

To: Deborah Nickson, City Clerk

From: Shelley Plett

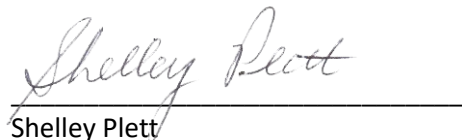
Date: December 17, 2024

Subj: PROPOSAL TO PROVIDE ELECTION SUPPORT SERVICES TO THE CITY OF VICKSBURG

The following proposal is submitted for your consideration:

1. Coordinate with the Circuit Clerk in preparation of an electronic database for conducting the election
2. Set up and prepare equipment for download of election database:
 - a. Proof electronic and paper ballots
 - b. Create/download new USB drives for election
3. Develop chain of custody documentation for handling election protocols
4. Schedule and conduct machine training for precinct workers as may be needed
5. Conduct public logic and accuracy tests on all voting machines to be used on election day
6. Prepare bags for materials for each of the voting precincts
7. Provide general supervision for loading/unloading of voting equipment for transport
8. Assist precinct managers as may be needed in setting up voting equipment at voting precincts
9. Provide troubleshooting services to voting precincts on election day
10. Provide election night support to generate voting results data
11. Provide post-election day support to generate voting results data
12. Prepare and maintain asset inventory
13. Perform other duties as may be necessary to ensure efficient and fair elections

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 325 man-hours per contracted individual at the rate of \$50 per hour per individual. The hourly rate includes any and all travel to be conducted pursuant to the performance of all duties and responsibilities itemized above. Payment will be made on the basis of individual independent contractor invoices submitted on a schedule arranged with and approved by the City Clerk.



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