



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-621

September 17, 2024

Introduced: 9/5/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to execute a non-standard Agreement with KNOWiNK to lease electronic poll books and provide software, maintenance, and support services in the period September 17, 2024 to September 17, 2027 for a total amount not to exceed \$52,995; and
- b. Accept the non-standard terms and conditions contained in the vendor's contract pursuant to the recommendation of the Registrar of Voters; and
- c. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign up to two (2) future amendments of one (1) year each to this Agreement where amendments do not significantly alter the scope of work, and the cost of each amendment does not increase by more than ten percent (10%) of the prior year's cost, with an aggregate not to exceed amount of \$89,539.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to execute a non-standard Agreement with KNOWiNK to lease electronic poll books and provide software, maintenance, and support services in the period September 17, 2024 to September 17, 2027 for a total amount not to exceed \$52,995; and
- b. Accept the non-standard terms and conditions contained in the vendor's contract pursuant to the recommendation of the Registrar of Voters; and
- c. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign up to two (2) future amendments of one (1) year each to this Agreement where amendments do not significantly alter the scope of work, and the cost of each amendment does not increase by more than ten percent (10%) of the prior year's cost, with an aggregate not to exceed amount of \$89,539.

SUMMARY/DISCUSSION:

The Elections Department seeks to lease electronic poll books (e-poll books) for use in limited voting locations throughout the County for hardware, software, maintenance and support services.

The total estimated cost for this equipment lease and software Agreement for three years is \$52,995, consisting of hardware, software, maintenance and support services.

The proposed software Agreement is "non-standard" for the County with respect to term provisions. It is the recommendation of the Registrar of Voters to approve the non-standard term conditions to conduct more efficient elections, provide greater voting accessibility and reduce staffing costs for

elections during the canvass period.

The Elections Department conducted a no cost pilot program during the March 2024 Presidential Primary Election with KNOWiNK. This lease would expand access to polling places in certain rural areas of the County and enhance the Department's emergency contingency plans.

OTHER AGENCY INVOLVEMENT:

The Agreement has been reviewed and approved by the Auditor-Controller regarding fiscal provisions. The Agreement has been reviewed by County Counsel as to form, and by Risk Management as to indemnity and insurance.

FINANCING:

Funding for this agreement will be offset by election billing revenues and grant funding. There will be no additional cost to the County General Fund associated with this recommendation.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This item is in line with the Board's vision for providing efficient service and cost neutral administration.

Check the related Board of Supervisors Strategic Initiatives:

Administration:

Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Prepared by: Mary Kikuchi, Management Analyst II, Ext. 1491

Approved by: Gina Martinez, Registrar of Voters, Ext. 1499



Attachments:

Exhibit A - KNOWiNK Agreement