



From the Vendor Trace document or declaration, identify all documents that pertain to **Personnel Deployment & Training**. Each submitted (Vol. 1, Sect. 1.1) Technical Data Package document (Vol.2 Sect. 6.6) is reviewed (Vol. 1, Sect. 1.6.2.2).

**Note about revisions:** The first time a review form is completed, the form revision number is 01. As the review process continues, newer versions of vendor documents, or additional documents, will be submitted to close discrepancies. Each time new versions of documents are examined, the review form is saved with a new revision number. Save the form with the new revision (Save As) before you update the document names, versions and/or file names. Enter your name and date on the new revision.

**Applicable TDP Documents table:** List each applicable TDP document. Put the Title from inside the document in the first column, along with the version and date. Under "File name," copy the full document file name.

**Trace Table:** Verify whether the vendor correctly documented each applicable VVSG requirement listed in this template. Use the following notations to indicate results:

- **Traced** column: For each positive finding, enter the document number(s) corresponding to the **Applicable TDP Documents** Table below, with the section number(s) in each applicable document where the requirement is fulfilled. (Example: Doc. 2, Sec. 1.2)
- **Comments** column:
  - "Y" indicates that the document(s) fulfill the requirement.
  - "N" indicates that the document(s) do not fulfill the requirement.
  - "P" indicates that the document(s) partially fulfill the requirement
  - "NT" (not tested) indicates documents that are part of the system configuration but outside the scope of this certification review effort (only if not a full cert).
  - "NS" (not supported) indicates requirements that apply to features that are not supported in the configuration being tested (such as paper ballots).
  - Explain "P", "N", "NT" or "NS" findings here.
  - In addition, use the Comments column to enter any comments that would be helpful throughout the project.
  - **Discrepancies:**
    - List discrepancies in red
    - A Documentation discrepancy is written when a VVSG requirement is not fulfilled or is partially fulfilled in the TDP.
    - An Informational discrepancy is written when the issue is outside the scope of the certification; Informational discrepancies are provided to the client but do not preclude certification.
    - Enter the discrepancy number of any discrepancies written (from the separate discrepancy report), with a short description in the Comments column.

<b>Vendor :</b>	<b>Hart InterCivic</b>	<b>Reviewer(s):</b>	Georgia Fortun, Lesley Hoppert
<b>Voting System:</b>	<b>Verity Voting 2.0</b>	<b>Review Date:</b>	12/07/2015, 02/08/2016, 2/16/2016

**Applicable TDP Documents**

<b>Document Title (from cover pg), version, date</b>	<b>Doc #</b>	<b>File name</b>
Management and Best Practices Training Agenda, no version or date	#1	6661-021 A Verity 2.X Course Agenda MBP.doc
Verity Build Training Agenda, no version or date	#2	6661-011 A Verity 2.X Course Agenda Build.doc



Document Title (from cover pg), version, date	Doc #	File name
Verity Central Training Agenda, no version or date	#3	6661-018 A Verity 2.X Course Agenda Central.doc
Verity Count Training Agenda, no version or date	#4	6661-019 A Verity 2.X Course Agenda Count.doc
Verity Support Procedures Training Agenda, no version or date	#5	6661-017 A Verity 2.X Course Agenda Support Procedures.doc
Verity Polling Place Operations Training Agenda, no version or date	#6	6661-012 A Verity 2.X Course Agenda Polling Place Ops - SW.doc
Verity Assisting Persons With Disabilities Training Agenda, no version or date	#7	6661-015 A Verity 2.X Course Agenda APWD
Train the Trainer Training Agenda, no version or date	#8	6661-020 A Verity 2.X Course Agenda TTT.doc
Verity Trace - Personnel Deployment - Training, 04/21/2015	#9	2.10 Verity Trace - Personnel Deployment-Training
Verity Operational Guide, Rev: B.00, no date	#10	Verity Operational Guide 6640001 B00.pdf
Verity Data Training Agenda, no version or date	#11	6661-010 A Verity 2.X Course Agenda Data
Verity Print Training Agenda, no version or date	#12	6661-016 A Verity 2.X Course Agenda Print.doc
Verity Polling Place Operations Training Agenda, no version or date	#13	6661-014 A Verity 2.X Course Agenda Polling Place Ops- CT.doc
Verity 1.3.0 Technical Data Package Overview, Rev B.00, 10/10/2015	#14	Verity 2.0 TDP Overview 4005511 B00.pdf
Verity 2.0 Technical Data Package Overview, Rev B.01, 02/02/2016	#15	Verity 2.0 TDP Overview 4005511 B01.pdf
Verity train the trainer handbook, Document Number 6661-020 A, no date	#16	6661_020 A_Verity_2.X_TTT Handbook.pdf

**Trace Table**

Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	Comments
2	Technical Data Package		
2.1	Scope		
2.1.1	Content and Format		
2.1.1.1	Required Content for Initial Certification <i>(Indicate "X" if this document does not fall into the identified category of documentation.)</i>		
i.	At minimum, the TDP shall contain the following documentation: Personnel deployment and training requirements;	Doc #9 - Entire Document	Y



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2.1.1.3	<b>Format</b>		
	The requirements for formatting the TDP are general in nature; specific format details are of the vendor's choosing. The TDP shall include a detailed table of contents for the required documents, an abstract of each document and a listing of each of the informational sections and appendices presented. A cross-index shall be provided indicating the portions of the documents that are responsive to documentation requirements for any item presented.	Doc #9 - Entire Document	
2.1.3	<b>Protection of Proprietary Information</b>		
	The vendor shall identify all documents, or portions of documents, containing proprietary information not approved for public release. Any person or test agency receiving proprietary information shall agree to use it solely for the purpose of analyzing and testing the system, and shall agree to refrain from otherwise using the proprietary information or disclosing it to any other person or agency without the prior written consent of the vendor, unless disclosure is legally compelled.	<b>Traced through Doc #14</b> <b>The following are NOT proprietary - in Doc #14</b> <b>all of the following files are listed as Public:</b> <b>Doc #1</b> <b>Doc #2</b> <b>Doc #3</b> <b>Doc #4</b> <b>Doc #5</b> <b>Doc #6</b> <b>Doc #7</b> <b>Doc #8</b> <b>Doc #10</b> <b>Doc #11</b> <b>Doc #12</b> <b>Doc #13</b> <b>Doc #14</b>	Y <del>DISC HVII-15: Informational: Doc # 7 is not listed as public nor proprietary in Doc #14</del>  Discrepancy resolved in Doc #15 pg. 15.
2.10	<b>Personnel Deployment and Training Requirements</b>		
2.10.1	<b>Personnel</b>		
	The vendor shall describe the personnel resources and training required for a jurisdiction to operate and maintain the system.		
a.	The vendor shall specify the number of personnel and	<b>Doc #10</b> Section - 4. Pre-Voting - Verity Data, pg.	Y



Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	Comments
	skill levels required to perform each of the following functions: <b>Pre-election or election preparation functions</b> (e.g., entering an election, contest and candidate information; designing a ballot; generating pre-election reports;	16. Section - 5. Pre-Voting - Verity Build, pg. 17. Section - 6. Pre-Voting - Verity Print (I/N 3005356), pg. 19.	
b.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: <b>System operations for voting system functions performed at the polling place;</b>	<b>Doc #10</b> Section - 5. Pre-Voting - Verity Build, pg. 17. Section - 6. Pre-Voting - Verity Print (I/N 3005356), pg. 19. Section - 7. Voting - Verity Polling Place Equipment, pg. 22-23. Section - 8. Verity Hardware Accessories, pg. 28-30.	Y
c.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: System operations for voting system functions performed <b>at the central count facility;</b>	<b>Doc #10</b> Section - 9. Post-Voting - Verity Central, pg. 32. Section - 9. Post-Voting - Verity Count, pg. 33.	Y
d.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: <b>Preventive maintenance tasks;</b>	<b>Doc #10</b> - Section - 12. Preventive Maintenance Procedures, pg. 53.	Y
e.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: <b>Diagnosis of faulty hardware or software;</b>	<b>Doc #10</b> - Section - 15.Troubleshooting Procedures For Support Personnel, pg. 82.	Y
f.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: <b>Corrective maintenance tasks;</b>	<b>Doc #10</b> - Section - 15.Troubleshooting Procedures For Support Personnel, pg. 90.	Y
g.	The vendor shall specify the number of personnel and skill levels required to perform each of the following functions: <b>Testing to verify the correction of problems.</b>	<b>Doc #10</b> - Section - 15.Troubleshooting Procedures For Support Personnel, pg. 90.	Y



Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	Comments
	A description shall be presented of which functions may be carried out by user personnel, and those that must be performed by vendor personnel.	<b>Doc #10</b> - Sections 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15.	Y
<b>2.10.2</b>	<b>Training</b>		
a.	The vendor shall specify requirements for the orientation and training of the following personnel: <b>Poll workers supporting polling place operations;</b>	<b>Doc #1</b> - Elections Officials, Elections Specialists <b>Doc #5</b> - Warehouse personnel, Election Officials, Information Technology specialists, and support personnel <b>Doc #6</b> - Verity Scan and Touch Writer with Access operators (poll workers) <b>Doc #7</b> - Elections Officials, Elections Office staff, at least one experienced poll worker from each polling place <b>Doc #12</b> - Verity Print operators <b>Doc #13</b> - Verity Controller and Touch/Touch with Access operators (poll workers)	Y
b.	The vendor shall specify requirements for the orientation and training of the following personnel: <b>System support personnel</b> involved in election programming;	<b>Doc #2</b> - Verity Data Specialists, ballot proofers, Verity Media (vDrive) Creators, Ballot Print File Creators, Elections administration staff <b>Doc #8</b> - Verity Data Operators, Elections Officials. <b>Doc #11</b> - Verity Data Operators, Elections Officials.	Y
c.	The vendor shall specify requirements for the orientation and training of the following personnel: <b>User system maintenance technicians;</b>	<b>Doc #5</b> - Warehouse personnel, Election Officials, Information Technology specialists, and support personnel	Y
d.	The vendor shall specify requirements for the orientation and training of the following personnel: Network/system administration personnel <b>(if a network is used);</b>	<b>NS</b>	NS - Networking not supported
e.	The vendor shall specify requirements for the	<b>Doc #1</b> - Elections Officials, Elections Specialists	Y



Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	Comments
	orientation and training of the following personnel: <b>Information systems personnel;</b>	<b>Doc #2</b> - Verity Data Specialists, ballot proofers, Verity Media (vDrive) Creators, Ballot Print File <b>Doc #3</b> - Verity Central Operators, Resolution Team Members, Elections Office Staff <b>Doc #4</b> - Verity Count Operators, Elections Officials <b>Doc #5</b> - Warehouse personnel, Election Officials, Information Technology specialists, and support personnel <b>Doc #11</b> - Verity Data Operators, Elections Officials.	
f.	The vendor shall specify requirements for the orientation and training of the following personnel: <b>Vendor personnel.</b>	<b>Doc #16-</b> entire document.	Y <del>DISC HVII 16 N - unable to trace the requirements for the orientation and training of the vendor personnel</del> Discrepancy resolved by Doc#16 entire document.
<b>4.3.5</b>	<b>Availability</b>		
	Vendors shall specify the typical system configuration that is to be used to assess availability, and any assumptions made with regard to any parameters that impact the MTTR. These factors shall include at a minimum:		
e.	Recommended <b>number and locations of spare devices or components to be kept on hand</b> for repair purposes during periods of system operation documentation: Personnel deployment and training requirements;	Doc #10 - Section 15 subsection "Spare Equipment Requirements", pg. 82.	Y <del>DISC HVII 17 P - unable to trace location of spare devices or components - Where should the number of specified spare parts be kept for repair purposes during periods of system operation?</del> Discrepancy resolved by Doc #10 sections 12 and 15
f.	Recommended <b>number and locations of qualified maintenance personnel</b> who need to be available to support repair calls during system operation	Doc #10 - Section 15, subsection "Help Desk Personnel Requirements", pg. 82. Section: 12 Preventive Maintenance Procedures Personnel Requirements, pg. 53.	Y <del>DISC HVII 18 P - unable to trace location of qualified personnel - where should the qualified personnel be located to be</del>



Req #	VVSG 2005 Testing Standards - Vol.2 unless otherwise specified	Traced	Comments
			available to support repair calls during system operation? Discrepancy resolved by Doc #10 section 15
g.	Organizational affiliation (i.e., jurisdiction, vendor) of <b>qualified maintenance personnel</b>	Doc #10 - Sections 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15	Y

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End of Document

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