



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1

Kollin Kosmicki  
District No. 2

Mindy Sotelo  
District No. 3  
Chair

Angela Curro  
District No. 4  
Vice-Chair

Bea Gonzales  
District No. 5

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**Item Number: 1.8**

**MEETING DATE:** 05/23/2023

**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 DFM Associates for voter registration and election information management system software for a not to exceed amount of \$115,000.00 for a period of 5-years, from July 1, 2023 to June 30, 2028; Authorize Chair to sign Contract with DFM Associates; Authorize the County Administrative Officer to sign the Sole Source Justification Form; and Authorize the County Clerk-Recorder/Registrar of Voters to sign any and all change orders for this contract up to \$10,000.00. SBC FILE NUMBER: 285

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

**Background**

DFM Associates has provided voter registration and election management software and support to the County of San Benito since, January 15, 2010. The Elections Department seeks to enter into a new contract with DFM Associates for a period of 5-years.

**About DFM Associates**

DFM Associates was established in 1977 in direct response to clients need for more sophisticated Voter Registration and Election Information Management System solutions. DFM was the first to develop and market an integrated Voter Registration and Election Management software system.

DFM Associates conducts business from its headquarters located in Irvine, California. The location accommodates a staff of more than 20 members performing software product development, software and hardware client support, and administrative services.

### **Elections Information Management System (EIMS)**

The initial version of EIMS was released over 42 years ago and was installed in Riverside County, California. Since its inception, EIMS has matured into an incredibly robust and stable system and is currently in transition into the fourth generation of this product. EIMS is currently used in 48 counties in two states. EIMS users represent a diverse range of communities and sizes from rural to suburban and with a range of 800 to 1.7 million active registered voters.

EIMS is a complete software system suite incorporating an intuitive user experience that simplifies the intricacies of the business processes it supports. This ensures that EIMS delivers a powerful, flexible, and scalable Election Information Management application for county election officials.

EIMS has the following features:

1. A robust Vote-by-Mail module that provides a comprehensive ballot audit trail for all Issued, received, returned, and challenged ballots.
2. Highly customized Imaging interface application developed in-house that stores images directly into the Microsoft SQL Server database for easy retrieval and management.
3. Customized address parser provides immediate automated precinct assignment during data entry and maintenance activities.
4. Election workspace module that allows the processing of multiple elections at once without interference.

EIMS uses a clear and simple method to present data to users. All screens operate consistently with all data navigation on the left side of screens and detail data shown on the right-hand side of screens. Action buttons and menus are consistent throughout the system. Multiple screens from multiple modules may be displayed on screen at the same time to increase productivity. This consistency in design assists users in learning how to navigate and work within the application much easier.

### **Sole Source Justification**

Pursuant to California Code of Regulations 20114-20118, any Election Management System (EMS) used by elections officials shall be certified with the Secretary of State and shall adhere to all applicable federal and state laws. DFM Associates is one of two vendors that meets the legal requirements while providing an all-inclusive EMS.

### **Cost-Benefit Analysis**

Due to the regulatory requirements, conversion and installation cost of switching to a new vendor, the County of San Benito will save government time and money by keeping its existing vendor. The estimated cost of implementing a new system will be between \$100,000.00 to \$150,000.00.

### **Cost of Service**

Effective July 1, 2023, the monthly cost for the EIMS software is \$1,594.00 and/or \$19,128.00 annually (does not account future adjustments to monthly lease fee).

### **RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

N/A

### **CONTRACT NEEDED FOR THIS ITEM:**

Yes

**CONTRACT AND RFP HISTORY:**

On June 27, 2000, the County of San Benito signed a contract with DFM Associates for their Recorders Information & Imaging Management System (RiiMS). The monthly cost for RiiMS was \$27,000.00 with a one-time computer hardware and software cost of \$108,000.00.

On January 15, 2010, the Board of Supervisors approved amendment to contract #1 to make the Elections Information Management System (EIMS) a part of the original agreement that the County of San Benito had with DFM Associates. The monthly cost for EIMS was \$1,330.00 with a one-time data conversion cost of \$20,600.00.

On June 30, 2019, the County of San Benito terminated the annual renewal with DFM Associates for their Recorders Information & Imaging Management System (RiiMS), not related to election administration. Another vendor now provides software for management of recorded documents.

**LAST CONTRACT AMOUNT OR N/A:**

Monthly cost of \$1,330.00 with a one-time cost of \$20,600.00

**STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:**

Original Contract: June 27, 2000  
Amendment#1: January 15, 2010

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

Yes

**STRATEGIC PLAN GOALS: 4. Community Engagement**

Yes

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

No

**SOURCE OF FUNDING:**

General Fund

**UNFUNDED MANDATE:**

Yes

**SBC BUDGET LINE ITEM NUMBER:**

101.20.1115.1000.619.250

**CURRENT FY COST:**

\$17,880.00

**STAFF RECOMMENDATION:**

Approve Contract with DFM Associates for voter registration and election information management system software for a not to exceed amount of \$115,000.00 for a period of 5-years, from July 1, 2023 to June 30, 2028; Authorize Chair to sign Contract with DFM Associates; Authorize the County Administrative Officer to sign the Sole Source Justification Form; and Authorize the County Clerk-Recorder/Registrar of Voters to sign any and all change orders for this contract up to \$10,000.00.

**BOARD ACTION RESULTS:**

Approved contract per staff recommendation. (5/0 vote)

**ATTACHMENTS:**

[Contract with DFM Associates](#)

[Original Contract](#)

[Sole Source Justification](#)

[Fully Executed DFM Associates Contract](#)