

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## **PURCHASING MEMORANDUM**

### **CENTRALIZED CONTRACTS FOR THE ACQUISITION OF VOTING SYSTEMS AND BALLOT MARKING DEVICES**

**PR NUMBER:** 21231

**DATE:** October 17, 2007

**GROUP:** 22300 - VOTING SYSTEMS & RELATED  
SERVICES AND BALLOT MARKING OR  
OTHER VOTING DEVICES ACCESSIBLE  
TO INDIVIDUALS WITH DISABILITIES

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Purchasing Officer I  
(518) 474-5535  
[lori.bahan@ogs.state.ny.us](mailto:lori.bahan@ogs.state.ny.us)

**RETURN BY:** November 19, 2007

Jamie Nusbaum  
Team Leader

**BID OPENING:** Continuous Recruitment

(518) 474-2387  
[jamie.nusbaum@ogs.state.ny.us](mailto:jamie.nusbaum@ogs.state.ny.us)

**SUBJECT: ANNOUNCEMENT OF THE REQUIREMENTS FOR CONTRACT ELIGIBILITY**

**TO PROSPECTIVE BIDDERS:**

Open to all qualified Voting Systems and Ballot Marking Device suppliers who meet the qualifications as follows:

1. Is an established manufacturer, authorized dealer or other authorized representative for the machines or devices being submitted for contract
2. Has adequate financial and other resources to implement a statewide contract to all county BOEs.
3. Is a responsible bidder as evidenced by the State Standard Vendor Responsibility Questionnaire (SVRQ) contained in the contract template.
4. Can provide a normal production schedule which demonstrates how many machines and/or ballot marking or other voting devices accessible to individuals with disabilities and related services can be produced per day in the normal course of business
5. Meets all other requirements of the solicitation.

Meeting these requirements does not entitle a Voting Systems or Ballot Marking Device supplier to a contract with NYS OGS, but are the minimum qualifications to be considered for eligibility.

If you feel your company meets the above minimum qualifications, you can obtain additional information on the continuous recruitment process and instructions on how to submit a proposal on the OGS website at:

<http://www.ogs.state.ny.us/purchase/biddocument/22300VotingSystemPlan.pdf>

Any questions should be directed to the Purchasing Officer listed on this announcement.