

**Registrar of Voters
DRE Project Timeline Report**

Month	Start Date	Owner	Task	Status
May			FGOC and Board Approval	
June	3		Task Force Formed	Completed
	10	DM	RFP Definitions	Completed
	17	DM	RFP Rough Draft	Completed
	24	DM	Rough Draft to County Counsel	Completed
July	1	KB	RFP Legal Review	Completed
	8	VL	Managers begin sending hiring plans to Virginia Lee	Completed
	10	DM	Complete RFP Draft for final review	Completed
	19	JD	Send out RFP	Completed
	25	CR	Last day to submit questions prior to Pre-Proposal Conference. Due by 10 AM	Completed
	26	JD	Mandatory Proposer Conference, 10 AM, ROV	Completed
	26	JV	Vendor questions, received by 7/25 answered at the conference	Completed
August	1	CR	5 PM Last day to submit questions prior to proposal response	Completed
	3	CR	5 PM Last day for County response to questions	Completed
	5	CR	Develop proposal evaluation criteria	Completed
	6	CR	Site Visit - Riverside County	Completed
	9	JD/PK	RFP response due 4 PM	Completed
	12	ST	Ballot is finalized	Completed
	14	CR	Site Visit Alameda County	Completed
	15 - 17	ER	Mandatory Demonstration to Community Groups. Community Groups' comments forwarded to Technical Team	Completed
		ER	Survey Community Groups	Completed
	19	CR	Evaluation by the Technical Team. Vendor interviews	Completed
	21	CR	Technical Team to submit recommendation to Jenti	Completed
	23	JV	Jenti to submit Tech Team recommendation to Selection Committee	Completed
	26	JD	Evaluation by the Selection Committee. Selection Committee will select successful Proposer (s) and forward to GSA Director of Procurement to begin contract negotiations.	Completed
		JL	Begin Ballot Layout (English)	Completed
		TP	Precinct Consolidation	Completed
	29	JD	FGOC Status Report	Completed
September	2	LS	Begin local Ballot Layout (Chinese, Vietnamese, Spanish)	Completed
		LS	Begin State Ballot Layout (English)	Completed
	6	JD/PK	Contract to successful vendor (s) awarded	Completed
	9	LS	Begin State Ballot Layout (Chinese, Vietnamese, Spanish)	Completed
	9	RCL	Community Outreach Presentations and Demonstrations on electronic voting 9/10 - 10/20	Completed
	16	LS	Begin Ballot Proofing	Completed
	18	CR/EL	Pilot Project Vendor & All Staff Kickoff 9 - 11	Completed
	18		FGOC approval of modified work plan	Completed
	23	RCL	ROV Staff Training - Sequoia	Completed
	30	RCL	ROV Staff Training - ES & S	Completed
October	7	RCL	ROV Staff Training - Diebold	Completed
	8		Board approval of modified work plan	Completed
	11	AS/JL	Equipment and software, fully tested, ready to deploy for Pilot Project, delivered to Registrar of Voters. Move to week of 10/14 to allow ROV training opportunity	Completed
	11	AS	FOB warehouse	Completed
	14	AS/JL	ROV Staff Ballot Proof Reading and Logic & Accuracy testing of electronic voting systems	Completed
	21	ST	Early Voting at Registrar of Voters Office	Completed

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Month	Start Date	Owner	Task	Status
	21	ER	Pilot Project Kickoff	Completed
	21	RCL	Early Voting Simulation at Registrar of Voters Office 10/21 - 11/5	Completed
	21	RCL	Community Outreach Activities: Presentations and demonstrations of machines in highly visible and common areas such as malls, corporations, sporting events, and various types of organizations that serve the disabled 10/21 - 11/4	Completed
	21	RCL	Presentations and demonstrations to volunteer organizations 10/21 - 11/4	Completed
	22	RCL	Begin Poll Worker training (DRE Systems)	Completed
	29	RCL	Begin Field Inspector Training (DRE System)	Completed
	30	RCL	DRE Specialist & ISD Training on all DRE systems	Completed
November	2	RCL	Drop in DRE training lab in warehouse	Completed
	5	JD	Election Day.	Completed
	5	JD	Voter Survey conducted	Completed
	12	JL	DRE Results integrated with DFM and transmitted to SOS for certification.	Completed
	18	ST	1% Manual Recount (Electronic Systems)	Completed
	18	LS	Canvass (Electronic Systems)	Completed
	25	RCL	Analyze and evaluate Pilot Project surveys from community presentations, outreach events, early voting, and election day voters.	Completed
December	2	RCL	Community forums and outreach events to obtain performance information and evaluations on voting systems.	Completed
	3	CR	Project evaluation process begins. Evaluation team receives evaluation form and instruction from Procurement Manager..	Completed
	9	CR	Evaluation team submits completed evaluations to County Project Manager at 4PM.	Completed
	11	CR	County Project Manager assembles evaluations and transports to Procurement Manager at 4PM	Completed
	16	JV	Procurement Manager delivers Pilot Project Final Evaluation Package to Selection Committee. 10AM.	Completed
	23	JD	Selection Committee begin decision process.	Completed
	30	JD	Begin preparation for Board Transmittal	Completed
January	2		Define timeline for Warehouse modifications	Completed
	6		Selection Committee final	Completed
	6	EL	Staff to visit other county for DRE Election Debriefing	
	13			
	14		Agendise transmittal for FGOC (1/22 meeting). 10AM	Completed
	20			
	22	JD	FGOC Meeting. Request for review and approval of vendor selection or recommend new RFP. 2:30PM ***RESCHEDULED TO 1/31/03***	Completed
	27			
	31	JD	FGOC Meeting. Request for review and approval of vendor selection or recommend new RFP. 2:30PM	Completed
February	3		Board of Supervisors review and approve of vendor selection (or recommend new RFP). Transmittal to request delegation of authority to County Executive or designee to negotiate and award contract. 9AM ***Decision rescheduled to 2/25/03**	
	4	JD		Completed
	10			
	11	JD	Board of Supervisors Workshop to review DRE recommendation.	Completed

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Month	Start Date	Owner	Task	Status
	17	CR	Begin Proposition 41 funding request and alternative funding request	Completed
	24			
	25		Board of Supervisors review and approve of vendor selection (or recommend new RFP). Transmittal to request delegation of authority to County Executive or designee to negotiate and award contract. 9AM	Completed
	26	JV	Procurement Manager to begin negotiation with the selected vendor. Contract team assembles; Contract documents developed and Statement of Work for Vendor; Financial Decision Analysis of Costs Begin (this cannot be done until a specific vendor is determined.)	Completed
	26	CR	Identify Regional Upload sites. Design Network and Equipment needed ** Hold implementation for 2004 election**	Completed
March	3			
	10	CR/RCL	Review Prop 41 documentation package and funding status.	Completed
	14	RCL	SOW Steering Committee Final	Completed
	17			
	24			
	28	JD	DDD--Sequoia	Completed
	31			
April	7	ER/CR/RCL	Review HAVA Documentation and funding	In-process
	9	JV	Negotiations End	Completed
	18	JD	Agendize for Board of Supervisors meeting 4/29/03	
	21			
	29	JD/PK	Board of Supervisors Approve DRE Contract	
	30	MO/AS	Begin Warehouse modifications	
	30	JL	Begin Site preparation for Computer Room and Warehouse	
	30	EL	Vendor Project Manager on site	
May	1	CR/RCL	Specify and order hardware, software and supplies for the DRE and Absentee Systems	
	1	LS	Begin planning for ballot layout, sample ballots & absentee ballots.	
	1	DM/ER	Develop Voter Education Program	
	5	DM/DF	Schedule ROV Staff Training	
	5	LS	Begin Contract RFP/RFQ process for Printing, Translation Services and Official Ballot. Current contract expires 8/30/03. (DDD @ 7 Wks)	
	5	CR/RCL	Manufacture of DRE units; 250+ units the first week and 500+ per week thereafter for a total = 5,500 units	
	5	DM	Create and update new polling sites	
	8	EL	DRE Project Kickoff	
	12	AS	Begin planning for voting device delivery process. Contract services maybe required	
	13	DM	Sequoia to deliver 20 DRE Machines for Outreach and Ancillary Supplies for Expanded Demonstrations	
	13	DM	Introduction to Voting Equipment (For DRE Expanded Outreach Demonstration) Training.	
	19	AS	Begin Drayage Plan; RFP development if drayage is needed	
	19	AS	Precinct supply review and development	
	20	DM/DF	Develop Poliworker Training Plan	
June	1	CR/RCL	Prepare Prop 41 "Documentation Package"	

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	1	DM	Voter Education & Community Outreach Activities on New System and Demonstrations to Organizations (ie. Serving the disabled, senior centers, political and labor organizations).	
	1	DM	Begin voter education and community outreach activities on new system. Continue to November.	
	2	EL	FY04 Budget Discussions and Review	
	2		Establish system-wide security plan	
	16	EL	Voter Verifiable Paper Audit Trail--Pilot Project Planning	
	23	DM/DF	Begin County Staff Training for DRE and Absentee Systems.	
	23	MO/AS	Complete Warehouse modifications	
	23	LS	Printing, Translation Services & Official Ballot contract expires	
	30	AS	Machines begin to be shipped	
	30	AS	Arrival of Ancillary items--Audio devices, Card activators, etc.	
July	7	AS	DRE devices begin to arrive. First week=250-500 units to arrive and ROV to begin acceptance testing.	
	8	JL	Install system hardware (servers) and application software.	
	8	JL	DRE Application testing on server.	
	8	JL/ST	Install Central Count Absentee 400-C System hardware and software.	
	8	JL/ST	Absentee System hardware and Software testing.	
	14	AS	500+ Voting Machines Arrive; Acceptance Testing	
	21	AS	500+ Voting Machines Arrive; Acceptance Testing	
	28	AS	500+ Voting Machines Arrive; Acceptance Testing	
August	4	AS	500+ Voting Machines Arrive; Acceptance Testing	
	4	SB	E-88 Last day for candidates to file	
	11	SB	E-81 Last day for candidate extension. CFS Finalized	
	11	LS/JL	E-81 BL Rec. CFS Files (DFM download)	
	11	AS	500+ Voting Machines Arrive; Acceptance Testing	
	14	LS	Election Contests Finalized and Ballot Layout Begins	
	18	AL	500+ Voting Machines Arrive; Acceptance Testing	
	18	BN	E-74 Precinct Consolidations done	
	25	JL	System application election preparation	
	25	AS	500+ Voting Machines Arrive; Acceptance Testing	
September	1	AS	500+ Voting Machines Arrive; Acceptance Testing	
	8	AS	500+ Voting Machines Arrive; Acceptance Testing	
	15		500+ Voting Machines Arrive; Acceptance Testing	
	22		Complete Acceptance Testing on Devices	
	26	LS	Ballot layout completed	
	29	JL/AS	Begin to Create PCMCIA Cards to load Election Data onto DRE Devices	
	29	AS	AVC Edge Pre-Lat, Sealing and Prep for Election	
	29	DM/DF	Begin poll worker training	
October	2	AS	Load and Label DRE Cartridges	
	2	AS/JL	Perform Logic and Accuracy testing	
	6	ST	Begin absentee voting on DRE Machines	
	6	ST	Early Voting on DRE Machines (in office)	
	13			
	20	AS	Complete PCMCIA card load into DRE Devices	
	20	AS	Complete Logic and Accuracy testing	

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Month	Start Date	Owner	Task	Status
	20	AS	Begin delivery of devices and precinct supplies to polling place.	
	27	CR/RCL	Submit Prop 41 "Documentation Package" to VMB	
November 4, 2003		ROV	Full System Roll Out for all precincts in UDEL Election	
	5	MO/LS	Canvass	