

VoteCal Contracting Frequently Asked Questions

Posting: December 21, 2009

1. The VoteCal contract we received is only for \$468. Is this our total reimbursement for VoteCal?

All county contracts list multiple activities counties will participate in under the defined scope of work. At this time the only activities that funds may be allocated for is 1) mileage to and from periodic regional workshops and 2) travel and staff time associated with participation in the Discovery sessions, if the county was selected by the CACEO for these sessions. When the scope of data conversion and training activities are better understood, county contracts will be amended to include additional funding.

2. Which counties have been selected to participate in the Discovery sessions?

The VoteCal Project needed county input to help confirm VoteCal's business and functional requirements in advance of system design. The CACEO was asked to select representative counties - small, medium, and large counties and at least one each of all the EMS vendors in use in California. Counties that volunteered include Alameda, Contra Costa, Fresno, Los Angeles, Madera, Marin, Modoc, Orange, Riverside, San Diego, Santa Clara, Sacramento, Solano, and Stanislaus counties.

3. For which expenses will HAVA reimburse for participation in the Discovery sessions?

Each participating county received a unique allocation of funds from those approved for Discovery session reimbursement. Travel expenses were estimated based on the state rate for the number of anticipated travels days. Wages were estimated based on wages paid in the past for managerial, technical and program classifications. VoteCal will only reimburse based on documented expenditures for travel and wages. No funds will be distributed in advance. Funds allocated to Discovery may not be used for other purposes.

4. Why were contracts issued before the project knew all the details of county participation?

In order to fully execute a contract for any value, SOS must receive a copy of the Board resolution or authorizing ordinance for the contract. Since Boards vary on the lead time needed for scheduling presentations and on the scope of authority granted

to Registrars, SOS wanted to get a contract to Registrars as early as possible in the project. This would allow the Registrars to brief their Boards on the overall scope of county involvement in VoteCal and potentially gain blanket authorization for all VoteCal reimbursement contracts. VoteCal will amend the contracts as each activity is scheduled and scope of county involvement is refined. If a blanket authorization is not obtained, each amendment will require Board authorization in order for the county to invoice for reimbursement for VoteCal participation.

5. Some Registrars already have the authority to enter into contracts for HAVA funds. Is a new Board resolution required for VoteCal?

A valid resolution or ordinance authorizing the county to enter into contracts with SOS for HAVA funds is required. If the authorization already exists and has not expired, no additional authorization is required. Simply attach the authorization to the contract when it is returned to SOS. If you have any questions about whether the authorization will be adequate, please contact SOS Contract Services at (916) 653-5974, or contract.services@sos.ca.gov.

6. What if a Registrar can't obtain Board authorization for a contract amendment before a VoteCal activity begins? Will the project still reimburse for participation?

Reimbursement cannot be made for activities outside the effective dates of the contract. The project will provide as much lead time as possible. It will be in the counties' best interest to expedite contract amendments so that the costs of participation in VoteCal activities can be reimbursed. The project can reimburse for partial activities if the contract is fully executed part way through an activity.

7. What must a county provide to make a claim for VoteCal reimbursement?

In general, actual receipts for meals, lodging and mileage must be submitted to corroborate the claim. Counties must provide SOS with the wage rates for their specific participating staff, including normal hourly rate and benefit costs. County staff must also submit individual HAVA timesheets detailing VoteCal and non-VoteCal hours worked. For authorized hardware or software reimbursement, counties must submit an invoice for the items and proof of delivery. VoteCal is using the same processes and procedures that are required for all HAVA invoicing. Questions about invoicing requirements may be directed to Kaye Kauffman at (916) 653-6804 or kaye.kauffman@sos.ca.gov.