



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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July 17, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17057

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jill Wimberly  
Associate Governmental Program Analyst

RE: VoteCal: County Test Environment

The Secretary of State (SOS) is developing a dedicated County Test Environment (CTE) for counties to conduct testing between VoteCal and their system which will contain a copy of the full VoteCal production database and a copy of the databases of those counties that choose to opt-in to using the test environment. The CTE will provide the counties the ability to test and confirm fixes, enhancements, or changes as well as training. Counties can choose to opt-in or opt-out of participating.

Each county who opts-in will work with the SOS to create a “backup copy” of county Election Management System (EMS) production database(s) at the same date and time as VoteCal, in order to create a synchronized test environment. SOS intends to simulate the production environment with respect to VoteCal functionality to allow counties to test the full scope of VoteCal functionality including online voter registration and connections to all state VoteCal interfaces in the CTE.

Counties opting-in will have the following responsibilities in order to participate:

1. Possess and maintain appropriate and necessary hardware and software licenses to setup and support a local EMS test environment.
2. Provide and maintain a local EMS test environment containing a full copy of county production data.
3. Complete local production database backups and copies to the county test environment at mutually-agreed times, anticipated to occur quarterly.
4. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
5. Maintain the connection from the county EMS test environment to the CTE.

6. Update the county test environment's EMS with new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the county intends to execute and conduct the desired testing.
7. Request file-based interface execution from the SOS as needed to support county tests.

If your county would like to opt-in and participate in the CTE, please complete and sign the attached Memorandum of Understanding (MOU), describing the roles and responsibilities between the SOS and counties. Please complete the form below and return it along with the MOU (if opting in) before close of business on **Friday, July 28, 2017.**

If you have any questions, please contact me at (916) 695-1626.

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**Please return this form to the attention of Jill Wimberly via email to [Jill.Wimberly@sos.ca.gov](mailto:Jill.Wimberly@sos.ca.gov) or by fax to (916) 653-3214.**

County of: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Yes, we would like to opt-in (**also complete and sign MOU**)

\_\_\_\_\_ No, we would like to opt-out

Attachment

Memorandum of Understanding

**Memorandum of Understanding for  
California Statewide Voter Registration Database (VoteCal) Test Environment**

**Between**

**California Secretary of State**

**and**

**Participating County**

**Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to establish responsibilities and resources required between the Secretary of State (SOS) and County for establishing and utilizing a connected VoteCal County Test Environment (CTE).

**Term**

The term of this MOU is for the entire period(s) in which a County chooses to opt-in. The parties may extend the term of (or amend) this MOU by written agreement signed by the parties hereto. Any party may terminate this MOU upon 30 days' written notice to the other party.

**County Responsibilities:**

The County shall be responsible for the following activities:

1. Possess and maintain appropriate and necessary hardware and software licenses to set up and support a local Election Management System (EMS) test environment.
2. Provide and maintain a local EMS test environment containing a full copy of county production data.
3. Complete local production database backups and copies to the CTE at mutually-agreed times, anticipated to occur quarterly.
4. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
5. Maintain the connection from the county EMS test environment to the CTE.
6. Update the county EMS test environment with new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the County intends to execute and conduct the desired testing.
7. Request file-based interface execution from the SOS as needed to support county tests.

**Assumptions:**

1. County understands that if they choose to perform a local refresh into their test environment outside the defined refresh points, then this will break the synchronization between the environments and the County will no longer be able to successfully test with the CTE.
2. County understands that the VoteCal CTE will not be a complete copy of production in terms of hardware infrastructure on the SOS side and therefore VoteCal operations in the CTE may operate slower than in the VoteCal production environment.
3. County recognizes that there may be a small percentage of records out of sync based on the exact timing of the State and County database backups and the transactions that are in progress in production at that time.

**EMS Responsibilities:**

The County’s EMS is responsible for the following activities:

1. Support County with setup and maintenance of their local EMS test environments.
2. Advise participating County regarding the timing of database backups and assist with correct setup and execution of the backups.
3. Provide EMS releases to County at a pre-determined times in advance of each production release.

**SOS Responsibilities:**

The SOS is responsible for the following activities:

1. Notify County opting into the CTE when county production databases are required to be backed up and copied to the EMS portion of the CTE residing within the county, in synchronization with the VoteCal portion of the CTE.
2. Notify County of selected database backup times to be used for setup of the environment.
3. Create and maintain a VoteCal CTE at the SOS available for County to conduct testing.
4. Procure, install, and set up hardware necessary to accommodate the VoteCal production environment, external state interfaces, BusinessObjects, and online voter registration functionality, in addition to ensuring the copy of the VoteCal production database is adequate to support a CTE that interfaces with participating counties’ test environments.
5. Complete VoteCal production database backups and copies to the CTE at mutually-agreed times, anticipated to be quarterly.
6. Move VoteCal production releases into the CTE at a pre-determined time in advance of each production release, anticipated to occur quarterly.
7. Monitor network utilization and alert appropriate county representatives if any impacts on production are at risk.
8. Facilitate required VoteCal test setup to support requested county test (e.g. interface file-drop, test election setup, etc.).
9. Support defect tracking/management and test validation requests, submitted by County.

The parties hereto have executed this MOU through their duly authorized representatives.

COUNTY

CALIFORNIA SECRETARY OF STATE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_