



# CLACKAMAS COUNTY

Office of County Clerk

SHERRY HALL  
CLERK

1710 Red Soils Ct. Ste 100  
OREGON CITY, OR 97045  
503.722.6086

Board of County Commissioners, Clackamas County

Dear Members of the Board:

**Approval of a contract with Brenn-Park, Inc. dba Moonlight Business Process Outsourcing for Ballot Printing for Clackamas County Elections - 2016**

<b>Purpose / Outcome</b>	Approval of Contract for Purchase of Election Ballot Printing
<b>Fiscal Impact</b>	\$150,000.00
<b>Funding Source</b>	Budget Line: 100 0106 434150                      Price:\$150,000.00 Fiscal Year:2016/2017
<b>Duration</b>	June 30, 2017
<b>Strategic Plan Alignment</b>	On-Call ballot printing services to print ballots as needed for upcoming regular and special elections to meet vote-by-mail requirements.
<b>Previous Action</b>	Current contract with this vendor runs through June 30, 2018. New RFP was done to check pricing costs. RFP procurement process completed February, 2016. One year contract with the option for four (4) one (1) year renewals.
<b>Contact Person</b>	Sherry Hall, Clerk 503-722-6086 Steve Kindred Election Manager 503-722-6089

**Background:**

Due to the passing of the Motor Voter law, Elections requested another ballot printing RFP to ensure the County was getting cost effective pricing. The passage of this law will impact our voter registration rolls with as many as an additional 60,000 voters by the end of 2016. Elections uses Hart Intercivic ballot counting equipment. Printed ballots must meet stringent requirements in addition to high level security and tracking needs in support of valid election processes. Of the two qualified responders from the RFP, Elections evaluators chose Moonlight BPO.

This purchase will result in a multi-year contract.

This Contract has been reviewed by Counsel.

**Recommendation:**

Staff respectfully recommends the Board approve the contract with Brenn-Park Inc. dba Moonlight Business Process Outsourcing for Ballot Printing for Clackamas County Elections -2016.

Sincerely,

Sherry Hall, Clackamas County Clerk

**Placed on the Board Agenda of \_\_\_\_\_ by the Procurement Division.**

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LANE MILLER  
MANAGER

PURCHASING DIVISION

PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

## MEMORANDUM TO THE BOARD OF COUNTY COMMISSIONERS

Please place on the Board Agenda of **April 28, 2016**, this contract with Brenn-Park, Inc. dba Moonlight Business Process Outsourcing for **Ballot Printing for Clackamas County Elections – 2016**. These services were requested by Sherry Hall, County Clerk and were publicly advertised in accordance with ORD 279. Seven proposal packets were requested and sent out with four proposal responses received: Moonlight Business Process Outsourcing, Pacific Marketing and Publishing, Runbeck Election Services and Integrated Voting Solutions. A selection panel reviewed and evaluated the Request for proposals based on the selection criteria outlined in the RFP documents. Moonlight Business Process outsourcing was the highest ranking firm and was selected to enter into contract. The contract amount is not to exceed \$150,000.00. The contract term is from contract execution through June 30, 2017. This contract has been reviewed and approved by County Counsel. Funds for these services are budgeted under account line 100-0106-00014-434150 for fiscal years 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021.

Respectfully Submitted,

Kim A. Cook  
Procurement Staff