

Recorder's Office Cover Sheet

Recording Requested By:

Name: Amy Burgans

Department: Clerk-Treasurer



00171888202309997870410412

SHAWNYNE GARREN, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

specify: \_\_\_\_\_

**CONTRACT FOR GOODS AND SERVICES**

A CONTRACT BETWEEN

DOUGLAS COUNTY, NEVADA  
P.O. Box 218  
MINDEN, NV 89423

AND

PROVOTE SOLUTIONS  
90 WEST POPLAR AVENUE, PORTERVILLE, CA 93257  
559-719-2136  
[PAULM@PROVOTESOLUTIONS.COM](mailto:PAULM@PROVOTESOLUTIONS.COM)  
[NANCYP@PROVOTESOLUTIONS.COM](mailto:NANCYP@PROVOTESOLUTIONS.COM)

FILED

NO. 2023.208  
DATE 8/22/2023  
DOUGLAS COUNTY CLERK  
MINDEN, NV  
BY gp DEPUTY

THIS CONTRACT FOR PROFESSIONAL SERVICES (THE "CONTRACT") IS ENTERED INTO BY AND BETWEEN DOUGLAS COUNTY, NEVADA, A POLITICAL SUBDIVISION OF THE STATE OF NEVADA ("COUNTY"), AND PROVOTE SOLUTIONS ("CONTRACTOR") LICENSED TO DO BUSINESS IN THE STATE OF NEVADA, ID# TO BE PROVIDED AS A CONDITION OF COMPLETE CONTRACT EXECUTION. THE COUNTY AND CONTRACTOR ARE AT TIMES COLLECTIVELY REFERRED TO HEREINAFTER AS THE "PARTIES" OR INDIVIDUALLY AS THE "PARTY."

**WHEREAS**, the County from time to time, requires the services of independent contractors;

**WHEREAS**, the County believes that the services of Contractor are necessary, desirable, and in the best interests of Douglas County; and

**WHEREAS**, Contractor represents that Contractor is duly qualified, equipped, competent, ready, willing and able to perform the services required by County as hereinafter described.

**WHEREAS**, Contractor represents that Contractor possess all required licenses and permits to perform the services required by County;

**NOW, THEREFORE**, in consideration of the agreements herein made, the parties mutually agree as follows:

- EFFECTIVE DATE OF CONTRACT.** Upon execution by all parties, this Contract shall be effective August 17, 2023, and will terminate on December 31, 2024, unless the Contract is terminated earlier in accordance with Paragraph 9.
- SERVICES TO BE PERFORMED.** The Parties agree that the services to be performed by Contractor are: Contractor shall provide the following goods and services including but not limited to printing and mailing primary and general election ballots, as further detailed and described in Exhibit A-Addendum: The Provote Process.
- PAYMENT FOR SERVICES.** Contractor agrees to provide the services set forth in Paragraph 2 at a fixed fee rate of SEE EXHIBIT B. Contractor agrees to submit invoices upon completion of each phase. County will pay invoices it receives within a reasonable time.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation licenses fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement.

**4. INDEPENDENT CONTRACTOR STATUS.** The Parties agree that Contractor, his associates and employees shall have the status of an independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the time frames contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.
- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. **INDUSTRIAL INSURANCE.** Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

ProVoteSolutions has entered into a contract with Douglas County to perform work from ProVoteSolutions, and requests that the insurer provide to Douglas County (1) a certificate of coverage issued pursuant to NRS 616B.627 and (2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager  
Post Office Box 218  
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the appointment, then he must immediately notify the County and must stop work until coverage is provided or the Agreement is terminated. There will be no compensation provided to Contractor during the time the coverage is not provided or has lapsed.

6. **LICENSING.** Contractor agrees to maintain any required licenses to perform any services for County. The failure to maintain any required license will result in immediate termination of this Contract.

7. **PROFESSIONAL LIABILITY INSURANCE.** Contractor must also maintain professional liability insurance in an amount of not less than one million dollars (\$1,000,000) per claim. A copy of Contractors current professional liability coverage naming County as a certificate holder shall be provided to the County upon Contractor signing this Agreement.

8. **GENERAL LIABILITY INSURANCE.** Douglas County's liability coverage will not extend to the Contractor and Contractor is required to acquire and maintain general liability insurance in the minimum amount of \$1,000,000 during the term of this Contract at Contractor's sole expense. Proof of insurance must be sent to the Douglas County Manager. Such proof of insurance must be provided at least annually throughout the term of this Contract and Douglas County must be notified at least 30 days in advance of any cancellation or nonrenewal of such insurance.

9. **TERMINATION OF CONTRACT.** This Contract may be revoked without cause by either Party prior to the date set forth in Paragraph 1, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party. The Contractor shall submit billings for work performed up to the

effective date of termination.

**10. CONSTRUCTION OF CONTRACT.** This Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter jointly selected from a list maintained by the Nevada Supreme Court of senior/retired judges, with both parties to pay their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.

**11. COMPLIANCE WITH APPLICABLE LAWS.** Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

**12. ASSIGNMENT.** Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the County.

**13. COUNTY INSPECTION.** The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County.

**14. DISPOSITION OF CONTRACT MATERIALS.** Any books, reports, studies, photographs, negatives or other documents, data, or other materials prepared by or supplied to Contractor in the performance of its obligations under this Contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion of the project, or termination or cancellation of this Contract.

**15. PUBLIC RECORDS LAW.** Contractor expressly agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada or a court of competent jurisdiction, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity.

**16. INDEMNIFICATION.** Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

**17. MODIFICATION OF CONTRACT.** This Contract constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by the Parties.

**18. AUTHORITY.** The Parties represent and warrant that they have the authority to enter into this Contract.

**19. INCORPORATED DOCUMENTS.** The Parties agree that this Contract references and incorporates, Exhibit A, including Addendum A, and Exhibit B, attached hereto. The language of this Agreement controls over any conflict or interpretation of language or terms in Exhibit A, including Addendum A, and Exhibit B.

- 20. SEVERABILITY.** The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of the Agreement unenforceable.
- 21. NO APPROPRIATION OF FUNDS.** All payments and services provided under this agreement are contingent upon the availability of the necessary public funding. In the event that Douglas County does not receive the funding necessary to perform in accordance with the terms of this Agreement, this Agreement shall automatically terminate and all fees due and owing shall be paid.
- 22. STANDARD OF CARE.** Contractor will perform all services in a manner consistent with any applicable licensing or professional rules and with that level of care and skill ordinarily exercised by other members of Contractor's profession currently practicing in the same locality under similar conditions.
- 23. THIRD PARTY BENEFICIARY.** Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against either Contractor or County.
- 24. CONFIDENTIALITY.** This Agreement contemplates that Contractor will have confidential information made known to him which is not known to the general public. Contractor is under a duty to retain confidential information disclosed by the County or employees subject only to disclosure as authorized by the client or by court order, court rule or state or federal law.
- 25. CONFLICT OF INTEREST.** By signing the Contract, Contractor agrees that any information obtained from Douglas County, in whatever form, will not be divulged to other competing interests without the permission of the Human Resources Director. In the event of a breach of this provision, Douglas County may immediately withdraw, without penalty or any payment, from the Contract. Contractor must notify Douglas County of any other contracts or projects Contractor is working on that may impact Douglas County.
- 26. BOYCOTT.** Contractor certifies that it is not engaged in a boycott of Israel, as defined in Senate Bill 26 of the 79th Session of the Nevada Legislature as incorporated into NRS Chapter 332. Independent Contractor further agrees and certifies that it will not engage in such a boycott of Israel for the duration of this Agreement.
- 27. NOTICES.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given three business days after mailing by United States, postage prepaid, first class mail addressed to the other party at the addresses set forth below:

**FOR COUNTY:**  
DOUGLAS COUNTY  
Attn: Amy Burgans  
P.O. Box 218  
Minden, Nevada 89423  
(775) 782-6273



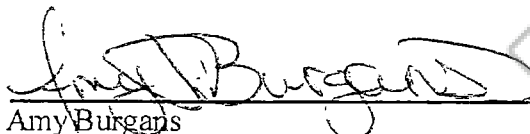
**FOR CONTRACTOR:**


Name: ProDocumentSolutions, Inc, dba ProVoteSolutions  
Attn: Paul Mantey, President  
Address: 1760 Commerce Way, PasoRobles, CA 93446  
Phone: (805) 238-6680

28. RECITALS. The Recitals are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this contract for professional services to be signed and intend to be legally bound thereby.

**DOUGLAS COUNTY**

  
Amy Burgans  
Douglas County Clerk/Treasurer

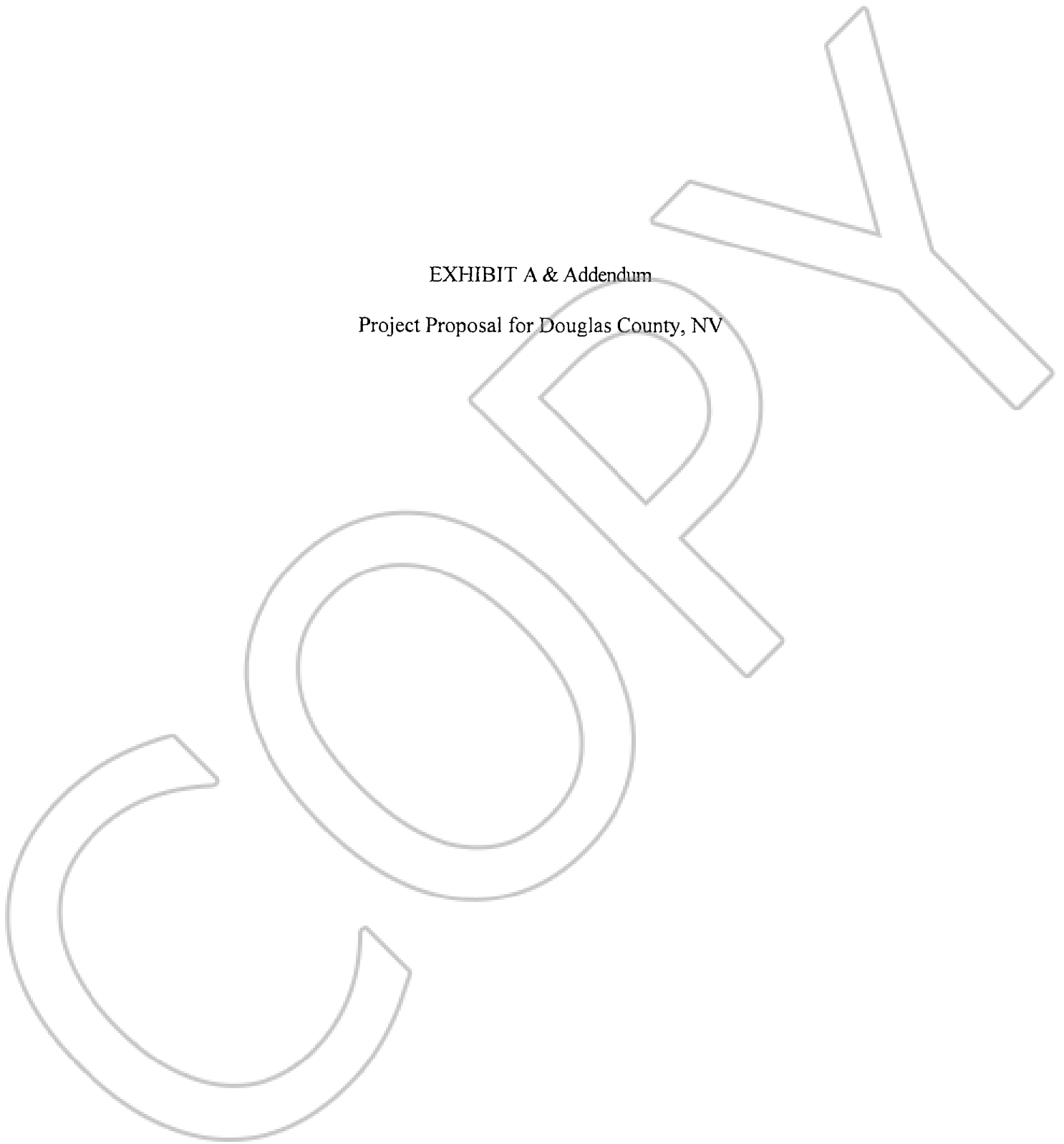
  
Date

**CONTRACTOR**

  
Business Name: ProDocumentSolutions  
Name: Paul Mantey  
Title: President

  
Date

EXHIBIT A & Addendum  
Project Proposal for Douglas County, NV





PROPOSAL FOR

**ELECTION  
PRINTING AND  
MAILING SERVICES  
FOR DOUGLAS  
COUNTY**

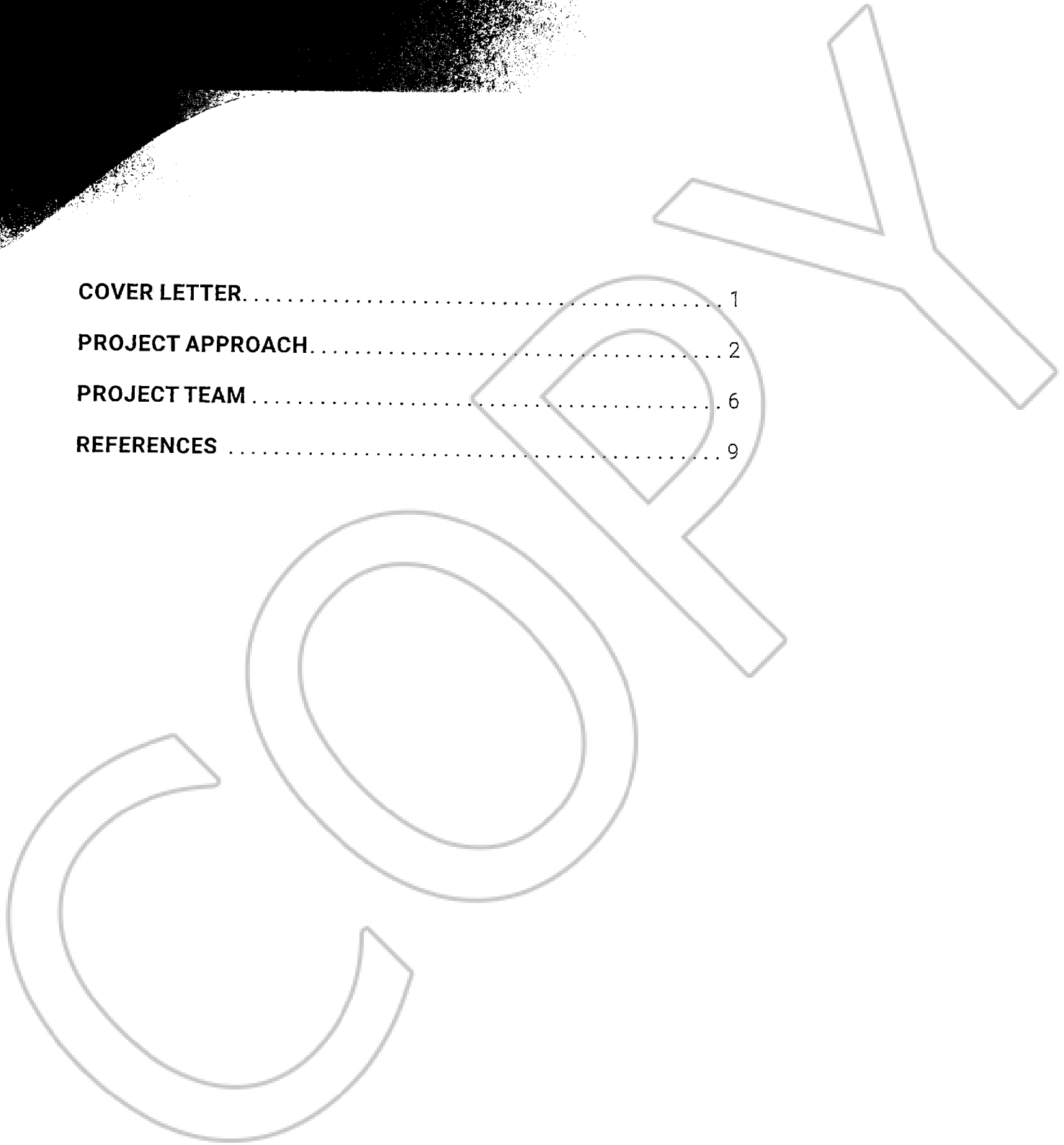


**DOUGLAS COUNTY**

**ELECTION PRINTING AND  
MAILING SERVICES**

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# COVER LETTER

Douglas County  
Douglas County Clerk-Treasurer  
Henderson, Nevada

ProVoteSolutions (ProVote) is pleased to submit the following proposal to the County of Douglas and look forward to providing excellent, cost-effective solutions. We specialize in assuring election officials with peace of mind in their elections through our reliability, experience and exceptional quality. Our reputation and experience has produced many loyal relationships throughout the elections community. Additionally, with 210,000 square feet of manufacturing capacity in two plants, we have one of the largest printing facilities in the Western United States and the experience to handle all your printing and mailing needs. The ProVote team of experts understands the challenges our customers face. We are prepared to work with your department to meet those challenges and are confident that we can exceed the County's expectations

We have two locations in California. Our corporate office, located in Paso Robles, specializes in document security printing, and our ballot printing and mailing facility is in Porterville. ProVoteSolutions employs 65 full-time employees, and approximately 120 total employees during major production cycles. All printing and mailing services for Douglas County ballots will be performed in-house, under one roof, in our 177,000 square foot secure Porterville facility.

**Corporate Office:**

ProDocumentSolutions  
1760 Commerce Way  
Paso Robles; CA 93446  
Phone: (800) 726-0080

**Ballot Printing and Mailing Facility:**

ProVoteSolutions  
90 West Poplar Avenue  
Porterville, CA 93257  
Phone: (800) 681-1171

With our experienced staff, proven quality control processes, and full suite of secure, state-of-the-art equipment, ProVoteSolutions can provide ballot preparation, printing and mailing to meet even the most rigorous requirements. Our depth of resources, expert personnel, digital printing capabilities, intelligent inserters and more make ProVoteSolutions an exceptional choice for ensuring Douglas County elections run smoothly and efficiently.

**Primary Point of Contact:**

Nancy Phillips – Senior Sales Executive  
Office (800) 681-1171 Ext. 513 • Mobile (559) 972-6164  
E-Mail: nancyp@provotesolutions.com

Sincerely,



Paul Mantey  
President

Office (800) 681-1171 Ext. 503 • Mobile (559) 916-4514  
E-Mail: paulm@provotesolutions.com

# PROJECT APPROACH

ProVote**Solutions** has created a world class ballot and election printing production environment by leveraging our investments in state-of-the-art equipment and ongoing training for our dedicated, experienced staff. Our comprehensive quality assurance production system ensures that we have **security** to protect sensitive materials and data, **redundancy** at every level, an **audit trail** to verify everything we do, appropriate **capacity** to handle our clients' needs, and the highest levels of **quality** to provide top notch products with 100% accuracy and 100% on time delivery.

During the 2022 Primary and General election cycles, more than 30 counties trusted ProVote**Solutions** to provide their printed election materials accurately and on time. We mailed over 7,500,000 VBM packets and produced over 18,000,000 official ballots. We printed 7,900,000 thermal ballots for Los Angeles County, 985,000 single and multi-card ballots for Sonoma County, and 1,900,000 multi-card ballots for Stanislaus County. Along with ballot printing and mailing services, our customers count on ProVote**Solutions** to meet other related election printing needs, such as: Printing and mailing of County Voter Information Guides, VBM inserts with or without custom "I Voted" stickers, envelopes, educational mailers, postcards and more.

At ProVote**Solutions**, we always strive to be better, so we're always critical of our process and remain in a state of continuous improvement. New for 2023, we've made two exciting additions to improve our value to our clients.

Earlier this year, we began pursuit of SOC2 certification to bolster our security company-wide. That means we developed and adopted a comprehensive set of policies that have been approved and verified by security experts to ensure we're protecting sensitive voter data. We've partnered with Carbide to formally implement all the necessary changes within a six-month timeframe. Certification requires expert penetration testing and a successful audit from an authorized accounting firm, so our counties can be assured that their data is safe with us.

We're also adding voter ballot and mail batch tracking for our clients. We've always maintained the ability to audit each phase of production, from the time our customers upload voter data, to the time our counties' ballots enter the mailstream and beyond. Now, we're making that audit data available directly to our counties through a secure web portal. Registrars and their staffs will be able to login and check the live status of their mail batches, or even the status of a particular voter's ballot. The progress will be date stamped and updated multiple times daily. The system will also pull daily updates from the USPS, so your tracking searches will include progress within the postal service, as well.

Both of these projects are in process and slated for completion during Q3 this year – well in advance of production on the 2024 elections. A detailed description of our approach to the project may be found in Addendum A, The ProVote Process.

# PROJECT APPROACH



**Security Data Solutions Ltd., dba Carbide**  
92 Hillcrest Ave  
Sydney, Nova Scotia  
Canada, B1R 1V2

March 15, 2023

## Letter of Engagement

To whom it may concern,

This letter is to confirm that ProDocumentSolutions has procured the Carbide platform to assist in the implementation of a Service Organization Controls (SOC) 2/California Consumer Privacy Act (CCPA) compliant security and privacy program.

A complete set of security and privacy draft policies are in ProDocumentSolutions's Carbide account along with detailed projects to support the implementation of the controls required to protect ProDocumentSolutions's customers' data and meet the requirements of SOC 2/CCPA.

Below is a list of the policies that have been provided in the Carbide platform. These policies include the controls to be implemented by ProDocumentSolutions .

- Information Security and Governance
- Risk Management
- Human Resources
- Asset Management
- Acceptable Use
- Endpoint Hardening
- Vulnerability Management
- Incident Response for all Staff
- Incident Response for Security Team
- Office Network
- Backup
- Data Classification
- Encryption
- Remote Work
- BYOD
- Intellectual Property
- Physical Security
- Cloud Management
- Privacy
- Privacy Notice
- Access Control
- Availability Management
- Data Retention & Destruction

[CarbideSecure.com](https://CarbideSecure.com)

# PROJECT APPROACH



- Secure Software Development
- Code of Conduct

Over the coming weeks our Subject Matter Experts and a Customer Success Manager (CSM) will be working with ProDocumentSolutions's team to guide them through the efficient execution of these projects and controls to support optimal data protection and success in ProDocumentSolutions's SOC 2/CCPA implementation.

ProDocumentSolutions has a plan in place to complete the security and privacy deployment according to the defined policies by June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read 'Darren Gallop'.

Darren Gallop, CEO  
darren@carbidesecure.com  
CISSP, CISM

## About Carbide

Carbide, formerly known as Securicy, makes enterprise-class security and privacy accessible to fast-growing companies. Unlike "checkbox-style" compliance solutions, our Carbide's information security and data privacy management platform takes the guesswork and pain out of building, proving, and sustaining a security and privacy program strong enough to satisfy both today's compliance expectations *and* tomorrow's threats.

# PROJECT APPROACH

One of ProVote**Solutions'** strengths are our dedicated employees. Many of our staff have been with ProVote for more than 25 years and have developed a wealth of knowledge. The average tenure of our employees is 11.5 years, and our key election personnel have been with us for over 15 years. ProVote's management culture is based upon teamwork, innovation, continuous improvement, and training. We train and cross-train constantly. Our employees learn the entire election process and they are pivotal in developing and improving the quality control system we use throughout the manufacturing process.

During election production periods, Senior Sales Executive, Nancy Phillips, shifts from her sales role to serve as Project Manager. Nancy and your assigned Election Coordinator will be your primary contacts and will support Douglas County Elections during each project. They will oversee all aspects of print production services and act as the County's representative onsite, monitoring quality control as well as working with shipping operations to ensure that ProVote**Solutions** delivers on our promise to provide printed election materials with 100% accuracy and 100% on-time.

ProVote's Project Manager, Plant Manager, and President are available 24 hours a day, seven days a week during peak election production periods. Our offices are open 12 hours a day during this time.



# PROJECT TEAM

## Paul Mantey

President | paulm@provotesolutions.com  
Office: (559) 719-2134  
Cell: (559) 916-4514



Paul Mantey, President, brings more than three decades of printing management experience and innovative leadership to ProVoteSolutions.

A graduate of Cal Poly San Luis Obispo's renowned Graphic Communication program, Paul has found success in all three segments of the printing industry: publishing, packaging and commercial printing.

In his previous role as Vice President of Operations for Pro, Paul oversaw operations at both the Porterville and Paso Robles plants, and focused on the continuous improvement of the quality system to ensure 100% accuracy, while increasing efficiency.

While President of his own commercial printing company, Paul was proud to have seen his organization awarded Best Place to Work in California's Central Valley. His work also earned Best of Show honors at the 2004 Flexographic Technical Association (FTA) Awards.

"Contributing to the integrity of our elections and leading a successful election printing company is an exciting challenge and a tremendous source of pride for me," he said. "I couldn't be more thrilled to help guide this premier organization to its next strategic iteration."

Paul also enjoys giving back to his community, having served on the Advertising Federation Board from 2010-2015. Additionally, his company sponsored annual fundraising events for worthwhile organizations such as Valley Children's Hospital, the American Red Cross, the Central California Women's Conference and Home of Hope.

## Noal Phillips

COO | noal@verifyfirst.com  
(800) 726-0080



Since entering the printing field in 1990, Noal has garnered decades of immersive print experience with an emphasis in manufacturing management, security and contract procurement. During this time,

he was part of the print industry's transition from film-based print techniques to full digital data, design and composition.

Noal was also directly responsible for the design and production of international high-security document solutions, which earned the prestigious Peak Grand Award for 8 consecutive years and are now the security standard in over 30 countries.

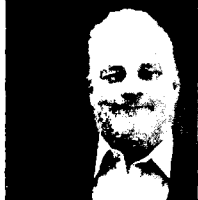
Since 2009, Noal has taken the company's international secure print division directly to governments, creating, patenting and leveraging unique print solutions while procuring large-scale contracts. As a result, the division has undergone a phenomenal 300% growth rate.

Noal is also a digital data processing expert and oversees all our audit control and data security processes, which are the backbone of our election division.

# PROJECT TEAM

## Lonnie Marvin

Plant Manager | lonniem@provotesolutions.com  
Office: (559) 719-2127  
Cell: (559) 599-6659



Lonnie Marvin, Plant Manager, oversees the day-to-day operation of ProVoteSolutions' print facility.

In the printing field since age 18, Lonnie served as Plant Manager at ProVote from 1995 to 2016, focusing on election printing.

He then spent five years as a Bindery Manager for Jostens in Visalia, CA and Clarksville, Tennessee.

He returned to ProVoteSolutions in 2021 because he missed the firm's family atmosphere and positive culture.

As Plant Manager, Lonnie heads up quality control, shipping and other daily plant functions, and is passionate about continuous improvement efforts.

## Maria Castillo

Elections Manager | mcastillo@provotesolutions.com



Maria joined ProVoteSolutions in 2009 as an Accounting Specialist before transitioning into Election Coordinating in 2012. Maria has more than 20 years of experience in the printing industry working in customer service and project management; skilled in all phases of election administration. She has worked with various counties throughout California and Colorado and has earned the trust of our largest election clients. In 2016, Maria assumed the role of Office Manager; she is responsible for managing and leading the election coordinator team to provide excellent, reliable election services and exceed customers' expectations.

During peak election cycles Maria is also responsible for managing election projects for various counties and cities in California and Colorado.

## Nancy Phillips

Senior Sales Executive | nancyp@provotesolutions.com  
Marketing Office: (800) 591-1171  
Cell: (559) 972-6164



Nancy Phillips handles Sales and Marketing for both ProDocumentSolutions and ProVoteSolutions. Nancy has been an important part of Pro and the printing industry for more than 14 years, starting in our bindery department then working through pre-press, order entry and into sales. Nancy's dynamic personality brings a customer first attitude that is bar none the best in the industry. She is the direct advocate that achieves results for the customer and knocks down barriers with a can do attitude.

## Tim Cheeseborough

IT/Mailing Manager | timc@provotesolutions.com



Following a 22-year career in the U.S. Air Force, entering as an avionics technician and advancing to a software developer, Tim entered civilian life in the commercial printing industry in 2006. There, he built on his technical experience in software development, database administration/design and variable data printing. He joined ProVoteSolutions in 2014 as a Data Specialist, and by 2015 had assumed the roles of IT Department Manager and Mailing Manager. Today, he oversees our IT staff in providing timely data and digital services to an expanding roster of counties and cities.

# PROJECT TEAM

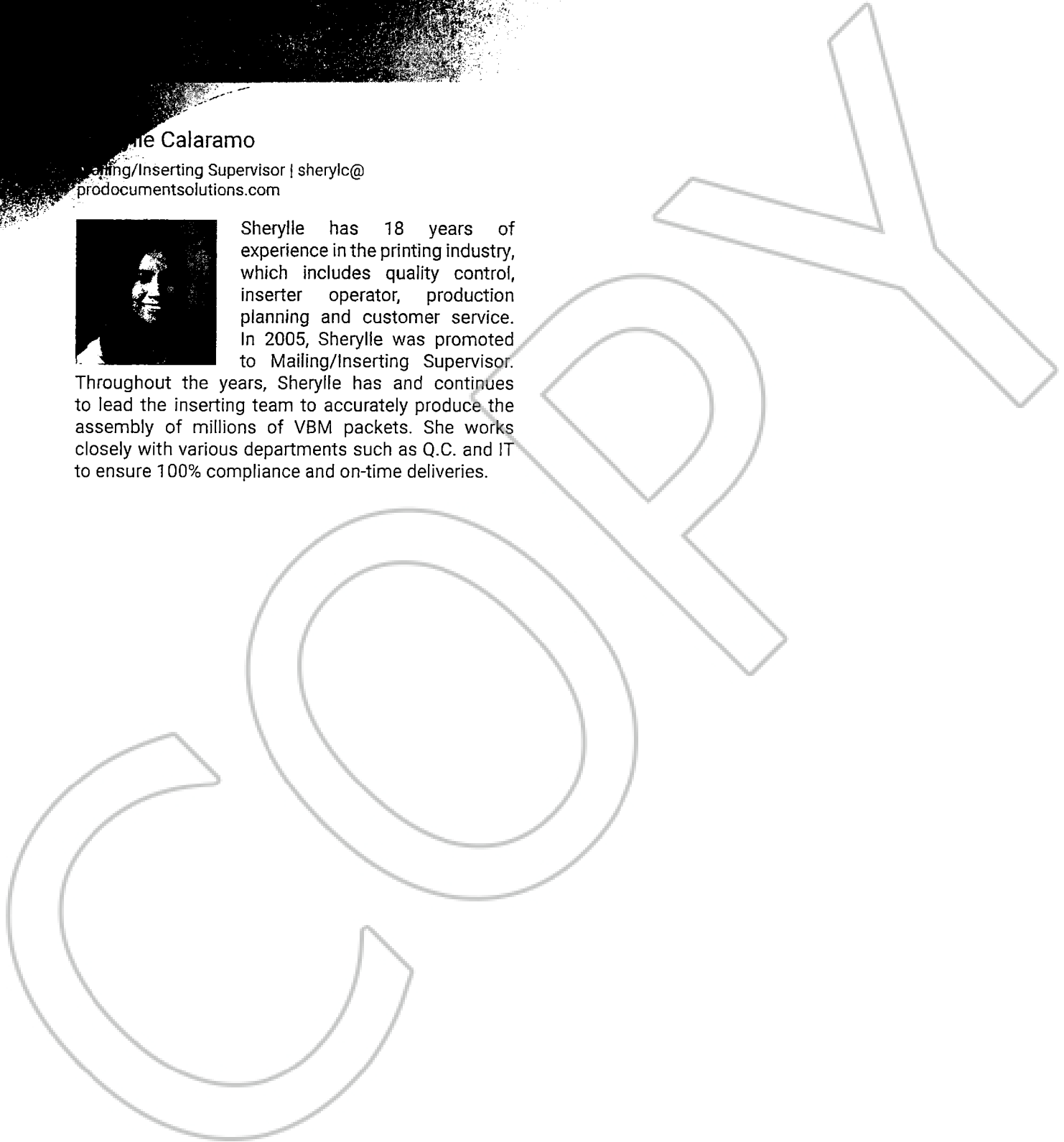
Sherylle Calaramo

Mailing/Inserting Supervisor | sherylc@  
proddocumentsolutions.com



Sherylle has 18 years of experience in the printing industry, which includes quality control, inserter operator, production planning and customer service. In 2005, Sherylle was promoted to Mailing/Inserting Supervisor.

Throughout the years, Sherylle has and continues to lead the inserting team to accurately produce the assembly of millions of VBM packets. She works closely with various departments such as Q.C. and IT to ensure 100% compliance and on-time deliveries.



# REFERENCES

VoteSolutions has a lengthy history of ballot printing & mailing services in California and the West. We print election materials for nearly half of the counties in California and have provided print solutions for nearly 45 years. Additional references are available upon request.

## **Weld County, CO**

Registered Voters: 234,669  
Carly Koppes, Clerk and Recorder  
Phone : (970) 304-6530  
E-Mail : ckoppes@weldgov.com

Image Cast Ballots  
Envelope Design  
Envelope Manufacturing  
Custom "I Voted" Stickers

VBM inserts  
VBM Packet Assembly  
VBM Mailing

## **Sonoma County, CA**

Registered Voters: 304,017  
Deva Proto, Clerk Recorder- Assessor-Registrar of Voters  
Phone: (707) 565-6800  
E-Mail: Deva.Proto@sonoma-county.org

Image Cast Ballots  
Envelope Design  
Envelope Manufacturing  
Sample Ballot Books  
Information Mailers

VBM inserts  
VBM Packet Assembly  
VBM Mailing  
Custom "I Voted" Stickers

## **Tulare County, CA**

Registered Voters : 208,863  
Michelle Baldwin, Registrar of Voters  
Phone: (559) 624-7300  
E-Mail: MBaldwin@tularecounty.ca.gov

Image Cast Ballots  
Envelope Design  
Envelope Manufacturing  
Sample Ballot Books

VBM inserts  
VBM Packet Assembly  
VBM Mailing  
Custom "I Voted" Stickers

## **Yolo County, CA**

Registered Voters: 118,797  
Jesse Salinas, Clerk-Recorder-Assessor & Registrar of Voters  
Phone: (530) 666-8133  
E-Mail: jesse.salinas@yolocounty.org

Hart Verity Ballots  
Envelope Design  
Envelope Manufacturing  
Sample Ballot Books  
MBP Stock

VBM inserts  
VBM Packet Assembly  
VBM Mailing  
VCA Mailers  
"I Voted" Stickers

## **Stanislaus County, CA**

Registered Voters: 282,393  
Donna Linder, Clerk-Recorder & Registrar of Voters  
Phone: (209) 525-5211  
E-Mail: linderd@stancounty.com

Hart Verity Ballots  
Sample Ballot Books  
MBP Stock  
"I Voted" Stickers

VBM inserts  
VBM Packet Assembly  
VBM Mailing

# REFERENCES



**CARLY KOPPE**  
**WELD COUNTY CLERK & RECORDER**  
1250 H ST  
P.O. BOX 459  
GREELEY, COLORADO 80632  
WEBSITE: [www.weldvotes.gov](http://www.weldvotes.gov)  
PHONE: (970) 304-6525

RE: Letter of Recommendation for Pro Vote Solutions

To Whom It May Concern:

It is the pleasure of Weld County to strongly recommend Pro Vote Solutions.

Weld County has partnered with Pro Vote Solutions for over 25 years. Our experience with Pro Vote Solutions has been positive. They do an excellent job preparing for each election and they communicate with our office very well. If we have any issues or concerns, Pro Vote Solutions has provided our office with help and solutions. They are very well organized and plan well in advance of each election cycle. They are one of the best vendors we have worked with.

Weld County is happy to recommend Pro Vote Solutions. If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Carly Koppes".

Carly Koppes  
Weld County Clerk and Recorder

# REFERENCES



## SONOMA COUNTY

Deva Marie Proto  
Clerk-Recorder-Assessor-Registrar of Voters  
SoCoVotes.com

### Registrar of Voters

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free:  
(800) 750-VOTE  
Fax: (707) 565-6843

March 23, 2023

To Whom It May Concern:

I am pleased to provide a letter of reference for ProVote Solutions. ProVote has printed Sonoma County's Official Ballots and Voter Information Guides for all primary, general, as well as special elections for over 30 years. In addition to printing services, Pro Vote's customer service is unmatched; from printing coordinators to account representatives, their reliability, responsiveness and technical support is consistently excellent.

Each election cycle, a ProVote account representative meets with Sonoma management to confirm plans for anticipated services, production of official materials, and delivery schedules. Although Sonoma County provides its own art used in ballot and pamphlet production, Pro Vote regularly creates and produces Sonoma's pamphlet covers and instructions. Upon request, they promptly create pamphlet materials for special orders when Sonoma County is unable to produce non-standard materials. The production requires well-executed coordination and cooperation between county staff who create and proof official materials, detailed order sheets, and special print layout guides, and Pro Vote staff who receive, interpret, and transform the county's materials into production-ready documents. The nature of the production process requires diligent, responsive communication and the ability to adapt quickly. It is not uncommon for official documents to be delayed or changed due to legislative or court action; ProVote staff are adept at troubleshooting these challenges to production schedules and still make the original target delivery date. Sonoma County also relies on Pro Vote for translation services to meet State language assistance requirements at all polling places. After the election, a meeting is scheduled to review the election and discuss any improvements that need to be implemented for future elections.

My experience with ProVote staff, at all levels, is that they genuinely care about the quality of their services and products, and the strength of their relationship with customers. They easily adapt to changing election law to ensure their products are compliant, and will even assist us to identify solutions-and suggest alternate Pro Vote services-to facilitate our objectives when we've made internal procedural changes (e.g. changes to mailing envelope designs and sample ballot delivery methods).

During the beginning of my tenure, Sonoma County was in a situation where we had an entirely new management team. ProVote worked to with our team to educate, guide and explain the timelines, laws and procedures that they were familiar with, and helped to make our elections with a new team successful. They were always available to answer questions and provide guidance in an appropriate manner. We anticipate continuing our existing relationship with ProVote, due to their experience, reliability, and proven track record of providing us excellent service and customer support.

Sincerely,

*Deva Marie Proto*

Deva Marie Proto  
Sonoma County Clerk-Recorder-Assessor-Registrar of Voters



# REFERENCES

## TULARE COUNTY REGISTRAR OF VOTERS

5951 South Mooney Blvd. – Visalia, CA 93277  
TEL: (559) 624-7300 FAX: (559) 737-4498  
[www.tularecoelections.org](http://www.tularecoelections.org)



**MICHELLE BALDWIN**  
Registrar of Voters

Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
Friday 8:00 a.m. to 12:00 p.m.

March 7, 2019

To Whom it May Concern:

I am pleased to provide a letter of reference for ProVote Solutions, they are the printing vendor of choice for The Tulare County Registrar of Voters. ProVote Solutions has printed both our Official Ballots and Sample Ballots/Voter Information Pamphlets for our Federal, State and Local Elections. Tulare has partnered with ProVote Solutions since 2009. ProVote Solutions also processes our Vote by Mail ballots, addressing the envelopes and inserting for mail.

Each election cycle, a ProVote Account representative meets with Tulare County Management to confirm plans for anticipated services, production of official materials, and delivery schedules. The production requires coordination and cooperation between County staff who create and proof official materials, detailed order sheets, and special print layout guides, and ProVote staff who receives, interprets, and transforms the County's materials into production-ready documents. The nature of the production process requires diligent responsive communication and the ability to adapt quickly. It is not uncommon for official documents to be delayed or changed due to legislative or court action; ProVote staff are adept at troubleshooting these challenges to production schedules and still make the original target delivery date.

My experience with ProVote staff, at all levels, is that they care about the quality of their services and products, and the strength of their relationship with customers. The Tulare County Registrar of Voters Office and ProVote Solutions have built a strong and trusted partnership. This partnership has allowed the Tulare County Registrar of Voters Office to provide the Tulare County Voters with tools that they require to make informed voting decisions.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Baldwin".

Michelle Baldwin  
Registrar of Voters



# REFERENCES

## COUNTY OF YOLO

ASSESSOR/CLERK-RECORDER/ELECTIONS  
625 COURT STREET, ROOM B-05, WOODLAND CA 95695  
**JESSE SALINAS**  
ASSESSOR/CLERK-RECORDER/REGISTRAR OF VOTERS

To whom it may concern,

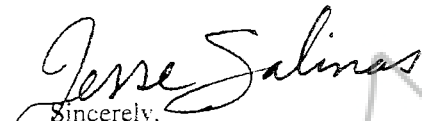
I am writing to provide a letter of recommendation for ProVote Solutions, with whom our elections office has had the pleasure of working since early 2021.

Throughout our time working together, we have been consistently impressed by ProVote Solutions' professionalism, attention to detail, and commitment to delivering high-quality service. Their team has always been responsive to our needs and has gone above and beyond to ensure that our mailings are completed accurately and on time.

In particular, we appreciate ProVote Solutions' expertise in managing small-scale and large-scale mailings. Their team has consistently demonstrated a deep understanding of the complexities of mailing election-related materials, including voter guides, ballots, and election notices. They have worked closely with our office to ensure all mailings comply with state, federal, and USPS regulations. They have provided invaluable guidance on best practices for delivering mailings efficiently and effectively.

We have also been impressed by ProVote Solutions' commitment to security and privacy. They have a rigorous security protocol to protect our data and ballots. They have worked closely with our office to ensure that all data handling and storage practices comply with relevant regulations.

Overall, we highly recommend ProVote Solutions to any organization looking for a reliable and experienced partner for managing any size type of mailing. Their expertise, professionalism, and commitment to quality have been invaluable to our election office, and we look forward to continuing to work with them.

  
Sincerely,  
Jesse Salinas

Assessor/Clerk-Recorder/Registrar of Voters



THANK YOU FOR CONSIDERING



**ProVoteSolutions**  
Excellence in election integrity.

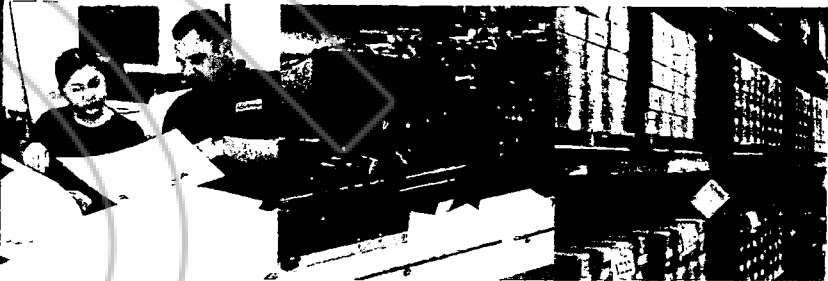
[www.provotesolutions.com](http://www.provotesolutions.com)

[info@provotesolutions.com](mailto:info@provotesolutions.com)

Phone: 1-800-681-1171

Fax: 1-800-233-1086

**ADDENDUM A**  
**TO**  
**ELECTION**  
**PRINTING**  
**AND MAILING**  
**SERVICES**  
**FOR DOUGLAS**  
**COUNTY**



# ADDENDUM A THE PROVOTE PROCESS

## ABOUT OUR PROCESS

At ProVoteSolutions, we understand the demand for 100% on-time delivery and the nature of statutory deadlines. By investing in state-of-the-art equipment, and leveraging our decades of experience, we have created a world class company, purpose-built to provide timely delivery, and complete accuracy in the ballots and other items we produce.

### Planning & Coordination

Project Manager Nancy Phillips and your assigned Election Coordinator will be dedicated to ensuring Douglas County's success during each election season. Their goal is to provide support and strive to offer a stress-free project management service tailored to suit your needs. Prior to every election, they will meet with you personally for a Pre-Election Meeting to discuss your needs and requirements for the upcoming election and to discuss timelines and deadlines.

During election production, Nancy and your Election Coordinator oversee all aspects of print production and serve as your onsite representative. Additionally, they oversee all issues related to ballot proofs, art files, ballot specifications, run sheets, delivery planning or anything else related to your election processes and needs.

After every election they meet to review the previous election and consider alternative solutions that may assist Douglas County in future elections.

### Data Processing and Ballot Art Merge

ProVote provides a secure ShareFile link for the County to upload all artwork and voter data. The ShareFile location provides encryption using 256-bit SSL (Secure Sockets Layer). This is the same security used by banks and many e-commerce sites such as Amazon.com. SSL establishes a private connection, and each end of the connection is authenticated before transfer begins. Data traveling between these endpoints can only be decrypted by the intended recipient, using unique decryption keys. Files uploaded to ShareFile servers are saved with 256-bit AES encryption. Encryption is applied during file transfer and at rest. Two-factor authentication is required for file access. Our data collection, processing and storage security protocols include hourly data center back up, and a hardened Meraki firewall with aggressive intrusion protection.

We use Netwrix to track all access events and any change events to all files across our environment, including file security configuration modifications, systems, permissions and data. All events are recorded, and an audit trail is maintained. Audits are performed regularly to ensure file access is restricted to required Active Directory user groups. This means anytime a file is opened, copied, or moved, it leaves a record of who performed that action, the time it was performed, and the machine on which it was performed; and only users who require access are given permissions.

All voter data files are checked for proper formatting against the field mapping documentation provided by the County. The files are also scanned for duplicate entries. Any potential duplicates are sent to the County for verification. Duplicates may then be omitted or included based upon customer feedback.

Mail files are separated into mail batches for processing through each phase of production. The batches are processed with BCC mail manager to CASS—certify each mailing. If desired, we can use the same file to also create unique IMB barcodes for both outbound and return envelopes to assist in postal tracking of each vote-by-mail (VBM) packet. ProVoteSolutions works extensively with BallotTrax for tracking individual VBM's for those counties that require it. We can also provide mail tracking information to the County using the USPS' Track and Trace.

# ADDENDUM A THE PROVOTE PROCESS

Once the mail file is complete, the data is merged with the artwork to create a digital press file using XMPie. This new digital file merges the artwork for each ballot type with the County-provided data. The file includes a 2D barcode on every ballot. For ballots with stubs, the 2D barcode is located on the removeable stub and it references each specific voter. In the case of stubless ballots, the 2D barcode is placed in the header, and it identifies each ballot type/precinct number.

## Printing and Verification

Print quality and verification are unsurpassed at ProVoteSolutions. We print ballots on high-speed inkjet presses which are configured to print roll-to-roll. Earlier this year, ProVote invested more than \$2MM in a new Canon ProStream, the premier quality inkjet press in the industry, and the only one located on the West Coast. The ProStream is capable of printing photo-quality images and is the machine of choice for companies like Shutterfly. This gives us the ability to print at resolutions up to 1200dpi x 1200dpi and up to 436 feet per minute.

While the press prints beautifully, it also prints very fast, so verifying print quality is essential. In 2022, we invested in a first-of-its-kind camera verification technology called PixelPerfect® that allows us to scan both sides of every single ballot at press speed and compare those images, pixel-for-pixel, to the intended art images in the original file. The camera system takes 60,000 pictures per minute to capture every dot of ink we print. It's also simultaneously capable of scanning and verifying the readability of every barcode. Any non-conforming printed product is flagged for review by our QC Staff. Any deviations that QC determines to be non-conforming are pulled from the production stream, reported as waste, segregated for destruction, the ballot numbers are added to a make-up run, and the new ballots are re-inserted into the sequence.

## Converting

In the converting stage, rolls of printed ballots are perforated, slit, sheeted, folded, and placed in mail trays while they await inserting. Once conversion is complete, QC can pull non-conforming product that was reported from the inkjet camera verification.

## Inserting

Our inserters have full camera-matching capability to ensure that every component of a vote-by-mail (VBM) packet is 100% complete and 100% accurate. Additionally, our inserters take a picture of the outgoing packet and verify that the outgoing envelope matches the data shown through the window on the reply envelope. This image, along with timestamps of each camera-read on the inserter are stored as an audit trail to ensure each packet mailed from our facility is accurate and complete. All waste is recorded, shredded, baled, and stored inside our secured facility until after election certification.

## Staging and Mailing

Newly inserted VBM's are immediately trayed and tagged for USPS mail. Each mailing is palletized and stored within our secure facility. During election production cycles, the plant is occupied by authorized staff 24/7, and the mail is under constant video surveillance.

ProVoteSolutions is recognized by the USPS as a Mail Anywhere facility, a designation limited to mailers who have full service electronic verification and meet the USPS' quality threshold. This allows us to mail anywhere in the U.S. using our permit. Coupled with our Seamless Acceptance status, we use electronic documents to accompany each mailing. All mail is transported on a dedicated, locked, and sealed truck, delivered to the appropriate GMF for each county. Every truck arrives at the USPS mail facility with an appointment scheduled, and we track each truck using GPS technology.



# ADDENDUM A THE PROVOTE PROCESS

## QUALITY CONTROL

While every employee at ProVote is responsible for quality, we have an established QC Team dedicated to ensuring that our products meet and exceed our customers' expectations. The role of this team is to review each stage of our process and verify complete and accurate order specifications, copy approval, accurate mail merge and file processing, printing, converting, insertion integrity, appropriate packaging, and mailing/shipping. Continuous Improvement is embedded within our process. We use lean manufacturing practices such as Six Sigma, Total Productive Maintenance, Kaizen events, and SMED to ensure consistent and repeatable results in our processes.

Upon completion of each election production season, ProVote**Solutions** critically examines the recent production period to identify areas upon which we can improve. During these sessions, we oftentimes engage third party professionals to consult with us regarding best practices. In 2022, our process improvement teams identified and completed 32 different process improvement projects.

The following is ProVote**Solutions**' detailed workflow, used for every order:

### 1. Proofing/Order Specifications:

- Election Coordinator receives order and final PDF artwork.
- Election Coordinator prints one ballot image and reviews for measurements. If necessary, Prepress will add a ballot stub and/or tint and watermark.
- Ballot order(s) and specifications are entered into ProVision, our proprietary software used to generate run sheets, data files, etc.
- For VBM packets, the coordinator prepares the variable data ballot and envelope address layouts. These imprints are based upon the customer's requirements.
- For all other ballot categories, the coordinator imports the customer's ballot order(s) into ProVision and generates run sheets. Each run sheet contains all required information to manufacture and finish each ballot type. This information includes colors, plate codes, quantity ordered and serial numbers, if applicable.
- All items are proofed internally, then submitted to the customer for review and approval.
- Order(s) are released to production upon customer's approval.

### 2. Printing:

- Digital Press Operator reviews the run sheet and ballot finishing specifications to ensure proper equipment setup.
- Digital Press Operator and Q.C. Auditor compare the first printed samples to final PDF ballot artwork files and verify match to the specifications on the run sheet.
- Ballots are measured for accurate dimensions, registration, and ink density according to the Printing Specification Manual.
- Production begins when all printing specifications are met and approved by the Q.C. Auditor.

# ADDENDUM A

## THE PROVOTE PROCESS

- PixelPerfect® Camera Verification system inspects all printed images during the pressrun and compares to the intended images in the processed artwork file. A report is generated at the conclusion of each pressrun that flags any non-conforming printed ballots.
- QC Auditor inspects the Videk report and gives final disposition on flagged images. Images deemed to be non-conforming by the Auditor are removed from the production stream, logged for destruction and those ballots are added to a make-up report, to be replaced prior to inserting.
- All numbered ballots must remain in sequential order and serialized according to the run sheet specifications.

### 3. Trimming/Folding:

- MBO Operator reviews run sheet and finishing specifications to determine proper equipment setup.
- QC Auditor follows a checklist to verify printed makeready samples for every ballot type/precinct meet the required print specifications.
- Ballots for every type/precinct are compared to the County's original artwork to verify correct image. Ballots are checked to ensure they are accurately trimmed to size.
- Ballots are folded into panels of approximately equal lengths. The fold line is centered between ballot markers and verified that it does not cross a voting position on either side of the ballot. Finished converted ballots are batched and banded in 100's, and placed in trays to ensure they are secured, remain in sequence, and undamaged in transit to the inserter.

### 4. VBM Inserting:

- Inserter Operator reviews the Inserting and Mailing run sheet to determine all necessary components and stages those items at the machine.
- The presorted voter data file is verified to ensure the address layout is formatted to match the field mapping documentation approved by the County.
- Q.C. Auditor and Mailing/Inserting Manager check the contents of the VBM packet to verify that all the correct pieces are in the packet.
- Printed barcodes are checked for readability on outgoing and reply envelopes.
- Addressed envelope samples containing live data are provided to the Election Coordinator for final County approval.
- Adequate envelope sealing is confirmed.
- Random quality inspections are performed during the insertion run by a dedicated QA Auditor.
- Live data printed on the envelopes is compared to the original voter data file provided by the county, and contents are verified.



# ADDENDUM A

## THE PROVOTE PROCESS

### 5. Mailing Services:

- County uploads voter data to our secure SFTP site.
- IT Staff retrieves voter data from SFTP site and analyzes for file integrity. The file is de-duplicated according to County instructions.
- Voter data file is processed through BCC mail software for Coding Accuracy Support System (CASS) address validation, and presorted to maximize postage savings while providing fast, efficient processing.
- Presorted mail counts are reconciled against the original voter data file(s).
- Delivery appointment(s) to the appropriate GMF/USPS facility are scheduled through the USPS FAST website.
- ProVote provides each County with postage statements and FAST appointment confirmation(s).

### 6. Bindery:

- Bindery personnel refer to run sheet to verify appropriate equipment setup.
- For stitched ballots, Bindery personnel verify that each pad starts with the correct number and contains the correct number of ballots, according to the run sheet. There should be no protruding wires on pads that might present a hazard to poll workers.
- During processing, Q.C. Auditor and Bindery personnel check for previously undetected printing flaws.
- Product is packaged in a manner that protects the product during shipping.
- Random checks on boxes ensure that the product in the box matches package labels.
- Bindery prepares packing list according to the run sheet and carton contents report.
- Boxes are palletized and delivered to the Shipping Department with a computer-generated packing list.

### 7. Shipping/Mailing:

- Shipping Clerk verifies the packing list matches the run sheet to ensure the order is complete and correct.
- Shipping Clerk verifies the carton labels match the finishing specifications to ensure the shipping address is correct.
- Shipping Clerk provides a copy of packing slips to the billing department.
- QC Supervisor reviews all pulls and confirms they are complete and accurate.
- Prior to preparing each pallet for shipping, Shipping Clerk verifies tray count per pallet, and confirms that all loads contain several clearly identified green USPS ballot tags.
- Mail documentation is uploaded to USPS Postal One for Seamless entry in the USPS facility; and an appointment at the SCF is scheduled for each truck.
- All mail is transported on a dedicated, locked, and sealed truck, delivered to the appropriate USPS facility for each county. Each truck is equipped with a GPS tracking device to monitor progress to the destination.

# ADDENDUM A THE PROVOTE PROCESS

## PLANT SECURITY

The ProVoteSolutions secure production facility requires unique RFID electronic key cards for access to the grounds, and throughout the plant. Visitors are granted access to only the front office security lobby and must surrender their driver's license upon entry to the building. All visitors are escorted by an employee. Each employee is granted only the necessary level of access to perform their job, and all access events are recorded, providing an audit trail. The facility is monitored both indoors and outdoors with closed circuit cameras.

Additionally, the following security procedures are implemented during ballot production:

- All employees are subject to background checks and fingerprinting to minimize risk exposure.
- All employees must wear a photo ID badge which contains their RFID code.
- Premises are guarded under remote surveillance.
- All visitors are identified with proper ID and documented in visitor log. Containers, briefcases, cameras, cell phones, etc. are prohibited.
- 24-hour surveillance, access control, alarms are all controlled via 3rd party which has direct access to Fire Department or Law Enforcement in case of fire or breach.
- Facility is equipped with shredding and disintegration equipment, which complies with the requirements of NSA/CSS Specification 02-02, High Security Disintegrators and NSA/CSS 04-02, Optical Media Destruction Devices.
- All ballot waste, including make ready, is shredded on premises.
- All printing plates are destroyed upon completion of ballot printing, and digital files are purged within 30 days after the election, unless otherwise instructed by the customer.

# ADDENDUM A

## VOTE - BALLOT TRACKING WEB

VERIFIED ONLINE TRACKING ENVIRONMENT



WELCOME TO **VOTE!**

[Forgot Password?](#)

[Register](#)

VERIFIED ONLINE TRACKING ENVIRONMENT



WELCOME, **AMY BURGANS!**

VOTER SEARCH

or

# ADDENDUM A

## VOTE - BALLOT TRACKING WEB

VERIFIED ONLINE TRACKING ENVIRONMENT



### SEARCH RESULTS

MICHAEL JAMES SMITH, 1638 OLUA STREET, MINDEN, NV 89423, ID 12312312312, MAILING 0301  
MICHAEL JAMES SMITH, 1638 OLUA STREET, MINDEN, NV 89423, ID 1234567891011, MAILING 0301  
MICHAEL ROBERT SMITH, 1032 4TH STREET, MINDEN, NV 89423, ID 1110987654321, MAILING 0306

TRACK

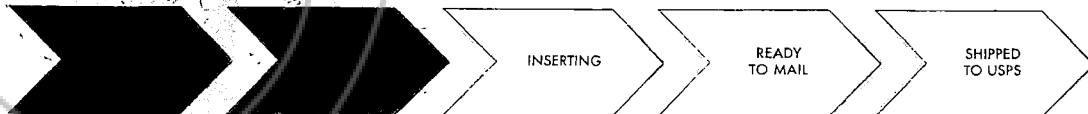
Shift-Click or Control-Click to track multiple voters

VERIFIED ONLINE TRACKING ENVIRONMENT



### TRACKING RESULTS

MICHAEL ROBERT SMITH, 1032 4TH STREET, MINDEN, NV 89423, ID 1110987654321, MAILING ID 0306



USPS SCANS

Report generated: 06/27/2023 09:47

BACK

SEND REPORT

# ADDENDUM A

## VOTE - BALLOT TRACKING WEB

VERIFIED ONLINE TRACKING ENVIRONMENT



### TRACKING RESULTS

MICHAEL ROBERT SMITH, 1032 4TH STREET, MINDEN, NV 89423, ID 1110987654321, MAILING ID 0306



#### USPS SCANS

SCANNED RENO SCF, 070223, 13:35  
 SCANNED RENO SCF, 070223, 16:21  
 SCANNED MINDEN PO, 070223, 18:11  
 DELIVERED MINDEN, NV, 070323, 09:53

Report generated: 07/10/2023 13:31

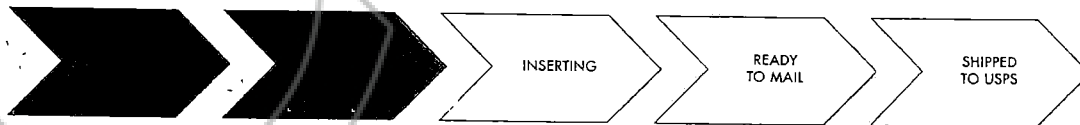
BACK

SEND REPORT

VERIFIED ONLINE TRACKING ENVIRONMENT



### BATCH TRACKING RESULTS: DOUGLAS COUNTY, NV



Mailing ID	Drop Count	Mall File Count	Dupes	Pulls	Presorted	Printed	Inserted	Ready to Mail	Shipped to USPS
0301	28,731	71,421	5	47	06/25/2023	06/26/2023			
0302	26,322	71,421	2	28	06/25/2023	06/26/2023			
0303	16,368	71,421	0	9	06/25/2023	06/26/2023			
0304	27,437	59,254	3	32	06/25/2023	06/27/2023			
0305	26,994	59,254	1	97	06/25/2023	06/27/2023			
0306	4,823	59,254	1	6	06/25/2023	06/27/2023			
<b>Total</b>	<b>130,675</b>		<b>12</b>	<b>219</b>	<b>06/25/2023</b>	<b>06/27/2023</b>			

BACK

SEND REPORT

# ADDENDUM A

## VOTE - BALLOT TRACKING

VERIFIED ONLINE TRACKING ENVIRONMENT



BATCH TRACKING RESULTS: DOUGLAS COUNTY, NV

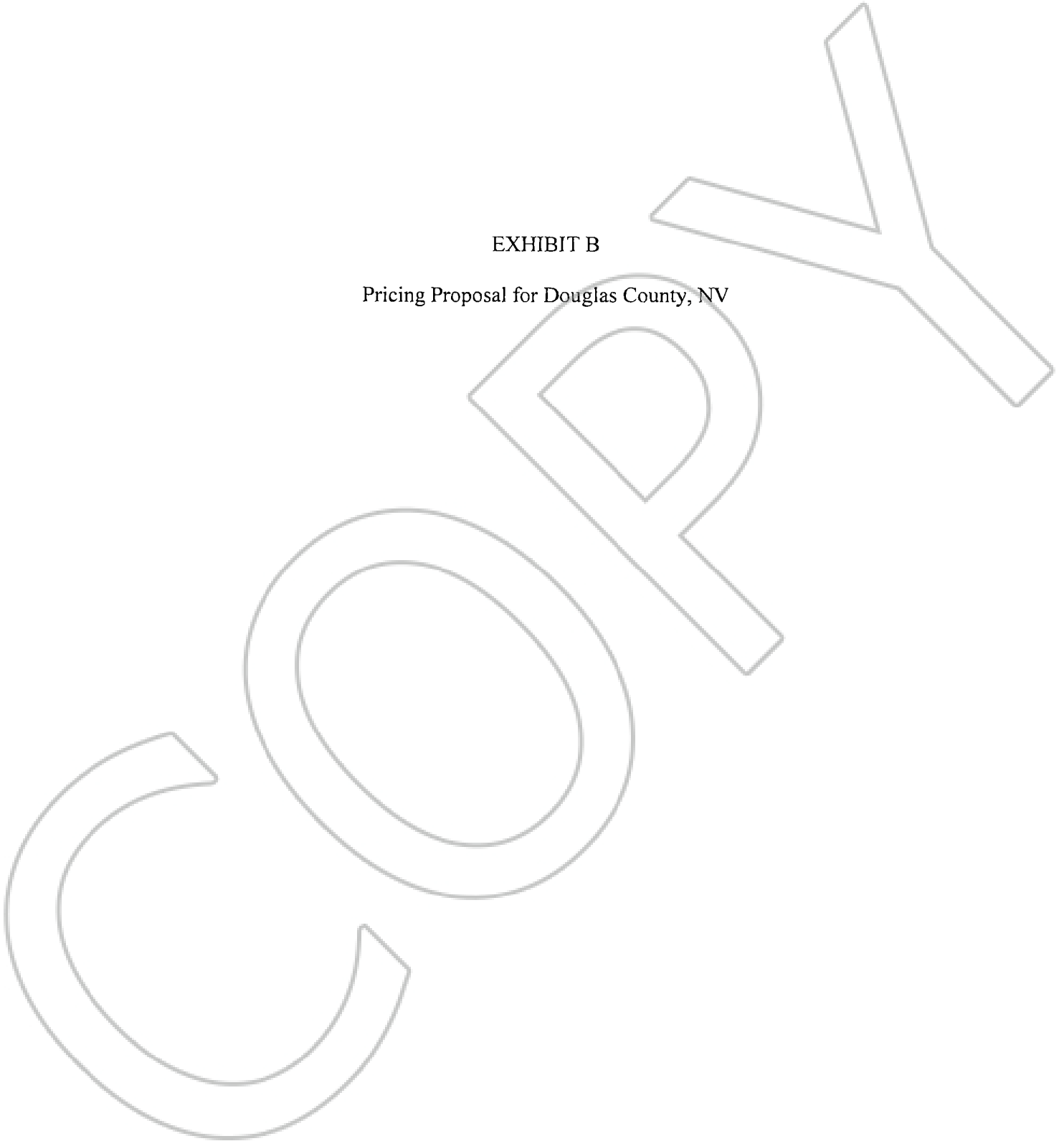
Mailing ID	Drop Count	Mall File Count	Dupes	Pulls	Presorted	Printed	Inserted	Ready to Mail	Shipped to USPS
0301	28,731	71,423	5	47	06/25/2023	06/26/2023	06/28/2023	06/28/2023	07/02/2023
0302	26,322	71,421	2	28	06/25/2023	06/26/2023	06/28/2023	06/28/2023	07/02/2023
0303	16,368	71,421	0	9	06/25/2023	06/26/2023	06/28/2023	06/28/2023	07/02/2023
0304	27,437	59,254	3	32	06/25/2023	06/27/2023	06/28/2023	06/28/2023	07/02/2023
0305	26,994	59,254	1	97	06/25/2023	06/27/2023	06/28/2023	06/28/2023	07/02/2023
0306	4,823	59,254	1	6	06/25/2023	06/27/2023	06/29/2023	06/29/2023	07/02/2023
Total	130,675		12	219	06/25/2023	06/27/2023	06/29/2023	06/29/2023	07/02/2023

BACK

SEND REPORT

EXHIBIT B

Pricing Proposal for Douglas County, NV







90 West Poplar Avenue, Porterville, CA 93257  
 Phone 559 719-2136  
 Fax 559 719-2111

JUNE 2023

**PRICE ESTIMATE - COST BREAKDOWN**

BILL TO: Douglas County Elections  
 P.O. Box 218  
 Minden, Nevada 89423  
 Attn. Amy Burgans

**OFFICIAL IMAGECAST BALLOTS**

Election Setup Charge	@	\$420.00 /per election
Process Print Files	@	\$80.00 /per Pct/Ballot syle

**Printing Charges**

8.5 x 11 + 1.2" stub	@	\$240.00 /per thousand
8.5 x 14 + 1.2" stub	@	\$250.00 /per thousand
8.5 x 18 + 1.2" stub	@	\$254.00 /per thousand

**PREMARKED TEST DECKS**

Setup per precinct	@	\$16.00 /ea
11"	@	\$0.30 /ea
14"	@	\$0.33 /ea
17"-18"	@	\$0.36 /ea

**VBM BALLOT INSERTING/ADDRESSING/MAILING**

Database Setup	@	\$475.00 /per order
Machine Setup	@	\$14.00 / per BT
1 Card inserting	@	\$252.00 /per thousand
2 Card inserting	@	\$373.00 /per thousand
Ballot Trax Serialization	@	\$40.00 /per thousand

**SUPPLEMENTAL MAILING**

Database Setup	@	\$236.00 /per mailing
1 Card inserting	@	\$504.00 /per thousand
2 Card inserting	@	\$746.00 /per thousand
Ballot Trax Serialization	@	\$40.00 /per thousand

**INSTRUCTION SHEETS**

White Paper, Black ink 2 sides, print and fold				
8.5 x 11	Min. Order	10M-49,999	50m-99,999	100m+
No Sticker	\$590.00	\$59.00/per thousand	\$35.00/per thousand	\$32.00/per thousand
With " I Voted" Sticker	\$900.00	\$91.00/per thousand	\$70.00/per thousand	\$67.00/per thousand
Up Charge Colored Paper	\$40.00	\$4.50/per thousand	\$4.50/per thousand	\$4.50/per thousand
8.5 x 14				
No Sticker	\$610.00	\$61.00/per thousand	\$45.00/per thousand	\$43.00/per thousand
With " I Voted" Sticker	\$1,000.00	\$102.00/per thousand	\$87.00/per thousand	\$84.00/per thousand
Up Charge Colored Paper	\$59.00	\$6.00/per thousand	\$6.00/per thousand	\$6.00/per thousand



90 West Poplar Avenue, Porterville, CA 93257  
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Fax 559 719-2111

**JUNE 2023**

## ESTIMATE - COST BREAKDOWN

BILL TO: DOUGLAS COUNTY ELECTIONS

### SAMPLE BALLOT BOOKS

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Election Setup-Covers	@	\$950.00 /Lot
Ballot Type Changes	@	\$100.00 /ea
Sample Ballot Page Setup	@	\$102.00 /ea
Candidate/Measure Pages-Art Supplied	@	\$102.00 /ea

### Electronic Copy Input

Candidate Statement Pages	@	\$50.00 /ea
Measure Pages Full Pages	@	\$50.00 /ea

### Misc Book Charges

Standard pages and fillers	@	\$50.00 /ea
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### Booklet Run Charges

16 Page (8 Part)	@	\$350.55 /per thousand
20 Page (10 Part)	@	\$425.20 /per thousand
24 Page (12 Part)	@	\$509.75 /per thousand
32 Page (16 Part)	@	\$676.55 /per thousand
48 Page (24 Part)	@	\$965.28 /per thousand

### INK JET ADDRESSING/MAILING SERVICES

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Data Processing & Setup Charge	@	\$315.00 /Lot
Machine/Version Setup Charge	@	\$14.00 /ea BT
Pieces Inkjet Address/Mailing	@	\$52.50 /per thousand



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**JUNE 2023**

## Envelope Estimate

BILL TO: Douglas County Elections

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### OUTGOING ENVELOPES

50,000	Outgoing	@	\$116.03 /M	\$5,801.50
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### RETURN ENVELOPES

50,000	Return Envelopes	@	\$101.45 /M	\$5,072.50
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## ATTACHMENT TO INVOICE - COST BREAKDOWN

BILL TO: DOUGLAS COUNTY ELECTIONS DEPT.  
 P.O. BOX 218  
 MINDEN, NEVADA 89423  
 ATTN. Amy Burgans

### GENERAL ELECTION November 8, 2022

<b>OFFICIAL IMAGECAST BALLOTS</b>				<b>\$14,968.00</b>
1	Machine Setup	@	\$420.00 /Lot	\$ 420.00
41	Digital Print /per Precinct	@	\$80.00 /ea PCT	\$ 3,280.00
42,000	VBM Ballots - 17" Ballot	@	\$254.00 /per thousand	\$ 10,668.00
5,000	Blank Ballot Stock	@	\$120.00 /per thousand	\$ 600.00
<b>PREMARKED TEST DECKS</b>				<b>\$703.52</b>
41	Setup: L & A Test Deck	@	\$16.00 /per precinct	\$656.00
132	17" Premarked ballots	@	\$0.36 /ea	\$47.52
<b>INSERTING AND ADDRESSING SERVICES</b>				<b>\$13,761.00</b>
1	Data Processing and Set Up	@	\$475.00 /ea	\$475.00
73	Unique Machine Setup	@	\$14.00 /ea BT	\$1,022.00
42,000	1 Card Ballot	@	\$252.00 /per thousand	\$10,584.00
42,000	Ballot Trax serialization	@	\$40.00 /per thousand	\$1,680.00
<b>INSTRUCTION SHEET/SECRECY SLEEVE</b>				<b>\$3,360.00</b>
48,000	8 1/2 X 11 Wht paper w/ 1 Voted Sticker	@	\$70.00 /per thousand	\$3,360.00
<b>OUTGOING AND RETURN ENVELOPES</b>				<b>\$10,439.04</b>
48,000	Outgoing Envelopes	@	\$116.03 /per thousand	\$5,569.44
48,000	Return Envelopes	@	\$101.45 /per thousand	\$4,869.60
<b>SUBTOTAL</b>				<b>\$43,231.56</b>



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**ATTACHMENT TO INVOICE - COST BREAKDOWN**

BILL TO: DOUGLAS COUNTY ELECTIONS DEPT.  
 P.O. BOX 218  
 MINDEN, NEVADA 89423  
 ATTN. Amy Burgans

**GENERAL ELECTION  
 November 8, 2022**

<b>SAMPLE BALLOT BOOKLETS</b>				<b>\$61,791.76</b>
1	Election Setup-Covers	@	\$950.00 /Lot	\$950.00
73	Ballot Type Changes	@	\$100.00 /ea	\$7,300.00
<b>ELECTRONIC COPY INPUT</b>				
219	Sample Ballot Pages PDF's provided	@	\$50.00 /ea	\$10,950.00
32	Question Pages - PDF' Provided	@	\$50.00 /ea	\$1,600.00
<b>Misc. Book Charges</b>				
9	Misc Pages- PDF's provided	@	\$50.00 /ea	\$450.00
<b>Booklet Run Charges</b>				
42,000	48 Page (24 Part)	@	\$965.28 /per thousand	\$40,541.76
<b>INK JET ADDRESSING/MAILING SERVICES</b>				<b>\$3,542.00</b>
1	Data Processing & Setup Charge	@	\$315.00 /Lot	\$315.00
73	Machine/Version Setup Charge	@	\$14.00 /ea	\$1,022.00
42,000	Pieces Inkjet Address/Mailing	@	\$52.50 /M	\$2,205.00
<b>SUBTOTAL</b>				<b>\$65,333.76</b>

Douglas County                      State of Nevada

**CERTIFIED COPY**

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

22nd day of August, 2023

By Jacques-Lin [Signature] Deputy