



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

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District No. 4

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Item Number: 1.8

MEETING DATE: 05/06/2025

DEPARTMENT: COUNTY CLERK/RECORDER/ELECTIONS

AGENDA ITEM PREPARER: Francisco Diaz

DEPT HEAD/DIRECTOR: Francisco Diaz

SUBJECT:

COUNTY CLERK/RECORDER/REGISTRAR OF VOTERS - F. DIAZ

Approve contract with Pro Document Solutions, Inc., DBA Pro Vote Solutions in the amount of \$750,000.00 for the period May 1, 2025 to May 31, 2030 for county voter information guides printing and mailing services for San Benito County and authorize Chair to sign; Authorize the Department Head to make any technical edits, increase services, or approve other necessary actions within the terms and budget, ensuring the printing and mailing of election materials does not exceed the allocated amount.
SBC FILE NUMBER: 285

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

Summary

On February 4, 2025, San Benito County issued a Request for Quote (RFQ) for county voter information guides printing and mailing services for San Benito County. Three vendors responded: Mailing Systems Inc. (MSI), Pro Document Solutions Inc. (doing business as Pro Vote Solutions), and KP, LLC. (doing business as KP Elections Services).

The County sought to replace a portion of the services currently provided by its long-time vendor, K&H Printers, which has been a trusted partner for over a decade. K&H Printers currently handles election printing and mailing services, including ballots, envelopes, stickers, sample ballots, voter guides, and other related materials. However, due to rising costs associated with K&H's voter guide printing services, the county decided to outsource this specific service.

The RFQ is centered on voter guide printing and mailing services, with the possibility of adding sample ballot printing. This initiative represents the County's first step in evaluating new vendors based on performance, quality, and cost-effectiveness, with the goal of achieving future savings.

Pro Vote Solutions Awarded Voter Guide Printing Contract

Following a thorough evaluation, Pro Vote Solutions has been awarded the contract for voter guide printing services for San Benito County. Key factors in their selection included their extensive experience, dedication to security, and competitive pricing.

Pro Vote Solutions, a subsidiary of Pro Document Solutions (PRO), brings over 40 years of expertise in high-quality printing, specializing in election services. The company currently serves 42 counties across multiple states and produces around 35 million ballots annually, demonstrating their ability to manage large-scale projects efficiently.

Security was a top priority in the decision-making process. Pro Vote Solutions adheres to strict security standards, including NASPO/ANSI certification. They also utilize advanced anti-fraud technologies from their sister companies, Verify First Technologies and International Security Products, ensuring the integrity and safety of all printed materials.

In addition to security, Pro Vote Solutions provided a cost-effective solution that was critical for San Benito County's budgetary needs. The company's commitment to sustainability, such as using renewable energy at its Porterville facility, aligns with the County's environmental goals.

Pro Vote Solutions' combination of experience, security, cost-effectiveness, and sustainability made them the ideal choice for San Benito County's voter guide printing contract. The County now relies on Pro Vote Solutions to deliver secure, accurate, and timely voter guides for upcoming elections.

Expected Cost Savings with Pro Vote Solutions

The partnership with Pro Vote Solutions is expected to deliver significant cost savings for the County while maintaining high-quality service. Their proposal was the most cost-effective, earning strong peer reviews, which sets them apart from other vendors. With their competitive pricing and proven track record, Pro Vote Solutions offers the best value for the County's budget, making them the optimal choice for enhancing financial efficiency and service quality.

Under this new contract, voter guide printing and mailing costs are projected to decrease by 20-30% per election. For example, if this contract had been in place during the November 5, 2024, Presidential Election, the County could have saved up to \$140,000 in voter guide production costs. These savings will provide the County with greater flexibility to allocate resources more effectively, ensuring that other critical election-related services can be funded without sacrificing quality or timeliness.

In addition, the partnership with Pro Vote Solutions will not only help the County achieve substantial financial savings but also bolster the efficiency and reliability of future elections, reinforcing the County's commitment to cost-effective governance and voter engagement.

Contract Terms and Funding

The contract for printing and mailing county voter information guides with Pro Vote Solutions is a "not to exceed" agreement valued at \$750,000. This amount is allocated to cover the costs of printing and mailing voter guides and sample ballots for four consecutive elections: the primaries and general elections in both 2026 and 2028.

The contract also includes additional funding to accommodate the costs of any special elections that may occur during the contract period. For example, in 2021, the county faced unexpected elections, including

the City of Hollister City Council Vacancy Election and the Governor's Recall Election.

It is important to note that any special election arising outside the scheduled elections will need to be brought forward to the Board of Supervisors (BOS) for approval and budget allocation.

Shared Cost Methodology

The County uses a shared cost methodology for managing election expenses. Under this system, participating jurisdictions contribute to the overall election costs based on their level of involvement and the services provided. This approach ensures a fair distribution of expenses and maintains transparency and fairness for all parties involved.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

N/A

CONTRACT NEEDED FOR THIS ITEM:

Yes

RFP AND BID HISTORY:

A Request for Quote (RFQ) was issued on February 4, 2025, to solicit proposals for county voter information guides printing and mailing services. Three vendors submitted proposals: Mailing Systems, Inc. (MSI), ProVote Solutions, and KP Election Services (KP, LLC). The proposals were carefully evaluated based on several key criteria: cost, experience, references, timeliness, security, and disaster recovery plans.

To assess the vendors and determine the best fit for the project, a weighted scoring system was applied to these criteria. Each of the five criteria was assigned a specific weight, reflecting its importance in the overall evaluation process. The weighted scores were distributed as follows:

- Cost: 40%
- Experience: 25%
- References: 15%
- Timeliness: 10%
- Security & Disaster Recovery Plans: 10%

How the Weighted Scoring System Was Applied:

1. Cost (40%): Since the budget is a critical factor, cost was given the highest weight (40%). This means that the vendor offering the best value for the project would have the largest impact on the final score.
2. Experience (25%): Experience in providing similar voter guide printing and mailing services was assigned the second-highest weight (25%). Vendors with a proven track record in similar projects were prioritized to ensure reliability and expertise.
3. References (15%): References from past clients or projects were weighted at 15%. Strong, positive references would indicate that the vendor could deliver quality service and meet expectations.
4. Timeliness (10%): The ability to meet deadlines and deliver the voter guides in a timely manner was assigned a 10% weight. Vendors that demonstrated efficiency in project management were

considered more favorably.

5. Security & Disaster Recovery Plans (10%): Finally, security and the ability to recover from unforeseen disasters were assigned a 10% weight. This criterion ensured that the vendor had measures in place to protect sensitive data and provide continuity of service, which was especially important for a project involving voter information.

By using this weighted scoring system, the decision-making process was transparent, allowing the evaluation team to give more weight to the factors that were most important to the success of the voter guide printing and mailing project, such as cost and experience, while still considering security and disaster recovery plans as part of the overall evaluation.

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

Yes

SBC BUDGET LINE ITEM NUMBER:

101.32.1115.1000.250

CURRENT FY COST:

November 5, 2024 Presidential Election the Cost was \$425,132

STAFF RECOMMENDATION:

Approve contract with Pro Document Solutions, Inc., DBA Pro Vote Solutions in the amount of \$750,000.00 for the period May 1, 2025 to May 31, 2030 for county voter information guides printing and mailing services for San Benito County and authorize Chair to sign; Authorize the Department Head to make any technical edits, increase services, or approve other necessary actions within the terms and budget, ensuring the printing and mailing of election materials does not exceed the allocated amount.

ATTACHMENTS:

[Pro Vote Solutions Contract](#)

[Pro Vote Solutions Proposal](#)

[MSI Proposal](#)

[KP Services Proposal](#)