

Bill To
FINANCE DEPARTMENT
ROOM 541
201 NORTH SECOND STREET
ST CHARLES, MO
63301

Requisition 01406217-00 FY 2019

Acct No: 2360440-47850
Review:
Buyer:
Status: Released

PO 1905607

Page 1

Vendor
KONNECH INC
4211 OKEMOS RD
SUITE 3

OKEMOS, MI 48864
USA
Tel#800-381-1499
Fax 877-301-0793

Ship To
ELECTION AUTHORITY
397 TURNER BLVD

ST PETERS, MO 63376

Delivery Reference
D ELLISON 6369497550 EXT 3798

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/21/19	015143				ELECTION SERVICES

LN Description / Account	Qty	Unit Price	Net Price
General Notes DO NOT SEND PURCHASE ORDER. SEE ATTACHED APPROVAL OF RBA.			
001 SOFTWARE UPGRADE	1.00 EACH	21000.00000	21000.00
1 2360440-47850		21000.00	

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21,100.00

Requisition Total

~~21000.00~~

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
2360440-47850	21000.00	306920.00
Election Services	Misc Building Repair/Maint	

Corrected total

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Queued	06/21/19	KURT BAHR	
Queued	06/21/19	MELANIE STILSON	
Pending		DEBBIE SALVO	

RECEIVED
6-26-19

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Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/21/19	015143				ELECTION SERVICES
LN	Description / Account	Qty	Unit Price	Net Price	
	Pending ALLISON FRANCIS				
	Pending TRACY BAYNE				
	Pending KURT MANDERNACH				
	Pending ROBERT SCHNUR				
	Pending KURT MANDERNACH				
	Pending PAM LUESSE				
	Pending TERRY DAUGHERTY				
	Pending CORNELIA BEARD				



**FORMAL BID –
REQUEST FOR APPROVAL**

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title of Bid: Modify existing PollChief system at Election Authority

Bid #: Sole Source



Dept.: Election Authority



Contact Person: Kurt Bahr

Ext.: 7551

Description (product/service, justification and use):

One time cost for significant software upgrade. First upgrade since software was purchased in 2012. This upgrade will enhance Election Authorities ability to communicate with judges, assign them to work locations and improve payment process.

St. Charles county will be receiving many of the upgrades originally designed for St. Louis County board of elections for a discounted rate. Poll Chief is a proprietary software system of Konnech as such must be done by sole source.

RECEIVED

JUN 18 2013

COUNTY EXECUTIVE OFFICE

Award to: Konnech

Location: 4211 Okemos Road Suites 3 & 4 Okemos MI 48864

Price: \$ 21,000.00

Contract term (if applicable): _____

Bid opening held on: _____

Opened by: _____

Account number to be charged for purchase: 2360440-047850

If bid was not awarded to lowest bidder, please explain:

Sole source

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

FORMAL BID – REQUEST FOR APPROVAL

Bid #: Sole Source



Additional Bids Received

The following additional bids were received:

Vendor: _____	Price: _____
Location: _____	Meets all specifications: ☐ Yes ☐ No
Vendor: _____	Price: _____
Location: _____	Meets all specifications: ☐ Yes ☐ No
Vendor: _____	Price: _____
Location: _____	Meets all specifications: ☐ Yes ☐ No
Vendor: _____	Price: _____
Location: _____	Meets all specifications: ☐ Yes ☐ No
Vendor: _____	Price: _____
Location: _____	Meets all specifications: ☐ Yes ☐ No

For each vendor that doesn't meet specifications, please explain why:

Vendor: _____
Vendor: _____

☒ Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

[Signature]
Department Director/Elected Official Signature

6-14-19
Date

[Signature]
Approval or Concurrence of Director of Finance

6/17/19
Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000 See instructions at the top of pg. 1

[Signature]
Director of Administration Signature

6/19/19
Date

Konnech Sole Source Justification Statement

This is a sole source justification statement for the purchase of modifications to our existing PollChief® Election Data Warehouse from Konnech, Inc.

PollChief® is a registered, copyrighted election management system from Konnech, so no other vendor is legally allowed to legally distribute or modify it.

PollChief® is the only system that provides all the features the City needs. No other single program incorporates these capabilities.

FEATURE
• There is no other system that sends mass or individual emails to workers via email, phone call, or SMS text with the ability for the message recipients to answer a question posed in the message (by clicking a link or pressing a button) which will then create spreadsheets of who answered 'yes', who answered 'no', and who failed to answer.
• There is no other system that outlines the precincts and areas.
• There is no other system that classifies the polling locations on a map and color codes them to distinguish potential, activated, and unusable buildings.
• There is no other system that classifies the polling locations on a map and color codes them to distinguish potential, activated, and unusable buildings.
• No other system displays worker experience, rating, requests to work in an election, complaint record, and availability.
• No other system produces a staffing overview graph.
• No other system filters by foreign language, application source, preferred work location, willingness to receive automated calls, and desire to work an election.
• No other program assigns from previous elections, worker profile map, or assignments stats map.
• No other program calculates the payroll budget projection.
• No other program produces a one-click diversity report.

We therefore wish to purchase the system modification from Konnech, Inc., on a sole source basis.



Konnech, Inc.
PollChief® & ABVote® Divisions
4211 Okemos Road Suites 3 & 4
Okemos MI 48864

QUOTATION

Date
6/13/2019

Bill to
Attn: Kurt Bahr Saint Charles County Election Authority 397 Turner Blvd St Peters MO 63376

Ship to
Attn: Kurt Bahr Saint Charles County Election Authority 397 Turner Blvd St Peters MO 63376

Description	Cost
Modify existing PollChief® system at Election Authority, St Charles County, Missouri to adopt features present in the St Louis County system. Retain the history of two previous elections into the updated system, and maintain the history of all older elections in the old system. Modifications: Enhance a website to be like the St. Louis County, site, to include SMS text messaging to workers. ELECTION WORKER OVERVIEW Job title coloring Different column headers CALENDAR Click on the training calendar item to get into the roster (calendar item displays section number/class type/how full class is/time class starts) EMAIL TEMPLATES -- auto email for forgot password (used on the worker portal) --auto email sent for newly approved applicants COLOR ON WORKER NAME REPRESENTING THEIR PARTY AFFILIATION --red republican -- blue democratic --green 'other' ADDITIONAL WORKER TABS (Replacing the existing tabs of Election judges, election workers, terminated, and applicants) ALL TAB -- way to search for someone whether they are in active/inactive/applicant/terminated ACTIVE TAB --anyone in a good standing and someone you would contact about working the election INACTIVE TAB	\$21,100

--housing workers that have a status of inactive

REGULAR

--application tab that houses people that filled out an application to be a regular worker

REGULAR/STUDENT

--application tab that houses people that filled out an application as a student

ELECTION TECHNICIAN

--application tab that houses people that filled out the election technician application

DUPLICATES

--system will review applications submitted compared to existing names in the system. Any duplicate found will be pooled here for you to review

TERMINATED

--anyone with a work status of terminated

CHANGED COLUMN TITLES

SEARCH FIELD

--search by email or phone # in keyword search

--search for interested blank

--current work assignment

--current work place

-- student?

--bilingual worker

--updated worker

--availability changed on portal

-- created date range

WORKER ACCOUNT MANAGER FEATURE (WORKS WITH PORTAL)

POSTCARD TEMPLATE IMPORT

WORKER PROFILE

--SEPARATION BETWEEN WORKER PROFILE AND THEIR assignments

WORKER PROFILE

--Primary phone

--Secondary email

--Case of emergency

--default job title and default work place

--Attachment Files

WORK ASSIGNMENT

--Volunteer (yes/no)

--work assignment(s) for early voting and election day assignments

- early voting assignments can have numerous days of work
- training class -- remove worker out of a class section

ASSIGNED TAB

- Assignment tab autopopulates with workers based on their DEFAULT WORK ASSIGNMENT. So creating a new election with a past election as a template can have the assignment tab populated with poll workers assigned a job title and a work place
- tracks training incomplete
- tracks with worker assignment their feedback : not confirmed / confirmed / declined
- assignment needs tab --> where you define the job titles needed per work place + targets
- absentee voting assignment need setup (days/job titles/targets)
- cancelled worker list

TRAINING CLASS SETTINGS

- Optional Class status

TRAINING CLASS SECTION

- define a room number and name for the class location (optional)
- section type documentation (used for the worker portal)
- training class tab displays start / end time of class section
- training class tab displays registered / cap / attended counts

Tabs for different type of workers: Regular / Tech / Deputy

- Expense settings documented differently
- Payment can be for election day assignment and/or an absentee assignment
- workers can volunteer their pay
- payroll export format

EXPENSE SETTING SETUP

- Expenses can be applied to any worker
- expenses can be auto applied to a worker payment based on certain criteria: (miles from residence to poll)

More tailored report templates

- more data sources (duplicates)

WORKER ACCESS PORTAL. The access portal provides the worker:

- Online job application; the job application populates into the administrative backend, where the administrative can approve or decline.

• Announcements of upcoming elections • Availability to work indicator • Comment entry field. Comments flow to administrators. • Personal profile • Ability to edit certain fields of ones personal profile; the changed data appears in the administrative backend with an annotation of the date and that the worker him/herself made the change. • Ability to change user name • Ability to change password • View of ones payment history • View of ones scheduled training classes • Ability to switch out of a class into a different class of the same type • Ability to take online training classes • Ability to review training materials: watch videos, study training documents, and visit training websites which were posted by the poll worker training coordinator. • Ability to take graded quizzes online. Test scores populate into the worker's profile. A notification can be sent to the poll worker training coordinator automatically if desired. • A clickable log of all messages sent to the worker by the system, whether by letter, email, phone call, or SMS text. • A notice of work appointment, along with the ability to acknowledge and accept or decline the appointment. The worker's response is posted for the worker coordinator in the administrative backend. • Ability to take a post-election survey posted by the administrators. The results of all the survey-takers will be collated for the administrators. Provide 50 hours of webinar training in the new system. Also, this minor variation from the St. Louis County model: Assigned tab for an election will have the workers laid out in the following fashion by default: ☐ Precinct order (ascending) ☐ Democratic Supervisor – top of list ☐ Democratic other job titles listed after DEM SUP ☐ Republican supervisor listed next ☐ Republican other job titles listed after REP SUP The name / job title / work place columns will remain clickable.	
TOTAL	\$21,100

Ellison, Dianne

From: Beard, Cornelia
Sent: Tuesday, July 09, 2019 2:33 PM
To: Ellison, Dianne
Subject: RE: PO#1905607

Done.

From: Ellison, Dianne <dellison@sccmo.org>
Sent: Tuesday, July 09, 2019 8:24 AM
To: Beard, Cornelia <CBeard@sccmo.org>
Cc: Mandernach, Kurt <kmandernach@sccmo.org>
Subject: PO#1905607

Cornelia,

Can you please increase PO# 1905607 by \$100? This will correct an error in bid paperwork.

Thank you!

Dianne Ellison
Account Clerk III
St. Charles County Election Authority
397 Turner Blvd
St. Peters, MO 63376
636-949-7550 Ext. 3798

636-949-7552 Fax



From: Ellison, Dianne
Sent: Monday, July 08, 2019 5:00 PM
To: Bahr, Kurt
Cc: Mandernach, Kurt
Subject: RE: Approved RBA

I spoke with Kurt M, he looked at the paperwork and confirmed that it is supposed to be \$21,100. I will email Cornelia and she will bump up the PO for the extra \$100.

Dianne Ellison
Account Clerk III
St. Charles County Election Authority
397 Turner Blvd
St. Peters, MO 63376
636-949-7550 Ext. 3798
636-949-7552 Fax



From: Bahr, Kurt
Sent: Monday, July 08, 2019 4:44 PM
To: Ellison, Dianne
Cc: Mandernach, Kurt
Subject: RE: Approved RBA

I can't see my emails from Konnech on my phone. I thought the blood she gave us was \$21k. \$100 doesn't make this bad deal. Can we approve and move on or do we need to clarify this issue further?

On Jul 8, 2019 2:24 PM, "Ellison, Dianne" <dellison@sccmo.org> wrote:
I spoke with Kelly at Konnech and she confirmed that the cost she had given Mr. Bahr in emails was \$21,100 not \$21,000.

Dianne Ellison
Account Clerk III
St. Charles County Election Authority
397 Turner Blvd
St. Peters, MO 63376
636-949-7550 Ext. 3798
636-949-7552 Fax
ST. CHARLES COUNTY
ELECTION AUTHORITY

From: Mandernach, Kurt
Sent: Monday, July 08, 2019 12:55 PM
To: Ellison, Dianne
Cc: Bahr, Kurt
Subject: RE: Approved RBA

Dianne,

I would have you reach out to Konnech and bring this to their attention. It was probably just an error or typo on their part.

Kurt

From: Ellison, Dianne <dellison@sccmo.org>
Sent: Monday, July 08, 2019 8:30 AM
To: Mandernach, Kurt <kmandernach@sccmo.org>
Cc: Bahr, Kurt <KBahr@sccmo.org>
Subject: RE: Approved RBA

Kurt,

I received the invoice from Konnech and it was \$100 more than the bid. I looked at the paperwork from Konnech that is attached to bid and it has a total of \$21,100 whereas the bid total it \$21,000. How should I proceed with this invoice?

Thank you,

Dianne Ellison
Account Clerk III
St. Charles County Election Authority
397 Turner Blvd
St. Peters, MO 63376
636-949-7550 Ext. 3798
636-949-7552 Fax
**ST. CHARLES
COUNTY**
ELECTION
AUTHORITY

From: Mandernach, Kurt
Sent: Friday, June 21, 2019 2:42 PM
To: Ellison, Dianne
Cc: Bahr, Kurt
Subject: Approved RBA

Dianne,

Attached please find your copy of the approved RBA with Konnech regarding the PollChief upgrade.

Please attach this RBA to your Munis req once entered.

Thanks



Kurt Mandernach | PURCHASING MANAGER
St. Charles County Government — Finance
201 N. Second St., Suite 541, St. Charles, MO 63301
636-949-7465 ext. 3876 (office) | kmandernach@sccmo.org



Konnech' Inc.

PollChief & ABVote Divisions
4211 Okemos Road, Suite 2, 3, & 4
Okemos, MI 48864

Invoice

Date	Invoice #
6/26/2019	76469

Bill To
Attn: Kurt Bahr Saint Charles County Election Authority 397 Turner Blvd St Peters MO 63376

Ship To
Attn: Kurt Bahr Saint Charles County Election Authority 397 Turner Blvd St Peters MO 63376

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Quantity	Item Code	Description			Price Each	Amount
1	Service	1.Create a total new PollChief system, which will mimic the St Louis County version with new domain name. 2.Migrate all of St Charles poll worker and location information into the new domain 3.Manually import into the new domain 2 past elections: April 2, 2019 and November 6, 2018 4.The assigned tab will display the worker assignments to a precinct in order by job title & party affiliation 5.Maintaining the county's current website: vote4stcharles.net for 3 years for referencing post election information			21,100.00	21,100.00
Total					\$21,100.00	