



**Board of
Voting Systems Examiners
(BVSE)**



**Ohio
Ballot-on-Demand
Voting System
Requirements Matrix**

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SYSTEM BEING EVALUATED

Vendor: _____

Testing Laboratory: _____

Model: _____

Version: _____

EXAMINATION INFORMATION

Date: _____

Examiner Name: _____

Examiner Signature: _____

For use by the Board of Voting Systems Examiners' examination of ballot-on-demand voting systems submitted for approval and certification in Ohio elections.

For purposes of this matrix, the "acceptable" rating means the voting equipment satisfies the certification requirements established by Chapter 3506 of the Ohio Revised Code and Rule 111:3-9-08 of the Ohio Administrative Code. "Not acceptable" means the voting equipment does not meet the requirement.

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
SYSTEM OVERVIEW			
1. The ballot-on-demand voting system (System) has been tested by an Election Assistance Commission (EAC) accredited Voting System Test Laboratory (VSTL), and it exceeds the minimum requirements established for use in Ohio.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
2. The vendor shall provide sample logic and accuracy testing requirements for the county board of elections that ensure all state requirements are tested on the System.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
3. The vendor shall display and discuss the user and training manuals for use by all personnel who support pre-election and election preparation, and polling place activities.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
4. The System shall log and display system errors.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
5. The System shall have the ability to meet the ballot printing requirements for a general, primary, or special election per Ohio Revised Code (ORC) 3505.11(B).	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
6. The vendor shall provide the option for on-site and technical support, including a service level agreement for early voting, Election Day, and post-election support.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
7. The vendor shall provide high-level system architecture, network, and data flow diagrams that clearly specify all applicable components and any connectivity, and recommended procedures for securing the System, ballot images, and ballot data, including physical security and cybersecurity of the System. This information shall be included in end-user documentation.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
8. The System is durably constructed of material of good quality in a neat and workmanlike manner.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
SYSTEM INTEGRATION			
9. The vendor shall describe the System's ability to use information from voter registration system to accept individual ballot requests and print the correct ballot for each request.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
10. If the System can be integrated with voter registration systems or electronic pollbooks, the vendor shall provide documentation describing the method(s) of integration.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
SYSTEM SECURITY			
11. The vendor shall provide a physical security manual outlining the recommended processes for the county board of elections to follow for sealing any unused ports with tamper-evident seals, and practices that should be followed by board of elections employees to ensure frequent checking of the tamper-evident seals and documentation of anomalies, including actions if tampering is discovered. This documentation shall include pictures with representative samples of seals being placed on unused ports, cases, and transport seals as applicable to ensure physical security of the ballot-on-demand system.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
12. The System shall not have the ability to communicate wirelessly. It shall not contain wireless hardware. Network connectivity, if required, shall use a hard-wired connection.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
13. The vendor shall provide a software bill of materials (SBOM) and dependencies in SPDX, CycloneDX, or other common machine-readable format, marked as confidential and not for public release.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
14. The vendor shall demonstrate that its software development lifecycle and cybersecurity practices are defined, implemented, and appropriate to the reasonably foreseeable risks presented by a ballot-on-demand voting system, including risks to ballot accuracy, ballot completeness, system integrity, system availability, access control, auditability, and the protection of ballot definition and election configuration data.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
15. The System shall provide full disk encryption.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
16. The vendor shall provide local area network (LAN) and wide area network (WAN) connectivity requirements based on the principle of least privilege.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
17. The vendor shall provide a plan outlining the software and hardware lifecycle and clear instructions about updating dependencies. The vendor shall provide a plan to address future vulnerabilities in the ballot printing software and its dependent software.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
18. The System shall demonstrate means of locking out access to set up procedures for anyone but authorized personnel.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
19. The System shall be compatible with contemporary endpoint detection and response software.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
20. The vendor shall deliver the System free of vulnerabilities as identified by relevant software and hardware vendors, and/or recognized vulnerability databases, including NIST's National Vulnerability Database and the Common Vulnerabilities and Exposures.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
LOGGING, AUTHENTICATION, AND COMPATIBILITY			
21. The System shall have the ability to issue a unique user ID and password to each user.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
22. The System shall store all passwords in a contemporary encrypted format.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
AUDIT LOGS			
23. The System shall generate an audit log of all system activities, including authentication events, printing activity/events, administrative actions, changes to individual records, large-scale or batch updates, source code, database schemas, system configuration, and access control policies. The audit log shall be time-stamped, and each event shall record the administrator/user login name that took the action or caused the event.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
24. Vendor shall describe how data is protected in transit via encryption or other methods.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
BALLOT-ON-DEMAND FUNCTIONALITY REQUIREMENTS BALLOT PRINTING			
25. The System shall correctly and efficiently print two-sided ballots of all election types.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
26. The System shall be able to print a tracking (stub) number provided to it as described in Ohio Revised Code Section 3506.20 (2)(a).	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
27. The System shall support all ballots required for Ohio elections, including those for presidential, general, primary, and special elections, whether issued for in-person voting or by mail, in compliance with Ohio law and the most recent Secretary of State directives on ballot guidelines.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
BALLOT-ON-DEMAND TABULATION			
28. The vendor shall identify each tabulation system for which certification or approval is sought, including the applicable tabulation equipment, ballot definition source or format, and any system-specific ballot layout or formatting requirements necessary for tabulation. For each identified tabulation system, the vendor shall affirm and provide supporting documentation that ballots produced by the ballot-on-demand voting system can be accepted, scanned in all orientations supported by the tabulation system, and tabulated in accordance with the following criteria: a. The accuracy error rate shall be zero. b. The ballot rejection rate shall not exceed two percent per ballot style per tabulation system. Certification under this requirement shall be limited to the tabulation systems identified by the vendor.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	

REQUIREMENT	ACCEPTABLE/ UNACCEPTABLE	COVERED IN REPORT	QUESTIONS/COMMENTS/EXPLANATIONS
MISCELLANEOUS/GENERAL PROPERTIES			
29. The vendor shall provide detailed information on System consumables and make a declaration of its supply chain.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	
30. The System shall provide reports of the following information: a. quantity of ballots produced. b. quantity of ballots produced by ballot style. c. quantity of ballots produced by each user. d. audit log for activity by user, including but not limited to addition, deletion, or modification of ballot definition files on the System.	☐ Acceptable/Yes ☐ Unacceptable/No	☐ Yes ☐ No ☐ N/A	