

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

**March 29, 2022**

**FROM**

**MICHAEL JIMENEZ, Interim Registrar of Voters, Registrar of Voters**

**SUBJECT**

Amendment with KNOWiNK, LLC, for Purchase of Fixed Assets Used to Increase Speed of Data and Software Updates

**RECOMMENDATION(S)**

1. Approve **Amendment No. 1 to Contract No. 19-696** with KNOWiNK, LLC, for the purchase of fixed assets, to include six Poll Synch Kits, cabling, installation and supplies, to increase the capacity for more efficient data and software updates on poll books, increasing the contract amount by \$77,230.50, from \$7,140,534 to \$7,217,764.50, with no change to the contract term of October 22, 2019 through October 21, 2024.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the 2021-22 Registrar of Voters budget, as detailed in the Financial Impact section (Four Votes Required).

(Presenter: Michael Jimenez, Interim Registrar of Voters, 387-2100)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). This recommended amendment in the amount of \$77,230.50 is a necessary cost of the election and will be funded by state funding. The following budget adjustments to the Registrar of Voters (ROV) 2021-22 budget are requested as below.

<b>Fund/Cost Center</b>	<b>G/L Account</b>	<b>Description</b>	<b>Amount</b>	<b>Action</b>
6800001000	54404040	Equipment	\$77,231	Increase
6800001000	52002135	Special Dept Expense	(\$77,231)	Decrease

**BACKGROUND INFORMATION**

On October 22, 2019 (Item No. 39), the Board of Supervisors (Board) approved Contract No. 19-696 with KNOWiNK, LLC (KNOWiNK) for the purchase of State-certified electronic poll books, including software and hardware components, licensing, warranty, training, and election support services in the amount of \$7,140,534 for the period October 22, 2019 through October 21, 2024. The purchase of the poll books was one component of the ROV voting system

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replacement project that began in 2019-20. The poll books replaced paper voter rosters to allow the more efficient check-in of voters on Election Day to better identify the correct ballot type for each voter, and also allow poll workers to request additional resources or assistance during an election in writing or by video chat.

Electronic poll books are Apple iPads that contain the necessary information needed for staff to perform their duties at the polling places and are subject to software updates from Apple. Poll books must be updated to the most recent software version and must include the most recent election files to operate properly. As of January 2022, for security reasons, Apple no longer allows the previously-used wireless method of downloading data for software updates, creating the need for a wired solution. The recommended amendment will allow KNOWiNK to provide six Poll Synch Kits, cabling, installation and supplies, to meet Apple's security requirements and increase capacity so that data and software updates can be performed securely and quickly on multiple poll books at a time, increasing efficiency.

The recommended amendment would increase the contract amount by \$77,230.50, and includes six KNOWiNK's Poll Synch Kits, which are unbudgeted fixed assets that cost \$10,000 each. Per County Policy 11-04, any unbudgeted fixed asset purchase with a \$10,000 unit value or more requires Board approval.

**PROCUREMENT**

Contract No. 19-696 with KNOWiNK is a result of a competitive procurement process under Intent to Negotiate No. ROV120-ROV3459 issued on July 17, 2019 for poll books.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on March 21, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on March 22, 2022; Purchasing (Lisa Zhu, Buyer II, 387-2464) on March 22, 2022; Innovation and Technology Department (Lenny Darnell, Business Applications Manager, 387-2673) on March 21, 2022; Finance (Elias Duenas, Administrative Analyst, 387-4052) on March 21, 2022; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on March 21, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: March 29, 2022



cc: ROV- Jimenez w/agree  
Contractor- C/O ROV w/agree  
File- w/agree  
LA 03/30/2022