



Frank LaRose

Ohio Secretary of State



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Grant Funding Q & A Webinar

June 2019



Grant Funding

- Each board of elections will incur costs to implement the new Security Directive
- The Secretary of State is providing a one-time grant funding of \$50,000 to assist county BOEs with the implementation
- Signed security agreement must be returned to HAVAgrant@ohioSOS.gov by July 19, 2019 before SOS Finance disburses checks



Grant Fund Use

- Funds must first be used to implement the requirements of the security directive.
- Remaining funds may be used for activities to improve the administration of elections for federal office to include:
 - Enhancing election technology
 - Upgrading election related computer systems to address cyber vulnerabilities identified by DHS
 - Cybersecurity training for chief election official's office and local election officials
 - Implementing cybersecurity best practices for election systems
 - Other activities that improve the security of elections



Grant Funding Terms

- Each county will be required to enter into a grant agreement with the Secretary of State's Office
 - Grant funds must be deposited into a separate, interest-bearing account
 - Each county must report monthly to the Secretary of State's Office providing the following:
 - Using the template #1 provided, a list of items purchased, funds spent, interest, and funds remaining
 - Using the template #2 provided, a progress update of the Security Directive/Technical Document implementation



Template #1

HAVA - Elections Security Block Grant Expenditure Log

Instructions:

- County is responsible for filling out invoice date, county reference #, vendor, item description, amount and directive category
 - County reference: example check/voucher number.
 - Directive 2019-08: Select the category of the directive to which the purchase relates from the drop down list.
 - The totals to the right of the expense log are formulated to automatically updated by filling out the expense and interest log.
- Submit this log with cumulative data on the first business day of each month to the address: HAVAGrant@OhioSoS.gov
 - Link provides subject heading - "Elections Security Grant Monthly Log"
 - Body of email must include reporting month and county
- Interest log tab - list any interest received each month
- Everything in red is an example. Please erase before use.

ONLY FILL IN THESE COLUMNS

#	Invoice Date	County Reference #	Vendor	Item description	Amount	Directive 2019-08 (Select from dropdown list)	Block Grant Amount
1	7/23/2019		Dell	Firewall Version 12.2.65	\$ 1,500.00	EI-ISAC	\$ 50,000.00
2	7/25/2019		Best Buy.	Network switch	\$ 200.00	TTX	
3					\$ -		Monthly Interest
4					\$ -		\$ 300.00
5					\$ -		
6					\$ -		Expenses
7					\$ -		\$ 1,700.00
8					\$ -		
9					\$ -		Remaining Balance
10					\$ -		\$ 48,600.00
11					\$ -		
12					\$ -		
13					\$ -		

Expenditures Log Interest Log +



Template #2

[Choose Board of Elections from Dropdown List]									
Item No.	Due Date	Directive Requirement	Solution being Implemented	Status (Select from Drop-Down List)	Expected Completion Time Frame	Who is Performing Implementation; (Select from Drop-Down List)	If Vendor, Name of Vendor	Vendor Contact Information (Name of Contact, Phone number, & Address)	Comments
1	July 19, 2019	DHS Services:							
		Physical Security Assessment							
		Risk and Vulnerability Assessment							
		Remote Penetration Testing							
		Validated Architectural Design Review							
		Cyber Threat Hunt							
		Cyber Hygiene Scans							
Phishing Campaign Assessment									
2	January 13, 2020	Under Workstation and Server Hardening / Patching: Workstations upgraded to Windows 10 enterprise edition							
		Under Workstation and Server Hardening / Patching: Upgrade Servers Running Windows Server 2008 R2 or older to Windows Server 2016							
3	January 31, 2020	Board of Election Electronic Mail							
4	January 31, 2020	Websites to ".gov" or ".us" addresses							
5	January 31, 2020	Network Protection							
6	January 31, 2020	Network Scanning							

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Grant Funding Terms (cont.)

- Funds must be spent appropriately and ensure best price is received for any item or service
 - Each County must obtain three quotes from vendors offering the required item or service
 - Miscellaneous items such as door locks, nuts & bolts, light switches... do not need three quotes if under \$500
 - Using the quote template provided, quotes must be submitted with a final invoice to the Secretary of State's Office
 - If less than three vendors offer a required item or service, BOE must certify that fact to the Secretary of State's Office



Quote Template

DIRECTIVE 2019-08					
PURCHASING QUOTES					
County: <small>(Choose from dropdown list)</small>				Vendor:	
Directive Section:				Contact:	
Briefly describe (1) the Product/Service to be purchased, and (2) the Project related to the purchase (attach pages if necessary):					
Product/Service Details					
Line	Quantity	Part #	Description	Unit Price	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
				Subtotal	-
				Shipping \$	-
				Total	-

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Quote Template (cont.)

Quotes									
Vendor				Cost		Comments			
Justification if lowest price is not chosen:									
Justification for not receiving three quotes:									
Does vendor require signed Statement of Work or Agreement?				YES		No			

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Grant Funding Terms (cont.)

- Signed security agreement and all templates need to be returned to HAVAgrant@ohioSOS.gov
- BOEs are encouraged to utilize state term schedules to identify a vendor offering competitive prices for a required item or service
The schedule is available at:
<https://procure.ohio.gov/proc/contractssts.asp>



State of Ohio Procurement

State of Ohio Procurement



State Term Schedules (STS)

State Term Schedules are established with vendors for various supplies and services. Click on one of the links below to obtain forms needed to establish a new State Term Schedule for **Non-Information Technology (Non-IT) Supplies and Services** or **Information Technology (IT) Products and Services**. Also, see "Search for a State Term Schedule" to find an existing STS.

Establish Non-IT Supplies/Services STS

Establish IT STS

Search for a State Term Schedule



Quick Links

Current Contract Search



Bid Opportunities Search

IT Release and Permit

Telecommunication Contracts

IT Enterprise Services Portal

▶ MBE & EDGE Opportunities

▶ State Contract Opportunities

State Printing and Mail Services

Agency Request to Purchase

Procurement Related Web Links

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State of Ohio Procurement (cont.)

Ohio.gov

Procurement Offices

State Agencies

Online Services

State of Ohio
Procurement

GOVERNING
2016 STATE
PROCUREMENT RANKINGS
State of Ohio #5 RANK

for Suppliers

for State Agencies

for Political Subdivisions

for the Public

News

Help & Reference

Contacts

LOGIN

Current Contracts Search

Please enter one or more of the search criteria below to locate awarded State contracts. Some of the most popular searches are pre-programmed and listed to the right on this page, click on one of the hyperlinks to view associated search results.

You can also [view telecommunications contracts](#) or [view contracts for road construction and related machinery, materials, and supplies](#).

General Criteria

Contract Number:

Index Number:

Company Name:

All Supplier Dealer

Market Type:

All
 Open

Search by keywords:

Matches on: All Words Any Word "Exact Phrase"

Commodity Category Tier 1:

Commodity Category Tier 2:

Commodity Category Tier 3:

Contract Type:

Clear

Search

Contract Status:

Search by Date Type:

Start Date:

Select date

End Date:

Select date

Popular Contract Searches

Information Technology Contracts

- [Awarded Requests for Proposal](#)
- [Awarded Invitations to Bid](#)
- [State Term Schedules](#)
- [Master Maintenance Agreements](#)
- [Telecommunication Contracts](#)

Procurement Program Contracts

- [CRP](#)
- [MBE](#)
- [EDGE](#)
- [Cooperative Purchasing](#)

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Quote Example

- To meet one of the requirements in the directive, the county board of elections decides to purchase a laptop
 - The cost of one laptop is over \$500
 - 3 quotes must be obtained
 - Using the state procurement website, obtain the 3 quotes from vendors that are on state term schedule
 - <https://procure.ohio.gov/proc/contractssts.asp>



Quote Example (cont.)

Current Contracts Search

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General Criteria

Contract Number:

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Company Name:

All Supplier Dealer

Market Type:

All
 Open

Search by keywords:

Matches on: All Words Any Word "Exact Phrase"

Commodity Category Tier 1:

Commodity Category Tier 2:

Commodity Category Tier 3:

Contract Type:

Contract Status:

Search by Date Type:

Start Date:

Select date

End Date:

Select date

Clear

Search



Popular Contract Searches

Information Technology Contracts

- [Awarded Requests for Proposal](#)
- [Awarded Invitations to Bid](#)
- [State Term Schedules](#)
- [Master Maintenance Agreements](#)
- [Telecommunication Contracts](#)

Procurement Program Contracts

- [CRP](#)
- [MBE](#)
- [EDGE](#)
- [Cooperative Purchasing](#)

Other Agency Contracts

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Quote Example (cont.)

Current Contracts Search Results

The table below presents search results based upon the criteria you entered. To refine your search further, you may enter additional search criteria by clicking the Back button at the bottom of the page to return to the Current Contracts Search.

Selection Criteria...

Company Type: All; Market Type: All; Keyword Type: All Words; Keyword: laptop; Contract Type: ALL; Contract Status: ALL;

[Export to Excel](#)[Print](#)

Title ▾	Type ▾	Market Type ▾	Contract Status ▾	Agency ▾	Index # ▾	Contract # ▾	Supplier ▾	Award Date ▾	Effective Date ▾	Expiration Date ▾	Co-op ▾
LAW ENFORCEMENT VEHICLE EQUIPMENT	ITB	Open	Awarded	GSD	GDC013	RS902517	Multiple	2/28/2017	3/1/2017	2/29/2020	Yes
Statewide PC Bid	ITB	MBE	Awarded	ALL	ECSB	ACQ1037-1	Brown Enterprise Solutions, Inc.	5/22/2019	5/22/2019	6/30/2019	Yes
Statewide PC Bid	ITB	MBE	Awarded	ALL	ECSB	ACQ1037-2	DATALYSYS LLC	5/22/2019	5/22/2019	6/30/2019	Yes
Statewide PC Bid	ITB	MBE	Awarded	ALL	ECSB	ACQ1037-3	InfoVision21, Inc.	5/22/2019	5/22/2019	6/30/2019	Yes
Statewide PC Bid	ITB	MBE	Awarded	ALL	ECSB	ACQ1037-4	Ohio Collaborative Learning Solutions, Inc. dba Smart Solutions	5/22/2019	5/22/2019	6/30/2019	Yes
Statewide PC Bid	ITB	MBE	Awarded	ALL	ECSB	ACQ1037-5	Sophisticated Systems, Inc.	5/22/2019	5/22/2019	6/30/2019	Yes

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Quote Example (cont.)

Current Contract Detail

Contract Title

Statewide PC Bid

General Information

Contract Type: Awarded Invitation to Bid
Contract Status: Awarded
Commodity Category: Computers, Software, Supplies & Services
Contract Number: ACQ1037-1
Index Number: ECSB

Supplier: Brown Enterprise Solutions, Inc.
Comments/Memo: Brown Enterprise Solutions, LLC has been awarded this contract to provide standardized PC Hardware. See Contract Price list for available equipment.

[ACQ1037-1 Pricelist](#) ←

Effective Date: 5/22/2019
Expiration Date: 6/30/2019

Associated PDF Files

Terms and Conditions: [View TERMS & CONDITIONS](#)

Procurement Programs

Minority Business Enterprise: Yes
Open to Co-op: Yes
eMarketPlace: No

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Quote Example (cont.)

ACQ1037-1 Brown Enterprise Solutions				
Platform			Single Unit Cost for FY19 Q4	Single Unit Cost for FY20 Q1 & Q2
	Style	Product Description	(PO must be submitted by 6/30/19)	(PO must be submitted by 12/31/19)
	15" Notebook	<ul style="list-style-type: none">Processor: Intel Core i5-8350U (6M Cache, 1.70GHz, 4 cores, 8 threads)Memory: 8GB DDR4Hard Drive: 256GB SSDNIC: Gigabit Ethernet Controller802.11 a/b/g/n/ac WirelessBluetooth Ver. 4.2Graphics: Intel HD 620Display: 15.6" (1920x1080)Webcam: 720p HDOperating System: Windows 10 ProBattery: 3 CellWarranty: 4 Year On-Site (4/4/4)Management: Intel vPro	\$919.00	\$919.00
	Notebook Options	16GB Memory	\$95.00	\$95.00
		128GB SSD	(\$37.00)	(\$37.00)
		External DVD	\$44.00	\$44.00
		Desktop Station	\$112.00	\$112.00



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Quote Example (cont.)

DIRECTIVE 2019-08

PURCHASING QUOTES

County:
(Choose from dropdown list)

ADAMS

Vendor: Brown Enterprise Solutions, Inc

Directive Section:

CIS

Contact: gbrown@besolutions,LLC

Briefly describe (1) the Product/Service to be purchased, and (2) the Project related to the purchase (attach pages if necessary):

A laptop with a newer operating system is required to meet the CIS guidelines. Our current laptop is not running a current version of an operating system to comply with the new requirements.

Product/Service Details

Line	Quantity	Part #	Description	Unit Price	Total
1	1		Intel Core i5-8350u 15" Notebook	\$ 919.00	919.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
Subtotal					919.00
Shipping					\$ -
Total					919.00

Quotes

Vendor	Cost	Comments
Brown Enterprise Solution, Inc	\$ 919.00	STS Contract : ACQ1037-1
Info Vision21, Inc (STS: ACQ1037-3)	\$ 919.00	STS Contract : ACQ1037-3
Ohio Collaborative Learning Solutions	\$ 995.00	STS Contract : ACQ1037-4

Justification if lowest price is not chosen: N/A

Justification for not receiving three quotes: N/A

Does vendor require signed Statement of Work or Agreement?

YES No

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Quote Example (cont.)

- The final invoice packet must be sent to HAVAgrant@OhioSoS.gov
- The final invoice packet must include a copy of:
 - A valid invoice
 - Completed quote sheet
 - Copies of all quotes obtained
- The final invoice packet must include all required backup in one PDF file and name the file with "county – vendor"
 - Example: Adams – Dell.pdf



Grant Funding FAQs

- FAQs
 - What is the CDFA Number?
 - 90.404
 - What is the issuing federal agency?
 - U.S. Election Assistance Commission
 - When do we expect to receive the funds?
 - Approximately 1 business week from receipt of the signed Elections Security Grant Agreement, the check will be sent by certified mail to county BOE which must be forwarded to your County Auditor for deposit



Security Directive Program Contacts

- Diane Grosso – Project Manager
 - dgrosso@ohiosecretaryofstate.gov
 - Phone: 614-995-1884
- Legal Intake System
 - Phone: (614) 728-8789
- HAVAGrant email
 - HAVAGrant@ohioSOS.gov



Questions



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