



## Finance Office

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June 13, 2023

Board of County Commissioners  
Cass County Government  
211 9<sup>th</sup> Street South  
Fargo ND 58103

Re: Ballot on Demand

Dear Commissioners:

The 2023 election budget includes funding for the procurement of ballot on demand (BoD) printers in preparation for the 2024 election cycle. The BoD printers will be implemented as proof of concept and utilized within the finance operations for absentee ballot processing and to provide back up for ballot stock for the various polling locations. The finance office is requesting the commission authorize the purchase of six BoD printers. BoD printers are set up in pairs to a single laptop, printer cart and barcode scanner. The finance office will allocate two sets of printers (4 BoD printers) to the finance office and one set of printers (2 BoD printers) to the election warehouse.

NDCC §16.1-06-11 states that a county may use voting systems; however, the procurement and use of a voting system must be approved and certified by the secretary of state. On June 7, 2023, Cass County received authorization to purchase ballot on demand printers from the North Dakota Office of the Secretary of State. This authorization limits the use of ballot on demand printers to the finance office operations and prohibits the printers from being deployed out to physical vote center locations. The intention behind this limitation is that BoD printers add value to absentee ballot processing as well as providing the county with back-up ballot stock for vote centers; whereas ExpressVote units that are already deployed to vote centers can provide a similar ballot on demand service.

The state of North Dakota has established a contract with Election Systems & Software (ES&S) for a statewide voting tabulation system (contract #214). This master contract allows counties to purchase election programming, consumables, miscellaneous equipment and professional services. Page 44 of the state contract #214 establishes the equipment and costs of the Ballot on Demand system.

In line with the state approval and procurement contract, we have received a quote from the approved vendor of the BoD printers, ES&S. The quote is for a total of 6 BoD printers, 3 laptops, 3 printer carts, 3 barcode scanners, the software licensing, implementation services and an annual post-warranty software license and maintenance fee. The total purchase price is quoted at \$41,343.

**SUGGESTED MOTION:**

Move to approve the purchase of six ballot on demand printers, including software, implementation, accessories and post-warranty, for a total of \$41,343. (101-2103-4017401)

Enc: ES&S Purchase Quote  
BoD Printing System Information Sheet



Cass County, North Dakota
Purchase Proposal Quote
Submitted by Election Systems & Software

Purchase Solution Includes:

Table with 4 columns: Quantity, Item Description, Unit Price, Extended Price. Includes sections for Ballot on Demand Hardware, Software, and Election Services.

Payment Terms

Table with 2 columns: Description of payment terms, Amount. Includes 'Amount due within thirty (30) calendar days of contract execution' and 'Amount due within thirty (30) calendar days of delivery of Hardware and/or Software'.

Annual Post-Warranty License and Maintenance and Support Fees
(Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)

Table with 4 columns: Quantity, Item Description, Unit Price, Extended Price. Includes 'Annual Post-Warranty Software License and Maintenance and Support Fees' and a total of \$2,178.00.

Ongoing Services

Ballot On Demand Initial Election Set-Up Fee per Election Event:

Black and White Ballot Set-Up:
\$475.00 per election set-up + \$1.75 per unique PDF for first Computer,
\$42.00 for each additional Computer Set-up

Color Ballot Set-Up:
\$575.00 per election set-up + \$1.75 per unique PDF for first Computer,
\$42.00 for each additional Computer Set-up

Rework of set up due to customer changes after initial set up is complete:
\$130.00 per change event for first Computer Set-Up
\$42.00 for each additional Computer Set-Up

L&A Test Deck Creation: \$375.00

On-Site Set-Up: \$1,975.00 per person, per day

Footnotes:

- 1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for thirty (30) days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.



Maintaining voter confidence. Enhancing the voter experience.

Cass County, North Dakota  
Purchase Proposal Quote  
Submitted by Election Systems & Software

**Purchase Solution Includes:**

<b>Quantity</b>	<b>Item Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
4.	Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.		
5.	The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.		



# Ballot on Demand® Solution

## BOD Printing System

ES&S' secure Ballot on Demand® (BOD) solution consolidates commercially available printing components with ES&S proprietary software. This proven system automates and streamlines ballot production and distribution, offering flexible options for on-demand ballot printing needs. The system includes a printer, laptop and BOD software.



### FEATURES AND BENEFITS

#### Automated ballot management

- Removes the risk of ballot shortages
- Ensures the correct ballot style for every voter
- Eliminates ballot picking and pulling
- Reduces staffing needs for ballot processing and inventory
- Eliminates the need to organize and store mass quantities of printed ballots
- No Election Day delays for ballot deliveries

#### Multi-purpose paper trays

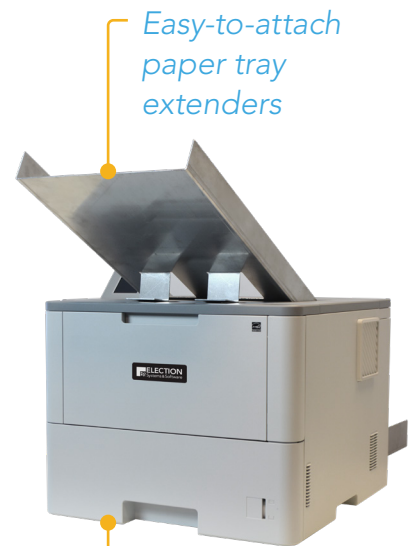
- Enables efficient printing of two-sided ballots
- Support ballot lengths up to 19 inches plus up to 3-inch stubs

#### Proprietary software

- Overprint/overlay capabilities. BOD software can overprint special text or images onto a completed PDF to meet each jurisdiction's unique needs.

#### System integration

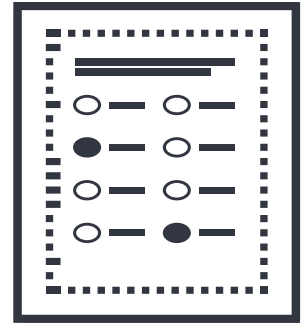
- Integrates with voter registration systems, providing an easy-to-use interface



# BALLOT PRINTING

Our Ballot on Demand solution enables election staff to print the exact number of ballots needed for each precinct of any allowable ballot style based on voter turnout. This increases efficiency and reduces cost and waste.

When integrated with VR workstations or electronic pollbooks, the system will automatically accept individual ballot requests and print the proper ballot for each request. This eliminates the need to pre-print, store and inventory ballots at polling locations, and ensures the correct ballot is printed for each voter.



# BALLOT SECURITY



## Encryption, Hash Validation and Digital Signatures

All ballot PDFs stored on the system for printing are encrypted and can only be printed via the BOD software on the BOD printer. Should unauthorized data somehow be introduced into the system, a user would not be able to associate this data or edit the pre-defined job without logging in as an administrator.



## Audit Logs

The BOD Print Service software generates an audit log of all system activities, including system access by administrators. Once an operator is logged into the system, the BOD will report on all printing activity by that operator. The audit log is timestamped, and each individual activity is identified by the administrator login name.



## System Application Controls

The BOD system is hardened, including only the services, applications, utilities and settings required to successfully operate the print service program and print ballots. System functions are executable during election events, in the manner and order intended by election officials performing their duties.



## Physical and System Access Controls

The Ballot on Demand laptop and printer can be secured in a lockable case and the laptop is secured with a pressure-sensitive, tamper-evident seal. These physical locks and seals are a first line of defense and minimize the effect of any unauthorized access.

The operating software provides security access controls to limit and detect access to critical system components, guarding against system integrity loss and availability. Access codes are required for system access during equipment preparation, testing and operation. These safeguards cannot be bypassed or deactivated during system installation or operation, maintaining the integrity of the election data and audit record.

Two levels of password protection for the BOD laptop exist: Microsoft Windows login and BOD print service login. Should unauthorized data somehow be introduced into the system, a user would not be able to associate this data or edit the pre-defined job without logging in as an administrator.

SPECIFICATIONS	BOD9310 Color Printer	BOD6400 B&W Printer
Printer dimensions (W x H x D)	17.5" x 17.5" x 19"	15.5" x 11.5" x 15.5"
Printer dimensions w/ tray extenders (W x H x D)	17.5" x 25.3" x 26.5"	15.5" x 17.5" x 23"
Weight	65 lbs	35 lbs
Page length supported	11" to 22" (19" ballot plus 3" stub)	11" to 22" (19" ballot plus 3" stub)