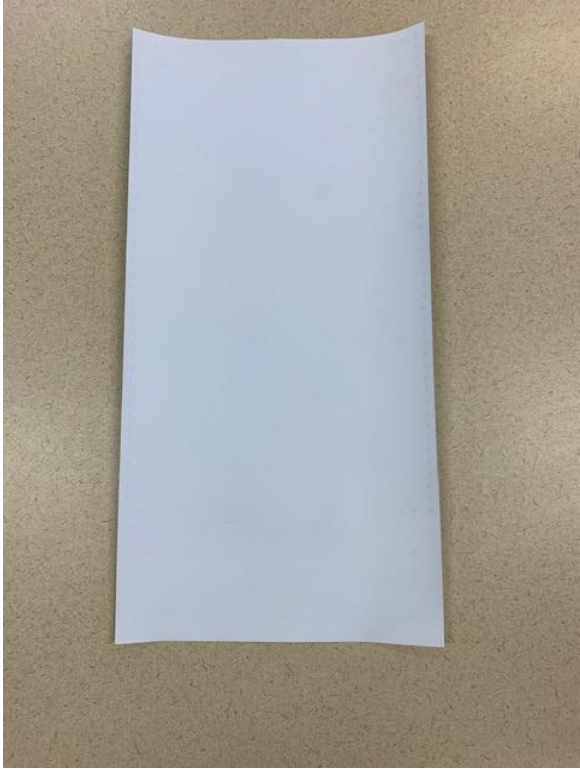
Ballot Herein Envelope – Front



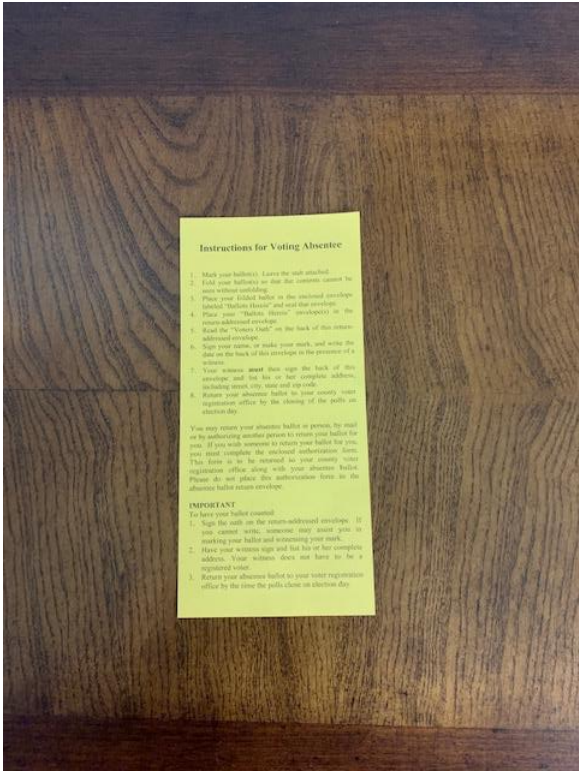
Ballot Herein Envelope – Back



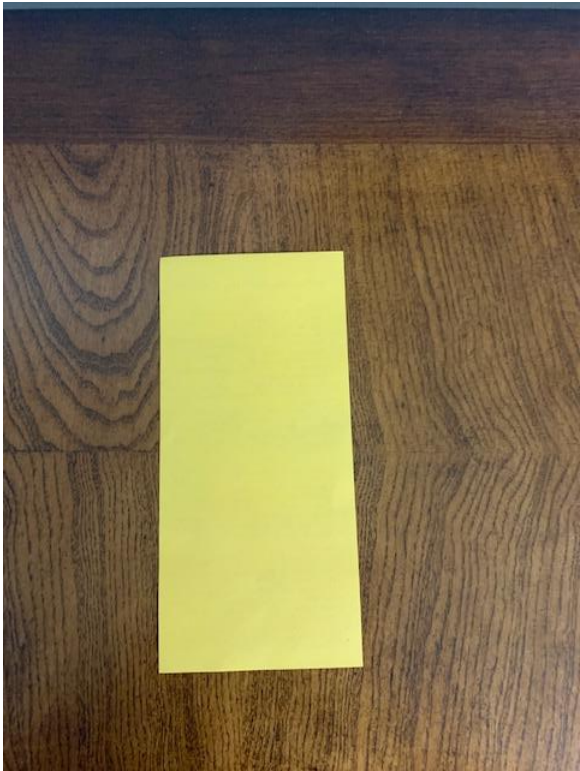
8x17 Ballot – Front



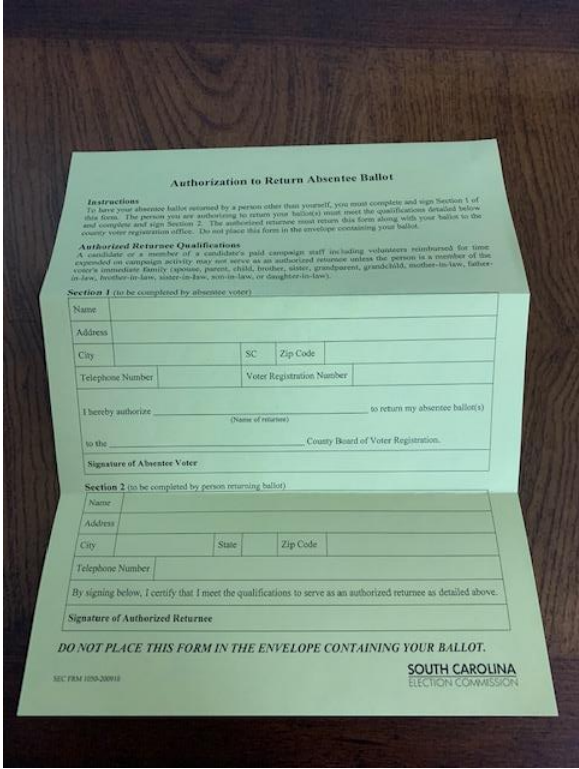
8x17 Ballot – Back



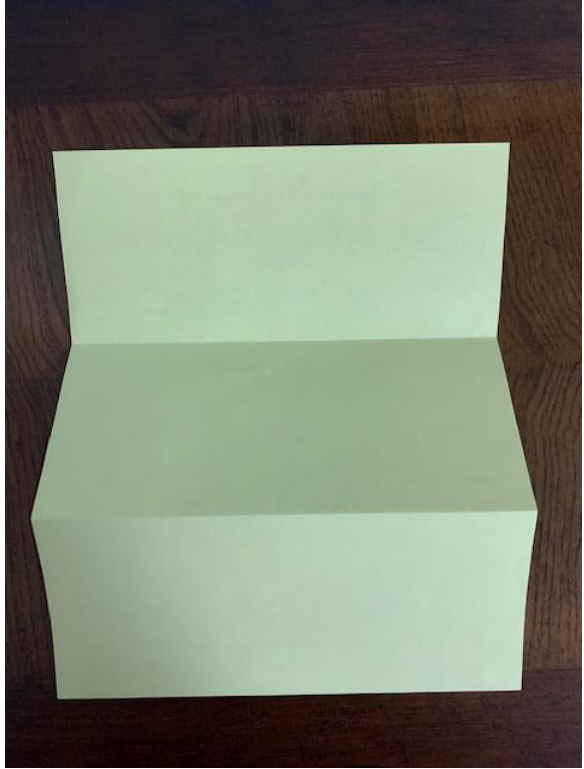
Instructions – Front



Instructions – Back



Flyer – Front



Flyer – Back

## SEC Ballot Printing Service Approval Process

The following is the SEC ballot printer testing process documents. The first page explains the process and the following two pages are the testing scoring documents.

## Commercial Printer Test Plan/Documentation

Vendor: \_\_\_\_\_

The purpose of this test is to verify that the vendor can successfully print the state of South Carolina's various ballot formats and that the printed ballots will tabulate accurately and efficiently.

Two elections will be used during the test. The first election will be a General Election using standard size ballots (8"x17").

The second Election will be an election with an extended ballot length (8"x20").

One or both elections will consist of a front and back side.

Ballots are to be printed and returned to the South Carolina State Election Commission for tabulation.

Once the testing is completed the vendor will receive documentation of the test results. This documentation will inform the vendor if they have been successfully certified.

**Test Ballot Set 1**

Election: \_\_\_\_\_

Ballot Format: \_\_\_\_\_

Date of Test: \_\_\_\_\_

Testers Initials: \_\_\_\_\_

\_\_\_ Ballots received in good condition

\_\_\_ Ballots are legible

\_\_\_ Ballot timing marks are printed boldly

\_\_\_ Ballots scanned efficiently

\_\_\_ Ballots tabulated accurately

Additional Information:

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**Test Ballot Set 2**

Election: \_\_\_\_\_

Ballot Format: \_\_\_\_\_

Date of Test: \_\_\_\_\_

Testers Initials: \_\_\_\_\_

\_\_\_ Ballots received in good condition

\_\_\_ Ballots are legible

\_\_\_ Ballot timing marks are printed boldly

\_\_\_ Ballots scanned efficiently

\_\_\_ Ballots tabulated accurately

Additional Information:

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If any potential vendors have further questions about the aforementioned information or any other questions regarding the RFI, please contact Howard Knapp, Director of Voter Services, at [hknapp@elections.sc.gov](mailto:hknapp@elections.sc.gov).