



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

BOARD MEETING DATE: *October 8, 2019*

**DATE:** Wednesday, September 18, 2019

**TO:** Board of County Commissioners

**FROM:** Deanna Spikula, Registrar of Voters  
(775) 328-3674, [dspikula@washoecounty.us](mailto:dspikula@washoecounty.us)

**THROUGH:** Christine Vuletich, Assistant County Manager  
(775) 328-2016, [cvuletich@washoecounty.us](mailto:cvuletich@washoecounty.us)

**SUBJECT:** Recommendation to approve Interlocal Contract between the County of Washoe and the State of Nevada for the reimbursement from State Funds for the cost of election services related to changes to the voter registration system provided by Election Systems, Software & Voter Registration, LLC ("ESSVR") in the amount not to exceed [\$49,785.75] (approximate reimbursement received by the County will vary according to Attachments A & B, with a 9% contingency for unanticipated additional changes). No match required. The award period is retroactive from July 1, 2019 through April 1, 2020. If approved, direct the Comptroller's Office to make the necessary budget amendments. (All Commission Districts)

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### **SUMMARY**

Recommendation to approve Interlocal Contract between the County of Washoe and the State of Nevada for the reimbursement from State Funds for the cost of election services related to changes to the voter registration system provided by Election Systems, Software & Voter Registration, LLC ("ESSVR") in the amount not to exceed [\$49,785.75] (approximate reimbursement received by the County will vary according to Attachments A & B, with a 9% contingency for unanticipated additional changes). No match required. The award period is retroactive from July 1, 2019 through April 1, 2020. If approved, direct the Comptroller's Office to make the necessary budget amendments.

**County Priority/Goal supported by this item:** Regional and Community Leadership

### **PREVIOUS ACTION**

No previous action has been taken on this item.

**AGENDA ITEM # \_\_\_\_\_**

## **BACKGROUND**

This Interlocal Contract is being put into place in order for Washoe County to receive reimbursement for the cost of the changes being made at the request of the State to our current voter registration system (VR), DIMS.net. There are two change orders in place with ESSVR for DIMS.net, Attachments A & B, to incorporate the necessary changes. Change order NV-Washoe001 makes changes to our VR system to carry out the provisions of Automatic Voter Registration (Initiative Petition 1(IP-1), Automatic Voter Registration (AVR), passed by voters in 2018 as State Ballot Question No. 5) facilitated through the electronic transmission of voter registration records to the county clerks/registrars from the Department of Motor Vehicles (DMV).

The second change order NV-Washoe002, Attachment B, is to add the functionality for changes needed to implement enhancements to the States online voter registration system, NOVA, to add fields and facilitate functionality for Uniformed and Overseas Citizens (UOCAVA) voters along with anticipated additional future fields needed in our VR system.

Retroactive approval requested to conform to the Interlocal Contract term of July 1, 2019, to April 1, 2020. Submission for Board approval at the first available Board of County Commissioners meeting upon receipt of contract from the Secretary of State's Office.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** VR State Interlocal Contract

**Scope of the Project:** County Funds used to provide payment to vendor for State for requested change orders to our current VR system that will be reimbursed to the County by the State as stated in the Interlocal contract terms.

**Benefit to Washoe County Residents:** The changes/enhancements to the Registrar of Voters VR system will ensure the successful implementation of AVR, and that the electronic voter registration records that are submitted to the County will be secure and accurate. In addition, these changes/enhancements will benefit our Military and Overseas Citizens voters (UOCAVA voters) by enabling them to communicate their status with us through a single online transaction.

**On-Going Program Support:** These funds are a one-time reimbursement from State Funds for the cost of the changes being made at the request of the State to our current voter registration system (VR), DIMS.net. There are two change orders in place with ESSVR for DIMS.net, Attachments A & B, to incorporate the necessary changes.

**Award Amount:** *Not to exceed \$49,785.75*

**Grant Period:** *July 1, 2019 through April 1, 2020*

**Funding Source:** *State General Funds*

**Pass Through Entity:** *Nevada Secretary of State's Office*

**CFDA Number:** *Not applicable*

**Grant ID Number:** *Not applicable*

**Match Amount and Type:** *No match required*

**Sub-Awards and Contracts:** *Not applicable*

**FISCAL IMPACT**

Should the Board approve the Interlocal Contract between the and County and the State of Nevada, the County agrees to pay the Principal Contractor (ESSVR) for the completed project services performed in Attachments A & B at a total cost of \$45,675, but not to exceed \$49,785.75. The State will reimburse the County, from State funds, for incurred expenses in attachments A & B upon the completion of the project and within the terms of invoicing set forth in section (8).

Should the Board approve this Interlocal Contract, the FY2020 adopted budget will be increased by \$49,785.75 in revenues and expenditures in the following accounts:

| <b>Cost Object</b>            | <b>G/L Account</b>          | <b>Amount</b> |
|-------------------------------|-----------------------------|---------------|
| <b>Revenues:</b>              |                             |               |
| IO 20474 VR State Interlocal; | 432100-State Grants         | \$49,785.75   |
| <b>Expenditures:</b>          |                             |               |
| IO 20474 VR State Interlocal  | 710210-Software Maintenance | \$49,785.75   |

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve Interlocal Contract between the County of Washoe and the State of Nevada for the reimbursement from State Funds for the cost of election services related to changes to the voter registration system provided by Election Systems, Software & Voter Registration, LLC (“ESSVR”) in the amount not to exceed [\$49,785.75] (approximate reimbursement received by the County will vary according to Attachments A & B, with a 9% contingency for unanticipated additional changes). No match required. The award period is retroactive from July 1, 2019 through April 1, 2020. If approved, direct the Comptroller’s Office to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “move to approve Interlocal Contract between the County of Washoe and the State of Nevada for the reimbursement from State Funds for the cost of election services related to changes to the voter registration system provided by Election Systems, Software & Voter Registration, LLC (“ESSVR”) in the amount not to exceed [\$49,785.75] (approximate reimbursement received by the County will vary according to Attachments A & B, with a 9% contingency for unanticipated additional changes). No match required. The award

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