



March 7, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16081

TO: All County Clerks/Registrar of Voters

FROM: /s/ Susan Lapsley
Deputy Secretary of State and Counsel

RE: VoteCal: Shift of Contract Funds for HW/SW Reimbursement

SUMMARY

The Secretary of State's (SOS) office executed a HAVA VoteCal contract with each county in January 2014 to allow for reimbursement of county staff's participation in approved VoteCal activities. The VoteCal project has recently approved a new contract process that enables a county to shift existing funding that remains in the original section 303 VoteCal county contract into a new contract which will allow for reimbursement of VoteCal related hardware and/or software expenses (HW/SW). The new process will disencumber funding from the existing section 303 VoteCal contract and those funds will be re-encumbered in a new VoteCal HW/SW contract. This communication explains the process which will enable a county to shift their existing section 303 VoteCal funds, if they choose to do so.

PROCESS (STEPS and CONSTRAINTS)

1. The county will provide to SOS an HW/SW Quote which reflects the exact items that the county plans to request reimbursement for. The Quote must show the HW/SW item descriptions and the associated dollar amounts. HW/SW purchases made after September 2013 are eligible for reimbursement consideration. An example of an HW/SW Quote is included with this CC/ROV.
2. The county-provided Quote will be reviewed and approved by SOS. This review time is estimated to be two weeks.
3. If SOS approves the county-submitted HW/SW Quote, the current HAVA section 303 VoteCal contract will be disencumbered in the exact amount of the Quote. (This disencumbrance is an amendment to the current VoteCal contract.)
4. In parallel to the disencumbrance of the current VoteCal contract, a new HAVA section 303 VoteCal HW/SW contract will be created in the exact same dollar amount as the disencumbrance and as supported by the Quote. The new

VoteCal HW/SW contract will list the reimbursable items as they are shown on the approved HW/SW Quote.

5. The amended VoteCal contract (original contract amount minus the Quote amount) and the new HW/SW contract (amount of the approved Quote) will equal the original VoteCal contract amount. No new funding will be added to the total funding.
6. SOS recommends that the counties seek County Board approvals (if required) for both the amended original contract and the new HW/SW contract. The disencumbrance will be a “contract amendment” and the new VoteCal HW/SW contract will be a newly executed contract. Both documents will require the appropriate county approval signatures and must be received by SOS by June 20, 2016.
7. The SOS time to process these contract changes is estimated to be approximately two months. These timelines do not include county-required approval timelines (if required).

	Task	Time Estimate
1.	County submits a detailed HW/SW Quote.	Due April 1, 2016
2.	SOS approves county HW/SW Quote.	2 weeks
3.	SOS creates amendment to existing contract and new HW/SW contract. Both are mailed to the county for signatures.	Approximately 5 weeks
4.	County gets board approval for both contracts (if required).	

8. The deadline for counties to submit a VoteCal HW/SW Quote is April 1, 2016.
9. When the county submits an invoice to the SOS for HW/SW reimbursement, the items listed on the invoice must match the HW/SW items shown on the contract.
10. Funding balances cannot be transferred between the two contracts. Once funding is dis-encumbered from the original VoteCal contract, it is no longer available for staff activities. The new VoteCal HW/SW contract funding can only be used for the HW/SW detailed in the VoteCal HW/SW contract.

The HW/SW Quote and/or questions can be submitted to Karey Hart, VoteCal Contract Manager, karey.hart@sos.ca.gov or (916) 695-1637.

Example: County Hardware and Software Quote

This Quote is prepared and submitted by the County as the final hardware and software (HW/SW) cost estimates for items necessary for VoteCal implementation. The County understands that the approved Quote will become the reimbursable items on the new County section 303 VoteCal HW/SW contract.		
County:		
Contact person:		
Contact information:		
(phone)	(email)	
Total amount of HW/SW reimbursement requested:		
Name of Item	Cost	Description of reimbursement item
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total reimbursable costs	\$	

VoteCal HW/SW Quote Acceptance Signature	
This Quote has been reviewed and accepted as reasonable and reimbursable HW/SW expenditures by <COUNTY NAME> in VoteCal implementation.	
SOS Project Director	Date