



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**E S & S VOTING SYSTEM PURCHASE ORDER PROCESS
PURCHASE PERIOD 2005-1**

March 9, 2005

Enclosed is a list of all counties that have chosen E S & S and are participating in the first purchase period of 2005. Also enclosed is your first group of Purchase Orders for this purchase period. You can expect to receive orders for the rest of the counties on your list over the next couple of weeks.

There is one Purchase Order per county. Each order lists, by jurisdiction, the number of precinct tabulators, absent voter counting board tabulators, and copies of EMS software for the county and cities/townships purchasing new equipment during this purchase period. Contact information for each jurisdiction is also included.

Also enclosed is a flowchart illustrating the expected next steps in the process. Key steps and due dates include:

LOCAL AGREEMENTS: E S & S PURCHASE AGREEMENTS (order forms) must be completed and signed by each county, city, and township and returned to the Bureau of Elections at the address listed on the next page by **Friday, April 8**. These are the local agreements between you and each jurisdiction, which should not be confused with the Purchase Orders enclosed in this packet. A sample E S & S order form is enclosed. It is imperative that all order forms be received by this date; otherwise the Purchase Orders may become null and void. NOTE: if you obtained a signed purchase agreement from a county last year, a new county purchase agreement is still needed for the new precinct tabulator that counties are receiving this year.

DELIVERY, TESTING, AND TRAINING:

- E S & S is responsible for contacting each county and local jurisdiction to arrange for delivery. Delivery dates, times, and locations are to be determined by the counties and local jurisdictions.
- Acceptance testing must be completed within 10 days of delivery. Acceptance testing procedures and forms will be sent directly to counties and local jurisdictions.
- E S & S is responsible for finalizing training dates, times, and locations with the individual jurisdictions.

INVOICE AND PAYMENT:

- One invoice per county should be submitted to the Bureau of Elections, once deliveries are complete for all jurisdictions in the county. Invoices must match the original Purchase Order, listing each jurisdiction, equipment totals, delivery dates, component prices, and total invoice price. Original invoices (note: fax or electronic invoices are not permitted) must be submitted to:

Sherry Barrett
Bureau of Elections
PO Box 20126
Lansing, MI 48901-0726

- Counties, cities and townships will submit signed receipt/acceptance documents directly to the Bureau of Elections within 10 days of delivery. The Bureau of Elections will provide the jurisdictions with these forms.
- The Bureau of Elections will match the invoice to the original Purchase Order, and upon receipt of all receipt/acceptance documents from the counties, cities, and townships, will process a State of Michigan payment release. Once the payment release is submitted, payment will be made to E S & S.
- Questions regarding this process should be submitted to Sherry Barrett at (517) 241-2538 or by e-mail at BarrettS1@Michigan.gov.

E S & S COUNTIES PARTICIPATING IN PURCHASE PERIOD 2005-1:

Bay

Clare

Eaton

Hillsdale

Kalamazoo

Kent

Mason

Muskegon

Oakland

Ottawa

Wayne