DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New ☑️ OTR ☑️ Sole Source ☑️ Bid Waiver ☑️ Emergency ☑️ Previous Contract/Project No. N/A
Re-Bid ☑️ Other ☑️ LIVING WAGE APPLIES: ☑️ YES ☑️ NO
Requisition No./Project No.: ROEL1200002 TERM OF CONTRACT 55 Months (S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Elections Department Relia-Vote Upgrade

Description: Upgrade from 9 to 12 Enclosure Feeders

Issuing Department: ISD Contact Person: Leida Altman Carrillo Phone: 305-375-1084
Estimate Cost: $950,000 GENERAL FEDERAL OTHER

Funding Source: xxxxxx

ANALYSIS

Commodity Codes:
- 20564 SOFTWARE, OPERATING SYSTEM: PREPROGRAM
- 91829 COMPUTER CONSULTING SERVICES - SOFTWARE
- 939 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR

Contract/Project History of previous purchases three (3) years
Check here ☑️ if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
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<tbody>
<tr>
<td>N/A</td>
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Small Business Enterprise:

Contract Value: $ $ $

Comments:

Continued on another page(s): ☑️ YES ☑️ NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
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Basis of Recommendation:

Signed: LEIDA ALTMAN CARRILLO Date sent to DBD: 06/01/2012

Date returned to DPM: 06/01/2012

Revised April 2005
SECTION #3
EMERGENCY PURCHASES

NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▷)

▷ REQUISITION #: ROEL120002  P.O. #:  BCC DATE: 
▷ ACQUISITION DATE (Date Order Is Placed): 6/1/12

▷ TITLE: Elections Department Relia-Vote Upgrade
▷ DESCRIPTION: Upgrade from 9 to 12 enclosure readers
▷ PURPOSE: To provide capability to print/scan up to 8-page absentee ballots

<table>
<thead>
<tr>
<th>▷ Department(s):</th>
<th>▷ Funding Source(s):</th>
<th>▷ Allocation(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections Department</td>
<td>General Fund</td>
<td>$700,000 (5 Lease Payments)</td>
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<td>*</td>
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<td>$250,000 (Maintenance / Support)</td>
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▷ TERM OF CONTRACT:
- ☑ One □ Two □ Three □ Four □ Five ☑ Year(s)
- □ Month(s) 6/1/12 to 12/31/16
- □ Contract Period From ______ to ______
- □ Upon Completion ☑ From ______ to ______
- □ Upon Delivery ☑ From ______ to ______

Special Conditions: □ Insurance Type
☐ Performance/Payment Bond
☐ Certificate of Competency
☐ Living Wage Applies

SBE Measures:
- ☑ None
- □ Set Aside
- □ Bid Preference
- □ Goal
- □ SBE ☑ Micro Enterprise
- □ SBE ☑ Micro Enterprise

Review Committee Date: _____
Item #: _____

▷ Number of Price Quotation(s): Requested: 1  Received: 1

Awarded To Low Bidder: ☑ ☑ YES ☑ NO, If "NO", provide explanation in the Comments section

Vendor: Pitney Bowes, Inc.
Vendor: _____
Vendor: _____

Contract Value: $950,000

Did Local Preference affect the outcome of the Award? □ YES ☑ NO, if "YES", provide detailed explanation in the "Comments" section

UAP Included: ☑ YES □ NO
- Will CITT Funds be used? □ YES ☑ NO
- Will Federal Funds be used? ☑ YES □ NO
- If UAP is not included, Attach written approval to waive UAP and provide an explanation in the "Comments" section

Revised 7/15/07
**SECTION #3**

**EMERGENCY PURCHASES**

**REQUISITION #RQEL1200002**

**TITLE** Elections Department Relia-Vote Upgrade

<table>
<thead>
<tr>
<th>Justification and Comments:</th>
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<tbody>
<tr>
<td>The upgrade is required to facilitate the mailing of absentee ballots for the November 6, 2012 General Election. The current Relia-Vote system allows the Department to manage up to a 5-page ballot; however, the ballot for the upcoming General Elections is expected to exceed the current 5-page print/scan capability. To comply with Federal and State regulations the Department must mail absentee ballots in a timely manner. Considering the immediacy of the General Election, and anticipating that the ballot could exceed the current 5-page limitation with the Constitutional Amendments, Charter Review Questions, and Municipal Elections to be held simultaneously with the General Election, the Department has solicited assistance from the original vendor to upgrade the current Relia-Vote system.</td>
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<th>Background/Need to Know:</th>
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<tr>
<th>Potential Issues:</th>
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**Signature(s):**

- **John Mendez**
  - Contact Person
  - 305-499-8549
  - 5/31/12

- **Penelope Townsley**
  - Department Director Approval
  - 5/31/12

**Procurement Management Services Use Only**

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<thead>
<tr>
<th>Signatures(s):</th>
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</table>

- **Jude A. All**
  - Procurement Contracting Officer
  - 6/1/12

- **Latisha Harris**
  - Procurement Manager
  - 6/1/12

- **Division Director**
  - Date

**Revised 4/20/12**
The Elections Department is requesting your assistance in procuring updated components for its mailing system. The mailing system, which was manufactured by Pitney Bowes Inc., is mission critical in the department's ability to process absentee ballots accurately and in a timely manner.

The emergency nature of this purchase is the need to have the system produced, installed and tested in advance of the General Election on November 6, 2012. The current system has a ballot processing limitation of five pages. With the large number of federal, state, county and municipal races and charter amendments on the upcoming General Election ballot, we anticipate that many ballot styles will exceed 5 pages. In fact, it is expected that some ballots styles will reach 8 pages for voters who reside in some municipalities.

The estimated cost of upgrading the current Pitney Bowes mailing system is $950,000 which will be paid over a five year period (this cost includes maintenance and support). The upgrade will increase the system's capacity to print/scan 8 page ballots needed to accommodate multiple languages (English, Spanish, and Creole), ballot questions and constitutional amendments, in addition to municipal ballot races.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me at 305-499-8509.

c: Alina T. Hudak, Deputy Mayor/County Manager, Office of the Mayor
   Jennifer Moon, Director, Office of Management and Budget