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DATE: June 1, 2018

TO: Wisconsin Municipal Clerks
Wisconsin County Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Sara Linski
WisVote Specialist

SUBJECT: Badger Book Purchasing Process – August 2018 Partisan Primary

Below are the steps clerks may take to procure electronic poll book hardware through Paragon Development Systems (PDS) if they plan to use Badger Books in the August 2018 Partisan Primary. At this time, two configurations are available and both packages include HP's ElitePOS G1 8GB retail unit as the main piece of hardware. The data sheet for this device can be found [here](#). Each package also contains a 2-D barcode scanner, thermal receipt printing functionality, a 10 pack of thermal receipt paper, Windows 10 Pro, a wireless keyboard and mouse, and PDS configuration services. Orders should be submitted by June 8. Please make your order promptly to ensure that we have enough resources to support your municipality for implementation before the 2018 Partisan Primary.

Package 1 - \$1,960.00

- HP ElitePOS G1 retail unit with integrated column thermal receipt printer

Package 2 - \$1,985.00

- HP ElitePOS G1 retail unit with separate thermal receipt printer

Staff will provide further communication on Badger Book training and data configuration through the Elections Learning Center. Staff will be in further contact with clerks implementing Badger Books in the August 2018 Partisan Primary to ensure they have the support necessary for a successful implementation. Please use the following steps to place your order:

Step	Description
Step 1: Set up an account with PDS	<ul style="list-style-type: none">• Send an email to TeamGovEdu@pdsit.net to contact Dana Berner and Tiffany Franklin with a completed "PDS Client Registration" form and tax-exempt information to set up a PDS client account.

	<ul style="list-style-type: none"> • In addition, include the name and contact information of the person who will be the point of contact for the Badger Book purchasing process.
Step 2: Indicate your purchasing plans.	<ul style="list-style-type: none"> • In an additional email to Dana Berner and Tiffany Franklin at TeamGovEdu@pdsit.net, please indicate which package and total quantity of Badger Book stations your municipality would like to purchase. <ul style="list-style-type: none"> ○ WEC recommends 1 station per 1,000 registered voters PLUS 1 additional station per polling location. You should also consider if you would like to have a separate machine to process registrations or absentee ballots as factors in your total quantity of stations.
Step 3: PDS generates quote	<ul style="list-style-type: none"> • Using the information provided in Step 2, PDS will generate and provide a quote to the point of contact referenced in Step 1.
Step 4: Submit purchase order to PDS by June 8.	<ul style="list-style-type: none"> • Submit your purchase order to Dana or Tiffany by June 8, 2018. Dana and Tiffany will confirm the order has been received and coordinate delivery.

If you have additional questions on how to place your order or would like to complete the process by phone, you may contact Dana Berner at (262)490-4201 or Tiffany Franklin at (608)246-2651 for further details. If you have additional questions on best practices for Badger Book implementation or functionality, please contact the HelpDesk at (608)261-2028.