



# Arapahoe County

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Relay Colorado 711

## Board Summary Report

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**File #:** 21-407

**Agenda Date:** 6/1/2021

**Agenda #:** 4.d.

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**To:** Board of County Commissioners

**Through:** Joan Lopez, Clerk and Recorder

**Prepared By:**

Peg Perl, Deputy Director of Elections, Clerk and Recorder's Office

**Subject:**

A resolution to approve three election related items for the 2021 Coordinated Election

**Purpose and Request:**

The purpose of this resolution is threefold: (1) to approve of a Select Source waiver extending the Clerk and Recorder's Agreement with K&H for mail ballot printing services; (2) to update the Board regarding the use of the County Administration Building as a VSPC for the November 2021 Coordinated Election; and (3) to notify the Board regarding temporary office closure for an upcoming Election Division training session.

The Board heard these items during a drop in session on May 11, 2021 and authorized placing them on the consent agenda.

**Background and Discussion:** Arapahoe County first entered into an agreement for mail ballot printing services with K&H arising from RFP 16-08 in April 2016. The agreement was renewed annually through December 31, 2019. In December 2019, the Agreement was extended through June 2021. The Clerk and Recorder's office has begun the RFP process for a new Agreement effective January 1, 2022. An extension of the existing Agreement until December 31, 2021 allows the County to complete the RFP process this summer and meet all obligations under law for the November 2021 Coordinated Election.

The Clerk and Recorder also updated the Board regarding the use of the County Administration Building in Littleton as a Voter Service and Polling Center (VSPC) in the November 2021 Coordinated Election. Changes in state law requirements for locations of VSPCs, adjustment to delivery of voter services post-COVID 19, and the recent renovations to the lobby of the Administration Building are all factors influencing the Election

Division's planning for VSPCs.

Finally, the Clerk and Recorder's office is planning to temporarily close public voter services from 11:30am to 4:00pm on June 23, 2021 so that all employees and managers in the Election Division can attend an in-house training session.

**Alternatives:** N/A

**Fiscal Impact:** The K&H Extension of Agreement includes an estimated \$650,000 which is already included and earmarked in the Clerk and Recorder's 2021 Budget.

**Alignment with Strategic Plan:**

- ☒ Be fiscally sustainable
- ☒ Provide essential and mandated service
- ☐ Be community focused

**Concurrence:** The Purchasing Department has approved a purchasing waiver for extension of the K&H Agreement.

**Resolution:** Attach a copy of the draft resolution.