

## Moreland, Steven

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**From:** Younger, Leann ✓  
**Sent:** Thursday, June 24, 2004 3:43 PM  
**To:** Younger, Leann; Herron, Barry; Walsh, Timothy; Ashworth, David; Durham, Robert Scott; Caylor, Donna; Moreland, Steven; Deabenderfer, Randy; 'Juan Andrade'; McInerney, Beatta; Calvert, Larry  
**Subject:** RE: Services Focus Meeting #2 (6/24/04) Meeting Notes & Action Items - Chicago/Cook County Opportunity

**Remember the next meeting is Monday from 5:00 - 6:00 p.m. CST.**

### ACTION ITEMS

- Beatta - schedule meeting next week to discuss MBE plan; include Dr. Andrade and MBE/Consulting firm
- Donna - ask Robert Chen (or someone in services org) for San Diego information regarding EMs
- Donna - get started with services pricing model and include any costs for providing Warehouse services
- Randy - work with Tim to determine Warehouse roles, responsibilities, number of resources required etc. to be included in solution; provide cost information to Donna to be incorporated into pricing model.
- Randy - assigned all Services Team/Project Management/Testing related RFP questions; plug in the Sogeti PM methodology content that Dave put together for South Carolina; remember to talk to ballot programming support initially being provided by DESI but long-term, being handled by the County & City. Also include discussion regarding Site Survey's being accomplished via train the trainer approach
- Tim - Discuss Rover support needs with Warehouse folks and share with Randy
- Scott - verify delivery date of OS & TSX training video
- Scott - check with development team regarding something (sorry, I couldn't read my own notes!) But hopefully Scott remembers what he was checking on. :->
- Larry - begin testing/try creating ballot using 118:19 or 118:22??; discuss with Pat Green whether or not the current firmware in OS will meet the Chicago requirements.

### MEETING NOTES

- **Warehouse Requirements**
  - Logistical support via Project Manager at both locations
  - Per Barry the City and County both have one warehouse location each
  - Between the two facilities there are at least 50 Warehouse resources that will want to be involved and will require training
- **Training**
  - Submitted question to clarify scope of training service to be provided
  - Per Steve, Ohio resources/Jessica Hiner may be available to assist as a technical SME for shooting the TSX video
    - Demo of available fonts and screen graphics is very important
  - Training videos and e-learning/online training need to be included in the narrative responses from Scott Durham's team
  - OS video is complete
- **Is Union labor a concern for this project?**
  - Per Dr. Andrade, MBE is NOT required to be unionized.
    - County adheres to the 35% more than the City
    - Coming close to the 35% MBE requirement is acceptable
    - Confirmed that we can use one major source (MBE & female owned is acceptable and they are not required to be certified)
    - Has had discussions with a Consulting Services/Project Management/Gov't Relations provider that we may be able to use; the City and County have done business with this organization previously and like them
  - DESI services is concerned about costs
  - DESI will have LOU in place with all MBEs

- **Site surveys**

- Survey's we should accomplish via train the trainer/supervisory approach
- Setup and breakdown at precincts IS NOT required; City/County staff will be responsible for this
- WE MUST ENSURE SETUP/BREAKDOWN PROCEDURES ARE KISS; KEEP IT SIMPLE STUPID :->

-----Original Message-----

**From:** Younger, Leann  
**Sent:** Monday, June 21, 2004 4:09 PM  
**To:** Herron, Barry; Walsh, Timothy; Ashworth, David; Durham, Robert Scott; Caylor, Donna; Moreland, Steven; Deabenderfer, Randy; 'Juan Andrade'; McInerney, Beatta; Calvert, Larry  
**Subject:** Services Focus Meeting #1 Meeting Notes & Action Items - Chicago/Cook County Opportunity

**Remember the next meeting is THIS Thursday from 7:30 - 8:30 a.m.**

- **Action Items**

- Beatta schedule meeting to discuss MBE plan; include Steve, Juan, Barry & Beatta;
- Donna ask Robert Chen for San Diego information regarding EMPs

- **Meeting Notes**

- **First Election in 02/05 for 300 precincts (will be part of the acceptance testing)**
- **March 06 & 11/06 two contractual elections**
- **Warehouse Requirements**
  - Logistical support via Project Manager at both locations
  - Scope and responsibilities need to be fleshed out
- **Project Management/PMI** cert level w/in customer is limited HOWEVER they know how to run elections/very knowledgeable; roll up the sleeves/get to work/run successful elections
  - Not the Maryland solution, per Barry's personal opinion
  - Customer wants a lot of face to face communication/presence from the Project Manager/no surprises/people skills highly necessary
- **Services to be provided**
  - Project Management w/ some logistical support relative to Warehouse requirements.
  - Turnkey solution striving to get customer to the point they can do their own ballot programming.
    - Programming for the County & the City.
    - Ballot printing down w/in Union based printing industry; unless DESI has a partnership with local provider
    - Cost DOES NOT include cost of printing ballots
- **Training**
  - May need to submit question to clarify scope of training service to be provided
  - City has 14k resources, County 13k resources - total of 27k folks to train
  - County/City will provide facilities for training
  - Rover support needs to be calculated using local expertise/knowledge; Tim can assist with getting this information to the Services team
- **Is Union labor a concern for this project?**
  - Per Juan, yes we will have to rely on Union labor; most of the MBE's are NOT union.
- **Voter Outreach**
  - Very solid plan for VO as part of this turnkey solution
  - Services has concern and wants to ensure we do not over commit; avoid over promising/under delivering/lack of follow through
  - Hart's partner will be our competition in the Voter Outreach area
- **Site surveys at each location?**
  - Must upload results via Verizon technology; survey's we should accomplish via train the trainer/supervisory

approach

- Setup and breakdown at precincts IS NOT required; City/County staff will be responsible for this
- WE MUST ENSURE SETUP/BREAKDOWN PROCEDURES ARE KISS; KEEP IT SIMPLE STUPID :->)

- **EMP**

- They traditionally have last minute changes (adding candidates the day before the election)
- If they have 14k units to deploy; how fast can we download 14k cards; the answer to this question will tell us how many EMPs to include
- How would this affect L & A testing? In 1994 they didn't have time for additional L & A testing, per Tim

- From Black Box Voting Document Archive -