

Ballot Printer Qualification Program

Program Objective

This program is designed to allow a printer to demonstrate their ability to meet the minimum requirements for successful production of ballots, both precinct and vote by mail, in accordance with the Election Systems & Software Ballot Production guidelines.

Program Overview

- This program will test all aspects of ballot production, including printing, finishing and packaging.
- Submitted ballots will be analyzed to ensure they meet ES&S specifications for the following metrics:
 - Length
 - Width
 - Ink/Toner Density
 - Oval Thickness
 - Ballot Stock Quality
- For ballot finishing the following will be analyzed on the ballots submitted:
 - Numbering
 - Perforating
 - Color Requirements
 - Scoring and Folding
- The printer will submit a list of all production equipment to be utilized in ballot production.
- Ballots must be printed by each printing device or potential printing device the printer plans to utilize in ballot production. Ballots should be labeled accordingly to document the specific equipment it was produced on.
- Ballots produced by each piece of finishing equipment, such as cutters, perforating machines, and numbering machines, shall be submitted and labeled accordingly.
- Submitted test ballots must be entirely produced at the printer's designated location, no outsourcing of any part of the ballot production will be considered.
- ES&S will furnish ballot files in PDF format, in most common sizes and stub configurations.
- Ballots produced for use in jurisdictions using ES&S Unity Election System should be corner cut as specified in the ES&S Ballot Production Handbook.
- The printer is responsible for all costs associated with the production of these Test ballots, up to and including onsite inspection by ES&S Ballot Management Services staff.
- ES&S will only inspect, test and approve ballots printed on ES&S recommended ballot stock, ES&S CountRight.
- Printers who intend to print on sheet fed digital devices are encouraged to utilize ES&S Generic Ballot stock.

SEC Attachment #1

Ballot Printing and Finishing Assessment

1. The printer will print 200 ballots from each of the following ballot files:

- 11 inch, one and two sided, with no stub
- 11 inch, one and two sided, with perforated stub
- 14 inch, one and two sided, with no stub
- 14 inch, one and two sided, with one perforated stub
- 17 inch, one and two sided, with no stub
- 17 inch, one and two sided, with one perforated stub
- 19 inch, one and two sided, with no stub
- 19 inch, one and two sided, with one perforated stub

For this assessment, the printer should sequentially number the ballots that have a stub, beginning with 01 for the 11 inch, 001 for the 14 inch, 0001 for the 17 inch and 00001

for the 19 inch. This numbering will be consecutive (01, 02, 03, 04, etc. for each size) and should be placed on the lower right corner of the stub. If possible, numbering in red should be submitted. All ballots shipped flat should be shrink wrapped.

2. The printer will print and score for folding 200 ballots from each of the following ballot files:

- 11 inch, one and two sided, with no stub
- 14 inch, one and two sided, with no stub
- 17 inch, one and two sided, with no stub
- 19 inch, one and two sided, with no stub

For this assessment, ballots are not to be folded, only scored (in 1/3rds) and shipped flat. All ballots shipped flat should be shrink wrapped.

3. The printer will print and fold 200 ballots from each of the following ballot files:

- 11 inch, one and two sided, with no stub
- 14 inch, one and two sided, with no stub
- 17 inch, one and two sided, with no stub
- 19 inch, one and two sided, with no stub

For this assessment, ballots are to be folded to fit inside a standard size envelope, 6 x 9 or larger. All ballots should be banded and boxed.

SEC Attachment #1

4. Upon completion of all printing and finishing, the printer should forward all ballots to ES&S at the address below.

Election Systems & Software
Ballot Print Qualification Materials
11208 John Galt Blvd
Omaha, NE 68137

In addition to the printed ballots, the printer should include the following:

- A complete list of all production equipment, including printing and finishing equipment.
- Verification that the ballots submitted are printed on CountRight paper.
- Documentation of any previous experience in the production of optical scan election ballots, or any election related materials.