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To: Deborah Nickson, City Clerk, City of Vicksburg

From: Joe G. Tom, Sr.

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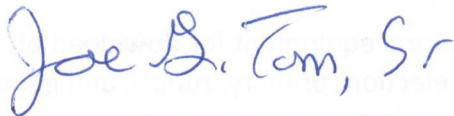
Subject: PROPOSAL TO PROVIDE ELECTION SUPPORT SERVICES TO THE CITY OF VICKSBURG FOR THE MUNICIPAL PRIMARY, RUNOFF, AND GENERAL ELECTIONS FOR THE MAYORAL AND TWO ALDERMAN POSITIONS

The following proposal is submitted for your consideration:

1. Set-up and prepare voting machines and peripheral equipment for download of election/ballot (to be conducted prior to each election: primary, runoff, and general)
 - a. Proof ballot w/municipal election commission
 - b. Clear Smart Cards of prior election data
 - c. Create/download new USB Drives (Flash/Thumb Drive)
 - d. Perform Logic and Accuracy (L&A) Testing on voting equipment
 - e. Prepare manuals and documents
2. Develop chain of custody folders, with documentation for handling election protocols (for each election: primary, runoff, and general).
3. Conduct training for Poll/Machine Managers for the elections as needed, prior to the election.
4. Conduct public L&A testing on all voting machines to be used on each Election Day. L&A testing is to be conducted prior to each election. Subject to change pending receipt of database for each election.
5. Preparation of ballot boxes and voting machine supplies for each voting precinct.
6. Provide general supervision for delivery of voting equipment to each voting precincts and returning all equipment to Warren County Election Central Office for programming and storage, for each election.
7. Assist precinct Machine Managers as needed in setting up voting equipment prior to each and on each Election Day.
8. Provide troubleshooting services to all voting precincts on each Election Day: Primary - Tuesday, April 1st, Runoff - Tuesday, April 22nd, and General – Tuesday, June 3rd.
9. Provide post-election support at City Hall on evening of each Election Day to generate voting results data; includes relocating county GEMS server from Warren County Election Central Office to City Hall, for each election.

10. Provide post-election support at City Hall, to process Absentee and Affidavit ballots approved for scanning after each election, and update voting results data.

It is projected that the above set of duties and responsibilities can be provided to the City of Vicksburg within a work schedule not to exceed 300 man-hours per contracted individual at a rate of \$50 per hour per individual. The hourly rate includes all travel to be conducted pursuant to performance of the duties and responsibilities enumerated above. Payment will be made based on individual invoices submitted on a schedule arranged with and approved by the City Clerk.



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