
TO: County Board

CC: Jeff King, County Clerk
Kelly Gerrits, Chief Deputy County Clerk

FROM: Nicole Schoultz, Procurement Coordinator

DATE: April 26, 2024

RE: Sole Source Purchase

Pursuant to Outagamie County Ordinance 22-30(4) the County Board shall be notified of a Sole Source purchase.

The memo shall serve as intent for the County Clerk's office to sole source ballot printing through JP Graphics.

A requirement for a vendor to print the County's ballots is they must have printed ballots for at least one Wisconsin county using Election Systems & Software DS200 tabulators previously. Specifications for ballot printing are per the Wisconsin Elections Commission, which aligns with State Statute.

Through election cycle 2020-2021 the County used JP Graphics for ballot printing (through a RFP process). A RFP was done for the 2022-2023 election cycle. The award for the 2022-2023 election cycle was made to Plerus. Plerus went out of business. A RFP was done for the 2023-2024 election cycle and award was made to Election Systems & Software (the manufacturer of the ballot tabulators).

During the course of using Election Systems & Software the County has had numerous issues including:

- Sample ballots printed with the watermark of "Specimen" instead of "Sample". Per State Statute, sample ballots are required to be printed with a watermark of "Sample".
- Municipalities received packages of absentee ballots which were multiple ballot styles.
- City of Kaukauna received their ballots without color bars and had to be reprinted.
- Scoring issues. Some municipalities stated the scoring was too faint on their ballots and were not easy to fold. Some had issues with scoring being too deep, thus the ballot tearing.
- Several invoicing errors with a total of \$2,000.00 in overcharges.

The reason to sole source is because during the past 6 years, when we would RFP ballot printing, we only received responses from JP Graphics, Plerus and Election Systems & Software. Since Plerus is out of business and Election Systems & Software has not provided service to our requirements, we feel there are no other providers.

Additionally, by reaching out to other County Clerk's, they are either printing inhouse, using Election Systems & Software or using JP Graphics. Thus, leading us to believe there are no other providers.

JP Graphics has provided reliable ballot printing service to the County for many years.