

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT**

AGENCY: Board of Elections
CONTRACT NO: CW46573
CAPTION: Electronic Poll Pad Units
CONTRACTOR: Know iNK LLC

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701, and 2005.2(b)

2. MINIMUM NEED:

The District of Columbia Board of Elections (BOE) is responsible for the administration and enforcement of the election laws of the District, a major element of this mandate being the conduct of elections. Unlike many procurement actions for goods and services, election requirements are extremely sensitive to statutory deadlines and mandate a zero tolerance for error in election ballot printing.

The BOE has an immediate need to lease one hundred eighty (180) electronic poll books from Know ink, LLC to add on to its current inventory of six hundred (600) poll pads.

The period of performance is from the time of award through March 30, 2017.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the contract is \$226,800.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The District of Columbia Board of Elections (BOE) is responsible for

conducting all federal and local elections in the District. The Board’s principal functions include establishing election precincts and voting locations; appointing and training poll workers; designing, preparing and distributing ballots; procuring, testing and maintaining voting equipment; canvassing and certifying the ballots cast in elections; investigating any voting irregularities; and maintaining voter registration and participation records. The District has 143 Precincts and utilizes approximately 8 Early Voting Sites during the election cycle. There are currently 600,721 voters eligible to vote in the November 8, 2016 Presidential General election. .

BOE has determined that one hundred sixty (180) additional poll pads are required to successfully conduct the November 8, 2016 Presidential General election. Historically, Presidential election years have resulted in increased turnout and the Board’s responsibility to voters is to ensure that all voters who wish to cast ballots have a reasonable opportunity to do so. The BOE’s primary objective is to provide the public with the most efficient means of voter check-in that simplifies election worker duties, improves internal BOE efficiencies, provides the most accurate and reliable record of recording voter participation, and ultimately streamlines the check in process to reduce voter wait times.

- B. Know iNK, LLC is the only vendor that can provide these services to the District which is compatible with existing purchased electronic Poll Pad Units.
- C. Public Notice of OCP’s intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The new posting was submitted to OCP’s website on August 30, 2016.

5. CERTIFICATION BY AGENCY DIRECTOR:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

Date

Terri Stroud
Senior Staff Attorney/Acting Executive Director

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Maureen Hill
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 303, 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

Date

George A. Schutter III
Chief Procurement Officer