

MANAGED SERVICES AGREEMENT  
BY AND BETWEEN  
DOMINION VOTING SYSTEMS, INC.  
AND SANTA CRUZ COUNTY, CA

This Managed Services Agreement (the "Agreement"), dated July 15, 2019 (the "Effective Date"), is made by and between Santa Cruz County, CA having its principal office located at 701 Ocean Street, Room 310, Santa Cruz, CA 95060 ("Customer"), and Dominion Voting Systems Inc., having its principal office located at 1201 18<sup>th</sup> Street, Suite 210, Denver, CO 80202 ("Dominion"). This Agreement may refer to Dominion and the Customer together as the "Parties," or may refer to Dominion or the Customer individually as a "Party."

WHEREAS, the Customer desires to purchase voting system services, and software use licenses; and

WHEREAS, Dominion designs, manufactures, licenses, and provides services for its voting systems.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and in accordance with the terms and conditions set forth herein, Dominion agrees to license and furnish the System (as defined herein) to the Customer.

1. **Composition of Agreement.** Exhibits A, B, C and D are attached and incorporated herein by reference and form a part of this Agreement. This Agreement consists of the terms and conditions contained in the following sections and the listed Exhibits. The total compensation payable under this Agreement shall be in accordance with the item prices incorporated within the Exhibit A attached hereto (Pricing Summary and Deliverables Description) and all other services related to the performance of this Agreement.

Exhibit A: Pricing Summary and Deliverables Description  
 Exhibit B: Software License Terms and Conditions  
 Exhibit C: D-Suite Version 5.2 Acceptance Testing Packet v.1.2  
 Exhibit D: Democracy Suite Version 5.2 Acceptance Test Training and Checklists v.1.0

2. **Definitions.** For the purposes of this Agreement, the following are defined terms:

- 2.1. "Acceptance" and variations thereof, means the successful completion by the Customer of the acceptance testing performed on each component of Dominion Hardware and Software, after delivery in accordance with testing criteria developed and agreed to by the parties, or the occurrence of other events defined in Section 8.
- 2.2. "Confidential Information" means those materials, documents, data, and technical information, specifications, business information, customer information, or other information of a Party ("Disclosing Party") maintained as trade secrets or confidential and which are disclosed to another Party ("Receiving Party") in tangible form conspicuously marked as "confidential," or with words having similar meaning,

which includes without limitation, Dominion Software and associated documentation.

- 2.3. "Dominion Hardware" means the ImageCast® system hardware as more specifically described in Exhibit A.
  - 2.4. "Dominion Software" means software and firmware programs licensed to the Customer by Dominion and any associated documentation as more specifically described in Exhibit A.
  - 2.5. "Election" means a single election event administered by the Customer including any absentee and early voting activity associated with the election event. Election shall not mean any follow-on events occurring after the initial election event, including without limitation, run-offs or recall replacements elections. Any follow-on event shall be considered an Election in and of itself.
  - 2.6. "Election Management System Hardware" or "EMS Hardware" means third party hardware required for operating Dominion Software as used in conjunction with the Dominion Hardware.
  - 2.7. "License" has the meaning set forth in Section 7.
  - 2.8. "System" means the combination of Dominion Software, Dominion Hardware and EMS Hardware.
3. **Term of Agreement.** The Term of this Agreement shall begin on the Effective Date and shall continue until July 14, 2027, unless sooner terminated or extended as provided herein.
  4. **Dominion's Responsibilities.** Dominion shall:
    - 4.1. Deliver the System and services as described in Exhibit A - Pricing and Payment Summary and Deliverables Description.
    - 4.2. Provide the Customer with a Dominion Software use License as described in Exhibit B - Software License Terms and Conditions.
    - 4.3. Assign a Dominion project manager ("Dominion Project Manager") to oversee the general operations of the project. The Dominion Project Manager will be the primary contact for all project needs. The Dominion Project Manager will be responsible for all deliverables and services including, resource planning and coordination, product delivery, issue resolution and for all administrative matters such as invoices and payments.
    - 4.4. Assist in the Acceptance testing process as required by Section 8 herein.
    - 4.5. Provide Customer with one (1) reproducible electronic copy of the documentation.

- 4.6. Provide invoices to Customer pursuant to the payment schedule in Exhibit A and the payment terms described in Section 5.1 herein.

**5. Customer's Responsibilities.** Customer shall:

- 5.1. Pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice.

- 5.1.1. Dominion shall issue invoices to Customer pursuant to the invoice schedule listed in Exhibit A.

- 5.1.2. Payments specified in this Section 5 are exclusive of all excise, sale, use and other taxes imposed by any governmental authority, all of which shall be reimbursed by the Customer. If the Customer is exempt from taxes, Customer shall supply Dominion a tax exemption certificate or other similar form demonstrating its exempt status.

- 5.2. Assign a Customer project manager ("Customer Project Manager"), who shall be responsible for review, analysis and acceptance of the System and the coordination of Customer personnel, equipment, vehicles and facilities. The Customer Project Manager shall be empowered to make decisions on behalf of the Customer with respect to the work being performed under this Agreement. The Customer Project Manager shall also have direct access to the Customer's top management at all times for purposes of problem resolution.

- 5.3. Conduct Acceptance testing process as required by Section 8.

- 5.4. Customer shall provide reasonable access and entry into all Customer property required by Dominion to perform the services described in this Agreement. All such access and entry shall be provided at Customer's expense.

- 5.5. When applicable, for election setup and database creation services as described in Exhibit A, the Customer shall review and approve or identify issues to all Dominion deliverables related to such service within two (2) business days of receipt by the Customer. In the event the Customer discovers an issue, it shall provide written notice to Dominion immediately following the discovery of any issue and Dominion shall rectify the issue at no additional cost to the Customer. In the event the Customer approves the deliverable and subsequent to such approval, request that a change be made to the deliverable, then Dominion may provide the change at an additional cost based upon Dominion's then current published service rates.

**6. Title and Risk of Loss.**

- 6.1. Title to the System. The System shall be provided by Dominion to the Customer as part of the managed services described herein. Title to the System or any portion thereof, shall not pass to the Customer and shall remain with Dominion.



the rejected Dominion Software, Dominion Hardware, or System within thirty (30) days after receipt of Customer's notice of deficiency. The foregoing procedure will be repeated until Customer finally accepts or rejects the Dominion Software, Dominion Hardware, or System in writing in its sole discretion.

- 8.4. System Conformance. Customer will not refuse to accept the System, in whole or in part, solely for the reason that it fails to conform with the specifications, requirements and functions set out in the Agreement in a manner that does not affect the performance of the System, in whole or in part, and Dominion shall provide a plan of action to cure such non-conformity with reasonable dispatch.

**9. Warranties.**

- 9.1. Dominion Software Warranty. The Dominion Software warranty is subject to the terms and conditions of Exhibit B - the Software License Terms and Conditions.
- 9.2. Third Party Products. The warranties in this Section 9 do not apply to any third party products. However, to the extent permitted by the manufacturers of third party products, Dominion shall pass through to Customer all warranties such manufacturers make to Dominion regarding the operation of third party products.
- 9.3. Dominion Hardware Warranty Terms. Dominion warrants that when used with the hardware and software configuration purchased through or approved by Dominion, each component of Dominion Hardware will be free of defects that would prevent the Dominion Hardware from operating in conformity in all material respects with its specifications as documented by Dominion. The Dominion Hardware Warranty shall remain in effect during the Agreement Term.
- 9.4. Dominion Hardware Warranty Services. If any Dominion Hardware component fails to operate in conformity with its specifications during the warranty period, Dominion shall provide a replacement for the Dominion Hardware component or, at Dominion's sole option, shall repair the Dominion Hardware component, so long as the Dominion Hardware is operated with its designated Dominion Software and with third party products approved by Dominion for use with the Dominion Hardware. The following conditions apply to the Dominion Hardware warranty:
  - 9.4.1. The following services are not covered by this Agreement, but may be available at Dominion's current time and material rates:
    - 9.4.1.1. Replacement of consumable items including but not limited to batteries, paper rolls, ribbons, seals, smart cards, and removable memory devices, scanner rollers, disks, etc.;
    - 9.4.1.2. Repair or replacement of Dominion Hardware damaged by accident, disaster, theft, vandalism, neglect, abuse, or any improper usage;

- 9.4.1.3. Repair or replacement of Dominion Hardware modified by any person other than those authorized in writing by Dominion;
- 9.4.1.4. Repair or replacement of Dominion Hardware from which the serial numbers have been removed, defaced or changed.

9.5. No Other Warranties. DOMINION DISCLAIMS ALL OTHER WARRANTIES, AND REPRESENTATIONS, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY BASED ON A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

**10. Force Majeure.** Should any circumstances beyond the control of Dominion or Customer occur that delay or render impossible the performance of any obligation due under this Agreement, such obligation will be postponed for the period of any delay resulting from any such circumstances, plus a reasonable period to accommodate adjustment to such extension, or cancelled if performance has been rendered impossible thereby. Such events may include, without limitation, accidents; war, acts of terrorism; natural disasters; labor disputes; acts, laws, rules or regulations of any government or government agency; or other events beyond the control of both Dominion and Customer. Neither Party shall be liable under this Agreement for any loss or damage to the other Party due to such delay or performance failures. Notwithstanding the foregoing, both Parties shall use their commercially reasonable efforts to minimize the adverse consequences of any such circumstances. This Section shall not operate to excuse any Party from paying amounts that are owed pursuant to this Agreement.

**11. Indemnification.** Dominion, at its sole expense, will indemnify and defend the Customer, its officers, agents and employees from and against any loss, cost, expense or liability (including but not limited to attorney's fees and awarded damages) arising out of a claim, suit or action that the System infringes, violates, or misappropriates a third party's patent, copyright, trademark, trade secret or other intellectual property or proprietary rights.

**12. Limitation of Liability.** EXCEPT FOR THE INDEMNIFICATION OBLIGATIONS CONTAINED IN THIS AGREEMENT, DOMINION'S TOTAL AGGREGATE LIABILITY FOR ANY LOSS, DAMAGE, COSTS OR EXPENSES UNDER OR IN CONNECTION WITH THIS AGREEMENT, HOWSOEVER ARISING, INCLUDING WITHOUT LIMITATION, LOSS, DAMAGE, COSTS OR EXPENSES CAUSED BY BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, BREACH OF STATUTORY OR ANY OTHER DUTY SHALL IN NO CIRCUMSTANCES EXCEED THE TOTAL DOLLAR AMOUNT OF THE AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, LOSS OF USE OR ANY OTHER INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGE WHATSOEVER, HOWSOEVER ARISING, INCURRED BY THE OTHER PARTY OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT, NEGLIGENCE OR OTHER TORT, EVEN IF THE PARTIES OR THEIR REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**13. Confidential Information.**

- 13.1. Each Party shall treat the other Party's Confidential Information as confidential within their respective organizations and each Party shall be given the ability to defend the confidentiality of its Confidential Information to the maximum extent allowable under the law prior to disclosure by the other Party of such Confidential Information.
- 13.2. Subject to the requirements of the Customer's public record laws ("PRL"), neither Party shall disclose the other Party's Confidential Information to any person outside their respective organizations unless disclosure is made in response to, or because of, an obligation to any federal, state, or local governmental agency or court with appropriate jurisdiction, or to any person properly seeking discovery before any such agency or court.
- 13.3. Any specific information that Dominion claims to be confidential must be clearly marked or identified as such by the Customer. To the extent consistent with PRL, Customer shall maintain the confidentiality of all such information marked by Dominion as confidential. If a request is made to view such Confidential Information, Customer will notify Dominion of such request and the date the information will be released to the requestor unless Dominion obtains a court order enjoining such disclosure. If Dominion fails to obtain such court order enjoining such disclosure, the Customer will release the requested information on the date specified. Such release shall be deemed to have been made with Dominion's consent and shall not be deemed to be a violation of law or this Agreement.

**14. Assignment.** Neither Party may assign its rights, obligations, or interests in this Agreement without the written consent of the other Party, providing however that Dominion may assign the proceeds of this Agreement to a financial institution without prior consent of the Customer but with written notice to Customer.

**15. Termination.**

- 15.1 For Default. In the event either Party violates any provisions of this Agreement, the non-violating Party may serve written notice upon the violating Party identifying the violation and providing a reasonable cure period. Except as otherwise noted herein, such cure period shall be at least thirty (30) days. In the event the violating Party has not remedied the infraction at the end of the cure period, the non-violating Party may serve written notice upon the violating Party of termination, and seek legal remedies for breach of contract as allowed hereunder. If the breach identified in the notice cannot be completely cured within the specified time period, no default shall occur if the Party receiving the notice begins curative action within the specified time period and thereafter proceeds with reasonable diligence and in good faith to cure the breach as soon as practicable.

15.2 For Non-Appropriation of Funds. The Customer shall not be obligated for payments hereunder for any future fiscal year unless or until the Customer appropriates funds for this Agreement in Customer's budget for that fiscal year. In the event that funds are not appropriated, then this Agreement may be terminated by the Customer as the end of the last fiscal year for which funds were appropriated. Termination of this Agreement by the Customer under this Section 15.2 shall not constitute a breach of this Agreement by the Customer. Customer shall notify Dominion in writing of such non-appropriation at the earliest possible date which, in any event, shall be prior to Dominion performing services during any fiscal year for which an appropriation has not been made. In the event Customer notifies Dominion that sufficient funds have not been appropriated, or if in fact sufficient funds have not been appropriated, to compensate Dominion in accordance with this Agreement, Dominion may suspend Dominion's performance and terminate all Dominion licenses under this Agreement. Suspension of performance and termination of all Dominion licenses by Dominion in accordance with this section 15.2 shall not constitute a breach of this Agreement by Dominion.

**16. Legality and Severability.** This Agreement and the Parties' actions under this Agreement shall comply with all applicable federal, state and local laws, ordinances, rules, regulations, court orders, and applicable governmental agency orders. If any term or provision of this Agreement is held to be illegal or unenforceable, the remainder of this Agreement shall not be affected thereby and each term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. The Parties agree that any court reviewing this Agreement shall reform any illegal or unenforceable provision to carry out the express intent of the parties as set forth herein to the fullest extent permitted by law.

**17. Survival.** The provisions of Sections 2, 9, 10, 11, 12, 13, 16, 18, and 19 shall survive the expiration or termination of this Agreement.

**18. Choice of Law.** Interpretation of this Agreement shall be governed by the laws of the Customer's State, and the courts of competent jurisdiction located in the Customer's State will have jurisdiction to hear and determine questions relating to this Agreement.

**19. Waiver.** Any failure of a Party to assert any right under this Agreement shall not constitute a waiver or a termination of that right or any provisions of this Agreement.

**20. Independent Contractor.** Dominion and its agents and employees are independent contractors performing professional services for the Customer and are not employees of the Customer. Dominion and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of Customer vehicles, or any other benefits afforded to employees of the Customer as a result of this Agreement. Dominion acknowledges that all sums received hereunder are personally reportable by it for income tax purposes as self-employment or business income and are reportable for self-employment tax.

**21. Notices.** All notices required or permitted to be given hereunder shall be given in writing and shall be deemed to have been given when personally delivered or by nationally recognized

overnight carrier or mailed, certified or registered mail, return receipt requested, addressed to the intended recipient as follows:

If to Dominion:

Dominion Voting Systems, Inc.  
Attn: Contracts Administrator  
1201 18<sup>th</sup> St., Ste. 210  
Denver, CO 80202

If to Customer:

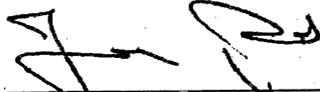
Santa Cruz County Clerk and Registrar of Voters  
Attn: Gail Pellerin  
County Government Center  
701 Ocean Street, Room 310  
Santa Cruz, CA 95060

**22. Entire Agreement.** This Agreement and its Exhibits incorporated herein by reference constitute the entire agreement, understanding and representations between Dominion and the Customer, and supersede and replace all prior agreements, written or oral. No modifications or representations to the Agreement shall be valid unless made in writing and signed by duly authorized representatives of both the Customer and Dominion, and incorporated as an Addendum hereto.

**23. Third Party Beneficiary.** No person shall be a third party beneficiary pursuant to this Agreement. No obligation of Dominion or Customer may be enforced against Dominion or Customer, as applicable, by any person not a party to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

**DOMINION VOTING SYSTEMS, INC.**

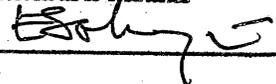
  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

John Poulos  
\_\_\_\_\_  
PRINTED NAME

President & CEO  
\_\_\_\_\_  
TITLE

06/18/2019  
\_\_\_\_\_  
DATE

*Approved as to insurance*

By   
\_\_\_\_\_

Date 6/19/19

**SANTA CRUZ COUNTY, CA**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**APPROVED AS TO FORM:**

By   
\_\_\_\_\_  
Office of the County Counsel

**EXHIBIT A**  
**MANAGED SERVICES AGREEMENT**  
**BY AND BETWEEN DOMINION VOTING SYSTEMS**  
**AND SANTA CRUZ COUNTY, CA**

**PRICING AND PAYMENT SUMMARY AND DELIVERABLES DESCRIPTION**

**1. Pricing/Payment Summary and Descriptions**

1.1 **Pricing Summary.** The annual Agreement pricing shall equal the amounts described in section 1.2 herein for the eight (8) years. All prices are in USD.

1.2 **Payment Summary.** The following is the invoicing schedule for County's annual payments. County shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice. All payments shall be made in U.S. Dollars. All invoices will be issued on July 15<sup>th</sup> of each Term year.

	Year 1	Year 2	Year 3	Year 4
Description	2019/2020	2020/2021	2021/2022	2022/2023
Managed Service	\$193,773.23	\$193,773.23	\$193,773.23	\$193,773.23
Estimated Taxes	\$12,402.92	\$12,402.92	\$12,402.92	\$12,402.92
<b>Total</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>

	Year 5	Year 6	Year 7	Year 8
Description	2023/2024	2024/2025	2025/2026	2026/2027
Managed Service	\$193,773.23	\$193,773.23	\$193,773.23	\$193,773.23
Estimated Taxes	\$12,402.92	\$12,402.92	\$12,402.92	\$12,402.92
<b>Total</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>	<b>\$206,176.15</b>

2. **System Description** - Prices of equipment, technical facilities, software, and other related services for voting, vote counting, and result processing. All pricing in U.S. Dollars.

DESCRIPTION	QTY
<b>Central Scanning Solution: Absentee / Vote By Mail Hardware</b>	
ImageCast Central: Canon DR-G1130 high speed, ImageCast Central Software, Dell All-in-One, iButton programmer and key, cables	4
<b>In-Person Voting Solution: Polling Location Hardware</b>	
ImageCast X BMD (21 inch) Kit includes: ICX Firmware, Tablet, 5 activation cards, printer, cables, power cord	165
ICX Technician Smartcard	25
Mobile Ballot Printing (MBP) Kit Oki Data C712dn: MBP printer, dell laptop, cables	10
Smart-UPS C 1500VA LCD 120V 1000W	50
ICX ATI Kit	165
ICX Voting Booth - Standard	165
ICX Transport Bag Set	165
8GB USB Flash Drive	25

<b>Election Management Hardware</b>	
Democracy Suite EMS Standard Server Configuration Kit - Up to 22 clients	2
EMS Client Workstation Configuration Kit	2
Adjudication Workstation Kit	3
Reformatting Station Kit	1
Mini Server Rack – StarTech	1
Smart UPS 1500 (rack mountable)	1
EMS Report Printer	2
<b>Dominion Software</b>	
Democracy Suite (EMS) – Initial License Fee	1
ICC Adjudication Application – Initial License Fee	1
Mobile Ballot Printing System Application – Initial License Fee	1
ImageCast Remote UOCAVA / RAVBM – Initial License Fee	1
<b>Support Services</b>	
	<b>Days</b>
Project Management	15
System Acceptance Testing Training	1
Train the Trainer: Poll Worker	2
Democracy Suite Result, Tally and Reporting	5
ICC Operator Training	1
ICC Adjudication Training	1
ICX Operator Training	1
<b>Election Support</b>	
	<b>Election</b>
Election Set Up (Ballot Layout, Test Deck)	8
<b>Annual Licenses*</b>	
Democracy Suite (EMS) Light Software License	1
ICC Adjudication Application Software License	1
Mobile Ballot Printing System Software License	1
ImageCast Remote UOCAVA / RAVBM Software License	1
ICC Annual Firmware License	4
ICX - BMD (21 inch) Annual Firmware License	165
<b>Warranty and Maintenance*</b>	
ICC Annual Firmware License – G130	4
ICX - BMD (21 inch)	165

\* Dominion shall provide a credit to the Customer for any paid license and warranty fees for the current system on a prorated basis from the Effective Date of this Agreement.

### 3. Detailed Deliverables Description

3.1 **ImageCast® Central Scanner (ICC).** Each ImageCast® Central Scanner includes the following components:

- 3.1.1 Canon DR-G1130 high speed document scanner
- 3.1.2 ImageCast® Central Software
- 3.1.3 OptiPlex 7440 All-in-One Series with pre-loaded software
- 3.1.4 iButton Security Key
- 3.1.5 iButton Programmer and iButton Key Switch & Cat5 RJ 45 Cables used with Democracy Suite to transfer security and election information to the iButtons for use with the ICC.

3.2 **ImageCast® Software.** The Dominion software includes, without limitation:

3.2.1 AuditMark®. For each ballot that is scanned and accepted into the unit, a corresponding ballot image is created and stored for audit purposes. The image consists of two parts described below.

- The top portion of the image contains a scanned image of the ballot.
- The bottom portion consists of a machine-generated type-out showing each mark that the unit interpreted for that particular ballot. This is referred to as an AuditMark®.

3.3 **ImageCast® X ("ICX").**

3.3.1 Application: ImageCast X BMD is a touchscreen in-person voting device and ballot marking device. Voting sessions are initiated on the tablet by either a smart card or the entry of a numeric code based on activation. The ballot is loaded directly onto the standalone device. All voting activity is performed at the tablet, including accessible voting. Accessible voting interfaces connect to the tablet via an Audio Tactile Interface or ATI. For all modes of voting, after the voter reviews the ballot selections, a paper ballot is created for the voter from a printer in the voting booth. The printed ballot contains a written summary of the voter's choices, as well as a 2D barcode which is read by Dominion's ImageCast Precinct or Central tabulator. No votes are stored on the ImageCast X-BMD unit. All votes can be tabulated and stored on both the ImageCast Central.

3.3.2 Components: ImageCast X BMD is composed of a 21" Avalue touchscreen, Android OS 4.4.4, DC 19V input, HP LaserJet Pro M402dne laser printer, 6' cable, 5 smart cards, and 8GB flash drive.

3.4 **Democracy Suite Light Software** consists of the following components:

3.4.1 Election File and iButton Creation Customer is authorized to create Election Files and iButtons from EED to load on the ICX, ICVA and ICC units.

- 3.4.2 Results, Tally and Reporting (RTR) Client Application is the application used for the tally, reporting and publishing of election results.
- 3.5 **Mobile Ballot Printing** is an application used to search, preview and print ballots via a local printer device. The application makes use of ballot information and PDFs produced by the Election Event Designer application and information provided through the customer voter registration system.
- 3.6 **ImageCast® Adjudication Application** is a client and server application used to review and adjudicate ImageCast® Central Scanner ballot images. The application uses tabulator results files and scanned images to allow election administrators to make adjudications to ballots with auditing and reporting capabilities. The Adjudication Application examines such voter exceptions as overvotes, undervotes, blank contests, blank ballots, write-in selections, and marginal marks. The application works in two basic modes: election project setup and adjudication. The Adjudication Application can be used in a multi-client environment.
- 3.7 **ImageCast Remote Voting (UOCAVA/RAVBM) System** offers a secure and efficient means for overseas, military voters and voters with disabilities, to receive, mark, print and return their ballots. The ImageCast Remote system ensures the security and transparency of the balloting process while preserving the privacy of voters and voters. The ImageCast Remote system utilizes the same database or election project used for all other ballots. Ballots returned by ImageCast Remote voters can be processed on ImageCast Central, eliminating the need to duplicate ballots or process ballots on a separate system. Prior to first use of the ImageCast Remote, Dominion shall provide a fully inclusive accessible voter guide/pamphlet.
- 3.8 **Implementation Services and Training.** Dominion will provide the following training as described herein.
- 3.8.1 Project Management Support. Dominion will provide project management support to oversee the general operations of the project through the Agreement Term. The project manager shall be responsible for arranging all meetings, visits and consultations between the parties and for all administrative matters such as invoices, payments and amendments. The Parties shall develop and finalize a project implementation plan including a training and delivery schedule. The Parties agree that during the course of the implementation, changes to the project schedule may be required. Any changes to the project schedule must be mutually agreed to by both Parties and such agreement shall not be unreasonably withheld.
- 3.8.2 ImageCast® X – This training introduces the ImageCast® X system with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, Election Day setup and operation, and troubleshooting.
- 3.8.3 ImageCast® ICC – This training introduces the ImageCast® ICC with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, ballot scanning operation, and troubleshooting.

- 3.8.4 EMS Server Installation, Configuration & Testing. Dominion will provide a minimum total of one (1) day of direct onsite support for EMS Server installation, configuration & testing.
- 3.8.5 Democracy Suite® EMS System– This training covers the restoring election project backups, creating ICX, ICC and ICXVA files, tally and reporting.
- 3.8.6 System Acceptance Testing Support. Dominion will provide direct onsite training and support during the System Acceptance Testing period
- 3.8.7 Pollworker Train the Trainer – This provides training to the Customer staff on operations of a polling location including the ImageCast® X, ICX Card activation, testing and troubleshooting.
- 3.9 ***Election Ballot Definition Setup.*** Dominion shall provide election setup services and support for the election database creation and ballot review for 8 regularly scheduled Elections. Ballot definition services will be provided in English and Spanish only and will include the following: Democracy Suite Election project setup, provide the Mail Ballot/Absentee PDF artwork, verification and proofing for each Election, provide audio setup for audio voting using a synthesizer. Any outside recording charges would be at the Customer's expense.
- 3.10 ***Travel and Expenses included.*** All costs of Dominion transportation, lodging and meal expenses are included during the Agreement Term.
- 3.11 ***Ongoing telephone support.*** Telephone support shall be available for Customers during the Term of the Agreement at no additional costs.
- 3.12 ***Disposal of Present Voting Systems.*** Dominion and Customer agree that Dominion shall dispose of the present voting machines possessed by the Customer. Dominion and Customer agree that Customer shall comply with any licensing requirements for the removal of all software/firmware from the previous system, as may be required from the previous license agreement.
- 3.13 ***Other Services, Consumables or Equipment.*** Any other services, consumables or equipment not specifically identified in this Agreement are available for purchase by the Customer at the then current Dominion list price.

## EXHIBIT B

### SOFTWARE LICENSE TERMS AND CONDITIONS

#### 1. Definitions.

- 1.1. "Agreement" shall mean the agreement between the Parties for the use of the licensed Software.
- 1.2. "Licensee" shall mean the Customer defined in the general terms and conditions of this Agreement.
- 1.3. "Licensor" shall mean Dominion Voting Systems, Inc.
- 1.4. "Party" or "Parties" Licensor and Licensee may hereinafter be referred to individually as a Party and collectively as the Parties.
- 1.5. "Specifications" means descriptions and data regarding the features, functions and performance of the Software, as set forth in user manuals or other applicable documentation provided by Licensor.

#### 2. License Terms.

- 2.1. License to Software. Subject to the terms herein, Licensor grants Licensee a non-exclusive, non-transferrable license to use the Software solely for the Licensee's own internal business purposes and solely in conjunction with the Software and hardware. This License shall only be effective during the Term and cannot be transferred or sublicensed.
- 2.2. Print Copyright License. Subject to the Print Copyright License terms and conditions as defined in Schedule A attached hereto, Licensor grants to Licensee a non-exclusive, non-transferable print copyright license as defined in Schedule A.
- 2.3. Third Party Products. When applicable, Licensor shall sublicense any software that constitutes or is contained in Third Party Products, in object code form only, to Licensee for use during the Term.
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Our customers come first.

## Exhibit C

# D-Suite Version 5.2 Acceptance Testing Packet V. 1.2



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1201 18<sup>TH</sup> ST, SUITE 210, DENVER, CO, 80202  
Telephone 1.866.654.8683

# Revision History

Revision Number and Document Name	Date	User	Summary of revision
1.0	April 2016	Alyssa Prohaska	Created Document
1.1	April 2016	Alyssa Prohaska	Updated Document for 5.2
1.2	July 2017	Alyssa Prohaska	Added ImageCast Voter Activation section, Made other minor edits

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# Introduction

## Introduction and SCOPE

This document contains Acceptance Test procedures and checklists for D-Suite 5.2 components. Some checklists may not be applicable for all Customer configurations.

# EMS Standard Server Acceptance Test Checklist

## Stage 1: Receiving

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>➤ Dell Poweredge R630 Server Service Tag: _____</li> <li>➤ Dell Precision T3420 Towers (EMS and Adjudication Workstations) Service Tag: _____ Service Tag: _____ Service Tag: _____ Service Tag: _____ Service Tag: _____</li> <li>➤ One Memory card reader/writer</li> <li>➤ One ibutton Key and Programmer</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	

## Stage 2: System Setup, Power Up, and Verification

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	System Setup	Unpack the server and connect to a power source.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	System Setup	Unpack and setup all client machines.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	System Setup	Connect server and client machines to the network switch.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	System Setup	One by one, power on all computers.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	System Setup	Verify the date and time of each computer.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	OS & Software Verification	Log into the server and verify the Operating system installed is Server 2012.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	OS & Software Verification	Open Windows Explorer and verify presence of these drives: EMS(C:) and DATA (D:)	
<input type="checkbox"/>	<input type="checkbox"/>	8.	OS & Software Verification	Verify the IP Address of the server by opening a command prompt window and typing in <b>ipconfig</b> , then hitting enter. The IP address should be: 192.168.5.2.	
<input type="checkbox"/>	<input type="checkbox"/>	9.	OS & Software Verification	Log into the EMS Workstations, Right click on the Windows (Start) button and select 'System'. Verify the installed operating system is Windows 10.	
<input type="checkbox"/>	<input type="checkbox"/>	10.	OS & Software Verification	From the EMS workstations launch EED and verify the software version installed is: 5.2	
<input type="checkbox"/>	<input type="checkbox"/>	11.	OS & Software Verification	Verify the following applications have been installed on the EMS Workstations: Audio Studio, Election Event Designer, Results Tally and Reporting, and Adjudication	
<input type="checkbox"/>	<input type="checkbox"/>	12.	OS & Software Verification	Log into the Adjudication Workstations, right click on the Windows button and select 'System' Verify the installed operating system is Windows 10.	
<input type="checkbox"/>	<input type="checkbox"/>	13.	OS & Software Verification	Verify the Adjudication application has been installed.	

### Stage 3: Functional Testing

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Functional Test	Insert the portable media device containing the acceptance test election into a USB port on the EMS Workstation	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Functional Test	Start EED and Restore the Acceptance test project database.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Functional Test	Open the project through EED. When prompted, enter the user name and password and click OK.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Functional Test	Copy election files for the ICC and ICX to portable media devices.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Functional Test	Burn buttons for ICC tabulators within the project.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	Functional Test	Complete Acceptance Testing procedures for the ICX and the ICC, then return to this document.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	Functional Test	Launch the Results Tally and Reporting application (RTR).	
<input type="checkbox"/>	<input type="checkbox"/>	8.	Functional Test	Log into the project in RTR. When prompted, enter the user name and password and click OK.	
<input type="checkbox"/>	<input type="checkbox"/>	9.	Functional Test	Turn on Automatic Results Loading.	
<input type="checkbox"/>	<input type="checkbox"/>	10.	Functional Test	Verify that results are loading by selecting 'Result Files' and Search.	
<input type="checkbox"/>	<input type="checkbox"/>	11.	Functional Test	Open the Adjudication application.	
<input type="checkbox"/>	<input type="checkbox"/>	12.	Functional Test	Adjudicate all necessary ballots, verifying the following: <ul style="list-style-type: none"> <li>➤ All ballots flagged for adjudication were delivered.</li> <li>➤ Users are able to add/remove marks</li> <li>➤ Users are able to resolve write-ins.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	13.	Functional Test	Open RTR, Validate & Publish Results. Create and print an Election Summary Report.	
<input type="checkbox"/>	<input type="checkbox"/>	14.	Shutdown	Shut down the system as necessary.	

### EMS Standard Server Acceptance Test Acknowledgement

County Official Signature: \_\_\_\_\_

Dominion Representative: \_\_\_\_\_

Date completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

# EMS Express Server Acceptance Test Checklist

## Stage 1: Receiving

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>➤ Dell Precision T3420 Tower Service Tag: _____</li> <li>➤ Dell Precision T3420 Towers (EMS and Adjudication Workstations) Service Tag: _____ Service Tag: _____ Service Tag: _____ Service Tag: _____ Service Tag: _____</li> <li>➤ One Memory card reader/writer</li> <li>➤ One ibutton Key and Programmer</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	

## Stage 2: System Setup, Power Up, and Verification

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	System Setup	Unpack the server and connect to a power source.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	System Setup	Unpack and setup all client machines.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	System Setup	Connect server and client machines to the network switch.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	System Setup	One by one, power on all computers.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	System Setup	Verify the date and time of each computer.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	OS & Software Verification	Log into the server and verify the Operating system installed is Windows 10.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	OS & Software Verification	Open Windows Explorer and verify presence of the NAS folder.	
<input type="checkbox"/>	<input type="checkbox"/>	8.	OS & Software Verification	Verify the IP Address of the server by opening a command prompt window and typing in <b>ipconfig</b> , then hitting enter. The IP address should be: 192.168.5.2.	
<input type="checkbox"/>	<input type="checkbox"/>	9.	OS & Software Verification	From the EMS workstations launch EED and verify the software version installed is: 5.2	
<input type="checkbox"/>	<input type="checkbox"/>	10.	OS & Software Verification	Verify the following applications have been installed on the EMS Workstations: Audio Studio, Election Event Designer, Results Tally and Reporting, and Adjudication	
<input type="checkbox"/>	<input type="checkbox"/>	11.	OS & Software Verification	Log into the Adjudication Workstations, right click on the Windows button and select 'System' Verify the installed operating system is Windows 10.	
<input type="checkbox"/>	<input type="checkbox"/>	12.	OS & Software Verification	Verify the Adjudication application has been installed.	

### Stage 3: Functional Testing

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Functional Test	insert the portable media device containing the acceptance test election into a USB port on the EMS Server.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Functional Test	Start EED and Restore the Acceptance test project database.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Functional Test	Open the project through EED. When prompted, enter the user name and password and click OK.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Functional Test	Copy election files for the ICC and ICX to portable media devices.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Functional Test	Burn ibuttons for ICC tabulators within the project.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	Functional Test	Complete Acceptance Testing procedures for the ICX and the ICC, then return to this document.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	Functional Test	Launch the Results Tally and Reporting application (RTR).	
<input type="checkbox"/>	<input type="checkbox"/>	8.	Functional Test	Log into the project in RTR. When prompted, enter the user name and password and click OK.	
<input type="checkbox"/>	<input type="checkbox"/>	9.	Functional Test	Turn on Automatic Results Loading.	
<input type="checkbox"/>	<input type="checkbox"/>	10.	Functional Test	Verify that results are loading by selecting 'Result Files' and Search.	
<input type="checkbox"/>	<input type="checkbox"/>	11.	Functional Test	Open the Adjudication application.	
<input type="checkbox"/>	<input type="checkbox"/>	12.	Functional Test	Adjudicate all necessary ballots, verifying the following: <ul style="list-style-type: none"> <li>➤ All ballots flagged for adjudication were delivered.</li> <li>➤ Users are able to add/remove marks</li> <li>➤ Users are able to resolve write-ins.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	13.	Functional Test	Open RTR, Validate & Publish Results. Create and print an Election Summary Report.	
<input type="checkbox"/>	<input type="checkbox"/>	14.	Shutdown	Shut down the system as necessary.	

### EMS Express Server Acceptance Test Acknowledgement

County Official Signature: \_\_\_\_\_

Dominion Representative: \_\_\_\_\_

Date completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

# Image Cast Central Acceptance Test Checklist

## Stage 1: Receiving

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>➤ Dell Optiplex All-in-one 7440 Service Tag: _____</li> <li>➤ Canon DR G1130, or M160ii Service Tag: _____ Service Tag: _____</li> <li>➤ One Memory card reader/writer (for each ICC)</li> <li>➤ One Ibutton Key and Programmer (for each ICC)</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	2	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	

### Stage 2: System Setup, Power Up, and Verification

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	System Setup	Power up the scanner.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	System Setup	Power up and log into each Image Cast Central (ICC) Workstation(s).	
			System Setup	For each workstation, verify the following:	
<input type="checkbox"/>	<input type="checkbox"/>	4.	System Setup	The operating system installed is: Windows 10	
<input type="checkbox"/>	<input type="checkbox"/>	5.	System Setup	The date and time are correct	
<input type="checkbox"/>	<input type="checkbox"/>	6.	OS & Software Verification	Open a file explorer window and navigate to the location below: C:\Program Files (x86) Dominion Voting Systems\ImageCast Central\bin\ImageCastCentral.exe Right click on the .exe file and select Properties. Verify the version installed is 5.2	

### Stage 3: Functional Testing

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Functional Test	Load the Election files for the acceptance test election onto each ICC workstations	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Functional Test	Start the ImageCast Central application.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Functional Test	Configure the ICC workstation Server/Secondary Path (for adjudication).	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Functional Test	Verify Scan Options and Advanced Configuration Options.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Functional Test	Scan the acceptance test deck of ballots. Run the test deck in each of the four orientations. Accept each batch of scanned ballots.	

### Image Cast Central Acceptance Test Acknowledgement

County Official Signature: \_\_\_\_\_  
Date completed: \_\_\_\_\_

Dominion Representative: \_\_\_\_\_  
Date Completed: \_\_\_\_\_

# ImageCast Voter Activation Acceptance Test Checklist

## Stage 1: Receiving

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>&gt; Dell Latitude E3470 Laptop</li> <li>Service Tag: _____</li> <li>&gt; One Smart card reader</li> <li>&gt;</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	

## Stage 2: System Setup, Power Up, and Verification

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	System Setup	Unpack and setup all activation stations.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	System Setup	One by one, power on all computers.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	System Setup	Verify the date and time of each computer.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	OS & Software Verification	Log into the server and verify the Operating system installed is Windows 10.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	OS & Software Verification	From the EMS workstations launch ICVA and verify the software version installed is: 5.2	

**Stage 3: Functional Testing**

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Functional Test	Launch the ICVA application.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Functional Test	When prompted, insert a pollworker card and enter the PIN.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Functional Test	Insert a voter card. Select a ballot and click the 'Write Voter Card' button. Program a standard session.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Functional Test	Insert a voter card. Select a ballot and click the 'Write Voter Card' button. Program an accessible session.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Functional Test	Insert each voter card into an ICX and verify the appropriate voting session is activated.	

**Image Cast Voter Activation Acceptance Test Acknowledgement**

County Official Signature: \_\_\_\_\_  
 Date completed: \_\_\_\_\_

Dominion Representative: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

# ImageCast X Acceptance Test Checklist

## Stage 1: Receiving

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>➢ Samsung Tablet (within enclosure)</li> <li>Serial Number: _____</li> <li>➢ One Tecla or ATI device</li> <li>➢ One Four way joystick for each Tecla (if applicable)</li> <li>➢ One Smart card reader (attached to the enclosure)</li> <li>➢ One HP Laserjet M203DW duplex printer.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	

## Stage 2: System Setup, Power Up, and Verification

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	System Setup	Place each ICX on a flat surface.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	System Setup	Connect each ICX to a power supply.	
<input type="checkbox"/>	<input type="checkbox"/>	3.	System Setup	Connect each printer to a power supply.	
<input type="checkbox"/>	<input type="checkbox"/>	4.	System Setup	Connect each ICX to a printer.	
<input type="checkbox"/>	<input type="checkbox"/>	5.	System Setup	Connect each ICX configured with accessibility to the Tecla or ATI and headphones.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	OS & Software Verification	One by one, power on all printers and ICXes.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	OS & Software Verification	Verify the date and time on each tablet.	
<input type="checkbox"/>	<input type="checkbox"/>	8.	OS & Software Verification	For each ICX, select the 'About' button and verify the software version installed is: 5.2	

**Stage 3: Functional Testing**

Pass	Fail	Step	Stage	Details	Comments
<input type="checkbox"/>	<input type="checkbox"/>	1.	Functional Test	Initiate a voting session by inserting a programmed smart card into the smart card reader.	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Functional Test	For each ICX mark 4 ballots: <ul style="list-style-type: none"> <li>✓ One blank ballot</li> <li>✓ One ballot with at least one selection made for every contest</li> <li>✓ One ballot with at least one blank contest</li> <li>✓ One ballot with a write-in selection made</li> </ul>	
For each ICX configured for accessibility:					
<input type="checkbox"/>	<input type="checkbox"/>	4.	Functional Test	Initiate an accessible voting session	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Functional Test	Mark a ballot using the accessible device.	
<input type="checkbox"/>	<input type="checkbox"/>	6.	Functional Test	Print the ballot and verify the selections.	
<input type="checkbox"/>	<input type="checkbox"/>	7.	Functional Test	Rezero each ICX.	
<input type="checkbox"/>	<input type="checkbox"/>	8.	Functional Test	Power down each ICX and printer.	

**Image Cast X Acceptance Test Acknowledgement**

County Official Signature: \_\_\_\_\_

Dominion Representative: \_\_\_\_\_

Date completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

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## **EXHIBIT D**

# **Democracy Suite Version 5.2 Acceptance Test Training and Checklists V. 1.0**



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EMS Standard Server Acceptance Test

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Ensure the following components were properly packed in the factory boxes: ■ Dell Poweredge R630 Servers. Quantity: ____ Service Tags: _____ ■ Dell Precision T3420 Towers. Quantity: ____ EMS Workstations. Quantity: ____ Service Tags: _____ ■ Adjudication Workstations. Quantity: ____ Service Tags: _____ ■ Memory card reader/writer. Quantity: ____ ■ Smart Card reader. Quantity: ____ ■ ibutton Key and Programmer. Quantity: ____	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: System Setup, Power Up, and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	System Setup	Unpack the server and connect to a power source.	<input type="checkbox"/>	<input type="checkbox"/>	
2	System Setup	Unpack and setup all client machines.	<input type="checkbox"/>	<input type="checkbox"/>	
3	System Setup	Connect server and client machines to the network switch.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Power Up	One by one, power on all computers.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Verification	Verify the date and time of each computer.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Verification	Log into the server and verify the Operating system installed is Server 2012.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Verification	Open Windows Explorer and verify presence of these drives: EMS(C:) and DATA (D:).	<input type="checkbox"/>	<input type="checkbox"/>	
8	Verification	Verify the IP Address of the server by opening a command prompt window and typing in ipconfig, then hitting enter. IP Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	
9	Verification	Log into the EMS and ADJ Workstations, Right click on the Windows (Start) button and select 'System'. Verify the installed operating system is Windows 10.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Verification	From the EMS workstations launch EED and RTR and verify the software version installed is: 5.2	<input type="checkbox"/>	<input type="checkbox"/>	
11	Verification	Verify the following applications have been installed on the EMS Workstations: Audio Studio, Election Event Designer, Results Tally and Reporting, and Adjudication	<input type="checkbox"/>	<input type="checkbox"/>	
12	Verification	Log into the Adjudication Workstations, right click on the Windows button and select 'System' Verify the installed operating system is Windows 10.	<input type="checkbox"/>	<input type="checkbox"/>	
13	Verification	Verify the Adjudication application has been installed.	<input type="checkbox"/>	<input type="checkbox"/>	

EMS Standard Server Acceptance Test

Stage 3: Functional Testing					
Step	Stage	Details	Pass	Fail	Comments
1	Functional Test	Insert the portable media device containing the acceptance test election into a USB port on the EMS Workstation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Functional Test	Start EED and Restore the Acceptance test project database.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Functional Test	Open the project through EED. When prompted, enter the user name and password and click OK.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functional Test	Select Administration > Application Users. From the middle of the screen select EMS RTR and click Create New to create a new user.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functional Test	Enter the username, role, and password and click Save. Open the User and make the user Active. Click Save and Close.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Functional Test	Open RTR. Select Election Project then Open Project. Log into the Election Project	<input type="checkbox"/>	<input type="checkbox"/>	
7	Functional Test	Copy election files for the ICC and ICX to portable media devices.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Functional Test	Burn ibuttons for ICC tabulators within the project.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Functional Test	Complete Acceptance Testing procedures for the ICE, ICX and the ICC, then return to this document.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Functional Test	Launch the Results Tally and Reporting application (RTR).	<input type="checkbox"/>	<input type="checkbox"/>	
11	Functional Test	Log into the project in RTR. When prompted, enter the user name and password and click OK.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Functional Test	Turn on Automatic Results Loading.	<input type="checkbox"/>	<input type="checkbox"/>	
13	Functional Test	Verify that results are loading by selecting 'Result Files' and Search.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Functional Test	Open the Adjudication application.	<input type="checkbox"/>	<input type="checkbox"/>	
15	Functional Test	Adjudicate all necessary ballots, verifying the following: All ballots flagged for adjudication were delivered, users are able to add/remove marks, and users are able to resolve write-ins.	<input type="checkbox"/>	<input type="checkbox"/>	
16	Functional Test	Open RTR, Validate & Publish Results. Create and print an Election Summary Report.	<input type="checkbox"/>	<input type="checkbox"/>	
17	Shutdown	Shut down the system as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	

EMS Standard Server Acceptance Test Acknowledgement

County Official  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

Dominion  
Representative  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

### MBP Acceptance Test

#### Stage 1: Receiving

Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the laptop and place on work surface	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Unpack the printer and place on work surface	<input type="checkbox"/>	<input type="checkbox"/>	
3	Inspect	Inspect the laptop for any damage.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Inspect	Inspect the printer for any damage.	<input type="checkbox"/>	<input type="checkbox"/>	

#### Stage 2: System Setup, Power Up, and Verification

Step	Stage	Details	Pass	Fail	Comments
1	Power Up	Power the laptop on by pressing the power button on the top right	<input type="checkbox"/>	<input type="checkbox"/>	
2	Power Up	Power the printer on by pressing the front power button, and flipping the rear main power switch on.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Launch the MBP application.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Verification	Verify the installed version is: 5.2	<input type="checkbox"/>	<input type="checkbox"/>	

#### Stage 3: Functional Testing

Step	Stage	Details	Pass	Fail	Comments
1	Functional Test	Insert the USB stick with the MBP export and PDF files	<input type="checkbox"/>	<input type="checkbox"/>	
2	Functional Test	Import the project into the MBP application by selecting File/Import	<input type="checkbox"/>	<input type="checkbox"/>	
3	Functional Test	Browse to the location of the file.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functional Test	Set the ballot source by selecting the Ballot Source icon. Browse to the location of the PDFs (NOTE: Save the files to a location on the desktop or C drive).	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functional Test	Select a ballot from the list and click Print. Verify the ballot prints successfully.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Functional Test	Select a ballot from the list and click Preview. Verify the ballot previews successfully.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Functional Test	Select "Print Report" from the top of the screen. Verify that you can generate a report listing the valid prints of ballots.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Functional Test	Click the reset counter. Power off the laptop and printer.	<input type="checkbox"/>	<input type="checkbox"/>	

#### Mobile Ballot Production Acceptance Test Acknowledgement

Signature \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Representative \_\_\_\_\_ Date Completed: \_\_\_\_\_

ImageCast Central Acceptance Test

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Ensure the following components are properly packed in the factory boxes: <ul style="list-style-type: none"> <li>■ Dell Optiplex All-in-one 3050</li> <li>Service Tag: _____</li> <li>■ Canon DR X10C or Canon DR G1130</li> <li>Serial Number: _____</li> <li>Serial Number: _____</li> <li>■ One Memory card reader/writer</li> <li>■ One ibutton Key and Programmer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: System Setup, Power Up, and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	System Setup	Power up the scanner.	<input type="checkbox"/>	<input type="checkbox"/>	
2	System Setup	Power up and log into each Image Cast Central (ICC) Workstation(s).	<input type="checkbox"/>	<input type="checkbox"/>	
3	System Setup	For each workstation, verify the operating system installed is Windows 10.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Power Up	Verify the date and time of each computer.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Verification	Verify the version of ImageCast Central installed is 5.2.	<input type="checkbox"/>	<input type="checkbox"/>	

ImageCast Central Acceptance Test

Stage 3: Functional Testing					
Step	Stage	Details	Pass	Fail	Comments
1	Functional Test	Load the Election files for the acceptance test election onto each ICC workstations	<input type="checkbox"/>	<input type="checkbox"/>	
2	Functional Test	Start the ImageCast Central application.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Functional Test	Configure the ICC workstation Server/Secondary Path (for adjudication).	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functional Test	Verify Scan Options and Advanced Configuration Options.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functional Test	Scan the acceptance test deck of ballots. Run the test deck in each of the four orientations. Accept each batch of scanned ballots.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Functional Test	Refer to the EMS Standard Server Acceptance Test Procedures for remaining test steps (Functional Test Step 9).	<input type="checkbox"/>	<input type="checkbox"/>	

ImageCast Central (ICC) Acceptance Test Acknowledgement

County Official  
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Date Completed: \_\_\_\_\_

Dominion  
Representative  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

ImageCast Evolution Acceptance Test

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the ImageCast Evolution tabulator unit and place it on an assembled ballot box.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Verify that all parts are intact, with no obvious scratch marks or dents.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: System Setup, Power Up, and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	System Setup	Connect the ATI (Audio Tactile Interface) to the ICE using the RJ-45 cable.	<input type="checkbox"/>	<input type="checkbox"/>	
2	System Setup	Plug the power supply into a suitable 120 volt AC power source, and connect the power supply to the ImageCast Evolution device.	<input type="checkbox"/>	<input type="checkbox"/>	
3	System Setup	Turn the main power switch on (this is located beneath the thermal paper printer door.)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Power Up	Lift the LCD monitor into the upright position.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Power Up	The ImageCast Evolution will begin the power-up sequence, and the LCD should display a number of messages at each stage of the sequence.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Verification	Once the ImageCast Evolution has powered up, the system will prompt for the iButton Security Key to be applied to the iButton Security Key receptacle.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Verification	Press the iButton Security Key firmly to the receptacle, and hold it in place until the login screen appears on the touchscreen.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Verification	Check that the ImageCast Evolution internal battery is fully charged. Check the following places: <ul style="list-style-type: none"> <li>■ The LCD display</li> <li>■ The externally visible LEDs on the right side of the tabulator</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Verification	Check that the security icon (in shape of a padlock) is white color (when security has been compromised, the padlock will turn red).	<input type="checkbox"/>	<input type="checkbox"/>	
10	Verification	Check that the System Health icon is white. When the system health has been compromised, the icon will turn red.	<input type="checkbox"/>	<input type="checkbox"/>	

ImageCast Evolution Acceptance Test

Stage 3: Functional Testing					
Step	Stage	Details	Pass	Fail	Comments
1	Functional Test	Burn the CF cards and corresponding iButton for ICE to be tested.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Functional Test	Burn the Poll Worker Card for logging into ImageCast Voter Activation application.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Functional Test	Insert the memory card containing the Election Project into the CF1 card slot of the ICE tabulator, and the initialized backup memory card into the CF2 card slot on the tabulator.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functional Test	When prompted by the LCD screen, insert the iButton Security Key and enter the appropriate password.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functional Test	Visually confirm that the date and time are correct by looking at the lower left section of the ICE LCD screen.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Functional Test	Open the polls.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Functional Test	Tabulate the pre-marked test deck of Logic & Accuracy Testing ballots into the ICE tabulator by feeding the test deck.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Functional Test	Start an 'Accessible Voting Session' and vote a predefined voting pattern for every language defined in the Election Project. Test every candidate position at least once, and verify that the audio message matches the visual ballot display.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Functional Test	Allow the two result tapes to print and confirm that you do not need another copy.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Functional Test	Power down the unit by pressing the 'Shut Down' icon at the top right corner of the screen.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Functional Test	On the right side of the ICE, open the CF1 and the CF2 card slot doors, and remove both cards from the tabulator.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Functional Test	For each tabulator tested, confirm that the tabulator-level result reports match the expected results from the pre-marked test deck.	<input type="checkbox"/>	<input type="checkbox"/>	

ImageCast Evolution Acceptance Test Acknowledgement

County Official  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

Dominion  
Representative  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

ImageCast X Acceptance Test

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the ImageCast X tabulator unit and place it on an assembled table.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Unpack the BMD printer and place on an assembled table next to the ImageCast X.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: System Setup, Power Up, and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	Setup	Insert the USB stick with test election data.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Setup	Connect the ATI (Audio Tactile Interface) to the ICX using the USB to RJ-45 cable provided.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Plug the power supply into a suitable 120 volt AC power source, and connect the power supply to the ImageCast X device.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Power Up	Open the bottom security door and press the power button. Hold the power button until it lights up green.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Power Up	The ImageCast X will begin the power-up sequence, and the LCD will display a number of messages at each stage of the sequence.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Power Up	If ICX app is not opened by default after a power up, swipe to enter into the menu and open ICX application. The ICX application will prompt for the Smart Card to be applied to the Smart Card Reader.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Verification	Insert the Tech Smart Card into the Smart Card Reader. Wait for the login screen to appear.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Verification	On the Authorization screen, enter a valid PIN in order to log in.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Verification	confirm or modify the date and time.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Verification	Plug in the USB stick with election data into an available USB port	<input type="checkbox"/>	<input type="checkbox"/>	
11	Verification	Select the load settings button on Technical Administration page to get the prompt with the election data on the USB.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Verification	Copy the election files (.dat) onto the device.	<input type="checkbox"/>	<input type="checkbox"/>	
13	Verification	Remove the USB stick with election data	<input type="checkbox"/>	<input type="checkbox"/>	
14	Verification	Navigate to "Android Settings", select "Battery", verify the battery is at 100%.	<input type="checkbox"/>	<input type="checkbox"/>	
15	Verification	Remove the tech card.	<input type="checkbox"/>	<input type="checkbox"/>	
16	Verification	Insert the Poll Worker Smart Card into the Smart Card Reader.	<input type="checkbox"/>	<input type="checkbox"/>	
17	Verification	On the Authorization screen, enter a valid PIN in order to log in.	<input type="checkbox"/>	<input type="checkbox"/>	
18	Verification	Wait for the election files to decrypt. Make sure the required tabulator is present in the tabulator list.	<input type="checkbox"/>	<input type="checkbox"/>	

**ImageCast X Acceptance Test**

Stage 3: Functional Testing					
Step	Stage	Details	Pass	Fail	Comments
1	Functional Test	Open the polls.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Functional Test	Log into the ImageCast Voter Activation (ICVA) application on the ICVA workstation and Import Activation Codes (if not done already).	<input type="checkbox"/>	<input type="checkbox"/>	
3	Functional Test	Burn the Smart Card for activating the voting session for the tabulator tested.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Functional Test	Use the Voter Smart Card to produce marked ballots according to the predefined pattern for Logic & Accuracy Testing. Repeat the process as many times as there are ballots to be marked.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functional Test	Burn the Smart Card with Accessible Voting Session enabled and vote a predefined voting pattern for every language defined in the Election Project. Test every candidate position at least once, and verify that the audio message matches the visual ballot display.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Functional Test	Close Poll and power down the unit by selecting "Power Off" option at the bottom right of the Poll Worker or Technician menus.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Functional Test	Feed all of the printed Electronic Mobile Ballots to either ImageCast Evolution or ImageCast Central scanners/tabulators.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Functional Test	Continue the procedure for the appropriate scanning/tabulation device.	<input type="checkbox"/>	<input type="checkbox"/>	

**ImageCast X Acceptance Test Acknowledgement**

County Official  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

Dominion  
Representative  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

Voting Booth Acceptance Test  
Checklist

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the voting booth and set it upright on a flat surface (floor).	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Inspect the metal frame and coroplast panels for any damage.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: Functional Test					
Step	Stage	Details	Pass	Fail	Comments
1	Setup	Detach the velcro strap from the top of the voting booth	<input type="checkbox"/>	<input type="checkbox"/>	
2	Setup	Open the left and right hinged panels to open the voting booth.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Lift up the voting surface and place on top of the flat extensions.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Setup	Lock the left and right sliding bolts into place.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Verification	Verify the hinges and locks all slide easily into place and none of the hinges or locks are damaged or misaligned	<input type="checkbox"/>	<input type="checkbox"/>	
6	Take-down	Unlck the left and right sliding bolts from underneath the main voting surface.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Take-down	Collapse the left and right panels against the back of the voting booth.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Take-down	Secure the velcro strap back into place.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Verification	Verify the handle (on the long side of the booth) is secured and can be used to lift the booth.	<input type="checkbox"/>	<input type="checkbox"/>	
Voting Booth Test Acknowledgement					

County Official  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_

Dominion  
Representative  
Signature \_\_\_\_\_

Date Completed: \_\_\_\_\_





**UPS Acceptance Test**

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the UPS and place it on a table.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Inspect the UPS for any obvious damage or scratches.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: System Setup, Power Up, and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	Setup	Plug the battery connector into the back of the UPS.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Setup	Plug the power supply into a suitable 120 volt AC power source. The UPS will automatically power on.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Once powered on, press the power button above the LCD screen. The UPS will run a self-test.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Power Up	Make note of the battery charge percentage. _____	<input type="checkbox"/>	<input type="checkbox"/>	
5	Power Up	After 5 minutes, make note of the charge percentage again, verifying that the UPS is charging. _____	<input type="checkbox"/>	<input type="checkbox"/>	
6	Power Up	Power off the UPS by pressing the Power Button, Up on the arrow key, Enter, Down on the arrow key (Off-No Delay), then Enter.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Verification	Once the UPS is shut down, unplug the power supply.	<input type="checkbox"/>	<input type="checkbox"/>	

**ImageCast X Acceptance Test Acknowledgement**

Signature \_\_\_\_\_  
 Representative \_\_\_\_\_

Date Completed: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_



**Printer Bag Acceptance Test**

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the Printer Bag and place it on a table.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Inspect the Printer Bag for any obvious damage.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: Printer Bag Setup and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	Setup	Verify the zippers are functional	<input type="checkbox"/>	<input type="checkbox"/>	
2	Setup	Verify there are no missing or broken rivets	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Verify the handles properly functions	<input type="checkbox"/>	<input type="checkbox"/>	
4	Setup	Verify the wheels function properly	<input type="checkbox"/>	<input type="checkbox"/>	
5	Setup	Check for rips or tears on the bag	<input type="checkbox"/>	<input type="checkbox"/>	

**Printer Bag Acceptance Test Acknowledgement**

Signature \_\_\_\_\_  
 Representative \_\_\_\_\_

Date Completed: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_



**ICX Bag Acceptance Test**

Stage 1: Receiving					
Step	Stage	Details	Pass	Fail	Comments
1	Unpack	Unpack the ICX Bag and place it on a table.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inspect	Inspect the ICX Bag for any obvious damage.	<input type="checkbox"/>	<input type="checkbox"/>	
Stage 2: ICX Bag Setup and Verification					
Step	Stage	Details	Pass	Fail	Comments
1	Setup	Verify the zippers are functional	<input type="checkbox"/>	<input type="checkbox"/>	
2	Setup	Verify there are no missing or broken rivets	<input type="checkbox"/>	<input type="checkbox"/>	
3	Setup	Verify the handles properly functions	<input type="checkbox"/>	<input type="checkbox"/>	
4	Setup	Verify the wheels function properly	<input type="checkbox"/>	<input type="checkbox"/>	
5	Setup	Check for rips or tears on the bag	<input type="checkbox"/>	<input type="checkbox"/>	

**ICX Bag Acceptance Test Acknowledgement**

Signature \_\_\_\_\_  
 Representative \_\_\_\_\_

Date Completed: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_