September 28, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18235

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
                    Elections Specialist

RE: VoteCal: County Test Environment – December 16, 2018, Release

As you may be aware, the Secretary of State (SOS) has developed a dedicated County Test Environment (CTE) for counties to conduct testing between VoteCal and their Election Management System (EMS). The CTE contains a copy of the full VoteCal production database and a copy of the databases of those counties that choose to opt-in to use the test environment. The CTE provides counties the ability to test and confirm fixes, enhancements, or changes, as well as conduct training.

The last VoteCal release for 2018 is scheduled for December 16, 2018.   Currently, eight counties are participating, and each reported the ability to conduct end-to-end testing or training in the CTE. Counties can choose to opt-in by November 9, 2018, in order to be included in the December 2018 CTE. Counties that have already opted-in do not need to opt-in again.

Attached you will find the CTE schedule for the December 16, 2018, release. The schedule itemizes the responsible party, description of each CTE task, and the task start and end dates.

Participating CTE counties will work with the SOS to create a "backup copy" of their EMS production database(s) on November 16, 2018, the same date and time that VoteCal takes a production backup, in order to create a synchronized test environment.

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.

4. Ensure security of voter data by following the county security steps as outlined in the Memorandum of Understanding (MOU).

5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.

6. Maintain the connection from the county EMS test environment to the CTE.

7. Update the county test environments 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.

8. 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 MOU describing the roles and responsibilities between the SOS and counties and complete the attached VoteCal County Test Environment Opt-in Form by close of business on **Friday, November 9, 2018**. If you are a county that is already participating in the CTE, you do not need to complete and return this form nor the MOU.

If you have any questions, please contact the VoteCal Help Desk at (888) 868-3225 or votecalhelp@sos.ca.gov.

Attachments

1. Schedule for the County Test Environment – December 16, 2018, Release
2. Memorandum of Understanding
3. VoteCal County Test Environment Opt-in Form

SCHEDULE FOR THE COUNTY TEST ENVIRONMENT
December 16, 2018, Release

The schedule below represents estimated start and end dates for the counties, CGI, and the SOS for the County Test Environment (CTE):

#	Responsible Entity	Task	Start	End
1	Counties	Respond to Memorandum of Understanding indicating Opt-In status	N/A	11/09/2018
2	SOS/ITD	Work with counties to assign the new MPLS IP address for the CTE and to grant access to the DMV HAVA end point	N/A	11/13/2018
3	SOS/Elections	Provide NEW Opted-In counties with access credentials and end points	11/09/2018	11/13/2018
4	SOS/Elections	Contact counties as needed (with ITD/CGI support) to verify correct setup of county networks, ports, firewalls, and connectivity	11/13/2018	11/13/2018
5	Counties	Take a backup copy of the county production database (11:00 p.m.) and place into EMS CTE	11/16/2018 11:00 p.m.	11/16/2018 11:00 p.m.
6	SOS/CGI	Copy VoteCal production data (11:00 p.m.) and place this into the VoteCal CTE	11/16/2018 11:00 p.m.	11/16/2018 11:00 p.m.
7	NEW Counties	Receive and install the current EMS release into the county EMS CTE	11/19/2018	11/19/2018
8	SOS/Elections	Contact counties (with ITD/CGI support) to verify that the EMS backup was successful and saved to the EMS CTE	11/19/2018	11/19/2018
9	SOS/Elections	Conduct a connectivity/smoke test as needed with all counties to verify that VoteCal search works from the County EMS CTE	11/20/2018	11/26/2018
10	SOS/CGI	Install the updated VoteCal release into the VoteCal CTE	11/30/2018	12/03/2018 7:00 a.m.
11	Counties	Receive and install an updated version of the EMS release into the county EMS CTE (and/or confer with EMS to determine what updates are needed)	12/03/2018	12/17/2018
12	Counties	Opted-in counties test as needed within the CTE and report any issues to the VoteCal Help Desk	12/17/2018	N/A

Note: Counties are expected to install any new EMS version provided for production to the CTE.

Between

California Secretary of State, Elections Division, VoteCal

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 secure 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. County Security

   (a) Each county shall protect the confidentiality, integrity, and availability of the data and the information systems authorized to process, store, and transmit voter registration data. County voter registration and election information systems shall conform to recognized United States Federal and California State government security standards and practices including system hardening and utilize diversity of design.

   (b) It is recommended that each county provide annual privacy and security awareness training to all staff utilizing their county voter registration and election information in accordance with State Administrative Manual (SAM) Sections 5320 – 5320.2 and the Information Practices Act of 1977 (California Civil Code §§1798 et seq).

   (c) The following security measures shall be maintained by each county and their EMS to provide security for county voter registration and election information systems and environments that interface with the statewide voter registration system and/or contain statewide voter registration system data.

      (1) Physically secure servers hosting county voter registration and election information systems including the county's EMS and county EMS databases as well as any SOS property, such as routers, away from public access.

      (2) Only staff authorized by the county shall have physical access to servers hosting the county's voter registration and election information systems including

Memorandum of Understanding for
California Statewide Voter Registration Database (VoteCal) Test Environment
Version 2.0

Between

California Secretary of State, Elections Division, VoteCal

and

Participating County

     servers containing the county's EMS and county EMS database as well as any SOS property, such as routers.

(3) No peripheral devices (e.g., disk, USB/Flash drives, PDA/Smartphone, etc.) shall be attached to the SOS property, such as routers, installed at the county.

(4) SOS property installed at the county, such as routers, is exclusively for interaction with the SOS, and shall not to be used for other county purposes.

(5) The servers hosting the county voter registration and election information systems including the servers hosting the county's EMS shall be running an operating system under mainstream support with critical and high security updates applied at least monthly. All servers shall otherwise be hardened to industry best practices and government standards.

(6) The county voter registration and election information systems shall be installed and operated on a service account separate from any other services.

(7) All county voter registration and election information systems shall have anti-malware software installed, configured, and updates applied.

(8) Counties shall encrypt all voter registration and election information system data whenever stored in non-volatile memory and whenever in transit between system components or through facilities not contracted directly to the county or the SOS.

(9) All backup copies of county voter registration and election information system data, including images, shall be encrypted. Counties shall avoid the use of removable, portable media such as tape cartridges or DVD/ROM for data backup.

(10) Data encryption shall be compliant with National Institute of Standards and Technology (NIST) Special Publication (SP) 800-175B, Guideline for Using Cryptographic Standards in the Federal Government, with preferred utilization of Advanced Encryption Standard (AES).

(11) Direct user access to the county voter registration and election information systems shall require, at a minimum, single sign on authentication.

(12) County voter registration and election information systems shall only be accessible by staff authorized by the county.

(13) Confidential voter registration data shall only be accessible by staff authorized by the county.

(14) Counties shall report detected unauthorized use, suspected breach, denial of service, or intrusion attempts on county voter registration and election systems to the SOS Elections Division statewide voter registration system Help Desk within twenty four (24) hours of discovery.

5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.

6. Maintain the connection from the county EMS test environment to the CTE.

Between

California Secretary of State, Elections Division, VoteCal

and

Participating County

7. 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.

8. Request file-based interface execution from the SOS as needed to support county tests.

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: _____

VoteCal County Test Environment Opt-In Form
December 2018 Release

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

**Please return this form to the attention of VoteCal Help Desk via email to
<u>votecalhelp@sos.ca.gov</u> or by fax to (916) 653-3214.**