



DuPage County
Assessment of Boards and Commissions

Final Recommendations: Board of Election Commission
April 24, 2012

Embargoed until Tuesday, April 24th at 10:00a.m.

DuPage County Election Commission

Background

In 1974, Illinois House Speaker William Redmond saw an opportunity to bring bi-partisan oversight of elections to DuPage County by enabling commissions at the county level. The Commission is responsible for all federal, state, county, and local elections occurring within DuPage County.¹ The Commission is also responsible for training and certifying judges of election, redistricting of precincts, and the voter registration program.²

The Election Commission employs approximately 24 full-time employees as well as additional part-time and seasonal help.³

Enabling Statute

10 ILCS 5/6A Election Code: Allows for the formation of a county-wide Election Commission under the same Act that provides for election commissions in cities, villages, and incorporated towns. Formation may be by ordinance of the County Board or by vote of the electors.⁴

Board Composition

The Board consists of three trustees that serve three-year terms. Trustees must be a resident of the State of Illinois for the previous two years. All election commissioners must be legal voters residing in DuPage County. No more than two election commissioners may be from the same political party. No commissioner may hold any other political office.⁵

The chairman receives \$27,500 annually while the vice-chairman and secretary receive \$27,500 annually plus health insurance.⁶ Per provided Board materials, Board meetings are scheduled for the second and fourth Tuesday of each month.⁷

Financial Summary

Although the Commission has the legal ability to levy a tax, they receive appropriations from the County's general fund. In 2012, the amount appropriated was \$6,024,509 (higher than the previous year's appropriation due to the election year activities).⁸

Observations

The following observations are derived from interviews with the Election Commission, review of documents provided by the Commission, and best practice research.

Financial Analysis

- The Election Commission has no stand-alone financial statements because they are included in the County's Annual Financial Report.
- The Election Commission is included as a Department of the County's General Fund. Based on the County's FY 2012 budget, Personnel costs represent approximately 29% and contractual services represent approximately 67% of the Commission's total budget of approximately \$6 million. The FY 2012 budgeted amounts increased by almost \$1.2 million from FY 2011 budgeted levels. Personnel costs increased by approximately 8%, Commodities increased by approximately 75% and Contractual Services increased by approximately 32% from FY 2011 to FY 2012. These increases are due to expected additional costs for the 2012 election.

Summary financial information for the Election Commission can be found in the following table from the FY 2012 DuPage County Budget:

	FY2009 Expenditures	FY2010 Expenditures	FY2011 Current Budget	FY2011 Estimated Expenditures	FY2012 Approved Budget
Personnel	\$1,524,061	\$1,631,317	\$1,610,764	\$1,624,764	\$1,736,291
Commodities	\$553,356	\$149,245	\$135,500	\$134,552	\$237,425
Contractual Services	\$2,481,658	\$3,322,557	\$3,072,773	\$3,060,944	\$4,050,793
Capital Outlay	\$26,320	\$16,172	\$9,748	\$0	\$0
Total	\$4,585,395	\$5,119,290	\$4,828,785	\$4,820,260	\$6,024,509

Source: DuPage County Budget for fiscal year ended November 30, 2012.

- The financial data available does not allow for a detailed analysis of costs and opportunities to achieve organizational efficiency. Many County Departments provide more information within the County's Annual Budget to explain accomplishments, goals, initiatives, and staffing. The Commission, however, did not provide such information.
- Commission costs are cyclical in nature based on the election cycles and the unique needs for equipment and supplies to conduct elections. The election cycles make some cost comparisons more difficult to evaluate for potential cost savings. However, certain personnel, commodity, and contractual services can be considered for potential shared services that could result in cost savings.

Organizational Efficiency

- Staffing needs of the Election Commission are based on past trends. The Commission has approximately 24 full-time employees as a base number, but changes in policy and regulations, such as the new bilingual needs, may affect this number. Some staff provide cross support in the warehouse and storage and some aid in testing of the equipment. Any influx, such as that seen during election years, is handled with seasonal help.⁹
- The Commission uses bi-partisan teams for testing and training in order to maintain the Commission's mission of independence.¹⁰
- Digital equipment allowed for combining precincts into voting centers which achieved the following efficiency measures:¹¹
 - Achieved 2 to 1 combination of precincts so that the County now has 336 voting centers with 748 precincts.
 - Combined voting centers cut the number of judges required to operate the voting centers.
 - Since 2006, the Commission has saved approximately \$5 million on equipment, facilities, judges, etc. from the reduction of voting centers.¹²

Duplication of Effort/Service

- The mission of the Board of Election Commissioners is guided by Illinois State Statute. However, some overlap does occur between the Commission and the County in administrative roles such as Procurement, Finance, Human Resources and Information Technology (IT).¹³ The Commission procures goods and services, performs certain financial

record keeping functions and hires personnel. The County has departments that provide these services county-wide, therefore, there is likely to be opportunities for the functions to be more cost efficient through a shared/contracted services model with other County Departments.

Procurement Methodology

Procurement is defined as the acquisition of goods or services. It is favorable that the goods/services are appropriate and that they are procured at the best possible cost to meet the needs of the purchaser in terms of quality and quantity, time, and location. Public bodies define processes intended to promote fair and open competition for procurement while minimizing exposure to waste, fraud and abuse. The scope of our analysis was to review the Commissions Procurement Policy by comparing it to the County's Procurement Policy and to select and review a subset of Commission contracts. Our review of contracts centered around compliance with the Commission's Procurement Policy.

The items described below represent the results of our comparative study of Commission contracts:

- The Commission maintains a procurement policy that has been submitted and is on file with the County in accordance with ordinance OCB-001-11. Upon review, we found that the Commission's policy was inconsistent with the County's policy because the Commission's policy did not have information regarding the following items:
 - Bid security / bonding requirements
 - Insurance requirements for contractors
 - Record retention for contractors
 - Authorization for the use of electronic transmissions
 - Bid and/or request for proposal document addenda and questions
 - Communication with bidders/offerors
 - Placement of purchasing items on agendas
 - Public access to procurement information
 - Provision for emergency procurements
 - Cooperative joint purchasing
 - Provision for County auditor to audit contractor books and records when related to a contract
 - Change order and contract modification procedures
 - Term limit and full disclosure of price for multi-year contracts
 - Contract renewal procedure
 - Declaration of non-responsibility procedure
 - Guidance for review of the procurement policy
- Crowe reviewed thirteen (13) contract files of the Election Commission (see Appendix). Our review was based on the Commission's Procurement Policy. We found that 12 of 13 contract files did not contain all documentation in accordance with the Commission's procurement policy or with best practices. Subsequent to our discussions with Commission staff about missing documentation, the Commission was able to provide some additional information to address missing procurement file documentation. We noted, however, the following items during our review that were not resolved through subsequent documentation and conversations:
 - Two of the thirteen files did not contain a Contract to support the goods or services to be provided. In these instances, the Commission issued purchase orders to replace expired contracts instead of entering into new contracts.
 - Twelve of the thirteen files did not have sufficient documentation to support that the procurement process was followed or that proper exceptions to the policy were granted by authorized personnel or the Commission. There was no or limited documentation

available to support the procurement process followed by the Board or how the procurement decisions were made. Without documentation of the procurement decisions, there is not sufficient information to conclude that the procurement policy was followed.

- In one instance, Commission staff was able to provide two quotes from a real estate agent; however, the procurement policy states “bids shall be received and opened through a public bid opening,” for this type of purchase.
- The Commission entered into contracts that did not disclose that the prime contractor was using subcontractors. Best business practices dictate that subcontractor relationships should be disclosed within the prime contract. In addition, if there are pass-through of costs allowable mark-ups should be included within the prime contract to determine that the mark-ups or up charges by the prime contractor are reasonable.
- Goods and services were provided by contractors that were not clearly defined within the contract or purchase orders. For instance, batteries were provided by a contractor without clear delineation in the contract or purchase order that such goods were going to be provided. Contracts and purchase orders should include the description of specific goods or services that are provided and the cost of those items provided in accordance with best business practices.
- Pursuant to discussions with Commission personnel, it was noted that contract renewals did not always go through the procurement process covered by their policy. Commission management indicated that the goods and services that they buy and secure are highly specialized and that the Commission makes the decisions regarding contract renewals based on their historical experience with the contractors. In addition, Commission management indicated that there are a limited number of vendors to choose from for some of these goods and services. The Commission’s Procurement Policy does allow that, “Certain contracts, which by their nature, are not adaptable to award by competitive bidding, such as contracts for services of individuals possessing a high degree of professional skill, or where the ability or fitness of the individual plays an indispensable role.” However, specific documentation was not provided by the Commission to support non-competitively procured contracts for various goods and services. The Commission’s policy requires documentation of purchases be prepared including: memorandum requests for goods and/or services, quote specifications, Executive Director Approval and written quote(s). If a sole source procurement is determined to be in the best interest of the Commission it should be documented in a Decision Memo or other form of communication, in accordance with best practices and as contained in the County’s Procurement Policy. The Commission’s policy does not include guidelines for such negotiations. Best practices suggest contract renewals should be rebid, periodically, or documentation of the reasons for non-competitive renewals should be justified.

Internal Controls

- The Commission does have an ethics policy. Upon review, we found the following areas of inconsistency with the County’s ethics policy:
 - Ethics training requirement
 - Contractor disclosure
 - Board disclosure
 - Conflict of interest
 - Future employment
 - Former employment relationships
 - Compliant filing process

We provided recommendations to the Commission to address the inconsistencies noted above, and the Commission staff revised its ethics policy accordingly. During a meeting with the Election Commission’s management, staff and their Attorney on April 18, 2012, the

Commission presented a draft Ethics Ordinance that, if adopted, will address all of the items above.¹⁴

- While the Commission's proposed Ethics Ordinance does address the complaint filing process, it was noted that in practice, many complaints are submitted directly to Election Commission Management. More education of the public on the proper submittal of complaints may be needed to create a process that is both independent and anonymous.
- The Commission does have a credit card and provided a copy of their credit card policy.

Transparency and Accountability

- The DuPage Board of Election Commission has a website (<http://www.dupageelections.com>) where they post information regarding the Commission, including the mission statement, meeting schedule, meeting agendas and minutes, public comment forms, policies, and recent news articles.¹⁵
- The Commission requires that anyone wishing to speak at Commission meetings submit a public comment form prior to the meeting. Only individuals who submit a public comment request prior to the start of the meeting are allowed to speak.¹⁶ Commission meetings are held in the Election Commission's office and require that attendees be escorted to the meeting room upon arrival. These aspects of the Commission meetings may hinder transparency, making it difficult for public input and attendance.

Other

- The Board of Election Commission did not provide detailed salary information in its submission to the County pursuant to County Ordinance OCB-001-11. However, the Commission did provide the following information to the County:
 - Organizational Chart
 - Personnel Policy – The Commission's Personnel Policy was revised and adopted by the Board of Commissioners on April 10, 2012. Revisions of the Commission's Personnel Policy were related to sick, personal, vacation and compensatory time.

Operational Recommendations

The following are recommendations that could be implemented immediately with little to no change in the structure of the organization.

Increase Transparency and Accountability

- Provide regular communication to the public and County Board Chairman's Office.
- Consider assigning County staff to serve as a liaison between the Board of Election Commissioners and DuPage County to improve communication, share information and best practices, etc.
- Remove the requirement that public comment forms be submitted prior to Commission meetings in order for public attendees to speak.
- Commission Meeting Minutes should include corresponding attachments which support the actions taken by the Commission at the meetings. For instance, contracts, decision memorandums, financial statements, etc.
- Hold board meetings in a more accessible County conference room to facilitate public attendance.

Increasing transparency through increased communication and ease of obtaining information allows for a higher level of accountability and sets a formal expectation of the conduct of appointed board and commission members, as well as any employees on staff.

Procurement Practices

- We recommend that the Commission follow sound business practices and its procurement policy for the purchase of goods and services. In particular, we recommend the following practices be observed:
 - Contracts should periodically be subjected to open requests for proposals and quotes following guidance in the procurement policy.
 - The Commission should maintain complete and accurate contract files that document decisions regarding the procurement of goods and services.
 - The Commission should issue contracts for goods and services with prime contractors and the contracts should indicate whether subcontractors are allowed. Disclosure of subcontractors should also be included within the Commission's contracts. Appropriate and reasonable mark-up for goods and services provided by the subcontractor should also be disclosed within the prime contracts, if applicable.
 - The Commission should specifically identify the goods and services provided within each contract and purchase order. Clarification of the goods and services protects both the Commission and the contractor from misunderstandings and potential service delivery issues.
- We further recommend that the Commission review all current contracts for compliance with procurement and best practices and determine that current terms and conditions of the contracts are appropriate.

Procurement policies are intended to protect the Commission and ultimately the taxpayers from inefficiencies in costs and to ensure the delivery of goods and services in accordance with the contracts. An environment of open procurement promotes competition, documents that market prices were received and that an objective evaluation of qualifications of providers was performed. In addition, following a formal procurement process provides greater accountability and transparency to the public.

Pursue Operational Efficiencies

- We recommend that the Commission and the County perform detailed analysis of potential cost savings in personnel, commodities, and contractual services.
- Explore shared or contracted services with the County for Procurement, Finance, Human Resources and IT services.

It is recommended that the Commission, in collaboration with the County, perform a detailed analysis of potential cost savings in personnel, commodities and contractual services. In addition, the Commission should consider issuing requests for proposals for commodities and services to determine if better costs can be received due to current economic conditions through competitive bidding. Because procurement, finance, human resources and IT functions are being performed by the County, the Commission may find cost efficiencies by leveraging the County's experience in these areas.

Implement Internal Controls Policies

Procurement Policy

In order to more fully align the Election Commission's procurement policy with DuPage County's procurement policy, we recommend that the Board of Election Commissioners **add** the following information to its procurement policy:

- Bid security / bonding requirements
- Insurance requirements for contractors
- Record retention for contractors (recommended 3 years from final payment)
- Authorization for the use of electronic transmissions
- Bid and/or request for proposal document addenda and questions
- Communication with bidders/offerors
- Placement of purchasing items on agendas
- Public access to procurement information
- Provision for emergency procurements
- Cooperative joint purchasing
- Provision for County auditor to audit contractor books and records when related to a contract
- Change order and contract modification procedures
- Term limit and full disclosure of price for multi-year contracts
- Contract renewal procedure
- Declaration of non-responsibility procedure
- Guidance for review of the procurement policy (recommended every 5 years)

Procurement Files

We recommend the Commission maintain full procurement files that include the vendor contract, bids, and any other supporting documentation. This may include meeting minutes, requests for proposals, certification/justification of sole source, etc.

Ethics

We recommend that the Election Commission continue with the adoption of the proposed ethics ordinance that addresses all of the items previously noted.

While the Commission's proposed Ethics Ordinance does address the complaint filing process, it was noted that in practice, many complaints are submitted directly to Election Commission Management. We recommend the Commission discuss options for submitting complaints that are independent from the Commission. We also recommend the Commission engage in more education of the public on the proper submittal of complaints. We further recommend that the Commission clearly provide the ability for persons to report ethics complaints on its website.

Credit Cards

The Election Commission does use credit cards and has a credit card policy in place; however, we are making recommendations for the improvement of the internal controls surrounding their use. We recommend that the Commission review all credit card usage in compliance with best practices. We also recommend that the Commission enhance its policy by adding the following information:

- Names of the authorized credit cards
- Names of positions authorized to have credit cards. Credit cards should only be issued to employees with a reasonable need for use.
- Board members are not considered employees with an appropriate need for use of credit cards.

Adopting these policies will help the Board of Election Commissioners strengthen internal controls and establishes a formal standard of conduct for Commission members and employees.

Structural Recommendation

The following are recommendations apply to the long-term sustainability of the organization and may require structural change.

Continue to examine reducing the number of precincts

Although the Board of Election Commissioners has already achieved a two to one reduction in precincts, they are legally allowed to pursue a four to one reduction.¹⁷ Section 24A-3.1 of Illinois Election Code provides that when an electronic voting system is used, the County Board or Board of Election Commissioners may combine precincts such that the number of registered voters does not exceed 800.¹⁸ This is further driven by the increase in early voting in DuPage County. The combination of precincts creates an opportunity for additional cost savings by reducing the number of voting judges, facilities, etc.

Conclusion

The Board of Election Commission serves a vital role in the federal, state and local election process for the County. They oversee elections, train and certify election judges, redistrict precincts, and register voters. While the Commission's role within the County centers around elections, there appears to be an overlap of administrative roles with County-wide administration, including: Procurement, Finance, Human Resources and Information Technology functions. Since the County performs these same roles for multiple departments and agencies within the County, opportunities for shared or contracted services with the Commission can provide cost efficiencies to the taxpayers of the County. Such sharing of roles will provide the Commission with the ability to focus on their core role within DuPage County.

The Commission also needs to make significant improvements in its internal control procedures and practices. Procedures surrounding its credit card, ethics and procurement policies must be improved to provide safeguards over County assets. The Commission should enhance its credit card policy by disclosing the authorized cards and Commission staff that are allowed to use credit cards. The Commission's Ethics Policy did not contain key elements that are found in the County's Ethics Policy and in best practices. The Commission should immediately adopt an improved ethics policy consistent with the County's policy to provide internal controls surrounding Commission personnel. Finally, the largest area of internal control improvement relates to the Commission's contracting practices. The Commission should improve its procurement policy, document decisions made through contract file maintenance and implement practices to provide a more open procurement process. The Commission failed to follow its own Procurement Policy in 12 of 13 contracts that we reviewed (see Appendix). Deficiencies consisted of incomplete file documentation, lack of competitive bidding, failure to disclose subcontractors, and lack of disclosure in the contract of the nature and of goods or services to be provided. In order to safeguard County assets and ensure the integrity of the procurement process we further recommend that the Commission review all current contracts for compliance with the procurement policy and best practices.

¹ “About the Commission” DuPage County Election Commission. 1/10/12

<http://www.dupageelections.com/pages.asp?pageid=208>

² “DuPage Board of Election Commissioners” DuPage County. 1/10/12.

http://www.dupageco.org/CountyBoard/Appointive_Bodies/29497/

³ “Personnel Roster” DuPage Election Commission. 2011. Pgs. 1-2

⁴ “Illinois Compiled Statutes:(10 ILCS 5/6A) Election Code-County Board of Election Commissioners.” Illinois General Assembly Website. Accessed January 4, 2012.

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=001000050HArt%2E+6A&ActID=170&ChapterID=3&SeqStart=29700000&SeqEnd=30500000>

⁵ “DuPage Board of Election Commissioners” DuPage County. 1/10/12.

http://www.dupageco.org/CountyBoard/Appointive_Bodies/29497/

⁶ “DuPage Board of Election Commissioners” DuPage County. 1/10/12.

http://www.dupageco.org/CountyBoard/Appointive_Bodies/29497/

⁷ “Meeting Schedule 2011” DuPage Election Commission. Pg. 1

⁸ “fy2012 Budget” DuPage County Election Commission. Pg. 4

⁹ “Interview Notes” Interview with Bob Saar and Donna Morrison. December 2, 2011. Pg. 3

¹⁰ “Interview Notes” Interview with Bob Saar and Donna Morrison. December 2, 2011. Pg. 3

¹¹ “Interview Notes” Interview with Bob Saar and Donna Morrison. December 2, 2011. Pg. 3

¹² “Voting Centers & Precincts” Email from Donna Morrison. March 15, 2012.

¹³ “1-12 Organizational Chart” Board of Election Commissioners. January 2012. Pg. 1

¹⁴ “Draft Ethics Ordinance” Provided by Pat Bond in Meeting with Election Commission. 4/18/12

¹⁵ “About the Commission” DuPage County Election Commission. 1/10/12

<http://www.dupageelections.com/pages.asp?pageid=208>

¹⁶ “Board Meetings” DuPage County Election Commission. 1/10/12

<http://www.dupageelections.com/pages.asp?pageid=208>

¹⁷ “Interview Notes” Interview with Bob Saar and Donna Morrison. December 2, 2011. Pg. 3

¹⁸ “Election Code” Illinois General Assembly. January 23, 2012

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=001000050HArt.+24A&ActID=170&ChapterID=3&SeqStart=79600000&SeqEnd=82400000>

Appendix

DuPage County Election Commission Contract Analysis Summary

#	Vendor	Type of Purchase	Contract Amount	Term of Contract	Board Approval Date	Missing Documentation
1	Liberty Systems	Equipment Maintenance	Contract Not Available. Purchase orders were issued for this purchase for annual maintenance.	3 years	Per Meeting Minutes, the agreement was approved on 7/29/2008.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board 6) Contract/Agreement document with Board's Approval
2	Fidlar Election Company	Election Equipment	\$4,055,303.45	Ends with Delivery	Per Meeting Minutes the agreement was approved on 10/14/2003.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board
3	Roger Marquardt	Lobbyist	\$36,000.00	1 year	Per Meeting Minutes the agreement was approved on 3/22/2011.	1) Approved Memorandum Request 2) RFP or Sole Source Justification 3) Documented review of RFP or justification 4) Written Recommendation to Board
4	Liberty Systems	Printing Contract	\$4,909,363.20	4 years	Agreement effective date was 4/28/2009. Per Meeting Minutes the agreement was approved on 6/9/2009.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board 6) Subcontractor not disclosed
5	Liberty Systems	Professional Services	\$268,000.00	4 years	Per Meeting Minutes the agreement was approved on 6/9/2009.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board
6	Bond Dickson	Legal Services	\$235/hr - Commission Representation; \$280/hr - Court Appearance; \$2,100/day - Election day activities; \$420/meeting - Attendance at Commission meetings	1 year	Per Meeting Minutes, the agreement was approved on 2/8/2011.	1) Approved Memorandum Request 2) RFP or Sole Source Justification 3) Documented review of RFP or justification 4) Written Recommendation to Board
7	Dielhi Road Aurora, LLC	Rental Warehouse; The original contract was for 5 years ending 9/30/2011. The lease was extended for 3 more years from the current expiration date of 9/30/2011. This was done through amendment to the original lease agreement.	\$660,385.81	3 years	Per Meeting Minutes, the amendment was approved on 5/24/2011.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board
8	GateHouse Media Suburban Newspaper	Tabloid Insertions	Based on per 1000 tabloid inserts with Min of 150,000 copies	4 years	Per Meeting Minutes, the agreement was approved on 11/8/2011.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board

Appendix

DuPage County Election Commission Contract Analysis Summary

9	Robis Elections Inc	Software License Renewal	Contract Not Available. Original Contract with renewal clause expired on 11/7/2008. Purchase Order was issued in the amount of \$345,123.	5 years	Per Meeting Minutes, the agreement was approved on 3/10/2009.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board 6) Contract/Agreement document with Board's Approval
10	Stratus Tech	Database Upgrade. Service Invoice approved by Board on 1/11/2011.	\$10,824.00	Per Service Invoice it was for one year.	Service Agreement signed and dated 1/1/2011. Per Meeting Minutes, the agreement was approved on 11/23/2010.	1) Request of Written Quotes from at least 3 vendors 2) Executive Director's approval of quote 3) Written recommendation to Board 4) Contract/Agreement document with Board's Approval
11	SOE Software Corp	Software License and Maintenance	\$83,400.00 plus Annual Maintenance of \$16,640	Until terminated as provided in the agreement	Per Meeting Minutes, the agreement was approved on 8/22/2006.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) <u>Written Recommendation to Board</u>
12	DFM Associates	Voter Registration System	\$677,620.00	5 years	Per Minutes, the agreement was approved by Board on 4/30/2007.	Documentation was provided to support compliance with the Commission's Policy.
13	WM Meyers Movers Inc.	Election Equipment	Based on # of locations visited @\$150/location	5 years	Per Meeting Minutes the agreement was approved on 1/10/2012.	1) Approved Memorandum Request 2) Approved Quote Specifications 3) Notice to Bidders including specifications 4) Documented Review of Bids 5) Written Recommendation to Board