

RQ12504260
\$54,725.00

SINGLE / SOLE SOURCE JUSTIFICATION

Preparation Instructions:

The appropriate department representative must complete the single source form below and forward to their Department Head, or his designee, for approval. Upon approval, forward the sole source justification to the Purchasing Agent for review and final approval. Use additional sheets if necessary.

Vendor Name: Knowink/ Hart Intercivic

Department: Elections

A complete description of the purchase / project:

Poll Pad Annual Software License and Support Renewal

1. Why is it necessary to contract in a non-competitive manner?

Expertise - Linked to current project / knowledge / agreement

Detailed explanation: (Why is this vendor the only source?)

Knowink is the only company that provides the maintenance to the PollPad software.

2. What research has been performed to ensure that no other source is capable of fulfilling the requirement? (For instance, list other products or services tested or used and indicate why they are not acceptable, include patent documentation, or market analysis)

Knowink is the only vendor compatible with the equipment and software we use.

HartIntercivic Inc. is the only authorized reseller of KnowInk in the state of Texas.

3. What are the exclusive features or capabilities the product or service offers the County?

Knowink is the only company that provides the maintenance to the PollPad software.

4. Why are these features or characteristics essential and necessary to meet the County's needs?

Our Department has made a large investment to Knowink, they are the only company that provides maintenance to the PollPad software.

The PollPad software manages polling place voter check-in during early voting and on election day.

5. What steps are being taken to foster competition in future purchases of this product or service?

We will compare services when there is another vendor offering the same service to the PollPad software.

Approved:

Isa Ulm
Department Head or designee

Karen Pawl
Purchasing Agent or designee

3/24/25
Date

3/24/25
Date

Heenie Granger
Buyer

3-25-25