



Ramsey County Single Source or Sole Source Request Form

****Exceeds Contract Value Authority****

Definitions

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

Department Section

Department: PRR
Requisition ID: 0000005150
Requestor: FOUATEE.YANG
Date: February 13, 2023
Procurement Description: e-Poll Pad System and Support
Contractor Name: KNOWiNK, LLC
Contract Term (including renewals): 5 YEARS
Anticipated Contract Value (including renewals): \$845,420.00

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional Services

3.

Will the purchase be made using grant, state and/or federal funding? No

4.

Describe in detail how this procurement meets either the single source or sole source definition:

KNOWiNK is statutorily qualified per technology requirements as set by Minnesota Statutes 201.225 Subd. 2 and the preferred provider for a pollpad solution in Ramsey County. KNOWiNK has partnered with Ramsey County elections since 2013. KNOWiNK exceeds the required security and technical requirements and the software/hardware solution to meet the rules and statutory requirements set forth by the Minnesota Legislature and Minnesota Secretary of State. Ramsey County has fully implemented KNOWiNK pollpads to all 165 precincts in Ramsey County. Pollpads received the support because of the successful discovery and research work in 2013 with the Electronic Roster Task Force (ERTF), and the work to get legislation passed to use technology in the polling place. Voters, elections judges and administrators have come to rely on pollpads. The pollpad has built in efficiencies and securities. A voter will not be able to vote in the incorrect polling place because the precinct finder

is programmed to provide the correct location, if there is a challenge to a voter record there are step by step instructions on how to handle the challenge and if a voter is registering for the first time on election day the voter registration application is broke into sections so the election judge and the voter complete all of the required sections. State law allows administrator six weeks to post voting history and do the data entry of voter registration applications from election day. Pollpads allow us to complete this work within two weeks, meeting state law and providing confidence to our voters of Ramsey County. KNOWiNK is the only pollbook vendor for most of the 87 counties in Minnesota. The voters of Ramsey County have come to expect the efficiencies, security, and ease of checking in to vote. Ramsey County Elections Services has collaborated with IS Security, IS Infrastructure, and have done a physical and cyber review with the Department of Homeland Security. In addition, work closely with IS Security to evaluate any risks and work to identify any potential gaps. Ramsey County is a leader in elections. Not having the pollpads available will create uncertainty with voters, a negative public perception and will take away efficiencies that our office has come to rely on.

5.

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

Pollpads were piloted in 2013, when the legislature convened an Electronic Roster Task Force (ERTF). Ramsey County participated in this task force and pilot. The task force focused on different pollpad functionality, security, certification, functionality with the Statewide Voter Registration System (SVRS), and worked in collaboration with MN.IT, Secretary of State's office and county participants. Ramsey County reported back to ERTF on programming, deployment, vendor relationships, public relations, polling place communication and training. Ramsey County worked with three vendors, ES&S, Hart and KNOWiNK. At the completion of the pilot with these three vendors our office submitted a report to the ERTF outlining our experience with the different pollpad solutions. KNOWiNK is the only competitive vendor that can meet the security requirements, technical requirements, and statute. As the only vendor available for Minnesota, we have a collaboration with other counties to ensure programming meets the administrative needs and the voter needs. Additionally, it allows for user groups with in the 87 counties to create best practices, meet with the vendor and to share training, deployment, and updates.

6.

List previous solicitations and/or contracts for these goods or services:

The County utilized a State of Minnesota Cooperative Contract in 2019 with Knowink, State Contract release V-55(5);(C-S134293). The state contract does not negotiate license agreements, and therefore, the county negotiated the license agreement and amendment with Knowink and completed the direct purchase via a Purchase Order.

7.

Explain how the contractor's cost is fair and reasonable.

During the Electronic Roster Task Force (ERFT) efforts, Ramsey County considered all vendor solutions, expenses, replacement of hardware and the peripherals. The hardware cost for a Microsoft or Apple product are almost identical. The replacement schedule for both types of hardware would be the same. When the implementation of pollpads began, costs were phased and not all units will need to be replaced at the same time. It was suggested that our office follow the same replacement schedule Ramsey County has for technology which is every five years. This schedule also follows our replacement schedule for our voting system. The hardware (iPad) cost is competitive with retail and government pricing. The peripherals are off-the-shelf which allow for the most current technology available.

iPad Wifi 64GB	KNOWiNK.....	\$300.00
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iPad Wifi 64GB County Hardware Purchase from Apple.....\$299.00

8.

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

9.

Single Source - Obtain any documentation stating the work to be performed, proposal, quote/invoice.
Documentation may be attached and forwarded to the Procurement Specialist.

10.

Yes, I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: FOUATEE.YANG

Date: February 13, 2023

Procurement Specialist Section

1. Is there a State Master contract available to CPV members for this purchase? ☐ Yes ☒ No

2. If yes, did the Department consider using the State Master contract? ☐ Yes ☐ No ☒ N/A

3. Is this a single source or sole source purchase?

☐ No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

☒ Yes State justification for single source or sole source classification:
The County has been using KNOWiNK since 2013 and has performed pilot studies utilizing the other 2 firms that were also on the previous State contract. The Elections Department is requesting to stay with the existing vendor due to their experience and knowledge they have gained, along with their unique talents, to allow the county to advance important county initiatives while saving the county time and money. I concur with this single source request.

☒ Yes I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Karen Bollinger
Title: Principal Procurement Specialist
Date: 3/28/2023