



2017  
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**VOTEC Corporation**

June 8, 2017

Yvonne Ramon  
Hidalgo County Elections Administrator  
101 South 10<sup>th</sup> Ave  
Edinburg TX 78539

Quote for NCOA Processing of Voter File from VEMACS for Hidalgo County. Quote is valid for calendar year 2017.

NCOA Processing Fee includes the following:

1. VOTEC will install and configure the components of the NCOA Process on your database.
2. Special NCOA export file is created from your database of the voters per VOTEC and NCOA standards.
3. VOTEC will create the file when customer has specified.
4. The file is processed by a NCOA processing company contracted by VOTEC.
5. VOTEC uploads the return file into customer VEMACS database for processing which includes the forwarding address from NCOA.
6. VOTEC configures the NCOA process to update voters per office procedures set by county. The default configuration is as follows:
  - a. Voters that are flagged by the NCOA process are updated from Active to Suspense.
  - b. A confirmation notice addressed to the forwarding address from NCOA is created.
7. County office processes the confirmation notices through the preprocess noticing for printing.
8. Documentation – Task Guides will be provided to county for steps the county performs. Typically this is steps 2, 3, 7 and 9. Configuration details for step #6 will be discussed between VOTEC and county.
9. Returned confirmation notices are processed through notice return processing and voter's information is updated by a data entry clerk.

**NCOA processing fee for Hidalgo County is \$3500.00.**

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Customer Signature/Title

\_\_\_\_\_  
Date

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VOTEC Signature/Title

\_\_\_\_\_  
Date