

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

July 23, 2024

FROM

STEPHENIE SHEA, Registrar of Voters

SUBJECT

Amendment to Contract with Runbeck Election Services, LLC for Software, Licensing, and Support Services

RECOMMENDATION(S)

1. Approve **Amendment No. 3 to Contract No. 15-404** with Runbeck Election Services, LLC for software, licensing, and support services related to Data Information Systems, Inc.'s election management software, updating the contract language to include vendor duties related to data management, and a change order process not to exceed \$100,000, increasing the contract amount by \$1,500,000, from \$1,881,975 to an amount not to exceed \$3,381,975, and extending the contract term by an additional five years, for the total term of July 1, 2015 through June 30, 2030.
 2. Authorize the Registrar of Voters or Assistant Registrar of Voters to approve change orders to the contract, so long as the total change order amounts do not exceed \$100,000, subject to review by the Assistant Executive Officer, Deputy Executive Officer, and County Counsel.
 3. Direct the Registrar of Voters or Assistant Registrar of Voters to submit the change orders to the Clerk of the Board of Supervisors within 30 days of approval.
- (Presenter: Stephenie Shea, Registrar of Voters, 387-2100)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this amendment may result in the use of additional Discretionary General Funding (Net County Cost) for future recommended budgets because Section 2.5 and Attachment 1 to Contract No. 15-404 (Contract), provides that Runbeck Election Services, LLC (Runbeck) may increase the fee annually based on the Consumer Price Index (CPI-U) for Los Angeles and surrounding areas as calculated by the United States Department of Labor – Bureau of Labor Statistics. The contractual increase of \$1,300,000 includes the estimated CPI-U annual increase of 2.1% for the five-year renewal option. Adequate appropriation for the Contract was included in the Registrar of Voters' (ROV) 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

On June 23, 2015 (Item No. 76), as the result of a non-competitive procurement, the Board of Supervisors (Board) approved the Contract with Data Information Management Systems, Inc. (DIMS) for software licensing fees and system support for the Data Information Management

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Systems election management software (DIMS.net) in an amount not to exceed \$819,847, effective July 1, 2015 through June 30, 2020.

On November 5, 2019 (Item No. 36), the Board approved Amendment No. 1, reassigning the Contract to Runbeck and exercising the 5-year renewal option for a new total period of July 1, 2015 through June 30, 2025 and increasing the amount by \$950,000 to an amount not to exceed \$1,769,847.

In response to the Novel Coronavirus Pandemic (Pandemic), the Board granted authority to the Chief Executive Officer (CEO) to execute or approve various actions related to purchases and contracts. On September 14, 2020, the CEO approved the purchase of the additional software needed to conduct the November 2020 Presidential General Election during the Pandemic. On October 27, 2020 (Item No. 38), Amendment No. 2 was ratified by the Board for the purchase of add-on software, development and support, increasing the Contract amount by \$112,128 to an amount not to exceed \$1,881,975 with no change to the contract term.

The proposed extension of the term of the Contract is in the best interest of the County. A new procurement at this time would likely result in significant timing and logistical issues to install a different election management software product before the Contract expires on June 30, 2025. ROV recommends exercising the renewal option of the Contract, Section 1.4, as the DIMS.net software has performed adequately since 1985; the DIMS system allowed ROV to customize applications within the DIMS.net software to provide the required functionality for several interfaces including, but not limited to, the Voter Address and Precinct Layer Integration, Voter Roster and Index Generation, Mail Ballot Sorting Tool, Mail Ballot Tracking System, Provisional Processing System, Voter Information Guide Opt Out System, and several applications for My Elections Gateway. Converting to the any other certified software would require a significant investment of funds, resources and time, which could impede ROV's work on other election services. Future considerations for election management software may include contract extensions with the current vendor or a new procurement.

The recommended amendment will allow ROV to continue maintaining its voter registration and election records with DIMS.net for an additional five years, and updates contract language to include vendor duties related to data management. The recommended amendment would also include the addition of a change order process with a total change order amount increase not to exceed \$100,000. The change order process will address future legislative changes that may require additional work and anticipated increases to the total contract amount. Any work approved under a change order would be aligned with future legislative mandates.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on June 3, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on June 6, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4378) on June 17, 2024; and County Finance and Administrative (Valerie Clay, Deputy Executive Officer, 387-5423) on June 20, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 23, 2024



cc: ROV - Shea w/agree
 Contractor - c/o ROV w/agree
 File - w/agree
CCM 08/6/2024