

BURNET COUNTY EQUIPMENT & TECHNOLOGY BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☐ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☒ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Vista SG Audit Tools

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☒ new process

Comments: For helping the Elections office to prepare for the requirements of State audits.

Item description: Software that guides us step by step, to complete all the documentation and digital storage of the required documents where it can be accessed immediately if/when we are audited by the State

One Time Estimated cost: \$15,900.00

Ongoing Estimated cost: \$5,600.00 annual license & support fee starting year 2

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. _____

PLEASE ATTACH ANY INFORMATION AVAILABLE FOR TECHNOLOGY AND EQUIPMENT REQUESTS. ATTACH A DETAILED QUOTE IF AVAILABLE.

With the passage of Senate Bill 1 and 598, there are now State mandated, risk-limiting audits that will soon be mandatory for every county after every election. Right now, the Secretary of State chooses counties randomly for each size category to be audited after every election.

Remi Garza, elections administrator of Cameron County, was chosen in one of the first rounds of state audits and he then took the initiative to help VistaSG to develop this software to guide counties through the process of preparing all required documents digitally, cataloging and storing them as we go through the entire election process to make sure we are checking off all the required steps and basically preparing the county for the State mandated risk-limiting audits as well as full forensic audits we will eventually be chosen for, and/or when it becomes mandatory for every county in 2026.

Right now, there are 25 data points that the State of Texas will request in the audit, and as the election process starts months ahead of each election day, we can begin scanning into those repositories pertaining to the current election using the software to follow the steps and be in compliance, and ready for an audit.

Archiving the documentation for each election in an electronic form will make any audit process much easier, less stressful, and be more cost-effective for our office in the long run. It will allow for better access to our election records when we receive Public Information Act requests. Our public is calling for easier access to election records and more transparency and it is our duty to provide them with it. VistaSG will be able to store these electronic records in a searchable database, help with the management of sensitive data when responding to PIA requests, manage our retention schedules more efficiently, and store our electronic voter registration images securely. So, when a Public Information Request (PIR), or Freedom of Information Act request (FOIA) is submitted, the VistaSG Audit Tool can immediately allow the County to call up the requested documents with a single click of a button.

Burnet County Elections Office sees the population growth of the county, as well as legislative mandates (Texas Senate Bill 1 and 598- Audits) presenting greater challenges to itself, as well as all the elections offices in Texas and across the country. We need a solution to meet these challenges by further creating efficiencies, reducing errors, as well as inhibiting more transparency by utilizing



2023 Approved Quotation

Project Name: Burnet County Texas, Elections, Audit/Public Information Request Tool 3 Users
Project Contact: Doug Ferguson
Email of Project Contact: dferguson@burnetcountyelections.com
Phone of Project Contact: (512)-715-5288

Burnet County Elections
220 South Pierce
Burnet, Texas 78611

Purchasing/Paying Agent Contact Information: Doug Ferguson

VistaSG Tax ID# 20-2204925
QuoteID: BurnetCounty_Elections_04142023
VSG Associate Tiffany Volking
Quote Date: April 14, 2023
Quote Expires: May 14, 2023

Product Licenses (Server Level Only)	QTY/HRS	Unit Price	Total
DMS3 Server License	1	\$2,500.00	\$2,500.00
additional users	3	\$700.00	\$2,100.00
Audit/Information Request License	1	\$2,500.00	\$2,500.00
Total Licenses			\$7,100.00
Professional Services			
Business Analysis (Client Process, System/Environment Location, Recommendations)	1	\$1,000.00	\$1,000.00
Project Management (Scheduling, Coordinating, Communications)	1	\$1,050.00	\$1,050.00
Environment Setup (*Network server Required. NO WORKSTATION SERVERS)	1	\$1,100.00	\$1,100.00
File Transfers & Installations	1	\$1,150.00	\$1,150.00
Product Configurations & Project Set Up (Up to 4)	1	\$1,200.00	\$1,200.00
Quality Assurance Testing & User Acceptance Testing (QA&UAT)	1	\$1,250.00	\$1,250.00
Training & Documentation (Virtual 90 Mins)	1	\$1,750.00	\$1,750.00
Total Professional Services			\$8,500.00
Annual Subscriptions			
DMS3 (Block of 3 Seats)	1	\$3,350.00	\$3,350.00
Audit/Information Request Tool	1	\$2,250.00	\$2,250.00
Total Annual Support			\$5,600.00
Total Project			\$21,200.00
Growing County Discount 25%			\$5,300.00

PROJECT SUMMARY & STATEMENT OF WORK FOR CLIENT

Burnet County Elections Office sees the population growth of the county, as well as legislative mandates (Texas Senate Bill 1 - Audits) presenting greater challenges to itself, as well as all the elections offices in Texas and across the county. The client desires a way to meet these challenges by further creating efficiencies, reducing errors, as well as inhibiting more transparency by utilizing the **VistaSG Elections Suite** components. Bundled together, these are designed to help meet these challenges "head on." VistaSG designed these tools altogether specifically for use in Elections Offices. It starts with our Digital Records/Document/Filing and Archiving system called **VistaSG dms3**, which is designed for any county, city, state or federal department documents. So, when a Public Information Request (PIR), Freedom of Information Act request (FOIA) is submitted the **VistaSG Audit Tool** can immediately, "click of button" allow the County to call up the requested documents instantly. the quote presented represents the most immediate needs of the County. Thus our recommendations and willingness to work within the County's budget is inherent in this proposal.

Acceptance

Client: _____
Print Name /Authorized Person / Signature

Date: 4/14/2023

VistaSG: Juan Garcia / VP of Sales /
Print Name / Title of VistaSG Officer / Signature

Date: _____

Budget Worksheet Condensed

For Fiscal: 10/2022-09/2023 Period Ending: 03/31/2023

		10/2020-09/2021	10/2021-09/2022	10/2022-09/2023	10/2022-09/2023	
		Total Activity	Total Activity	Total Budget	YTD Activity	
Department: 4900 - ELECTION						
<u>100-4900-1040</u>	CLERK/SUPPORT STAFF	142,901.22	150,820.07	159,820.00	74,981.90	
Budget Detail						
Budget Code	Description	Units	Price	Amount		
FY 2023 PROPOSED	Assistant	1.00	48,445.00	48,445.00		
FY 2023 PROPOSED	Clerk	1.00	43,753.00	43,753.00		
FY 2023 PROPOSED	Election Administrator	1.00	67,622.00	67,622.00		
<u>100-4900-1100</u>	LONGEVITY	450.00	4,760.00	5,240.00	1,840.00	
<u>100-4900-1990</u>	OVERTIME	3,373.21	3,782.04	4,000.00	2,094.54	
<u>100-4900-2010</u>	FICA/MDCR	11,461.90	13,012.79	12,950.00	7,664.43	
<u>100-4900-2020</u>	GROUP INSURANCE	31,341.59	22,369.35	35,220.90	10,918.28	
<u>100-4900-2030</u>	RETIREMENT	16,557.42	18,523.20	19,850.00	8,907.46	
<u>100-4900-2040</u>	WORKERS COMP INSURANCE	506.70	425.44	595.00	173.37	
<u>100-4900-2050</u>	UNEMPL INSURANCE	266.11	255.47	425.00	95.60	
<u>100-4900-2070</u>	SUPPLEMENTAL DEATH BENEFIT	455.87	494.00	508.00	214.73	
<u>100-4900-3300</u>	OPERATING SUPPLIES	6,085.84	8,619.39	7,000.00	4,685.76	8,500.00
<u>100-4900-4200</u>	TELEPHONE/CELL/MOBILE BB	2,396.88	5,097.33	2,500.00	794.56	2,500.00
<u>100-4900-4250</u>	TRAVEL/MILEAGE	937.63	1,515.32	3,000.00	675.89	3,000.00
<u>100-4900-4270</u>	CONFERENCE/DUES/TRAINING	0.00	27.34	1,500.00	0.00	1,500.00
<u>100-4900-4300</u>	LEGAL NOTICES	1,666.00	2,346.20	2,500.00	1,248.00	2,500.00
<u>100-4900-4520</u>	REPAIR & MAINTENANCE	0.00	0.00	2,500.00	0.00	2,500.00
<u>100-4900-4540</u>	SUPPORT /LICENSING FEES	47,518.19	50,802.38	51,988.00	35,379.93	51,988.00
Budget Detail						
Budget Code	Description	Units	Price	Amount		
FY 2023 PROPOSED	Hart Annual Support	1.00	23,747.00	23,747.00		
FY 2023 PROPOSED	HAVA Additional Licenses	1.00	3,000.00	3,000.00		
FY 2023 PROPOSED	VEMACS Annual Support	1.00	22,721.00	22,721.00		
FY 2023 PROPOSED	VOTESAFE Annual Support	1.00	2,520.00	2,520.00		
<u>100-4900-4920</u>	CONTRACT LABOR	35,652.31	53,448.85	35,000.00	44,644.50	
Department: 4900 - ELECTION Total:		301,570.87	336,299.17	344,596.90	194,318.95	0.00