



**Agenda Action Form Overview**

The Board is requested to approve the Durham County Board of Elections’ request to increase its FY24-25 service contract with Elections Systems and Software LLC in the amount of \$19,262.30. Elections Systems and Software will provide ballot layout and voting equipment programming for the October 7, 2025, Municipal Primary, November 4, 2025, Municipal General Election and the March 3, 2026, Statewide Primary Election. This service contract will cover FY25-26, 07/01/2025 – 06/30/2026.

The contract amount for FY25–26 will increase to \$47,437.00.

**Background/Justification**

This request is being made to ensure that Elections Systems and Software LLC delivers timely and accurate ballot layout and voting equipment programming to the Durham County Board of Elections for the October 7, 2025, Municipal Primary, November 4, 2025, Municipal General Election and the March 3, 2026, Statewide Primary Election.

**Policy Impact**

The approval of this contract will ensure that the Durham County Board of Elections adheres to responsibilities for preparing official ballots and equipment programming in accordance with N.C. General Statute §163-165.3, which states, “The State Board shall be responsible for oversight of all ballot coding. In order to produce the data necessary for equipment programming, each county shall either contract with a qualified vendor certified by the State Board of Elections or be certified by the State Board to produce the data.”

This type of service is consistent for the Board of Elections, and it does not require an exception to Board policy. This request is also consistent with the county’s strategic plan.

**Procurement Background**

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- ☒ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

Elections Systems and Software LLC (ES&S) is the manufacturer of the voting equipment used by the Durham County Board of Elections and the only vendor equipped and authorized to provide ballot layout and voting equipment programming.

**Fiscal Impact**

Existing funds in the FY25-26 budget will be used to cover the requested amount in services provided by the vendor.

**Recommendation**

The County Manager recommends that the Board approve the Board of Elections to amend and increase its contract with Election Systems and Software by \$19,262.30, for ballot layout and voting equipment programming services in FY25-26. The Durham County Board of Elections also requests the Board to extend authorization of future contract amendments to the Manager.

**NORTH CAROLINA  
DURHAM COUNTY**

**CONTRACT AMENDMENT #2**

**THIS CONTRACT AMENDMENT** is made and entered into this 1st day of July 2025 by and between the **COUNTY OF DURHAM** (hereinafter referred to as “County”) and **Election Systems and Software LLC** (hereinafter referred to as “Contractor”).

**WITNESSETH:**

THAT WHEREAS, the County and Contractor entered into a contract dated 07/01/2023, for the provision of Ballot Layout and Voting Equipment Programming for the October 7, 2025, Municipal Primary, November 4, 2025, Municipal General Election and the March 3, 2026, Statewide Primary Election, (hereinafter the “Original Agreement”); and

WHEREAS, the County and Contractor desire to amend the Original Agreement, while keeping in effect all terms and conditions of the Original Agreement not inconsistent with the terms and conditions set forth below.

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made herein, the parties agree to amend the Original Agreement as follows:

1. The Term of the Original Agreement and Amendments is hereby extended (or continues to be if no extension) through 06/30/2026 for Ballot Coding for the October and November 2025 Municipal Elections and the March 2026 Primary Elections.
2. The compensation paid to Contractor shall be a total amount not to exceed \$47,437.00 This amendment is thus an additional \$19,262.30 in compensation to Contractor (\$0.00 if extension only).
3. By execution hereof, the person signing for Contractor below certifies that he/she has read this Contract Amendment and that he/she is duly authorized to execute this contract on behalf of the Contractor.
4. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent not inconsistent with this Amendment. In the event that there is a conflict between the Original Agreement and this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the parties have expressed their agreement to these terms by causing this Contract Amendment to be executed by their duly authorized office or agent. This Contract Amendment shall be effective as of the date herein.

**COUNTY OF DURHAM**

**CONTRACTOR**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

---

**Crystally Wright, Durham County Interim Chief Financial Officer**



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
04/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Omaha NE Office 17807 Burke Street Suite 401 Omaha NE 68118 USA	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C. No. Ext): (402) 697-1400 <b>FAX</b> (A/C. No.): (402) 697-0017 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> Election Systems & Software, LLC 11208 John Galt Blvd Omaha NE 68137 USA	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Hartford Accident &amp; Indemnity Company</td><td>22357</td></tr><tr><td>INSURER B: Trumbull Insurance Company</td><td>27120</td></tr><tr><td>INSURER C: Hartford Underwriters Insurance Company</td><td>30104</td></tr><tr><td>INSURER D: Hartford Casualty Insurance Co</td><td>29424</td></tr><tr><td>INSURER E: Endurance American Specialty Ins Co.</td><td>41718</td></tr><tr><td>INSURER F: QBE Specialty Insurance Company</td><td>11515</td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Accident & Indemnity Company	22357	INSURER B: Trumbull Insurance Company	27120	INSURER C: Hartford Underwriters Insurance Company	30104	INSURER D: Hartford Casualty Insurance Co	29424	INSURER E: Endurance American Specialty Ins Co.	41718	INSURER F: QBE Specialty Insurance Company	11515
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Hartford Accident & Indemnity Company	22357														
INSURER B: Trumbull Insurance Company	27120														
INSURER C: Hartford Underwriters Insurance Company	30104														
INSURER D: Hartford Casualty Insurance Co	29424														
INSURER E: Endurance American Specialty Ins Co.	41718														
INSURER F: QBE Specialty Insurance Company	11515														

**COVERAGES** **CERTIFICATE NUMBER:** 570112027495 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			41UUNAX0RMG	10/01/2024	10/01/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$10,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	MED EXP (Any one person)	\$10,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000
EACH OCCURRENCE	\$1,000,000																		
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000																		
MED EXP (Any one person)	\$10,000																		
PERSONAL & ADV INJURY	\$1,000,000																		
GENERAL AGGREGATE	\$2,000,000																		
PRODUCTS - COMP/OP AGG	\$2,000,000																		
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> \$1,000 Comp Ded. <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> \$1,000 Coll. Ded.			41UENBE9CPL	10/01/2024	10/01/2025	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE (Per accident)					
COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000																		
BODILY INJURY (Per person)																			
BODILY INJURY (Per accident)																			
PROPERTY DAMAGE (Per accident)																			
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			41XHUAY3V0J	10/01/2024	10/01/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$10,000,000</td></tr><tr><td>AGGREGATE</td><td>\$10,000,000</td></tr></table>	EACH OCCURRENCE	\$10,000,000	AGGREGATE	\$10,000,000								
EACH OCCURRENCE	\$10,000,000																		
AGGREGATE	\$10,000,000																		
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			41WEAB9NF1	10/01/2024	10/01/2025	<table><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE-EA EMPLOYEE</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE-POLICY LIMIT</td><td>\$1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$1,000,000	E.L. DISEASE-EA EMPLOYEE	\$1,000,000	E.L. DISEASE-POLICY LIMIT	\$1,000,000				
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER																			
E.L. EACH ACCIDENT	\$1,000,000																		
E.L. DISEASE-EA EMPLOYEE	\$1,000,000																		
E.L. DISEASE-POLICY LIMIT	\$1,000,000																		
E	<input checked="" type="checkbox"/> E&O - Professional Liability - Primary			ACP30083537800 E&O/Cyber Claims Made SIR applies per policy terms & conditions	04/01/2025	04/01/2026	<table><tr><td>Aggregate Limit</td><td>\$5,000,000</td></tr></table>	Aggregate Limit	\$5,000,000										
Aggregate Limit	\$5,000,000																		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: FY 2026 contract. A Waiver of Subrogation is granted in favor of Durham County in accordance with the policy provisions of the General Liability, Automobile Liability and Workers Compensation policies.

## CERTIFICATE HOLDER

Durham County  
200 East Main Street  
Durham NC 27701 USA

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Central, Inc.*

Holder Identifier :

570112027495

Certificate No :





**FORM NUMBER:** ACORD 25    **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

[illegible]



# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Central, Inc.		NAMED INSURED Election Systems & Software, LLC	
POLICY NUMBER See Certificate Number: 570112027495			
CARRIER See Certificate Number: 570112027495	NAIC CODE	EFFECTIVE DATE:	

## ADDITIONAL REMARKS

<p><b>THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,</b></p> <p><b>FORM NUMBER:</b> ACORD 25 <b>FORM TITLE:</b> Certificate of Liability Insurance</p> <p>Workers' Compensation Underwriting Co.</p> <p>Hartford Casualty Insurance Company: Alabama Georgia Pennsylvania Texas</p> <p>Hartford Accident and Indemnity Company Minnesota</p> <p>Hartford Underwriters Insurance Company: Missouri Nebraska New Jersey North Carolina</p> <p>Property &amp; Casualty Insurance Company of Hartford: Colorado New York</p> <p>Sentinel Insurance Company: California Illinois Iowa Maryland</p> <p>Trumbull Insurance Company: Indiana</p> <p>Twin City Fire Insurance Company: Arkansas Arizona Delaware Florida Idaho Kansas Kentucky Massachusetts Michigan Mississippi North Dakota Ohio Oklahoma Oregon Rhode Island South Carolina South Dakota Tennessee Utah Vermont Virginia Washington West Virginia Wisconsin</p>	
---	--

<b>Durham County, NC Municipal Election Estimate October 7, 2025</b>			
	2025 Fees	Quantity	Total
<b>Paper Ballot Layout (Price per Ballot Face</b>			
<b>English and Spanish (combined):</b>			
1 to 500 Faces	\$45.00	1	\$45.00
501 or more Faces	\$38.55	0	\$0.00
<b>Base Charge for Ballot On Demand (BOD)</b>	\$685.00	0	\$0.00
<b>.pdf File Extraction (per Style)</b>	\$1.85	1	\$1.85
<b>Sample Ballot Creation</b>	\$48.75	1	\$48.75
<b>Subtotal:</b>			\$95.60
<b>Programming Services</b>			
<b>Base Charge per Equipment Type</b>	\$640.00	2	\$1,280.00
<b>Base Charge for ERM file set-up</b>	\$640.00	1	\$640.00
<b>Ballot types created</b> (Multi page ballots or closed primary - minimum one)	\$96.50	1	\$96.50
<b>Precincts</b> (for every precinct in the election)	\$11.75	70	\$822.50
<b>Splits</b> (for every additional ballot style within a precinct. )	\$11.75	0	\$0.00
<b>Ballot Face Configurations</b> (every unique ballot face in the election)	\$20.75	1	\$20.75
<b>Contest /Question Entries</b> (total number of contests, referenda, questions, and/or propositions in the election)	\$22.50	6	\$135.00
<b>Candidate / Response Entries</b> (total number of candidates &/or responses, including referenda and all write-ins for each contest/issue)	\$9.50	20	\$190.00
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	\$15.25	1	\$15.25
<b>Electronic transfer files</b>	\$152.00	1	\$152.00
<b>Media Burned</b>			
<b>AutoMark Cards:</b>		0	
<b>PCMCIA Cards:</b>		0	
<b>EQC:</b>		0	
<b>DS200/DS300 Thumb Drive:</b>		0	
<b>DS450/M650/DS850/DS950:</b>		0	
<b>Expressvote Thumb Drive:</b>		0	
<b>Reporting Key - Coding USB:</b>		1	
<b>Subtotal:</b>			\$3,352.00
<b>Voice Files per Expressvote and AutoMARK Equipment Type</b>			
Language Setup Charge - English	\$430.00	1	\$430.00
Language Setup Charge - Spanish	\$430.00	0	\$0.00
Political Parties	\$6.50	0	\$0.00
Ballot Faces	\$19.50	1	\$19.50
Contests / Issues	\$20.50	6	\$123.00
Candidates / Yes-No Responses	\$13.00	20	\$260.00
Propositions / Amendments / Instructions	\$25.50	0	\$0.00
Price per word in excess of 1200 total words (Instructions / Propositions / Amendments)	\$0.46	0	\$0.00
Resubmission - \$430 for English & Spanish and \$640 (for each additional language), plus the applicable fee for each element changed for each language	\$430.00	0	\$0.00
<b>Subtotal:</b>			\$832.50
<b>Revision Fees -i.e. Revisions required after election data delivery deadline</b>			
Major Revision - \$640 + applicable fee for each changed element. List changed elements in Notes on County page and figure manually	\$640.00	0	\$0.00
Minor Revision	\$171.30	0	\$0.00
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	\$15.25	0	\$0.00
<b>Electronic transfer files</b>	\$152.00	0	\$0.00
<b>Revision Media Burned</b>			
<b>AutoMark Cards:</b>		0	
<b>PCMCIA Cards:</b>		0	
<b>EQC:</b>		0	
<b>DS200/DS300 Thumb Drive:</b>		0	
<b>DS450/M650/DS850/DS950:</b>		0	
<b>Expressvote Thumb Drive:</b>		0	
<b>Reporting Key:</b>		0	
<b>Subtotal:</b>			\$0.00
Subtotal Paper Ballot or Electronic Screen Layout:			\$95.60
Subtotal Programming:			\$3,352.00
Subtotal Voice/Media/Other:			\$832.50
Subtotal Revision:			\$0.00
<b>Total:</b>			<b>\$4,280.10</b>



<b>Durham County, NC Municipal Election Estimate November 4, 2025</b>			
	2025 Fees	Quantity	Total
<b>Paper Ballot Layout (Price per Ballot Face</b>			
<b>English and Spanish (combined):</b>			
1 to 500 Faces	\$45.00	1	\$45.00
501 or more Faces	\$38.55	0	\$0.00
<b>Base Charge for Ballot On Demand (BOD)</b>	\$685.00	0	\$0.00
<b>.pdf File Extraction (per Style)</b>	\$1.85	1	\$1.85
<b>Sample Ballot Creation</b>	\$48.75	1	\$48.75
<b>Subtotal:</b>			\$95.60
<b>Programming Services</b>			
<b>Base Charge per Equipment Type</b>	\$640.00	2	\$1,280.00
<b>Base Charge for ERM file set-up</b>	\$640.00	1	\$640.00
<b>Ballot types created</b> (Multi page ballots or closed primary - minimum one)	\$96.50	1	\$96.50
<b>Precincts</b> (for every precinct in the election)	\$11.75	70	\$822.50
<b>Splits</b> (for every additional ballot style within a precinct. )	\$11.75	0	\$0.00
<b>Ballot Face Configurations</b> (every unique ballot face in the election)	\$20.75	1	\$20.75
<b>Contest /Question Entries</b> (total number of contests, referenda, questions, and/or propositions in the election)	\$22.50	12	\$270.00
<b>Candidate / Response Entries</b> (total number of candidates &/or responses, including referenda and all write-ins for each contest/issue)	\$9.50	60	\$570.00
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	\$15.25	1	\$15.25
<b>Electronic transfer files</b>	\$152.00	1	\$152.00
<b>Media Burned</b>			
<b>AutoMark Cards:</b>		0	
<b>PCMCIA Cards:</b>		0	
<b>EQC:</b>		0	
<b>DS200/DS300 Thumb Drive:</b>		0	
<b>DS450/M650/DS850/DS950:</b>		0	
<b>Expressvote Thumb Drive:</b>		0	
<b>Reporting Key - Coding USB:</b>		1	
<b>Subtotal:</b>			\$3,867.00
<b>Voice Files per Expressvote and AutoMARK Equipment Type</b>			
Language Setup Charge - English	\$430.00	1	\$430.00
Language Setup Charge - Spanish	\$430.00	0	\$0.00
Political Parties	\$6.50	1	\$6.50
Ballot Faces	\$19.50	1	\$19.50
Contests / Issues	\$20.50	12	\$246.00
Candidates / Yes-No Responses	\$13.00	60	\$780.00
Propositions / Amendments / Instructions	\$25.50	0	\$0.00
Price per word in excess of 1200 total words (Instructions / Propositions / Amendments)	\$0.46	0	\$0.00
Resubmission - \$430 for English & Spanish and \$640 (for each additional language), plus the applicable fee for each element changed for each language	\$430.00	0	\$0.00
<b>Subtotal:</b>			\$1,482.00
<b>Revision Fees -i.e. Revisions required after election data delivery deadline</b>			
Major Revision - \$640 + applicable fee for each changed element. List changed elements in Notes on County page and figure manually	\$640.00	0	\$0.00
Minor Revision	\$171.30	0	\$0.00
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	\$15.25	0	\$0.00
<b>Electronic transfer files</b>	\$152.00	0	\$0.00
<b>Revision Media Burned</b>			
<b>AutoMark Cards:</b>		0	
<b>PCMCIA Cards:</b>		0	
<b>EQC:</b>		0	
<b>DS200/DS300 Thumb Drive:</b>		0	
<b>DS450/M650/DS850/DS950:</b>		0	
<b>Expressvote Thumb Drive:</b>		0	
<b>Reporting Key:</b>		0	
<b>Subtotal:</b>			\$0.00

Subtotal Paper Ballot or Electronic Screen Layout: \$95.60

Subtotal Programming: \$3,867.00

Subtotal Voice/Media/Other: \$1,482.00

Subtotal Revision: \$0.00

**Total: \$5,444.60**

<b>Durham County, NC Municipal Election Estimate March 3, 2026</b>			
	2025 Fees	Quantity	Total
<b>Paper Ballot Layout (Price per Ballot Face</b>			
<b>English and Spanish (combined):</b>			
1 to 500 Faces	\$45.00	21	\$945.00
501 or more Faces	\$38.55	0	\$0.00
<b>Base Charge for Ballot On Demand (BOD)</b>	<b>\$685.00</b>	<b>0</b>	<b>\$0.00</b>
<b>.pdf File Extraction (per Style)</b>	<b>\$1.85</b>	<b>21</b>	<b>\$38.85</b>
<b>Sample Ballot Creation</b>	<b>\$48.75</b>	<b>1</b>	<b>\$48.75</b>
<b>Subtotal:</b>			<b>\$1,032.60</b>
<b>Programming Services</b>			
<b>Base Charge per Equipment Type</b>	<b>\$640.00</b>	<b>2</b>	<b>\$1,280.00</b>
<b>Base Charge for ERM file set-up</b>	<b>\$640.00</b>	<b>1</b>	<b>\$640.00</b>
<b>Ballot types created</b> (Multi page ballots or closed primary - minimum one)	<b>\$96.50</b>	<b>5</b>	<b>\$482.50</b>
<b>Precincts</b> (for every precinct in the election)	<b>\$11.75</b>	<b>70</b>	<b>\$822.50</b>
<b>Splits</b> (for every additional ballot style within a precinct. )	<b>\$11.75</b>	<b>60</b>	<b>\$705.00</b>
<b>Ballot Face Configurations</b> (every unique ballot face in the election)	<b>\$20.75</b>	<b>21</b>	<b>\$435.75</b>
<b>Contest /Question Entries</b> (total number of contests, referenda, questions, and/or propositions in the election)	<b>\$22.50</b>	<b>25</b>	<b>\$562.50</b>
<b>Candidate / Response Entries</b> (total number of candidates &/or responses, including referenda and all write-ins for each contest/issue)	<b>\$9.50</b>	<b>90</b>	<b>\$855.00</b>
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	<b>\$15.25</b>	<b>1</b>	<b>\$15.25</b>
<b>Electronic transfer files</b>	<b>\$152.00</b>	<b>1</b>	<b>\$152.00</b>
<b>Media Burned</b>			
<b>AutoMark Cards:</b>		<b>0</b>	
<b>PCMCIA Cards:</b>		<b>0</b>	
<b>EQC:</b>		<b>0</b>	
<b>DS200/DS300 Thumb Drive:</b>		<b>0</b>	
<b>DS450/M650/DS850/DS950:</b>		<b>0</b>	
<b>Expressvote Thumb Drive:</b>		<b>0</b>	
<b>Reporting Key - Coding USB:</b>		<b>1</b>	
<b>Subtotal:</b>			<b>\$5,950.50</b>
<b>Voice Files per Expressvote and AutoMARK Equipment Type</b>			
Language Setup Charge - English	\$430.00	1	\$430.00
Language Setup Charge - Spanish	\$430.00	0	\$0.00
Political Parties	\$6.50	5	\$32.50
Ballot Faces	\$19.50	21	\$409.50
Contests / Issues	\$20.50	25	\$512.50
Candidates / Yes-No Responses	\$13.00	90	\$1,170.00
Propositions / Amendments / Instructions	\$25.50	0	\$0.00
Price per word in excess of 1200 total words (Instructions / Propositions / Amendments)	\$0.46	0	\$0.00
Resubmission - \$430 for English & Spanish and \$640 (for each additional language), plus the applicable fee for each element changed for each language	\$430.00	0	\$0.00
<b>Subtotal:</b>			<b>\$2,554.50</b>
<b>Revision Fees -i.e. Revisions required after election data delivery deadline</b>			
Major Revision - \$640 + applicable fee for each changed element. List changed elements in Notes on County page and figure manually	\$640.00	0	\$0.00
Minor Revision	\$171.30	0	\$0.00
<b>Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)</b>	<b>\$15.25</b>	<b>0</b>	<b>\$0.00</b>
<b>Electronic transfer files</b>	<b>\$152.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Revision Media Burned</b>			
<b>AutoMark Cards:</b>		<b>0</b>	
<b>PCMCIA Cards:</b>		<b>0</b>	
<b>EQC:</b>		<b>0</b>	
<b>DS200/DS300 Thumb Drive:</b>		<b>0</b>	
<b>DS450/M650/DS850/DS950:</b>		<b>0</b>	
<b>Expressvote Thumb Drive:</b>		<b>0</b>	
<b>Reporting Key:</b>		<b>0</b>	
<b>Subtotal:</b>			<b>\$0.00</b>
Subtotal Paper Ballot or Electronic Screen Layout:			\$1,032.60
Subtotal Programming:			\$5,950.50
Subtotal Voice/Media/Other:			\$2,554.50
Subtotal Revision:			\$0.00
<b>Total:</b>			<b><u>\$9,537.60</u></b>



## SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the County of Durham ("County"), and Election Systems & Software LLC ("Contractor"), which contract is dated 07/01/2023 - 06/30/2026. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

**I. Background/Purpose: (*Why - Provide a brief description of the services being procured.*)**

The purpose of this contract amendment is for Election Services & Software LLC to provide ballot coding services to Durham County Board of Elections for the October and November 2025 Municipal Elections and the March 2026 Primary Elections.

**II. References: (*Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.*)**

The following documents are incorporated herein by reference to them:

Quote

**III. Work/Requirements: (*What/Where - Be as detailed as possible in describing the work.*). The Contractor shall provide the necessary labor, security, permits and safety measures as required to perform the following:**

Once ballot styles are approved by the State Board of Elections, ES&S will code the approved ballot styles into their software and notify the Board of Elections that coding is ready. The Board of Elections Systems Specialist will download the coding from the ES&S portal and will then upload it onto the DS200, DS850 and Express Vote machines.

**IV. Schedules/Timelines: (*When – Provide a timetable to complete the work and any phases and/or deadlines.*)**

Coding shall be completed and transmitted to the Durham County Board of Elections no later than two weeks prior to the start of the Early Voting period for each election.

**V. Transmittal/Delivery/Accessibility: (*How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.*)**

The contractor will provide this service virtually unless there is the need for them to come in person to rectify an issue. Otherwise, ballot coding is transmitted electronically along with a USB drive that is sent via USPS to the Board of Elections. The Board of Elections contact is Derek Bowens Director of Elections (dbowens@dconc.gov) and Julius Richards Systems Specialist (jrichards@dconc.gov).

**VI. Payment: (*Include Rate of payment, Time for payments and Methods of payment.*)**

Payments will be made via funds reservation upon receipt of the invoice.

**From:** [Williamson, Larissa S.](#)  
**To:** [Baker, Brenda](#)  
**Cc:** [Acheampong, Richard](#)  
**Subject:** RE: ES&S Ballot Coding Contract Review for Board of Elections  
**Date:** Friday, May 9, 2025 11:14:58 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Hi Brenda,

This contract is approved. Thanks for your prompt response!

**LARISSA S. WILLIAMSON | COUNTY ATTORNEY**



County Attorney

200 E. Main St., 4th Floor  
Durham, NC 27701  
Office: (919) 560-0715  
Direct: (919) 560-0710  
Mobile: (984) 260-5940  
Fax (919) 560-0719

This electronic communication and attachments are from the Office of the Durham County Attorney and are confidential, privileged and intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by the attorney-client privilege. If you are not the intended recipient or the employee or agent responsible for delivering this information to the intended recipient, the unauthorized disclosure, copying, forwarding, printing, distribution, dissemination or use of the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify the sender immediately at the following e-mail address: [lwilliamson@dconc.gov](mailto:lwilliamson@dconc.gov) and delete the original message and its attachment.

---

**From:** Baker, Brenda <[bwcbaker@dconc.gov](mailto:bwcbaker@dconc.gov)>  
**Sent:** Friday, May 9, 2025 11:09 AM  
**To:** Williamson, Larissa S. <[lwilliamson@dconc.gov](mailto:lwilliamson@dconc.gov)>  
**Cc:** Acheampong, Richard <[racheampong@dconc.gov](mailto:racheampong@dconc.gov)>  
**Subject:** RE: ES&S Ballot Coding Contract Review for Board of Elections

Good Morning, Larissa.

Attached, please find the original ES&S and first amendment to the original contract.

Please let me know if you need anything else.

Thank you,

**Brenda C. Baker**  
Deputy Director of Elections  
Office Of the Director



DURHAM COUNTY  
Board of Elections

Durham County Board of Elections  
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713  
Mailing address: PO Box 868, Durham, NC 27702  
Phone: (919) 560-0690  
Fax: (919) 560-0688  
[www.dcovotes.com](http://www.dcovotes.com)

---

**From:** Williamson, Larissa S. <[lwilliamson@dconc.gov](mailto:lwilliamson@dconc.gov)>  
**Sent:** Friday, May 9, 2025 10:37 AM  
**To:** Baker, Brenda <[bwcbaker@dconc.gov](mailto:bwcbaker@dconc.gov)>  
**Subject:** FW: ES&S Ballot Coding Contract Review for Board of Elections

Hi Brenda,

Curtis forwarded your contracts to me for review. Can you send the original contract that is being amended? Once I have that, I can complete my review and approval. Thanks!

**LARISSA S. WILLIAMSON | COUNTY ATTORNEY**



County Attorney

200 E. Main St., 4th Floor  
Durham, NC 27701

Office: (919) 560-0715  
Direct: (919) 560-0710  
Mobile: (984) 260-5940  
Fax (919) 560-0719

This electronic communication and attachments are from the Office of the Durham County Attorney and are confidential, privileged and intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by the attorney-client privilege. If you are not the intended recipient or the employee or agent responsible for delivering this information to the intended recipient, the unauthorized disclosure, copying, forwarding, printing, distribution, dissemination or use of the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify the sender immediately at the following e-mail address: [williamson@dcnc.gov](mailto:williamson@dcnc.gov) and delete the original message and its attachment.

---

**From:** Baker, Brenda <[bwcbaker@dcnc.gov](mailto:bwcbaker@dcnc.gov)>  
**Sent:** Wednesday, May 7, 2025 4:16 PM  
**To:** Massey, Curtis <[curtmassey@dcnc.gov](mailto:curtmassey@dcnc.gov)>  
**Cc:** Acheampong, Richard <[racheampong@dcnc.gov](mailto:racheampong@dcnc.gov)>  
**Subject:** ES&S Ballot Coding Contract Review for Board of Elections

Good Afternoon, Mr. Massey.

I hope you are well. Attached for your review and approval are contract documents for ES&S Ballot Coding. Please let me know if changes are required.

Thank you,

**Brenda C. Baker**  
Deputy Director of Elections  
Office Of the Director



Durham County Board of Elections  
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713  
Mailing address: PO Box 868, Durham, NC 27702  
Phone: (919) 560-0690  
Fax: (919) 560-0688  
[www.dcovotes.com](http://www.dcovotes.com)

**Caution:** Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Caution:** Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Caution:** Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Caution:** Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Caution:** Do not click links or open attachments unless you recognize the sender and know the content is safe.