

# Libertarian Party of Pennsylvania DirectVoteLive Subscription



SBS PROPOSAL  
PREPARED FOR  
LPP  
8 SEPTEMBER 2021



Survey & Ballot  
systems



## Transmittal Information

### Client:

**Libertarian Party of Pennsylvania  
(LPP)**

3915 Union Deposit Road #223

Harrisburg, PA 17109

[www.lppa.org](http://www.lppa.org)

### Contact:

**Larry Fine**

(678) 685-8889

[datavortex@datavortex.net](mailto:datavortex@datavortex.net)

### Prepared by:

**Survey & Ballot Systems**

7653 Anagram Drive

Eden Prairie, MN 55344-7311

[surveyandballotsystems.com](http://surveyandballotsystems.com)

### Contact:

**Pete J. Westerhaus**

Account Manager

(952) 974-2311

[petejwesterhaus@surveyandballotsystems.com](mailto:petejwesterhaus@surveyandballotsystems.com)

### DirectVoteLive Subscription

Date Presented: September 8, 2021

### Statement of Confidentiality

This proposal includes data that shall not be disclosed outside of LPP and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If however, a contract is awarded to this offer or as a result of – or in connection with – the submission of this data, LPP shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit LPP’s right to use information contained in this data if it is obtained from another source without restriction. The information subject to this restriction applies to all pages of this document.



## Meeting Design, Services, Distribution and Execution

Survey & Ballot System's (SBS) key role is to bring validity, independent oversight, security and accuracy to the voting process. Ultimately, SBS's DirectVoteLive® will provide the resources for the Libertarian Party of Pennsylvania (LPP) to develop and report on their 2021/2022 meeting voting and their 2022 Annual Meeting voting.

All DirectVoteLive users are responsible for reading and complying with DirectVoteLive Terms of Use document at <https://www.directvote.net/dvlAdmin/Documents/TermsOfUse.html>. Additionally, all data is subject to the terms of SBS' Privacy Policy found at <https://www.directvote.net/PrivacyPolicy.html>.

### Easy Onboarding

Guided onboarding videos for meeting admins. Participants simply click an embedded link to sign-in and to begin virtual meeting voting.

### Vote on the Go

Vote on meeting action items from anywhere on any device: web app, mobile, or tablet!

### Custom Dashboards

Every meeting host has a personalized dashboard for every meeting. Quickly take roll call, begin the meeting, and open voting for your action items.

### Credentialed Access

DirectVoteLive meeting voting platform can only be accessed by participants using a personalized embedded link that is securely delivered to each member via email and/or text message. All delegates must have access to a browser and either a personal email or a smartphone (text messages).

### Multi-Group Support

Allows administrators to quickly move between groups within your organization if multiple elections are taking place.

### Industry-Leading Security

DirectVoteLive encrypts your data at every stage with 24/7 monitoring and intrusion prevention.

### Meeting Support

DirectVoteLive was designed to be self-administered but we understand that every project is different and you may need SBS' assistance. An SBS support staff can provide assistance to your IT staff during your meeting (see SBS Services and Execution).

# SBS Services and Execution

As an Enterprise user, the Libertarian Party of Pennsylvania (LPP) will receive the following services:

## Event Details

Account Level: Enterprise Account

Voting Delegates: Up to 1,000 in Annual Meeting; Up to 200 in other daily/monthly meetings

Subscription Timing: Annual

Meetings per Month: Unlimited

Annual Meeting Event Dates: March 4-6. Voting on March 5-6.

## Administrative

- Provide LPP with the ability to upload voter information onto voting platform prior to event to allow for seamless voter access.
- LPP will determine delegates by loading their contact information (first name, last name, email address, vote allocation, mobile –optional) into the voter platform.

## Analytics / Reporting

- Results provided at close of balloting window.
- Ability to report results anonymously to voting members during the meeting.
- Ability to enable or disable transparent voting feature (see below).

## Transparent Voting

- Transparent voting by default allows the administrators and voters to see how each attendee voted at a motion level, specifically showing the voter name, date and time of submission, and the response option chosen. Transparent votes are shown at the motion level only and are not included in the cumulative meeting results report. Voters will be notified on the voting platform that their vote is transparent. If Administrator does not want the transparent votes to be visible to voters, the Administrator can disable transparent results for that meeting. This will allow the Administrator to view the transparent votes, but will not display this data to the meeting attendees.

## Authentication / Credentialing / Weighted Voting

- All users are required to authenticate with pre-verified credentials provided by the voting platform in order to participate in the voting event.
- Credentialing available once delegate emails have been uploaded into platform.
- LPP can also send credentials via SMS message. All phone numbers must be uploaded into platform for mobile delivery. LPP recognizes that they are responsible for getting members consent to send SMS messages.
- Votes cast will be weighted according to the voter database uploaded within the voting platform. Default weight is one.



## Ballot Security

- Timestamp of vote cast.
- Electronic record of each vote cast by delegate.
- SBS is SOC 2 Type 2 compliant, which includes all security process compliance.
- SBS completed its 2021 penetration testing as of January 2021.
- DirectVoteLive is housed at Microsoft Azure datacenter in Des Moines, IA with georeplication backups in Virginia.
- SBS contracts a 24/7 firewall monitor.
- TLS 1.2 in-transit data encryption and SQL at-rest data encryption.

## Brandable

- LPP may customize voting platform to include logos.

## Document Upload

- LPP can include file storage and upload documents into the platform for voters to reference before or during the meeting.
- Only voting delegates with access to DirectVoteLive platform will have access to these documents.

## Cross-Platform Support / Device Compatibility

- The voting platform is able to support internet-capable devices of all sizes, including supporting mobile telephones, tablets, and desktop devices.
- For optimal performance, a voter should use a device with the most recent operating browser.

## Dedicated Support

- Remote Support - SBS can provide LPP with remote dedicated support that will include the following:
  - Provide administrative support to LPP before and during the meeting voting.
  - SBS support staff on-call during LPP Annual Meeting.
  - Examples of support tasks include: assisting with training events, meeting setup, troubleshooting issues for members and LPP admin/staff.
  - Dedicated Support: \$185 Setup plus \$350 USD/hour

## Real-Time Solutions

- Supports Robert's Rules of order parliamentary model.
- Ability to provide voting results in real time at the virtual event.
- Ability to add, edit and amend motions in real time in addition to a pre-set slate of voting items.

## Additional Services

- Development, reporting, programming outside of contract: \$250 USD/hour
- Onsite support time: Priced per event and to include travel expenses



## Compensation and Payment Schedule

For DirectVoteLive® services, LPP shall pay Survey & Ballot Systems the following compensation. This does not include shipping, postage, USPS fees or applicable taxes:

Services	Cost
DirectVoteLive Platform - Base - Platform Access for 12 Months	\$1,788
Enterprise Account for Annual Meeting - Up to 1,000 Voters - Enterprise Account Features - Auditable Reporting	\$1,979
Document Upload Feature	Included
Test Meetings Administered by LPP	Included
SMS Text Messaging Invites	Included
<b>Total</b>	<b>\$3,767</b>
Dedicated Meeting Support - Setup	\$185
Dedicated Meeting Support - Hourly Charge	\$350 USD/hr.

Payment Schedule		
Event	Cost	Payment
Signing Contract	100% Due	Net 30



This Proposal (the "Agreement") is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between Survey & Ballot Systems, a Minnesota corporation ("SBS") and Libertarian Party of Pennsylvania. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first above written.

**LPP:**  
**LIBERTARIAN PARTY OF PENNSYLVANIA**

\_\_\_\_\_  
BY

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Address**  
3915 Union Deposit Road #223  
Harrisburg, PA 17109

**SBS:**  
**SURVEY & BALLOT SYSTEMS**

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Eden Prairie, Minnesota 55344

