



**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, Precinct Official Materials and other required printing.

The compensation paid to the Contractor is requested to be increased by \$81,075.00. This is projected to cover expenses related to critical printing services.

**Background/Justification**

This amendment request is being made to accommodate the renewal of services being rendered by the vendor in FY 21. These services include the printing of voter information cards, custom absentee-by-mail envelopes, the production of election official procedural materials, voter notifications, emergency supplies and other required printing. This contract amendment will ensure the Board of Elections is able to maintain a high level of operational efficiency by outsourcing a time intensive process, reduce overall operating expenses related to performing these actions internally, and allow increased focus on critical election administration functions.

**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?



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

---

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

---

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system?    Yes ☐    No ☐**

If no, why?

---

---

---

**Fiscal Impact**

Funding for this contract will be covered through existing dollars allocated by the Durham County Board of Commissioners to the Durham County Board of Elections in FY 21.

**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 and ensure optimal organizational efficiency.