

proposal

Helping organizations increase Performance & productivity for their Business and Customers.



Proposal and Statement of Work

Voter Magic Software Implementation

May 2022

Prepared For

City of Grand Junction

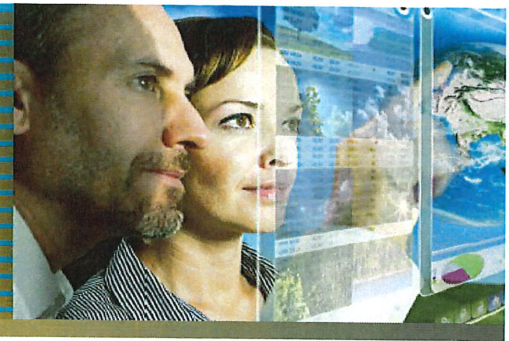
Laura J. Bauer, MMC

Interim City Clerk

Submitted By

Force Business Intelligence

Gregory Houston



May 19, 2022

City of Grand Junction
Laura J. Bauer, MMC, Interim City Clerk
250 North 5th Street
Grand Junction, CO 81501

Reference: Voter Magic Implementation

Dear Laura,

We appreciate the opportunity to discuss the sale and implementation of the Voter Magic software application for the City of Grand Junction (the "Client"). As discussed, following is information regarding the software implementation, including its cost (Terms and Conditions), system requirements, an approximate installation and training timeline and other considerations.

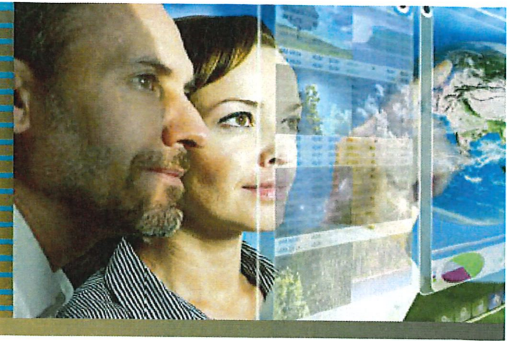
Force Business Intelligence develops using an agile methodology which allows us to work as effectively and efficiently as possible. Every project starts with one or more discovery sessions, proceeding with user training and concluding at the end of the election process.

GENERAL ASSUMPTIONS

This proposal is based on discussions conducted between Force Business Intelligence and the Client. The following assumptions are made in determining the expected costs and scope of the proposed services:

- Project Definition – for the purposes of this SOW, the Project is defined as the installation of the Voter Magic Software into the Client environment (server and workstations). Additionally, the Project includes on-premises training for the City of Grand Junction election team. The Project also includes software and application support during the next City of Grand Junction election which takes place in 2023.
- Estimate Basis - expected costs and scope of proposed services are based on information obtained during two product demonstrations by Force Business Intelligence with members of the City of Grand Junction election team.
- Changes to Scope – based upon these prior demonstrations, we are confident that Voter Magic functionality will meet the election-tracking needs of the Client. However, if during the training sessions, functionality or reporting modifications are requested by the Client, Force Business Intelligence will evaluate and present an addendum with additional costs and delivery timeline, in writing, for review. Pending addendum approval, a change order may be sent for signature; however, work can proceed with an email approval.
- The Client will identify a single team member as a project manager who will act as the single point of contact for the Force Business Intelligence project team. This individual will have the ability to make requirement and approval decisions in a reasonable time-period.

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- Configuration, development, and integration may occur remotely depending upon the timeline and weather conditions.
- Force Business Intelligence reserves the right to discontinue any and all related services, updates, supplements, and add-on components made available to the Client with or without notice, for failure to make non-disputed, timely payments.
- Any work not specified within this Statement of Work (“SOW”) or included as an addendum to this SOW is considered out of the scope for this project.

CLIENT INVOLVEMENT & RESPONSIVENESS

Successful completion of the software installation and training is dependent on the ongoing communication between Force Business Intelligence and the Client. A typical implementation relies on the client participating in discovery meeting(s) and training sessions, and providing feedback and direction. In our experience, Force Business Intelligence has found that more testing, sampling of data, and software report validations, with multiple team members, leads to fewer issues. Lack of proper participation and scope changes may extend the implementation timeline and therefore may increase costs.

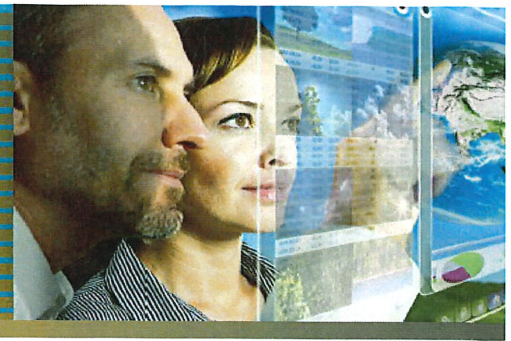
Typically, Force Business Intelligence defines turnarounds for communications, testing, review of any proposed software or reporting modifications or clarifications as within two business days.

TERMS AND CONDITIONS

Gregory Houston will assume project manager responsibility for this engagement and will be assisted by other members of our consulting staff as needed. The costs for the software and software maintenance are \$8,995.00. We can begin work on this engagement after we receive a signed copy of this SOW and payment for the software and maintenance costs totaling \$8,995.00.

The fees for the consulting services outlined in this engagement letter will be performed at the rate of \$125/hour and total approximately \$3,250. Based upon our discussions we estimate the setup, training, and support of the Voter Magic application to take 3 days or 24-26 hours. Training, software support, and any other requested consulting services are billed by actual time spent.

If, during the course of this implementation, we determine circumstances are such that substantially greater work is required than estimated, we will discuss it with you and gain your approval before proceeding.



Total Engagement Estimated Costs:

Description	Quantity	Price	Extended Amount
Voter Magic Software (20% discount)	1	\$ 7,196.00	\$ 7,196.00
Bi-Annual Maintenance	1	\$ 1,799.00	\$ 1,799.00
Onsite Training (days)	2	\$ 1,000.00	\$ 2,000.00
Post Go-Live support (remote)	10	\$ 125.00	\$ 1,250.00
Hotel, transportation & misc. expenses	est.	\$ 400.00	\$ 400.00
Hardware Costs (Scanners)	3	\$ 275.00	\$ 825.00
TOTAL ESTIMATED COSTS			\$ 13,470.00

SYSTEM REQUIREMENTS

Voter Magic works with standard Bluetooth Bar Code Scanners. We recommend:

Symbol LI4278 Cordless General Purpose Bar Code Scanner.

These are wireless, Bluetooth scanners. The price of each scanner is approximately \$275. You may also find refurbished ones costing approximately \$170.

Voter Magic software is installed on each workstation and needs either local, network or cloud access to SQL Server. In the event that you do not have a licensed version of SQL Server Standard or Enterprise (versions 2012 through current), we will install SQL Server Express Edition (free) onto a network server or workstation. Another database option is installing SQL Server in the AWS cloud.

Database Options:

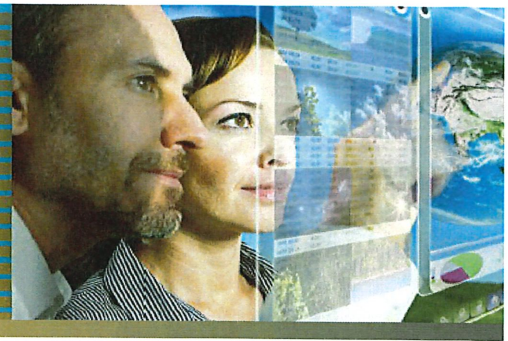
- SQL Server versions 2012 – 2019 (in-house)
- SQL Server Express (on network or single computer only)
- AWS Cloud SQL RDS (+ \$100 setup and 2 months cloud services)

Voter Magic software is installed on Windows workstations. We recommend Windows 10 and Windows 11 operating systems. We do support Windows 7 and Windows 8 operating systems.

Signature Verification - this would be accomplished via the Secretary of State web lookup. This is a manual process which we estimate averages 120 signatures per person per hour.

Additional considerations

- Force Business Intelligence to provide Excel file format recommendations to send to ballot printer.
- You will provide current logo artwork for use in reports
- Estimated install date of mid-January



CUSTOMER ACCEPTANCE

This executed proposal letter is to serve as a contractual agreement between the parties included herein. The Client and Force Business Intelligence agree to the terms and conditions of this Statement of Work ("SOW"). The parties hereto are each acting with proper authority by and have the authority to bind their respective companies.

City of Grand Junction

Company name

Greg Caton

Signature

Greg Caton

Printed Name

City Manager

Title

6/2/2022

Date

Force Business Intelligence

Company name

Gregory Houston

Signature

Gregory Houston

Printed Name

COO

Title

5/19/2022

Date