



Chris Jerdonek <chris.jerdonek@gmail.com>

question re: contracts for BOPEC

Arntz, John (REG) <john.arntz@sfgov.org>
 To: Chris Jerdonek <chris.jerdonek@gmail.com>

Wed, Aug 3, 2022 at 4:38 PM

Hi, Chris,

Responses are inserted after each of your questions below.

1. Can you send me a copy of OCA's approval of that sole-source waiver request for DFM?

Please see attached.

2. What line item(s) in the Budget Forms attached to the Feb. 14, 2022 agenda packet include the amounts for the DFM contract?
<https://sfgov.org/electionscommission/commission-agenda-packet-february-14-2022>
 I'm just trying to get a better understanding of where things like this fit in / where it's reflected.

The line item is included under Form 1B under the Non-Personnel Services line.

BUDGET FORM 1B: Department Budget Summary FY 2022-23 and FY 2023-24					
REG Elections					
	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Authorized Positions					
Total Authorized	79.95	59.13	(20.82)	77.82	18.69
Non-Operating Positions (CAPI/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	79.95	59.13	(20.82)	77.82	18.69
Sources					
Charges for Services	61,972	519,291	457,319	83,653	(435,638)
Expenditure Recovery	70,000	70,000	0	70,000	0
Intergovernmental: State	4,623,500	0	(4,623,500)	0	0
General Funds	25,916,525	23,067,736	(2,848,789)	31,484,012	8,416,276
Sources Total	30,671,997	23,657,027	(7,014,970)	31,637,665	7,980,638
Uses - Operating Expenditures					
Salaries	9,548,156	7,417,315	(2,130,841)	10,130,488	2,713,173
Mandatory Fringe Benefits	2,178,835	1,929,501	(249,334)	2,064,587	135,086
Non-Personnel Services	15,587,152	11,574,090	(4,013,062)	16,126,649	4,552,559
City Grant Program	300,000	300,000	0	300,000	0
Capital Outlay	21,700	21,700	0	0	(21,700)
Materials & Supplies	790,401	596,162	(194,239)	690,401	94,239
Services Of Other Depts	2,245,753	1,818,259	(427,494)	2,329,540	507,281
Uses Total	30,671,997	23,657,027	(7,014,970)	31,637,665	7,980,638
Uses - By Division Description					
REG Elections-Commission	69,088	70,448	1,360	70,496	48
REG Elections Services	30,602,909	23,586,579	(7,016,330)	31,567,169	7,980,590
Uses by Division Total	30,671,997	23,657,027	(7,014,970)	31,637,665	7,980,638

3. The two listings you provided (sole-source contracts and RFP's) are very informative. I didn't know about those. Can you also provide the total dollar amount for each? I think that will help people understand which ones are smaller and which ones are larger.

Following are the totals associated with the sole-source contracts.

Vendor	Contract Start Date	Contract End Date	Type	Maximum Amount
Democracy Live	2/15/2018	12/31/2018	New	\$98,000
Democracy Live	4/1/2021	12/31/2022	New	\$98,000
DFM	6/1/2011	5/31/2020	New	\$2,017,131.50
DFM	5/15/2020	5/31/2021	Amendment	\$1,802,649.60

DFM	10/1/2021	9/30/2031	New	\$1,911,000
OPEX	7/1/2022	6/30/2027	New	\$154,455
Runbeck	8/5/2014	8/5/2019	New	\$238,127
Runbeck	2/15/2020	8/5/2021	Amendment	\$711,935
Runbeck	8/5/2021	8/5/2023	Amendment	\$711,935

Following are the totals associated with RFPs the Department issued.

Title	DATE OF ISSUANCE	APPLICATIONS DUE	Maximum Amount
Request for Proposals for Preparing a Business Case for Developing an Accessible, Open Source Voting System	5/22/2017	7/12/2017	\$175,000
Request for Proposals for Leasing or Renting a Voting System	2/1/2018	2/28/2018	\$14 million
2019 Ranked-Choice Voting Outreach Request for Proposals	5/31/2019	6/14/2019	\$50,000 per grant, \$250,000 combined
Request for Proposals November 3, 2020, Consolidated General Election Voter Outreach Partnership	6/9/2020	6/23/2020	\$50,000 per grant, \$250,000 combined
Formal Request for Proposals: 2021-2022 Redistricting Consultant	3/26/2021	4/22/2021	\$150,000
2022 Voter Outreach Partnership (First Round)	2/9/2022	2/23/2022	\$100,000 per grant, \$600,000 combined
2022 Voter Outreach Partnership (Second Round)	3/8/2022	3/23/2022	\$100,000 per grant, \$450,000 combined
2022 Voter Outreach Partnership (Third Round)	7/22/2022	8/3/2022	\$50,000 per grant, \$120,000 combined

4. Lastly, did you need to get OCA approval for all of the sole-source contracts in the listing you provided, or only ones that met certain threshold criteria?

Yes, the Department needed to obtain OCA approval for all of the sole source contracts listed above.

Let me know if you have more questions.

Thanks

-John.

John Arntz, Director
San Francisco Department of Elections

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From: Chris Jerdonek <chris.jerdonek@gmail.com>
Sent: Wednesday, August 3, 2022 2:33 PM
To: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: Re: question re: contracts for BOPEC

Hi John,

Thanks a lot for the information! I have a few follow-up questions for the meeting.

1. Can you send me a copy of OCA's approval of that sole-source waiver request for DFM?
2. What line item(s) in the Budget Forms attached to the Feb. 14, 2022 agenda packet include the amounts for the DFM contract?
<https://sfgov.org/electionscommission/commission-agenda-packet-february-14-2022>
I'm just trying to get a better understanding of where things like this fit in / where it's reflected.
3. The two listings you provided (sole-source contracts and RFP's) are very informative. I didn't know about those. Can you also provide the total dollar amount for each? I think that will help people understand which ones are smaller and which ones are larger.
4. Lastly, did you need to get OCA approval for all of the sole-source contracts in the listing you provided, or only ones that met certain threshold criteria?

Thank you,
--Chris

On Tue, Aug 2, 2022 at 2:18 PM Arntz, John (REG) <john.arntz@sfgov.org> wrote:

Hi, Chris,

Below is information in response to your questions on the Department's sole-source contracts and information regarding the criteria the City considers in relation to sole-source agreements.

Since you have interest in the DFM contract, you'll see in the letter to OCA that the sole-source contract was requested, and approved, under Admin Code section 2130(b), which covers software licenses.

Let me know if you have questions.

-John.

1. Sole Source Contracts

Below are the sole-source contracts the Department has been in since July 2017:

Vendor	Contract Start Date	Contract End Date	Type
Democracy Live	2/15/2018	12/31/2018	New
Democracy Live	4/1/2021	12/31/2022	New
DFM	6/1/2011	5/31/2020	New
DFM	5/15/2020	5/31/2021	Amendment
DFM	10/1/2021	9/30/2031	New

OPEX	7/1/2022	6/30/2027	New
Runbeck	8/5/2014	8/5/2019	New
Runbeck	2/15/2020	8/5/2021	Amendment
Runbeck	8/5/2021	8/5/2023	Amendment

2. RFPs

Below are the formal RFPs our department has issued since 2017:

Title	DATE OF ISSUANCE	APPLICATIONS DUE
Request for Proposals for Preparing a Business Case for Developing an Accessible, Open Source Voting System	5/22/2017	7/12/2017
Request for Proposals for Leasing or Renting a Voting System	2/1/2018	2/28/2018
2019 Ranked-Choice Voting Outreach Request for Proposals	5/31/2019	6/14/2019
Request for Proposals November 3, 2020, Consolidated General Election Voter Outreach Partnership	6/9/2020	6/23/2020
Formal Request for Proposals: 2021-2022 Redistricting Consultant	3/26/2021	4/22/2021
2022 Voter Outreach Partnership (First Round)	2/9/2022	2/23/2022
2022 Voter Outreach Partnership (Second Round)	3/8/2022	3/23/2022
2022 Voter Outreach Partnership (Third Round)	7/22/2022	8/3/2022

3. Definitions or Descriptions Regarding Sole-Source Contracts

Please see below definition from the latest August 2020 Controller's Office Accounting Policies and Procedures.

3.3.14 | Reg. 21.5(b): Sole Source

Administrative Code, Section 21.5(b) provides that commodities or services available only from a sole source shall be procured in accordance with the Purchaser's regulations. It shall be the Purchaser's regulations that if a department needs a commodity or service that is unique and known to be provided by only one vendor/contractor, then only one price quotation is solicited from the single vendor/contractor. The requesting department must submit documentation to Purchasing justifying the transaction as a sole source with a OCA Waiver Request (See [Section below 3.3.19](#)). From time to time, Purchasing may conduct a formal bid to determine the continuing validity of the sole source determination.

SF Admin Code Chapter 21 also provides regulations regarding sole source contracts: https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-58262

- Regulation 21.5(b): No Substitute for Product/Service and Only One Source (No Bid Required).
- Regulation 21.5(b): No Substitute for Product/Service but More than One Source (Bid Required).
- Regulation 21.5(c): Perishable foods
- Regulation 21.5(d): Proprietary Articles and Only One Source (No Bid Required)
- Regulation 21.5(d): Proprietary Articles but More than One Source (Bid Required)
- Regulation 21.5(e): Pilot Project with a Term Not to Exceed Two Years
- Regulation 21.5(g): Federal Funds (If selected, no additional questions or information required)
- Regulation 21.16(b): Reciprocal Agreements with Other Public and Non Profit Agencies
- Regulation 21.16(c): Solicitations for Multiple Departments
- Regulation 21.30: Proprietary Software Licenses and Support and Proprietary Equipment Maintenance

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From: Chris Jerdonek <chris.jerdonek@gmail.com>
Sent: Friday, July 29, 2022 1:42 PM
To: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: question re: contracts for BOPEC

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Hi John,

One of the things we'll be discussing at the BOPEC meeting a couple weeks from now will be the topic of sole-source contracts, so I had a few questions about that.

First, about how many sole-source contracts has the Department signed over, say, the past five years (since July 2017)? (For this question, it's not totally clear to me if the phrase "sole-source contract" has a definite meaning in the case of contracts that don't require OCA approval. Maybe there are too many of these and/or they aren't called sole-source.) Similarly, about how many times did the Department seek OCA approval for a sole-source contract over this period? In particular, is it more than one? Lastly, about how many RFP's has the Department issued over this period?

For the BOPEC meeting, I'm going to be attaching at least the three documents re: the DFM sole-source contract you sent me on March 23, 2022 (the signed contract, the DFM sole source letter, and the sole-source waiver request).

Thanks, John,
--Chris

DFM Sole Source Waiver.pdf
43K