

State of California, Secretary of State
VoteCal Statewide Voter Registration System

Facilities Available for VoteCal Training Purposes

Effective July 2012

This document describes the facilities that the VoteCal Project System Integration (SI) Contractor may use for VoteCal training purposes free of standard rental fees, assuming appropriate advance coordination with the State and county parties managing these facilities and subject to availability.

If the VoteCal SI Contractor elects to use any of these facilities, the Contractor will follow documented VoteCal project processes to schedule the facility through the SOS VoteCal Project Management Office (PMO), which will, in turn, work with the appropriate State and county parties to determine availability and coordinate reservations. The Contractor should anticipate coordinating with the VoteCal PMO at least six (6) calendar months in advance of the date(s) that the Contractor requests to use one of the facilities described in this document for VoteCal training purposes. All of the Contractor's projected training dates should be consistent with the Contractor's Integrated Project Schedule (IPS) approved at the time the Contractor first notifies the VoteCal PMO of a request to use a facility.

Sacramento County Registrar of Voters Training Facility

This section includes information about the Sacramento County Registrar of Voters' (ROV) training facility located in east Sacramento. The Sacramento County ROV has agreed to make this training facility available to the VoteCal Project SI Contractor, free of routine rental fees, for purposes of providing VoteCal training to State and/or county staff.

Location

County of Sacramento
Department of Voter Registration and Elections
County Registrar of Voters
7000 65th St. Suite A
Sacramento, CA 95823

Parking

Ample, free uncovered parking is available adjacent to the training facility.

Facility Information

Sacramento ROV Training Facility

<i>Audio and Video:</i>	Contractor must provide own portable A/V equipment.
<i>Availability:</i>	8:00 a.m. - 5:00 p.m. Monday through Friday. By special arrangement, room can be available after hours and on weekends.
<i>Dimensions:</i>	42 feet X 58 feet
<i>Capacity:</i>	136 people
<i>Food and Drinks:</i>	Allowed. If additional janitorial services are needed, Contractor will be responsible for this expense.
<i>Furnishings and Equipment:</i>	Tables, chairs, podiums/lectern & white board available. Contractor must furnish own easel and/or markers.

Sacramento ROV Training Facility

Insurance:	None required
IT Equipment:	County may be able to provide between twenty (20) to thirty (30) PCs for use in this room depending upon the time of year (e.g., fewer PCs available during an election cycle).
Lighting:	No information available at this time.
Network and Wi-Fi Access:	Limited network access (one portal with 30 splits, which results in slow response times). Wi-Fi access is limited to four (4) computers.
Power Outlets:	Eight (8) power outlets. Power strips and extension cords are allowed; however, these must be supplied by Contractor.
Seating Options:	Up to 82 chairs and 24 tables available (up to 3 chairs can fit on one side of a table). Furniture may be configured as needed.
Temperature Adjustments:	No information available at this time.
Visual Aids Restrictions:	None known at this time

Secretary of State Training Facilities

This section provides information about training facilities in the California Secretary of State (SOS) central office available to the VoteCal Project SI Contractor free of routine rental fees for purposes of providing VoteCal training to State and/or county staff.

A related document supplements the information presented in this section. That document, *Secretary of State Conference Room Rental Procedures Modified for VoteCal Project Only – May 2012*, is accessible from the *Documents Specifically Referenced in the RFP* web page within the VoteCal Bidders Library and available via the following link:

<http://www.sos.ca.gov/elections/votecal/bidders-library/doc-specific-reference-rfp.htm>

Location

California Secretary of State
1500 11th Street
Sacramento, CA 95814

Parking

Please be advised, no on-site parking for training participants is available at Secretary of State (SOS) office. Information on parking availability in the downtown Sacramento area is accessible via the following link:

<http://www.cityofsacramento.org/transportation/parking/offstreerates.html>

Facility Information

SOS has identified multiple rooms that may be appropriate for VoteCal training purposes. Some larger rooms are better suited for moderate-to-large scale classroom-like training activities whereas others are more appropriate for seminar-style training sessions targeting a smaller number of participants.

The VoteCal SI Contractor may use any of the following SOS central office rooms for VoteCal training purposes, free of standard facility rental fees/charges, subject to availability and assuming appropriate advance coordination with the VoteCal PMO per documented project processes:

- PC Lab
- Auditorium
- Multi-Purpose Room
- 2nd Floor Board Room
- Room 240
- Room 385
- Room 470
- Room 480
- Room 580

Detailed information on each of these rooms is presented in the remainder of this document. While some of the information is the same for all rooms, the information is repeated for each room for ease of review. Although room dimensions are not available for the described rooms at this time, capacity information provides a general idea of room size. Information about actual room dimensions will be available to the Contractor during project execution.

Note: References to network and Wi-Fi access in the SOS central office training rooms described in the remaining of this document refer to wired/wireless access to the SOS network. **SOS does not allow non-SOS PCs/equipment access to the SOS network;** however, if Contractor-supplied PCs are required for VoteCal training, SOS may be able to enable such PC(s) access to the Contractor's external network via DSL (given sufficient advance coordination through the VoteCal PMO and depending upon the specific SOS room in which the relevant PC(s) are located).

SOS – PC Lab

Audio and Video:	Projector to display Master/Instructor PC, projection screen.
Availability:	Monday to Friday from 8 a.m. to 5 p.m. Due to other SOS demands on this facility, Contractor training in this room cannot be scheduled for more than three (3) days consecutive days. Half-day sessions are encouraged but not required.
Dimensions:	No information available at this time.
Capacity:	14 student participant (training) PCs and one Master/Instructor PC. Limited ability for multiple students at a single training PC.
Food and Drinks:	Not allowed in this room.

SOS – PC Lab

<i>Furnishings and Equipment:</i>	SOS provides the individual participant/trainee PCs (networked), desk space and Master/Instructor PC/desk at front of room.
<i>Insurance:</i>	Information not available at this time.
<i>IT Equipment:</i>	PCs already installed. SOS will install software/configure per training needs based on Contractor-supplied information (provided in coordination room reservation through the VoteCal PMO).
<i>Lighting:</i>	Standard lighting. Room lights can be dimmed for screen display.
<i>Network and Wi-Fi Access:</i>	Yes
<i>Power Outlets:</i>	Thirty (30) amp circuits. Sufficient power to support PC lab equipment. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of power outlets in this room is not available at this time.
<i>Seating Options:</i>	Classroom style with 14 individual PC/trainee workstations and one Master/Instructor PC.
<i>Temperature Adjustments:</i>	Specific temperature changes may be requested in advance.
<i>Visual Aids Restrictions:</i>	Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS - Auditorium

<i>Audio and Video:</i>	Integrated with built in audio and video system with projector, screen, microphones, speakers, and etc.
<i>Availability:</i>	Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.
<i>Dimensions:</i>	No information available at this time.
<i>Capacity:</i>	210 people
<i>Food and Drinks:</i>	Not allowed in this room.
<i>Furnishings and Equipment:</i>	Theatre seating, which includes fixed theatre seats, lectern, side tables and chairs. Other equipment (e.g., easels) must be supplied by the Contractor.
<i>Insurance:</i>	For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the <i>Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012.</i>
<i>IT Equipment:</i>	Built-in Master/Instructor laptop and projector. Display

SOS - Auditorium

	screen.
Lighting:	Adjustable/special lighting and after hours lighting can be arranged in advance. Room lights can be dimmed for screen display. No special lighting services available on weekends or at night.
Network and Wi-Fi Access:	Yes
Power Outlets:	Thirty (30) amp circuits. Sufficient power to built-ins. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of power outlets in this room is not available at this time.
Seating Options:	Theatre seating
Temperature Adjustments:	Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.
Visual Aids Restrictions:	Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS - Multipurpose Room

Audio and Video:	Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).
Availability:	Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.
Dimensions:	No information available at this time.
Capacity:	75 people
Food and Drinks:	Allowed
Furnishings and Equipment:	SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).
Insurance:	For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012 .
IT Equipment:	This room could <i>potentially</i> be configured for individual PC-based training should Contractor require/request for VoteCal training; however, such a configuration would: <ul style="list-style-type: none">• Require Contractor to supply all PC equipment, inclusive of training PCs, Master/Instructor PC (if any) as well as a server if the specific VoteCal

SOS - Multipurpose Room

training requires networking of the training PCs;

- Due to power constraints, limit the total number of PCs implemented in this room to approximately 12 to 14;
- Require Contractor to supply all equipment needed to support PC-based training in this room (all equipment in addition to PCs); and,
- Require the Contractor to identify such needs to the VoteCal PMO with sufficient lead time to enable required scheduling/coordination with SOS technical staff.

See Note earlier in this document about Network and Wi-Fi access.

Lighting:

Adjustable/special lighting and after hours lighting can be arranged in advance. Room lights can be dimmed for screen display. No special lighting services available on weekends or at night.

Network and Wi-Fi Access:

Yes

Power Outlets:

Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of power outlets in this room is not available at this time.

Seating Options:

Multiple set-up configurations possible (e.g., Hollow Square, Open-U, Union Style/Rounds, Classroom, and Theatre). SOS staff will provide room setup.

Temperature Adjustments:

Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.

Visual Aids Restrictions:

Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – 2nd Floor Board Room

Audio and Video:

Built-in, retractable projection screen. Portable A/V equipment only.

Availability:

Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.

Dimensions:

No information available at this time.

Capacity:

30 people

Food and Drinks:

Allowed

Furnishings and Equipment:

Large Conference table, chairs, and a lectern.

SOS – 2nd Floor Board Room

Contractor must provide any other equipment required (e.g., easels). Up to three (3) tables at end of room opposite projection screen.

Insurance:

For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the ***Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012.***

IT Equipment:

SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is not suited to individual, PC-based training.

Lighting:

Standard lighting only. After hours lighting can be arranged in advance.

Network and Wi-Fi Access:

Yes

Power Outlets:

Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of power outlets in this room is not available at this time.

Seating Options:

Conference table and chairs with seating around edge of room as well.

Temperature Adjustments:

Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.

Visual Aids Restrictions:

Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – Room #240

Audio and Video:

Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).

Availability:

Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.

Dimensions:

No information available at this time.

Capacity:

30 People

Food and Drinks:

Allowed

Furnishings and Equipment:

SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).

Insurance:

For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the ***Secretary of State Conference Room***

SOS – Room #240

Rental Procedures Modified for the VoteCal Project Only – May 2012.

<i>IT Equipment:</i>	SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is <u>not</u> suited to individual, PC-based training.
<i>Lighting:</i>	Standard lighting only. After hours lighting can be arranged in advance.
<i>Network and Wi-Fi Access:</i>	Yes
<i>Power Outlets:</i>	Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of outlets and/or maximum power capacity in this room not available at this time.
<i>Seating Options:</i>	Conference table and chairs.
<i>Temperature Adjustments:</i>	Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.
<i>Visual Aids Restrictions:</i>	Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – Room #385

<i>Audio and Video:</i>	Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).
<i>Availability:</i>	Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.
<i>Dimensions:</i>	No information available at this time.
<i>Capacity:</i>	35 People
<i>Food and Drinks:</i>	Allowed
<i>Furnishings and Equipment:</i>	SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).
<i>Insurance:</i>	For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the <i>Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012.</i>
<i>IT Equipment:</i>	SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is <u>not</u> suited to individual, PC-based training.

SOS – Room #385

Lighting:	Standard lighting only. After hours lighting can be arranged in advance.
Network and Wi-Fi Access:	Yes
Power Outlets:	Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of outlets and/or maximum power capacity in this room not available at this time.
Seating Options:	Conference table and chairs.
Temperature Adjustments:	Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.
Visual Aids Restrictions:	Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – Room #470

Audio and Video:	Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).
Availability:	Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.
Dimensions:	No information available at this time.
Capacity:	30 People
Food and Drinks:	Allowed
Furnishings and Equipment:	SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).
Insurance:	For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012 .
IT Equipment:	SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is <u>not</u> suited to individual, PC-based training.
Lighting:	Standard lighting only. After hours lighting can be arranged in advance.
Network and Wi-Fi Access:	Yes
Power Outlets:	Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information

SOS – Room #470

about number of outlets and/or maximum power capacity in this room not available at this time.

Seating Options:

Conference table and chairs.

Temperature Adjustments:

Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.

Visual Aids Restrictions:

Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – Room #480

Audio and Video:

Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).

Availability:

Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.

Dimensions:

No information available at this time.

Capacity:

10 People

Food and Drinks:

Allowed

Furnishings and Equipment:

SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).

Insurance:

For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the ***Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012.***

IT Equipment:

SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is not suited to individual, PC-based training.

Lighting:

Standard lighting only. After hours lighting can be arranged in advance.

Network and Wi-Fi Access:

Yes

Power Outlets:

Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of outlets and/or maximum power capacity in this room not available at this time.

Seating Options:

Conference table and chairs.

Temperature Adjustments:

Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.

SOS – Room #480

Visual Aids Restrictions:

Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.

SOS – Room #580

Audio and Video:

Portable equipment only. SOS may be able to provide A/V equipment (depends upon availability).

Availability:

Monday to Friday from 8 a.m. to 5 p.m. By special arrangement, this room may be available after hours and on weekends.

Dimensions:

No information available at this time.

Capacity:

25 People

Food and Drinks:

Allowed

Furnishings and Equipment:

SOS will supply tables, chairs, and a lectern. Contractor must provide any other equipment required (e.g., easels).

Insurance:

For information about SOS-required Insurance Certificate/Insurance Waiver information, please see page 2 in the **Secretary of State Conference Room Rental Procedures Modified for the VoteCal Project Only – May 2012**.

IT Equipment:

SOS may be able to provide Master/Instructor laptop, projector, etc. for this room (depending on availability); however, this room is not suited to individual, PC-based training.

Lighting:

Standard lighting only. After hours lighting can be arranged in advance.

Network and Wi-Fi Access:

Yes

Power Outlets:

Thirty (30) amp circuits. Contractor must supply any needed extension cords and/or power strips and these must be pre-approved by SOS before used. Information about number of outlets and/or maximum power capacity in this room not available at this time.

Seating Options:

Conference table and chairs.

Temperature Adjustments:

Specific temperature changes may be requested in advance. No special temperature services available on weekends or at night.

Visual Aids Restrictions:

Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.