



# SVRS Project Newsletter

Office of Secretary of State Todd Rokita

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## County Action Items

### Immediate:

- ◆ Complete "SVRS County Survey" (if not already completed). Contact Andy Schuman at 414-777-5529.

### Month of December:

- ◆ Attend Election Administrators Conference on December 9 & 10

## Welcome

Welcome to the second edition of the "SVRS Project Newsletter". This newsletter is distributed to Indiana election administrators and other interested parties wanting to stay abreast of project progress for the Statewide Voter Registration System. We hope that you will find this newsletter interesting and informative. Also, please note the "County Action Items" section to the left. I will need each county's input and participation as listed in these action items. Thank you for your continued support of this important project.

Todd Rokita, Indiana Secretary of State

## SVRS County Survey Update

Since our last issue, the SVRS County Survey was distributed to all 92 counties. The survey is capturing critical information required for the project including requirements for hardware design, network design and system conversion. The project team would like to thank each county for their time and effort in completing the survey. To date, 75 surveys have been returned. Our goal is to receive completed surveys from all 92 counties. We look forward to presenting the survey results during the 2003 Election Administrator's Conference in December. If you have not completed your survey, please help us by returning it before December 5<sup>th</sup>. Your survey information is vital to understanding your current voter registration system(s) and processes, as well as the unique environment for your county.

## Focus Group Session Update

During October, voter registration officials from each county were invited to meet with a representative of the SVRS Project Team to discuss the county's completed survey and to validate the SVRS requirements. We are pleased to announce that over 89% of the counties elected to meet with us! During each session, the counties received an overview of the proposed future state process flows and the draft SVRS business requirements. The SVRS project team facilitated discussions documenting county questions, issues, and received input on additional requirements. An overview of the focus group session results will be presented during the 2003 Election Administrator's Conference in December. See the "What's Next" section on page two for more information on the SVRS components of the upcoming conference.

During November, the project team also met with three Direct Impact Agencies (DIA's). The DIA's are those agencies that will interface directly with the SVRS. They include the Bureau of Motor Vehicles (BMV) for license and social security number verification, the Department of Health (DOH) for death information, and the Department of Correction (DOC) for incarceration information. The details of the overall approach are still being finalized. We appreciate the feedback from many counties relative to concerns on data quality from these agencies and will address this in our final design.

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## Other State Benchmarking Update

Benchmarking is the process of collecting information from other states that have experience with SVRS. This goal is to learn from others. The team has conducted their first benchmarking session with Oregon. The project team will conduct additional benchmarking interviews with the following states: Minnesota, Michigan, Kentucky, and Pennsylvania. Each of these states has either implemented an SVRS or is in the process of implementing an SVRS. The project team will utilize the benchmarking information as a tool to validate best practices throughout the remainder of the SVRS project. Benchmarking topics include discussions on system requirements, reporting requirements, hardware and software, staffing and support requirements and many other lessons learned and tips for selecting and implementing an SVRS solution.

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## What's Next?

**2003 Election Administrators Conference:** We look forward to seeing many of you at the upcoming 2003 Election Administrators Conference on December 9 and 10. We have reserved 30 minutes to provide an update on the SVRS project, review the results of the county focus group sessions, and distribute the updated future state process flows and business requirements. In addition, we are offering an extended "SVRS Future State" session from 1:30 – 3:00 p.m. on Wednesday, December 10. This is an optional session where we will review the future state process flows and business scenarios in greater detail. The session will be held in conference room A of the Indiana Government Center South building located at 402 W. Washington.

**Draft RFP for Vendor and Public Comment:** We are on schedule to finalize the SVRS requirements in December. The SVRS requirements will be used as input to the development of a draft Request for Proposal (RFP). The draft RFP will be distributed to all known SVRS vendors and posted on the Indiana Election Division website. We will solicit input, feedback and questions from the general public and the vendor community. The intent of the draft RFP for vendor and public comment is to gain insight from the public and vendor community on how the draft RFP could be modified prior to the official release. This activity will help ensure the most comprehensive RFP for the Indiana SVRS solution.

**Request For Proposal (RFP):** Once the public comment period concludes, the SVRS project team will finalize the RFP. The RFP will be used to solicit bids from SVRS solution vendors. The RFP will be ready for distribution to SVRS solution vendors in January.

**Initial Implementation Plan:** In preparation for phase two of the SVRS project, our team will begin building the initial implementation plan. The initial plan will be the first of three planning versions for design, development and implementation of the SVRS solution. Each version of the plan will include more detail and more specifics for the design development and implementation of the SVRS solution.

**Phase Two – Selection of the SVRS Vendor and Implementation of the SVRS Solution:** Phase two will focus on the selection of the SVRS vendor and the design, development and implementation of the SVRS solution by January 1<sup>st</sup> of 2006. Phase two will begin in January of 2004.

**For more SVRS  
Project information,  
please contact:**

Joe McLain, HAVA Adm.  
Secretary of State's Office  
201 Statehouse  
Indianapolis, IN 46204

Phone:  
(317) 234-VOTE

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