

**NOTICE TO OFFERORS**  
**IFB 2025-04 Election Services for the Board of Trustees 2025**  
**<https://ers.ehawaii.gov/resources/procurement>**

This Invitation for Bid (IFB) **2025-04 Election Services for the Board of Trustees 2025** is governed by and authorized under State of Hawaii HRS 103D and related Administrative Rules.

ERS is soliciting to contract an expert election services company for processing an election on behalf of the Board of Trustees of the Employees' Retirement System, pursuant to Section 88-24, Hawai'i Revised Statutes, and Hawaii Administrative Rules Title 6 - DBF - Department of Budget & Finance, Chapter 24 - Election of members and retirant of the System to the Board of Trustees for two (2) seats on the Board of Trustees. One seat is for a general employee and one seat is for a retirant. The term for each seat is for six years, beginning January 2, 2026.

The IFB, including any addenda, may be downloaded from the ERS website (<https://ers.ehawaii.gov/resources/procurement>) on May 7, 2025.

For the **IFB procurement schedule** dates refer to the *IFB Administrative Overview Section 3 Procurement Timetable and Significant Dates* and the **Election Schedule** dates refer to *Attachment A, Election Timetable*.

SEALED OFFERS will be received by the Employees' Retirement System of the State of Hawaii, 201 Merchant Street, Suite 1400, Honolulu, HI 96813 up to 4:30 p.m. (H.S.T.) on May 22, 2025, for Election Services for Board of Trustees 2025.

**General Requirements**

Offeror shall have an office on the island of Oahu during the term of the contract from which Offeror conducts business and where Offeror will be accessible to telephone calls for complaints or requests that need immediate attention. The Awardee upon receipt of the contract and Notice to Proceed (NTP) shall meet with the ERS to review and discuss the compliance requirements, to perform and process per the terms and specifications of this IFB.

The Awardee shall prepare and mail approximately 139,000 ballots to be distributed by the United States Postal Service to each eligible voter at the address of record with the ERS. It is anticipated, based on experience, that approximately 36% of the ballots mailed will be returned; however, ERS does not guarantee a certain percentage of returns. The Awardee shall open, and tally returned ballots under the supervision of the ERS Election Committee.

The term of the contract is estimated to be from May 2025, upon contract signing, through March 31, 2026.

**Postage Costs Paid by ERS Related to IFB**

- (a) The ERS will pay the actual cost of postage for mailing ERS Ballots to its membership. Awardee shall make the appropriate arrangements with the United States Postal Service (Hawaii) for payment of the postage fees directly from the ERS account.
- (b) The ERS will pay return envelope postage through the Business Reply Account (BRAHMAS) system and any United States Postal Service business reply mail accounting fees.

**Offeror Costs for IFB**

The Offer is to be fully encumbered, firm and fixed, lump sum inclusive of all labor, product, taxes and fees including all costs in or associated with the performance of the services rendered as described by this IFB unless otherwise specified herein (such as postage). The Contractor shall provide the complete services as specified. The Contractor's obligations with respect to the retention or return of records, ballots and information, and the Contractor's obligation to ensure the confidentiality of member and retirant information shall survive the termination of the contract.

In order for Offeror's response to this solicitation to be considered for award, Offeror is to be duly registered to do business in the State of Hawaii via DCCA registration, ([cca.hawaii.gov/resources/](http://cca.hawaii.gov/resources/)) and to be compliant in Hawaii Compliance Express ([vendors.ehawaii.gov/hce](http://vendors.ehawaii.gov/hce)) by the date and time of the closure of this IFB.

Election Services for Board of Trustees 2025  
ERS IFB 2025-04  
Employees' Retirement System  
201 Merchant Street, Suite 1400  
Honolulu, HI 96813-2980

All questions must be submitted via email to the ERS Contact. Offerors are responsible to check the ERS website for addenda to the IFB.

The ERS contact for this procurement is:

Geraldine Konishi  
Phone 808-586-1705  
Email: [geraldine.konishi@hawaii.gov](mailto:geraldine.konishi@hawaii.gov)

All changes to the IFB will be issued by an Addendum to the IFB and posted on the ERS website at (<https://ers.ehawaii.gov/resources/procurement>)

The deadline for offers is May 22, 2025 by 4:30 p.m. (H.S.T.). Offers received after this time will not be considered.

Thomas Williams  
Procurement Officer  
Employees' Retirement System of the State of Hawaii