



Open Session Item

SUBJECT: **Bid Award (PUR-1352) – Information Technology and Related Election Technical Services for the Washington County Board of Elections**

PRESENTATION DATE: June 13, 2017

PRESENTATION BY: Karen R. Luther, CPPO – Director of Purchasing; Barry Jackson, Deputy Director and Bruce Field, President – Washington County Board of Elections

RECOMMENDED MOTION: Motion to award the bid for Information Technology and Related Election Technical Services for the Washington County Board of Elections to the responsible, responsive bidder **IT Election Services, LLC** of Hagerstown, MD who submitted the lowest (annual) Total Bid Price in the amount of **\$49,920.00**.

REPORT-IN-BRIEF: The Washington County Board of Elections sought bids for information technology and related Election technical services as required by the Board of Elections in order to permit the Board of Elections to discharge its statutory duties and satisfy those information technology and election related requirements imposed upon the Board of Elections by the State Board of Elections (SBE), including, but not limited to, those services outlined in the bid document that included specified minimum requirements, necessary skills and abilities, maintenance of equipment, training for users, policy development, warehouse management, reports and performance schedules for each.

The successful contractor shall be compensated for his or her time and professional services in twelve (12) equal monthly installments payable the first of each month beginning August 2017 for the month of July's service. No services are needed from the successful contractor for a sixty (60) calendar day period prior to any election as the State furnishes a contractor to provide services during that period; therefore, no compensation will be paid to the successful contractor for those two-month periods as they occur. Since these services may span more than one (1) fiscal year, the hourly rates for Extra Work will automatically adjust three (3%) percent on the anniversary of the date of the contract between the County and the Contractor.

The contract will be for a one-year period tentatively commencing July 1, 2017, with an option by the County to renew for up three (3) additional consecutive one-year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of each expiration date. If the Bidder wishes to renew the contract, he/she must submit a letter of intent to the County's Representative at least ninety (90) calendar days prior to the expiration of each contract term. The County reserves the right to accept or reject any request for renewal and any increase in costs that the Bidder may request. All other terms and conditions shall remain unchanged.

The bid was advertised on the State's "eMaryland Marketplace" and County's website, and published in the local newspaper. One hundred forty-eight (148) persons/companies registered/downloaded the bid document on-line, and one (1) firm was represented at the pre-bid conference. One (1) bid was received on May 31, 2017 as indicated on the attached bid tabulation sheet.

DISCUSSION: Please take note that the principal of IT Election Services, LLC is Dean Robucci, the long-time provider over more than the last ten (10) years of similar services to the Election Board in his prior positions as an employee of the various vendors who, under contracts with the State Board of Elections ("SBE") and local election boards ("LBEs") across the State, routinely staff the requirements of LBEs in the several month run-up to and close-down of primary and general elections. Unfortunately, the extensive IT services now necessary to satisfy SBE mandates for election systems (including substantial security issues) require that the County contract for a full-time position.

Further, please note that Mr. Robucci is the spouse of Kaye Robucci, the Director of the Washington County Election Board. Recognizing the inherent issues arising from that relationship, Ms. Robucci recused herself from all consideration of the subject position and assigned all responsibilities and decisions related thereto to the Deputy Election Director, Barry Jackson. Further, as the Minutes of the Election Board will reflect, Ms. Robucci absented herself from all meetings of the Board related thereto. The Election Board President, Bruce Field, and counsel to the Election Board, Roger Schlossberg, have taken a hands-on role in all activities related to the position and, with the active participation of the County Administrator and the Director of Purchasing (and expressly without any role of Ms. Robucci), prepared the Request for Bids and all specifications of the Contract. Further, all procurement procedures related to the subject Contract similarly have been monitored by the Director of Purchasing, the County Administrator's Office and the County Attorney to ensure strict compliance with those procedures.

FISCAL IMPACT: Funding in the amount of \$50,000 has been approved in the FY'18 budget under *Contracted/Purchased Service* for these services

CONCURRENCES: Washington County Board of Elections

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1352
Information Technology and Related Election Technical Services

		IT Election Services, LLC * Hagerstown, MD	
Description	Qty.	Unit Price	Total Price
Information Technology and Related Election Technical Services - PER MONTH	12	\$4,160.00	\$49,920.00

Description	Unit	Unit Price
Service Rate for Extra Work not covered by Service Contract - REGULAR	Hour	\$24.00

Repair parts and materials not included herein shall be billed at cost plus twenty-five (25%) per cent

REMARKS / EXCEPTIONS:

I have over ten (10) years of experience working with the Washington County Board of Elections