



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: Clerk-Recorder-
Assessor
Department No.: 062
For Agenda Of: 07/21/2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 3/5

TO: Board of Supervisors
FROM: Joseph E. Holland, Clerk-Recorder-Assessor
Contact Info: Wesley Welch, Fiscal Manager x2214
SUBJECT: DFM Associates and Runbeck Election Services, Inc. Agreements

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Approve, ratify and authorize the Chair to execute the Sixth Amendment to the Master Agreement with DFM Associates for the lease and maintenance of DFM Associates' Recorder's Information and Imaging Management System (RIIMS) to extend the term for an additional year until June 30, 2016, for an amount not to exceed \$155,000.
- b. Approve, ratify and authorize the Chair to execute the Fifth Amendment to the Master Agreement with DFM Associates for the lease and maintenance of DFM Associates' Elections Information and Management System (EIMS) to extend the term for an additional year until June 30, 2016, for an amount not to exceed \$160,000.
- c. Approve, ratify and authorize the Chair to execute a Ballot Print and Mail Services Agreement with Runbeck Election Services, Inc. for the term of twelve (12) months beginning July 1, 2015, for an amount not to exceed \$500,000.
- d. Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

Summary Text:

RIIMS and EIMS are the primary systems used to manage information in the Clerk-Recorder and Elections Offices. The software is used for various processes including cashiering, archiving and management of records.

The County also had a contract with Runbeck during fiscal year 2014-15. Runbeck provides printing of all official ballots and the mailing of vote by mail ballots. Changes this year include extending the term through June 30, 2016, and an update to Exhibit A – Pricing Schedule establishing minimum quantities for envelope print orders. The total not to exceed contract amount of \$500,000 remains unchanged.

Key Contract Risks:

Both contracts with DFM are considered to be low risk. DFM has been satisfactorily contracting with the county since 1999.

Runbeck is a relatively new contractor with the county; however, the FY 2014-15 contract performance was satisfactory. The main risks with Runbeck would be the same risks with any vendor we used for ballot printing and mailing. These would be a failure of the printer to supply the ballots in a timely manner or errors in printing, both of which the County would need to have contingencies for.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

There will be no fiscal impact from the renewal of these annual contracts. The total estimated contract expenditures of \$545,000 for Fiscal Year 2015-16 are included in the Fiscal Year 2015-16 adopted operating budget. Appropriations of \$155,000 for the annual maintenance cost of the DFM Associates’ Recorder’s Information and Imaging Management System (RIIMS) is budgeted in the Clerk-Recorder Budget Program, IT Software Maintenance account (Line Item Account 7124), funded with Recorder service fees. Appropriations of \$160,000 for the annual maintenance cost of the DFM Associates’ Elections Information and Management System (EIMS) and projected \$230,000 cost for Election ballot print and mail services with Runbeck Election Services, Inc. are budgeted in the Elections Budget Program, IT Software Maintenance Account (Line Item Account 7124) and Office Expense Account (Line Item Account 7450), respectively. The Elections EIMS and Runbeck service costs of \$390,000 are primarily funded with the Department’s General Fund Contribution, although some portion of the cost may be reimbursed through election cost reimbursements paid by local agencies if any local agency consolidates with the 2016 Primary Election.

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 390,000.00	\$ 390,000.00	
State			
Federal			
Fees			
Other: Service Fees	\$ 155,000.00	\$ 155,000.00	
Total	\$ 545,000.00	\$ 545,000.00	\$ -

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Send copy of minute order to Wesley Welch in the Clerk-Recorder-Assessor and a copy of the fully executed contracts.

Attachments:

DFM Associates amendment #6 for the RIIMS lease and maintenance agreement

DFM Associates amendment #5 for the EIMS lease and maintenance agreement

Runbeck Election Services, Inc. Ballot Print and Mail Services Agreement

Authored by: Wesley Welch

cc: