



Legislation Details (With Text)

File #: 24-0964 **Version:** 1

Type: Agenda Item **Status:** Consent Calendar

File created: 5/14/2024 **In control:** Board of Supervisors

On agenda: 7/16/2024 **Final action:**

Title: Elections Department recommending the Board:
 1) Approve and authorize the continuation of two (2) perpetual agreements as detailed in Attachment A:
 a) Agreement 4052 with Granicus, LLC for Disclosure Docs for filing of 700 forms, and for Campaign Docs Filing; and
 b) Agreement 4081 with RUNBECK Election Services for Annual Software and Hardware Licenses; and
 2) Authorize the Purchasing Agent to post change orders for the perpetual agreements to ensure availability of funding retroactively in Fiscal Year (FY) 2023-24 and going forward in FY 2024-25, in an estimated amount of \$31,000 for Agreement 4052 and \$42,000 for Agreement 4081.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Exhibit A 07 16 24.pdf, 2. B - Original Agreement 2577 07 16 24.pdf, 3. C - Agreement 2577 AM 1 07 16 24.pdf, 4. D - Agreement 2577 AM 2 07 16 24.pdf, 5. E - Original Agreement 4052 07 16 24.pdf, 6. F - Agreement 4052 AM 1 07 16 24.pdf, 7. G - Original Combined Granicus 4052 07 16 24.pdf, 8. H - Renewal Agreement 4052 07 16 24.pdf, 9. I - 2025 Renewal Agreement 4052 07 16 24.pdf, 10. J - Blue Route 4052 07 16 24.pdf, 11. K - Original Perpetual Agreement 4081 07 16 24.pdf, 12. L - Renewal Agreement 4081 07 16 24.pdf, 13. M - Blue Route 4081 07 16 24.pdf

Date	Ver.	Action By	Action	Result
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FUNDING: General Fund.

DISCUSSION / BACKGROUND

Board of Supervisors Policy C-17, Section 2.4, Contract Term, requires departments to obtain authorization from the Board, initially, and on an annual basis, for any contract that does not have a stated agreement term. A list of these perpetual agreements, including the vendor, description of services, date of execution, and annual amount for each of the agreements are included in Attachment A.

Since the implementation of FENIX, each perpetual agreement must have a change order executed to allocate funding for payments in the upcoming fiscal year. This item is intended to apprise the Board of these perpetual agreements listed in Attachment A, and recommend the Board authorize the Purchasing Agent to issue a change order for each ongoing perpetual agreement to ensure availability of funding in FY 2024-25.

Agreement #4052, Disclosure Docs 700 Filing provides for filers to file and submit required forms electronically on an annual basis. Campaign Docs Filing monitors receipts and expenditures in election campaigns and other activities related to public officials and election related activities. This contract is a bundle of both the original #4052 and the now closed #2577. The current rate of \$31,923.02 includes a 5% increase for the term 05/05/2025 through 05/04/2026 as per the agreement. The Elections Department advises and seeks approval from the Board annually to continue this agreement.

Agreement #4081, The RUNBECK Agilis incoming sorter allows for all ballots to be fed through the sorter to verify each ballots validity for the current election cycle. The current rate of \$41,200.00 includes a 3% increase for the term 07/01/2024 through 06/30/2025 as per agreement. The Election Department advises and seeks approval from the Board annually to continue this agreement.

The Election Department recommends the continuation of these perpetual agreements and requests approval for the continuation of the software and hardware maintenance agreements.

ALTERNATIVES

The Board could not approve the continued use of agreements and the Elections Department could return to a manual process'.

PRIOR BOARD ACTION

11/19/2019 Legistar File 19-1609; 05/25/2019 Legistar File 19-0521; 05/18/2021 Legistar File 21-0509 - Prior approval of continuation of Agreement 2577

05/19/2020 Legistar File 20-0596; 06/08/2021 Legistar File 21-0817 - Prior approval of continuation of Agreement 4052

06-25-2019 Legistar File 19-0908; 05/16/2023 Legistar File 23-0350 - Prior approval of continuation of Agreement 4081

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement and Contracts

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Cost of the perpetual software maintenance agreements include a 3% for RUNBECK, and a 5% annual increase for Granicus. Funding for the agreements is included in the Fiscal Year 2024-25 Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Granicus and Runbeck renewal quotes need approval signatures. Please forward signed quotes to the Election Department.

STRATEGIC PLAN COMPONENT
N/A

CONTACT

Linda Webster

Assistant Registrar of Votes