

Boone County Purchasing

Liz Palazzolo
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MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: September 26, 2023
RE: Award Contract C000663 from RFP 18-09JUN23 – Electronic Poll Books System (Term & Supply) for the Boone County Clerk's Office

Request for Proposal 18-09JUN23 solicited proposals for an Electronic Poll Books System for the Boone County Clerk's Office. Only one proposal was received. The proposal from KNOWiNK LLC of St. Louis, Missouri has been reviewed by the Boone County Clerk with support from the Purchasing Department.

Two rounds of negotiation were conducted with the sole offeror. Their Best and Final Offer responses have been evaluated and accepted along with the initial proposal. It is noted that the Boone County Clerk's Office has chosen to award the Electronic Poll Books System for the Cradlepoint/WiFi option without the iPad Buy-Back.

The proposal has been recommended for contract award and is considered the "lowest and best" proposal. It is noted for the Commission and the record that the RFP was advertised, posted, and available for download from the County's electronic bidding platform in an effort to obtain competitive proposals. Only the one proposal was received; a rebid would not likely result in obtaining more offers.

The initial contract period will run from October 01, 2023 through September 30, 2024. There are four (4) one-year renewal options available.

Payments will reference the following codes:

- 2320 – Election Equipment Replacement Fund Activity/23810 – Untagged Hardware & Software: \$210,000.00;
- 2300 – Election Services Fund Operations/70050 -Software Service Contract: \$9,562.50.

/lp

cc: Brianna Lennon, Boone County Clerk
File RFP