



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 20-013

Board Meeting Date: 2/11/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

**Subject:** Authorize The Chief Election Officer Or His Designee To Execute Agreements With Each Election Vendor Listed In Attachment

### **RECOMMENDATION:**

Adopt a resolution waiving the request for proposal process and authorizing the Chief Election Officer, or the Chief Election Officer's designee, to execute agreements with each vendor listed in Attachment A, to provide as needed election-related materials for the term of January 1, 2020 through December 31, 2021, for an aggregate amount not to exceed \$4,602,000.

### **BACKGROUND:**

The Registration & Elections Division (the "Division") requires certain products and services on a regular basis in order to successfully conduct elections in San Mateo County. During elections, sudden changes in circumstance requiring significant adaptation within tight statutory deadlines are common. In recent years, State legislation such as the Voters Choice Act and Senate Bill 415 have created unexpected needs in such areas as mailings, outreach materials, translation, and staffing. Additionally, the agreement covering the Division's Election Information Management System must be renewed.

### **DISCUSSION:**

California law recognizes that the procurement of elections-related materials is time-sensitive, containing certain exceptions for procurement as, for example, set forth in Elections Code section 14100, which provides that "[t]he county elections official, in providing the materials required by this division, shall not be required to utilize the services of the county purchasing agent."

The list in Attachment A of the resolution contains the vendors the Division recommends as an eligible vendor pool along with the estimated contract amounts. Quality of work, available organizational support, and experience with providing election services were some of the criteria used in the evaluation process. The not-to-exceed aggregate amount of \$4,602,000 will authorize the Chief Elections Officer, or the Chief Elections Officer's designee, to execute all agreements and

related amendments listed in Attachment A of the resolution. All agreements awarded through the master services agreement (MSA) process shall be discussed between the Division and County Counsel to ensure appropriate procurement practices are followed.

Each of the vendors listed on Attachment A provides services vital to the elections process.

Precise Printing & Mailing provides many of the public-facing materials that reach voters, including the voter notification postcards mandated by the Voter's Choice Act, the notification letters informing voters of their election year changes under Senate Bill 415, voter address confirmation postcards, and SamCERA election materials.

Dominion Voting Systems is the vendor that provides the County's current voting system, as approved by the Board in 2019. Dominion's Democracy Suite system, which was utilized in the recent November election, provides a verifiable paper trail for every ballot without a connection to the internet, ensuring the security of every vote. This Agreement will allow for the lease or purchase of additional equipment if the need should arise.

Toppan Merrill typesets, prints, and binds the Sample Ballot and Voter Information Pamphlet, and provides the PDF version of these items for our voter lookup page. These large-scale projects require a vendor with the equipment and experience to guarantee delivery on schedule to meet legally-mandated deadlines.

K&H Integrity Communications has been in business for over one hundred years, and has demonstrated time and again the expertise and professionalism required of the vendor which handles the printing of every San Mateo County Official Ballot, one of the Division's most essential services.

DFM Associates has provided the Division's Elections Information Management System since 2009. This system is central to every aspect of the Division's operation and, includes, without limitation, the voter registration database, hosting candidate filing records, Vote Center management, and Vote by Mail processing data. DFM has been a key and highly responsive partner for the Division.

Tenex Software Solutions is at the forefront of innovation in bringing efficient automation to data management. Its Election Response Tracking service provides unprecedented oversight on technical issues arising at Vote Centers. Election Response Tracking allows the Division to track its field staff in real time, monitor issues from the moment they arise, and more quickly respond to problems. Tenex's Live Results platform is a modern election night reporting system, providing a more intuitive experience for voters seeking information, and replacing our prior system which was designed for polling place elections. Tenex's Electronic Poll Books are an efficient, tablet-based solution to processing voters at the Vote Center, which will both improve line speeds and reduce the training time needed for Vote Center Representatives. Each of these products was successfully used during the November 2019 Election, in a pilot program provided at no cost to the county.

The Elections Division recommends that the Board waive the Request for Proposals ("RFP") requirement for this agreement because the best interest of the County would be served without engaging in the RFP process. The Elections Division has developed strong relationships with these vendors. In addition, these vendors possess the background and expertise necessary to handle the complex and time sensitive needs of the elections environment.

County Counsel has reviewed and approved the resolution as to form.

**FISCAL IMPACT:**

The term of the Resolution is January 1, 2020 through December 31, 2021. The total aggregate not to exceed amount is \$4,602,000. Total expenditures across all agreements will be monitored and managed by ACRE fiscal staff that support the Elections Division. Appropriations to cover the costs of this agreement are included in the Assessor-County Clerk-Recorder's FY 2019-21 Adopted Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.