REQUEST FOR INFORMATION
for
Voting System Modernization
for The
CITY OF PHILADELPHIA

Issued by:
The Office of Innovation and Technology (OIT)
October 22nd, 2014

Submission Due Date: November 26th, 2014 at 5 PM (EST)

Submission Contact Information:
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I. RESPONSE CALENDAR

October 22nd, 2014   Posting of RFI

November 17th, 2014 at 5 pm (EST)   Deadline for questions, requests for clarification
or requests for additional information

November 26th, 2014 at 5 pm (EST)   Submission Due Date

II. CONTACT INFORMATION

All questions concerning this RFI must be submitted via email no later than 5 pm (EST) on November 17th, 2014 prior to the submission due date and directed to:

> Tim Wisniewski, Chief Data Officer
> tim.wisniewski@phila.gov

Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment by the City.

III. PROJECT OBJECTIVE

The purpose of this project is to provide a modern technological solution for the voting system used to hold elections in the City of Philadelphia. The City is looking for a solution that is licensed and certified by the Commonwealth of Pennsylvania and can be implemented by the Municipal Primary Election in 2017. The solution should have a life expectancy through 2030.

Primarily, a modern system solution is desired in order to:

- **Increase voter participation** by making voting more accessible to all eligible parties, including working professionals, new citizens, military service members, elderly voters, people with disabilities, and students
- **Build confidence in the electoral process** through increased efficiency, transparency and accountability for elections, reconciliation, and reporting of results
- **Reduce maintenance and overhead costs** of devices being stored, transported, and maintained

Current Process

Philadelphia's population is on the rise with over 1.5 Million citizens. More than 20% are under the age of 18 and not eligible to vote (not including non-citizens and others not eligible to vote). Two elections

are held each year - one in the spring, one in the fall – and, while over 1 Million citizens are registered to vote, only 28% actually do vote on average.

The voter registration is managed by the Commonwealth of Pennsylvania, while the elections are run by the Philadelphia Office of the City Commissioners.
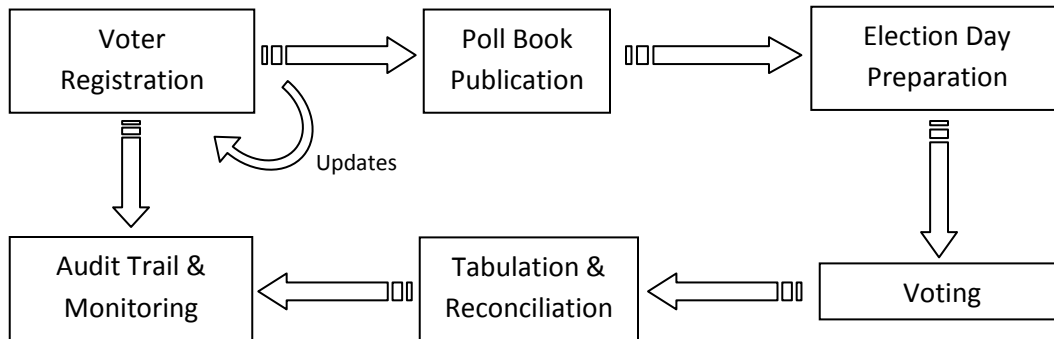
- **Voter Registration & Updates:** Voters currently can register in person at two City locations or any PennDOT facility, or by mail. Registration applications are available but cannot be submitted online. Applications are also available at U.S. Post Offices, Philadelphia Public Libraries, State liquor stores, and other government facilities. ***Registration is handled on the state level through a system called SURE and will not be included in this modernization project.***
- **Poll Books:** Poll books are printed approximately two weeks before the election. Supplemental poll books are printed approximately 5 days before the election for any division where a voter record changed later than the poll book export from SURE, the state's registration system. If a voter casts an absentee ballot and shows up on Election Day and votes on the voting machine, the absentee ballot is cancelled. Citizens may pass away, move, become ineligible, or cast absentee ballots in the time between publication and the election, rendering some listings inaccurate.
- **Election Day Preparation:** Months of effort is spent preparing for Election Day. Approximately 1,700 cell phones are distributed along with the polling place materials to Election Board Workers the weekend before the election. The cell phones are included to assist with language accessibility, however, some facilities, such as church basements, do not have cellular service or internet connectivity. Voting machines must be taken of out storage, tested for functionality, and then transported for distribution across the city. This is a costly and time consuming part of the process.
- **Voting:** On Election Day, poll books are signed manually by those who vote in person. Some voting machines break and cause a back log of individuals waiting to vote at certain locations.
- **Tabulation & Reconciliation:** Absentee ballots are frequently not received on time in order to be counted towards the election. The absentee ballot deadline is set by law and the ballots themselves are tabulated using the HART system, which is a separate system. Tallying votes is a time consuming process as not all information is stored in a database. All voter codes in the poll

books are scanned weeks after the election to update SURE voting history, but it is separate from the vote certification. It is, potentially, something that could be done faster with electronic poll books.
- **Audit Trail & Monitoring:** Participation and results are audited to ensure people have not voted twice, were eligible to vote, and so on to identify voter fraud.

In terms of voting equipment, the City of Philadelphia last purchased voting machines in 2002. There are 3,730 machines currently in inventory. The model purchased is no longer in production. Much has changed in the way of technology since then.

Many costs are currently incurred in the process including:
- Costs for storage of equipment
- Costs for equipment parts and maintenance
- Costs for transportation, distribution, and set up of equipment

Given these challenges, the City is seeking to obtain information from the vendor community in assessing the strategies and tools available in addressing the modernization of its Voting System as outlined in *Section IV – General Requirements*. Respondents should address all of the Mandatory requirements, and, while respondents do not need to address all additional functionality listed, should identify those they respond to through this RFI. Please note that responses to this RFI need not be limited to the information outlined in the requirements section below, but should include all information the Respondents believe are related to the subject matter of this RFI.

If the overall solution includes additional components or functionality not listed in the General Requirements, please provide details regarding additional costs separately.

Vendors who choose to respond to the RFI may be invited to engage with the City's project team and have the opportunity to demonstrate their products, services and solutions.

The City is posting a Request for Information (RFI) to learn more about the possibilities for this project and hear ideas from the vendor community about the options available. The City anticipates that these discussions, and the responses to the RFI, will help inform the project team as it scopes out a list of requirements. The City intends to post the final project scope as a Request for Proposals (RFP) and the City intends to contract with a vendor for full implementation. However, the RFP will only seek/consider voting systems currently certified by the Commonwealth of Pennsylvania.

IV.   GENERAL REQUIREMENTS
The City has classified a set of mandatory general requirements that must be provided by the solution, and is only considering voting technology solutions certified by the Commonwealth of Pennsylvania. Additional functionality is then listed in pursuit of exploring the current market.

Mandatory Requirements	Description
Licensed & Certified	Must be licensed and certified by the Commonwealth of Pennsylvania

Ease of Distribution and Maintenance	Ability to quickly distribute and recollect all physical equipment, as well as easily obtain parts and maintain them
Reporting Tools	Functionality to report on ballot totals and errors
Auditing and Monitoring Tools	Functionality to accurately and rapidly audit voting records
Training and Technical Support	Technical support throughout the year and especially around Election Day.
Proven Capacity	Previous successful implementation in other densely populated urban counties

In addition to the mandatory functionality, the City seeks to learn more about:

- Opportunities for reuse of existing equipment
- Modern solutions for poll books

V.   SUBMISSION REQUIREMENTS

The following are submission requirements for this RFI:

Response to Suggested Activities – (limited to 4 pages) Explain your organization's approach to voting system modernization, and how your approach would advance the goals laid out in the RFI, including:
- A description of the product and what of the functional requirements are met by the product
- A description of the services you would provide
- A description on potential challenges and key strategies

Company Profile – (limited to 4 pages) Provide your firm's name, contact name, street address, mailing address if different, email address, and telephone numbers of the Respondent along with a description of your firm.

References – Describe past successes and provide contact information from at least 5 highly populated counties where the technology is currently being used.

General Cost Estimates – (limited to 2 pages) Provide information on overall costs for a minimum of at least five years, and estimates of what expenses might be incurred based on past projects. This includes information regarding the warranty for acquiring the voting devices, parts, services, and so on. Please also include information about additional resources that could be leveraged for this initiative. Vendor may provide any relevant ROI data that reflects these assumptions.

Estimated Timeframe – (limited to 1 page) Provide information on an estimated timeframe for implementing your solution, including anticipated key milestones.

The Project Objective and General Requirements should not be construed to limit your response but used as a minimal guide to understanding the City's Request for Information. Respondents are encouraged to provide as much information as possible to enable the City to fully understand the methodologies and tools that can be used to modernize the voting system.

Firms may, in the City's sole discretion, be asked for additional information or to present information to representatives of the City based on this Request for Information and their responses. At this time, the City's interest is to collect information about the current state of the market. Any costs associated with this Request for Information are the sole responsibility of the respondents.

Submissions: Are acceptable in electronic or paper documents. **Responses in electronic format must be submitted to** *tim.wisniewski@phila.gov* **by November 26th, 2014 at 5:00 PM (EST).**

Alternatively, optional paper submissions may be mailed to:

City of Philadelphia
Attn: Tim Wisniewski, Chief Data Officer
1234 Market St, Suite 1850
Philadelphia, PA 19107

VI.   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 one 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. to decline to consider any response to this RFI (Response); to cancel the RFI at any time; to 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; or to reissue the RFI or to issue a new RFI (with the same, similar or different terms);

2. to 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;

3. to 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;

4. to 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;

5. to require, request or permit, in discussions with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether or not it was described in the Response or this RFI;

6. at any time determined by the City, to discontinue 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;

7. to 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.

The City is not obligated to conduct subsequent discussions with any Respondent to this RFI, and reserves the right to conduct discussions regarding its subject matter with firms that do not respond to this RFI. This RFI and the process it describes are proprietary to the City and are for the exclusive benefit of the City. No other party, including any Respondent, is intended to be granted any rights hereunder. Upon submission, Responses to this RFI shall become the property of the City, which shall have unrestricted use thereof. Responses may be subject to public disclosure under applicable law. By submitting its Response, the Respondent agrees to the terms and conditions of this RFI.