

To: Walter Osbourne, City Clerk

From: Donald Oakes, Jim Moore

Date: 21 November 2016

Subj: PROPOSAL TO PROVIDE ELECTION SUPPORT SERVICES TO THE CITY OF VICKSBURG FOR THE PRIMARY AND GENERAL ELECTION CYCLE, 2017

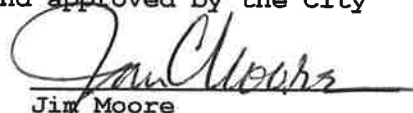
The following proposal is submitted for your consideration:

1. Set-up and prepare machines for download of election/ballot (to be conducted prior to each vote: primary, run-off, general)
  - a. clear memory cards of prior election data
  - b. proof ballot w/municipal election commission
  - c. create/download new memory cards
  - d. prepare encoders and voter access cards
2. Develop chain of custody documentation for handling election protocols (to be conducted prior to each vote: primary, run-off, general)
3. Conduct public logic and accuracy tests (L&A) on all voting machines to be used on election day (L&A to be conducted prior to each vote: primary, run-off, general on Monday, April 17, Monday, May 1, and Wednesday, May 22 - subject to change pending receipt of database for each election)
4. Preparation of bags for materials for each voting precinct
5. Provide general supervision for loading/unloading of voting equipment at voting precincts; includes returning all equipment between primary, run-off, and general elections to Warren County Election Department for programming/storage
6. Assist precinct managers as may be needed in setting up machines prior to each election day (Primary: Tuesday, May 2; Primary Run-Off: Tuesday, May 16; General: Tuesday, June 6)
7. Provide troubleshooting services to voting precincts on election day
8. Provide post-election support at City Hall on evening of election to generate voting results data; includes relocating county GEMS server from Warren County Election Department to City Hall (to be conducted prior to each vote: primary, run-off, general)
9. Conduct machine training for two (2) managers from each precinct; training will be conducted prior to the primary election on Monday, Tuesday, and Thursday evenings, April 17, 18, and 20, from 6:00 p.m. to 8:00 p.m.; encoder training will be conducted prior to the last training session on April 20 from 5:00 p.m. until 6:00 p.m.

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 250 man-hours per contracted individual at a rate of \$40 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 on the basis of individual invoices submitted on a schedule arranged with and approved by the City Clerk.

  
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