

# RESOLUTION

## Resolution Authorizing a Five-Year Contract with Runbeck Election Services for Hardware and Software Services Utilized by The County Clerk for Vote By Mail Processing (14)

**WHEREAS**, Voters taking advantage of the option to vote by mail (VBM) has become more prevalent in recent years; and

**WHEREAS**, the Agilis product we have purchased from Runbeck is critical to our VBM operations, providing a means to scan, sort, date stamp, validate, and if appropriate, open returned ballot envelopes and facilitates the signature verification process; and

**WHEREAS**, the Clerk recommends and requests approval of the contract, not to exceed \$185,819.76 paid in five annual payments for hardware and software services as per the agreement.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it is hereby authorized to execute the necessary documentation to enter into the contract with Runbeck Election Services for software and hardware services; and

**BE IT FURTHER RESOLVED**, by this County Board of McHenry County, Illinois that the cost of said agreement has been accounted for and will be expensed from the County Clerk's fiscal budget line item 432100 (Computer Software Support & Maintenance); and

**BE IT FURTHER RESOLVED**, hat the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Clerk; the County Auditor; the Director of Procurement and Special Services; the Chief Financial Officer; and the County Administrator

**DATED** at Woodstock, Illinois, this 20th day of August, A.D., 2024.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## RESOLUTION

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**SUBJECT:** Resolution Authorizing a Five-Year Contract with Runbeck Election Services for Hardware and Software Services Utilized by The County Clerk for Vote By Mail Processing (14)

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**Board / Committee Action Requested:**

Authorization to enter into a five-year agreement with Runbeck Election Services for software and services in support of the Agilis product used by the clerk for VBM processing.

**Background and Discussion:**

The Agilis product from Runbeck is a force multiplier providing numerous services at a significantly higher rate of throughput and greater accuracy than could be accomplished by human hands:

- **Ballot Envelope Scanning:** The Agilis scans the full front of the envelope and also crops out the signature block for later signature verification.
- **Ballot package physical validation:** Ballot packages are checked for weight and dimensions to ensure that only valid, singular packages are processed.
- **Ballot package data validation:** In real time, scanned package identifiers are checked against a database to determine if the particular package is still valid and if the voter is still entitled to vote by way of VBM.
- **Ballot package sorting:** Based on the processes above, the ballot packages are sorted into groups that reflect the current state of the package.
- **Signature Verification Queueing:** The signature blocks are queued for Election Judges to perform signature comparisons in our election management system. Once the comparison is complete, the election management system passes the result data back to the Agilis to inform further package processing.

**Impact on Human Resources:**

None

**Impact on Budget (Revenue; Expenses, Fringe Benefits):**

<b>License Fees, Maintenance and Support Type of Service</b>	<b>Year 1 (2024-2025)</b>	<b>Year 2 (2025-2026)</b>	<b>Year 3 (2026-2027)</b>	<b>Year 4 (2027-2028)</b>	<b>Year 5 (2028-2029)</b>
Agilis Annual License and Support Fee*	\$35,000.00	\$36,050.00	\$37,131.50	\$38,245.45	\$39,392.81
<b>Total</b>	\$35,000.00	\$36,050.00	\$37,131.50	\$38,245.45	\$39,392.81

**Impact on Capital Expenditures:**

None

**Impact on Physical Space:**

None

**Impact on Other County Departments or Outside Agencies:**

None

**Conformity to Board Ordinances, Policies and Strategic Plan:**

Conforms