

	APPENDIX F SINGLE, EMERGENCY, OR COOPERATIVE SOURCE FORM <i>(Use this form for requests over \$5,000 and for items/services not on Appendix E)</i>	Approval Date 10/31/12
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 05/01/15

REQUESTED BY (Name): Elections Division DATE: 2.12.16

SUPPLIER & COMMODITY OR SERVICE: Konnech - PollChief Judge Recruitment, Help Desk and Asset Tracking Services

APPROVED BY (Mgr. or Elected Official): [Signature] YEAR 2016 \$15,000

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of Adams County.	☐
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County.	☒
3. Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.	☐
4. Adams County currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or elected officials function.	☐

Please Note: Use of this form is required for items/services not already preapproved by the BOCC (Appendix E), and requires the approval of the Elected Official, Department Director, Purchasing Manager, Adams County Manager, or the BOCC in accordance with the value of the purchase and Adams County (see [Policy #1010](#)).

The Department/Elected Official must provide written justification (including total cost) to Purchasing for review and forwarding to Adams County Manager, who may request BOCC approval. Attach additional sheets as required.

The Clerk and Recorder's Election Division seeks to purchase software capable of poll-worker recruitment and training, help desk services for poll-workers, and to replace a no-longer-supported asset tracking management system. Expansion of the current PollChief System from Konnech would allow for seamless replacement of the current asset tracking system, and is the only system that can provide these additional functionalities which are specialized for Elections Departments. As such, the Clerk and Recorder's office requests authorization to purchase additional system modules under the sole-source exemption.

Request is:

☒ Approved ☐ Denied

Purchasing Agent:

[Signature]

Date: 3/7/16

☒ Approved ☐ Denied

Purchasing Manager:

[Signature]

Date: 3/7/16

☒ Approved ☐ Denied

County Manager:

[Signature]

Date: 3/7/16

Comment: