



ADVISORY 2017-01

January 30, 2017

To: County Boards of Elections with Remaining Funds for Electronic Pollbooks
Directors, Deputy Directors, and Board Members

Re: Purchasing Electronic Pollbooks with State Funding – Reminders

SUMMARY

In 2015, the Ohio General Assembly appropriated \$12,750,000 in the State Operating Budget for county boards of elections to procure electronic pollbooks.¹ Each county has been allocated a *pro rata* share of the appropriation based upon the number of registered electors in the county. Each county's share of the funding is intended to cover up to 85% of the cost for the county to procure electronic pollbooks. To receive the funding, each county first must purchase the electronic pollbooks and then request reimbursement from the Ohio Department of Administrative Services (DAS).

The funding expires on June 30, 2017, and the documentation necessary to obtain the funding must be received by the DAS no later than May 31, 2017. Once the funding expires, it is gone. Any unused portion of the funding cannot be carried over to the next fiscal year or allocated to another county.

The purposes of this Advisory is to remind your county of the process and deadline for obtaining its funding and strongly encourage your county to utilize its share of the state funding

PROCUREMENT OF POLLBOOKS USING THE FUNDING

A. Selecting Electronic Pollbooks for Your County

Each electronic pollbook that is included in the state term contract and pricing list has been certified for use in Ohio elections. Though all electronic pollbooks serve the same basic purpose, they vary in functionality and configuration. Your county might want to compare pollbooks to determine which one fits your county's needs.

If you have questions regarding a specific pollbook or want to see a demonstration, please feel free to reach out to the pollbook's vendor. Contact information for each vendor is attached to this Advisory.

¹ Am. Sub. H.B. 64 (131st General Assembly), Section 207.63 of the legislation.

A board of elections must procure enough electronic pollbooks to serve each precinct and every voter in the county on Election Day. Accordingly, a board should purchase, at a minimum, one pollbook per precinct. This number will provide a board with a few backup or reserve pollbooks in case voter turnout is higher than expected or a pollbook needs serviced.

B. State Term Contract

DAS worked with each vendor that had an electronic pollbook certified in Ohio to compile a state term contract and pricing list. The contract and pricing list can be accessed by following the link below. The contract and pricing list includes any hardware, software, peripheral, and equipment necessary for operation of the pollbook.

<http://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=33616>

If you have questions regarding the state term contract, please contact:

Dennis Kapenga
4200 Surface Road
Columbus, Ohio 43228
(614) 466-7911
Dennis.Kapenga@das.ohio.gov

C. Memorandum of Understanding

In order to be reimbursed for its purchase of electronic pollbooks, a county board of elections must be an active member of the DAS Cooperative Purchasing Program and enter into a Memorandum of Understanding (MOU) with the DAS and its county's board of county commissioners.² The "Terms of Agreement" portion of the MOU outlines the process that a county board of elections must follow to select its pollbooks using the state term contract, notify the DAS of its selection, and submit documentation to the DAS to be reimbursed.

For your convenience, a Microsoft Word version of the MOU is being provided to you with this Advisory. You are encouraged to share it with your county prosecuting attorney and work with him or her on the appropriate steps to have it executed.

D. Obtaining Reimbursement

In order to be reimbursed, your county must make its selection and purchase using the state term contract and provide the following to the DAS **no later than May 31, 2017**:

- A copy of the completed MOU signed by the board of elections and appropriate county designees;
- A copy of the quote for your contract purchase of electronic pollbooks; and
- A copy of your purchase order for the contract purchase of electronic pollbooks.

² The Memorandum of Understanding (MOU) is required by the language accompanying the appropriation.

If you have questions on the reimbursement process, please contact:

Lori Malinovsky
30 E. Broad St., 40th Floor
Columbus, Ohio 43215
(614) 995-2041
Lori.Malinovsky@das.ohio.gov

Please note that a county's reimbursement cannot exceed its allocation of the funding.

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If you have questions regarding this Advisory, please contact Brandi Laser Seskes at (614) 466-2585 or bseskes@OhioSecretaryofState.gov.

Sincerely,


Jon Husted