

Voting System Purchase Process (Preparation/Delivery) County and Local Jurisdictions

February 2017

Preparation

Counties submit *Voting System Vendor Selection Certification* to Bureau of Elections.

Bureau of Elections provides *Initial Purchase Plan* template and *Grant Agreement* forms to counties.

County clerks submit initial purchase plans to BOE; county and local clerks complete and submit Grant Agreements for the upcoming purchase phase.

Vendors contract with counties and local jurisdictions.

Bureau of Elections generates and sends counties and vendors copies of *Purchase Orders* for the upcoming purchase phase.

Counties inform local jurisdictions that orders have been placed.

Vendors coordinate delivery dates/times/locations with counties.

Delivery

Vendors deliver equipment at agreed-upon place, time.

Counties and local jurisdictions conduct acceptance testing and sign receipt/acceptance forms.

County collects and sends signed receipts/acceptance forms from each jurisdiction to the Bureau of Elections.

NOTE: All acceptance testing must be completed by counties and local jurisdictions within 15 days of delivery.

Vendors invoice the State of Michigan, and counties/local jurisdictions as appropriate. Payment will be issued as outlined in the state and local contracts.