



Agenda Action Form Overview

The Board is requested to approve the Durham County Board of Elections request to increase our service contract with SouthData for printing services. Services include printing Emergency Pollbooks, Voter Information Cards, Voter Confirmation Cards, Special Mailings, Specialized Absentee Envelopes and Precinct Official Manuals.

The compensation paid to the Contractor is requested to be increased by \$10,000.00. The total amended not to exceed amount will increase from 38,500 to \$48,500.00 for the remainder of the fiscal year.

Background/Justification

This request is being made to accommodate new services being rendered by the vendor. These services include the printing of custom absentee-by-mail envelopes, the production of election official procedural manuals, voter notifications, and emergency supplies. Although the initial contract amount was expected to absorb potential new printing services, the Board of Elections was required to distribute unbudgeted polling place change notifications and letters to affected registrants in Durham County, which impacted initial projections.

Policy Impact

Amending these services will permit the Durham County Board of Elections to operate in an efficient and effective manner consistent with Goal 5 of the county's strategic plan. Enabling the Board of Elections to amend the existing contract with SouthData for these critical services will ensure continued statutory compliance and allow the Board to lead in innovative election services and internal administrative controls.

Procurement Background

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☐

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?



- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)

Fiscal Impact

Reallocation of existing dollars will be used to cover the requested increase in services provided by the vendor.

Recommendation

The County Manager recommends that the Board approve the Board of Elections to enter into a contract amendment, as stipulated herein, with SouthData to continue providing critical election services to the residents of Durham County.