

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM FOR FILE

DATE: May 15, 2023

TO: File

FROM: Bill Taylor, Procurement Manager *BT* 5/15/2023

RE: **Sole Source Determination per Section 13-1-126 NMSA 1978 to Continue Proprietary Software License and Upgrade to Current Election Systems with ROBIS Elections System, for a Total Amount of \$106,801.00, Inclusive of NM GRT.**

BACKGROUND

In June 2021, the Santa Fe County Purchasing Clerk's Office procured Robis Elections, Inc. election software system utilizing the Statewide Price Agreement No. 40-370-13-00005AB. This software provided the Clerk's Office with a robust printing, mailing, general election help desk, mobile data, and absentee ballot messaging system. The system also provided for an absentee tracker/printing/ mailing and ballot fee and postage accruals.

The Clerk's Office is requesting to continue the services with Robis Elections, Inc. to modify the current software system, with "Challenger Management and Check-in" for the systems vendor and Poll site tools, known as the Asked System-Hand Tally Manager.

The Secretary of State's Office requires the certification and re-certification of all polling equipment, by an "approved ballot on demand system". Robis and AES are only two systems that have this capability.

DETERMINATION

Based on the specific and proprietary nature of the software that is currently in place for the County Clerk's Office, and the new pre-requisites set by the Secretary of State's Office, the services are unique and is substantially related to the initial intended purpose of the original purchase of the Statewide Price Contract.

Further, due to the fact that Robis Elections, Inc. does not currently hold a Statewide Price Agreement or any other Cooperative Agreements, the County has determined that the procurement of the Robis Elections, Inc. license and system modifications is a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Contract Information:

Vendor: Robis Elections, Inc.
PO Box 39
Wheaton, IL 60187

Statement of Services:

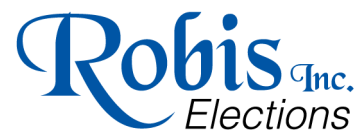
2023 Enhancements for the AskED System:

- Custom Development for AskED Command Center
Challenger Management & Check-In for AskED and Poll Site Tools-\$ 36,029.00
- Hand Tally Mgt. Tools \$ 53,615.00
- Misc. Clerk Programming \$ 17,157.00

TOTAL Compensation

\$ 106,801.00, Inclusive of GRT

NOTE: This agreement may be extended an additional 3 years in 1 year increments.



Santa Fe County, NM Proposal

2023 Enhancements for the AskED System

Robis Elections Inc.

4/18/23

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Challenger Check-in Manager

Initial Project Planning

The idea is to provide a check-in process for challengers and watchers at the polling place to allow poll officials to confirm the individuals are approved and print their relevant credentials.

The AskED Poll Site Tools portal already has support for checking in individuals and printing reports, such as timesheets and chain of custody logs. The proposal is to add challengers and observers to this Poll Site Tools portal with a new custom print-out for official credentials.

Quote elements

- Specification Phase – **Estimate 16 hours**
- Interface Design – **Estimate 20 hours**
- Database design – **Estimate 20 hours**
- Development – **Estimate 96 hours**
 - Add support for challenger creation to the Command Center – 64 hours
 - Add\edit challengers
 - Challenger loader
 - Reports
 - Create Module within AskED Poll Site Tools – 24 hours
 - Create credentials print-out – 8 hours

Estimate

The current estimate is 152 hours based on the above. Plus, 16 hours for Robis project management. 168 hours @ \$198 = \$33,264.

General Proposal Notes

Notes on Estimates and Copyright

1. The numbers provided in the above proposals are our best estimates based on our current understanding of the projects. Hours needed may be more or less depending on the complete design phase and choices made as the project begins. Actual hours will be billed at \$198 per hour.
2. All work proposed here are enhancements to the AskED suite of election products. All coding of these enhancements will become an integral part of the AskED commercial offering and will be the property of Robis Elections, and Robis retains all rights to the source code. Use of these enhancements will require the licensing of the appropriate AskED products. The County will have a non-expiring, non-transferable license to use these enhancements as part of any future AskED licenses.
3. All quotes are plus NM Gross Receipts Tax.

Appendix I: Price Quotes

Santa Fe County, NM

Custom Development for AskED Command Center

Quote Date: 4/18/2023

Line	Robis Part#	Description	Unit Price	Qty	Ext. Price
1	Custom	Custom Development: Challenger Management and Check-in for AskED Command Center and Poll Site Tools.	\$198	168	\$33,264
<i>Net One Time Total</i>					\$33,264
2	NMTax		NM GRT	8.3125%	\$2,765.07
Total Est. Cost					\$36,029

Notes

Note 1: The numbers provided in the above proposals are our best estimates based on our current understanding of the projects. Hours needed may be more or less depending on the complete design phase and choices made as the project begins. Actual hours will be billed at \$198 per hour.

Note 2: All work proposed here are enhancements to the AskED suite of election products. All coding of these enhancements will become an integral part of the AskED commercial offering and will be the property of Robis Elections, and Robis retains all rights to the source code. Use of these enhancements will require the licensing of the appropriate AskED products. The County will have a non-expiring, non-transferable license to use these enhancements as part of any

Note 3: Robis reserves the right to cancel orders arising from pricing or other errors.



Santa Fe County, NM Custom Development for AskED Command Center

Quote Date: 4/26/2023

Quote for Services Under State Contract #23-370-4000-00012

Line	Robis Part#	Description	Unit Price	Qty	Ext. Price
1	Custom	Custom Development: Hand Tally Management Tools for AskED Command Center	\$198	250	\$49,500
				<i>Net One Time Total</i>	\$49,500

2	NMTax		NM GRT	8.3125%	\$4,114.69
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Total Est. Cost \$53,615

Notes

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Note 2: All work proposed here are enhancements to the AskED suite of election products. All coding of these enhancements will become an integral part of the AskED commercial offering and will be the property of Robis Elections, and Robis retains all rights to the source code. Use of these enhancements will require the licensing of the appropriate AskED products. The County will have a non-expiring, non-transferable license to use these enhancements as part of any future AskED licenses.

Note 3: Robis reserves the right to cancel orders arising from pricing or other errors.

Customer Acceptance (Accepted By):

Signature: _____

Printed Name: _____

Title: _____

Quote Authorized By:

Aaron Davis

Director of Customer Experience

Robis Elections



Santa Fe County, NM

Custom Development for AskED Command Center

Quote Date: 5/10/2023

Line	Robis Part#	Description	Unit Price	Qty	Ext. Price	
1	Custom	Custom Development: Miscellaneous Clerk Programming for AskED Command Center	\$198	80	\$15,840	
					<i>Net One Time Total</i>	\$15,840
2	NMTax		NM GRT	8.3125%	\$1,316.70	
					Total Est. Cost	\$17,157

Notes

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Printed Name: _____

Title: _____

Quote Authorized By:

Aaron Davis

Director of Customer Experience

Robis Elections