



## REQUEST FOR SOLE/SINGLE SOURCE

To: Purchasing Department or for use at the Board of Supervisors  
\*to include in AgendaQuick

From: ACE-Elections

Reference Number:

Since sole/single source purchasing is an exception to the normal procurement function, it must be objectively justified. Completion of this form should facilitate that process and provide a written record of the basis used in sole procurement decisions. **Completion of this request does not constitute approval.**

<b>Supplier Name:</b>	Runbeck Election Services LLC
<b>Street Address:</b>	2800 S 36 <sup>th</sup> St
<b>City/State/Zip:</b>	Phoenix, AZ 85034
<b>Phone:</b>	602-230-0510
<b>General Description of Commodity or Service requested to be Purchased and its function:</b>	
The Yolo County Elections office needs to maintain equipment that it owns, and license fees for software that supports the equipment.	

*Note: Please use as much space needed to completely answer each question, or attach additional pages.*

1) Explain why this is the only product or service that can meet the needs of the Department.

In 2019 the board of supervisors approved the purchase of an Agilis ballot sorting machine that images ballot envelopes, runs automated signature verification software, interfaces with the current election management system, and sorts ballot envelopes by precinct and status. In order to continue to use the software, to purchase supplies and pay maintenance costs for the equipment we own, we must continue to work with Runbeck, the manufacturer. Runbeck is the only vendor that can supply parts, maintenance, and licenses for the equipment that we purchased from them.

2) What necessary features does this vendor provide which are not available from other Vendors?

The Agilis ballot sorting machine is a specialty piece of equipment that was created by Runbeck. Due to its custom nature, there are no other vendors that can provide parts and perform maintenance on the machine. Additionally, to continue to use the software run on the machines we must purchase the licenses from Runbeck.

3) Why are these specific features/qualifications required?

Continuing to pay the license and maintenance fees are required to keep the machines in good working order and ready to perform during an election. Runbeck visits the Elections Office before each major election and performs preventative maintenance on the machine, reducing the likelihood of delays in ballot processing workflow. If these services and equipment were not in use, the Elections Office would need to hire many more staff members to complete the work done by this machine and the time it would take to process and ultimately tally ballots and report election results would increase significantly.

4) Why are other sources providing like goods or services unacceptable?

Proprietary design and features. No vendors other than the manufacturer provide like goods or services for this machine.

5) What other products/services have been examined and rejected?

No other products or services are available.

6) Will this purchase obligate us to a particular vendor for future purchases?  
(Either in terms of maintenance or more "like" items in the future)

Yes, if we want to continue to maintain the equipment we will need to continue to purchase from this vendor.


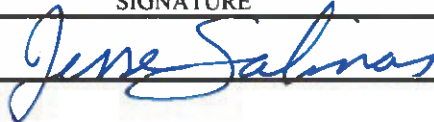
7) Explain why the price for this commodity/service is considered to be fair, reasonable, and the best possible price, and explain the negotiation efforts that were taken to obtain this price.

The license and maintenance fees are increasing by 5% as was agreed in the original agreement. We were able to get a reduction in price for the automatic signature recognition fee from \$15,000 per year to \$8,625 per year by requesting a reduced price.

8) Explain the impact to the County if the Sole/Single Source justification were not approved.

The Election Office will not be able to use its ballot sorting machine adding hundreds of hours of work sorting ballots and verifying signatures for each major election and delaying the reporting of election results.

**I have made a diligent effort to review comparable products or services. I feel confident that the sole/single source purchase is justified and feel confident in explaining the justification to the general public. I hereby certify as to the validity of the information and feel confident this justification for sole/single source would withstand audit or vendor protest.**

REQUESTERS NAME	SIGNATURE	DATE
Dylan Rader		11-28-2023
DEPARTMENT HEAD NAME	SIGNATURE	DATE
Jesse Salinas		11/28/23

Based on the above statements and justification, I hereby agree with the purchase of this product or service on a sole/single source basis.

PURCHASING AGENT SIGNATURE REQUIRED	DATE
DocuSigned by: Tonia Murphy 9146D66FCD19412... (REQUIRED FOR BOS CONTRACT APPROVALS)	11/29/2023