



Legislation Text

File #: 22-0568, **Version:** 1

Elections Department recommending the Board:

1) Approve and authorize the continuation of two (2) perpetual agreements as detailed in Attachment A:

- a) Agreement 2577 with Granicus, LLC for Disclosure Docs for filing of 700 forms;
 - b) Agreement 4052 with Granicus, LLC for Campaign Docs Filing; and
- 2) Authorize the Purchasing Agent to establish change orders to add funds to each continued perpetual agreement necessary to process associated payments for Fiscal Year 2021-22 as outlined in Attachment A.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

Board of Supervisors Policy C-17, Section 4.5, 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 2022-23.

Agreement #2577, Disclosure Docs 700 Filing provides for filers to file and submit required forms electronically on an annual basis. The current rate of \$11,216.74 includes a 5% increase for the term 05/05/2022 through 05/04/2023 per the agreement. The Elections Department advises and seeks approval from the Board annually to continue this agreement.

Agreement #4052, Campaign Docs Filing monitors receipts and expenditures in election campaigns and other activities related to public officials and election related activities. The current rate of \$14,587.59 includes a 5% increase for the term 06/20/2022 through 06/19/2023 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 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

05/18/2021 Legistar item 21-0509 - Prior approval of continuation of Agreement 2577

06/08/2021 Legistar item 21-0817 - Prior approval of continuation of Agreement 4052

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement and Contracts

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Cost of the perpetual software maintenance agreements include a 5% annual increase per agreements. Funding for the agreements is included in the Fiscal Year 2021-22 Budget and the Fiscal Year 2022-23 Budget request.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Forward a certified copy of agenda minute to the Election Department.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Linda Webster

Assistant Registrar of Votes