



## Proposal to Lancaster County

### Modus Elections Manager

October 2019

#### Modus Elections Manager

The system will provide Lancaster County with a centralized and integrated system designed to save significant time in planning and administering an election. It is designed by elections officials to focus on the most important issues facing elections officials. With a central repository for all election data, it can manage polling place agreements, facilitate election worker assignments, communication, and training, keep a chain of custody for election equipment and delivery, and provide a wide range of reporting capabilities. The Modus Elections Manager is being proposed to Lancaster County, Minnesota for managing any and all upcoming elections. InTech Software Solutions, Inc. will assist with importing existing elections data to the Modus Elections Manager system.

#### System Benefits and Capabilities

With the following key benefits, the Modus Elections Manager is designed to save significant time and money in the tasks that are necessary to coordinate an election.

- ✓ Single Unified Database
- ✓ Coordinate Election Worker Assignments and Training
- ✓ Communication with Election Workers and Polling Places
- ✓ Automate Election Worker Payroll
- ✓ Election Worker Online Training and Information Portal
- ✓ Election Equipment Setup and Delivery
- ✓ Eliminate Data Entry Redundancy
- ✓ Business Knowledge Tool for Succession Plan
- ✓ Legal Defensibility Audit Trail



## Scope of Proposal

### ***In Scope***

#### **InTech will:**

- Install the Modus Elections Manager system and ensure it is accessible to all users that have minimum client software and internet services
- Make available consulting services for data collection, conversion, and training
- Provide support for elections staff directly employed by Lancaster County
- Ensure that the remote databases are secure, with proper backup and recovery procedures in place

#### **Lancaster County will:**

- Promptly notify InTech via email and provide necessary documentation for any encountered issues in the Modus software environment
- Only distribute user IDs and passwords to authorized staff
- Be responsible for creating, updating, and reviewing election data for its own jurisdiction

### ***Out of Scope***

- InTech creating custom code for integration with existing IT systems such as payroll processing (*Note: Modus Elections Manager provides payroll data exports available for integration with most accounting and payroll systems.*)
- Additional IT consulting services are available and can be provided at a standard rate of \$145 per hour.

### ***Training***

InTech provides data conversion, onsite training, and implementation services to assist our customers in a smooth transition to the Modus Elections Manager. This typically consists of the following:

- One day on-site to collect election configuration parameters and data for the jurisdiction
- A one-time data import of election worker, polling place, and equipment data
- One 2 to 3-hour training session designed to get users started with the system
- A second 2-hour training session completed near the election which trains users in more advanced features of the system

These activities will be scheduled upon customer acceptance of this proposal.

## Software License

### System Components

The following is a list of the components included with the Modus Elections Manager. To help our clients address the realities of limited budgets, we have an annual-cost licensing based on population. This license includes access to the Modus Elections Manager system with no restrictions on the number of users. This structure eliminates unforeseen fees or unpredictable licensing increases.

<b>Components for Lancaster County</b>	
Modus Elections Manager Base Software License Includes unlimited user access, support, system servers, etc.	\$9,590
Worker <sup>1</sup> & Polling Places Management	\$7,030
Election Worker Online Information Portal	\$2,560
Equipment Management	\$2,560
Online Election Worker Training	\$2,560

<sup>1</sup>SMS Texting is included in the above price for the first 10,000 individual texts sent per year. Additional texts may be purchased at a price of \$100 per package of 10,000 texts.

### Payment Schedule

The Modus Elections Manager is licensed annually. For clarity, this proposal outlines 2 years of services and licensing fees. To reduce costs, we charge minimal up-front installation fees. The proposed subscription (below) is based on the needs indicated by the client during our discussions. If any changes to included components are requested, the following proposal may be updated to meet the needs of Lancaster County.

<b>ANNUAL SUBSCRIPTION</b>	
<b>2020</b>	
12-month Software License for Lancaster County	<b>\$24,300</b>
<b>2021</b>	
12-month Total Software Subscription Price for Lancaster County <sup>1</sup>	<b>\$24,300</b>

<sup>2</sup>If customer elects to auto-renew this contract, beginning in 2020 a 2.5% increase will be annually applied to the listed 2022 price.



## Installation and Training

<b>INSTALLATION AND TRAINING</b>	
One-Time Training/Data Import Service Fee. (Data conversion, onsite implementation, training)	\$3,150

Pricing does not include sales tax.

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InTech Software Solutions, Inc  
5881 Pagenkopf Rd  
Maple Plain, MN 55359

David Allen, VP Business Development  
612.760.4248  
[David.Allen@ModusElections.com](mailto:David.Allen@ModusElections.com)

Michael Snuffer, CEO  
612.387.6121  
[Michael.Snuffer@ModusElections.com](mailto:Michael.Snuffer@ModusElections.com)