

WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

Non-grant funds:

- **Equipment or supplies exceeding \$25,000**
- **Professional Services exceeding \$50,000**

Grant funds:

- **Equipment or supplies exceeding \$3,000**
- **Professional Services* exceeding \$3,000**

***Note:** Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT Registrar of Voters

REQUESTOR'S NAME Deanna Spikula PHONE # 775-328-3674

REQUISITION NUMBER _____ DATE 11/18/2019

RECOMMENDED SOLE SOURCE SUPPLIER VOTEC Corporation

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 445,850.00 (initial purchase cost)

Description of good or service requested:

Purchase of additional pollbooks to supplement current inventory to accommodate the increase in registered voters and to comply with the provisions of Automatic Voter Registration (Initiative Petition 1 (IP-1) passed by voters in 2018 as State Ballot Question No. 5) and Same Day Registration (passed as Assembly Bill (AB) 345 in the 2019 Legislative Session.

Unique features/qualifications required that are not available from another supplier:

The WelcomeVoter Kiosk check-in station (pollbook) is already in use and this purchase is to supplement the current inventory. These units are proprietary and not available from any other supplier or vendor. There is no substitute equipment that can be employed and used in an election in Washoe County at this time.

Were other options sought?

☒ If yes, why were they unacceptable? If no, why were alternatives not reviewed?

Other pollbook vendors were contacted and quotes requested. However, if we did seek an alternative pollbook, it would not be compatible with the existing equipment. Therefore, the current units would need to be completely replaced and would not be usable. The cost to switch all current pollbooks to another vendor was extraordinary and not fiscally prudent.

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

There are no alternative vendor options for this exact product and the quoted purchase price for these additional units is slightly less than the price paid in the original 2017 purchase price per unit (reference PW920596, Voting Equipment Replacement, PO 65x2357).

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or supplier specified fit the County's sole source criteria for the following reasons:

Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Select all of the following applicable to the requested purchase. Attach additional information if necessary.

Note: Grant-funded purchases must fall under either 6, 7 or 8 below.

- ☒ 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

The hardware and software of the WelcomeVoter Kiosk check-in station provided by VOTEC Corporation is unique in design and function and has already been configured and used in Washoe County elections in 2018.

- ☒ 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

This purchase is to supplement the already existing inventory of pollbooks supplied by this vendor. The current configuration for functioning with our other election equipment has already been established by our current staff and Technology Services support personnel. They are familiar with and trained on this equipment and how it communicates with our other election applications.

- ☒ 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

All staff in our department, as well as two support members from the Technology Services Department, have undergone training and have hands-on experience with this equipment and it has already been successfully implemented in the 2018 election cycle.

- ☒ 4. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

☒ There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

☒ A selection process was utilized to select the most qualified person.

☒ The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

- ☒ 5. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

- ☒ 6. The product or service is available only from a single source.

- ☐ 7. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the grantee department. (Attach sponsor authorization)

- ☒ 8. After solicitation of a number of sources, competition is determined inadequate.

- ☐ 9. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

The following provides justification as to reasonableness of price: (i.e.; aligns with market pricing, government discount applied, cost analysis was conducted, aligns with historical pricing, etc.)

VOTEC Corporation's pricing is consistent and in line with industry standards and aligns with historical pricing of similar products.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.


Signature of Requestor


Signature
Department Head Approval


Print Name


Print Name

For completion by the Purchasing Division:

☒ Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

☐ Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332._____.

☐ Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.

☐ Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

Signature
Purchasing and Contracts Manager
(or authorized representative)

Mark Stewart

Print Name

11/18/2019

Date