



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

**DEAN C. LOGAN**

Registrar-Recorder/County Clerk

April 6, 2022

TO: Supervisor Holly J. Mitchell, Chair  
Supervisor Hilda L. Solis  
Supervisor Sheila Kuehl  
Supervisor Janice Hahn  
Supervisor Kathryn Barger

Fesia Davenport, Chief Executive Officer

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

**NOTIFICATION OF INTENT TO NEGOTIATE A SOLE SOURCE AMENDMENT TO CONTRACT #15-003 WITH K&H PRINTERS-LITHOGRAPHERS, INC. (K&H) FOR OUTGOING VOTE BY MAIL ELECTION MAILING SERVICES**

This is to inform your Board of the Registrar-Recorder/County Clerk's (RR/CC) intent to negotiate a sole source amendment to the existing K&H contract approved by your Board on September 1, 2015, for outgoing Vote by Mail (VBM) services. The purpose of the amendment is to increase the contract maximum amount due to the passage and adoption of the California Voter's Choice Act (VCA) in 2020 that required the RR/CC to mail a ballot to all registered voters. Between 2018 and 2020, the number of voters receiving VBM ballots increased from 2.5 million to over 5.6 million for Countywide elections. Additionally, the increased frequency in unscheduled elections over the last year, which included a Gubernatorial Recall and several State Senate and Assembly special elections, has accelerated the depletion of our contract authority.

The existing agreement with K&H is set to expire on December 31, 2026, if all optional extension periods are exercised. We intend to increase the contract maximum amount to allow for services to continue through December 2024. This will allow time to release a Request for Proposal (RFP) for VBM services while maintaining support through the 2024 election year, which includes the 2024 Presidential Election.

Contracted services include producing and mailing VBM packets, which include a VBM ballot, "I Voted" Sticker, other election materials, and various voter education and outreach flyers.

### **Fiscal Impact**

The existing contract with K&H has sufficient funding authority to cover the June 7, 2022, Statewide Direct Primary Election; however, it will not cover subsequent elections, including the November 8, 2022, Statewide General Election. It is therefore necessary to negotiate a sole source amendment with K&H to prevent any interruption with VBM services for upcoming elections, and to allow time for RR/CC to release a VBM services RFP for elections after 2024.

The sole source amendment will not require additional Net County Cost (NCC), as VBM costs are part of the RR/CC's approved funding base.

### **Closing**

In accordance with Board Policy 5.100, the RR/CC must provide a four-week Board notification to enter into sole source negotiations. We will proceed to enter into negotiations with K&H after the four-week notification period unless otherwise directed. The negotiated amendment with K&H is expected to be presented at the Operations Cluster Meeting no later than July 20, 2022.

If you have any questions, please contact me at (562) 462-2716 or email [dlogan@rrcc.lacounty.gov](mailto:dlogan@rrcc.lacounty.gov). Your staff may also contact Veronica Williams, Contracts and Grants Manager, at (562) 383-2539 or email [vwilliams@rrcc.lacounty.gov](mailto:vwilliams@rrcc.lacounty.gov).

Thank you.

DCL:JG:AN

NH:VW:ca

c: Chief Executive Office  
Executive Office, Board of Supervisors  
Board Deputies  
County Counsel