



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION  
RFI 18-05**

**COSTARS Invitation for Bid  
For  
Voting Systems and/or ePollbooks**

**November 19, 2018**



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION  
RFI 18-05**

*COSTARS Invitation for Bid  
For  
Voting Systems and/or ePollbooks  
(COSTARS-39)*

**Date of Issuance  
November 19, 2018**

**Summary.** The Commonwealth of Pennsylvania (Commonwealth), Department of General Services, in consultation with the Department of State, is issuing this Request for Information (RFI) to solicit information that will be used to assist with revisions to the COSTARS Invitation for Bid (IFB) for **Voting Systems and/or ePollbooks** (COSTARS-39) which will be re-released by the Department of General Service in the near future.

Specifically, this request seeks information from which the Commonwealth can formulate specifications and requirements for financing options for purchases by counties and realistic delivery timeframes for equipment once a purchase order has been issued by a county. The Commonwealth desires to produce an IFB that promotes supplier competition and improves efficiencies within the procurement process. The Commonwealth is open to any and all ideas in relation to the items listed above and encourages alternative ideas that will help the Commonwealth better define its requirements.

**Background.** In an effort to develop an IFB for Voting Systems and/or ePollbooks in a cost-effective strategy for the counties of the Commonwealth of Pennsylvania, the Commonwealth is soliciting responses to the questions listed in **Attachment A**.

**Issues to Be Addressed.** The Commonwealth is requesting that firms with expertise in this area send the information set out below and limited to the requested information.

The following items should be submitted with your response:

1. Cover Letter on Company Letterhead, which includes a point of contact name, phone number and email address.
2. Attachment A - Survey Questions

**Supplier Development Meeting(s).** In addition to the information requested in Attachment A, the Commonwealth will be holding a follow-up Supplier Forum to further clarify any responses

received and to discuss any additional questions that arise from the RFI responses. The Supplier Forum will be held on December 12, 2018, at 10:00 am, Conference Room 1, Bureau of Procurement, 6<sup>th</sup> Floor, Forum Place Building, Harrisburg, PA 17101.

***Due Date.*** The Commonwealth is requesting that all responses to this RFI be submitted by 4:00 pm (EST) on **December 5, 2018**. Timing for evaluating responses and optional scheduling of the Supplier Development Meeting will depend on the quantity and quality of responses received. **Please submit your responses via e-mail to [RA-GSBOPRFI@pa.gov](mailto:RA-GSBOPRFI@pa.gov).**

***Disclaimer.*** This RFI is issued solely for information and planning purposes and does not constitute a procurement solicitation. Responses to this notice are not offers and cannot be accepted by the Commonwealth to form a binding contract. No party is bound by the information provided in response to this RFI.

Respondents are solely responsible for all expenses associated with responding to this RFI. Respondents needing confidential treatment for any proprietary information they furnish must clearly identify that in their respective Responses. All information received in response to this RFI that is marked Proprietary will be handled in accordance with applicable law including the Right To Know Law, as amended.

Respondents to this Request shall not provide recommendations as to specific courses of action and shall not be deemed to be an advisor or consultant to the Commonwealth. The Commonwealth will evaluate the information presented and determine any subsequent course of action, which may consist of contracting for implementation of Commonwealth-determined work. Such work may be procured through any procurement method available, and respondents to this Request may be considered for selection to perform such work.

Responses to this RFI will not be returned. Respondents will not be notified of the result of the review, nor will they be provided copies of it.

***Commonwealth Reservation of Rights.*** The Commonwealth reserves the right to consider or reject any and all responses to this Request, to amend and/or reissue this Request and to abandon and then recommence at any time, or not recommence, this process. All costs of any response to this Request and participation in any presentations to the Commonwealth are solely the responsibility of the Respondent and the Commonwealth shall not be liable for payment of any such costs.

***Point of Contact.*** All questions and contacts concerning this solicitation must be sent to or made with:

Emanuel Williams, Issuing Officer  
PA Department of General Services  
Email: [emwilliams@pa.gov](mailto:emwilliams@pa.gov)

This office is the sole point of contact.

## **Attachment A**

### **Survey Questions**

The Commonwealth of Pennsylvania (Commonwealth), Department of General Services, in consultation with the Department of State, is issuing this Request for Information (RFI) to solicit information that will be used to assist with revisions to the COSTARS Invitation for Bid (IFB) for **Voting Systems and/or ePollbooks** (COSTARS-39) which will be re-released by the Department of General Services.

The Commonwealth is tentatively considering the following:

- Re-issuing the COSTARS IFB for Voting Systems and/or ePollbooks in December 2018, with bids being due back by January 31, 2019, with no additional bids being accepted after the due date until and unless a supplement is issued;
- The possibility that the Commonwealth may allocate an amount of funding directly to the counties, to contribute in financing the purchase of certified Voting Systems;
- Delivery of equipment throughout 2019 for orders placed by the counties that will first be implemented in the 2019 Primary or Municipal Election, or the 2020 Primary Election.

The Commonwealth has issued this Request for Information (RFI) for entities to provide feedback and information in order to better assess and define the Commonwealth's requirements and course of action.

1. If a percentage of funding was available from the Commonwealth directly to the counties for the purchase of Voting Systems can you provide an installment purchase plan for the counties to make payment of the entire purchase price over a payment term of either 5 years or of 8 years? Please explain any benefits or challenges to this course of action.
2. Could you provide financing options directly to the counties for the entire purchase price of Voting Systems over a payment term of either 5 years or of 8 years, without considering what portion of the payment, if any, was Commonwealth funded? Please identify specifically what financing options would be available and include a general range of interest rates that could be offered. Please explain any benefits or challenges to this course of action.
3. If a percentage of funding was made available from the Commonwealth directly to the counties for the purchase of Voting Systems could you provide different and separate payment terms for the county-funded portion of the payment, and the Commonwealth-funded portion of the payment? Please explain the overall benefits or challenges to this course of action. How would this change if a county chose to pay the entire or a portion of the county-funded portion up front? Could the county-funded portion be spread over

5 years or 8 years and what would the impact of such financing terms be on the interest rates?

- a. If the Commonwealth funded portion of the payment to the vendor was 30% would you be able to provide financing for that 30% of the total purchase price over a payment term of 5 years or 8 years? Please explain any benefits or challenges to this course of action and provide details as to how the financing of the payments would be done, including a general range of interest rates that could be offered.
    - i. Would your rates be different if a county chose to pay the remaining 70% of the cost up front or on a shorter payment schedule?
    - ii. Could the county-funded portion be spread over 5 years or 8 years and what would the impact of such financing terms be on the interest rates?
  - b. If the Commonwealth funded portion of the payment to the vendor was 50% would you be able to provide financing for that 50% of the total purchase price over a payment term of 5 years or 8 years? Please explain any benefits or challenges to this course of action and provide details as to how the financing of the payments would be done, including a general range of interest rates that could be offered.
    - i. Would your rates be different if a county chose to pay the remaining 50% of the cost up front or on a shorter payment schedule?
    - ii. Could the county-funded portion be spread over 5 years or 8 years and what would the impact of such financing terms be on the interest rates?
  - c. If the Commonwealth funded portion of the payment to the vendor was 70% would you be able to provide financing for that 70% of the total purchase price over a payment term of 5 years or 8 years? Please explain any benefits or challenges to this course of action and provide details as to how the financing of the payments would be done, including a general range of interest rates that could be offered.
    - i. Would your rates be different if a county chose to pay the remaining 30% of the cost up front or on a shorter payment schedule?
    - ii. Could the county-funded portion be spread over 5 years or 8 years and what would the impact of such financing terms be on the interest rates?
4. Would it impact your quotes to have the first installment payment scheduled for on or after December 1, 2019?
- a. When do you expect your first payment for?
    - i. An installment purchase plan;
    - ii. A lease;
    - iii. A financed purchase.
  - b. How would a longer than expected period of time between contract execution and the first installment payment impact your quotes?

5. Please provide feedback regarding the previously issued COSTARS – 39 IFB.
  - a. Were there any terms, conditions, or provisions that you felt were a barrier to submission of a bid?
  - b. If so please explain how these terms, conditions, or provisions limited your ability to participate in the procurement opportunity or influenced how you would have responded to the IFB.
6. Open Comment. Please provide any additional feedback you may have relative to the financing options and delivery time frames.

\*\*\*