



Request for Proposal (RFP) Cover Sheet
 SEALED RESPONSES MUST BE MAILED OR DELIVERED TO:
 Colorado Department of State
 Attn: Al Davidson

Table of Contents

1700 Broadway, Suite 200
 Denver, CO 80290

SOLICITATION NUMBER:	cdos-UVS-2013-01
DEADLINE DATE AND TIME:	December 4, 2013 at 5:00 PM MOUNTAIN TIME
PURCHASING CONTACT:	Al Davidson
PHONE NUMBER:	303-895-2200, ext. 6361 (for delivery questions only)

BIDDERS MUST SUBMIT ONE (1) ORIGINAL AND NINETEEN (19) COPIES OF THE PROPOSAL AND ONE ELECTRONIC COPY FOR BOTH THE BUSINESS PROPOSAL AND COST PROPOSAL. BIDDERS MUST COMPLETE THE BELOW INFORMATION.

F.E.I.N.	20 - 2681027
DELIVERY DATE	December 4, 2013
AUTHORIZED SIGNATURE	
TYPED/PRINTED NAME	Kevin J. Bannon,
TITLE	President
COMPANY NAME	Runbeck Election Services, Inc.
ADDRESS	2404 W. 14 th Street, Suite 110
CITY/STATE/ZIP	Tempe, Arizona 85281-6929
CONTACT FOR CLARIFICATIONS	Kevin J. Bannon
CONTACT TITLE	President
PHONE NUMBER	(602) 230-6929
FAX NUMBER	(602) 437-1411
EMAIL ADDRESS	kbannon@runbeck.net

IMPORTANT: THE FOLLOWING INFORMATION MUST BE ON THE OUTSIDE OF THE RFP SUBMITTAL ENVELOPE AND/OR PACKAGE. SEE THE RFP FOR MORE DETAILED INSTRUCTIONS.

<VENDOR NAME>
RFP # CDOS-UVS-2013-01 <BUSINESS OR COST> PROPOSAL
DUE ON DECEMBER 4, 2013 AT 5:00PM MDT
PACKAGE # OF #

Please be advised that telegraphic or electronic responses (Fax, Western Union, Telex, etc.) cannot be accepted as a sealed proposal. Bidders are urged to read the RFP documents thoroughly before submitting a response. This Proposal Cover Sheet must be signed by a representative of the vendor who is legally authorized to bind the vendor to their proposal. Vendors will be required to submit confirmation of their F.E.I.N. number prior to any issuance of Contracts, Purchase Orders, or payments resulting from this RFP.

RETURN THIS SHEET WITH THE PROPOSAL

Section Number	Section Title	Page Number
	State of Colorado Request for Proposal Cover Sheet	i
	Transmittal Letter	3
1.0	Executive Summary	6
2.0	Company Overview	7
3.0	Company Financial Status	10
4.0	Relevant Business Experience	31
5.0	Prior Proposals	34
6.0	Project Approach	36
	<i>6.1 Project Management</i>	37
	<i>6.2 UVS Software</i>	39
	<i>6.3 UVS Hardware</i>	39
	<i>6.4 Database</i>	44
	<i>6.5 Data Migration</i>	47
	<i>6.6 Test Strategy</i>	48
	<i>6.7 Training</i>	49
	<i>6.8 Implementation</i>	50
	<i>6.9 Support</i>	51
7.0	Sample Reports	52
8.0	Sample Project Artifacts	60
9.0	General Questions	64
10.0	Preliminary Project Schedule and Staffing Plan	67
11.0	Proposed Staffing	72
12.0	UVS System Requirements	77

December 2, 2013

Al Davidson
CDepartment of State-UVS-2013-01 Proposal
Colorado Department of State
1700 Broadway Street, Suite 200
Denver, CO 80290

RE: RFP – Uniform Voting System for the State of Colorado

Dear Mr. Davidson:

Runbeck Election Services, Inc. (Runbeck) would like to thank the state of Colorado and the Secretary of State for the opportunity to participate in its mission to create a Uniform Voting System (UVS). We welcome the prospect of assisting the state in providing more options to its numerous voters with diverse needs. We know that our 41 years of service will be helpful in helping the State of Colorado accomplish this goal.



The Runbeck Team has worked closely with the State and Counties of Colorado to provide proven solutions for their election hardware, software and support services. We take pride in the relationships we built with the State during our successful integration of SCORE with the Runbeck Sentio Ballot Printing System® (BOD). Further, we felt privileged to collaborate with

multiple Counties on smaller scaled projects including the deployment of our new Simulo™ Ballot Duplication Software in Denver and El Paso Counties and ballot printing, inserting and mail services for vote-by-mail in Adams and Larimer Counties. Together, we have helped improve ballot tracking and cost efficiencies.

Runbeck hereby acknowledges receipt of all materials and modifications relevant to RFP Number: CDOS-UVS-2013-01. Pursuant to the requirements of this RFP, Runbeck further acknowledges and permits the State of Colorado to request and receive information from the references listed within this proposal.

Runbeck seeks to provide the State of Colorado with proven solutions for all of their Automated Ballot Envelope Scanning and Signature Verification requirements as well as the training and support for this hardware. The Runbeck Team is able to comply with the requirements of these categories and is capable of carrying out all functions without the use of a subcontractor or any conflict in interest.

Our mission is to partner with customers and provide the most innovative and trusted election products and services. Runbeck's only business is elections and each of our customer's projects is high priority and of utmost importance, no matter the size or scope of the project.

Runbeck has the personnel trained in vote-by-mail ballot, production, ballot-on-demand production, automated ballot duplication, and mail ballot sorting as it specifically applies to Colorado's voters. This gives Runbeck the background and understanding for the successful partnership required in the many facets of a Uniform Voting System.

Runbeck brings expertise in the following areas which can benefit the Colorado Department of State:

- ✓ **Vote-by-Mail Printing, Inserting, & Mail Processing:** Runbeck specializes in printing, inserting, and processing inbound and outbound mail ballots using our own in-house mail ballot sorting systems. We average over 5 million vote-by-mail ballots per election cycle. This serves our customers with high-integrity inserting and sorting using IMB tracking, end-to-end mail ballot tracking, audit, and real-time mail piece status tracking and customer portal access. We refined our processes and through hands-on experience, have developed and engineered the Agilis® Ballot Sorting System for county's in-house / in-bound mail ballot processing.
- ✓ **Ballot Printing & Ballot-on-Demand:** Over the years, Runbeck has produced over 100 million optical scan ballots for ES&S, Sequoia, Optical Scan Ballot (now Dominion Voting), and Hart tabulation systems, accurately and on time. The development of our Sentio Ballot Printing System® offers the efficiency of printing ballots on-demand, which eliminates over printing and the waste associated with it.
- ✓ **Automated UOCAVA Ballot Duplication:** For election officials who provide eBallots (electronic ballots) to UOCAVA and MILOS citizens, Runbeck offers Simulo™ Ballot Duplication Software. Simulo™ converts eBallots received by a county into a marked and tabulation-ready paper ballot by using the Sentio Ballot Printing System®. The system is also versatile and can mark and duplicate damaged ballots, eliminating the hand-marking process.
- ✓ **State-of-the-Art-Technology:** The Runbeck team brings together decades of election and process-improvement expertise. Our consultative approach marries time-tested best practices with evolving, state-of-the-art technology. This results in innovative, reliable solutions that are tailored to meet each customer's unique requirements.
- ✓ **Proven Record of Success & Financial Stability:** For more than four decades, Runbeck has been a trusted partner to cities, counties and states that require the highest level of election security, integrity and accuracy. We are dedicated to building exceptional, long-term customer relationships, and our list of references is evidence of this commitment.
- ✓ **Excellence in Customer Service:** Our experienced team understands the election process from start to finish and anticipates our customer's needs. Our knowledge of election procedures and law, printing processes and equipment and our personal investment in caring for the customer, bring election officials and production



personnel together as a synchronized team. Customer Service is one of the things we do best.

We understand the importance of this project and appreciate the opportunity to present this proposal to the Colorado Department of State. Should you have any questions, please do not hesitate to call.

Very truly yours,

A handwritten signature in black ink that reads "Kevin J. Bannon". The signature is written in a cursive style with a long horizontal flourish at the end.

Kevin J. Bannon

President

EXECUTIVE SUMMARY

At Runbeck, our mission is to partner with customers to provide the most innovative and trusted election products and services. We have experienced great success by providing a variety of equipment and services to meet the diverse needs of customers. We value these partnerships and have continuously exceeded the expectations in service and products. A great benefit to our customers is our flexibility and knowledgeable team that is able to tailor products, support and services to each individual's needs.

The Runbeck Solution

In an effort provide Colorado with a swift transition to a Uniform Voting System, we propose our innovative and affordable automated ballot envelope scanning and verification equipment, the Runbeck Agilis®. Our Agilis system is user-friendly, portable and nimble. It is an innovative mail ballot sorting solution that makes inbound ballot processing quick, easy and affordable. The Agilis® has a small base footprint, processes up to 18,000 mail ballots per hour and is highly configurable with full reporting and audit capabilities.



For smaller counties, we propose low volume Agilis Duo system. This smaller system replicates the functions of a full sized Agilis. The Agilis Duo delivers exceptional throughput and scanned image quality for signature image capture with an approximate throughput of 85 PPM at 300 dots per inch (DPI). The system also provides users the flexibility to output images in the JPEG or TIFF file format.

The Agilis Duo is controlled with a version of the same software used on the Agilis Mail Ballot Sorting Solution. This allows counties to have the familiarity to use both devices during an election cycle - whether it is centralized at a state or county facility, at an Early Voting Location or at an Election Day Location. The ability to leverage the same user interface for both the Agilis and Agilis Duo helps in streamlining the elections process.

- Increased operator productivity
- Reduced operations expense
- Less downtime/easy maintenance
- Fewer downstream exceptions
- Reduced document preparation
- Fewer jams/fast jam recovery

COMPANY OVERVIEW

Runbeck is confident that the solutions it can provide are the best choice for the State and Counties’ needs, both now and in the future. We are highly experienced in the election industry and take extra steps to make our customers feel a part of a team.

Runbeck Election Services, Inc. has provided election-related printing and production services to cities, counties and states for more than 40 years. In 1972, founder Charles Runbeck created the company as a small election services company in Arizona. Since its inception, RES has maintained its core values and exceptional quality of service, which has led to tremendous growth and notoriety within the industry. In 2004, Runbeck Election Services incorporated in the State of Arizona. Today, it maintains its headquarters in Tempe, Arizona while operating remote offices in Colorado, California and Florida.

Runbeck employs 42 full-time, qualified individuals to manage and produce all election-related materials regardless of workload. We expand our employee pool based on workload with pre-qualified and trained staff members. We have assembled a group of professionals uniquely qualified to prepare, implement and support our customers with their ballot printing and processing needs. Our staff understands all aspects of election laws, procedures, printing processes, ballot production and absentee processing. This allows us to understand and anticipate our customer's needs and develop the best products and support services to help them achieve their goals.

The following are Runbeck office locations:

PRODUCTION AND OFFICE FACILITIES	
<i>Arizona (Headquarters)</i> 2404 W. 14 th Street, Suite 110 Tempe, AZ 85251 Phone: (602) 230-6929	<i>Florida</i> 15431 SW 14 th Street Sunrise, FL 33326 Phone (602) 230-0510
ADMINISTRATIVE OFFICE FACILITIES	
<i>California</i> 6400 Monitor Road El Dorado, CA 95623 Phone: (602) 230-6929	<i>Colorado</i> 5000 Osage Street, #700 Denver, CO 80221 Phone: (602) 230-0510

Runbeck has a long history of very satisfied customers in several states across the Country, including Arizona, Florida, Colorado, California, Illinois, Maryland, Ohio, Pennsylvania, Wyoming and Washington. This includes election operations of all sizes; Maricopa County Arizona, (1.8 million registered voters) and Pima County Arizona (481,000 registered voters). Maricopa County alone had 5,100 styles with 1,914,000 ballots for the primary and 1,091 styles with 2,708,000 total ballots printed in the General Election.

During the 2012 General Election, Runbeck Election Services provided a broad spectrum of services to our customers across the County; everything from ballot printing to election equipment implementation. Our desire is to provide the State of Colorado’s Election

Officials with this same broad spectrum of products and services to ensure a complete circle of fulfillment to the requirements and needs set forth in the Uniform Voting System RFI. As you can see by the volumes Runbeck produced during this past General Election, we are certainly ready to be available to produce election printing and mail ballot insertion and processing for the State of Colorado.

Runbeck 2012 General Election Ballot Printing Statistics

- Sentio Ballot Printing System® (BOD) ballots printed – 3.7 million ballots
- Early Voting ballots printed and mailed – 1.8 million ballots
- Absentee ballots printed & mailed – 1.8 million ballots printed & mailed
- Provisional ballots printed – 144,000 ballots
- Precinct ballots printed – 3.3 million ballots
- Duplicate ballots printed – 208,000 ballots printed
- Test / Sample ballots printed – 290,000 ballots printed
- Simulo™ Ballot Duplication Software (BOD) eBallots processed – 70,000 ballots printed

Runbeck believes developing a partnership with a jurisdiction is in the best interest of both parties. Developing a partnership includes understanding the requirements and personnel involved in the project, researching, analyzing and implementing best practices that improve project outcomes, developing trust with the jurisdiction that is strengthened through honest communication, feedback and collaboration.

Runbeck is proud of its long customer relationships; relationships that are based on trust, mutual respect and honest communication. That is the essence of being a true and trusted partner.

Our company values that we pass along as we work in partnership with others include:

Innovation: Adapt to and create change in pursuit of our success.

Integrity: Demonstrate honesty, respect for others, accountability and trustworthiness in all we do.

Teamwork: Together we accelerate Runbeck's success through effective communication and personal accountability.

Excellence: Deliver exceptional value and quality in everything we do for every customer.

We adhere to the mission and values of our company, and we take seriously our responsibility in fulfilling those values to our customers. As critical as our tactical approach to any Scope of Work is, our commitment to *understanding*. Long before production or equipment installation begins, Runbeck evaluates the complete package of needs of the customer and assesses the capabilities of all available resources in relation to the requirements. Members of the team then work with customers in a consultative approach to determine the best course of action and exceed their expectations in customer service and support.



Statement of Understanding:

Runbeck Election Services understands and complies with the terms and conditions provided in Administrative Information and understand the work and system requirements for this Uniform Voting System project. Since Runbeck does not offer a tabulation solution, Runbeck will answer only applicable sections of this RFP.



COMPANY FINANCIAL STATUS

December 3, 2013

Mr. Al Davidson
Colorado Department of State
1700 Broadway Street, Suite 200
Denver, CO 80290

Subject: RFP# CDOS-UVS-2013-01
Colorado Uniform Voting System – Statement of Financial Stability

Dear Mr. Davidson:

This letter shall serve as written confirmation that Runbeck Election Services, Inc. does not have any commitments, potential or otherwise, which may affect our ability to perform the work as required by the State of Colorado in conjunction with subject Request for Proposal.

Audited Financial Statements are not available. We have provided a copy of our 2010, 2011, and 2012 tax returns to meet this requirement. This information accurately reflects Runbeck Election Services, Inc.'s current financial status.

Very truly yours,

Christine Geske
VP of Finance

RELEVANT BUSINESS EXPERIENCE

Adams County, CO

Liz Estrada

Phone: (720) 523-6500

Fax: (720) 523-6266

Email: Lestrada@adco.org

Norma Burkhart

Phone: (720) 523-6500

Fax: (720) 523-6500

Email: Nburkhart@adcogov.org

Registered Voters: 255,142

Tabulation System: Premier

Contract Term: 6/2010 – Current

Services provided

- ✓ (7) Sentio Ballot Printing Systems® (BOD) for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- ✓ SCORE Voter Registration System integration
- ✓ Agilis® Ballot Sorting System™ for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- ✓ Provided training and onsite support for printing of daily absentee and counter ballots.
- ✓ Management of ballot stock inventory, stocking and management of consumables
- ✓ (1) Agilis® Ballot Sorting System™ for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- ✓ Ballot printing, insertion and mail services

Douglas County, CO

Sheri Davis

Phone: (303) 660-7444

Fax: (720) 733-6977

Email: sdavis1@douglas.co.us

Elaine Meyer

Phone: (303) 660-7444

Fax: (720) 733-6977

Email: emeyer@douglas.co.us

Registered Voters: 361,815

Tabulation System: Premier
Contract Term: 12/2011 – Current

Services provided

- ✓ (1) Agilis® Ballot Sorting System™ for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- ✓ SCORE Voter Registration System integration
- ✓ Provided installation, testing training and onsite election support for Agilis Ballot Sorting System™
- ✓ Provided maintenance and troubleshooting resolution for the Agilis Ballot Sorting System™

Jefferson County, CO

Pam Anderson
Phone: (303) 271-8111
Fax: (303) 271-8197
Email: countyclerk@jeffco.us

Carrie Kellogg
Phone: (303) 271-8111
Fax: (303) 271-8197
Email: ckellogg@jeffco.us

Registered Voters: 416,633
Tabulation System: ES&S
Contract Term: 6/2010 – Current

Services provided

- ✓ (8) Sentio Ballot Printing Systems® (BOD) for Absentee, Early Voting and Counter Ballots Installation, integration, testing and all equipment and supplies
- ✓ SCORE Voter Registration System integration
- ✓ Provided training and onsite support for printing of daily absentee and counter ballots.
- ✓ Management of ballot stock inventory, stocking and management of consumables
- ✓ Ongoing training and preventative maintenance

Sacramento County, CA

Roberta Kanelos
Phone: (916) 875-6222
Fax: (916) 875-6516
Email: kanelosr@saccounty.net

Alice Jarboe
Phone: (916) 875-6222
Fax: (916) 875-6516
Email: jarboea@saccounty.net

Registered Voters: 644,063
Tabulation System: ES&S
Contract Term: 2008 – Current

Services provided

- ✓ (5) Sentio Ballot Printing Systems® (BOD) for Absentee, Early Voting and Counter Ballot Installation, integration, testing and all equipment and supplies
- ✓ Integration with the DFM Voter Registration system
- ✓ Provided training and onsite support for printing of daily absentee and counter ballots.
- ✓ Management of ballot stock inventory, stocking and management of consumables

San Francisco County, CA

John Arntz
Phone: (415) 554-4375
Fax: (415) 554-7344
Email: john.arntz@sfgov.org

Natalya Kuzina
Phone: (415) 554-4375
Fax: (415) 554-7344
Email: Natalya.kuzina@sfgov.org

Registered Voters: 466,414
Tabulation System: Sequoia
Contract Term: 2010 – Current
Contract fulfilled within planned schedule and budget

Services provided

- ✓ (1) Agilis® Ballot Sorting System for Vote-by-Mail and Counter ballot incoming mail processing, capturing envelope and signature image for signature verification, as well as sorting to precinct level
- ✓ Voter Registration System integration
- ✓ Provided installation, testing training and onsite election support for Agilis Ballot Sorting System™
- ✓ Provided maintenance and troubleshooting resolution for the Agilis Ballot Sorting System™

** Each of the referenced projects was completed within the agreed planned project timeline and within the proposed budget.*

PRIOR PROPOSALS

Adams County, CO

Contact name: Liz Estrada
Contact telephone: (720) 523-6500
Contact email address: Lestrada@adco.org
Result of bid: Contract Won

Arapahoe County, CO

Contact name: Wayne Munster
Contact telephone: (303) 795-4240
Contact email address: Wmunster@arapahoegove.com
Result of bid: Pending

Cook County, IL

Contact name: Scott Erdman
Contact telephone: (312) 603-7689
Contact email address: scott.erdman@cookcountyil.gov
Result of bid: Contract Won

City and County Denver, CO

Contact name: Amanda Beach
Contact telephone: (720) 865-4950
Contact email address: Amand.hill@denvergov.org
Result of bid: Pending

Douglas County, CO

Contact name: Sheri Davis
Contact Telephone: (303) 660-7444
Contact Email: sdavis1@douglas.co.us
Result of bid: Contract Won

Hamilton County, CA

Contact name: Sally Krisel
Contact telephone: (513) 532-7077
Contact email address: Sally.krisel@hamilton-co.org
Result of bid: Contract Won

City and County of Honolulu, HI

Contact name: Glen Takahashi
Contact telephone: (808) 768-3800
Contact email address: gtakahashi@honolulu.gov
Result of bid: Pending

Larimer County, CO

Contact name: Angela Myers
Contact telephone: 970-498-7852
Contact email address: Myersag@co.larimer.co.us
Result of bid: Contract Won

Placer County, CA

Contact name: Lisa Harris
Contact telephone: (530) 886-5669
Contact email address: Lharris@placer.ca.gov
Result of bid: Pending

Sacramento County, CA

Contact name: Roberta Kanelos
Contact telephone: (916) 875-6222
Contact email address: kanelosr@saccounty.net
Result of bid: Pending

City and County of San Francisco County, CA

Contact name: John Arntz
Contact telephone: (415) 554-4375
Contact email address: jarntz@sfgov.org
Result of bid: Contract Won

San Joaquin County, CA

Contact name: Austin Erdman
Contact telephone: (209) 468-3194
Contact email address: Aerdman@sjgov.org
Result of bid: Pending

Santa Barbara County, CA

Contact name: Renee Bischol
Contact telephone: (805) 696-8963
Contact email address: Rbischo@co.santa-barbara.ca.us
Result of bid: Pending

Santa Cruz County, CA

Contact name: Gail Pellerin
Contact telephone: (831) 454-2060
Contact email address: gail.pellerin@co.santa-cruz.ca.us
Result of bid: Pending

Yavapai County, AZ

Contact name: Karen McCracken
Contact telephone: (928) 442-5161
Contact email address: Karen.McCracken@yavapai.us
Result of bid: Pending

PROJECT APPROACH

Runbeck's high-level of service, in conjunction with our proven project management methodologies, are the foundational elements to our success in managing complex and multi-faceted projects. When our capabilities are joined with our unwavering service model, success is assured. Our staff is trained in USPS requirements and laws as well as the certifications and specifications required for high integrity mail services.

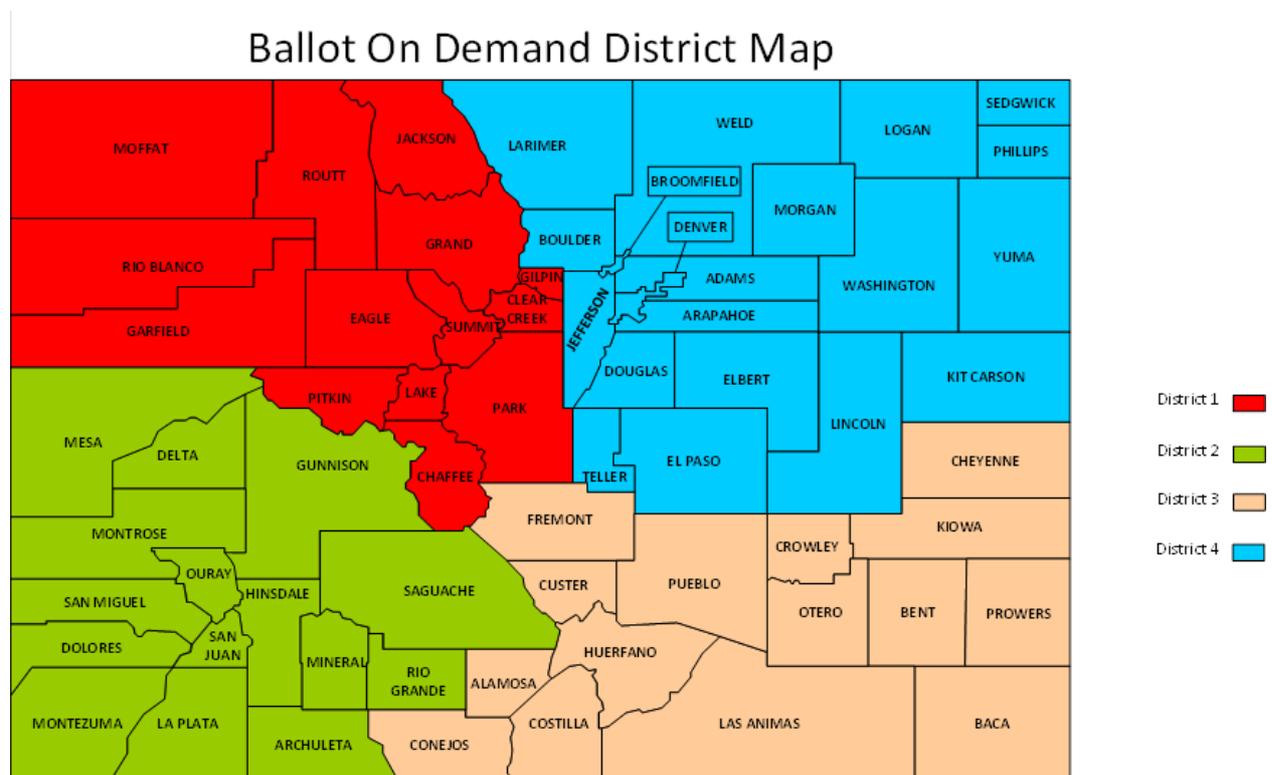
We desire to nurture our partnership with Colorado's Department of State and Counties staff with trust, respect and open communication. Our goal is to give our customers the highest level of confidence in our company and in return be included as a part of their team for planning and troubleshooting purposes. This model was developed in conjunction with Colorado's Department of State and its Counties over the past several years:

1. Planning and Implementation Stage: Runbeck will provide a dedicated project manager who will serve as the main point of contact for the County / State. This individual will be experienced in VBM and ballot sorting. Additionally, the Project Manager will also serve as the emergency point of contact. The Project Manager will work with the Colorado Department of State staff to complete a project schedule and an outline of the resources necessary to carry out the project plan.
2. Execution, Monitor and Control Stage: The project plan is implemented during this phase of the process. All necessary resources will be engaged in the actual project plan as required. Procedural methods are monitored and quality control will mitigate risks and engage any corrections that are required. Ongoing communication between the Colorado Department of State and the Project Manager will occur as required.
3. Current Project Closing Stage: The Project Manager will take the necessary steps to ensure project completion to the Colorado Department of State staff as required in the Scope of Work. Reporting and audit information becomes available and the necessary steps for a next project will be implemented, if necessary.

5.3.8.1 PROJECT MANAGEMENT

Runbeck uses the Project Management Institute’s *Project Management Methodology* to manage each project and project cycle. Typically, services begin with a consultation session with the customer to determine dates, needs, supports and other details about the implementation process. Following this meeting, a comprehensive “backward pass” scheduling process begins with the customer’s required delivery dates.

Project Schedule. Through our custom tracking database, Runbeck manages the work based on the customer’s required delivery dates to ensure that each project segment is delivered per the customer’s schedule and specifications. Our production schedules are set based upon customer needs. Runbeck team members then ensure that all deliveries are completed by the scheduled date and time. Provided below is an example of the Statewide rollout of Runbeck’s Sentio Ballot on Demand system to more than 60 Counties in Colorado. For each project, Runbeck provides a detailed project schedule to which we adhere.



County	County Seat	County Contact	County Seat Address and Contact	District	Voting/ Tabulation System	Delivery	Order	Mileage Between
Grand	Hot Sulphur		308 Byers Ave. Central City, CO 80427 PO	1	Hart	Beg. Week of 8/20	1	Start
Jackson	Walden		396 LaFever St. Walden, CO 80480 PO Box	1	Hart	Beg. Week of 8/20	2	61
Routt	Steamboat		522 Lincoln Ave. Steamboat Springs, CO	1	Hart	Beg. Week of 8/20	3	60
Moffat	Craig		221 West Victory Way Ste. #200 Craig, CO	1	Hart	Beg. Week of 8/20	4	41
Rio Blanco	Meeker		555 Main St. Meeker, CO 81641-1067 PO	1	Hart	Beg. Week of 8/20	5	48
Garfield	Glenwood		109 8th St. Ste. #200 Glenwood, CO 81601-	1	Hart	Beg. Week of 8/20	6	69
Eagle	Eagle		500 Braodway, Ste. #101 Eagle, CO 81631	1	Hart	Beg. Week of 8/20	7	32
Pitkin	Aspen		530 Main St. Ste. #101 Aspen, CO 81611-	1	Premier	Beg. Week of 8/20	8	73
Lake	Leadville		98 Everette St. Ste. #C Durango, CO 81303	1	Hart	Beg. Week of 8/20	9	58
Chaffe	Salida		104 Crestone Ave. Salida, CO 81201-1566	1	Hart	Beg. Week of 8/20	10	59
Park	Fairplay		501 Main St. Fairplay, CO 80440 PO Box	1	Hart	Beg. Week of 8/20	11	58
Summit	Breckenridge		208 E. Lincoln Ave. Breckenridge, CO	1	Hart	Beg. Week of 8/20	12	22
Clear	Georgetown		405 Argentine St. Georgetown, CO 80444	1	Hart	Beg. Week of 8/20	13	22
Gilpin	Central City		203 Eureka St. Central City, CO 80427 PO	1	Hart	Beg. Week of 8/20	14	24
Mesa	Grand		200 S. Spruce St. Grand Junction Co 81501	2	ES&S	Mid Week of 8/20	1	Start
Delta	Delta		501 Palmer, Ste. #211 Delta, CO 81416-	2	Hart	Mid Week of 8/20	2	40
Montrose	Montrose		320 S. 1st St. Room 103 Montrose, CO	2	Hart	Mid Week of 8/20	3	22
Gunnison	Gunnison		221 N. Wisconsin St. Ste. # C Gunnison,	2	Hart	Mid Week of 8/20	4	65
Hinsdale	Lake City		317 N. Henson Lake City, CO 81235 PO	2	Hart	Mid Week of 8/20	5	55
Ouray	Ouray		541 4th St. Ouray, CO 81427 PO Box C	2	Hart	Mid Week of 8/20	6	30
San Juan	Silverton		1557 Greene St. Silverton, CO 81433 PO	2	Hart	Mid Week of 8/20	7	24
San Miguel	Telluride		305 W Colorado Ave. Telluride, CO 81435-	2	Hart	Mid Week of 8/20	8	73
Delores	Dove Creek		409 N. Main St. Dove Creek, CO 81324 PO	2	Hart	Mid Week of 8/20	9	99
Montezuma	Cortez		109 West Main St. Room 108 Cortez, CO	2	Premier	Mid Week of 8/20	10	36
La Plata	Durango		505 Harrison Ave. Leadville, CO 80461 PO	2	Premier	Mid Week of 8/20	11	46
Archuleta	Pagosa		449 San Juan St. Pagosa Springs, CO	2	Premier	Mid Week of 8/20	12	60
Rio Grande	Del Norte		965 6th St. Del Norte, CO 81132 PO Box	2	Hart	Mid Week of 8/20	13	58
Mineral	Creede		1201 N Main St. Creed, CO 81130 PO Box	2	Premier	Mid Week of 8/20	14	37
Saguache	Saguache		504 4th St. Saguache, CO 81149-0176 PO	2	Premier	Mid Week of 8/20	15	74
Pueblo	Pueblo		215 W 10th St. Pueblo, CO 81003 PO Box	3	Sequoia	Beg Week of 8/27	1	Start
Freemont	Canon City		615 Macon Ave. Room 102 Canon City, CO	3	Hart	Beg Week of 8/27	2	41
Custer	Westcliffe		205 S. 6th St. West Cliff, CO 81252 PO Box	3	Hart	Beg Week of 8/27	3	50
Huerfano	Walsenburg		401 Main St. Ste. #204 Walsenburg, CO	3	Premier	Beg Week of 8/27	4	60
Alamosa	Alamosa		402 Edison Ave. Alamosa, CO 81101-0630	3	ES&S	Beg Week of 8/27	5	72
Conejos	Conejos		6683 Country Road 13 Conejos, CO 81129	3	Hart	Beg Week of 8/27	6	28
Costilla	San Luis		400 Gasper St. San Luis, CO 81152 PO Box	3	Hart	Beg Week of 8/27	7	40
Las Animas	Trinidad		200 E. 1st St. Room 205 Trinidad, CO	3	Hart	Beg Week of 8/27	8	100
Baca	Springfield		741 Main St. Springfield, CO 81073-1548	3	Hart	Beg Week of 8/27	9	122
Prowers	Lamar		301 S. Main St. Ste. #210 Lamar, CO	3	Hart	Beg Week of 8/27	10	47
Cheyenne	Cheyenne		51 S. 1st St. Cheyenne Wells, CO 80810 PO	3	Hart	Beg Week of 8/27	11	74
Kiowa	Eads		1305 Goff St. Eads, CO 81036 PO Box 37	3	Hart	Beg Week of 8/27	12	44
Bent	Las Animas		725 Bent Ave. Las Amimas, CO 81054-	3	Hart	Beg Week of 8/27	13	57
Otero	La Junta		13 W 3rd St. Room 210 La Junta, CO	3	Hart	Beg Week of 8/27	14	19
Crowley	Ordway		631 Main St. Ste. #102 Ordway, CO 81063	3	Hart	Beg Week of 8/27	15	24
Denver	Denver		200 W. Main St. Dove Creek, CO 80204	4	Sequoia	Mid Week of 8/27	1	Start
Jefferson	Golden		3500 Illinois St. Ste. #1100 Golden, CO	4	ES&S	Mid Week of 8/27	2	15
Broomfield	Broomfield		1 DesCombes Dr. Broomfield, CO 80020-	4	Premier	Mid Week of 8/27	3	20
Boulder	Boulder		1750 33rd St. Ste. #200 Boulder, CO	4	Hart	Mid Week of 8/27	4	13
Adams	Brighton		4430 S. Adams County Parkway Ste. #E3102	4	Premier	Mid Week of 8/27	5	33
Larimer	Fort Collins		200 W. Oak St. Ft.Collins, CO 80521-2713	4	Premier	Mid Week of 8/27	6	55
Weld	Greeley		1402 N. 17th Ave. Greeley, CO 80631-9563	4	Premier	Mid Week of 8/27	7	31
Morgan	Fort Morgan		231 Ensign St. Ft.Morgan, CO 80701-2307	4	Hart	Mid Week of 8/27	8	55
Washington	Akron		150 Ash St. Akron, CO 80720-1553 PO Box	4	Hart	Mid Week of 8/27	9	33
Logan	Sterling		315 Main St. Ste. #3 Sterling, CO 80751-	4	Hart	Mid Week of 8/27	10	35
Sedgwick	Julesburg		315 Cedar St. Ste. #220 Julesburg, CO	4	Hart	Mid Week of 8/27	11	60
Phillips	Holyoke		221 S. Interocean Ave. Holyoke, CO 80734-	4	Hart	Mid Week of 8/27	12	33
Yuma	Wray		310 Ash St. Ste. #F Wray, CO 80758-1850	4	Hart	Mid Week of 8/27	13	37
Kit Carson	Burlington		251 16th St. Ste. # 206 Burlington, CO	4	Hart	Mid Week of 8/27	14	55
Lincoln	Hugo		103 3rd Ave. Hugo, CO 80821	4	Hart	Mid Week of 8/27	15	77
Elbert	Kiowa		1675 W. Garden of the Gods Rd. Colorado	4	Sequoia	Mid Week of 8/27	16	60
El Paso	Colorado		215 Comanche St. Kiowa, CO 80117 PO	4	Premier	Mid Week of 8/27	17	48
Teller	Cripple		101 W Bennett Ave. Cripple Creek, CO	4	Premier	Mid Week of 8/27	18	45
Douglas	Castle Rock		125 Stephanie Place Castle Rock, CO	4	Hart	Mid Week of 8/27	19	84
Arapahoe	Littleton		5334 S. Prince St. Littleton, CO 80120-1136	4	Sequoia	Mid Week of 8/27	20	26

5.3.8.2 UVS SOFTWARE

The Agilis operates with two computers. One serves as the workstation and operates on Windows 7 OS. The other computer acts as the server and operates on Windows 7 with SQL. The software is used to import or export data; generate reports; configure data and ballots; and, more.

It offers seamless integration with third party automated signature verification software to process signatures from SCORE. The signature verification technology is an option available to the Counties. Runbeck uses it in vote-by-mail applications in multiple counties throughout Colorado, California, Illinois and Ohio. The same technology is also used in several US and foreign banks for signature verification for fraud detection on checks. Election officials, using ASR, can calibrate and change the sensitivity of the acceptance level for ASR using a sliding calibration bar. This allows for easy changes to be made to the sensitivity of ASR. Additionally, reports are available to see what was matched and what was not matched based on the calibration level.

5.3.8.3 UVS HARDWARE

Runbeck has the ability to process mail ballots through our internal inbound / outbound mail processing system or through the Agilis Ballot Sorting System®, which can be located right in County offices, Regional Vote Centers, or at the State level as a shared resource for inbound mail ballot processing.

The Agilis Ballot Sorting System® is an innovative mail ballot sorting solution that makes inbound ballot processing, quick, easy and affordable and empowers elections officials to manage election mail processing right in their own facility.



The Agilis has a small base footprint, processes up to 18,000 mail ballots per hour, and is highly configurable with full reporting and audit capabilities. It requires only a standard electric power supply and plugs into any 110V outlet.

Whether the State of Colorado chooses to have Runbeck process mail ballots in our production facility or place the Agilis® in a central, shared facility or individually at the County offices, our team of Vote-by-mail experts will work to configure the Agilis to make the most efficient processing based upon the reporting, sorting, and audit levels required. The Agilis® can be scaled to accommodate both large and small volumes of mail ballot processing.

The Agilis was designed and built to be portable and small. It measures 34” wide and fits easily through any standard doorway. The unit comes with rubber wheels and adjustable legs to stabilize and lock in place. This design makes it extremely easy to roll into and out of production or storage areas or standard freight elevators.

Engineered for quick set-up and ease-of-use, the Agilis can be rolled out and ready-to-use in less than an hour. The Agilis does not require clearance around the chassis. It is engineered to accommodate the cooling fans without added clearance. The entire machine can be placed against the wall to maximize room space.

23g – Power and Connectivity – The Agilis® does not require special power or network connectivity. It was built for ease of integration and use.

Power Requirements:

Transport – 12 Amps / 115 Volts

Stacker – 2.5 Amps / 115 Volts

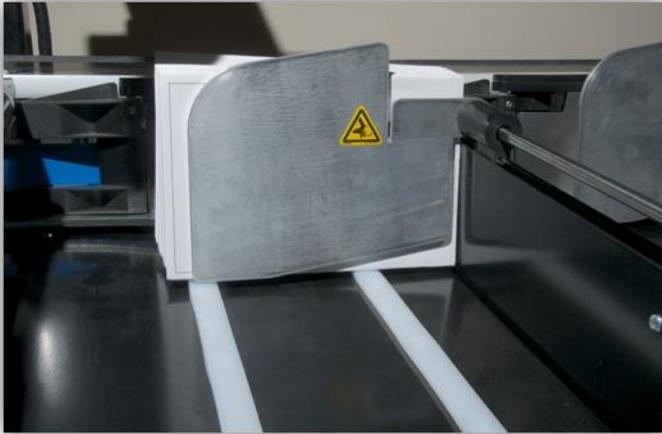
The Runbeck team has successfully implemented the API for the Agilis to integrate with SCORE for signature capture and verification. This interface allows the Agilis software to download and upload voter and signature files.

Runbeck’s Agilis System:

At the helm of the Agilis system, a touch screen monitor, keyboard and hand scanner are mounted for system operation and configuration. Using the features of the helm, operators can perform many tasks such as:

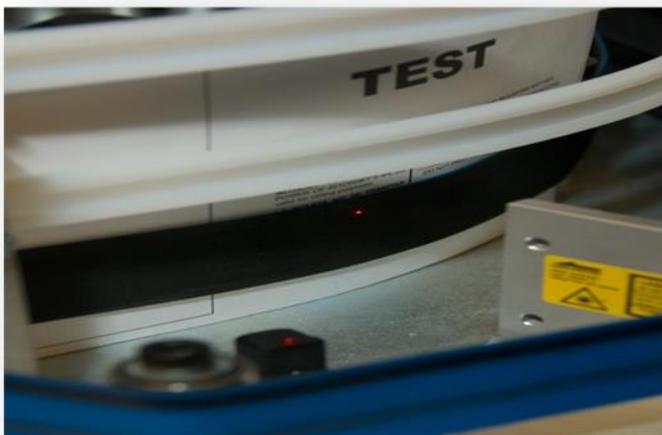
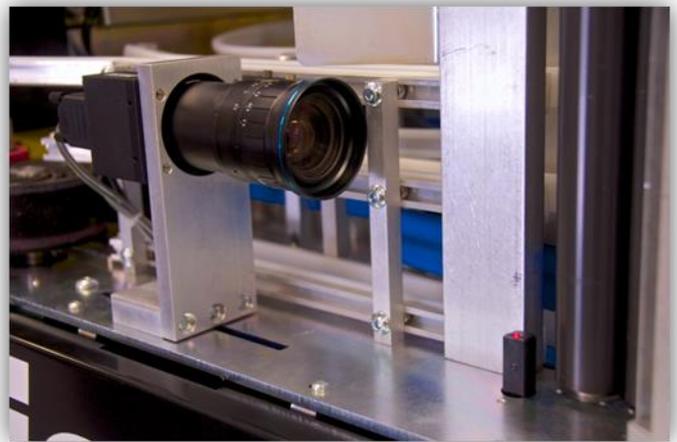
- ✓ Start or stop the machine
- ✓ Configure the Agilis system to start the Automatic Signature Verification process, if this option is included.
- ✓ Requesting and generating reports
- ✓ Set up and configure the ballot sorting system for varying election types
- ✓ Change sensor requirements for envelope dimensions
- ✓ Import and/or export data





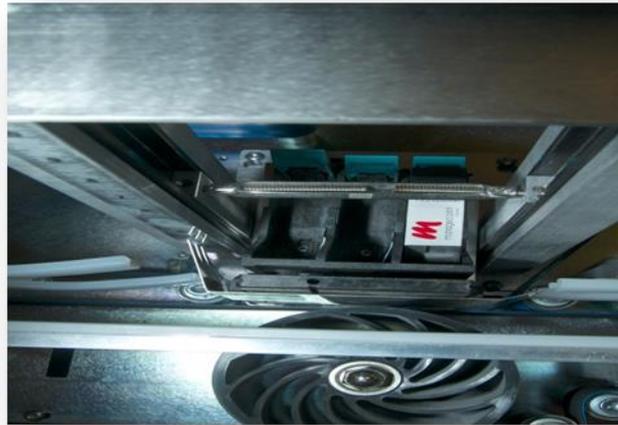
After the system has been set up and configured, it is ready for the mail to be loaded. Each ballot envelope is loaded.

Each ballot envelope goes through the Agilis system and hits specific “checkpoints” along its route. The system uses cameras to capture the entire front side of the ballot envelope (up to approx. 10”x12”) and extract the signature image verifying that the registered voter has signed each envelope. This also registers the ballots receipt by the County.



After the signature is captured, the mail proceeds through the Agilis sorting system. At every eight (8) to ten (10) second interval, sensors ensure the ballot is neither too thick nor too thin. Lasers are also used to detect thickness.

The Agilis system printers are used to spray information, such as time and date of receipt, on the ballot envelope as it is sorted.



Runbeck's Low Volume Agilis Duo System

For smaller jurisdictions, the Agilis Duo is a low to mid-volume production, mail scanner and signature capture unit that offers many of the specifications that its larger predecessor, the Agilis, features.

The Agilis Duo is a desktop mail scanner that allows counties with lower volumes to reduce costs while improving operations efficiency. It provides high quality and efficient processing, and reduces document preparation costs.

Equipped with two sort trays, the Agilis Duo is ideal for applications where the scanner's left-justified feeding provides a more efficient method for the picking and feeding of intermixed mail ballot envelopes and allows for faster and easier ballot mail handling by using a document jogger. This ensures that mail ballots are aligned to the upper left corner in a matter of seconds. It also means document prep workers have fewer steps and fewer exceptions when preparing batches for sorting

The Agilis Duo delivers exceptional throughput and scanned image quality for signature image capture with an approximate throughput of 85 PPM at 300 dots per inch (DPI). It also offers 24-bit color image capture at output resolutions ranging from 50 to 600 DPI. The Agilis Duo also provides users the flexibility to output images in the JPEG or TIFF file format.

When double-feeds are detected, the scanner automatically stops to allow for recovery. The technology ensures that all pages are scanned, and eliminates the need for operators to do a time-consuming post-scan review to account for all images.

The Agilis Duo is controlled by software that allows counties to set up and configure each job to their own specifications. The Agilis Duo can be configured to:

- ✓ Print a Received date and/or county name, up to 38 characters, post image capture.

- ✓ Read a 3 of 9 barcode and do a database lookup to confirm a valid envelope
- ✓ Capture an image of the envelope
- ✓ Out-sort bad barcodes or missing barcodes
- ✓ Scan to specific size batches. For example, if a county wishes to have 250 pieces in a mail tray the Agilis Duo can be configured to scan that number.
- ✓ Post image processing is also available for signature verification.

All of these features allows counties to have:

- ✓ Increased operator productivity
- ✓ Reduced operations expense
- ✓ Less downtime/easy maintenance
- ✓ Fewer downstream exceptions
- ✓ Reduced document preparation
- ✓ Fewer jams/fast jam recovery

5.3.8.4 Database

Runbeck is aware of the differing database needs of its customers. For this reason, the Runbeck team is capable of configuring the Agilis system to seamlessly integrate with the State or Counties chosen format. The Runbeck team has successfully implemented the API for the Agilis to integrate with SCORE for signature capture and verification. This interface allows the Agilis software to download and upload voter and signature files.

Please note, we have found even within the same VR vendor a 'one size fits all' solution is rare. Counties and VR vendors have modified and/or are on various software releases. We expect to work closely with the Department of State and SCORE staff to be certain that every implementation of the Agilis provides immediate efficiencies, cost savings and more up-to-date voter registration records.

Because the Runbeck solution proposes to integrate with the states database format, county computers will need to meet or exceed the technical requirements of the software it chooses to use. State and Counties of Colorado solely own all election and election related data in the system. Use of this data is unrestricted and can be used without interference or assistance from Runbeck Election Services.

Security of systems, files, and equipment have been refined by the Runbeck team's more than four decades of election printing, production, inserting, mailing, and consulting experience. Our Project Management includes an extensive Disaster Recovery Plan (DRP), which is thoroughly outlined in the DRP Plan included below. Whether it is the Runbeck facilities, the Sentio Ballot Printing System®, or the Agilis® Ballot Sorting System, extreme measures are taken to ensure the security of all of Runbeck's products, services and equipment.

Data Recovery Plan (DRP):

Runbeck has developed a disaster recovery plan (DRP) that addresses multiple possible events from facility to data events.

Our plan encompasses the following major categories:

- ✓ Data including the processing of incoming mail packets.
- ✓ Business continuation including the ability to resume mail processing at an alternative location.
- ✓ Human Resources to include deployment of key individuals for back up contingencies.

❖ Data

Runbeck's DRP for data is multi-tiered and is designed to minimize data loss, allow for rapid continuation of production processes and to know the disposition of each project.

❖ Data Back-up

Following is the data that Runbeck expects to back up as part of this DRP for the County / State:

- ✓ Processed outgoing files - These are the files that have been processed through the sorting equipment. The purpose of backing up this data is to enable Runbeck to accurately determine the status of any project for management at either a backup location or our own location.
- ✓ Processed return mail files - These are the files that represent those mail packets that have been returned by the voter and are in various stages of processing.
- ✓ Image files - All inbound image files that are captured by the sorting system.

❖ Business Continuation

The DRP allows Runbeck to resume production and mailing as soon as practical after a catastrophic event utilizing a number of local and non-local alternatives. The goal of the Business Continuation plan is to minimize the disruption of the production process when considered with the other portions of this plan.

❖ Locations and Facilities

Runbeck would ensure the continued production of the State's projects using a combination of long standing partnerships and our own facilities outside the County, State, or Regional center when necessary. In addition, the combinations of backup partners encompass all types of production equipment and processes needed to maintain strict parameters for quality and schedule required.

Following is a list of the backup facilities to be utilized if needed, including a brief description of their qualifications:

- ✓ Runbeck Election Services, Sunrise, FL - Runbeck has a completely redundant production facility in Florida. This facility is staffed with qualified Runbeck employees and furnished with equipment similar in capability as Runbeck's Tempe facility.
- ✓ Ironwood Lithographers, Tempe, AZ - Ironwood has been printing and finishing ballots for Runbeck for nearly 25 years. They have offset and digital equipment as well as personnel that is qualified to meet the exacting standards and critical scheduled required by the County / State.
- ✓ Aero Graphics, Tempe, AZ - Aero has been printing and finishing ballots for Runbeck for the past 10 years. They are largely an offset facility and have all needed equipment for the successful production of ballots.
- ✓ United Mailing, Phoenix, AZ - United Print and Mailing is a well-staffed mailing facility that can print and process EV ballots if necessary.

In the event that Runbeck needs to transition its business management capability, we would look to our local partners first, followed by our eastern options. If necessary, we will split up the work requirements to facilitate completion in the most efficient manner possible.

It is anticipated that coupled with the other elements of this DRP, Runbeck will be able to resume business continuity within 6-72 hours depending of the nature of the disruption.

❖ Human Resources

The last element of our DRP is ensuring that any outside resources we use have access to the knowledge Runbeck possesses relative to the State's requirements and the election business in general. Should we need to execute on our DRP, Runbeck will assign our key employees to those facilities to provide the management and leadership as needed. In addition, we will use our production and project coordinator staff in the same fashion, augmenting the staff at our outside partners and allowing our project management personnel to continue performing their function within a different facility.

Our internal network is hardened with the latest technology to ensure all data is inaccessible through network, or other, intrusion. We use a secured FTP site to transfer large files and data with our customers.

File Management and access, like most companies is critical and we maintain highly secure methods in securing files for both our customers and us. For file storage, all customer data is secured on a separate "V-LAN" isolated and designated for only our production network.

This network is also secured by key-card access for employees and computers with access to that network. Our "V-LAN" has been carefully planned; all data and customer files are completely segmented on a separate "V-LAN" network and subnet.

We utilize two main methods of file sending via FTP & VPN. We give our customer multiple options for their ease and both options are secure and constantly monitored and enhanced. The VPN access we have available is protected via DES encryption (56-bit), 3DES encryption (168-bit) and AES (256-bit) FTP is secured with SSL/TLS Encryption on a separate subnet and highly monitored and secured. All port traffic is monitored and logs are reviewed daily.

In addition to monitoring the FTP file location, an automated alert will be received by the Project Manager upon any upload, download or transfer of data to or from this file for immediate action.

Runbeck uses employee security training to protect the integrity of information and document flows to and from our secured files behind the firewall. As with all high-integrity and secure file transfers, employee intelligence is a key component in maintaining all file security, this includes ballot file transfers and those containing personal customer and voter data.

5.3.8.5 DATA MIGRATION

In past partnerships with the State of Colorado and its Counties, Runbeck successfully integrated the Agilis sorter and Sentio Ballot on Demand printer to accommodate data transfers between the County and State systems that are affected by either product.

Runbeck uses secure file transfer protocol, or FTP, to transfer data between the Agilis system and the Election Management System. Because Runbeck relies on the State or County's chosen EMS to determine the configuration of software, there is no conversion needed. The Runbeck FTP site is secured with SSL/TLS Encryption on a separate subnet and it is highly monitored and secured. All port traffic is monitored and logs are reviewed daily. Runbeck can accept file transfers as often as the County requires it.

5.3.8.6 TEST STRATEGY

Prior to delivery, RES will develop a floor plan for the Agilis that will also include a plan for electrical and network connections within the room.

Upon delivery of the Agilis, the delivery plan, logistics and installation of the system and acceptance testing of the Agilis will be developed. An optimal location for housing the Agilis and the best location for securing and storing the mail trays containing the vote-by-mail envelopes will be determined. Runbeck recommends locating the Agilis in a room that can also securely store both pre-sorted and sorted vote-by-mail envelopes. Additionally, Runbeck will work with the County to determine the most ergonomically correct setup approach for the Agilis, the personnel operating the Agilis, as well as the sweeping and storing of the mail trays.

Runbeck and the County will work through a pre-defined acceptance testing plan that will thoroughly test the Agilis for quality, reliability and throughput of the system. The acceptance testing will use actual sample election data, if possible, and will be conducted throughout the testing period, and for final acceptance testing. RES will utilize the actual envelopes used by the County in conducting elections, as well as voter information. The Agilis will be expected to perform according to the specifications predefined by the County.

After the initial installation, testing and configuration of the Agilis, Runbeck conducts a "Mock Election" at the County on the Agilis. The mock election will utilize actual sample envelopes and data from the County. The mock election will demonstrate the system's ability to capture envelope images, conduct signature verification and capture relevant data, such as when the ballot envelope was received. Additionally, the "Mock Election" shall also demonstrate the ability of the Agilis to upload envelope status and image information to the Clerk's Voter Registration management system database.

5.3.8.7 TRAINING

Runbeck provides detailed training and on-site support for the County and Colorado Department of State that increase the ability of each to become self-supported in the use and operation of the Agilis system. Training class sizes typically contain between two and five State or County employees and consist of two days of classroom training and three days of hands on training. To accomplish the goal of self-sufficiency, Runbeck uses a three-tiered training approach:

- Tier 1: The first tier of training focuses on operation of the Agilis system. Trainees are provided in-depth software training which encompasses report generation, vote-by-mail envelope exceptions, orphan envelope resolution and basic configuration. In addition, training includes sweeping and sorting envelopes and importing/exporting voter information with the Agilis system.
- Tier 2: Tier two training allows trainees to learn about Agilis hardware maintenance. Maintenance procedures such as cleaning the system and stackers, belt replacement and sensor replacement are covered. Trainees also receive thorough training on installing and testing the Agilis network configuration.
- Tier 3: Trainees learn troubleshooting techniques for the Agilis hardware and software during the third level of training. This includes the identification of issues related to the camera, sensors and belts, server and workstation, feeder system, resolving jams and other hardware items that may interfere with performance. Software troubleshooting is also a part of the curriculum for tier three training.

By adopting a three tier training approach, Runbeck is confident the State and Counties within Colorado will achieve a high level of comprehension and competency with the user-friendly Agilis system. Runbeck also offers refresher training, as needed.

As part of the initial training, assessments are provided to determine if additional training is needed or if training needs to be customized to fit an individual County or center's needs. Each center will receive an electronic and printed operations and service manual for the Agilis system. Both manuals provide users with operation and troubleshooting information.

In addition, all Runbeck products, processes and equipment training includes security information and provides Administrators with the ability to track and audit use and activity.

5.3.8.8 IMPLEMENTATION

Our goal is to give our customers the highest level of confidence in our company and in return be included as a part of their team for planning and troubleshooting purposes. This model has been developed along with Colorado's Department of State and its Counties during the past several years:

1. Planning and Implementation Stage: Runbeck will provide a dedicated project manager who will serve as the main point of contact for the County / State. This individual has over 25 years of print and mail experience. Additionally, the Project Manager will also serve as the emergency point of contact. The Project Manager will work with the County, State or Regional center staff to complete a project schedule and an outline of the resources necessary to carry out the project plan.
2. Execution, Monitor and Control Stage: The project plan is implemented during this phase of the process. All necessary resources will be engaged in the actual project plan as required. Procedural methods will be monitored and quality control will mitigate risks and engage any corrections that are required. Ongoing communication between the County, State, or Regional center and the Project Manager will occur as required.
3. Current Project Closing Stage: The Project Manager will take the necessary steps to ensure project completion to the County, State or Regional center staff as required in the Scope of Work. Reporting and audit information becomes available and the necessary steps for a next project will be implemented, if necessary.

5.3.8.9 SUPPORT

Following the implementation of the Agilis system, Runbeck offers its continued support to its customers. Support for the State and Counties of Colorado are available onsite by our full time Colorado staff and remotely.

Warranty period support provides the customer 1 year of support for the hardware components of the Agilis. The support also provides for licensing and coverage for the software for the first year. Extended and additional supports are determined by contract. Further details regarding Service Level Agreements are provided in our Cost Proposal.

Runbeck provides annual preventative maintenance with each Agilis deployed in the County. The preventative maintenance includes:

- ✓ Cleaning and inspection of the Agilis
- ✓ Replacement of any belts, sensors, consumables, rollers, stripper shoes or label stock, etc.
- ✓ Hardware and software issues needing remediation
- ✓ Camera calibration
- ✓ Sensor alignment
- ✓ Barcode reader calibration
- ✓ Compressor inspection and oiled if necessary
- ✓ Post maintenance testing

The Project Manager will work with the County to determine the schedule, scope of maintenance, and repair work necessary for the Agilis. Experienced RES personnel working together with assigned county staff members will conduct preventative maintenance.

Additional service and support includes a 24/7 dedicated support hotline during peak election hours and ongoing support during the initial installation period and during the first major election cycle. RES will work with the County to identify further ongoing election support should the County require it.

Remote support is available through Hamachi for the Agilis system. Hamachi is a zero-configuration virtual private network (VPN) application that county operators can easily enable or disable. Using the Hamachi software, Runbeck can virtually access system settings and configuration items to locate and resolve issues that arise during an election, if necessary.

Further, Runbeck makes it easy to report trouble tickets by using their 24x7 hotline, email address or customer portal. Any issues logged by the Department of State will be responded to within one hour and problem resolution will be within four hours.

Detailed trouble logs can be available to the Department of State or Counties upon request. Additionally, should the CDOS require, Runbeck is willing to assist with the transition of support to the Colorado Department of State or a third party.

SAMPLE REPORTS

The Agilis system provides several reports for County and State needs.

- Tray Detail reports provide disposition codes and name for AppIDs that are manually entered and envelopes scanned with the hand scanner.
- Election reports are master reports that provide a summary of data on all sorted mail, including rejects and challenges.
- Piece Reports are available to provide details for a specific mail piece.
- Tray Reports are available and list all mail pieces for a tray. These reports can be used to create job tickets or for tracking purposes.

Operators are also able to customize reports.

Samples of the Agilis standard reports are provided on the following pages.

Tray Details

Election: 2012 General Election

Tray: 20000

Total Piece Count: 23

Tray Type: INCOMING AUDIT	State: OLEARED
Opened: 10/9/2012 8:02:53 PM	Package: 13
Closed: 10/9/2012 8:06:24 PM	Sort Value: -1
	Sort Field: -1

App ID	Disposition Code	Name
121106800010018	GOOD	EDDIE M MAULDIN
121106800010000	GOOD	PET TOMPKINS
121106800189100	GOOD	BRENDA E WEST
121106800079000	GOOD	JOANN D TOMPKINS
121106801541440	GOOD	REUBEN SUTHERLIN
121106800000000	GOOD	HORACE ALLEN
121106800012000	GOOD	LOUIS BARBER
121106800000000	GOOD	GLADYS O HOUSTON
121106800073000	GOOD	TOMMIE L GRAHAM-WEBB
121106801541440	GOOD	JANICE SUTHERLIN
121106800017000	GOOD	HELEN CAMP
121106800000000	GOOD	ANNIE P ALLEN
121106800000000	GOOD	EDNA M STALLWORTH
121106800000000	GOOD	DERREL A TWITTY
121106800073000	GOOD	MARY HARPER
121106800110000	GOOD	CALVIN A HARPER
121106800000000	GOOD	NARVELL HENDERSON
121106801600001	GOOD	NELTON T MILLER
121106801000000	GOOD	BELINDA DAY
121106801000000	GOOD	HENRY D VAUGHN
121106800000000	GOOD	BERNICE A CURTIS
121106800000000	GOOD	DEBORAH A LINDER
121106800019000	GOOD	CATHY ANN TWITTY

Tray Detail: 10/16/2012 9:11:38 AM

Page 1 of 1

Tray Report

Election: 2012 General Election

Tray: INCOMING AUDIT

Tray Number (2722)	Piece Count (#0001)
20000	23
20001	6
20002	8
20003	15
20004	10
20005	13
20006	7
20007	17
20008	6
20009	10
20010	3
20011	6
20012	13
20013	12
20014	16
20015	17
20016	16
20017	8
20018	5
20019	14
20020	9
20021	4
20022	17
20023	21
20024	8
20025	15
20026	7
20027	2
20028	11
20029	17
20030	20
20031	5
20032	9
20033	19

Tray Type Report: 10/16/2012 9:10:47 AM

Page 1 of 81

Election Report

Election: 2012 General Election

Total Piece Count: 42107

Election Summary

Scanned	Ready To Sort	Sort	Finalized
1577	0	0	40031

Rejects (641)

Description	Piece Count	Description
Already Audited	1	
Outsort	1	
Piece Lost Reject	144	
Rescan Reject	1	
Scan Reject	1	
Sort Timeout	2	
Thick Reject	148	
Thin Reject	343	

Election Report: 10/19/2012 9:09:08 AM

Piece Report

Election: 2012 General Election
App ID: 121108R00106551

First Name: ELVIN K FRIESEN Last Name: Voter ID: 00106551 Precinct: S919 Legislative District: Pocket Number: 3 Tray Number: 60417 Sequence Number: -1 Disposition Code:	Custom Field 1: non Custom Field 2: Custom Field 3: Custom Field 4: Custom Field 5: Mark as Good Mark for Outsort
--	---

Images

[Piece Image](#)

Piece History

Log Date	Message
10/19/2012 8:14:59 AM	INCOMING SCAN sorted to REJECT: Thin Reject, Pocket #3, Tray Number #60417

Piece Report: 10/19/2012 9:15:52 AM Page 1 of 1

Tray Details Report

Tray Details

Election: 2012 General Election

Tray: 20000

Total Piece Count: 23

Tray Type: INCOMING AUDIT	State: CLEARED
Opened: 10/9/2012 6:02:53 PM	Pocket: 13
Closed: 10/9/2012 6:06:24 PM	Sort Value: -1
	Sort Field: -1

App ID	Disposition Code	Name
121106R00210318	GOOD	EDDIE M MAULDIN
121106R00793060	GOOD	PET TOMPKINS
121106R00199185	GOOD	BRENDA E WEST
121106R00793061	GOOD	JOANN D TOMPKINS
121106R01541445	GOOD	REUBEN SUTHERLIN
121106R00003596	GOOD	HORACE ALLEN
121106R00012930	GOOD	LOUIS BARBER
121106R00925488	GOOD	GLADYS O HOUSTON
121106R00878335	GOOD	TOMMIE L GRAHAM-WEBB
121106R01541440	GOOD	JANICE SUTHERLIN
121106R00047957	GOOD	HELEN CAMP
121106R00003407	GOOD	ANNIE P ALLEN
121106R00225546	GOOD	EDNA M STALLWORTH
121106R00650252	GOOD	DERREL A TWITTY
121106R00373495	GOOD	MARY HARPER
121106R00132076	GOOD	CALVIN A HARPER
121106R00935740	GOOD	NARVELL HENDERSON
121106R01682501	GOOD	KELLTON T MILLER
121106R01028993	GOOD	BELINDA DAY
121106R01093428	GOOD	HENRY D VAUGHN
121106R00919123	GOOD	BERNICE A CURTIS
121106R00605599	GOOD	DEBORAH A LINDER
121106R00619866	GOOD	CATHY ANN TWITTY

Tray Report

Tray Report

Election: 2012 General Election

Tray: INCOMING AUDIT

Tray Number (2722)	Piece Count (40031)
20000	23
20001	6
20002	8
20003	15
20004	10
20005	13
20006	7
20007	17
20008	6
20009	10
20010	3
20011	6
20012	13
20013	12
20014	16
20015	17
20016	16
20017	8
20018	5
20019	14
20020	9
20021	4
20022	17
20023	21
20024	8
20025	15
20026	7
20027	2
20028	11
20029	17
20030	20
20031	5
20032	9
20033	19

Tray Report

Election: 2012 General Election

Tray: INCOMING AUDIT

Tray Number (2722)	Piece Count (40031)
22720	1
22721	1

Election Report

Election: 2012 General Election

Total Piece Count: 42107

Election Summary

Scanned	Ready To Sort	Sort	Finalized
1577	0	0	40031

Rejects (641)

Description	Piece Count	Description
Already Audited	1	
Outsort	1	
Piece Lost Reject	144	
Rescan Reject	1	
Scan Reject	1	
Sort Timeout	2	
Thick Reject	148	
Thin Reject	343	

Election Report 10/19/2012 9:09:08 AM

Election Report

Election: 2012 General Election

Missing
0

Challenged (0)

Piece Count

Election Report 10/19/2012 9:09:08 AM

Piece Report

Piece Report

Election: 2012 General Election

App ID: 121106R00106551

First Name: ELVIN K FRIESEN Last Name: Voter ID: 00106551 Precinct: 5919 Legislative District: Pocket Number: 3 Tray Number: 60417 Sequence Number: -1 Disposition Code:	Custom Field 1: non Custom Field 2: Custom Field 3: Custom Field 4: Custom Field 5: <p style="text-align: right;">Mark as Good</p> <p style="text-align: right;">Mark for Outsort</p>
--	---

Images

Piece Image

Piece History

Log Date	Message
10/19/2012 8:14:59 AM	INCOMING SCAN sorted to REJECT: Thin Reject, Pocket #3, Tray Number #60417

SAMPLE PROJECT ARTIFACTS



Runbeck Election Services

Phone: 1-877-230-2RES

www.Runbeck.net

Email: jnagel@runbeck.net

Agilis Site Survey

Important Note: This form will gather information about your company contact information, mail, internet, and network configuration. The manufacturing of your product cannot proceed until this form is completely filled out.

Company Information

Company Name:					
Company Address:					
City:		State:		Zip:	
Telephone:	() - ext	Fax:			
Date:	/ /	Time Zone:	(GMT -7:00) Mountain Time		

Shipping Information

Do you have a loading dock available for a truck with a 53' trailer?	Yes
Additional shipping functions are available, for a fee, if they are needed. These fees have not been included in your original shipping quote.	<input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Limited Access Delivery <input type="checkbox"/> Other Special Service
Would you like a representative to contact you to discuss delivery instructions? If so, please enter a contact name and phone number in the space to the right.	Name: Phone: () - ext

If you chose the shipping address option above, please fill in the shipping address information below.

Shipping Address:					
City:		State:		Zip:	

Technical Contact

Contact Name:			
Telephone:	() - ext	E-mail Address:	

Internet Information

Internet Provider			
Internet Type:	DSL	Please specify if other:	
Public IP Address (Note: must be a static address, cannot start with 192, 172, or 10):			

Network Instructions

Please provide these instructions to your Network Administrator or authorized IT personnel:

Customer Support utilizes a VNC connection for connectivity to the machines. This feature allows Customer Support to remote assist customers in troubleshooting and assisting in setup/production on the machine. In order to maintain this connectivity, the following steps must be taken.

1. Support must be provided the Public IP of the customer's network from their Internet Service Provider and be updated every time it changes.
2. A static IP must be assigned to the Customer Support supplied router that stays with the machine.
3. TCP port 5100 must be opened in the firewall and directed to a STATIC IP that is assigned to the router that resides with the machine.

Ensuring that port 5100 is opened and directed to the router on the machine improves security and ensures that unauthorized access to company resources is avoided. In order to protect the PCs attached to the machine, our router is configured to block all unauthorized access to the internet. At no time should these computers be placed directly on a customer's network.

Network Information

Important Note: You will need to forward port 5100 TCP. Please fill out the Network Diagram below. We require one open static IP address on the inside of your network. Please provide us with the following information.

The "Backup Window" is the time when mail is not being run. Customer Support needs to know this time frame so they can set up an automatic backup of their databases which needs to happen at a time when mail is NOT being run. Please specify a time that can be used as the "Backup Window" for your company. (Please specify a.m. or p.m.)

Start Time:	2:00 a.m.	End Time:	05:0 a.m.
-------------	-----------	-----------	-----------

Network Diagram

Please input the information listed in the table below.

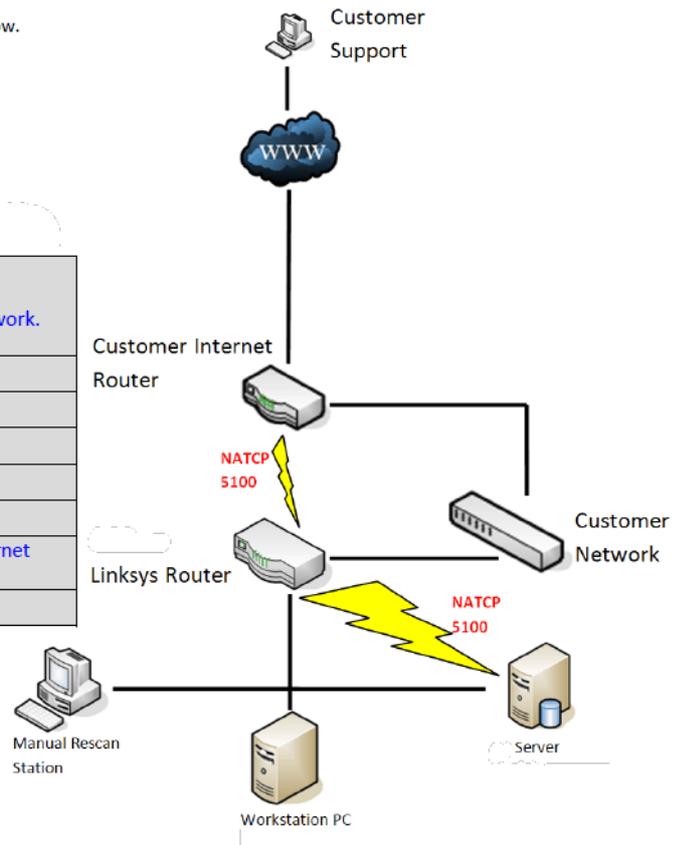
NAT Rules

- TCP Port 5100 from Customer Router to TCP Port 5100 Flats Router
- TCP Port 5100 from EZ-Flats Router to TCP 5100 EZ-Flats Server

Static Customer Network

Obtain the following from the Customer Network.

Static Internet IP Address	
Subnet Mask	
Default Gateway Address	
Primary DNS Server	
Secondary DNS Server	
Obtain the following from the Customer Internet Router.	
Public IP Address	



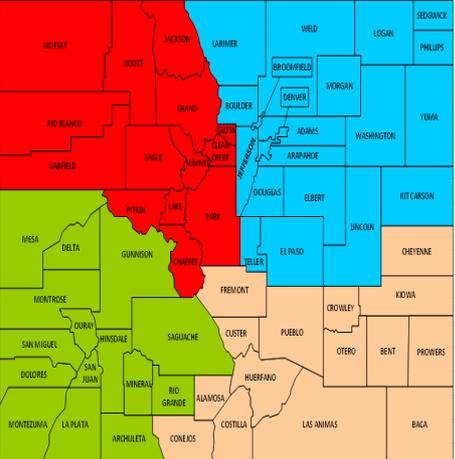
Thank you for purchasing an Agilis!

1. This form must be emailed from a computer that has internet access. After you have completed the above form, please print or save it for your records, then email it as an attachment to jnagel@runbeck.net.
2. If you do not have Microsoft Outlook or email, print this form and fax a copy to 602-437-1411.
3. If you do not have Microsoft Outlook or email and cannot fax a copy, you must print the form, scan the form to a computer with email, and then email the scanned image of the form to jnagel@runbeck.net.

For larger scale projects, a schedule is required for system delivery and set up such as the following example:

County	County Seat	County Contact	County Seat Address	Voting/ Tabulation System	Feedtray	Delivery	Order of Delivery	Mileage Between
Grand	Hot Sulphur Sprin	Sara Rosene	308 Byers Ave. Central	Hart	NO	Beg. Week of 8/20	1	Start
Jackson	Walden	Hayle Johnson	396 LaFever St. Walde	Hart	NO	Beg. Week of 8/20	2	61
Routt	Steamboat Springs	Kay Weinland	522 Lincoln Ave. Stear	Hart	NO	Beg. Week of 8/20	3	60
Moffat	Craig	Lila Gerod	221 West Victory Way	Hart	NO	Beg. Week of 8/20	4	41
Rio Blanco	Meeker	Nancy Amick	555 Main St. Meeker, C	Hart	NO	Beg. Week of 8/20	5	48
Garfield	Glenwood Springs	Jean Alberico	109 8th St. Ste. #200	C Hart	NO	Beg. Week of 8/20	6	69
Eagle	Eagle	Teak Simonton	500 Broadway, Ste. #1	Hart	NO	Beg. Week of 8/20	7	32
Piñon	Aspen	Janice Vos Caudill	530 Main St. Ste. #101	Premier	YES	Beg. Week of 8/20	8	73
Lake	Leadville	Tiffany Lee Parker	98 Everette St. Ste. #C	Hart	NO	Beg. Week of 8/20	9	58
Chaffee	Salda	Joyce Reno	104 Crestone Ave. Sali	Hart	NO	Beg. Week of 8/20	10	59
Park	Fairplay	Debbi Green	501 Main St. Fairplay,	Hart	NO	Beg. Week of 8/20	11	58
Summit	Breckenridge	Kathleen Neel	208 E. Lincoln Ave. Br	Hart	NO	Beg. Week of 8/20	12	22
Clear Creek	Georgetown	Pam Phipps	405 Argentine St. Geor	Hart	NO	Beg. Week of 8/20	13	22
Gipin	Central City	Colleen Stewart	203 Eureka St. Central	Hart	NO	Beg. Week of 8/20	14	24
Mesa	Grand Junction	Sheila Reiner	200 S. Spruce St. Grar	ES&S	YES	Mid Week of 8/20	1	Start
Delta	Delta	Ann Eddins	501 Palmer, Ste. #211	Hart	NO	Mid Week of 8/20	2	40
Montrose	Montrose	Fran Tipton-Long	320 S. 1st St. Room 1	Hart	NO	Mid Week of 8/20	3	22
Gunnison	Gunnison	Stella Dominguez	221 N. Wisconsin St. 5	Hart	NO	Mid Week of 8/20	4	65
Hinsdale	Lake City	Linda Pavich Ragle	317 N. Henson Lake C	Hart	NO	Mid Week of 8/20	5	55
Ouray	Ouray	Michelle Nauw	541 4th St. Ouray, CO	Hart	NO	Mid Week of 8/20	6	30
San Juan	Silverton	Ladonna Jaramillo	1557 Greene St. Silver	Hart	NO	Mid Week of 8/20	7	24
San Miguel	Telluride	Kathleen Erie	305 W Colorado Ave. Hart	NO	Mid Week of 8/20	8	73	
Dolores	Dove Creek	LaRita Randolph	409 N. Main St. Dove	Hart	NO	Mid Week of 8/20	9	99
Montezuma	Cortez	Carol Tullis	109 West Main St. Rox	Premier	YES	Mid Week of 8/20	10	36
La Plata	Durango	Patricia Berger	505 Harrison Ave. Lea	Premier	YES	Mid Week of 8/20	11	46
Archuleta	Pagosa Springs	June Madrid	449 San Juan St. Pago	Premier	YES	Mid Week of 8/20	12	60
Rio Grande	Del Norte	Cindy Hill	965 6th St. Del Norte,	Hart	NO	Mid Week of 8/20	13	58
Mineral	Creede	Eryn Follaman	1201 N Main St. Creed	Premier	YES	Mid Week of 8/20	14	37
Saguache	Saguache	Carla Gomez	504 4th St. Saguache,	Premier	YES	Mid Week of 8/20	15	74
Pueblo	Pueblo	Gilbert" Bo" Ortiz	215 W 10th St. Pueblo	Sequoia	YES	Beg Week of 8/27	1	Start
Freemont	Canon City	Katie Barr	615 Macon Ave. Roon	Hart	NO	Beg Week of 8/27	2	41
Custer	Westcliffe	Debbie Livengood	205 S. 6th St. West Cl	Hart	NO	Beg Week of 8/27	3	50
Huerfano	Walsenburg	Judy Benine	401 Main St. Ste. #20	Premier	YES	Beg Week of 8/27	4	60
Alamosa	Alamosa	Melanie Woodward	402 Edison Ave. Alam	ES&S	YES	Beg Week of 8/27	5	72
Conejos	Conejos	Lawrence Gallegos	6683 Country Road 13	Hart	NO	Beg Week of 8/27	6	28
Costilla	San Luis	Karen Garcia	400 Gasper St. San Lu	Hart	NO	Beg Week of 8/27	7	40
Las Animas	Trinidad	Bernard Gonzales	200 E. 1st St. Room 2	Hart	NO	Beg Week of 8/27	8	100
Baca	Springfield	Sharon Dubois	741 Main St. Springfi	Hart	NO	Beg Week of 8/27	9	122
Prowers	Lamar	Jana Coen	301 S. Main St. Ste. #2	Hart	NO	Beg Week of 8/27	10	47
Cheyenne	Cheyenne Wells	Kay Feyh	51 S. 1st St. Cheyenne	Hart	NO	Beg Week of 8/27	11	74
Kiowa	Eads	Debra Lening	1305 Goff St. Eads, C	Hart	NO	Beg Week of 8/27	12	44
Bent	Las Animas	Patti Nickell	725 Bent Ave. Las Am	Hart	NO	Beg Week of 8/27	13	57
Otero	La Junta	Sharon Sisroy	13 W 3rd St. Room 21	Hart	NO	Beg Week of 8/27	14	19
Crowley	Ordway	Lucile Nichols	631 Main St. Ste. #102	Hart	NO	Beg Week of 8/27	15	24
Denver	Denver	Debra Johnson	200 W. Main St. Dove	Sequoia	YES	Mid Week of 8/27	1	Start
Jefferson	Golden	Pamela Anderson	3500 Illinois St. Ste. #	IES&S	YES	Mid Week of 8/27	2	15
Broomfield	Broomfield	Jim F. Candelarie	1 DesCombes Dr. Bro	Premier	YES	Mid Week of 8/27	3	20
Boulder	Boulder	Hillary Hall	1750 33rd St. Ste. #20	Hart	NO	Mid Week of 8/27	4	13
Adams	Brighton	Karen Long	4430 S. Adams County	Premier	YES	Mid Week of 8/27	5	33
Larimer	Fort Collins	Scott Doyle	200 W. Oak St. Ft.Col	Premier	YES	Mid Week of 8/27	6	55
Weld	Greeley	Steve Moreno	1402 N. 17th Ave. Gro	Premier	YES	Mid Week of 8/27	7	31
Morgan	Fort Morgan	Connie Ingmire	231 Ensign St. Ft.Morg	Hart	NO	Mid Week of 8/27	8	55
Washington	Akron	Garland Wahl	150 Ash St. Akron, C	Hart	NO	Mid Week of 8/27	9	33
Logan	Sterling	Pamela M. Bacon	315 Main St. Ste. #3 S	Hart	NO	Mid Week of 8/27	10	35
Sedgwick	Julesburg	Chris Beckman	315 Cedar St. Ste. #22	Hart	NO	Mid Week of 8/27	11	60
Phillips	Holyoke	Madene" Beth" Cumr	221 S. Interoccean Ave.	Hart	NO	Mid Week of 8/27	12	33
Yuma	Wray	Beverly Wenger	310 Ash St. Ste. #F W	Hart	NO	Mid Week of 8/27	13	37
Kit Carson	Burlington	Della Calhoon	251 16th St. Ste. # 20	Hart	NO	Mid Week of 8/27	14	55
Lincoln	Hugo	Corinne Lengel	103 3rd Ave. Hugo, C	Hart	NO	Mid Week of 8/27	15	77
Elbert	Kiowa	Wayne Williams	1675 W. Garden of the	Sequoia	YES	Mid Week of 8/27	16	60
El Paso	Colorado Springs	Diana Hartsough	215 Comanche St. Kio	Premier	YES	Mid Week of 8/27	17	48
Teller	Cripple Creek	Judith "JJ" Jamison	101 W Bennett Ave. C	Premier	YES	Mid Week of 8/27	18	45
Douglas	Castle Rock	Jack Arrowsmith	125 Stephanie Place C	Hart	NO	Mid Week of 8/27	19	84
Arapahoe	Littleton	Nancy Doty	5334 S. Prince St. Lath	Sequoia	YES	Mid Week of 8/27	20	26

Ballot On Demand District Map



We then track the progress and next steps of our delivery and training:

COUNTY	Confirmed Delivery Status	Interest level and NOTES	NEXT STEP
Grand	Delivered, Setup and Trained	High, tried to setup mock election on there own-	Retieve Ballot PDFS and setup mock election for them, ON CDOS FTP- by 8/30, County would like to print all their ballots on the sentio approx 8000, Need to provide Consumable, paper estimates, as well as contingency plan and timeLine
Jackson	Delivered, Setup and Trained	Medium, could be sold on extended use	Regular Follow UP
Routt	Delivered, Setup and Trained	Medium, could be sold on extended use	Regular Follow UP
Eagle	Delivered, Setup and Trained	Dave Input....	
Pitkin	Delivered, Setup and Trained	High, Received call today request for more info from Dwight Shellman	Get back to by 8/29
Summit	Delivered, Setup and Trained	Dave Input....	
Moffat	Delivered, Setup and Trained	Medium, Prob not for General	Regular Follow UP
Rio Blanco	Delivered, Setup and Trained	Medium, Prob not for General	Regular Follow UP
Garfield	Delivered, Setup and Trained	High	Follow up by 9/4
Lake	Delivery Confirmed, Not Setup, Trained	BROKEN PRINTER(Network Syslog Save Mode)	Replace Controller board ASAP
Chaffe	Delivered, Setup and Trained	Dave Input....	
Mesa	Delivered, Setup and Trained	High, Was missing Feed tray Knobs, used my spares	Follow up by 9/4
Delta	Delivered, Setup and Trained	Medium, could be sold on extended use	Regular Follow UP
Montrose	Delivered, Setup and Trained	Medium	Follow up by 9/4
Gunnison	Delivered, Setup and Trained	Dave Input....	
Hinsdale	Delivered 8/28	Truck Broke Down,	Don't know when we can get back out
Ouray	Delivered 8/27	Dave Input....	
San Juan	Delivered, Setup and Trained	Dave Input....	
San Miguel	Delivered, Setup and Trained	Dave Input....	
Dolores	Delivered, Setup and Trained	Medium	Regular Follow UP
Montezuma	Delivered, Setup and Trained	Medium	Regular Follow UP
La Plata	Del 8/24	MISSING FEED TRAY KNOBS	Dropping off feed tray knobs 8/29 AM
Archuleta	Delivered, Setup and Trained	Dave Input....	
Rio Grande	08/25/2012 Delivered		
Mineral	Delivered 8/27	WAS LEFT OUTSIDE FOR 24hours, Need proof of SIGNATURE	Don't know when we can get back out
Saguache	08/24/2012 Delivered		
Fremont	Delivered 8/27		

GENERAL QUESTIONS

The following is a list of questions regarding various aspects of the UVS functionality and the UVS project. Please provide detailed answers to these questions. Note: Do not include any cost information in this section of the RFP.

1) What staff support from CDOS and counties do you envision needing during the implementation of the UVS in a county? Identify each resource by location (CDOS or county), role or responsibility, technical skills needed, suggested expertise in years, and any clarifying comments.

As part of the project planning stage, Runbeck will conduct assessments with the help of staff to find which supports are needed. With effective communication from both parties, Runbeck is able to complete its portion of the implementation process without any supports from the County. The Agilis system was developed to be user friendly. Any user with basic technical skills is able to properly operate the system and master its functions. During the onsite training, the Runbeck team will consistently evaluate trainees for proficiency and provide extra assistance as required.

2) How many county implementations do you feel you could support simultaneously?

Runbeck feels confident in its ability to support all Colorado counties simultaneously. During peak seasons – elections – Runbeck increases its trained support staff to accommodate the potential surge in demand.

3) What is your coverage, terms, and duration for warranties of the hardware, software, and other deliverables provided pursuant to this RFP?

All Runbeck services and products include warranties. Software warranties are available for a period of one (1) year and include bug fixes and updates. Hardware warranties are available for one (1) year and cover non-wear parts, such as motors, sensors, camera and computers.

4) What is your coverage, terms, and duration for maintenance of the hardware components of your UVS solution?

As part of the initial purchase price, hardware maintenance is included for the first year.

5) What is your coverage, terms, and duration for licensing of the software components of your UVS solution?

As part of the initial purchase price, software maintenance and licensing is included for the first year.

6) Are updates and modifications to the UVS because of legislative mandates a part of your support agreement or are they custom enhancements?

Legislative mandates that are simple to comply with are part of our support agreement. Complex legislative mandates may require custom enhancements and are not part of the support agreement.

7) What is the certification status of each component within your proposed solution? Include a

matrix showing the following:

- Component Identification: N/A
- Federal certification date: N/A
- The federal certification standard currently met (e.g. 2005 VVSG): N/A
- Any state certifications: N/A
- Projected certification date and standard if not currently certified: N/A
- Projected certification date and standard for a future planned upgraded certification: N/A

8) What features of your proposed solution exist to ensure ballot secrecy? Please describe those features.

To maintain ballot secrecy, the Agilis system never removes the ballot from the mail packet envelope.

9) What is your organizational chain-of-command for escalating problems needing resolution?

For problems requiring escalation, customers should follow the chain-of-command below:



10) What purchase options do your company offer (e.g. payment in full upon delivery, financing, leasing)?

Runbeck offers payment in full upon delivery, financing and leasing of its equipment.

11) What is the maximum number for each of the following items that your Election Management System allows:

- Precincts: N/A
- Contests: N/A
- Candidates: N/A
- Political Parties: N/A
- Ballot Styles: N/A
- Precincts per Ballot Style: N/A
- Ballot Styles per Precinct: N/A
- Other limitations?

12) What interface capabilities, with the CDOS voter registration system (SCORE), can your Election Management Software provide? Is there a defined extract format for precinct and district definitions, registration statistics, and candidate or contest information that is or may be made compatible with SCORE? What interface data formats are available (e.g. EML, XML, CSV, and ASCII)?



As with past projects incurred with the State of Colorado, our software seamlessly integrates with SCORE.

13) What are the security features and capabilities of your proposed system and processes?

As this question relates to our proposed sorting solution, the Agilis system offers complex passwords for user authentication, data encryption capabilities and remote communication, if allowed by the County.

14) What post-election audit capabilities are provided by your system and what processes or procedures do you offer to support a post-election audit, including a risk limiting audit?

Counties are able to conduct post-election audits using the Agilis system reports.

15) To what extent, if any, do the hardware and software products you are proposing to Colorado meet the requirements of Section 508 of the Rehabilitation Act of 1973 and subsequent amendments to that Act?

N/A

16) What products or services do you provide in the areas of Voter Education and Voter Outreach? This is an informational question only.

N/A

PRELIMINARY PROJECT SCHEDULE AND STAFFING PLAN

Runbeck uses Project Management Institute's *Project Management Methodology* to manage each project and project cycle. This can begin with face-to-face requirements session with the customer, following by a comprehensive "backward pass" scheduling process, which begins with the customer's required delivery dates. Through our custom tracking database, Runbeck manages the work based on the customer's required delivery dates to ensure that each project segment is delivered per the customer's schedule and specifications. Our production schedules will adjust to your needs to ensure that all printing and mailing services are completed early or on schedule.

RES will work with the County to outline a project plan for the installation of the Agilis. The project plan would include delivery dates, installation, acceptance testing, training, election preparation, implementation, support and maintenance of the Agilis.

In addition to the project plan, the Project Manager will work with the assigned personnel from the county on developing "to-be" processes with the sorter. The "to-be" processes would include:

- ✓ How to conduct the import and export of voter information (e.g., application ID, barcode)
- ✓ How to scan and sweep envelopes in the Agilis
- ✓ Developing "exception" procedures for the envelopes scanned into the Agilis, such as envelopes with no signatures, mismatched signatures or invalid signatures, for example
- ✓ Conducting signature verification upon exporting of captured voter information from the vote-by-mail envelopes
- ✓ Developing scanning procedures for sorting envelopes into batches/trays
- ✓ Incorporating these processes into an integrated approach for conducting and tabulating ballots for each election

A sample project schedule/timeline is provided on the next pages. To implement this schedule, Runbeck will provide onsite personnel for a period of two to five days for set up and system training. The CDOS or County election personnel will be needed for training. It is suggested that personnel have average technical proficiency. In addition, the CDOS or County IT staff should be available to assist with the network connection.

Processes and/or Requirements	Timeline	Approach and Methodology
Conduct and Complete Contract Negotiations	Upon Vendor Selection to Contract Approval	RES and Colorado Target County will complete and approve the contract for the Agilis Ballot Sorting System. RES will prepare to send the Agilis to the County.
Provide Project Management and Support Services	Upon Contract Execution through Election Day	<p>RES will conduct project management and support services for the County upon contract execution through Election Day. Project management and support services include incorporating Project Management Institute (PMI) best practices; best practices conducted from prior sorting implementation projects using subject matter experts employed by RES. This includes developing a project plan, test plan, logistics plan, identifying “As-Is” and developing “To-Be” processes and also incorporating and refining other current processes and procedures.</p> <p>Support services include onsite support for the 1st election, conducting three-tier training on the Agilis, conducting refresher training during the 1st election cycle, and ensuring the Agilis is operating at optimal efficiency for the election.</p> <p>Additionally, RES will install, test and configure the Agilis, as specified, to ensure all power and network connectivity is properly operating, and the system is working as intended to meet the requirements of the sorting solution for the County. Specified RES project management and support personnel will be onsite at to assist the County in project planning, implementation, training and sorting.</p>

Processes and/or Requirements	Timeline	Approach and Methodology
Deliver Agilis Ballot Sorting System to Colorado Target County	August 1, 2014	RES will prepare and deliver the new Agilis Ballot Sorting System. The Agilis will be delivered and brought to the specified space at Colorado Target County elections.
Configure and test the Agilis Ballot Sorting System	August 1-8, 2014	RES will be onsite to configure and test the Agilis Ballot Sorting System. Configuration of the system includes network connectivity from the Agilis to SCORE, power requirements have been addressed, testing the Agilis with sample data and envelopes to ensure system is functioning in the manner intended, verifying all hardware and software is working smoothly.
Conduct Training on the Agilis Ballot Sorting System	August 8-12, 2014	<p>RES will conduct onsite training on the Agilis Ballot Sorting System at Colorado Target County. There will be three tiers of training conducted on the Agilis: operator training, troubleshooting training and maintenance training on the system. Refresher training will be conducted prior to the election cycle as well.</p> <p>RES will work in collaboration with the County to train the County to become self-sufficient in the use and operation of the Agilis.</p>
Conduct Mock Election for Colorado Target County	August 16, 2014	RES will be utilizing actual envelopes, used by Colorado Target County, as well as voter data, in conducting a mock election at Colorado Target County on the Agilis. RES, upon initial installation, configuration and testing of the system, will conduct the mock election that will include capturing envelope image and signature information, voter data information, date and time receive,

Processes and/or Requirements	Timeline	Approach and Methodology
		<p>among others. The information will be uploaded to SCORE for verification. There will be a post-mock election lessons learned session conducted to discuss what went well, what did not go well, and areas for improvement. The lessons learned session will be used to make modifications for final acceptance testing of the system.</p>

Processes and/or Requirements	Timeline	Approach and Methodology
Conduct Final Acceptance Testing for Colorado Target County	August 22, 2014	RES will conduct a final acceptance test for Colorado Target County to verify the requirements of the system are met for Douglas County. The final acceptance testing will include conducting testing, similar to the Mock Election test, but will also include modifications made as a result of the Mock Elections test. The County will accept or reject the system for the Coordinated Election based on the final acceptance testing.
Conduct Continuous Testing on the Agilis Ballot Sorting System	August 22 – October 10, 2014	RES and the County will continue to conduct testing on the Agilis until the first official date ballots are mailed to the voters for the November 2014 Coordinated Election. At that time, election-specific voter information will be uploaded to the Agilis for mail sorting processing for the Coordinated Election.
“Go-Live” with the Agilis Ballot Sorting System	October 10-17, 2014	RES and the County will “Go-Live” with the Agilis for the purpose of conducting the November 2014 Coordinated Election. This includes utilizing the functionality with the Agilis to capturing envelope and signature image, conducting signature verification, uploading and downloading election and voter data from SCORE and sorting to a defined batch level, as agreed by the County and RES. “Go-Live” activities continue through Election Day and beyond until all sorting and signature verification activities have been completed.

PROPOSED STAFFING

Kevin J. Bannon

Title: President

Project Role: Plant Production & Operations

Kevin Bannon is President of Runbeck Election Services. With a 30-year track record of successfully managing print production and finishing facilities and experience in the election services industry, Kevin is a main driver in the strategic planning, execution and development of products and services at Runbeck. He has overall responsibility for the profitability and revenue growth of the company, including all sales, marketing and product development, staffing and service delivery.



Kevin has proven capabilities in strategic corporate development combined with extensive management experience in the industry. He has the ability to refine and continuously improve the election products and services Runbeck is so well known for.

Kevin has proven capabilities in manufacturing operations combined with extensive management experience in the industry. He has the ability to sharpen the efficiency and accuracy of election printing operations.

Before joining Runbeck Election Services, Kevin served as President of Ironwood Lithographers in Tempe, Ariz. for 6 years. During that time, he was responsible for the company's lithographic and election printing operations. He worked on several projects with the Runbeck Election Services team in that time. Kevin currently serves on the Board of Directors for both the Printing Industries of AZ and Arizona Business Leadership (ABL).

Bill O'Neill

Title: Vice President of Software Engineering

Project Role: Systems Integration

Bill O'Neill is Vice President of Software Engineering where he is responsible for managing the Runbeck Team of programmers and to further development and updates for our current systems and technology.



Bill is a recognized leader in the elections industry having worked with a wide range of customers on numerous elections projects over the years.

Bill, a Certified Project Management Professional, has been a software developer, technology project manager and business consultant for more than 18 years. He has worked with many state and federal agencies over that time, including CalTrans, the California State Teachers' Retirement System and the U.S. Department of Energy among others.

Bill joined Runbeck Elections Services from Shamrock Associates in El Dorado, Calif., where he was president and senior consultant. In that role, he managed voting system and vendor selection, contract negotiations, and system integration for fourteen California counties and other government entities. His most significant project at Shamrock Associates involved the management and implementation of a new voting system for California's Sacramento County.

Jim Suver

Title: Vice President of Business Development

Project Role: Customer Relations and Project Success

Jim Suver is a recognized leader in the government and elections industry and brings 12 years of experience in the elections marketplace to Runbeck. During his career, Mr. Suver has repeatedly demonstrated success in securing new business in undeveloped markets.



In addition to elections experience, Jim has a multi-industry background in information technology, financial services, and state and local government. His experience spans international and domestic government procurements and strategic partnerships. For over a decade, Mr. Suver has also been involved in many election associations at the national and state levels including National Association of Secretaries of State (NASS), Election Center, and International Association of Clerks, Recorders, Election Officials and Treasurers (IACREOT). Jim holds a degree in Economics and is overseeing the rollout of the company's new business development and strategic growth initiatives.

Jeff Ellington

Title: Vice President Field Operations

Project Role: Project Director of Development, Customer Implementation, and VR Interface Developer

Jeff Ellington, Vice President of Field Operations focuses primarily on enhancing the customer experience and product development and implementation of the Sentio Ballot Printing System® and Agilis® Ballot Sorting System for BOD and vote-by-mail processes.



Jeff came to Runbeck from Pitney Bowes, where he was product manager for the Reliavote™ Vote-by-Mail product line. He has deep knowledge of mail sorting technology and expertise in vote-by-mail, as well as the Agilis mail sorting solution, all offered by Runbeck Election Services.

Jeff's expertise in mail processing and sorting operations, software and hardware development, project management, and overall product installation planning assist our customers' with product and service integration that is second-to-none.

Jeff has implemented over 30 Vote-by-Mail and he understands the complexities of vote-by-mail sorting solutions as it relates to elections. He has been involved in some of the largest and some of the smallest automation efforts at counties all over the country, including the development of the vote-by-mail interface with the Colorado Secretary of State's voter registration system, SCORE. He brings the ability to adapt best practices to the counties needs and assist in the transition to automating the Vote-by-Mail, eBallot duplication and BOD processes at both the County and State level.

Jeff works to ensure all Runbeck hardware and software is operating efficiently and effectively for the jurisdiction.

Mr. Ellington brings more than 15 years of experience adapting hardware and software solutions to meet the unique needs of customers while providing the highest level of customer satisfaction.

Phillip Johnson

Title: Director of Sales

Project Role: Project Manager

Phillip Johnson has spent the last 10 years as a Project Manager specializing in Workflow Analysis, in the Commercial Print Industry. Phillip's focus is to help counties increase their productivity and to reduce overall costs through technology.



Phillip has a BS in Business Management from the W.P. Carey School of Business at Arizona State University.

As Director of Sales, Phillip is excited and working hard to bring the Runbeck Election Services efficiencies and technology to counties across the United States.

Nate Runbeck

Title: Denver Operations Manager

Project Role: Project Director/Manager

Nate has spent the last 5 years at Runbeck Election Services focusing on product development, manufacturing, service, and managing support for the Sentio® Ballot Printing System and the Agilis® Ballot Sorting System. He has served as Account Manager for three of the largest counties in Florida, Miami-Dade, Palm Beach, and Broward Counties and has processed over 20 county's ballot art (ballot prep) across two major election cycles. Nate currently manages all of the Runbeck Colorado Operations.



Nate is certified as both a Sentio® and OKI Data service technician and has performed advanced part replacement on the OKI C9650HN Printer used by the Sentio® system.

Nate has been directly involved in the software development and enhancements of the Sentio® product since its inception. His experience has given him a vast knowledge and understanding of the Sentio® and for this reason he has been utilized to perform training courses throughout the US for Runbeck Customers and Staff.

Nate resides in the Denver area where he manages the Runbeck Denver Facility.

Anthony Paiz

Title: Project Manager

Project Role: Subject Matter Expert and Project Manager

Anthony Paiz has been an integral part of the Runbeck Election Services team for more three years in his role as a Project Manager. He has diverse experience in all subjects related to election services. Prior to his work with Runbeck, Anthony served as an Operations Manager for Adams County in Colorado and as a Project Manager for Premier Election Services.



Anthony has used his election service expertise to assist and oversee tasks within Runbeck including software design, procurement, and project management for Ballot On Demand customers. Anthony has a strong understanding of the pre-press, printing, and data management needs of our customers.

Mr. Paiz is a graduate of the University of Wyoming with a background in Finance and Economics. Anthony is certified in both Sentio® and OKI systems.

Jim Elkins

Title: Integration Engineer

Project Role: Agilis Implementation & Training

Jim Elkins, Integration Engineer, provides integration design and support for Runbeck Election Services. Jim manages many of the Agilis installations across the United States. He coordinates the site readiness, works with the customers on their process and procedures as well as conducts the training on the Agilis Ballot Sorting System.



Jim brings broad knowledge and a wealth of experience to Runbeck Election Services' customers. He has been involved with over 15 Vote-By-Mail installations and has worked closely with the customers to develop their processes and procedures at each of the installations. His knowledge of the VBM processes and his extensive knowledge of Postal Regulations are imperative to the successful completion of the Absentee Ballot mailing process.

In addition, he has previously trained IT professionals for a certified Microsoft training partner, and has a deep background in network and IT experience. He has performed division level project management for a Fortune 500 printing company. With over 10 years of successful personal / customer partnerships, he is very comfortable ensuring a lasting customer relationship.

David Cox

Title: Denver Operations Specialist

Project Role: Field Technician

David has provided his expertise in software development to Runbeck Election Services for more than a year. He has remained an integral part of our Colorado support team. Mr. Cox has a strong background in the Colorado elections industry as well as in IT.



David is certified in both the Runbeck Agilis and Sentio® systems.

UVS SYSTEM REQUIREMENTS

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM E – AUTOMATED BALLOT ENVELOPE SCANNING AND SIGNATURE VERIFICATION				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Mail Ballot Envelope Processing	E-1	<p>Provide hardware with the capability to scan mail ballot envelopes and perform the following functions:</p> <ol style="list-style-type: none"> Scan and capture voter ID barcode Scan and capture envelope and signature images Log envelope as received Endorse (customizable) & date/time stamp envelope Separate envelopes that may need manual intervention <p>Note 1: Please provide information about your ballot envelope sorting equipment, including what versions are available for counties with various volumes of envelopes. Can your equipment perform all these above functions in a single pass? If not, please explain the number of passes required and the actions taken on each pass.</p> <p>Note 2: Please indicate if your solution has the capability, assuming envelope and ballot are designed properly, to determine the ballot style of the enclosed ballot.</p>	1	<p>Runbeck is able to comply with all requirements of E-1. The system is configured to capture various fields, including Voter ID. As part of the process, a camera is used to capture the voter's signature and envelope. The information is then logged to validate the County's receipt of the registered voter's ballot envelope.</p> <p>Runbeck offers both full sized and light versions of the Agilis system. The full sized Agillis can accommodate all volume sizes. The light version is available for small counties with low volumes of envelopes. The Agilis system meets the single pass requirement in Note 1.</p>
Mail Ballot Envelope Processing	E-2	Be capable of generating an output file, with voter ID and voter's envelope signature, to be matched with SCORE voter registration data and used in the Automated Signature Verification process.	1	
Mail Ballot Envelope Processing	E-3	<p>Be capable of updating the mail ballot envelope output file with status values (e.g. received, accepted, rejected) so that the SCORE system can use the output file to update voter registration records.</p> <p>Note: Please provide a list of code values your system assigns for ballot envelope processing status.</p>	1	The code values assigned by the Runbeck Agilis system are set by the State or County.
Mail Ballot Envelope Processing	E-4	Allow an authorized user the ability to update the disposition code for an envelope (e.g. from "challenged" to "good").	1	Authorized users are able to update the disposition code for an envelope using the Signature Verification Client.

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM E – AUTOMATED BALLOT ENVELOPE SCANNING AND SIGNATURE VERIFICATION				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Mail Ballot Envelope Processing	E-5	Be configurable for ballot envelope size and design.	1	The Agilis is able to be configured for ballot envelope size and design.
Mail Ballot Envelope Processing	E-6	Be configurable for thickness detection.	1	The Agilis system is configured to detect ballot envelope thickness.
Mail Ballot Envelope Processing	E-7	Automatically separate envelopes when voter ID required into a separate stack or identify them electronically for easy separation.	1	When voter ID is required, the Agilis system can electronically identify and separate envelopes.
Mail Ballot Envelope Processing	E-8	Have an option for sort/pass with the ability to customize sorting definition (e.g. style, precinct, district, unaccepted envelope, signature discrepancy and no signature). Note: Please explain the sort options available in your system.	1	The Agilis system is equipped with stackers with multiple pockets and trays for sorting. Operators are able to configure sort options.
Mail Ballot Envelope Processing	E-9	Provide a high-volume solution for counties with a large voter population. Note 1: Please specify the throughput capacity on your high-volume envelope processor. Note 2: County size by registered voter population is as follows: Large = Over 25,000 voters Medium = 10,000 – 25,000 voters Small = Fewer than 10,000 voters	1	The Agilis system is adjustable to accommodate for high volume envelope processing. The throughput capacity is 18,000 per hour.
Mail Ballot Envelope Processing	E-10	Provide a low-volume solution for counties with a small or medium voter population (see E-9 requirement Note 2). Note: Please specify the throughput capacity on your low-volume envelope processor.	1	The Agilis Duo system is able to accommodate low volume envelope processing. The throughput capacity is 9,000 per hour.
Mail Ballot Envelope Processing	E-11	Provide configurable reports for tray id, tray count and pieces status.	1	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM E – AUTOMATED BALLOT ENVELOPE SCANNING AND SIGNATURE VERIFICATION				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Automated Signature Verification	E-12	Provide tested/proven Automated Signature Verification (ASV) software, which can automatically compare a voter's ballot envelope signature with the SCORE voter registration signature based on a customer selected confidence determination. Note: Please provide any information about your system that might be an alternative to manual removal of the signature security tab on mail ballot envelopes.	1	
Automated Signature Verification	E-13	Be configurable to meet or exceed a state established acceptance threshold for signature acceptance.	1	
Automated Signature Verification	E-14	Provide user activity log records that include full description of all human intervention during the ASV process.	1	
Automated Signature Verification	E-15	Provide an audit function to verify the accuracy of machine accepted signatures.	1	
Automated Signature Verification	E-16	Extract returned ballot envelopes for manual review when the signature does not meet the acceptance threshold level, is unreadable, or is missing.	1	Using the Agilis outsourcing function, the user is able to extract returned ballots for manual review.
Automated Signature Verification	E-17	Create a record when the signature does not meet the acceptance threshold level. This record will be used to generate a letter when the signature cannot be manually verified. Note: Please explain your process for creating and using these records.	1	Runbeck is able to comply with the requirements of E-17 for those Counties choosing this service. We will provide a template for use which managers and operators can use to produce an End of Day Batch Run that will trigger an output data file to generate this letter.

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM F – MAIL BALLOT TRACKING				
Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Mail Ballot Tracking	F-1	Track a mail ballot envelope from the time it is prepared for the voter in an elections office or by a vendor, through every stage of the U.S. Postal Service mail delivery system.	1	Runbeck is able to track mail ballot envelopes from the time it is inserted into the mail using the USPS “Track my mail” software.
Mail Ballot Tracking	F-2	Track a mail ballot through stages of the ballot acceptance process after return to the County by the voter. Note: Explain which processes within the Elections Office can be tracked by your system after the ballot envelope is received in that office.	1	The Agilis system is able to track mail ballot process from the SCORE upload to the output data file.
Mail Ballot Tracking	F-3	Provide sufficient report capability for the election officials to ascertain the status of any and all mail ballots in each stage of the mail ballot process tracked by the system.	1	
Mail Ballot Tracking	F-4	Provide a system whereby voters can “opt in” to receive messages about their ballot’s status in the process.	5	
Mail Ballot Tracking	F-5	Provide a system whereby voters who have chosen to “opt in” to receive messages about their ballot’s status in the process can choose to “opt out”.	5	
Mail Ballot Tracking	F-6	Provide a messaging system that delivers messages via a website to voters who have requested notification about their ballot’s status.	5	
Mail Ballot Tracking	F-7	Provide a messaging system that delivers messages via email to voters who have requested notification about their ballot’s status.	5	
Mail Ballot Tracking	F-8	Provide a messaging system that delivers messages via text messaging to voters who have requested notification about their ballot’s status.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM F – MAIL BALLOT TRACKING				
Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Mail Ballot Tracking	F-9	Have sufficient capacity to provide the same level of service to as few as one or as many as 64 counties at the same time. (Estimate up to 4 million records if all counties are participating.)	5	
Mail Ballot Tracking	F-10	Be able to utilize all email and text messaging vendor systems in use in Colorado.	5	
Mail Ballot Tracking	F-11	Provide each individual county the ability to personalize messages to its voters based on its elections setup, processes, etc.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM G – VENDOR TRAINING & SUPPORT				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Hardware & Software Support	G-1	Include availability of vendor support personnel to assist in hardware and software installation and setup onsite.	1	Prior to delivery, the Agilis system is configured. An onsite Runbeck team sets up the system upon delivery of the unit at its location.
Hardware & Software Support	G-2	Include availability of vendor support personnel to assist in hardware and software installation and setup from a remote help desk.	1	
Training	G-3	Include availability of vendor supported onsite training personnel to train CDepartment of State and County users.	1	The Runbeck onsite team provides training at a pre-determined date and time.
Training	G-4	Include availability of self-study user training via the Internet or electronic media.	1	Digital manuals are provided to users following training.
Voting Period Support	G-5	Provide 24-hour available technical support for all system components beginning sixty days prior to an election and continuing until the completion of the official canvass (generally twenty days after an election). Note: Please describe your capability to provide extended support, beyond twenty days after and election, for circumstances such as a recount.	1	Runbeck provides around the clock support to customers 60 days prior to an election until its conclusion. Remote assistance is available if extended support is required.
Hardware Parts and Supplies	G-6	Include hardware solutions for the UVS that are supported by a supply chain contingency plan. Note: Please provide an explanation of your supply chain contingency planning. The intent of this requirement is to assess the risk to Colorado of one or more of your suppliers not being able to provide needed components. Identify the depth of your supply chain (e.g. one, two, or more suppliers deep).	1	The supply chain is two suppliers deep. Runbeck also keeps stock on hand.
Hardware Parts and Supplies	G-7	Make equipment parts and supplies available through December 31, 2020.	1	

**SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM
G – VENDOR TRAINING & SUPPORT**

Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Hardware Parts and Supplies	G-8	Not require royalty fees, user fees, or other charges or limitations on the printing of ballots designed or printed on vendor devices. Similarly, no fee or limitation shall be placed on any electronic file, report or representation of the vote produced by vendor devices or software.	1	Runbeck does not require royalty or user fees. The only fees collected by Runbeck are licensing, support, warranty and maintenance fees, as agreed upon.

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Auditing	H-1	<p>Store sufficient data in an unalterable system audit log file to allow the auditing of all operations related to election setup, ballot creation, ballot tabulation, results consolidation and report generation. The audit log file shall contain:</p> <ul style="list-style-type: none"> a. An identification of the program and version being run. b. An identification of the election file being used. c. A record of all options entered by the operator, including operator ID. d. A record of all actions performed by a subsystem of the system. e. A record of all tabulation and consolidation input. f. Audit log records that are created and maintained in the sequence in which operations were performed, with date/time stamps. <p>Note 1: Please explain what audit trail techniques and audit reports are incorporated in your proposed system.</p> <p>Note 2: Please provide a list of all audit log files, the file location within the voting system, and the procedures to navigate to and retrieve them from the voting system.</p> <p>Note 3: Please describe steps needed to protect the audit logs from possible unintentional or intentional erasure or alteration.</p> <p>Note 4: Please provide a sample set of audit reports (system logs, etc.) from an election in a county with 200,000 or more registered voters (not necessarily in Colorado).</p>	5	
Auditing	H-2	Accommodate random audits on electronic voting and tabulation devices.	5	
Auditing	H-3	Accommodate random audits on paper vote capture and tabulation devices.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Auditing	H-4	Log all activity on voting equipment including: when turned on/off, any errors, power failure, power restoration, when an error occurred and when an error was resolved.	5	
Auditing	H-5	Run real time reports, when needed.	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Auditing	H-6	Run post-election diagnostics on all auditable equipment in a manner that does not endanger the integrity of the election record. Note: Please explain your system's post-election diagnostic capabilities.	1	The Agilis conducts an on-going real-time audit of itself. Any mail pieces not seen on a first or second pass are called out as missing.
Auditing	H-7	Provide for adequate information to facilitate a recount under Colorado law.	5	
Auditing	H-8	Have a permanent paper record of each vote for audit purposes.	5	
Auditing	H-9	Support a Risk Limiting Audit, as defined in section 1-7-515(5)(b), C.R.S. sufficient to audit the functionality of electronic and paper vote capture as well as vote tabulation devices. Note 1: Please describe how your proposed system supports the execution of a Risk Limiting Audit. Note 2: Does your solution place unique identifying numbers on ballots as they are scanned? Note 3: Section 1-7-515, C.R.S. stated that Colorado must begin risk-limiting audits in 2014, but was revised in the 2013 session to extend the start of the requirement to 2017.	5	
Auditing	H-10	Incorporate a real time clock as part of the system hardware and all audit log record entries shall include a date/time stamp.	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Auditing	H-11	Use a real time clock that will continue to run during a power loss.	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Auditing	H-12	Print audit reports on the standard system hardcopy output device when the following conditions are met: <ul style="list-style-type: none"> a. The generation of an audit trail report does not interfere with the production of other output reports. b. The entries can be identified so as to facilitate their recognition, segregation and retention. c. The physical security of the audit record entries can be ensured. 	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Auditing	H-13	Create audit records during the election definition and ballot preparation phases showing completion of the baseline ballot layouts and any modifications to them, a description of the modifications and a date/time stamp.	5	
Auditing	H-14	Create audit records during the pre-election phase that include electronic and manual data entered and maintained by election personnel, election definitions, instances of all final ballot layouts and the ballot preparation edit event log.	5	
Auditing	H-15	Create audit records prior to the initiation of ballot counting to verify hardware and software status. These particular audit records shall include the identification of the software release, the identification of the election to be processed and the results of hardware and software diagnostic tests.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Auditing	H-16	<p>Create in-process audit records containing data documenting system operation during diagnostic routines and any machine generated error and exception messages. Examples of these audit records include:</p> <ul style="list-style-type: none"> a. System startup diagnostic and status messages. b. Checks that pre-count reports show zeroes. c. The source and disposition of system interrupts resulting in entry into exception handling routines. d. All messages generated by exception handlers. e. The identification code and number of occurrences for each hardware and software error or failure. f. All operator actions. g. Notification of system login or access errors, file access errors and physical violations of security. h. Other exception events such as power failures, failure of critical hardware components, data transmission errors, and other types of operating anomalies. 	5	
Auditing	H-17	Provide an in-process audit report, for post-election use, consisting of data containing a record when each vote is initiated and each ballot is cast.	5	
Auditing	H-18	<p>Print reports necessary to assist election officials in performing a manual count as required by Colorado election law and rules.</p> <p>Note 1: Please explain how your proposed system can create the reports necessary to allow election officials to perform and validate a manual count.</p> <p>Note 2: Please explain how, in the case of a recount, the election can be reconstructed ballot by ballot, while still maintaining voter privacy.</p>	5	
Auditing	H-19	Record audit log entries onto durable non-volatile storage.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Auditing	H-20	Export audit logs in formats suitable for use by elections officials and the public including common electronic formats (PDF, Excel, CSV, TXT, EML).	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Certification	H-21	Be certified or certifiable by the EAC, another state, or Colorado. Note 1: If not certified, please explain. Note 2: See section 1-5-601.5, C.R.S. for Colorado voting system certification compliance with federal regulations. RFP section 5.3.11 has a question on certification status of vendor proposed solutions.	5	
Testing	H-22	Be configurable so as to be capable of performing the following functions on all system hardware/software, in compliance with current Colorado statutes and rules: a. Hardware test b. Logic and Accuracy Test c. Post-Election Audit d. Pre-Recount Logic and Accuracy Test e. And capable of performing the Colorado Risk Limiting Audit commencing no later than 2017.	5	
Testing	H-23	Allow authorized user creation of scripted simulation Logic and Accuracy tests with various patterns (e.g. 1,2,3 or 1,1,1 or 1,2,3,4,5...). Note: Please explain how your system allows for pre-determined simulation for creating test ballots and electronic voting equipment test input.	5	
Testing	H-24	Have the capability to test ballot layouts to verify the allowable number of votes for a contest or question and the combinations of voting patterns permitted or required by the using jurisdiction.	5	
Testing	H-25	Provide capability to permit diagnostic testing of all the major components within each electronic vote capture device.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS REQUIREMENTS				
Requirement Sub-Category	Req. ID	UVS Requirement (The System will ...)	Response Code	Vendor Response
Testing	H-26	Ensure non-contamination of voting data through tests of all data paths and memory locations to be used in actual vote recording.	5	
Testing	H-27	Provide evidence in an audit record that test data has been expunged.	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Testing	H-28	Allow the ability to load and test audio ballots in electronic vote capture equipment.	5	
Testing	H-29	Provide the ability to print all necessary reports for proofing the results of logic and accuracy testing.	5	
Security	H-30	Provide an environment whereby all databases and data are maintained with provisions for operational security, access control and auditability. Note 1: Please describe the authentication protocols for access to the EMS database and your system's processes for providing operational security and auditability. Note 2: System security must not obstruct authorized access to event or audit logs, and printing or exporting of reports.	5	
Security	H-31	Require two factor authentication for access to the EMS and all tabulation equipment. This means an authorized user will need a physical device (e.g. token, card) and something memorized (e.g. password) to access the software or equipment.	5	
Security	H-32	Allow tamper evident seals to be placed on all equipment doors, openings, and data access points such that unauthorized access is either prevented or clearly indicated by the damage to or destruction of a seal. Note: Please describe the security offered by your proposed system relating to tamper evident seal placements.	5	

SYSTEM REQUIREMENTS TABLE for the COLORADO UNIFORM VOTING SYSTEM H – MISCELLANEOUS				
Requirement Sub-Category	Req. ID	UVS Requirement	Response Code	Vendor Response
Security	H-33	Allow all access points to equipment to be visible and subject to oversight of seals, unless the access point is behind doors or a cover. Access points that are not visible should also accommodate tamper evident	5	
Security	H-34	Report unauthorized modifications to audit data or audit logs. Note: Please explain your system's capabilities to restrict user authorizations and access rights for creating, reading, modifying, and deleting audit data or logs.	5	
Security	H-35	Allow for installation and auditing of a Trusted Build per Colorado Election Rules.	5	
Documentation	H-36	Include a clear set of documented instructions for election judges to set up voting equipment. These instructions should be modifiable by county personnel.	5	
Documentation	H-37	Include documented instructions for troubleshooting any voting equipment issues that may arise.	5	
Documentation	H-38	Include a complete set of User and Technical documentation.	1	As it applies to sorting or ballot insertion, Runbeck is able to comply.
Documentation	H-39	Include current certification documentation and VSTL and/or state test reports.	5	

■ Portable. Affordable. Easy-to-Use.

The Front-Runner in Solutions

Agilis 
BALLOT SORTING SYSTEM

SPECIFICATION	
Mailpiece size	
Length Min	5'
Length Max	13"
Height Min	3.5"
Height Max	10"
Thickness Min	0.007"
Thickness Max	0.5"
Weight Min	0.07 oz
Weight Max	16 oz
Transport Type	Single Speed
Belt Speed	80 IPS
Cycle Speed	18,000
w/ Scale	10,000
Operational Throughput (#10)	14,400
w/ Scale	8,000
Envelope Aspect Ratio	Length/Height
Minimum	1.3
Maximum	2.5
Image Capture	10"
Camera DPI	200
Illumination	LED
Printer types	IncJet
Max # of Back Side Printers	1
Max # of Front Side Printers	3
Max Number of Pockets	112
Power Requirements	
Transport	12A/115V
Stacker	2.5A/115V
BTU's Per Hour (transport)	4710
BTU's Per Hour (stacker)	1175
Operational Environment	
Minimum Temperature	10C (50F)
Maximum Temperature	35C (95F)
Minimum Humidity	30% RH
Maximum Humidity	90% RH
Storage Environment	
Minimum Temperature	5C (41F)
Maximum Temperature	35C (95F)
Minimum Humidity	30% RH
Maximum Humidity	90% RH
System Dimensions	
Transport (Length x Width x Height)	60" x 34" x 73" (including monitor)
Stacker Module (Length)	56" x 34" x 41"



CASE STUDY – EL PASO COUNTY USES SIMULO



Case Study

El Paso County Embraces Automation to Dramatically Increase Staff Efficiency in Serving UOCAVA Voters

El Paso County, Colorado is rich in military associations. Home to the United States Air Force Academy, two Air Force bases and Fort Carson, county election officials are acutely aware of the needs of Uniformed and Overseas voters. Fortunately, El Paso County is committed to delivering the easiest-to-use and most accessible voting experience to its citizens – no matter where they are in the Universe. If they can get to the Internet – they can vote.

Prior to automating the voting process for overseas voters, El Paso County handled UOCAVA ballots through a traditional manual process. While they were already a user of Runbeck's Sentio Ballot Printing System®, the county was ready to add the Simulo™ Ballot Duplication Software and a UOCAVA eballoting system. The ballot-on-demand (BOD) capabilities of the Sentio provided a natural migration path to full automation for Uniformed and Overseas voters.

Automation is the answer—Simulo & Sentio Make it Possible

UOCAVA made it possible for overseas voters to cast their ballot electronically. As a result, El Paso County has been anxious to automate the receipt, duplication and tabulation of electronic ballots. Simulo and Sentio make this possible...

When the county receives a completed online electronic ballot, the voter is verified against the voter registry, then the ballot is scanned using the Runbeck Simulo™ Ballot Duplication Software which is integrated with the Sentio Ballot Printing System®. The barcode on the eballot is then used to print this ballot on the Sentio – ready for tabulation. Once the ballot is printed, the ballot is simply tabulated like any other ballot as part of the normal tabulation process.

Adding UOCAVA Software to the Sentio is Easy

Liz Olson, El Paso County Election Manager commented on their experience in using the Sentio with Simulo software,

© 2012 Runbeck Election Services, Inc.

“The software was loaded onto the system, we did a quick walk-through and it was ready to use... it was very easy.”

The software did exactly what it was designed to do: duplicate UOCAVA eballots.

Simulo Eliminates Manual Processes

In choosing to use Simulo software, El Paso County was able to eliminate manual processes and significantly improve staff efficiency. The same transparency used during the manual processing of UOCAVA ballots is still used within the new Simulo process; however, dramatic efficiencies are realized. The processing time required to hand duplicate a single ballot was between 10 and 20 minutes. Contrast that with the Simulo automated ballot processing time of 4 seconds per ballot.

“Prior to using Simulo software we had to manually mark every overseas ballot returned by voters. This meant long days, often 12-14 hours for staff members... and we would hire up to 40 temps during each election cycle – just to support UOCAVA ballots. We would double verify every ballot, so it's easy to see that labor is the real cost in processing UOCAVA ballots and we're money ahead with the automated process.”

In 2011, during the fall election, the county processed just over 1,100 UOCAVA ballots. In the upcoming November Presidential Election it could be as high as 6,000. That's a lot of overseas ballots! Fortunately the county is looking forward to the election with the help of the Runbeck solution.

A Smart Solution with Trustworthy Results

Runbeck Elections Services can help you with your UOCAVA solutions. We've been providing trusted elections services for 40 years. For more information, contact us at (602) 230-0510 or click www.runbeck.net.

www.runbeck.net

Phone: 602 230 0510

LETTERS OF RECOMMENDATION



April 5, 2011

Pam Anderson
CLERK AND RECORDER

Lori Webb
CHIEF DEPUTY

Joshua B. Liss
DEPUTY OF ELECTIONS

Teri Schmaedecke
CLERK TO THE BOARD

Susie Swain
DIRECTOR OF RECORDING

Sharon Carnefix
DIRECTOR OF MOTOR
VEHICLE

To whom it may concern:

This letter is written in support of Runbeck Election Services. Jefferson County first utilized Runbeck products during the 2009 Coordinated Election. Runbeck partnered with Jefferson County to pilot its Ballot-On-Demand system during our all mail ballot election of that year and it was a resounding success. We were able to use Runbeck's Ballot-On-Demand system to quickly and efficiently print ballots at service centers for our voters, in our Mail Ballot Processing Center for supplemental mailings and in our Ballot Resolution Area for ballot resolution and duplication. This allowed us to save thousands of taxpayer dollars by avoiding the need to order and stage pre-printed ballot stock at various locations.

After the successes of 2009, Jefferson County decided to partner long-term with Runbeck and now utilizes eight Ballot-On-Demand systems throughout our county. We have not only saved money using this system, but have also reduced the amount of unused paper during an election from excess ballot stock. We have also had a positive response from our voters who appreciate the fact that they can watch their ballot being produced right in front of them at our service centers. The use of this system has increased our efficiency and our ability to quickly get the right ballot style to the right voter, whether by mail or in our offices.

Runbeck Election Services is a company that stands behind the products it provides and supports its customers. The conduct of elections is a complicated business with tight deadlines and millions of moving parts. The people at Runbeck understand this, and stand ready to support their customers from beginning to end of the election cycle. The pre-election programming and installation is handled quickly and tested thoroughly. During an election, Runbeck has shown its willingness to increase resources when necessary to fully support its customers. On-site support is never far away. Post-election, Runbeck is quick to follow-up to identify successes and areas for improvement before the next election cycle.

We have had a very positive partnership with Runbeck Election Services and look forward to continued successes with them in the future. If you have any questions, please do not hesitate to contact me.

Kindest regards,



Pam Anderson
Jefferson County Clerk and Recorder

100 JEFFERSON COUNTY PARKWAY, GOLDEN COLORADO 80419



Maricopa County
Elections Department

Karen Osborne, Director

111 S. 5th Avenue, Suite 400
Phoenix, Arizona 85003, 2220
Phone: (602) 944-1111
Fax: (602) 944-3600
TDD: (602) 944-1111

To Whom It May Concern:

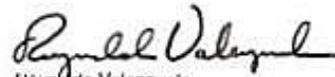
Our relationship with Runbeck Election Services (RES) began in 1992 when Maricopa County was looking for an elections partner to assist us with the entire elections process. Maricopa County is the 4th largest county in the United States and the Elections Department presently services over 1.8 million registered voters. Looking back, we feel we made the very best decision to contract our work with RES. It's been an excellent partnership!

RES has supplied our staff with elections consulting and has managed ballot printing, and mailing services for our County. Their knowledge and experience has proven more than valuable in the midst of many election cycles, along with knowing that we could call on them at any time for their expertise and help.

It is rare to find a business partner that provides so much expertise in a very specific process such as elections. The services and products provide to us by RES has enabled Maricopa County to continue to provide our constituents with a superior product and enhanced processes that ultimately ensures both efficiency and cost effectiveness.

We here at Maricopa County highly recommend Runbeck Election Services. Our long-standing relationship speaks for itself.

Sincerely,

A handwritten signature in black ink, appearing to read "Reynaldo Valenzuela".

Reynaldo Valenzuela
Maricopa County Assistant Elections Director



CITY OF
TUCSON
OFFICE OF THE
CITY CLERK

March 28, 2011

To Whom It May Concern:

I am writing this to inform you of the exceptional work that Runbeck Election Services, Inc. (Runbeck) has done for the City of Tucson Elections Division over a number of years. The City Clerk's Office first utilized Runbeck in 2003 for the printing of our primary and general election ballots and our publicity pamphlets.

Having been fully satisfied with their printing quality and customer service levels, in 2005, the City increased its contract to include early voting printed materials (outbound and inbound mailing envelopes, affidavit envelopes to secure the ballot, and excerpts from the publicity pamphlet relating to early voting requirements), signature rosters and precinct registers.

Since 2007, we contracted with Runbeck for all our election printing requirements as well as our automated assembly and mailing of early ballots. Early voting has continually grown over the past 12 years. In 1999, early voting represented 18% of all ballots cast. Today it represents from 65% to 90% of all ballots cast. This increase has resulted in our inability to manually process early voting mail with assurance that we will meet our statutory deadlines. Election statistics can be located at the following web site: http://cms3.tucsonaz.gov/sites/default/files/clerks/Election%20Statistics2007_2010.pdf

Runbeck uses equipment, technology and security systems that provide our office the greatest guarantee of election processing accountability. Jurisdictions using their services are assured without exception that every election mail piece is accounted for and tracked using their internal electronic tracking and a third party tracking system certified by the United States Post Office to track each mail piece to the final point of receipt by the mail courier.

The highest level of election security is vital to the integrity of any election process. Runbeck meets all the requirements by stringently enforcing restricted access to all assembly and election processing areas, by providing 24-hour camera surveillance and on-site security.

Although their experience and quality of work have remained outstanding throughout the years, their most notable asset is their customer service. They have worked diligently with me and staff over time to simplify our lives by making election-related suggestions on

P.O. BOX 27210 • TUCSON, AZ 85726-7210
(520) 791-4213 • FAX (520) 791-4017 • TTY (520) 791-2639
www.cityoftucson.org



design and layout of printed materials, postage regulations and an array of helpful solutions to streamline our printing needs. They are approachable and prompt when responding to inquiries and potential changes. Any problems we have encountered as a result of a Runbeck error, have been rapidly corrected and with remedial action in mind.

It has truly been a delight to work with every level of their staff over the years, and it is with pleasure that I can confidently recommend Runbeck Election Services as a solid and reliable vendor, and experts in their field.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Rainone".

Deborah Rainone
Chief Deputy City Clerk
City of Tucson, Elections Division