



SOLICITATION ADDENDUM

Date: **5 December 2025**
Subject: **Uncontested Election Year Fee**
Solicitation Number: **RFP2025-8**
Due Date/Time: **Wednesday, December 17, 2025 / 1:00PM**
Addendum Number: **002**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

The uncontested election year fee (“UEYF”) in APPENDIX F, Cost Submittal is a flat fee. The UEYF may only be charged once per election cycle “Election Cycle” (June 1 – May 31), and only if all regularly scheduled elections or announced special elections are uncontested.

For avoidance of doubt, as an example, if in 2027, both the Active Certified and Active Non-Certified Member elections are uncontested, and no contested special elections occur between the Election Cycle, June 1, 2027 and May 31, 2028, a UEYF may be charged. UEYF is a one-time flat fee that can be charged at the end of an Election Cycle. It is only chargeable if there are absolutely no elections regardless of the number of scheduled or special elections that might occur. If there is any contested election including other uncontested elections during the Election Cycle, no UEYF may be charged.

In the event that there are no uncontested elections during an Election Cycle because regularly scheduled election(s) are cancelled under PSERS [Board Elections Policy](#) (2025-POL-BD-08) Section V. 3. Special Election Procedures or elections are conducted entirely in-house by PSERS, the UEYF may not be charged.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Crystal Roberts
Issuing Officer
ra-psprocurement@pa.gov
