



WASHOE COUNTY

Integrity Communication Service
www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: *October 8, 2020*

DATE: Tuesday, September 1, 2020

TO: Board of County Commissioners

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

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

SUBJECT: Recommendation to approve the purchase of Criterion Elevate vote-by-mail sorting system from Fluence Automation in the amount of \$349,040.00 for use in the upcoming General Election and accept the Subaward of HAVA CARES Act funding between the County of Washoe and the State of Nevada for the reimbursement for the cost of this sorting system in an amount not to exceed [\$441,826.00]. No match required. The subaward period is retroactive from March 23, 2020 through December 1, 2020. If approved, direct the Comptroller's Office to make the necessary budget amendments. (All Commission Districts)

SUMMARY

Recommendation to approve the purchase of Criterion Elevate vote-by-mail sorting system from Fluence Automation in the amount of \$349,040.00 for use in the upcoming General Election and accept the Subaward of HAVA CARES Act funding between the County of Washoe and the State of Nevada for the reimbursement for the cost of this sorting system in an amount not to exceed [\$441,826.00]. No match required. The subaward period is retroactive from March 23, 2020 through December 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.

BACKGROUND

The notice of recommendation and intent to award ITB #3144-20 was completed on August 26, 2020, where Fluence Automation was awarded the bid for a ballot envelope

AGENDA ITEM # _____

sorting machine. This purchase will enable us to better utilize technology in place of manual sorting by hand, which is an extremely time-consuming process and open to human error. Using this technology will provide for more efficient handling of certain necessary ballot processing tasks while allow our staff to perform other important election related services.

The Subgrant Award is being put into place in order for Washoe County to receive reimbursement for the cost of purchasing a ballot envelope sorting and processing system, Criterion Elevate, provided by Fluence Automation, to better manage the increase in the number of mail-in ballots expected for the upcoming General Election. This purchase will also provide us the ability to expand our voting processing capabilities in this election and for future elections.

Although this year has been unique in they way we administer elections in the State of Nevada due to the COVID-19 pandemic by first, having the all mail-in election in the primary with very limited in person voting opportunities and now second, in the General Election by the passage of AB 4 in the 32nd Special Session of the Nevada Legislature where this bill provides for requirements for elections adversely affected by certain emergencies or disasters. The later mandates require that for the 2020 General Election, we must mail ballots to all active registered voters, which will increase the number of returned ballots our office will need to properly handle while processing.

Retroactive approval requested to conform to the Notice of Subaward dated March 23, 2020 to December 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: Ballot Sorting Subaward

Scope of the Project: County Funds used to provide payment to vendor for the purchase of a ballot envelope sorter; Notice of Subaward in the amount not to exceed \$441,826.00 for reimbursement for the State using the HAVA CARES Act funds.

Benefit to Washoe County Residents: This purchase will enable the Registrar of Voters department to better utilize technology in place of manual sorting by hand, which is an extremely time-consuming process and open to human error. Using this technology will provide for more efficient handling of certain necessary ballot processing tasks while allow our staff to perform other important election related services and provide for better customer service levels.

On-Going Program Support: These funds are a one-time reimbursement from the State solely for the purchase of the equipment. Ongoing annual software maintenance and preventative maintenance costs will be incurred by the Registrar of Voters budget in the amount between \$23,000 and \$56,000, depending on the options selected for these services.

Award Amount: *Not to exceed \$441,826.00*

Grant Period: *March 23, 2020 through December 1, 2020*

Funding Source: *HAVA CARES Act*

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

CFDA Number: *90.404*

Grant ID Number: *NV20101CARES*

Match Amount and Type: *No match required*

Sub-Awards and Contracts: *Not applicable*

FISCAL IMPACT

Should the Board approve the purchase of Criterion Elevate vote-by-mail sorting system from Fluence Automation in the amount of \$349,040.00 and accept the \$441,826.00 Subaward of HAVA CARES Act funding between the County of Washoe and the State of Nevada for the purchase of this sorting system, the FY21 budget will be increased by \$441,826.00 in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IO-TBD	431100--Federal Grants	\$441,826.00
IO-TBD	781004--Equipment Capital	\$441,826.00

Ongoing annual software and preventative maintenance will be incurred by the Registrar of Voters department in the amount between \$23,000.00 and \$56,000.00, depending on options selected for these services.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the purchase of Criterion Elevate vote-by-mail sorting system from Fluence Automation in the amount of \$349,040.00 for use in the upcoming General Election and accept the Subaward of HAVA CARES Act funding between the County of Washoe and the State of Nevada for the reimbursement for the cost of this sorting system in an amount not to exceed [\$441,826.00]. 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 the purchase of Criterion Elevate vote-by-mail sorting system from Fluence Automation in the amount of \$349,040.00 for use in the upcoming General Election and accept the Subaward of HAVA CARES Act funding between the County of Washoe and the State of Nevada for the reimbursement for the cost of this sorting system in an

amount not to exceed [\$441,826.00]. If approved, direct the Comptroller's Office to make the necessary budget amendments.”
”