

To: Board of County Commissioners
Hannes Zacharias, County Manager
From: Ronnie Metsker, Elections Commissioner
Date: July 20, 2017

Issue: Consider authorizing an exception to competition, approving an amended contract with Konnech, Inc. in an amount not to exceed \$174,400 for Poll Chief, an election management system, and transferring \$24,400 from the Election Office's equipment reserve fund to the Election Management System project (215000016).

Background: In early 2016, the Johnson County Election Office conducted an informal request for proposal, following County Purchasing Policy, 110.135.D, for a solution to manage elections, including election workers and polling locations. Konnech, Inc. was selected and a contract, reviewed by county legal, was established in the amount of \$91,000.00. Upon implementation of Konnech's solution, Poll Chief, the Election Office discovered the product required multiple customizations to fit the immediate business needs of the department for the August and November 2016 elections. Previous customizations total \$33,400. The new contract total of \$124,400 exceeds the department's authority without authorization from the Board of County Commissioners.

While the amended contract amount is \$124,400, the Election Office is seeking authority for an additional \$50,000 for contingencies over the life of the contract (five years). Any future customizations would be funded by the Election Office's operating budget or equipment reserve fund.

DTI project funds of \$100,000 were used to fund the project work from the initial contract, and the Election Office requests that equipment reserve funds support the additional \$24,400 required for the amended contract. The Election Office requests that funds be transferred from the equipment reserve fund to project 215000016 to support the increased contract amount.

Analysis: Purchasing reviewed the original informal request for quote and found the process to be compliant with County purchasing policy. BOCC action is required in order to authorize the expenditure of funds in excess of \$100,000 per County purchasing policies and procedures.

Staff recommends approval of the contract with Konnech, Inc. for election management.

Alternatives: The Board has the following alternatives:

1. Authorize increased contract with Konnech, Inc. funded by the Election Office's equipment reserve fund.
2. Authorize increased contract with Konnech, Inc. funded by other sources.

Legal Review: The Legal Department reviewed the initial contract prior to execution and has provided a contact amendment for execution.

Funding Review: Funding is available within the Election Office's equipment reserve fund.

Budget Approval: Scott Neufeld, Budget Director (by GK)

Recommendation: Staff recommends authorization of an exception to competition, approval of a contract with Konnech, Inc. in an amount not to exceed \$174,400, and the transfer of funds from the Election Office's equipment reserve fund in the amount of \$24,400.

Suggested Motion: I move to authorize an exception to competition, approve a contract with Konnech, Inc. in an amount not to exceed \$174,400 for an election management system, and transfer of \$24,400 from the Election Office's equipment reserve fund to project 215000016.