



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 07/11/2023

**SUBJECT: RFP NO. 2021-114 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF ABSENTEE BALLOTS - ELECTIONS ADMINISTRATION - NPC, INC. - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for the second and final optional twelve (12) month period at the same contract terms with NPC, Inc.

**BACKGROUND**

On September 7, 2021, the Commissioners Court, through Court Order #136249, awarded RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for Elections Administration to the following vendors:

Primary	NPC, Inc.
Secondary	Fort Orange Press, Inc.

On June 21, 2022, the Commissioners Court, through Court Order #138426, approved renewal of RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for Elections Administration, with NPC, Inc.

The awards were based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The vendor notified Purchasing in writing that they will extend the same contract terms through September 6, 2024. Elections Administration notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that the Commissioners Court approve renewal of RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for another twelve (12) month period.

The vendor prints and mails bulk absentee ballots for each election. They can handle a much larger volume in a shorter timeframe than Elections can, which frees up Elections personnel to process and validate the absentee ballot requests in a timely manner.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
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### **FISCAL IMPACT**

Expenses for last year were approximately \$91,478.47. Orders are placed on an as-needed basis. Funding is available in account 521031/10000-2023/1420000000.