

**THE RETIREMENT SYSTEMS  
OF ALABAMA**

**INVITATION TO BID**

**For:**

**Employees' and Teachers' Retirement Systems  
Board of Control Elections**

**Agency Contact:**

**Edward Davis (334) 517-7130**

**Invitation to Bid No.: 15-005**

**Mandatory Pre-bid Conference:**

**DATE: N/A**

**Bids Must be Received Before:**

**DATE: July 20, 2015 TIME: 4:30 PM**

**Bids Will be Publicly Opened**

**DATE: July 21, 2015 TIME: 10:00 AM**

**TO BE COMPLETED BY VENDOR**

INFORMATION IN THIS SECTION SHOULD BE PROVIDED AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

- 1) DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER.
- 2) TERMS: \_\_\_\_\_ (DISCOUNTS WILL BE CONSIDERED IN THE BID EVALUATION AND WILL BE TAKEN WITHOUT REGARD TO DATE OF PAYMENT).
- 3) PRICES VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
- 4) VENDOR'S QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_ (THIS NUMBER WILL APPEAR ON PURCHASE ORDER)
- 5) FEDERAL EMPLOYER ID. NO. (IF NO FEIN, ENTER SSN) : \_\_\_\_\_
- 6) WEB ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**RETURN INVITATION TO BID:**

**REGULAR MAIL**

RETIREMENT SYSTEMS OF ALABAMA  
P.O. BOX 302150  
MONTGOMERY, ALABAMA 36130-2150

**COURIER**

RETIREMENT SYSTEMS OF ALABAMA  
201 S. UNION STREET, SUITE 575  
MONTGOMERY, ALABAMA 36104-4369

**SIGNATURE AND NOTARIZATION REQUIRED**

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

**Sworn to and subscribed  
before me this**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE (INK)

\_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TYPE / PRINT AUTHORIZED NAME

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PHONE INCLUDING AREA CODE

\_\_\_\_\_  
FAX NUMBER

## **BID RESPONSE INSTRUCTIONS**

- **READ ALL TERMS, CONDITIONS AND SPECIFICATIONS**
- Label your bid response envelope with the **BID NUMBER** and **OPENING DATE**. Bids not identified may be rejected.
- Submit your bid on time. **ALL LATE BIDS WILL BE REJECTED**. The Retirement Systems of Alabama assumes no responsibility for bid responses that are late due to the U.S. Postal Service, private courier service, or any other reason.
- **Bid responses must be signed and notarized**. Signatures must be original, hand-written.
- Bid pricing should be submitted on a pricing sheet(s) in a format consistent with the requested information.
- Any errors or corrections to a bid response should be initialed.
- Delivery date may be considered a factor in determining an award.
- Any questions or clarifications concerning this bid should be directed to Edward Davis at 334.517.7130. Bidders should only consider written information provided by RSA Office Services when completing this bid.
- **STATE LAWS:** All bidders are responsible for compliance with all laws and Executive Orders and opinions of the Attorney General of Alabama before doing business with a state agency.
- The Retirement Systems of Alabama is exempt from paying Federal Excise Tax, state and local sales tax. Bidders must offer prices which do not include such taxes. Where use tax, lease tax or fees are applicable, they must be identified and their cost shown as separate items.

# RETIREMENT SYSTEMS OF ALABAMA

## INVITATION TO BID 15-005

### Employees' and Teachers' Retirement Systems' Board of Control Elections

#### SPECIFICATIONS, TERMS, AND CONDITIONS

##### SECTION I

##### INTRODUCTION

The Retirement Systems of Alabama (RSA) conducts elections throughout the year for the Employees' Retirement Systems' (ERS) and the Teachers' Retirement Systems' (TRS) Boards of Control. Currently, the RSA conducts these elections through the use of a hybrid methodology which includes paper ballot, internet, and phone.

##### OBJECTIVE

The purpose of this invitation to bid is to select a qualified vendor to provide materials and services in order to administer the ERS and TRS election process for the Retirement Systems of Alabama. For the purposes of this bid, the term "Contractor" shall mean the vendor to whom this bid is awarded.

##### TERM

The term of the agreement shall be for a five-year period. The contract agreement will encompass the administration of five complete years of the election process.

##### RESPONSIVE BIDDERS

In order to be considered responsive, bidders must follow bid submission instructions and meet all bid specifications, terms, and conditions, including the following:

- Provide a minimum of three (3) references from jobs of similar size and scope that bidder has performed within the last two years. References must include company name, address, contact person, and phone number. **The list of references must be submitted with your bid package.**
- Contractor must be capable of administering ERS and TRS Elections using the hybrid methodology (paper/phone/internet).

The awarded bidder will be required to execute the "Agreement for Employees' and Teachers' Retirement Systems' Board of Control Elections" without modification.

##### SUBMITTALS

Bidders are required to submit with their bid a completed Vendor Disclosure Statement, Immigration Compliance Certificate, and current W-9, copies of which accompany this Invitation to Bid.

## **BASIS OF AWARD**

The bid shall be awarded on an “all or none” basis to the lowest responsible bidder meeting all specification, terms, and conditions. Bidders’ experience, expertise and past performance may be factors in determining the lowest responsible bidder. RSA reserves the right to reject any or all bids and to waive any technical errors or discrepancies if, in their judgment, it would be in the best interest of RSA to waive such errors or discrepancies.

It is not a requirement to be a registered bidder with the State of Alabama to qualify to bid.

## **INTENT TO AWARD**

The Retirement Systems of Alabama will issue an “Intent to Award” before a final award is made. The “Intent to Award” will continue for a period of five calendar days, after which a final award will be made. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-1 (14).

## **BID OPENING:**

**Bids are due no later than 4:30 P.M. July 20, 2015.** Bids will be publicly opened on July 21, 2015, at 10:00 A.M. The opening will be held at the RSA Headquarters Building, 201 South Union Street, 5<sup>th</sup> Floor Conference Room, Montgomery, AL.

## **BID PRICING**

Bidders must include in their bid response **any and all costs** associated with providing the specified materials and services. No additional charges or increases beyond those specifically delineated herein shall be permitted or paid by the Retirement Systems of Alabama during the term of the agreement.

## **E-VERIFY REQUIREMENTS**

In accordance with Act 2012-491, as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or a state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify Program.

The successful bidder will be required to submit a copy of their entire E-Verify Memorandum of Understanding (MOU) issued by the U.S. Department of Homeland Security.

## **POSTAGE COSTS**

Postage costs incurred in mailing original ballots and related postage costs associated with actual ballots returned by RSA voters will be reimbursed to Contractor for actual, documented and receipted postage incurred. The Contractor must satisfactorily substantiate all postage costs incurred and submit such receipts to the RSA by supplying a completed USPS Form 3600-R or similar official receipt. Such postage receipts and documents shall clearly specify the description of mail or a unique reference number that identifies the ERS or TRS Election. Additionally, mailings shall not be co-mingled on receipts and documents with other mailings performed by the Contractor for other customers. Contractor shall certify to the RSA that the total postage costs relate only to RSA ballots

## SCOPE OF WORK

**Project Methodology:** ERS and TRS currently use a hybrid methodology consisting of paper ballots, internet, and phone.

## SERVICES REQUIRED

The Contractor will be required to provide the following services:

- Design, print, and mail ballots for regular, special, and run-off elections, and any other documents, forms, and materials required to perform the election process in an orderly, secure and anonymous manner. **RSA will not pay for any print overruns.**
  - RSA reserves the right to have any amount of text or graphics printed on the ballots. The awarded bidder shall perform the printing services at the same unit price regardless of the amount of text.
  - RSA reserves the right to make changes until the final pre-press proof is approved. Any alterations and /or reprints due to contractor error will be at contractor's expense.
- The above printed documents shall be mailed to the membership as outlined in the respective Election Processes (Section II and Section III). Ballots shall be mailed using either first class or standard pre-sort (depending upon the location of the Contractor) and taking advantage of all applicable postage discounts.
  - Mailings must be in compliance with USPS standards for bar coding and sorting and should include inkjet capabilities for each direct mail ballot.
- The Contractor will receive ballots returned by eligible voters and must ensure that such ballots are properly secured and must have appropriate procedures to guarantee that all ballots can be validated and tabulated.
  - Contractor is required to have a postage permit for Business Reply Mail for the return of direct mail ERS and TRS ballots.
- It is imperative that the Contractor be able to ensure that the election process is uncomplicated and offers adequate controls to guarantee the integrity of the election.
  - All returned ballots shall be secured and accounted for.
  - All ballots shall remain anonymous and procedures must be in place to ensure that each ballot is legitimate.
  - An appropriate validation process shall be employed to guarantee that no member is able to vote more than once.
  - All ballots are to be counted and the result of the ballot count shall be accurate.
- **The Contractor will retain all ballots for 60 days following the certification of the elections (regular, special, and/or runoff) and then have them destroyed.**

**The Retirement Systems of Alabama will be responsible for providing the following information to the awarded Contractor:**

- All text and names for regular and special ballots in a text file
- Updated text and names for run-off ballots in a text file
- An address list for the ballot recipients in a text file

## SECTION II

### ERS BOARD OF CONTROL ELECTION PROCESS

#### **Description of ERS Board of Control Election Process:**

- Elections are held yearly for the ERS Board of Control, except for 2016.
- ERS elections are held between February and September and include a regular and run-off election, if necessary. Special elections can occur at any time.
- There are six elected positions that would be handled through this bid, though the positions may not be elected each year.
- Occasionally, there is a need to have an additional election due to a board member resignation.

#### **Contractor Responsibilities:**

- Design and print regular and special election ballots (**See examples in Exhibit A**)
- Redesign and print run-off election ballots
- Include instructions for internet and phone voting on paper ballot
- Provide sample ballots and candidate biographies for regular, special, and run-off elections in .pdf format for the RSA website
- Mail ballots for regular and run-off elections to home mailing address for ERS local and state retirees and local and state active employees
- Collect all ballots for preparation, scanning, and reporting for regular, special, and run-off elections

#### **Ballot Specifications:**

- 8 ½" x 14" cutsheet
- 100 # white offset paper
- 2 color printing on both sides per RSA specifications
- 1 horizontal perforation
- Consecutive lithocode and human readable numbers on each ballot

#### **Distribution Details:**

- ERS ballots are sent directly to the home mailing address of employees and retirees. A member can only vote for the position he or she is classified based on employment or retirement. There will be approximately 30,000 ballots for the Active State election, 52,000 ballots for the Active Local election, 21,500 for the Retired State election, and 20,000 for the Retired Local election.
  - Names, addresses, and a binary and human readable number will be laser printed on one side
  - Ballots will be folded and sealed in a #10 window envelope (**See examples in Exhibit B**)
  - RSA information and logo will be on the ballot and envelope
  - Ballots will be mailed via USPS (best rate)

*The number of ballots for each election may increase or decrease depending on changes in membership. Contractor should be aware of the possibility that no election or run-off election may occur in any given year.*

**Receipt and Tabulation Specifics:**

- ERS ballots will be opened, prepared, and scanned by the Contractor.

**Election Timeline (by type of election):**

- ERS Election
  - Regular
    - Ballots mailed by May 15 (actual mailing date based on Contractor location and mailing method)
    - Ballots due to Contractor by June 15, 4 P.M. CST
    - Report due to RSA by June 20
  - Run-off
    - Ballots mailed by August 1 (actual mailing date based on Contractor location and mailing method)
    - Ballots due to Contractor by September 1, 4 P.M. CST
    - Report due to RSA by September 8

**Election Timeline (by election year and position):**

- ERS Election
  - 2016
    - No scheduled election
  - 2017 (1 ballot)
    - Retired Local Employee (approx. 20,000)
  - 2018 (3 ballots)
    - State Employee, #1 (approx. 30,000)
    - Local Employee, #1 (approx. 52,000)
    - Retired State Employee (approx. 21,500)
  - 2019 (2 ballots)
    - State Employee, #2 (approx. 30,000)
    - Local Employee, #2 (approx. 52,000)
  - 2020 (1 ballot)
    - Retired Local Employee (approx. 20,000)

**Reports (provided for regular, special, and run-off elections):**

- ERS election results will be provided in the following formats:
  - Reports in **.pdf** format for viewing, printing, and sharing electronically
    - Election Analysis – overview of total number of voters, voter turnout, percentage turnout by method of voting, voids and breakdown of voids
    - Statistical Results – tabulation of voted ballots by position, by candidate, mail-in, internet, and telephone, with total number of votes
    - Summary Listing – summary tabulation of votes by percentage by method of voting (mail, internet, and telephone)
  - Two hard copies of above reports shipped overnight to the RSA

***RSA makes no guarantee of the volume of ballots the Contractor is required to collect and scan. RSA is only able to provide information based on historical data. For the purpose of bid evaluation, bidders should base their pricing on a return of 25%.***

## SECTION III

### TRS BOARD OF CONTROL ELECTION PROCESS

#### **Description of TRS Board of Control Election Process:**

- Elections are held yearly for the TRS Board of Control.
- TRS elections are held between May and February and include a regular and run-off election. The elections begin in one calendar year and the run-off, if necessary, is completed in the following calendar year.
- There are twelve elected positions that would be handled through this bid, though the positions may not be elected each year. At most, six positions will be elected each year.

#### **Contractor Responsibilities:**

- Design and print regular election ballots (**See examples in Exhibit C**)
- Redesign and print run-off election ballots
- Include instructions for internet and phone voting on paper ballot
- Provide sample ballots and candidate biographies for both regular and run-off elections in **.pdf** format for the RSA website
- Mail ballots for regular and run-off elections to home mailing address for TRS active and retired employees
- Collect all ballots for preparation, scanning, and reporting for regular and run-off elections

#### **Ballot Specifications:**

- 8 ½" x 14" cutsheet
- 100 # white offset paper
- 2-color printing on both sides per RSA specifications
- 1 horizontal perforation
- Consecutive lithocode and human readable numbers on each ballot

#### **Distribution Details:**

- TRS ballots are sent directly to the home mailing address of employees and retirees. A member only votes for the position he or she is classified based on employment or retirement. There will be approximately 51,500 ballots for the Teacher election, 40,000 ballots for the Support Personnel election, 80,000 for the Retired election, 5,500 ballots for the Postsecondary election, 34,000 ballots for the Higher Education election, 150 ballots for the Superintendent election, and 2,000 for the Principal election.
  - Names, addresses, and a binary and human readable number will be laser printed on one side
  - Ballots will be folded and sealed in a #10 window envelope (**See examples in Exhibit B**)
  - RSA information and logo will be on the ballot and envelope
  - Ballots will be mailed via USPS (best rate)

*The number of ballots for each election may increase or decrease depending on changes in membership. Contractor should be aware of the possibility that no election or run-off election may occur in any given year.*

**Receipt and Tabulation Specifics:**

- TRS ballots will be opened, prepared, and scanned by the Contractor.

**Election Timeline (by type of election):**

- TRS Election
  - Regular
    - Ballots mailed by October 14 (actual mailing date based on Contractor location and mailing method)
    - Ballots due to Contractor by November 21, 4 P.M.
    - Report due to RSA by December 4
  - Run-off
    - Ballots mailed by January 5 (actual mailing date based on Contractor location and mailing method)
    - Ballots due to Contractor by February 9, 4 P.M.
    - Report due to RSA by February 16

**Election Timeline (by election year and position):**

- TRS Election
  - 2016 (5 ballots)
    - Teacher, #1 and Teacher, #2 (Approx. 51,500)
    - Support Personnel, #1 (Approx. 40,000)
    - Retired, #1 (Approx. 80,000)
    - Postsecondary (Approx. 5,500)
    - Higher Education, #1 (Approx. 34,000)
  - 2017 (2 ballots)
    - Retired, #2 (Approx. 80,000)
    - Superintendent (Approx. 150)
  - 2018 (4 ballots)
    - Teacher, #3 (Approx. 51,500)
    - Support Personnel, #2 (Approx. 40,000)
    - Principal (Approx. 2,000)
    - Higher Education, #2 (Approx. 34,000)
  - 2019 (5 ballots)
    - Teacher, #1 and Teacher, #2 (Approx. 51,500)
    - Support Personnel, #1 (Approx. 40,000)
    - Retired, #1 (Approx. 80,000)
    - Postsecondary (Approx. 5,500)
    - Higher Education, #1 (Approx. 34,000)
  - 2020 (2 ballots)
    - Retired, #2 (Approx. 80,000)
    - Superintendent (Approx. 150)

**Reports (provided for both regular and run-off elections):**

- TRS election results will be provided in the following formats:
  - Reports in **.pdf** format for viewing, printing, and sharing electronically
    - Election Analysis – overview of total number of voters, voter turnout, percentage turnout, voids and breakdown of voids

- Statistical Results – tabulation of voted ballots by position, by candidate, mail-in, internet, and telephone, with total number of votes
- Summary Listing – summary tabulation of votes by percentage by method of voting (mail, internet, and telephone)
- Two hard copies of above reports shipped overnight to the RSA

***RSA makes no guarantee of the volume of ballots the Contractor is required to collect and scan. RSA is only able to provide information based on historical data. For the purpose of bid evaluation, bidders should base their pricing on a return of 25%.***

**PRICING SHEET**  
**ITB 15-005**  
**Employees' and Teachers' Retirement Systems'**  
**Board of Control Elections**

Pricing must reflect all costs associated in the administration of each regular, special, and run-off election per the attached specifications using the **hybrid and paper methodologies** (postage excluded). Numbers are approximate and could increase or decrease, depending on changes in membership.

**ERS ELECTIONS**

**COST PER BALLOT**

2017 – Retired Local Employee, (approx. 20,000 ballots)	\$ _____
2018 – State Employee #1, (approx. 30,000 ballots)	\$ _____
2018 - Local Employee #1, (approx. 52,000 ballots)	\$ _____
2018 – Retired State Employee, (approx. 21,500 ballots)	\$ _____
2019 – State Employee #2, (approx. 30,000 ballots)	\$ _____
2019 – Local Employee #2, (approx. 52,000 ballots)	\$ _____
2020 - Retired Local Employee, (approx. 20,000 ballots)	\$ _____

**TRS ELECTIONS**

**COST PER BALLOT**

2016 – Teacher, #1 and Teacher, #2 (approx. 51,500 ballots)	\$ _____
2016 – Support Personnel, #1 (approx. 40,000 ballots)	\$ _____
2016 – Retired, #1 (approx. 80,000 ballots)	\$ _____
2016 – Postsecondary (approx. 5,500 ballots)	\$ _____
2016 – Higher Education, #1 (approx. 34,000 ballots)	\$ _____
2017 – Retired, #2 (approx. 80,000 ballots)	\$ _____
2017 – Superintendent (approx. 150 ballots)	\$ _____
2018 – Teacher, #3 (approx. 51,500 ballots)	\$ _____

2018 – Support Personnel, #2 (approx. 40,000 ballots)	\$ _____
2018 – Principal (approx. 2,000 ballots)	\$ _____
2018 – Higher Education, #2 (approx. 34,000 ballots)	\$ _____
2019 – Teacher, #1 and Teacher, #2 (approx. 51,500 ballots)	\$ _____
2019 – Support Personnel, #1 (approx. 40,000 ballots)	\$ _____
2019 – Retired, #1 (approx. 80,000 ballots)	\$ _____
2019 – Postsecondary (approx. 5,500 ballots)	\$ _____
2019 – Higher Education, #1 (approx. 34,000 ballots)	\$ _____
2020 – Retired, #2 (approx. 80,000 ballots)	\$ _____
2020– Superintendent (approx. 150 ballots)	\$ _____

**ERS ELECTIONS**

**COST PER ELECTION**

2017 – Phone and Internet Service, (approx. 20,000 ballots)	\$ _____
2018 - Phone and Internet Service, (approx. 103,500 ballots)	\$ _____
2019 - Phone and Internet Service, (approx. 82,000 ballots)	\$ _____
2020 - Phone and Internet Service, (approx. 20,000 ballots)	\$ _____

**TRS ELECTIONS**

**COST PER ELECTION**

2016 – Phone and Internet Service, (approx. 211,000 ballots)	\$ _____
2017 – Phone and Internet Service, (approx. 80,150 ballots)	\$ _____
2018 - Phone and Internet Service, (approx. 127,500 ballots)	\$ _____
2019 - Phone and Internet Service, (approx. 211,000 ballots)	\$ _____
2020 - Phone and Internet Service, (approx. 80,150 ballots)	\$ _____

**RSA Agreement  
for  
Employees' and Teachers' Retirement Systems'  
Board of Control Elections**

This agreement is made and entered into this \_\_\_day of \_\_\_\_\_, 2015, between **CONTRACTOR** (hereafter referred to as "Contractor") and the Teachers' Retirement Systems of Alabama and the Employees' Retirement System of Alabama (hereafter referred to as "Retirement Systems of Alabama" or "RSA") for Employees' and Teacher's Retirement Systems' Board of Control Elections. Contractor agrees to perform the services at the rates specified in Schedule "A", hereto attached, and in accordance with specifications, terms and conditions set forth in **ITB 15-005**.

**AGREEMENT PERIOD**

The term of this Agreement will be **September 1, 2015**, through **August 31, 2020**.

**CONTRACT DOCUMENTS**

All specifications, terms and conditions set forth in the Retirement Systems of Alabama **Invitation to Bid #15-005**, including its exhibits, schedules, forms, logs, and addenda attached thereto, are fully a part of this Agreement, and with this document constitute the entire Agreement.

**CONTRACTOR STATUS**

It is understood and agreed by the parties that the Contractor is retained as an independent contractor, and in no event shall any employee hired by or acting as an agent for the Contractor be considered an employee of the Retirement Systems of Alabama or the State of Alabama or be entitled to any benefits under the State Merit System while performing services under this contract. Nothing in the Agreement or any conduct of the parties pursuant hereto shall create or shall be deemed or intended to create a partnership, co-venture, joint venture, or joint undertaking of the parties.

**APPLICABLE LAW**

The laws of the State of Alabama shall govern the interpretation and performance of this Agreement. Matters governing the terms and conditions of employment of the employees of the Contractor are entirely within the cognizance of Contractor. The Retirement Systems of Alabama shall have no right to control any of the actions of the employees of the Contractor, except as provided herein. Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. Contractor warrants that it will comply with all applicable federal, state, and local laws, ordinances, orders, codes, and rulings governing equal employment opportunity, and further warrants that it will comply with such directives in all matters of employee health, safety and payment of wages and salaries. Contractor shall establish and maintain procedures and controls adequate to prevent its employment of any alien who is not legally eligible for such employment under the immigration laws of the Federal government.

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this contract, be enacted, then that conflicting provision in the contract shall be deemed null and void. The

Contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

### **FORCE MAJEURE**

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the reasonable control of such party. Such acts shall include but not be limited to acts of God, riots, acts of war, governmental regulations superimposed after the act, earthquakes, or other causes beyond the reasonable control of such party. In the event of any occurrence, which a party considers may cause a delay or failure of performance, such party shall promptly notify the other party in writing.

### **NONWAIVER**

During the term of this Agreement, any failure of the Retirement Systems of Alabama to discover or reject unacceptable work or work performed not in accordance with the specifications, terms and conditions of the Agreement, shall not be deemed an acceptance thereof, nor a waiver of the Retirement Systems of Alabama's right to a proper execution of the Agreement or any part of it by Contractor.

### **SEVERABILITY**

In the event that any one or more of the provisions contained herein shall for any reason be held to be unenforceable in any respect under the laws of the jurisdiction governing the entire Agreement, such unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such unenforceable provisions had never been contained herein.

### **OTHER CONTRACTS**

Retirement Systems of Alabama shall have the right to award other contracts for additional materials and/or services, and Contractor shall fully cooperate with such other contractors and shall fit its own schedule to that provided under other contracts. Contractor shall have no claim against Retirement Systems of Alabama for additional payment due to delays or other conditions created by the operation of other contractors. RSA will decide the respective right of the various contractors in order to secure the completion of any projects.

### **SUCCESSORS AND ASSIGNS**

Contractor shall not assign the Agreement or any interest herein or any monies due or to become due hereunder without the expressed written consent of the Retirement Systems of Alabama. The Retirement Systems of Alabama and any of its successors and assignees reserve the unconditional right to assign any

or all of its rights, title, interest or obligations in and to this Agreement for any or all locations covered by this Agreement to any agencies or associated or affiliated governmental bodies. Upon the effective date of any such assignment, the assignor shall be released from all rights, titles, interests and obligations under that portion of the Agreement assigned and the assignee shall assume all such rights, titles, interests and obligations.

## **SUBCONTRACTING**

The awarded bidder shall be solely responsible to provide all items and services specified within this Invitation to Bid. The awarded bidder agrees that no portion of the services shall be subcontracted without written approval of Retirement Systems of Alabama. If awarded bidder requests approval to subcontract any services specified herein, and approval is granted by the Retirement Systems of Alabama, such subcontracting shall not be construed as to release the awarded bidder from any obligation or responsibility under the specifications, terms, and conditions of the Invitation to Bid, nor diminish or modify any of its obligations stated herein. It shall be the responsibility of the awarded bidder to negotiate with its subcontractor for remuneration for warranty services provided by subcontractor. Awarded bidder shall absorb all charges by subcontractor for any and all services provided to the Retirement Systems of Alabama under the terms and conditions of this Invitation to Bid.

## **INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Retirement Systems of Alabama, its administrators, officers, employees and agents, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the services under this Agreement or lack thereof. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described in this text. The Contractor shall save harmless the Retirement Systems of Alabama, its administrators, officers, employees and agents, from and indemnify it and them against all claims, liens, and suits for labor and material furnished by the Contractor. The Contractor shall defend on behalf of the Retirement Systems of Alabama alone, or against any administrator, officer, employees and agents, any suits jointly against the Contractor and the Retirement Systems of Alabama, against Retirement Systems of Alabama alone, or against any administrator, officer, employee or agent of the Retirement Systems of Alabama, for or arising out of any or all of the aforesaid causes. All claims against the State of Alabama or the Retirement Systems of Alabama, or any of its officers, employees or agents by any employee of the Contractor, and subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any damages by or for any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts.

## **PERMITS, LICENSES, FEES AND REGULATIONS**

Contractor shall procure all permits and licenses, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Services. Contractor shall comply with all Federal, State, County, and Municipal laws, regulations, and codes pertaining to the performance of the service.

## **TERMINATION**

The Retirement Systems of Alabama shall have the right, at its sole option and discretion, to terminate this Agreement at any time absent any default on the part of the Contractor by giving written notice to the Contractor at least sixty (60) calendar days prior to the effective date of termination. The Retirement Systems of Alabama shall have the right to terminate this Agreement immediately by written notice to the Contractor if the Contractor fails to execute the Services promptly and to the Retirement Systems of Alabama's satisfaction, or fails to perform any obligation imposed by any provision of this Agreement.

## **DISCLOSURE OF INFORMATION**

Contractor agrees that it will not, during or after the term of this Agreement, disclose any proprietary information or confidential business information of the Retirement Systems of Alabama and/or the State of Alabama, including but not limited to its costs, charges, operating procedures, methods of doing business, or correspondence to any person, firm, corporation, association, or other entity or to the general public for any reason or purpose whatsoever, without the prior written consent of the Retirement Systems of Alabama. Such confidential or proprietary information received by the Contractor shall be used by it exclusively in connection with the performance of the Services.

Contractor shall not issue or release for publication any articles or advertising or publicity matter relating to the Services performed by the Contractor hereunder or mention or imply the name of the Retirement Systems of Alabama, its agencies or its departments or their respective personnel, without the prior written consent of the Retirement Systems of Alabama.

## **INVOICES AND BILLING**

Contractor shall submit invoices in arrears for work completed. Invoices must reference the purchase order number assigned by RSA. Invoices should be mailed to:

Communications  
Retirement Systems of Alabama  
P. O. Box 302150  
Montgomery, Alabama 36130-2150

**RSA AGREEMENT**  
**For**  
**Employees' and Teachers' Retirement Systems'**  
**Board of Control Elections**

FOR RETIREMENT SYSTEMS OF ALABAMA

BY: \_\_\_\_\_  
David G. Bronner

TITLE: Chief Executive Officer

DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Legal Counsel

FOR CONTRACTOR

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

# State of Alabama

## Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM:

ADDRESS:

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD:

Retirement Systems of Alabama

ADDRESS:

201 S. Union Street, Montgomery, AL 36104

334-517-7130

CITY, STATE, ZIP

TELEPHONE NUMBER:

This form is provided with:

Contract  Proposal  Request for Proposal  Invitation to Bid  Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes  No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

State Agency/Department	Type of Goods/Services	Amount Received
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes  No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

State Agency/Department	Date Grant Awarded	Amount of Grant
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Public Official/Employee	Address	State Department/Agency
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Family member	Address	Name of Public Official/ Public Employee	State Department/ Agency Where Employed

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

Name of Paid Consultant/Lobbyist	Address

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000–*

State of \_\_\_\_\_

County of \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT  
(ACT 2011-535, as amended by ACT 2012-491)**

**DATE:** \_\_\_\_\_

**RE: Contract/Grant/Incentive (describe by number or subject):** \_\_\_\_\_ **by and between**  
\_\_\_\_\_  
\_\_\_\_\_  
**(Contractor/Grantee) and**  
**State Agency, Department of Public Entity)**

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of \_\_\_\_\_ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of **THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT** (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

**BUSINESS ENTITY:** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license and any business entity that is operating unlawfully without a business license.

**EMPLOYER:** Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

\_\_\_(a) the Contractor/grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

\_\_\_(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-verify unless it is not eligible to enroll because of the rules of that program or other factor beyond its control.

Certified this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Name of Contractor/Grantee/Recipient

By:

\_\_\_\_\_  
Its:

The above Certification was signed in my presence by the person whose name appears above, on

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

WITNESS \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Witness

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# The Retirement Systems of Alabama

c/o VR Election Services  
3222 Skylane Dr., Bldg. 100  
Carrollton, TX 75006

Employees' Retirement System Board of Control  
Official Ballot 2010 Election  
Voting Information and Candidate Biographies

**Internet and telephone voting  
are available 24 hours a day.  
Vote must be submitted by  
4:00 pm, June 15, 2010.**

For replacement ballots and election customer service,  
e-mail help desk at [custserv@vres.us](mailto:custserv@vres.us) or call toll-free  
800-218-4026, Monday-Friday, 8:30 a.m. - 5:00 p.m. CT.

For RSA general information,  
please call toll-free 877-517-0020

MARTHA A JONES  
3222 SKYLANE DR STE 100  
CARROLLTON TX 75006-2522

**Use the selector # and PIN below to vote by Internet or telephone.**

Selector #  
**9999**

Your Personal Identification Number (PIN)  
**641751**

Review the candidate biographies on the back of this ballot and make your selection.  
You must vote for ONE candidate only.

**If you experience difficulty voting by Internet or telephone, please use the mail-in ballot below.**

**To vote on the Internet: [www.vres.us/rsa.html](http://www.vres.us/rsa.html)**

Follow the instructions on the screen. Check the name of the candidate of your choice and click the "Submit" button. Your selection will be displayed. You must click the "Confirm" button to register your vote. If you disconnect from the Internet before confirming your choice, your vote will not be registered. You will need to login again to cast your vote.

**To vote by touch-tone telephone, call 800-249-9509**

Follow the automated instructions. The name of the candidate you have selected will be repeated for your confirmation before the vote is registered. If you hang up before confirmation, your vote will not be registered. You will need to call in again to cast your vote.

**To vote by mail-in ballot**

You must vote for ONE candidate only. Mark your selection by completely filling in the box located next to the name of the candidate you choose on the ballot below. Use black or blue ink. Detach the mail-in ballot along the dotted line and mail it in the enclosed prepaid envelope.

DETACH HERE - DETACH HERE



## Official Mail-in Ballot

Using black or blue ink, please fill in the box next to the candidate of your choice.

Preferred marking method: ■

### Active State Employee

(Select one candidate.)

- | ID                          | Candidate                |
|-----------------------------|--------------------------|
| <input type="checkbox"/> 11 | Steve Walkley, Incumbent |
| <input type="checkbox"/> 12 | Jim Begley               |
| <input type="checkbox"/> 13 | David B. Bollie          |

20381001 02038000010025  
20381001

If you are voting by mail, do NOT vote by Internet or phone. The first vote received is registered. Mail ballot must be received by 4:00 pm CT on June 15, 2010. Please allow for postal delivery to Dallas, TX.

# Active State Employee Position Biographies

**ID #11 - Mr. Steve Walkley**, the incumbent, is a resident of Montgomery and has worked more than 30 years as a state employee. He currently serves as the Division Director of the Workforce Development Division of ADECA. He has a BA degree from Jacksonville State University, a masters in public administration degree from the University of Alabama, and a Juris Doctorate degree from Jones School of Law. He is admitted to the Alabama State Bar. Mr. Walkley has served more than 23 years in the U.S. Army and Army Reserves and earned the rank of Colonel. He is a member of ASEA, ROA, SETA, and served two years as president of the Brewbaker Junior High PTA. Mr. Walkley is a member of Frazer United Methodist Church in Montgomery and has served on the Board of the Retirement Systems of Alabama for more than 15 years.

**ID #12 - Mr. Jim Begley** was born in Logan, West Virginia, but spent his formative years in Beech Grove, Indiana. He attended and graduated from high school there in 1969. In May 1970, he enlisted with the U.S. Air Force. During his service, Mr. Begley spent the majority of his years working in the Civil Engineering field of Environmental Technology and also accomplished two challenging four-year special duty tours. His assignments took him to Europe, Japan, Korea, and various stateside locations. After 23 years of service, he retired June 1, 1993, at the rank of Senior Master Sergeant (E-8). Mr. Begley began his state career in 1995 with the Employees Retirement System as a Retirement Counselor. In 1997, he was promoted/transferred to the Department of Transportation. In 2003, he accepted another promotion opportunity and transferred to the Department of Revenue as the Training Manager. In 2005, he returned to the Department of Transportation into his current position. Mr. Begley's academic education includes an MS in human resources management and a BA in business administration. He is a member of the American Legion and the National Rifle Association (NRA).

**ID #13 - Mr. David B. Bollie** began his career with the Department of Transportation (ALDOT) in 1990. He graduated from Auburn University with a bachelor of civil engineering in 1992 and a master's of business administration in 2000 from Auburn University Montgomery. After graduating with his MBA, Mr. Bollie taught finance at Auburn University Montgomery. During his career with ALDOT, he has worked as a hydraulic designer, been in charge of bid collusion detection, worked as chief estimator, and is currently the Assistant Sixth Division Engineer in charge of County Transportation and special projects. Mr. Bollie's current position requires him to work with a range of agencies from cities and counties to other state agencies overseeing projects from design through construction that vary from sidewalks to major road construction. He has been the vice-president and president of the national TRNS-PORT User Group, served on ALDOT's Internet Implementation committee, and is a registered Professional Engineer with the state of Alabama. He has been married to his wife, Debbie, for 15 years and they have a seven-year-old daughter, Delaney. His daughter attends New Life Christian Academy, where his wife teaches 2nd grade. He is an active member of New Life Christian Center in Millbrook.



# The Retirement Systems of Alabama

c/o VR Election Services  
3222 Skylane Dr., Bldg. 100  
Carrollton, TX 75006

Employees' Retirement System Board of Control  
Official Ballot 2010 Election  
Voting Information and Candidate Biographies

**Internet and telephone voting  
are available 24 hours a day.  
Vote must be submitted by  
4:00 pm, June 15, 2010.**

For replacement ballots and election customer service,  
e-mail help desk at [custserv@vres.us](mailto:custserv@vres.us) or call toll-free  
800-218-4026, Monday-Friday, 8:30 a.m. - 5:00 p.m. CT.

For RSA general information,  
please call toll-free 877-517-0020

JOHN D SMITH  
3222 SKYLANE DR STE 100  
CARROLLTON TX 75006-2522

**Use the selector # and PIN below to vote by Internet or telephone.**

Selector #  
**9998**

Your Personal Identification Number (PIN)  
**283504**

Review the candidate biographies on the back of this ballot and make your selection.  
You must vote for ONE candidate only.

**If you experience difficulty voting by Internet or telephone, please use the mail-in ballot below.**



**To vote on the Internet: [www.vres.us/rsa.html](http://www.vres.us/rsa.html)**



Follow the instructions on the screen. Check the name of the candidate of your choice and click the "Submit" button. Your selection will be displayed. You must click the "Confirm" button to register your vote. If you disconnect from the Internet before confirming your choice, your vote will not be registered. You will need to login again to cast your vote.



**To vote by touch-tone telephone, call 800-249-9509**



Follow the automated instructions. The name of the candidate you have selected will be repeated for your confirmation before the vote is registered. If you hang up before confirmation, your vote will not be registered. You will need to call in again to cast your vote.



**To vote by mail-in ballot**



You must vote for ONE candidate only. Mark your selection by completely filling in the box located next to the name of the candidate you choose on the ballot below. Use black or blue ink. Detach the mail-in ballot along the dotted line and mail it in the enclosed prepaid envelope.

DETACH HERE - DETACH HERE



## Official Mail-in Ballot

Using black or blue ink, please fill in the box next to the candidate of your choice.

Preferred marking method: ■

### Active Local Employee

(Select one candidate.)

ID Candidate

- 21  Ronald Byrd
- 22  Steven W. Williams, Incumbent
- 23  Rodger R. Fisher

20381001 020380000010017  
20381001

If you are voting by mail, do NOT vote by Internet or phone. The first vote received is registered. Mail ballot must be received by 4:00 pm CT on June 15, 2010. Please allow for postal delivery to Dallas, TX.

# *Active Local Employee Position Biographies*

**ID #21 - Mr. Ronald Byrd** was born in Mobile in 1967. He is a graduate of Johnson High School and the University of Alabama in Huntsville (UAH), where he earned a bachelor of arts in political science. He served as Director of Lectures and Symposiums, President for the Association for Campus Entertainment, and Chairman of the UAH College Republicans. While attending UAH, Mr. Byrd led the fight against UAH using student activity fees to fund a radical student group and appeared as a guest on the Sean Hannity radio show. Mr. Byrd was later selected to replace Mr. Hannity as radio and television talk show host at WVNN-AM and WHNT-TV. He has served as an Ex-Officio member of the Madison County Republican Executive Committee and has worked on several congressional campaigns. He is a proud member of the National Rifle Association, the Heritage Foundation and Mt. Zion Baptist Church. Mr. Byrd lives in Huntsville with his wife, Michelle, and his son, Paul. He is employed by the Huntsville Madison County 9-1-1 District as a call taker, where he enjoys assisting those in need.

**ID #22 - Mr. Steven W. Williams**, the incumbent, has been employed with the city of Robertsdale for a total of 19+ years. He is a Certified Journeyman Electric Lineman, a Certified Level 2 Traffic Signal Technician, and a Certified Work Zone Traffic Control Specialist. His current responsibilities include working as a Poly Phase Meter-Programming Technician, an Outside Electrical Inspector for the city of Robertsdale's Building Department, a Single Phase Meter Accuracy Inspection Technician, and he also handles consumers' electrical meter complaints. Mr. Williams attended Pensacola Jr. College in his late teens, but due to family obligations was unable to complete his studies for a degree. He is a Board Member of the Central Baldwin Education Foundation, which provides grants to educators to assist with needed projects for classroom use. Mr. Williams is a Board Member of the Central Baldwin Softball League as well as a softball manager and coach. He is father of 7 children with 3 still of school age, and he is a retired Certified Fire Fighter and Captain with the Elsanor Volunteer Fire/Rescue Department. Mr. Williams was also a past Board Member of the Elsanor Volunteer Fire Rescue Department. He is the Webmaster for the Elsanor and Bon Secour Fire Departments.

**ID #23 - Mr. Rodger R. Fisher** has held key positions in human resources management for reputable companies for over 20 years. His current position is Director of Human Resources for the city of Northport and is SPHR Certified through SHRM. Throughout his career, he has served on the Board of Directors of Tuscaloosa Human Resources Professional, National Member of SHRM, served six years on the state of Alabama Human Resources Conference Planning Committee, as well as presided over conference sessions and spoke on issues relating to the Family Medical Leave Act. He continues to be an active member of the Grass Root Network of SHRM. While working as a Honda representative, Mr. Fisher had the opportunity to serve as spokesperson of the group while visiting the nation's capital. In 1988, he received his bachelor of Science degree in business from the University of Alabama, majoring in human resources management. He has been married for 29 years to Dana, who works for the Tuscaloosa County Board of Education. His daughter, Lindsey, is a 3rd grade teacher at Englewood Primary and is married to Jacob Fowler. They have one daughter, Kennedy Rose. His son, Logan, is a senior at American Christian Academy.

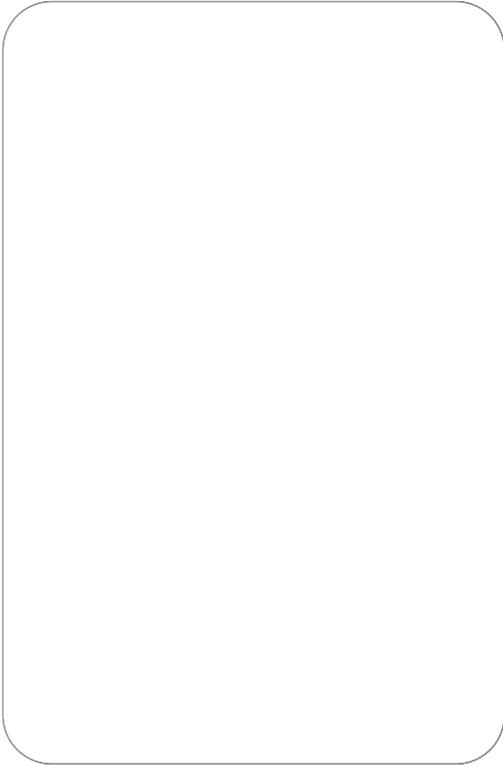
MAKE YOUR OTE COUNT!



PRSRT STD  
U.S. POSTAGE  
PAID

Electronic Service Requested

**\*\*\* URGENT \*\*\*  
OFFICIAL ELECTION  
BALLOT ENCLOSED**





# The Retirement Systems of Alabama

c/o VR Election Services  
3222 Skylane Dr., Bldg. 100  
Carrollton, TX 75006

Teachers' Retirement System Board of Control  
Official Ballot 2013 Election  
Voting Information and Candidate Biographies

**Internet and telephone voting  
are available 24 hours a day.  
Vote must be submitted by  
4:00 p.m., November 21, 2013.**

For replacement ballots and election customer service,  
e-mail help desk at [custserv@vres.us](mailto:custserv@vres.us) or call toll-free  
800-218-4026, Monday-Friday, 8:30 a.m. - 5:00 p.m. CT.

For RSA general information,  
please call toll-free 877-517-0020

WILLIAM A. CITIZEN  
100 MAIN ST  
WASHINGTON DC 20001

Use the selector # and PIN below to vote by Internet or telephone.

Selector #  
**1 2 3 4**

Your Personal Identification Number (PIN)  
**5 6 7 8 9 0**

- Review the candidate biographies on the back of this ballot and make your selection.
  - Vote for ONE candidate only.
- Type the Internet address for the voting website into your browser navigation bar - not in a search engine such as Yahoo!, Google or Bing™.

If you experience difficulty voting by Internet or telephone, please use the mail-in ballot below.

## To vote on the Internet: [www.vres.us/rsa](http://www.vres.us/rsa)

Follow the instructions on the screen. Check the name of the candidate of your choice and click the "Submit" button. Your selection will be displayed. You must click the "Confirm" button to register your vote. If you disconnect from the Internet before confirming your choice, your vote will not be registered. You will need to login again to cast your vote.

## To vote by touch-tone telephone, call 800-218-2910

Follow the automated instructions. The name of the candidate you have selected will be repeated for your confirmation before the vote is registered. If you hang up before confirmation, your vote will not be registered. You will need to call in again to cast your vote.

## To vote by mail-in ballot

You must vote for **ONE** candidate only. Mark your selection by completely filling in the box located next to the name of the candidate you choose on the ballot below. Use black or blue ink. Detach the mail-in ballot along the dotted line and mail it in the enclosed prepaid envelope.

DETACH HERE - DETACH HERE

### Official Mail-in Ballot

Using black or blue ink, please fill in the box next to the candidate of your choice.

Preferred marking method:

Retiree Position, No. 2  
(Selection one candidate.)

ID	Candidate
<input type="checkbox"/> 21	Dr. John Landers
<input type="checkbox"/> 22	Alma Wyatt Jones
<input type="checkbox"/> 23	Joe Ward
<input type="checkbox"/> 24	Dot Strickland
<input type="checkbox"/> 25	Judy West Bell



If you are voting by mail, do NOT vote by Internet or phone. The first vote received is registered. Mail ballot must be received by 4:00 p.m. CT on November 21, 2013. Please allow for postal delivery to Dallas, TX.

## Retired Position, No. 2 Biographies

**ID #21 - Dr. John Landers**, a former member of the Teachers' Retirement System Board of Control, has over 40 years of service in education. During his tenure in education, John has worked as a support worker, elementary teacher, high school teacher, elementary principal, high school principal, superintendent, junior college instructor, and university faculty member. John received his B.S., M.A., and Ed.S. degrees from the University of North Alabama with undergraduate majors in mathematics and chemistry. He also received his doctorate in Administration and Planning from the University of Alabama in 1992. Throughout his teaching career, Dr. Landers has been active in professional organizations. In addition to belonging to those organizations related to his teaching fields, he has been active in both AEA and NEA. He served 5 terms as president of Colbert County Teachers' Association, and is a past president of the Alabama Education Association. Since his retirement, he has served as president of his local retirees' organization and is presently serving as a member of the Alabama Silver-Haired Legislature. In 2012, John was inducted into the Alabama Senior Citizens Hall of Fame.

**ID #22 - Alma Wyatt Jones** has given more than two decades of service to seniors in Alabama, serving as president-elect, president, and past president of Tuscaloosa Education Retirees Association, secretary, president-elect, president, past president, District 03 Director, Area II Coordinator and again District III Director of the Alabama Education Retirees Association. She graduated from Autauga County Training School, earned a Bachelor of Science and Master of Education degrees from Alabama State University and studied at Purdue University, Eastern Kentucky University and the University of Alabama. She taught 34 years, beginning at Druid High School, at age 19, Westlawn Junior High School and Central High School - West Campus. She was appointed by both Democratic and Republican governors to provide Alabama election instruction, member of a task force to review a course of study, conducted senior workshops on fraud and identity theft prevention, AARP Consumer University and other senior subjects. Mrs. Jones was elected in May as the first African American to represent House District 70 in the Alabama Silver Haired Legislature and was an inducted in August 2013 to the Alabama Senior Citizen Hall of Fame.

**ID #23 - Joe Ward** taught in the classroom for seven years before joining the Alabama Education Association staff. With over 33 years of service with AEA, Joe spent 17 years as Director of Field Services. He also represented Post-Secondary employees for many years. Since retirement, he has been active in Madison County Education Retirees Association. Joe is currently serving as Vice-President of the Alabama Education Retirees Association. He volunteers on the AERA Advocacy Team and works closely with elected officials. He earned his Bachelor's Degree from the University of Southern Mississippi and Master's Degree in Administration from Mississippi State University. Joe is a member of the Silver Haired Legislature and was inducted into the Alabama Senior Citizens Hall of Fame. Joe's pledge is that he will represent the members, both active and retired. It is important to protect the benefits that educators of all levels, including bus drivers, cafeteria workers, custodians, secretaries, teachers, administrators, post secondary and higher education personnel have earned. Over the past four years, Joe has traveled to Montgomery to attend all TRS/PEEHIP meetings to see firsthand actions taken by the board that impact actives and retirees.

**ID #24 - A product of Opelika City public schools, Dot Strickland** taught in Lanett City and Russell County before retiring as a government/economics teacher at Smiths Station High School in Lee County with 46 years of teaching experience. She is a graduate of Tuskegee University. Ms. Strickland served as Executive Director of the Alabama Student Councils and was a three-time Teacher of the Year recipient. Strickland was recently appointed as a board member of the Alabama Commission on Higher Education and currently serves on the Accountability Task Force for the Alabama State Department of Education. In addition to serving as both President and Vice President of the Alabama Education Association, Ms. Strickland also served on various committees for the National Education Association including Resolutions, Southeast Regional Planning, the National Council of State Education Associations and the National Black Caucus. Ms. Strickland has three children, four grandchildren and is a member of the Ebenezer Baptist Church in Auburn.

**ID #25 - Judy West Bell** retired from the Jacksonville City School system after having taught for thirty-six years. Her last years at Kitty Stone Elementary were in the position of School Counselor. Judy received her BS and MS degrees from Jacksonville State University and her Education Specialist Degree from the University of Alabama. She was elected Teacher of the Year twice, was in the top five in the JSU Teacher Hall of Fame, and was District 3 Teacher of the Year. Judy was President of the Jacksonville Education Association for numerous terms, served on the AEA Board of Directors, the NEA Board of Directors, and was elected for two terms on the Teacher Retirement Systems/PEEHIP Board as an active teacher. She is the immediate Past President of the Calhoun County Education Retirees Association and a member of Alabama Education Retirees Association. Judy is married to Dick Bell, a retired instructor and coach from JSU. She is a former local Civitan President, Beta Chapter, Delta Kappa Gamma President, and an American Federation of Women's Club Local President. She is an Elder at the First Christian Church of Anniston.