



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 04/18/2023

**SUBJECT: RFP NO. 2023-079 - ANNUAL CONTRACT FOR ELECTRONIC
POLLBOOK SYSTEM - ELECTIONS ADMINISTRATION –
KNOWINK LLC - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. 2023-079, Annual Contract for Electronic Pollbook System, for Elections Administration, to KNOWiNK LLC at the per contract terms and approve contract.

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Five hundred seventeen (517) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on February 8, 2023 was attended by two (2) vendors as well as representatives from Elections Administration, Information Technology, and Purchasing. One (1) proposal and two (2) no-bids were received.

The proposal was evaluated by Elections Administration, Information Technology, and Purchasing representatives. Evaluation was based upon the criteria and processes set forth in the RFP.

A Best and Final Offer was requested from the respondent, which resulted in a \$19,600.00 reduction in price over the three (3) year term. The proposal received from KNOWiNK LLC meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective April 18, 2023, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. 2023-079, Annual Contract for Electronic Pollbook System, be awarded to KNOWiNK LLC at the per contract terms.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPSD, CPCP
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This contract is to replace the electronic pollbook management platform and software running on existing pollbook hardware devices. It does not include the replacement of the electronic pollbook hardware. Electronic pollbooks allow voters to sign in to vote electronically, allow election officials to review a voter's registration information, and ensures that each registered voter only casts one vote.

The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form.

FISCAL IMPACT

Funding in the amount of \$212,000.00 is available in account 578025/10000-2023/1420000000.

Funding in the amount of \$152,200.00 will be requested in the FY24 budget.

Funding in the amount of \$152,200.00 will be requested in the FY25 budget.