

December 12, 2023

Leah Anderson, *Auditor*

Mike Mathis, *Director*

Minnehaha County Auditor/Elections Office

415 North Dakota Avenue

Sioux Falls, SD 57104

Training is scheduled for January 11, 2024

Hardware Training 9:00am - 12:00pm

Software Training 1:00pm - 4:00pm

3rd Floor Flex Space / Training Room

See Page 3 for Guidelines & Conditions

Statement of Work

As discussed in our meeting on Monday, December 4, 2023, ES&S is providing to the Minnehaha County Auditor's office the following Statement of Work to capture and define deliverables related to new user training to be scheduled at a date and time mutually agreed upon by both ES&S and Minnehaha County. For planning purposes, this training will need to take place either on December 18, 2023, or on a date in January 2024 to be agreed upon by the parties. This training is being provided at no cost to the County.

In execution of this Statement of Work, ES&S agrees to provide the following deliverables on the following terms and conditions.

Training

ES&S will conduct new user training for administrators and staff on site in Minnehaha County that covers the use of hardware, including ExpressVote, DS850, and Electionware reporting software.

Based on the County's feedback, ES&S will also incorporate the following topics into training:

- Storage, charging cycle, and security seals for ExpressVote, DS850, and Electionware
- Password resets
- Audit log exporting, printing, and review

Documentation

Subject to the County's prior execution of ES&S' form of Non-Disclosure Agreement, ES&S will provide the following documentation as part of its standard new user training:

- ExpressVote Administrator Guide
- ExpressVote Pollworker Guide
- ExpressVote Logic and Accuracy Checklist
- DS850 Administrator Guide
- DS850 Logic and Accuracy Checklist
- Electionware Results Module User Guide

Based on the County's feedback, ES&S will also provide the following supplemental documentation:

- Auditing guidelines
- Instructions for verifying modems in hardware are not present
- Instructions for verifying software versions installed on hardware

Minnehaha County Training Agenda

The following agenda provides an outline of the training topics detailed above. ES&S will work with Minnehaha County to make any necessary adjustments to the agenda as needed.

A final agenda will be drafted and provided in advance of the training.

Hardware Training

9:00 am – 12:00 pm

ExpressVote

- Review of machine components
- Setting up the ExpressVote
- Voting on the ExpressVote
- Audit log review
- Troubleshooting
- Storage, charging cycle, and security seals

DS850

- Review of machine components
- Setting up the DS850
- Ballot management processes
- Ballot preparation
- Scanning
- Audit log review
- Troubleshooting
- Exporting results and audit logs
- Storage, charging cycle, and security seals

Software Training

1:00 pm – 4:00 pm

Electionware Reporting

- Logging on, verification of version
- User and jurisdiction set up
- Restoring a backup
- Reporting module overview
- Loading results
- Reports
- Export file
- Audit log review
- Cast vote record
- Storage, charging cycle, and security seals
- Password resets

Procedural Overview Included

- Election services (importing from total vote and proofing)
- Audit log export and printing
- Logic and accuracy testing procedures
- Chain of custody recommendations
- Customer portal
 - ES&S Customer Support Coordinator will set up a time with Minnehaha County for onboarding and training on the use of the Customer Portal.

Additional Guidelines and Conditions for Training

- ES&S and Minnehaha County will mutually agree on county and state representatives that may participate in the training and access equipment as part of the training session.
- Members of the public are welcome to attend but may not participate in or interfere with the training. If any attendees in any way interfere with or otherwise disrupt the training, ES&S will immediately discontinue the session.
- Due to the proprietary nature of much of the content and non-disclosure requirements as well, any audio and video recording of any portions of training included in this Statement of Work are strictly prohibited.

By accepting these training services and related documentation, the County acknowledges, understands, and agrees to all guidelines and conditions upon which they are being provided.