



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144977

PAGE 1 OF 6

DATE: 4/2/2025

**SUBJECT: RFP NO. 2023-079 - ANNUAL CONTRACT FOR ELECTRONIC
POLLBOOK SYSTEM - ELECTIONS ADMINISTRATION - KNOWINK
LLC - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME
CONTRACT TERMS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2023-079, Annual Contract for Electronic Pollbook System, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On April 18, 2023, the Commissioners Court, through Court Order #140735, awarded RFP No. 2023-079, Annual Contract for Electronic Pollbook System, for Elections Administration, to KNOWiNK LLC.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

On February 21, 2024, the Commissioners Court, through Court Order #142686, approved the first renewal option.

Electronic pollbooks allow voters to sign in to vote electronically, allow election officials to review a voter's registration information, and ensure that each registered voter casts only one (1) vote.

The vendor notified Purchasing in writing that they will extend the same contract terms through April 17, 2026. Elections Administration notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that the Commissioners Court approve renewal of RFP No. 2023-079, Annual Contract for Electronic Pollbook System, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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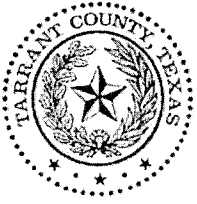
FISCAL IMPACT

Expenses for last year were approximately \$392,380.00, including:

\$152,200.00 Software Maintenance
\$8,000.00 Onsite Support
\$208,680.00 Upgraded Pollbooks
\$23,500.00 Additional Software Functionalities

Funding is available in the following accounts:

\$152,200.00 Software Maintenance – 10000-2025 General Fund/1420000000 Elections/578025 Software Maintenance and Licenses.
\$289,550.00 Additional Pollbook Devices and Accessories – 45100-2025 Non-Debt Capital/1420000000 Elections/545051 Capital Outlay.



TARRANT COUNTY PURCHASING DEPARTMENT
100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

March 17, 2025

Kevin Schott
Chief Financial Officer (CFO)
KNOWiNK LLC
460 N. Lindbergh Blvd.
St. Louis, MO 63141

Re: RFP No. 2023-079 – Annual Contract for Electronic Pollbook System

Dear Ms. Schott,

Referenced RFP was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of April 18, 2023, through April 17, 2024. The current renewal option will expire April 17, 2025. The second and final renewal option will run from April 18, 2025, through April 17, 2026.

Tarrant County Purchasing Department hereby extends an invitation to KNOWiNK LLC to accept the second and final option for an additional one (1) year period as the primary vendor for this contract as awarded on April 18, 2023. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through April 18, 2026.

Yes, KNOWiNK LLC will accept the offer to extend the same contract terms through April 17, 2026.
Please include a current 1295 Form with your response.

No, KNOWiNK LLC will NOT accept the offer to extend the same contract terms through April 17, 2026.

Please return your signed response via email to Dallas Arter, Senior Buyer, Tarrant County Purchasing.

Sincerely,

Dallas Arter

Dallas Arter, Senior Buyer
Tarrant County
817-884-1057

Kevin Schott

Kevin Schott – CFO
KNOWiNK LLC

3/17/25

Date

Memorandum

To: Troy Havard
Dept: Elections Administration
From: Dallas Arter, Sr. Buyer, Purchasing Department
Date: 01/08/2025

Re: Renewal of RFP No. 2023-079, Annual Contract for Electronic Pollbook System

The above referenced contract will expire on April 17, 2025. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The second and final renewal term would commence April 18, 2025 and would expire April 17, 2026.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email this form back to me by January 21, 2025:

Primary KNOWINK LLC

Yes, I wish to continue the current contract with the above mentioned vendor for the second and final renewal term of the contract.

Funds to support this contract will be provided by the following accounts:
578025-10000-2025-1420000000

No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: Clint Luckert DATE: 01/16/2025

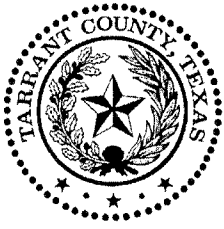
RFP 2023-079 Annual Contract for Electronic Pollbook System

Award

Evaluation Criteria	Max Points	KNOWiNK LLC Saint Louis, MO HUB - No
Scope of Work	600	357.20
References	100	100.00
Price	300	300.00
Total Score	1,000	757.20

Note:

3-C Technology, LLC and VR Systems, Inc. submitted no-bids.



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. 2023-079 - Annual Contract for Electronic Pollbook System - Elections Administration - KNOWiNK LLC - Exercise Second and Final Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
