



Macros Must Be Enabled -- Please Re-open and Enable
Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
 In 2015 the County Clerk-Elections Department issued an RFP for signature capture and comparison equipment and service. The resulting agreement was awarded to Election Systems and Software(ES&S) which included the purchase of two Mail Ballot Verifier(MBV) machines as well as license and maintenance for the five-year term of the agreement. In 2020 the Department purchased an additional MBV machine in anticipation of a high number of vote-by-mail ballots in the November 2020 Presidential General Election. Continued license and maintenance/support services are required for this equipment.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
 Chelsea Machado - Regional Sales Manager - Election Systems & Software
 11208 John Galt Blvd Omaha, NE 68137 - Cell: 209-277-6674
 Chelsea.machado@essvote.com
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.
 The proposed agreement will have a three-year term with two optional one-year extensions. \$405,570 for full term. Approximately \$244,860 for initial three-year term. Approximately \$79,425 for the first potential extension and \$81,285 for the second and final potential extension.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.
 The Mail Ballot Verifier equipment was purchased by the Department to capture and recognize signatures on Vote-By-Mail ballot envelopes. The signatures are then checked against the voter's registration record. Vote-by-mail ballot processing has emerged as a critical component of the Department's election operations. The Department is required to purchase ongoing license, maintenance, and support services for this equipment. The vendor is the only company authorized to provide these services for their proprietary equipment.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
 - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
 - When the contract is with a federal, state, or local governmental agency.
 - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
 - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
 - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.
 During each fiscal year the Department will process 300,000 vote-by-mail ballots on average. This system is essential to the success of the election in that it captures and compares signatures on each vote-by-mail envelope. It is expected that the proportion of ballots and thus the number of ballots submitted by mail will continue to increase in the future. The MBV is a proprietary system and ES&S is the only vendor authorized and qualified to provide maintenance/support and license services for their equipment.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.
 The MBV is a proprietary system and ES&S is the only vendor authorized and qualified to provide maintenance/support and license services for their equipment.

bhill 6/14/2021 3:54:47 PM

Business Manager

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Requested By:

Title

I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

jkus 6/14/2021 3:58:16 PM

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Department Head Signature

gcornuelle 6/14/2021 5:00:57 PM

Purchasing Manager Signature

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