

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. \_\_\_\_\_  
 Contract     Re-Bid     Other    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQEL16000001 TERM OF CONTRACT One Time Purchase ) WITH 0 YEAR(S) OTR

Requisition /Project Title: Relia-Vote Outbound MSE Inserting System

Description: To purchase a Pitney Bowes MSE Inserting System to be installed into the current Relia-Vote network infrastructure. The MSE inserter is critical to the Department's ability to overcome both the estimated shortfall in capacity provided by a single inserter and to mitigate the risk of not having backup equipment when facing very tight deadlines.

Issuing Department: Elections  
 Estimate Cost: \$872,088

Contact Person: Sherry Y. Crockett Phone: 305-375-4693  
 GENERAL FEDERAL OTHER  
 Funding Source: Capital Funds - Capital Outlay Reserve Funds

**ANALYSIS**

<b>Commodity Codes:</b> 918-29			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Contractor:</b>	Pitney Bowes, Inc.		
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
<b>Comments:</b>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b><u>RECOMMENDATIONS</u></b>			
	<b>Set-aside</b>	<b>Sub-contractor goal</b>	<b>Bid preference</b>
<b>SBE</b>			
<b>Basis of recommendation:</b>			
<i>Signed: Sherry Y. Crockett, CPPB</i>		Date sent to DBD: December 3, 2015	
		Date returned to DPM:	



**SECTION #3  
EMERGENCY PURCHASES**

**NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)**

▶ REQUISITION #: RQEL1600001      P.O. #: \_\_\_\_\_      BCC DATE: \_\_\_\_\_

▶ ACQUISITION DATE (Date Order Is Placed): **11/23/15**

▶ TITLE:	Relia-Vote Outbound MSE Inserting System
▶ DESCRIPTION:	Purchase of Pitney Bowes MSE inserting system to be installed into the current Relia-Vote network infrastructure. The MSE inserter is critical to the Department's ability to overcome both the estimated shortfall in capacity provided by a single inserter and to mitigate the risk of not having backup equipment when facing very tight deadlines.
▶ PURPOSE:	The process of preparing and mailing Overseas and Domestic Absentee Ballots begins approximately 48 days prior to the Election, with the first mailing of Overseas ballots 45 days prior to the Election on January 30, 2016. Overseas absentee ballot mailing is immediately followed by preparation for the February 16 <sup>th</sup> mailing of Domestic ballots 28 days prior to the PPP. The new inserter needs to be installed and tested by January 30, 2016.

▶ Department(s):	▶ Funding Source(s):	▶ Allocation(s):
Elections Department	CORF	\$872,088.00
*		

▶ TERM OF CONTRACT:

One    Two    Three    Four    Five    Year(s)  
 \_\_\_\_\_ Month(s)  
 Contract Period From \_\_\_\_\_ to \_\_\_\_\_  
 Upon Completion    From \_\_\_\_\_ to \_\_\_\_\_  
 Upon Delivery    60 Days A.R.O. (after Receipt of Order)

Special Conditions:

Insurance Type \_\_\_\_\_  
 Performance/Payment Bond  
 Certificate of Competency  
 Living Wage Applies

<b>SBE Measures:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Set Aside <input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Bid Preference <input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Goal <input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise	<b>Review Committee Date:</b> _____ <b>Item #:</b> _____
---	---

▶ Number of Price Quotation(s): Requested: \_\_\_\_\_ Received: \_\_\_\_\_

Awarded To Low Bidder:  YES    NO, if "NO", provide explanation in the Comments section.

Vendor: Pitney Bowes, Inc.	Vendor: _____
Vendor: _____	Vendor: _____

Contract Value: \$872,088.00

Did Local Preference affect the outcome of the Award?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if "YES", provide detailed explanation in the "Comments" section
---	---

**SECTION #3  
EMERGENCY PURCHASES**

REQUISITION # RQEL1600001  
TITLE Relia-Vote Outbound MSE Inserting System

UAP Included:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Will CITT Funds be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</li> <li>• Will Federal Funds be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</li> <li>• If UAP is not included, <b>Attach written approval to waive UAP and provide an explanation in the "Comments" section</b></li> </ul>
---------------	---	---

► **Justification and Comments:** The Elections Department request the emergency acquisition of a Relia-Vote MSE inserting system for mailing absentee ballots for the March 15<sup>th</sup>, 2016 Presidential Preference Primary Election. The timely acquisition and installation of the Relia-Vote MSE inserting system is critical to the Department's ability to overcome both the estimated shortfall in capacity provided by a single inserter and to mitigate the risk of not having backup equipment when facing very tight deadlines. Funding for this project was approved with the FY 15-16 Capital Budget on 10/1/2015.

**Background/Need to now:** The process of preparing and mailing Overseas and Domestic Absentee Ballots begins approximately 48 days prior to the Election, with the first mailing of Overseas ballots 45 days prior to the Election on January 30, 2016. Overseas absentee ballot mailing is immediately followed by preparation for the February 16<sup>th</sup> mailing of Domestic ballots 28 days prior to the PPP. In order to meet the mandatory deadlines, the new inserter needs to be installed and tested by January 30, 2016.

**Potential Issues:** \_\_\_\_\_

► **Signature(s):**

Patricia Prochnicki  
Contact Person

11/23/15  
Date

305-499-8568  
Telephone

  
\_\_\_\_\_  
Department Director Approval

11/23/15  
Date

**Procurement Management Services Use Only**

**Signatures(s):**

\_\_\_\_\_  
Procurement Contracting Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date

**SECTION #3**  
**EMERGENCY PURCHASES**

_____ Assistant Director	_____ Date
_____ Director	_____ Date
_____ Vendor Assistance Section	_____ Date

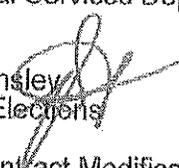
**Attach:** 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).

# Memorandum



**Date:** November 13, 2015

**To:** Tara C. Smith  
Director Internal Services Department

**From:** Penelope Townsley   
Supervisor of Elections

**Subject:** Emergency Contract Modification and Acquisition – Reliavote Ballot Inserter

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The Elections Department is requesting the emergency acquisition of a Reliavote ballot inserter in order to meet statutory deadlines for mailing absentee ballots for the March 15<sup>th</sup> Presidential Preference Primary Election (PPP). The process of prepping and mailing Overseas and Domestic Absentee Ballots begins approximately 48 days prior to the Election, with the first mailing of Overseas ballots 45 days prior to the Election on January 30, 2016. Overseas absentee ballot mailing is immediately followed by preparation for the February 16<sup>th</sup> mailing of Domestic ballots 28 days prior to the PPP.

In order to meet these mandatory deadlines, we must strictly adhere to the following dates for site preparation and installation:

- November 2, 2015 – November 27, 2015 – site preparations, install network drops, install phone lines, and install power connections,
- December 1, 2015 - January 30, 2016 – Install new inserter and test.
- January 31, 2016 Go live for use in the March 15, 2016 Presidential Preference

The timely acquisition and installation of the Reliavote ballot inserter is critical to the Department's ability to overcome both the estimated shortfall in capacity provided by a single inserter and to mitigate the risk of not having backup equipment when facing very tight deadlines.

Your consideration of this request is appreciated.

If any further information is needed please feel free to contact me at (305) 499-8509.

Attachment



## STATEMENT OF WORK

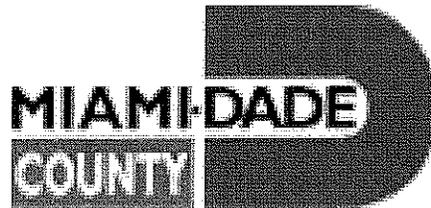
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### *Relia-Vote™ Mail Balloting System*

*Improves the integrity, accuracy  
and efficiency of mail ballot processing*

## MIAMI DADE ELECTIONS DEPARTMENT

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MIAMI, FL

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### Relia-Vote™ Outbound MSE Inserting System

<b>Edwin Norris</b>	<b>Account Manager</b>
<b>Doug Bernhardt</b>	<b>Government Account Manager</b>
<b>George Delahoz</b>	<b>Service Manager</b>
<b>Elvis De Freitas</b>	<b>Customer Development Engineer</b>
<b>David Wilkinson</b>	<b>Project Manager</b>
<b>PQC Quote</b>	<b>3-20EIECL</b>
<b>Application Number</b>	<b>MA15115003</b>

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## 1. REVISION HISTORY

Revision	Date	Author	Description
1.0	6/4/15	Elvis De Freitas	Initial SOW write-up
1.1	6/18/15	Elvis De Freitas	Revisions from meeting on 6/16/15
1.2	6/22/15	Elvis De Freitas	Edit – Added open window kit pictures on existing MSE inserter
1.3	7/7/15	Elvis De Freitas	Included Miami Dade edits.
1.4	9/8/15	Elvis De Freitas	Changed wording for mounting locations of the moving beam scanners from "right" to "non-operator" and DDS printers from "left" to "operator"
1.5	9/22/15	Elvis De Freitas	Revised to include the following note per Miami Dade request: This SOW is subject to the Terms and Conditions of Contract #SS8541-0/12 dated 11/26/13
1.6	9/24/15	Elvis De Freitas	Revised to include the project projection dates per Miami Dade request.

The information contained in this document and the solution proposed by Pitney Bowes document messaging technologies, inc. ("DMT") [or Pitney Bowes inc. ("PBI")] is proprietary and confidential to DMT [or PBI]. These materials can be used solely for the purpose of evaluating a possible transaction between DMT [or PBI] and its prospective customer. No recipient of these materials may use them for their commercial advantage. The recipient of these materials must hold them in confidence and shall not distribute them, in whole or in part, to any other individual or entity in any form without the prior written consent of DMT [or PBI] management.

## 2. PROJECT TEAM

Miami Dade Elections Department Contact List			
Name	Title	Office Phone	Email
Bob Vinock	Assistant Deputy Supervisor of Elections	305-499-8365	<a href="mailto:BOBV@miamidade.gov">BOBV@miamidade.gov</a>
Engelbert Asiatico (Bert)	Information Systems Division	305-499-8336	<a href="mailto:asiatie@miamidade.gov">asiatie@miamidade.gov</a>
Will McNuckles		305-499-8523	<a href="mailto:williem@miamidade.gov">williem@miamidade.gov</a>

Ship to Address	Correspondence Address
Miami Dade Election Department 2700 NW. 87 <sup>th</sup> Ave Miami, FL 33172	Miami Dade Election Department 2700 NW. 87 <sup>th</sup> Ave Miami, FL 33172

Pitney Bowes Relia-Vote™ Contact List			
Name	Title	Office Phone	Email
Edwin Norris	Sales Account Executive	904-516-5968	<a href="mailto:edwin.norris@pb.com">edwin.norris@pb.com</a>
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Ed Hernandez	Solutions Engineer		<a href="mailto:ed.hernandez@pb.com">ed.hernandez@pb.com</a>

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### 3. ACCOUNT OVERVIEW

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#### 3.1 History

Miami Dade is a current user of our full Relia-Vote overall outgoing and incoming ballot solution. Miami Dade currently has our File Prep software package, one MSE inserting system and two Vantage sorting systems. Miami Dade is looking to add an additional MSE inserter to increase the outgoing ballot inserting capacity to assist with the peak volumes during large elections.

#### 3.2 Project Scope

The purpose of this document is to define specifications and requirements for the Relia-Vote™ Outbound MSE inserting system to be delivered by Pitney Bowes to Miami Dade Elections Department, and to serve as an agreement between Pitney Bowes and Miami Dade Elections Department as to the responsibilities and requirements from each party that are necessary to ensure a successful implementation of the Relia-Vote™ Outbound MSE inserting system.

The overall project scope will include Pitney Bowes providing a duplicate MSE outbound inserting system which will be installed into the current Relia-Vote network infrastructure.

The supplied Outbound MSE inserter will be configured to process the current ballot and envelope styles which are currently being processed on the installed MSE inserting system. No changes to the existing application or design. The MSE inserter being provided will be configured in the same configuration as what is currently installed. The inserter will be configured with an output DDS ink jet printing solution over the installed MSC ink jet printer as the current MCS printing model is no longer being provided. Other than the output ink jet printing unit everything else will be the same.

#### Term & Conditions

This SOW is subject to the Terms and Conditions of Contract #SS8541-0/12 dated 11/26/13

## 4. CURRENT OUTBOUND ENVIRONMENT

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### 4.1 Current Outbound Ballot Process

Today Miami Dade is using one MSE inserter to handle all of the outgoing ballot volumes. The current MSE inserter configuration is a Non-Input inserter with 12 friction inserter feeders, 8 of the feeders has a Moving Beam scanner mounted on the top right side of each feeder, the same 8 feeders are also configured with a DDS single head ink jet printer which is mounted top left side of the feeder. The MSE inserter is a standard turnover configuration with the following components in the output of the system, 5 Vbin (divert bins), vacuum base for the ink jet printing unit with two 2" print heads to provide a total of 4" of print, the vacuum base is also configured with an output camera to scan the printed Voter ID barcode, the output is also configured with a DM Infinity meter to apply the proper postage on each completed ballot packet, also the output is configured with a 9' shingle output deliver conveyor.

Miami Dade does not process any flat envelopes and the outer mailing envelope is 6" H x 10 1/2" L. The below is a make-up of the various components which make up the ballot packet and various other detail which the MSE inserter will need to handle. (At times Miami Dade also runs a 6" x 11" mailing envelope and a 5 5/8" x 10 1/4" return envelope)

We plan to provide a duplicate MSE inserter configuration based on what is currently installed and the new MSE inserter will be installed into the existing network infrastructure.

The current outbound mailing ballot packet consists of the following components:

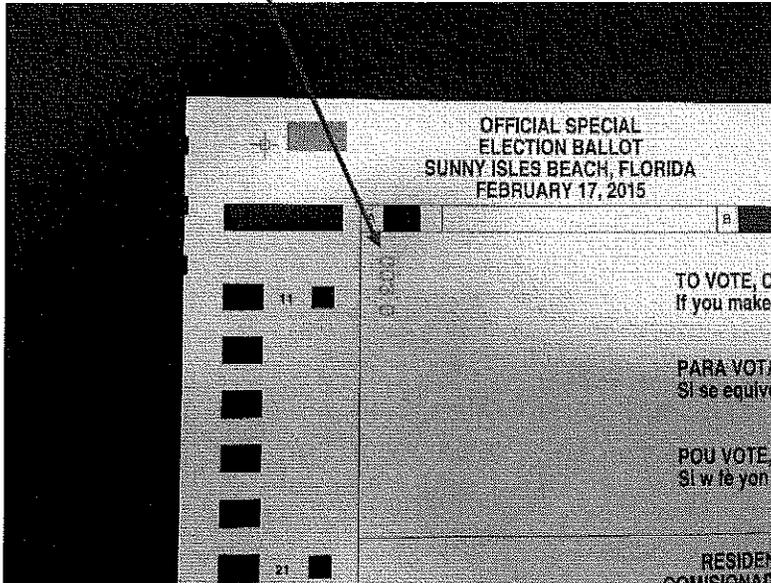
- Single 8 1/2" x 14" Ballot – Which is pre-folded down to a letter fold format – Size after folding 8 1/2" x 4 3/4"
- 3 7/8" x 8 1/2" Instructions Booklet
- 5 5/8" x 9 3/4" Affidavit/Secrecy Return Ballot Envelope
- 5 1/4" x 8 1/4" Ballot Sleeve
- Regular 6" x 10 1/2" top flap mailing outer envelope – With a window on the front of the envelope to print on the return affidavit envelope.

### Ballot

The pre-folded ballot will have a 3of9 barcode printed on the right side of the ballot and will be in the middle of the pre-folded ballot. The ballot will have a clear area in the left side of the pre-folded ballot for printing the precinct number for each ballot with the installed DDS printer which will be mounted on the top left side of 8 insert feeders. The information to be printed would be three numeric digits followed by a period (.) and one final digit.

## Ballot Precinct Printing

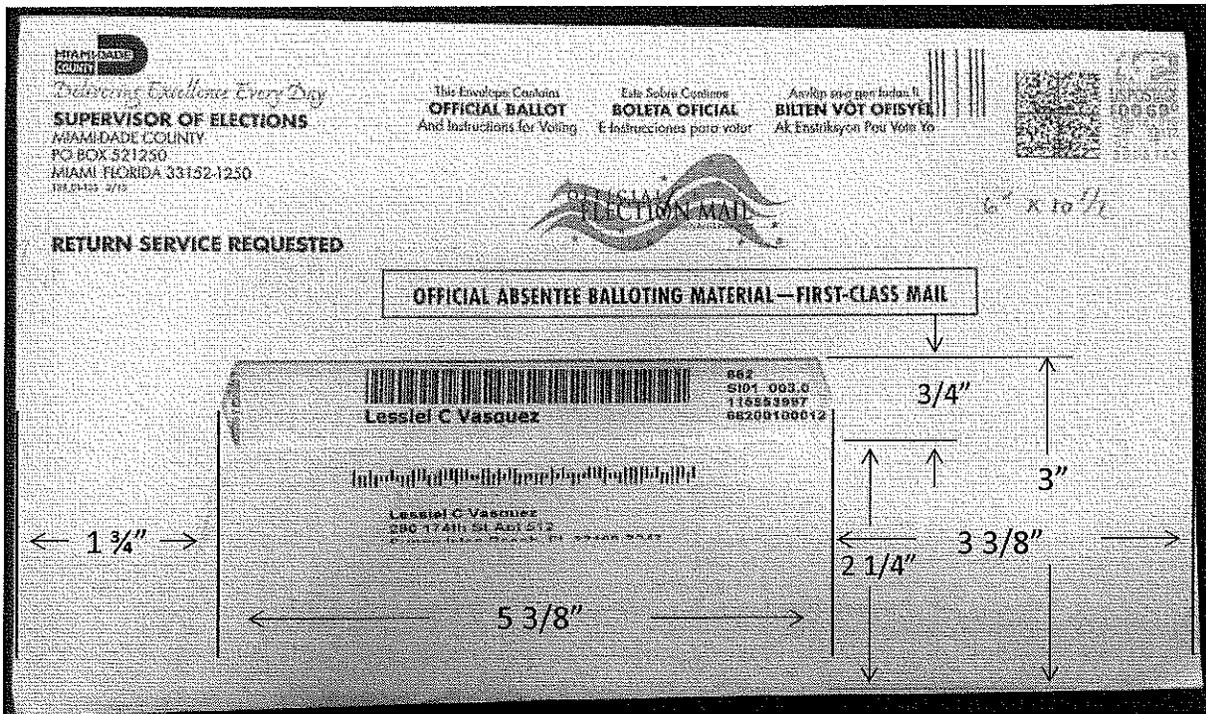
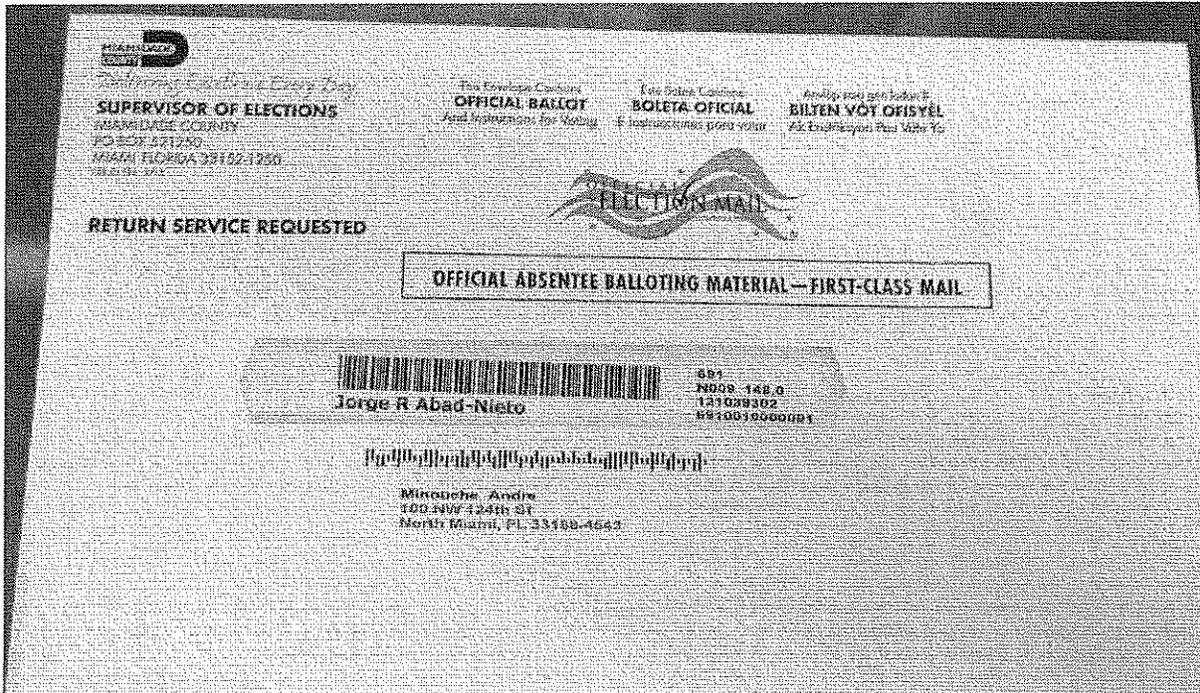
See the below example of what is being printed by the DDS ink jet printer on the 8 inserter feeders:



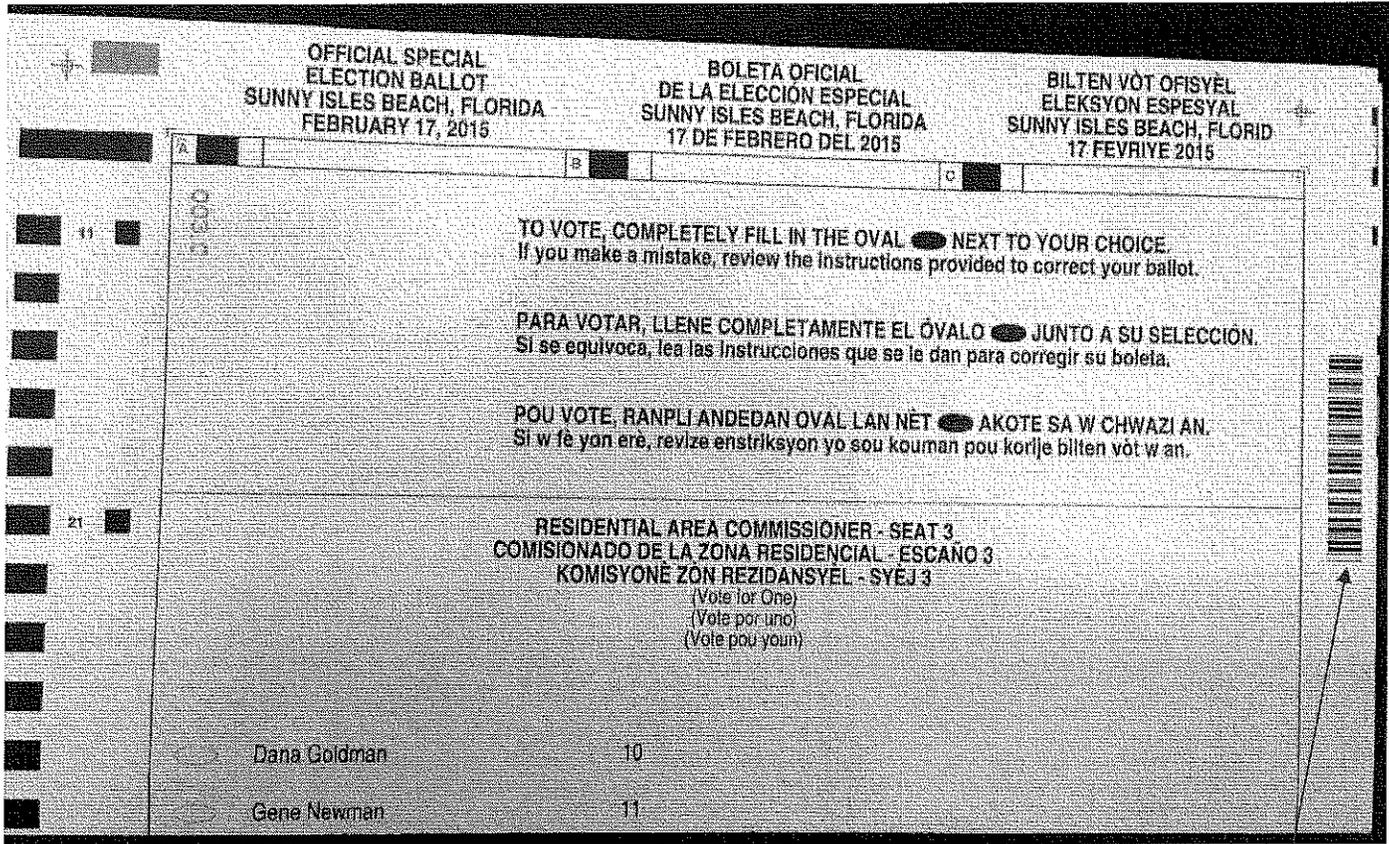
4.2 Application Details

Ballot Packet Envelope Example – Size is 6” x 10 1/2”

Front Side



Pre-Folded Ballot Example – Size is 8 1/2" x 4 3/4"



Ballot style barcode scan and verify.

Feed Direction – Barcode Face Up – Folded Edge Leading  
(The primary control ballot will feed from feeder #12 and multiple pages from feeders 10 to 4)





### 4.3 Current Ballot Style Barcode

The application is currently using a 3of9 barcode on the ballot to verify that the correct ballot style was loaded by the operator and matches the MRDF file. The ballot will contain a barcode that denotes the ballot style and the number of ballot pages required. The ballot style barcode consist of 6 characters.

NM03-1



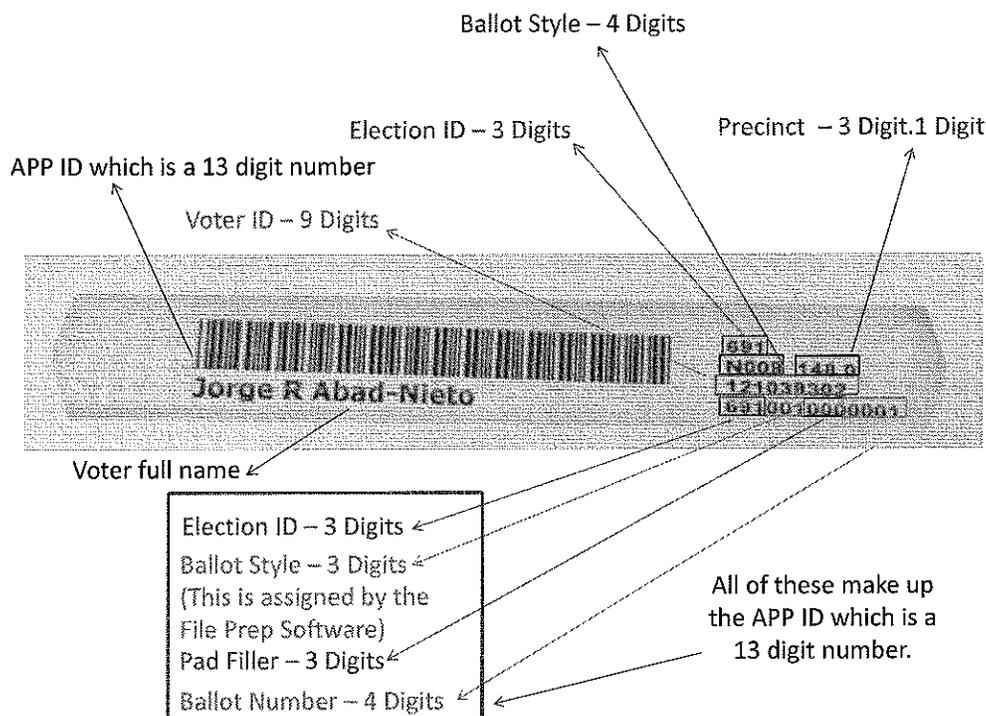
Example: \_\_\_\_\_

#### 3of9 Barcode Format

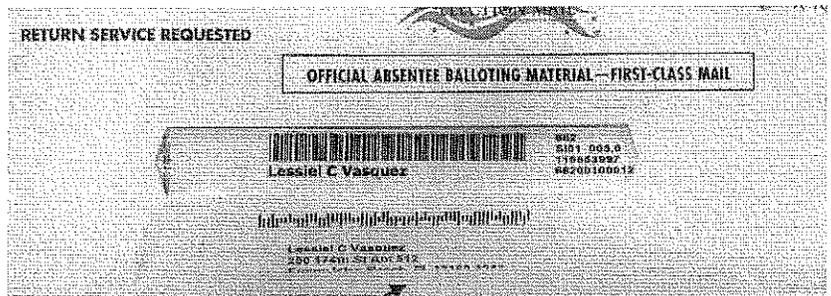
BALLOT STYLE 3OF9 BARCODE CONTENT DEFINITION			
FIELD	FIELD TYPE	START	LENGTH
1	Ballot Style – Alpha numeric	1	4
2	Dash	5	1
3	Ballot Page Number – Numeric - This would increment for each additional ballot page required per voter packet	6	1
4			

#### 4.4 Printing Layout – The following is the current print layout for printing on the affidavit envelope through the open window and on the mailing envelope:

Print Information to be printed through the open window:



NOTE: The ballot number can be up to 5 digits at times, but the example shows 4 digits.



**Print information to be printed just below the open window:**

Full Service IMb barcode  
Voter Name (Text)  
Voter Address (Text)  
Voter city, state, zip (Text)

**NOTE:**

- We need to have the system setup with the same DC and DDS software versions as what is currently on the existing MSE inserter.
- We need to use all of the current Modes which are on the existing MSE inserter.

## 5. SOLUTION CONFIGURATION

The Relia-Vote™ Outbound MSE Inserting system for Miami Dade Elections Department described in this SOW will consist of a duplicate MSE inserting system like what is currently installed to meet the current volumes and requirements.

The components are listed below.

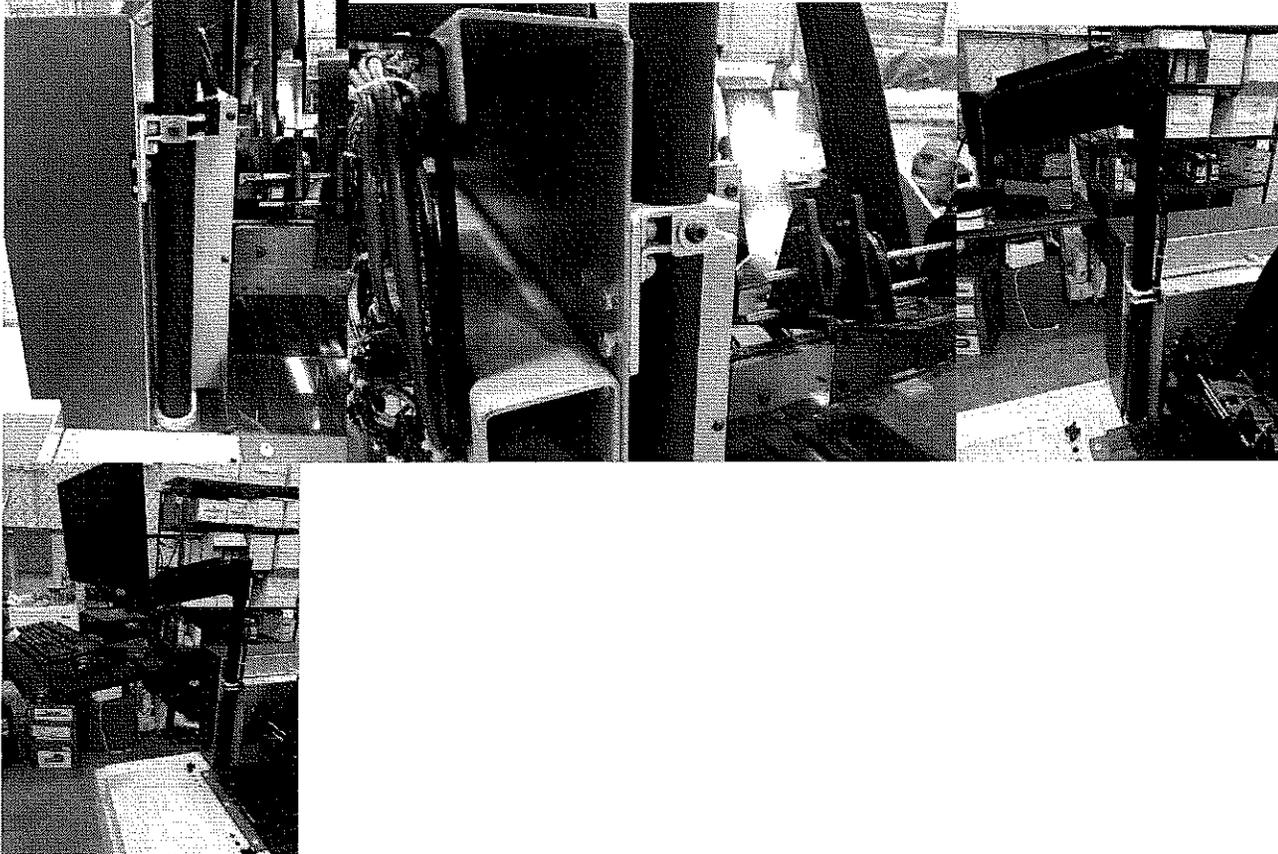
### 5.1 Duplicate MSE Inserter Configuration:

Qty	Product Description	Work Order Comments
1	MSE INPUTLESS SYSTEM	
1	MSE CHASSIS	
1	MSE 12 12FDR 6X9 CHASSIS	
1	12 STATION CHASSIS	Mount monitor near Feeder 12 for DDS printer – See pictures of the mounting and location on the current system in SOW.
1	ServoFrictn Fdr/First U/S	Feeder position 12
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 10
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect roller from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 9
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Leapfrog Deck - Mount between Feeders 11 & 12
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 8
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed

1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 7
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 6
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 5
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 4
1	TOP MOVEBEAM FRICTION FDR	Mount top non-operator side of feeder
1	Custom Chassis Feature	OSSX = DDS Feeder Printer – Mount top operator side of feeder
1	Custom Chassis Feature	OSSX = (1) Custom double detect rollers from SureFeed
1	Custom Chassis Feature	OSSX = Custom feeder scanner mounts
1	Servo Frictn Fdr/ Int Pos	Feeder position 11
1	Servo Frictn Fdr/ Int Pos	Feeder position 3
1	Servo Frictn Fdr/ Int Pos	Feeder position 2
1	Servo Frictn Fdr/Last D/S	Feeder position 1
1	Custom Chassis Feature	OSSX= Model Shop - Custom Integration Labor
1	Custom Chassis Feature	OSSX = (8) Printing Feeder Kits from DDS
1	COMPRESSOR RIVAL/DI2000	
1	FLOWMASTER RTP P.C. AND SUPPORTING PARTS	
1	NON-INPUT KIT 9/12	
1	MSE OUTPUT	MOS= Y315A-Y320-Y315B-Y315A-R760-Y315B-Y315A-FL7E
1	ZX05 Servo Front Table	
1	Custom Output Feature	OSSO= Open Window Kit
1	Belt Turnover MSE	
1	LASER REPORT PRINTER	

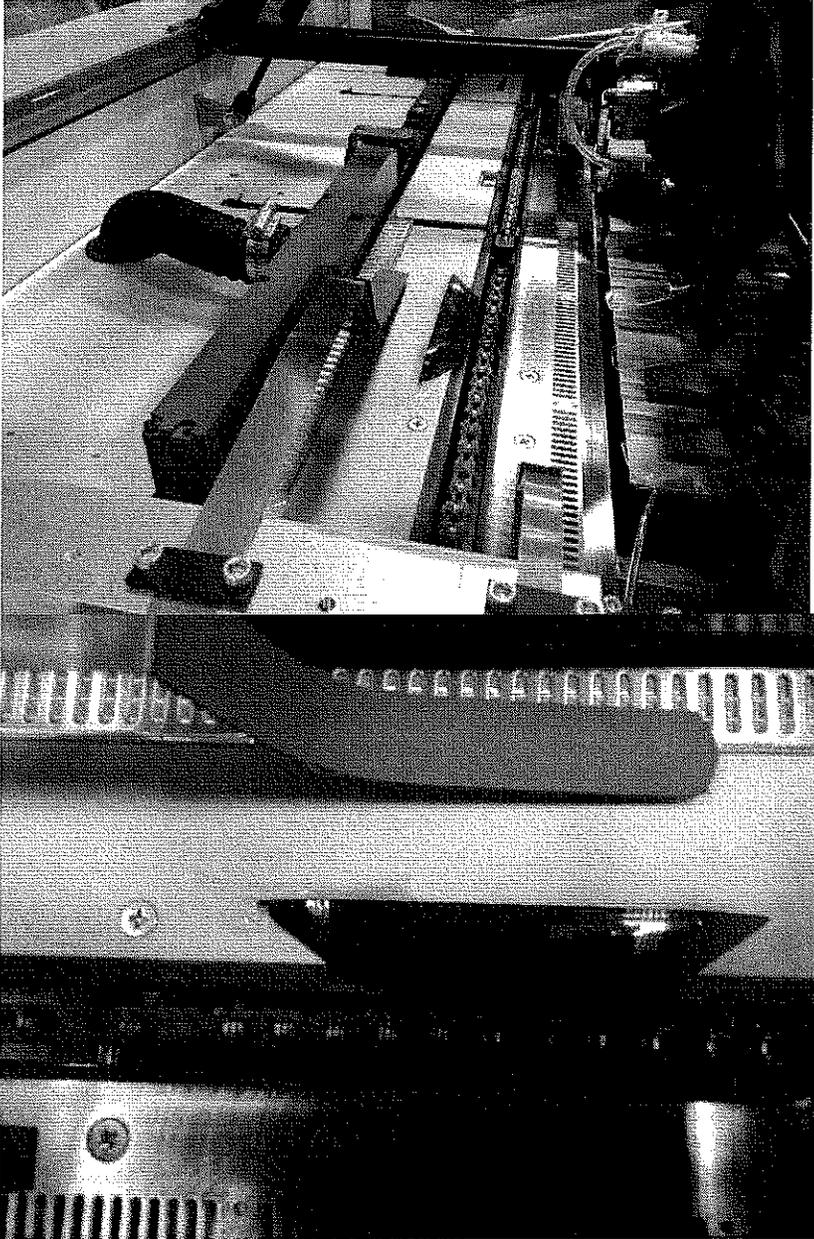
1	FINAL ASSY TIMING BELT DRIVEN VDS	
1	DM INFINITY DM16KR SYSTEM	
1	DM INFINITY	
1	LOCALIZATION KIT	
1	MSE, PPS 2"+2", EFS 44"	
1	PPS STARTUP KIT, 2" PRINT	
1	COGNEX 6MM LENS CAMERA OU	Audit camera mounted after printer on EFS to decode and verify appended data
1	9' FLAT COLLECT CONVEYOR	
3	FINAL ASSY TIMING BELT DRIVEN VDS	
1	FINAL ASSY TIMING BELT DRIVEN VDS	
1	Inserter - Software	
1	ADVANCED DC	
1	DC COMPUTER (WIN 7)	
1	Custom Software Feature	OSSS = Custom printing feeder DC software support
1	HANDHELD SCANNER	
1	DFWORKS NETWORK SWITCH	
1	Inserter - Professional Serv.	
16	SYSTEM ENG SUPPORT LABOR	
1	CUSTOM PRICING	OSSP = 1 Week of DDS field support

**DDS monitor mounting and location on existing system, the duplicate MSE inserter will need a monitor mounted in the same location.**



## Open Window Kit:

The following are a few pictures of the open window kit which is currently on the existing MSE inserter.

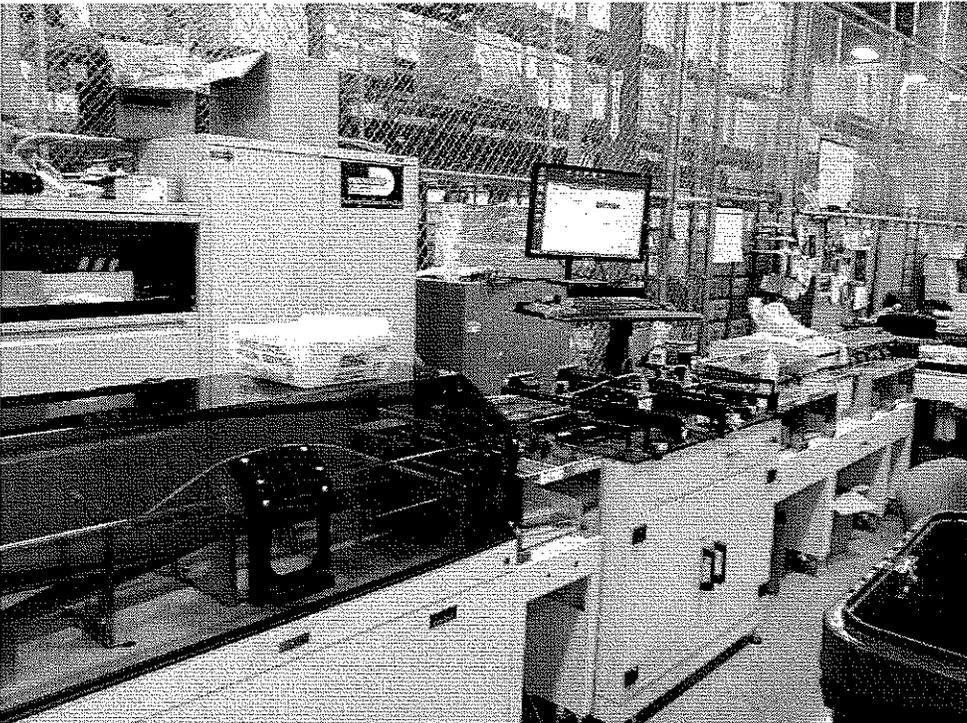
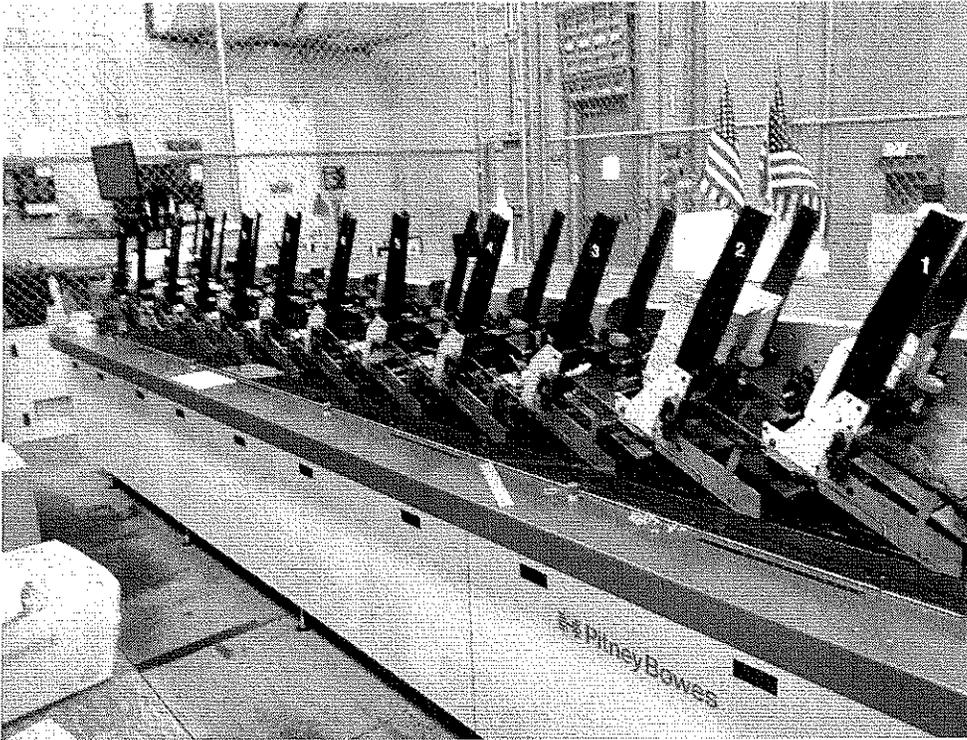


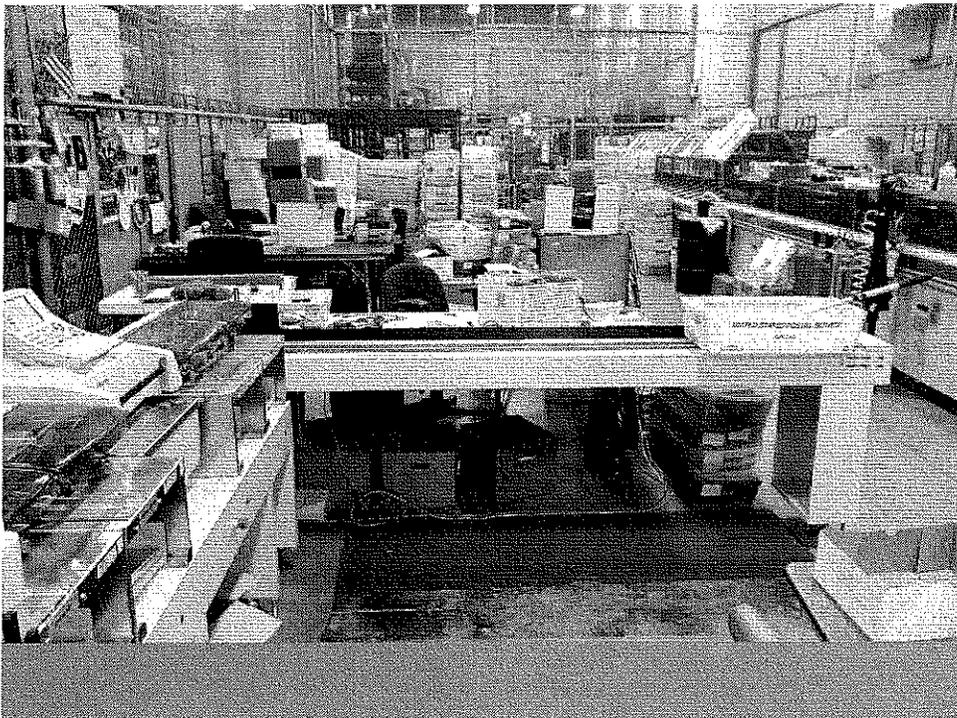
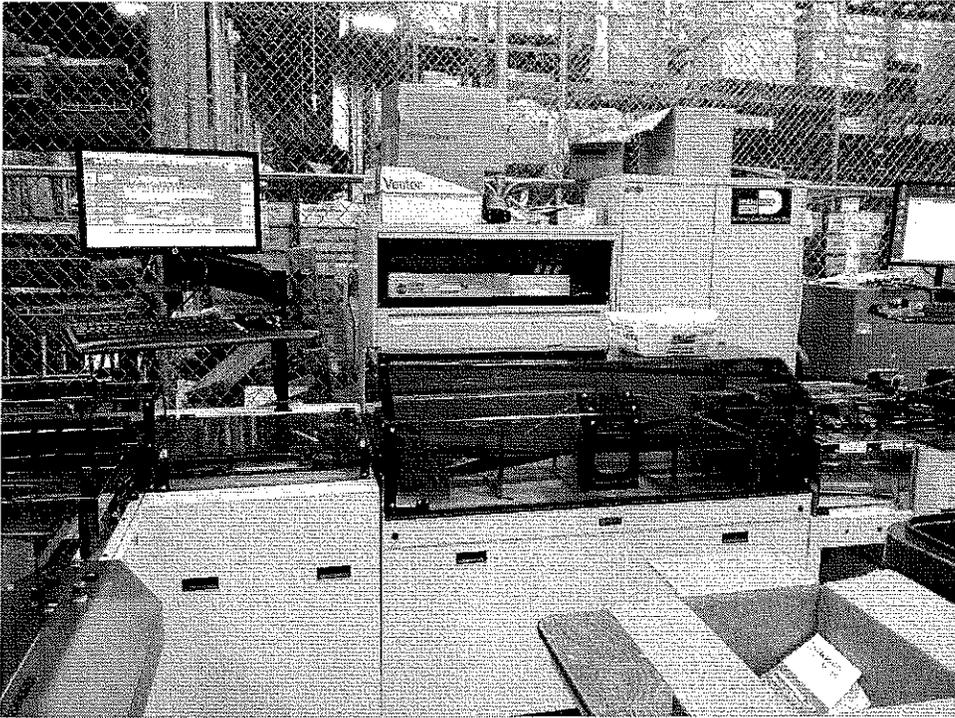
## 6. CURRENT INSTALLED MSE INSERTER CONFIGURATION

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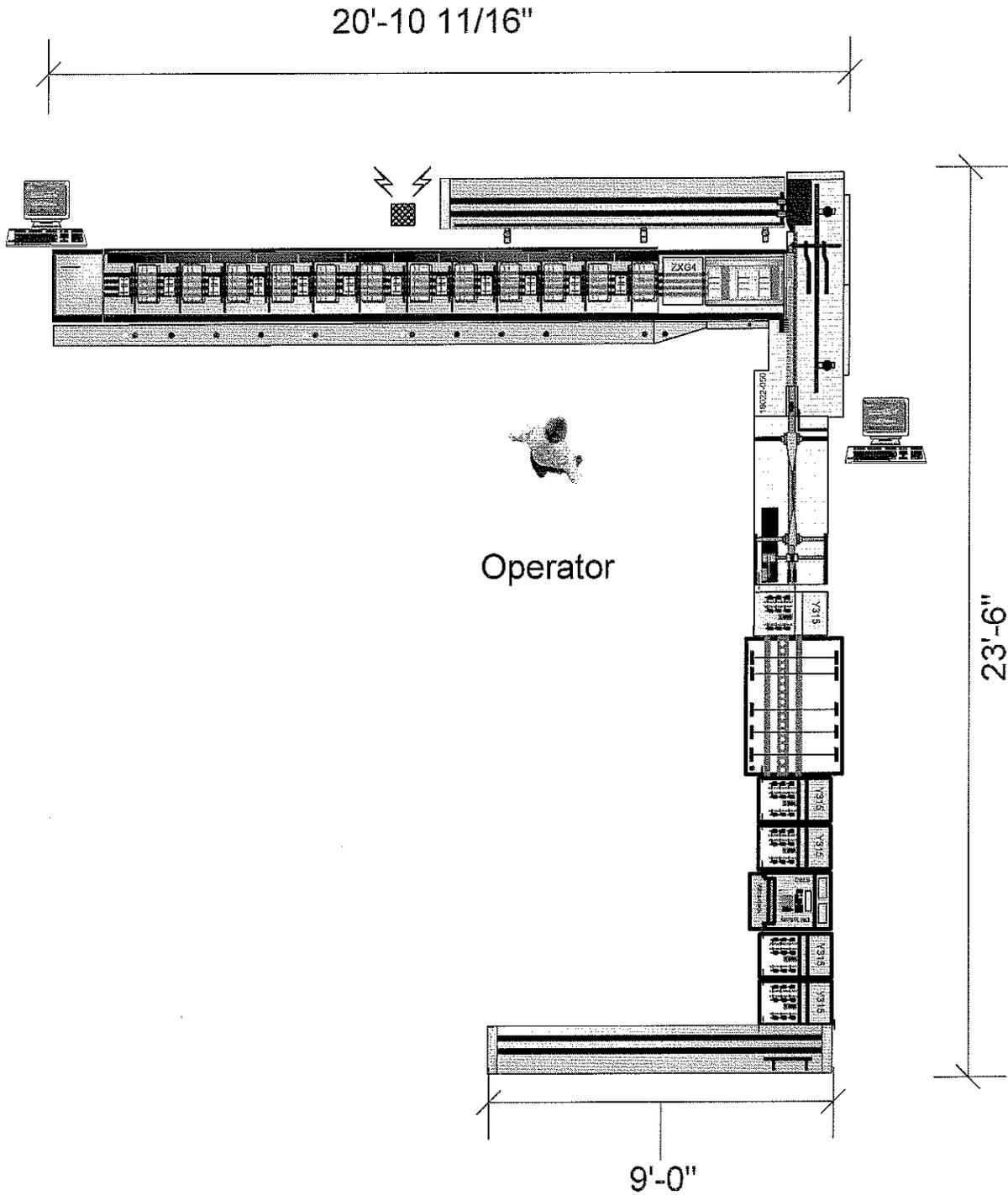
We will be providing a duplicate MSE inserter like what is currently installed today; the only difference will be that the output printing unit will be a DDS printing unit over the existing MCS printing unit.

The following are some pictures of the existing MSE configuration:





7. DUPLICATE MSE INSERTING SYSTEM DRAWING



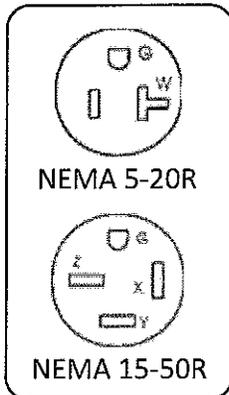
## 8. ELECTRICAL REQUIREMENTS

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### Facility Requirements

#### 8.1 Electrical Requirements

208VAC (+10% / -10%), Three Phase, 50 Amp 4 wire connection  
(L1, L2, L3, Earth) 60 Hz



Peripheral equipment requires additional receptacles at the installation site (120 V, 60 Hz, 20A). Customer supplied main circuit breaker shall have surge protection rated for motor loads and typically at least 10 times the rated current of the machine (50 amps).

The customer is responsible to provide the necessary power receptacles at the machine location in accordance with local electrical regulations. The system uses a NEMA 15-50P plug to connect to the customer supplied 3 phase power receptacle drop rated at 50amps. Earth connection is mandatory for safety.

#### 8.2 System Operating Environment

- Room operating temperature range 50-80 °F (10 – 27 degrees °C)
- Humidity range 15% to 90% relative humidity
- Ventilation room air turnover 3 times per hour
- Ambient illumination, direct sunlight should be avoided

#### 8.3 Site Survey

A pre-installation survey will be completed by our local Service Technicians prior to scheduling the delivery of the MSE inserting system.

## 9. STATEMENT OF WORK ACCEPTANCE AGREEMENT

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SIGNATURE OF THIS DOCUMENT CONFIRMS THAT THE FEATURES AND SCOPE OUTLINED IN THE STATEMENT OF WORK DOCUMENTATION MEET THE DESIRED REQUIREMENTS OF MIAMI DADE ELECTIONS DEPARTMENT FOR THE PROPOSED VOTE- BY-MAIL OUTBOUND MSE INSERTING SYSTEM.

\_\_\_\_\_  
MIAMI DADE ELECTIONS DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PITNEY BOWES

\_\_\_\_\_  
DATE

## 10. FACTORY TESTING AND SITE ACCEPTANCE SYSTEM TESTING

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### Validation Test Criteria

The goal of the Validation test is to demonstrate that the implemented Relia-Vote™ Outbound MSE Inserting system meets the requirements defined in the Statement of Work. To accomplish this goal a Test Election will be performed. This document covers the Validation criteria agreed upon for a successful test.

### Customer Responsibilities

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Generating Test material for Factory Testing and On-Site testing

- a. Provide a VR file to support 20,000 voters, printed pre-folded ballots, instruction booklet, affidavit return envelopes, ballot sleeves and outgoing mailing envelopes. These items will be required for factory testing.
  - i. Sample material will be provided for testing of single ballot page and 2 ballot pages, the following is a breakdown on the sample material to be provided:
    - 20,000 outer envelopes
    - 20,000 inner envelopes
    - 10,000 1 page test ballots
    - 10,000 2 page test ballots (10,000 page 1 and 10,000 page 2)
    - 20,000 secrecy envelopes
    - 20,000 instruction booklets
    - VR test file with 10,000 records
- b. We will require the same amount of test material for the installation, mock election test and acceptance testing as well.
- c. Miami Dade will need to arrange for a new UIC (Meter) rental for the DM Infinity Base which will be provided on the duplicate MSE inserter.

### Service Transition

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**This section validates that customer support has been transitioned to Pitney Bowes Service**

1. The installation team will ensure that all identified operators have completed the Relia-Vote™ MSE inserter training session.
2. The installation team will ensure that the customer has a copy of the Relia-Vote™ MSE inserter Operator Guide.
3. The Local Service Manager will review the service agreement with the election staff.
4. The Local Service Manager will review the service escalation process with the election staff and provided a copy of the escalation process document.
5. The Local Service Manager will discuss future election schedules for the next 12 months.
6. The Local Service Manager will make sure that the Miami Dade's PB Supply account has been activated and trained in the ordering process.

## 11. SITE ACCEPTANCE AGREEMENT

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The goal of the acceptance test is to demonstrate that the implemented Relia-Vote Outbound MSE inserting system meets the requirements defined in the Statement of Work. To accomplish this goal an End-to-End system test will be performed as well as a mock election run.

### Acceptance Agreement

SIGNATURE OF THIS DOCUMENT CONFIRMS THAT THE FEATURES OUTLINED IN THE STATEMENT OF WORK DOCUMENTATION MEET THE DESIRED REQUIREMENTS AGREED UPON FOR THE DELIVERED RELIA-VOTE OUTBOUND MSE INSERTING SYSTEM. SITE ACCEPTANCE TESTING HAS BEEN CONDUCTED AND THE SYSTEM MEETS ALL PERFORMANCE CRITERIA AS OUTLINED FOR ACCEPTANCE.

\_\_\_\_\_  
MIAMI DADE ELECTIONS DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PITNEY BOWES

\_\_\_\_\_  
DATE

## 12. TEST MATERIAL REQUIREMENTS

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Based on factory testing and on-site acceptance criteria we recommend that the following materials and VR files be provided to support the Danbury acceptance testing and the Miami Dade on-site acceptance testing.

Generating Test material for Factory Testing and On-Site testing

- a. Provide a VR file to support 20,000 voters, printed pre-folded ballots, instruction booklet, affidavit return envelopes, ballot sleeves and outgoing mailing envelopes. These items will be required for factory testing.
- b. We will require the same amount of test material for the installation, mock election test and acceptance testing as well.

Testing Material should be sent directly to the following address:

Pitney Bowes DMT  
Bulks Coordinator  
Test Material – MSE Inserter – **(MA15115003)**  
37 Executive Drive  
Danbury, CT 06810

**Sample test material will be required to by in Danbury on or before 10/2.**

## GENERAL TESTING PROCESS

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All systems must pass comprehensive testing by the Integration team prior to releasing for service checkout and/or shipment. Functionality testing is performed on:

- Controls (levers, latches, knobs, etc. used to access system areas)
- Adjustments (feeder knobs, etc. used for operator application set-up)
- Indicators (jam detection, error messages, feeder delay, etc. used to notify operator of system status)

Additionally, the MSE inserting system will be tested with blank demo forms configured to accommodate system application capabilities. Testing using customer provided material, when available, is performed after system break-in to verify all operational requirements.

Based on the complexity of the required MSE inserting system, the Service team will arrange for the assigned Customer Service Representative to perform an additional checkout in the factory prior to shipment. This process consists of validating that the system configuration will meet customer requirements and performing controlled test runs, using customer provided samples, with application processing validation.

Acceptance testing will be performed at Miami Dade to validate all features are functioning as expected and we will also plan a mock election run.

### 13. IMPLEMENTATION MILESTONES

ID	Task Mod	Task Name	Duration	Start	Finish
1		<b>Miami-Dade Elections MSE Inserter Project</b>	<b>69 days</b>	<b>Mon 9/14/15</b>	<b>Fri 12/18/15</b>
2		SOW Reviewed and Accepted	0 days	Fri 10/2/15	Fri 10/2/15
3		Purchase Order Submitted	0 days	Mon 10/2/15	Mon 10/2/15
4		Bulk Samples to Factory	0 days	Fri 10/2/15	Fri 10/2/15
5		MRDF Files to Factory	1 day	Tue 9/22/15	Tue 9/22/15
6		<b>Factory System Integration</b>	<b>48 days</b>	<b>Mon 9/14/15</b>	<b>Wed 11/18/15</b>
7		Component Assembly	21 days	Mon 9/14/15	Mon 10/12/15
8		Inserter Mechanical Assembly	15 days	Mon 10/12/15	Fri 10/30/15
9		Scanning, Cameras, Lighting Setup	15 days	Mon 10/19/15	Fri 11/6/15
10		Mechanical Testing	10 days	Mon 10/19/15	Fri 10/30/15
11		Models and Modes	5 days	Mon 11/2/15	Fri 11/6/15
12		Setup Application on System	5 days	Mon 11/9/15	Fri 11/13/15
13		Integrity Testing	8 days	Mon 11/9/15	Wed 11/18/15
14		End to End System Testing	8 days	Mon 11/9/15	Wed 11/18/15
15		CSR Checkout	2 days	Tue 11/17/15	Wed 11/18/15
16		Factory Acceptance	1 day	Wed 11/18/15	Wed 11/18/15
17		Covering and Shipping	11 edays	Wed 11/18/15	Sun 11/29/15
18		<b>Verify Site Readiness</b>	<b>0 days</b>	<b>Fri 11/20/15</b>	<b>Fri 11/20/15</b>
19		Utility Drops Installed	0 days	Fri 11/20/15	Fri 11/20/15
20		Space Clear	0 days	Fri 11/20/15	Fri 11/20/15
21		Test Material Available at Site	0 days	Fri 11/20/15	Fri 11/20/15
22		<b>Site Installation</b>	<b>12 days</b>	<b>Mon 11/30/15</b>	<b>Tue 12/15/15</b>
23		Installation and Mech/Elec Assembly	2 days	Mon 11/30/15	Tue 12/1/15
24		Site Integraton	5 days	Wed 12/2/15	Tue 12/8/15
25		Run Application System Tests	5 days	Mon 12/7/15	Fri 12/11/15
26		Miami-Dade Operator Training (new printer	2 days	Mon 12/7/15	Tue 12/8/15
27		Run Site Acceptance Mock Election	2 days	Mon 12/14/15	Tue 12/15/15
28		Site Acceptance Signoff	0 days	Fri 12/18/15	Fri 12/18/15

## 14. CHANGE MANAGEMENT

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The Statement of Work provides detailed information about the MSE inserting system design, system features, and work to be performed for Miami Dade Elections Department. Any changes to job specifications, paper flow, barcode locations, barcode content or layout, system specifications, system capabilities, hardware, software, and accessories necessary to comply with changes requested by or caused by Miami Dade Elections Department may result in delayed implementation and additional charges.

In the event changes are required the following procedures will be implemented:

1. A change order must be filled out with the requested changes (double click the icon below to display the Project Change Request form).



"Project Change  
Request v1.doc"

2. Pitney Bowes Document Messaging Technologies will communicate the reasons, scope, timing, and costs associated with the change order to Miami Dade Elections Department prior to proceeding with the change.
3. Miami Dade Elections Department must formally approve the change, including associated timing and costs, prior to implementation of the change order.
4. Pitney Bowes Document Technologies will implement the specified change and invoice Miami Dade Elections Department as per change order agreement.



BILL TO				INSTALL (if different)				
Firm Name:		Miami Dade Elections Department		Firm Name:		Same		
Address:		2700 NW 87TH AVE		Address:				
City, State, Zip:		DORAL FL 331721607		City, State, Zip:				
Client Acct #:		2091-8373-86-9		Client Acct #:		20919596864		
Phone #:		(305) 499-8365		Phone #:		805-499-8568		
Contact Name:		Bob Vinock		Contact Name:		Patricia Prochnieki		
Qty	Item	Program ID	Description	Max cycles/yr included in maintenance fee	Unit Price	Discount/ Trade-In Allowance	Net Price	Annual Maintenance Total
			See Appendix Pricing Schedule attached	- Select Cycle -			\$872,088.00	
				- Select Cycle -				
				- Select Cycle -				
				- Select Cycle -				
				- Select Cycle -				
Down Payment Amount:			Special Billing Requirements: <i>The agreed upon terms and conditions between County of Miami Dade Elections and Pitney Bowes, Inc. shall supersede all terms listed herein. Any terms of Pitney Bowes, Inc. set forth herein shall have no force or effect.</i>			Net Subtotal		
Requested Install Date:		10/19/2015				Freight		
Tax Exempt: <input checked="" type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City						Total (Excluding Tax)		\$872,088.00
EQUIPMENT MAINTENANCE								
<input type="checkbox"/> Equipment Maintenance (On-Call*) or <input type="checkbox"/> Leased Equipment Maintenance *On-Site Equipment Maintenance requires additional terms.								
Effective Date:		Month	Year	Billing Frequency: <input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly			Amount Paid:	
Pro-Rate Date:							Purchase Order #:	
APPROVAL								
<i>The agreed upon terms and conditions between County of Miami Dade Elections and Pitney Bowes, Inc. shall supersede all terms listed herein. Any terms of Pitney Bowes, Inc. set forth herein shall have no force or effect.</i>								
Signed By Pitney Bowes DMT: _____				Signed By Client: _____				
Print Name: _____				Print Name: _____				
Title: _____				Title: _____				
Date: _____				Date: _____				
Email: DMT_Orderfulfillment@pb.com				Email: _____				

**PITNEY BOWES USE ONLY**

**ACCOUNT SPLIT**

<u>Sales Rep's Name</u>	<u>Split</u>	<u>Rep #</u>	<u>District #</u>	<u>Sales Rep's Name</u>	<u>Split</u>	<u>Rep #</u>	<u>District #</u>
Edwin Norris		708574	214				

**DELIVERY INFORMATION**

<u>Item</u>	<u>S/N</u>	<u>Install Date (m/d/yr)</u>	<u>Item</u>	<u>S/N</u>	<u>Install Date (m/d/yr)</u>	<b>Rigging Instructions:</b>
1.			4.			
2.			5.			
3.			6.			

**PICK UP INSTRUCTIONS**

<u>Item</u>	<u>S/N</u>	<u>Item</u>	<u>S/N</u>	<u>Item</u>	<u>S/N</u>	<input type="checkbox"/> Demos <input type="checkbox"/> Trade-Ins
1.		4.		7.		<b>Instructions</b> (alternate pick-up address, when it should be picked up?):
2.		5.		8.		
3.		6.		9.		

**QUOTE / ORDER IDENTIFICATION**

<b>Quote #:</b>	<b>Order #:</b> Error!	<b>Notes:</b>
<b>Quote Rev:</b>	Reference source not found.	