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Resolution - Approval of Award to Negotiate Contract for Election Services Provider - S Romero

Submitted By: Sylvia Romero

Department: General Counsel

Financial Impact and Cost/Benefit Considerations: The financial impact on the Cooperative is estimated for a negotiated contract as discussed in Executive Session. The 2020 Operating Budget will reflect a negotiated contract amount. In 2018 and 2019, election services costs ranged from approximately \$191,000 to \$220,000. It is anticipated that approximately 1,750 plus hours of staff time will be necessary to ensure completion of the 2020 election cycle.

Section 4.2 of the Election Policy and Procedures provides that “[w]hen the Board decides to solicit for election service providers, the Board shall direct the General Counsel to initiate a competitive procurement to identify and recommend to the Board the most qualified Election Service Provider. In any such decision the Board should recognize that such procurement will typically take between four and six months. Unless the Board directs otherwise, a competitive procurement will be performed every three years.”

The Cooperative’s current contract with Survey & Ballot Systems, the Cooperative’s independent third-party election services provider expires on December 31, 2019. The Cooperative’s governing documents provide that Members have “the right to fair and open Director Elections” and to “designate an independent election service provider to conduct” Cooperative elections (the "Election Service Provider.”)

Under the direction of the General Counsel, the Elections RFP Committee Team was established to seek competitive quotes and related proposals for Election Service Provider vendors for a contract beginning January 1, 2020. The RFP was issued on April 17, 2019 seeking competitive bids. The Elections RFP Committee solicited for election services on behalf of the Board in coordination with the Procurement Team, Request for Proposal

2019-001. The committee consisted of the following team members:

- Sylvia Romero, Governance Manager
- DeLisa Evers, Member Relations
- Bobby Bryant, Information Technology

Michael Butler, Legal Services
Traci Hallenberger, Member Services
Robert Phillips, Member Services
Renee Oelschleger, Executive Assistant to the COO
Susanne Greeneth, Administrative Support

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the Cooperative awards Survey & Ballot Systems, Inc. a contract pursuant to PEC's Request for Proposal #2019-001, Election Service Provider, subject to contract negotiations in the best interest of the Cooperative;

BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS that the General Counsel, or designee, is authorized and directed to negotiate and execute an Election Services Provider contract for a 1-year term with 2 optional 1-year renewal terms on behalf of the Cooperative with such other terms as discussed by the Board or may be necessary and to take any further actions as may be necessary to implement this resolution.