



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.**

Supplier Name:	ProVote Solutions
Street Address:	90 W. Poplar Ave
City/State/Zip:	Porterville, Ca 93257
Phone:	559-719-1281
General Description of Commodity or Service requested to be Purchased and its function:	
ProVote Solutions is a California Secretary of State approved ballot printing vendor. ProVote also provides printing, addressing, and mailing services for many other election related materials. ProVote also provides some translations services for certain election materials.	

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.

The main duty of the Election's Office is to administer elections within the County of Yolo. As part of that, California Elections Code section 3010 mandates that elections officials deliver a ballot and all supplies necessary to use and return the ballot to all qualified applicants. Due to the volume of ballots, the specifications of the ballot needed to comply with various Elections Codes, and the complexity of the contents, the Elections Office is required to outsource the printing of this material to a qualified vendor withing the State of California.

Additionally, there are other materials required by California Elections Code such as section 9180, section 2220-2227, and California Senate Bill 450 (2016), that must be provided to voters during the process of conducting an election. These materials include but are not limited to Voter Information Guides, Voter Choice Act mailers, various postcards for address confirmation, No Party Preference mailers during primary elections, and translated ballots.

Finally, the Election Office must have blank ballot stock that has been printed with correct water marks, headers, and seals. The Elections Office is also required to verify the accuracy of it voting

equipment by conducting a logic and accuracy test. This means having pre-marked test ballots printed for testing in office, in front of the public.

There are many different types of printing services needed to carry out an election. Often materials need to be printed on specialized paper, booklets created, or special types of ink needed to carry out the job. Any number of these would be reason to outsource the work needed to provide election materials for a major election and the reason that this is the only service that can meet the needs of the Elections Office.

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

The California Secretary of State (SOS) must approve any vendor that wishes to provide these services to counties in California. As of 2024, there are 10 approved vendors on the SOS list. Of the 10 approved vendors, 9 of them print Hart Intercivic ballots, which is the ballot processing vendor that Yolo County uses.

Additionally, it is important that any vendor that we work with has the expertise to meet California deadlines and understands California Elections Code. Only 4 ballot printing vendors are currently doing business in California. Of those 4 vendors, ProVote stands out as the most trusted and well versed in providing this service. It has been an approved ballot printer in California since 2001. It also provides ballot printing services to 26 counties in California. K&H services 18 counties, Runbeck services 7 counties, and Mailing System services 5 counties. Data from 3 counties is not known, and Los Angeles uses both ProVote and K&H as a print vendor.

3) Why are these specific features/qualifications required?

Due to the precise specification required to print Hart Intercivic ballots, it is imperative that a ballot printing vendor be experienced. It is also important that there is some continuity in the business that the Elections Office works with. Switching vendors or bidding out a new contract for each election would be extremely costly, and disruptive. There are many unknown issues that can occur during an election and having experience and continuity will limit these issues and set up the Elections Office for success.

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

For many years, leading up to 2021, Yolo County Elections was a customer of Runbeck Election Services. The contract with this vendor was terminated for breach of contract, due to multiple errors, resulting in incorrect information being given to the public, voter information guide pages being incorrectly ordered, inability to scan some ballots, a several other issues related to envelopes and ballot stock. Before the 2022 election season, a piggyback contract was signed with ProVote Solutions and the Elections office has been working with them ever since. Now that a business relationship has been established with ProVote, it would not be economical to switch vendors again.

No other vendor has been researched at this time.

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

No additional services have been examined at this time due to the reasons stated above.

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)

The Elections Office is looking to go into contract with ProVote through June 2029. This is to lock in a vendor that provides this crucial service through the 2028 presidential election cycle. If approved, we will be obligated to continue purchasing this service for every election until the contract ends.

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 original pricing from ProVote is based on a piggyback contract that was bid out by San Luis Obispo County in 2019. Now a sole source is needed due to the type of ballots being printed. San Luis Obispo uses Dominion ballots and Yolo County uses Hart Intercivic ballots. A conversation was had with the President of ProVote, requesting that they continue to match the pricing in that contract, but 2 reasons were given as to why that is no longer feasible.

- There are specification differences between Hart and Dominion ballot paper. This causes additional cost to purchase.
- A majority of ProVote's customers use Dominion, and therefore a volume discount lowers the cost to its Dominion customers.


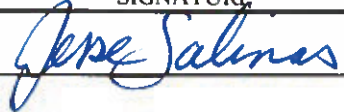
Overall, the pricing list provided is 1-5% more expensive than the bid-out pricing in the San Luis Obispo contract and is deemed to be reasonable based on the reasons stated above.

ProVote also has extensive knowledge of the mailing system, and ability to presort mail to reduce postage costs. ProVote brings most Election materials to the post office after printing and does so in a way that minimized postage cost more than if the Elections Office had to do it on its own. Due to sorting, and choosing correct rates, ProVote was able to save roughly \$0.36 per piece when mailing Voter Choice Act mailers during the March 2024 election. This saved a total of \$84,000 in postage cost.

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

If this sole source is not approved, it will cause delays in the procurement of ballots and other election material printing, leading to delays in the execution of a new ProVote contract. The new contract provides protections for the county that are necessary and currently not in place. Additionally, it would be impossible to request additional quotes from other vendors or go through the process of formal bidding before the coming November 2024 election.

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		8-29-2024
DEPARTMENT HEAD NAME	SIGNATURE	DATE
Jesse Salinas		8-29-2024

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:  (REQUIRED FOR BOS CONTRACT APPROVALS)	9/10/2024
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