



## JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

*(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)*

### **SECTION A**

**Department:** *Fulton County Department of Voter Registration & Elections*

**Department Contact:** *Ralph Jones*

**Description of Supplies/Services:** *Novus Application, Election Set-Up, One server and one switch is provided. Client duplication stations are provided by the County.*

**Demonstration of Contractor's Unique Qualifications:**

*Runbeck Election Services (RES) created a software application to reduce costs and increase time efficiency for jurisdictions that require a manual duplication of ballots which have been damaged, faxed, shrunken and voted out of precinct. Novus is the only system in the market which duplicates a ballot but does not adjudicate a ballot, it does not rely on an EMS, it does not use resultant media from an EMS, it does not track vote totals and it does not provide tabulation summaries.*

*Novus assists in the ballot duplication process by providing on-screen review and approval. Any original, damaged, faxed or emailed ballot that needs to be duplicated can be scanned into the application for an on-screen ballot duplicate to be viewed, reviewed, changed if required and saved for printing after approval. The system recognizes the scanned ballot's style, and displays the corresponding unmarked ballot from the ballot repository. The repository is provided by RES. RES receives files from the elections office to prepare the import package which includes the repository and side file. Both the original scan and the on-screen ballot appear side by side when reviewing for duplication. Novus is able to recognize marks on a ballot and produce an on-screen duplicate. Changes or adjustments that need to be made can be performed on the on-screen duplicate. Only when the on-screen ballot duplicate has been reviewed and saved is the duplicated ballot ready for printing. A file containing all ballots for duplication can be printed to a connected ballot printer, or exported to be printed through another source. Reports are available to track and reference the activity of users and ballots duplicated in Novus.*

*(Section B must be completed by the Department of Purchasing & Contract Compliance)*

### **SECTION B**

#### **MARKET SURVEY**

**Results of Market Survey:**

**Date Public Notice posted on website:** July 27, 2016

**Date Public Notice closed:** August 5, 2016

#### **REVIEW OF OFFER(S)**

**Were any offers received (Y/N):**

**Number of offers received:**

**Respondents:**

**Date Offers submitted to User Department for review:**

**User Department review and recommendation:**

**Purchasing Agent review and recommendation:**

## CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished, per the Fulton County Code of Ordinances §102-384, Award without competition.

I, Felicia Strong-Whitaker, Purchasing Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Felicia Strong-Whitaker  
Purchasing Director

\_\_\_\_\_  
Date

I, Richard Anderson, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Richard Anderson  
County Manager

\_\_\_\_\_  
Date