



BOARD OF SUPERVISORS  
AGENDA LETTER

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Agenda Number:

**Department Name:** Clerk-Recorder-  
Assessor  
**Department No.:** 062  
**For Agenda Of:** May 3, 2016  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Joseph E. Holland  
Director(s) 805-568-2558  
Contact Info: Renee Bischof  
805-696-8963

**SUBJECT: Purchasing Bid Waiver Request**

---

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Purchasing

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

1. Authorize the County Purchasing Agent to procure Sentio Ballot Printing Systems from Runbeck Election Services without being required to conduct a formal bid process.

**Summary Text:**

In 2013, Elections visited five print vendors certified in the State of California to print ballots for the tabulation system used in Santa Barbara County. An informal request for information was sent to these vendors to obtain pricing and service solutions they could provide. Two of the certified vendors provided full service solutions, however Runbeck Election Services (Runbeck) provided the most comprehensive service and integrated systems for ballot printing and vote by mail processes. Runbeck has been in business for 43 years and is a reputable vendor providing these types of services for 11 counties in California, 64 counties in Colorado and across 13 states.

Runbeck also provides the Sentio Ballot Printing System (Sentio). This system produces and prints ballots on demand in large batches for ballot shortages at polls and for vote by mail daily processing files, and in single requests for the duplication of damaged ballots. The Sentio system also connects directly to the voter registration system, automatically selecting and printing the correct ballot for ballot requests made by voters at our counter, eliminating human error in issuing the wrong ballot type. The

---

**Auditor-Controller Concurrence**

As to form: Yes

Sentio system allows printing of exact quantities of supplemental ballots needed, reducing printing cost by eliminating ballot overages.

In 2014, Elections purchased two (2) Sentio Ballot Printing Systems with Post Process Camera Audit Units and one (1) Sentio Ballot Printing System without the Post Process Camera Audit Unit.

The County seeks, and pursuant to County Code 2-39, the department is requesting your Board to waive the competitive bid process for the purchase of one (1) additional Sentio Ballot Printing System with Post Process Camera Audit and one (1) Post Process Camera Audit Unit for the existing unit purchased in 2014, and for all future equipment purchases of Sentio Ballot Printing Systems with or without Post Process Camera Audit Units should additional or replacement units be required.

**Background:**

Due to the impacts of legislation that will continue to increase the number of ballots required to be issued at the elections office, Elections purchased three (3) Sentio Ballot Printing Systems in 2014. The reduction in print cost and elimination of ballot overages seen during the 2014 elections was substantial. As the anticipated turnout and number of ballots issued at the elections office is expected to be high for the November 8, 2016 Presidential General Election, Elections is requesting approval for the purchase of an additional unit and camera for an existing unit.

**Performance Measure:**

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

The current Fiscal Year one-time cost for an additional Sentio System and Audit Camera is \$62,000, including \$10,000 of on-site support and contingency costs. On-going annual hardware and software maintenance costs will be \$3,000 beginning July 1, 2017.

The current Fiscal Year one-time system costs and on-going system support costs will be funded within the existing budget appropriations. The County will pursue options for potential cost reimbursement from Proposition 41 grant funds. Should the County qualify and be granted any cost reimbursement from this grant, the Department will request that the Board authorize placing the reimbursement in the Elections Fund Balance Account for the future acquisition of a new voting system.

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

Return a copy of the minute order to Wesley Welch in the Clerk-Recorder-Assessor Department and to Mark Masoner in Purchasing.

**Authored by:**

Page 3 of 3

Heather McCaslin  
Wesley Welch

**CC:**