CITY OF PHILADELPHIA

Office of Innovation and Technology
(on behalf of
Office of the Philadelphia City Commissioners)

REQUEST FOR INFORMATION

FOR

Election Systems

June 4, 2018

Information Session – Conference Call
June 11, 2018 at 10:00 AM
(Local Philadelphia Time)

Deadline for questions, requests for clarification,
or requests for additional information (email
Joyce.Spindler@phila.gov and
Gayle.Ruggeri@phila.gov)
June 18, 2018 before 5:00 PM
(Local Philadelphia Time)

City Responds to Questions
(http://www.phila.gov/rrp)
July 2, 2018 before 5:00 PM
(Local Philadelphia Time)

Responses to RFI Due (email
Joyce.Spindler@phila.gov and
Gayle.Ruggeri@phila.gov)
July 17, 2018 before 5:00 PM
(Local Philadelphia Time)

JAMES F. KENNEY, Mayor
Lisa Deeley, Al Schmidt and Anthony Clark, Philadelphia City Commissioners
Mark Wheeler, Interim CIO, Office of Innovation and Technology
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Election Systems
REQUEST FOR INFORMATION

I. RESPONSE CALENDAR

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<td>Post Request for Information</td>
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II. PURPOSE OF REQUEST FOR INFORMATION

The City of Philadelphia (City) is embarking on a significant initiative to upgrade and modernize its Election System infrastructure. As part of this initiative, the City intends to replace the Danaher 1242 Voting Machines currently in use for elections with a solution certified by the State of Pennsylvania for future elections. Additional projects will also include the replacement of the current paper polling books with an Electronic Polling Book (EPB) solution. The City, through its Office of Innovation and Technology (OIT) and the Philadelphia City Commissioners, has issued this Request for Information (RFI) in order to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in, and capable of, providing a State of Pennsylvania certified solution for Election Systems to include voting machines, electronic poll books and associated components in time for the 2019 General Election. If a Respondent only supplies an electronic polling book solution, it is acceptable to submit information limited to that solution.

Respondents are asked to provide OIT with information regarding their available solutions, subject to the following guidelines:

- Identify only products that are or will be certified by the federal Election Assistance Commission (EAC) and the Pennsylvania Secretary of the Commonwealth for use as voting machines and/or poll books.
• Identify only products that can support the size and scope of the City of Philadelphia’s voting environment. This includes greater than 1.031 million registered voters who place votes in one of 1,688 Divisions. The working assumption is that each Division will require at least 2 voting machines and at least 2 electronic polling books depending on the size and volume of a division.
• Identify only products that are modifiable or configurable to meet specific City requirements, and that focus on interoperability, reliability, usability, availability, capacity and scalability.
• Present the software solution’s interoperability and operational requirements in accordance with the International Organization for Standardization Open Systems Interconnection (OSI) model.
• Present how the solution secures critical voting information and infrastructure.
• Present whether proprietary or off the shelf hardware is required to support the solution. If off the shelf hardware is an option, present all supported technology platforms.
• Include an architectural diagram of the solution with description of the solutions scalability; responses may include one or more models or solutions.
• Describe the configurability of the software to meet specific user needs.

Responses should include implementation, integration, and/or configuration services. If, the software can be installed and configured only by the Respondent, that must be clearly stated in the Response, including the reasons why that is the case.

Respondents may, in the City’s discretion, be invited to engage in discussions with the City’s project team and/or demonstrate their products, services and solutions.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City. The City intends to procure software and hardware for this project as soon as reasonably possible, in accordance with the City’s procurement laws and practices for software and hardware purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements. Respondents will not be bound by the ROM cost estimates provided in their responses to this RFI in a future procurement. The City also reserves the right to not procure any software or hardware.

III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION

All questions (see RFI Question Template Exhibit) and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, on June 18, 2018 to:
Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted on the City’s website at http://www.phila.gov/rfp (“Additional Opportunities”). No information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City’s website at http://www.phila.gov/rfp (“Additional Opportunities”). It is the Respondent’s responsibility to monitor the Additional Opportunities site for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

IV. ABOUT THE CITY OF PHILADELPHIA, PHILADELPHIA CITY COMMISSIONERS, AND OIT

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historic and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

The Office of the Philadelphia City Commissioners is a three-member bipartisan board of elected officials in charge of elections and voter registration for the City of Philadelphia. The Commissioners set and enforce department policies to administer voter registration and conduct elections in accordance with federal and state voter registration and election laws.
As an operating department of the City, OIT provides technology and telecommunication services to the City, its employees, and the community. There are over 25,000 city employees in Philadelphia.

V. INFORMATION SESSION CONFERENCE CALL

An Information Session Conference Call to review the requirements of this RFI will be held on June 11, 2018 at 10:00 AM (Local Philadelphia Time)

Participation in the Information Session Conference Call is optional but recommended.

To receive the dial-in information for the conference call:

- email Joyce Spindler, Joyce.Spindler@phila.gov by Noon on Friday, June 8, 2018 Local Philadelphia Time
- include the name and email address of who is to receive the dial in information.

VI. ANTICIPATED SOLUTION REQUIREMENTS

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<tr>
<th>Mandatory Requirements</th>
<th>Description</th>
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<tbody>
<tr>
<td>Licensed and Certified</td>
<td>Must be licensed and certified by the Pennsylvania Secretary of the Commonwealth after January 2018. If not currently certified, provide the date by which certification is anticipated.</td>
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<tr>
<td>Security</td>
<td>The solution must demonstrate the security requirements designated by the Commonwealth of Pennsylvania.</td>
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<td>Ease of Distribution</td>
<td>Must be able to quickly distribute, set up and collect all physical equipment with minimal staff to 825-850 polling locations.</td>
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<tr>
<td>Ease of Maintenance</td>
<td>Maintenance must be simple. System components must be obtainable on short notice (24 hour or less turnaround).</td>
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<tr>
<td>Auditing</td>
<td>Must produce paper verification of individual votes in addition to electronic logs and verification. Must be able to accurately and rapidly audit voting records.</td>
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<tr>
<td>Absentee and Provisional Ballots</td>
<td>Must support central tabulation for Absentee and Provisional Ballots via a single system interface.</td>
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<td>Capacity</td>
<td>Must demonstrate previous successful implementations in other densely populated cities or urban counties.</td>
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<td>Reporting Tools</td>
<td>Must provide functionality to report on ballot totals and errors.</td>
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<tr>
<td>Training and Technical Support</td>
<td>Must provide technical support throughout the year and in particular, around and on Election Day.</td>
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<tr>
<td>Ease and Speed of Voting Process</td>
<td>System interaction must be intuitive and supportive of the full range of capabilities within the voter community. Average check-</td>
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in time should be no more than 2 minutes. Average voting time for an average length Philadelphia ballot should be no more than 3 minutes.

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<th>Optional Requirements</th>
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<tr>
<td>Polling Books</td>
<td>For standalone or associated EPB solutions, the vendor must demonstrate its overall integration and compatibility with Voting Systems and how it communicates with the voter registration database, along with Real Time Election tools including Dashboards, Election Day Results and Election Day Issue Management. Demonstrate the security features of the EPB.</td>
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VII. SUBMISSION GUIDELINES/REQUIREMENTS

The City expects each Respondent to include in their response to this RFI the following items in the order listed:

**Company Overview:**
Include company name, physical address, phone number, fax number, and web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone and email address. Note the company’s operations including the number of years the company has been supporting this solution; location of company’s headquarters and all other office locations; and three years of financial data to ensure company stability.

**Clients:**
Identify your experience with clients of similar size and scope to the City of Philadelphia, including client name, engagement title, description of engagement, cost, and start and completion dates as well as the name, address and telephone number of a contact person. Discuss the voting system and/or EPB solution implemented.

**Product/Software Solution:**
Identify one or more solutions that meet the City’s requirements.

A major goal of this RFI is to provide Respondent with an opportunity to inform the City and OIT about their respective software solution’s interoperability and operational requirements in reference to the OSI model. Respondents are encouraged to include in their response an architectural diagram of the solution with description of the solution’s scalability. Respondents are welcome to provide one or more models or solution sets to meet this requirement for an integrated interoperable solution set.

**Infrastructure/Architecture Model:**
Identify your infrastructure/architecture model(s) provided and supported and whether they are on premise, hosted off-premise, or Software-as-a-Service (SaaS) models.

Supplement this request with an interoperable architectural diagram outlining each OSI layer requirement for enablement, sustainment, reliability, redundancy, and growth. Highlight your anticipated annual upgrade and patch release schedule.

**Key Features:**
Identify best of breed features included in the proposed solution(s), including, at a minimum, the Key Features in Section VI. Anticipated Project Requirements.

**Support and Maintenance Model:**
Provide the anticipated ongoing software maintenance and support services required to sustain the solution including frequency of upgrades and patches/bug releases and the estimated timeframes to complete. Outline the services in your support model including available service level agreements.

**Training Model:**
Outline the services in your model that support administrative and end user training. Include the pricing model for training services and the certification process for current staff to maintain and update the systems.

**Reporting and Key Performance Indicators (KPIs):**
Provide the standard and custom reporting included in your solution and the available KPIs.

**Pricing/Licensing Model:**
Include a general pricing model and cost for the software based upon the information provided in this RFI. This pricing should also indicate the licensing model, (i.e. licensing by individual users, by core, by seat etc.), descriptions of the hosting models available, and estimates of associated costs. Include cost estimates for ongoing support and maintenance for three years, and when those support and maintenance costs begin (i.e. at time of purchase, after implementation, etc.). Include the cost of additional materials required to operate the system, such as ballots.

Respondents will not be bound by any cost estimates included in responses to this RFI.

**VIII. USE OF RESPONSES**

Responses to this RFI may be used by OIT to select voting machine and EPB solution. Responses may also be used to assist OIT in gathering information for planning purposes, and for purposes of identifying sufficient resources for an implementation initiative.
IX. HOW TO SUBMIT RESPONSES

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format, as a single document (see note below), to:

Joyce Spindler  Gayle Ruggeri@phila.gov
Office of Innovation and Technology  Office of Innovation and Technology
Joyce.Spindler@phila.gov  Gayle.Ruggeri@phila.gov

Responses are due July 17, 2018 before 5:00 pm, Local Philadelphia Time.

Note: Response document(s) are limited to 15 MB; if necessary, please submit multiple files or zip/compress the file(s)

X. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

XI. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI (“response”); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);

2. Select a solution from a vendor that does not respond to this RFI, or elect not to proceed with any procurement;

3. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City’s sole judgment, such defect is not material to the response;
4. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;

5. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;

6. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;

7. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;

8. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;

9. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

XII. PUBLIC DISCLOSURE

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a “local agency” under and subject to the Pennsylvania Right-to-Know Law (the “Act”), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.
Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.
<table>
<thead>
<tr>
<th>Question Number</th>
<th>RFI Section # (If applicable)</th>
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