



WILTON RANCHERIA

THE CAPITAL TRIBE

Performance Work Statement Comprehensive Election Services

1. Background: Wilton Rancheria (Tribe) is located in Sacramento County, California. Wilton Rancheria's government is divided into four separate branches: a General Council, an Executive branch, a Legislative branch, and a Judicial branch. Wilton Rancheria's Constitution establishes the framework for Tribal governance, and the Tribe's Election Act outlines rules and responsibilities for conducting fair and transparent elections. The Wilton Rancheria Election Commission is an autonomous and permanent entity charged with the administration of the Tribe's elections in accordance with the Tribe's Constitution and other laws. The Election Commission will oversee the Contractor's performance and administration of the elections to ensure integrity, fairness, and compliance with Wilton Rancheria's Constitutional and Election Act requirements.

2. Scope: The Contractor shall provide comprehensive election services for the Wilton Rancheria's 2026 General Election and Run-off Election (if applicable) and support the Election Commission in fulfilling its duties and responsibilities to ensure a fair, impartial, transparent, and compliant election process. The Contractor shall provide all personnel, equipment, supplies, and services necessary to conduct the election in accordance with Tribal law, which includes activities related to Pre-Election Day Procedures and Election Day Procedures.

Important dates related to the 2026 election are listed below. This list is not exhaustive of all dates and timelines the Contractor shall abide by.

- March 2, 2026 – Notice of Election posted
- March 3, 2026 – Declaration of Candidacy form posted.
- April 22, 2026 – List of Candidates posted.
- May 8, 2026 – Eligible voters list posted.
- May 15, 2026 – Absentee ballots sent out.
- June 6, 2026 –Candidate Forum
- June 13, 2026 – General Election (cannot be changed)



WILTON RANCHERIA

THE CAPITAL TRIBE

The Election Commission will provide the facilities for election events, all voter information needed for mailings and distribution, and on-site staffing if requested as part of proposal.

The Election Commission will provide all oversight and guidance for administration of the election.

3. Period of Performance: The period of performance begins upon signing the contract and will end once the Certification of Election is submitted for June 13, 2026, General Election. Optional: The contract will end when the Election Policy and Procedure Manual is completed.

4. Applicable Documents: Wilton Rancheria Constitution (located at <https://wiltonrancheria.tribal.codes/Constitution>) and the Tribe's Election Act (located at Title 4 of the Wilton Rancheria Code, Chapter 4, <https://wiltonrancheria.tribal.codes/WRC/4-4>).

5. Performance Requirement.

The Contractor shall perform the following tasks:

- A. Submit within two weeks of signing the contract, a plan to meet the Election Act requirements for a General Election to be held on June 13, 2026, that includes a timeline, compliance checklist, and a request for information/documents need from the Election Commission. The plan will also include how the Contractor will communicate and report to the Election Commission on progress made, work completed, problems encountered, and resolution of problems. The Election Commission will review and provide feedback prior to completing the plan.
- B. Prepare and distribute all election information, including but not limited to, notices, forms, ballots (paper and/or electronic), voter packets, and information packets as required by the Election Act. The Election Commission will approve all work products before information or materials are sent to voters. The Election Commission will provide the Contractor templates and materials that have been used in previous elections to help create the materials for the 2026 election.
- C. (Optional) Conduct felony background checks for all candidates, provide the results to the Election Commission, and draft notification to candidates of the background check results as required by the Election Act.



WILTON RANCHERIA

THE CAPITAL TRIBE

- D. Support the Election Commission in holding the Candidate Forum as described in the Election Act, by sending out notice for the forum, reviewing candidate promotional materials to deem their appropriateness, and other related tasks for the successful completion of the forum.
- E. Assist in the registration of eligible voters, operate polling stations and/or online/electronic voting platforms, and maintain chain of custody of votes until they are tabulated. The Contractor should indicate in proposal the number of staff available for events on site or if requesting Tribal staff assistance.
- F. Provide a demonstration of voting method(s) to the Election Commission before April 18, 2026. The Contractor may use one or a combination of more than one voting methods as long as the method(s) complies with the Tribe's laws. The Election(s) will include mail-in absentee ballot voting. The Contractor shall provide assurances that the voting method is reliable and tested to be accurate in determining election outcomes. 3
- G. Secure ballot storage and maintain chain of custody for absentee ballots. The plan should include how the Election Commission will be able to monitor the absentee ballots, the Contractor's storage and custody of the absentee ballots, and any procedures for damaged, spoiled, and duplicate Ballots.
- H. Tabulate votes, recount votes, certify results, and support the Election Commission in the resolution of any disputes and assistance with the public observation by members of the Tribe in person and through live-stream video communication. The Contractor shall provide the Election Commission with documents, records, and other necessary information from and about the election process and outcome so that the Election may process any election challenges. The Election Commission will issue the final decision if a violation occurred. The Contractor shall prepare a draft Certification of Election report to the Election Commission.
- I. (Optional). Provide an Election Policy and Procedure Manual by June 30, 2026, for the Tribe to adopt as its own. The Election Commission and the Tribal Council will provide the Contractor with edits and comments to their initial submission for revision and resubmission until it is accepted as final and completed.



WILTON RANCHERIA

THE CAPITAL TRIBE

J. The Contractor shall ensure data protection and confidentiality of voter information, Tribal procedures, and any sensitive election communications. Background checks shall be required for Contractor staff who work under this contract. Contractor staff shall sign non-disclosure agreements with the Tribe. To ensure all data remains the property of Wilton Rancheria, Contractor and staff shall not keep any copies of documents unless approved by the Election Commission.

6. Summary of Deliverables

- Plan to meet the election requirements
- Prepare and distribute notices, forms, and ballots
- Felony background checks for all candidates (if applicable)
- Demonstration of voting method(s)
- Plan for absentee ballots
- Plan for election challenges and certification of election
- Election Policy and Procedure Manual (if applicable)

7. Proposal Submission Requirements.

Proposals must include:

- Company or organization information: name, location, background, licenses, qualifications, insurance, and bonding.
- References from at least two (2) former clients that received election services.
- Statement of qualifications and relevant experience.
- Proposal to meet the scope, performance requirements, and deliverables.
- Timeline to meet the performance requirements and deliverables.
- Cost Proposal with a detailed breakdown of costs for services and any related travel costs.
- Proposed services agreement.



WILTON RANCHERIA

THE CAPITAL TRIBE

- Identification of principals for contracting and for the performance of the work, including title, email, and phone number. Submissions must be received by 5PM PT on January 22, 2026, and should be sent to: election@wiltonrancheria-nsn.gov.

8. Evaluation Criteria

Proposals will be evaluated based upon the following criteria:

- Alignment with the Tribe's election procedures established in Tribal law.
- Technical merits, experience, and qualifications.
- Security measures to ensure successful election in accordance with Tribal law.
- Cost competitiveness.
- Ability to meet election timeline.
- Capacity to provide secure systems for election.

9. Contact Information:

For questions concerning this performance work statement, email election@wiltonrancheria-nsn.gov.