



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders
FROM: City of Cambridge
DATE: July 23, 2024
RE: File 11691 - Election Services FY25

This addendum is comprised of:

**Correction to Addendum No. 1
Changes to the Scope of Services**

CORRECTION TO ADDENDUM NO. 1

Addendum No. 1 contains a typo in the answer for question 1 regarding the term of the contract awarded via this Invitation for Bid. Please see the below correction to question 1:

Q1: I do not see a term for services, only a reference to FY2025. Does this mean the scope of services being bid are for both the September Primary and November General Elections?

A1: Yes. The term of this contract shall be 8/1/24 to ~~7/31/24~~ **7/31/25**.

CHANGES TO THE SCOPE OF SERVICES

Please see the below attached revised scope of services (Attachment 1).

Addendum No. 3



ATTACHMENT 1



Scope of Services

1. Poll Worker Trainings

The schedule for the poll worker trainings and pre-election test of ballots for the Election is listed below:

a. Conduct Early Voting Training (If requested by the Board)

Train early voting workers to use KnowInk poll pads to check in and check out voters. The presentation will include hands-on training. (approx. 1-2 hours) and will occur on a date to be determined by the Board and/or the Executive Director. This training may result in being conducted via virtual technology.

b. Technical Training (If requested by the Board)

Conduct two one-hour technical training sessions at a date to be agreed upon by the Parties in the Imagecast Precinct Tabulator for Wardens and Clerks who will serve at the polls. The City may require that the presentations be conducted via virtual technology. The presentations shall include an opportunity for the election officials to have some hands-on training via virtual means. One of the Election Commissioners will conduct a review of the Election Day Manual for Wardens and Clerks during the one-hour sessions.

c. Technical Training Schedule (If requested by the Board)

The technical training portion of the program will be scheduled for two one-hour time slots on two separate dates and at locations which shall be determined by the Board and/or the Executive Director. The City may require that the technical training be conducted via virtual technology.

2. Test Deck

Conduct the statutory pre-election test of ballots, which will have been prepared ahead of time, at a date and time and at such location to be determined by the Board and the Executive Director.

3. Election Day/Night

One onsite technician on Election Day/Night whose responsibilities include but are not limited to assisting with any Imagecast technical issues and tabulate the results as provided by each Ward & Precinct.

4. Advanced Deposit of Early Voting Ballots

Under the provisions of "The Votes Act", early voting ballots may be processed in advance of Election Day. The City of Cambridge Election Commission will conduct **advance depositing** of early voting ballots for the State Primary and Presidential Election during which the vendor will scan and tabulate early voting ballots. This advance depositing will occur at a date, time and location to be determined by the Board of Election Commissioners and Executive Director.

5. High Speed Scanner

The vendor will conduct the scanning and tabulation of ballots using a scanner which can tabulate ballots quickly. The scanner must be able to accept multiple ballots at once and read the ballots regardless of ballot stack orientation. The scanner must be certified by the Secretary of the Commonwealth and work in conjunction with the Imagecast Precinct Tabulator (ICP) and the ballots read by the ICP.

