

Kennesaw State University
Computer Science and Information Systems

Contract Proposal

"EAC TGDC Guidelines Management"

(Election Assistance Commission Technical Guidelines Development Committee
Guidelines Management)

June 4, 2005

Contact Information

Contract Manager

Mr. Earle Holley
Vice-President for Business and Finance
Kennesaw State University
1000 Chastain Road, MS #0102
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The Vice-President for Business and Finance will be the signatory on the contract.

Project Manager

Merle S. King
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Tax ID #

TBD

Classification and Type of Business

Public, State University

Remittance Address, Including Information for Electronic Funds Transfer (form attached)

Cognizant Federal Contract Audit Agency

TBD

Deliverables

1. KSU will Maintain the master working copy of the EAC TGDC Guidelines. This would include constant and frequent communication with the EAC to incorporate their decisions on the disposition of comments submitted in response to the Guidelines. Changes to the document will be made as soon as responses are received from the EAC.
2. KSU will organize the discussion process for the EAC board(s) meetings to comment on Guidelines. Board meeting dates and locations will be announced by the EAC. The KSU teams will attend the board meetings, propose a recommended organization for the review of the Guidelines, and collect and assimilate information from these meetings.
3. The Glossary of the Guidelines needs immediate work, including editing and annotation. This work product has a high priority.
4. A system of cataloging comments needs to be developed. This system will collect comments, excise identifying emails or other information that could be used to determine the author of the comments, and forward the comments in electronic (or hardcopy, depending upon form of submission) to KSU. KSU will then review the comment and implement the following actions:
 - a. Non-useable comments (those that are simply opinions, or not sufficiently well-formed to determine the author's intent) will be identified and held in abeyance;
 - b. Grammatical and editing comments will be identified and an immediate recommendation made to the EAC liaison regarding their disposition will be made.
 - c. Comments that are substantive will be cataloged and annotated. These comments will be organized into logical groupings that facilitate mapping the comments to the appropriate Guideline section.

d. The cataloged comments will be stored on a secure server so that all appropriate EAC-designated individuals can review the comments as needed. Summary reports will be provided to the EAC, as requested.

5. A final, comprehensive Glossary, benchmarked to as many jurisdictions as is practical, will be developed for the next iteration of the Guidelines. This Glossary of terms will attempt to provide jurisdiction-specific versions of commonly used terms in elections management.

Budget

Given the unknown quantity of work involved in the project, it is projected that there will be fixed costs of \$71,100 and variable costs associated with the volume of comments received. The total projected costs are estimated at \$149,050. KSU's indirect rate is 50% of personnel costs.

KSU will invoice the EAC quarterly for the duration of the project.

| | | | | | | | |
|---------------------------------------|------|-------|--------|-----------------------|---------|-------|----------|
| Budget | | | | | | | 3-Jun-05 |
| EAC TGDC Comment Review Project | | | | | | | |
| Fixed Costs | | | | | | | |
| Personnel | June | July | August | September | October | Total | |
| PM | 4000 | 4000 | 4000 | 4000 | 4000 | 20000 | |
| Student Asst. | | 600 | 600 | 600 | 600 | 2400 | |
| Total | | | | | | 22400 | |
| Consultants | | | | | | | |
| King [REDACTED] | | | | | | | |
| [REDACTED] | 3500 | 3500 | 3500 | 3500 | 3500 | 17500 | |
| Subtotal | | | | | | 39900 | |
| Indirect (50%) | | | | | | 19950 | |
| Fringes (30%) for full-time employees | | | | | | 11250 | |
| | | | | Total Fixed Personnel | | 71100 | |
| Variable Costs | | | | | | | |
| Graduate Stu. | | 800 | 800 | 800 | 800 | 3200 | |
| Consultants | | 12000 | 12000 | 12000 | | 36000 | |
| | | | | | | 39200 | |
| Indirect (50%) | | | | | | 19600 | |
| | | | | Total Variable | | 58800 | |

Personnel

| | | | | | | |
|-----------------|------|------|------|------|------|-------|
| Travel | 2000 | 4000 | 4000 | 4000 | 4000 | 18000 |
| Phone | 70 | 70 | 70 | 70 | 70 | 350 |
| Supplies/Copies | | 200 | 200 | 200 | 200 | 800 |

Total Variable Non-personnel 19150

Contract Total 149050