



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Assessor-County Clerk-Recorder



Date: October 30, 2014
Board Meeting Date: December 9, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer

Subject: Authorizing an amendment to the agreement with DFM Associates, Inc., for an extension of the agreement for a Voter Registration System

RECOMMENDATION:

Adopt a Resolution authorizing the President of the Board to execute an Amendment to the Agreement with DFM Associates, Inc. for a Voter Registration System, extending the term to June 30, 2019, and increasing the amount by \$658,692 to an amount not to exceed \$1,858,692, of which \$1,858,692 will be Net County Cost.

BACKGROUND:

On November 10, 2009, the County, via Resolution No. 070498, entered into a lease agreement with DFM Associates, Inc. (DFM) for the acquisition of a Voter Registration System to help the Registration & Elections Division (Elections) register voters, manage voter registration information, and otherwise manage the election process. The Agreement's five-year term started November 10, 2009, and the Agreement has an amount not to exceed \$1,200,000. The agreement is set to expire on December 31, 2014, and needs to be extended.

DISCUSSION:

An extension of the agreement for a Voter Registration System is needed to ensure efficiency in maintenance of voter registration files and the management of elections. This Amendment provides for the continued use by Elections of the DFM Voter Registration System for a period of four years and six months in an amount not to exceed \$1,858,692.

No Request for Proposals (RFP) was conducted given the high integration of the DFM system in the processes and systems used by Elections, the history of good performance of the DFM system, and the high cost associated with implementing any

alternative system. Accordingly, Elections recommends a waiver of the Request for Proposals (RFP) process for DFM to continue to provide these election-related services.

Elections also requests that the Board authorize the Chief Elections Officer or designee be given authority to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel has reviewed and approved the amendment and Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 Outcome of a Collaborative Community by improving voter registration file maintenance, increasing efficiency and the management of elections.

PERFORMANCE MEASURE(S):

Measure	FY 2013-14 Actual	FY 2014-15 Projected
Voter Registration Affidavits Processed	21,517	22,000
Average hours needed to process Voter Registration Affidavits	1,004 (2.8 minutes per card)	1,027 (2.8 minutes per card)

FISCAL IMPACT:

The revised term of the Agreement will be November 10, 2009, through June 30, 2019, for a Voter Registration System with a maximum obligation of \$658,692. The amendment increases the total contract amount from \$1,200,000 to \$1,858,692.