



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

March 30, 2005

To Counties with Jurisdictions Purchasing New Voting Systems in Purchase Period 2005-1:

We are happy to report that Purchase Orders for you and the jurisdictions in your county that are purchasing equipment in the upcoming purchase period have been processed by the State of Michigan and have been sent to your selected vendor. Several documents are enclosed in this packet which contain key details of the next steps involved in your upcoming delivery, testing, training, and implementation processes:

- Instructions to your Vendor: We have sent each vendor a list of their respective counties that are participating in this purchase period. They are also receiving County Purchase Orders as we complete them. We have also provided them with instructions and flowcharts which provide details regarding next steps involving delivery, testing, training, and payment. Your vendor is responsible for initiating contact with you and your local jurisdictions. How you approach delivery and training is entirely up to you. Please work with your vendor on a detailed plan that works best for you and your local jurisdictions. The vendor instructions are also being provided to you for your convenience and to ensure everyone is working from the same set of guidelines.
- Your County Purchase Order: We have processed one Purchase Order for each county. A copy of your Purchase Order is enclosed. This document lists equipment totals and contact information for each jurisdiction in your county that is purchasing new voting equipment during this purchase period. If any addresses within your county are incorrect, please contact your vendor at once with corrections. Point of contact information for each vendor is listed at the end of this document.

Please note that we have not sent the County Purchase Order to each jurisdiction. We need your assistance in contacting your respective jurisdictions to ensure they are aware of next steps.

- Flowchart of Next Steps: The enclosed flowchart outlines upcoming steps involving delivery, acceptance testing, training, and implementation. Please keep this chart as reference and share these details with your cities and townships participating in this purchase period.
- Training and Project Management Matrices: Each vendor has provided details regarding minimum guarantees for training and project management (which involves delivery, training, and testing). These documents are part of the statewide contracts with each vendor, and are also posted on our website (www.michigan.gov/hava) -- select "County Equipment Purchase", then "Comparative Data on Certified Vendors". Please use this information as you begin to work with your vendor on delivery, training, and acceptance testing schedules.

Other Important Notes:

- It is imperative that you and each jurisdiction in your county purchasing new equipment enter into an agreement with your vendor as soon as possible. Your vendor has a standard *Order Form* which has been reviewed and approved by the State. This is basically a signed agreement between each unit of government and your vendor that stipulates the specific equipment and/or software that you and each jurisdiction will receive. A sample *Order Form* for your selected vendor is enclosed. **Signed order forms from each jurisdiction are due to the Bureau of Elections by April 8--**otherwise, Purchase Orders may be canceled. It is the vendors' responsibility to get the order forms to the State, but your assistance will help to ensure this process moves smoothly. NOTE: If your county received EMS software in 2004, a new county order form is still needed for the new precinct tabulator that counties are receiving this year.
- Acceptance testing must be completed within 10 days of delivery. A signed receipt/acceptance form must be completed for each county and jurisdiction taking delivery of new equipment and/or Election Management System (EMS) software. A sample form is attached for your reference. Detailed instructions on acceptance testing will be provided to you and your local jurisdictions under separate cover in the very near future.
- If you have questions regarding this process, please contact Sherry Barrett at (517) 241-2538 or by e-mail at BarrettS1@Michigan.gov.

We appreciate all of the help you have provided, and continue to provide, in coordinating the voting equipment purchase process with the cities and townships in your county. We will continue to use the county clerks as our primary point of contact throughout the purchase process. Please continue to distribute this information to all of the jurisdictions within your county that are participating in this upcoming phase of voting equipment replacement. Your assistance has played a critical role in helping us move forward with this monumental and exciting change in the way we conduct elections in Michigan.

THANK YOU!

Michigan Voting System Vendor Contacts:

Diebold Election Systems	Election Systems & Software, Inc. (E S & S)	Sequoia Voting Systems, Inc.
William R. Barrett (630) 437-5510 billb@fidlar.com	Will Wesley (954) 770-9638 wgwesley@essvote.com	Jeff DeLongchamp Miller Consultations and Elections, Inc. (888) 742-8037 or (616) 443-4504 jeffdelongchamp@aol.com
Larry Calvert (630) 852-7147 calverl@dieboldes.com		
Diebold Election Systems Inc. 1611 Wilmeth Rd. McKinney, TX 75069-8250	Election Systems & Software, Inc. 11208 John Galt Blvd. Omaha, NE 68137	