REQUEST FOR PROPOSALS FOR

DIGITAL VIDEO AUDIT SYSTEM
FOR THE
PENNSYLVANIA TURNPIKE COMMISSION

ISSUING OFFICE

Toll Revenue Audit Department

RFP NUMBER

RFP 06- 118 - 3388

December 1, 2006
REQUEST FOR PROPOSALS FOR

RFP # 06-118-3388

DIGITAL VIDEO AUDIT SYSTEM
FOR THE
PENNSYLVANIA TURNPIKE COMMISSION

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PART I

GENERAL INFORMATION FOR CONTRACTORS

I-1. Purpose. This request for proposals (RFP) provides interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for a Digital Video Audit System that would videotape transactions as they occur at the toll lanes and enable viewing of the video with the corresponding transaction data.

I-2. Issuing Office. This RFP is issued for the Commission by the Toll Revenue Audit Department. The Issuing Office is the sole point of contact in the Commission for this RFP. Contact for this project is:

Brenda Szeles-Bratina                  Phone:  717-939-9551 ext. 2770
Director, Toll Revenue Audit           E-mail:  bszelesb@paturnpike.com
700 S. Eisenhower Boulevard            
Middletown, PA 17057

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. Toll revenue remitted by Toll Collectors is audited daily to ensure accuracy of monies collected. The current system of transaction capture and reporting and the subsequent audit process would benefit by the addition of a digital video recording of transactions as they occur at the toll lanes. A video audit system should capture lane/vehicle information and synchronize the video with the transaction detail.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a Cost plus Fixed Fee and will contain the Commission’s Standard Contract Terms and Conditions. The Commission may in its sole discretion undertake negotiations with contractors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing contractors.

I-7. Subcontracting. Any use of subcontractors by a contractor must be identified in the quote. During the contract period use of any subcontractors by the selected contractor, that were not previously identified in the quote, must be approved in writing by the Commission prior to any work being done.

A firm that responds to this solicitation as a prime may not be included as a designated sub consultant to another firm that responds to the same solicitation. Multiple responses under the foregoing situation may cause the rejection of all responses of the firm or firms involved. This does not preclude a firm from being set forth as a designated sub consultant to more than one prime consultant responding to the project advertisement.
I-8. **Incurring Costs.** The Commission is not liable for any costs incurred by contractors prior to issuance of a contract.

I-9. **Questions and Answers.** Written questions should be submitted to the Issuing Office at the mailing or email address indicated above to be received no later than **12:00 Noon, Friday, December 15, 2006.** All questions and written answers will be issued as an addendum to and become part of this RFP. There will not be a pre-proposal conference.

I-10. **Addenda to the RFP.** If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the web site under the original RFP document.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to assure the submitted proposal complies with any changes in the published advertisement.

I-11. **Response.** To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission’s **Contract Administration Department, Attention George Hatalowich,** on or before **12:00 Noon, Friday, January 12, 2007.** The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Blvd., Middletown, PA 17057. Please note that use of U.S. Mail delivery does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the contractors are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. **Proposals.** To be considered, contractors should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in eight (8) copies to the Contract Administration Department. No other distribution of proposals will be made by the contractor. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the contractor to its provisions and include the contractor’s Federal Identification Number. For this RFP, the proposal must remain valid for at least 120 days. Moreover, the contents of the proposal of the selected contractor will become contractual obligations if a contract is entered into.

Each and every contractor submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Commission’s address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the contractor chooses to attempt to provide such written notice by telefax transmission, the Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a contractor or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.
I-13. **Economy of Preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor’s ability to meet the requirements of the RFP.

I-14. **Discussions for Clarification.** Contractors who submit proposals may be required to make an oral or written clarification of their proposals to the Commission to ensure thorough mutual understanding and contractor responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. **Best and Final Offers.** To obtain best and final offers from contractors whose proposals are determined by the Commission, in its sole discretion, to be reasonably susceptible of being selected for award, the Commission may (a) enter into discussions; (b) schedule oral presentations; and (c) request revised proposals.

I-16. **Prime Contractor Responsibilities.** The selected contractor will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected contractor to be the sole point of contact with regard to contractual matters.

I-17. **Proposal Contents.** Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission’s option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing contractors at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

I-18. **Debriefing Conferences.** Contractors whose proposals are not selected will be notified of the name of the selected contractor and will be given the opportunity to be debriefed, at the Contractor’s request. The Issuing Office will schedule the time and location of the debriefing. The contractor will not be compared with other contractors, other than the position of its proposal in relation to all other proposals for each criterion for selection.

I-19. **News Releases.** News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. **Commission Participation.** Unless specifically noted in this section, contractors must provide all services to complete the identified work.

I-21. **Cost Submittal.** The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-22. **Term of Contract.** The term of the contract will commence on the Effective Date (as defined below) and end three (3) years from that date with two one (1) year options to renew. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.
I-23. Contractor’s Representations and Authorizations. Each contractor by submitting its proposal understands, represents, and acknowledges that:

a. All information provided by, and representations made by, the contractor in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.

b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor or potential contractor.

c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor or potential contractor, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.

d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

f. To the best knowledge of the person signing the proposal for the contractor, the contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the contractor in its proposal.

g. To the best of the knowledge of the person signing the proposal for the contractor and except as otherwise disclosed by the contractor in its proposal, the contractor has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the contractor that is owed to the Commonwealth.

h. The contractor is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the contractor cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.

i. The contractor has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.

j. Each contractor, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers’ compensation liabilities.
PART II

INFORMATION REQUIRED FROM CONTRACTORS

Contractor proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to Sections II-1 through II-7 hereof; (ii) Cost Submittal, in response to Section II-8 hereof.

The Commission reserves the right to request additional information which, in the Commission’s opinion, is necessary to assure that the contractor’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The Commission may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the Commission all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the Commission that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in Part IV of this RFP as your reference point.

II-4. Prior Experience. Include experience in development and installation of digital video audit systems. Please provide the name of the customer, address and telephone number of the responsible official of the customer, company or agency who may be contacted. Experience shown should be work done by individuals who will be assigned to the project as well as that of your company. List any transportation agency for whom you provided a similar service.

II-5. Personnel. Include the number, and names where practicable, of executive and professional personnel, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document education and experience with digital video audit systems. Indicate the responsibilities each will have in this project and how long each has been with your company. Identify subcontractors you intend to use and the services they will perform.

II-6. Training. Indicate recommended training of Commission personnel, duration of the program, place of training, curricula, and number of sessions.

II-7. M/W/DBE/SERB Participation. Prime Contractors are encouraged to utilize SERB vendor participation in their proposed solution. Responding firms shall clearly identify DBE/MBE/WBE firms,
expected to participate in this contract, in their Proposal. **If further information is desired concerning DBE/MBE/WBE participation**, direct inquiries to the Pennsylvania Turnpike Commission’s Contract Administration Department by calling (717) 939-9551 Ext. 4241.

II-8. Cost Submittal. The information requested in this section shall constitute your cost submittal. This portion of the proposal should be bound and sealed separately from the remainder of the proposal. The total cost you are proposing must be broken down into the following components: **If the project will involve costs over more than one year, show fiscal year breakdowns**

**A. Project Cost**

1. **Direct Labor Costs.** Itemize so as to show the following for each category of personnel with a different rate per hour:
   (a) Category: e.g., partner, project manager, research associate, programmer, laborer
   (b) Estimated hours.
   (c) Rate per hour.
   (d) Total cost for each category and for all direct labor costs.

2. **Labor Overhead.** Specify what is included and rate used.

3. **Travel and Subsistence.** Itemize transportation, lodging and meals per diem costs separately.

4. **Consultant Costs.** Itemize as in (a) above.

5. **Subcontract Costs.** Itemize as in (a) above.

6. **Cost of Supplies, Equipment and Materials.** Itemize.

7. **Other Direct Costs.** Itemize.

8. **Fee or Profit.**

9. **Total Cost.**

**B. Interchange Cost.** For each interchange, indicate the total labor costs, costs of supplies, equipment and materials, and the total other direct costs and the grand total for the interchange.

*Only work satisfactorily performed after execution of a written contract, after the contractor’s receipt of a notice to proceed from the Commission and after the contract term has begun will be reimbursed.*
PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a contractor; (b) properly signed by the contractor; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a contractor determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-3. The following areas of consideration will be used in making the selection:

   a. Understanding the Problem. This refers to the contractor’s understanding of the Commission needs that generated the RFP, of the Commission’s objectives in asking for the services, and of the nature and scope of the work involved.

   b. Contractor Qualifications. This refers to the ability of the contractor to meet the terms of the RFP, especially the quality and relevancy of projects completed by the contractor. This also includes the contractor’s financial ability to undertake a project of this size.

   c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the job by the contractor. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on services similar to that described in the RFP. Particular emphasis is placed on the qualifications of the project manager.

   d. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet Commission objectives.

   e. Cost. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.
PART IV

WORK STATEMENT

IV-1. **Objective.** The Pennsylvania Turnpike Commission (PTC) seeks contractor proposals for a Digital Video Audit System from all interested firms that have proven experience in video audit. The selected contractor must be able to capture lane/vehicle information and synchronize it with video to provide transaction verification capability.

IV-2. **Nature and Scope of the Project.** The PTC is a key transportation route within the Commonwealth of Pennsylvania and operates one of the largest toll highway systems in the United States covering 531 miles of roadway. The PTC handles a traffic volume of approximately 600,000 vehicles per day.

The Contractor will provide a system that would record real time and match lane equipment inputs and toll collector inputs to a video image of a particular toll transaction. The images should have the capability to be viewed real time or to be replayed and viewed at a later date, from a desktop PC at the PTC Central Office in Harrisburg. The system must also provide the user with the ability to view a transaction by inquiry using either a transaction number, date and time or predefined exception events associated with a transaction.

The PTC operates in a 24x7 manner, as a result the software proposed must be capable of continuous operation.

The system is to be installed in phases at each of the 36 toll collection plaza’s along the Mainline and the Northeast Extension. A camera must be installed at each plaza to view vehicles that enter the turnpike system and immediately U-turn into an exit lane. Cameras must also be installed at each plaza to ensure capture and viewing of vehicles exiting the turnpike system. The number of exit lanes varies per plaza with the size of the plaza and the number of exit lanes processing ticket transactions. (See Exhibit A – For list of plazas and phases)

IV-3. **Requirements.** The Contractor is required to provide a solution that is a Digital Video Audit System complete with video capture and associated transaction synchronization; real time data capture; recorded video playback; comprehensive video search, video archiving and court admissible evidence (i.e. certified accurate and portable for transport and viewing at various types of hearings).

The contractor is required to provide system with fixed cameras located on the exit/entry side of the toll plaza that is able to capture a continuing stream of traffic 24x7 so as to cross over several lanes as well as the area where the vehicle arrives and departs the toll plaza. The camera must provide an overall view of the traffic flow as well as allowing for the identification of a vehicle type associated with a specific transaction. A camera must also be installed at each plaza to view vehicles that enter the turnpike system and immediately U-turn into an exit lane. The camera should capture the vehicle, but the customer should not be seen clearly.

The Contractor is required to provide a system that is designed to interface with:

- Standard PTC Desktop
- Current PTC networking software
- Current PTC fare collection system of transaction capturing and reporting
- Current PTC plaza/lane configuration
- Current PTC audit software and exception reports
The Contractor is required to provide a system that would provide the ability to review video alongside the transaction information. The system must provide inquiry capabilities based on transaction number, date and time or predefined exception events. The proposed system must include backup and archiving of specific Exit Plaza location incidents and must be capable of providing long term storage and review of identified incidents.

The contractor is required to furnish all equipment, project management, installation services, labor and materials for the Digital Video Audit System.

Installation, planning and execution of the complete system, maintenance including hardware and software, training of PTC staff and system testing will be the primary responsibility of the successful contractor.

IV-4. Tasks. The system will be initially installed and tested at the PTC Test Lane Facility in Harrisburg and at 3 plazas selected (Carlisle, Harrisburg West and Valley Forge). This initial period is expected to last 3-6 months with full implementation to begin after PTC determination of successful acceptance test results. If the PTC determines that Acceptance Test Results are not satisfactory regarding the quality of the image and the accuracy of the data, the Pilot Program ends and the PTC has no further obligation to continue with the selected contractor.

The Contractor should provide an Architectural Diagram explaining components of operating structure.

The Contractor should also describe in detail the following:
- Equipment specifications
- Camera locations and view of the lanes/plaza
- Ability to interface with current PTC toll collection system of capturing and reporting data
- Ability to interface with current PTC plaza/lane configuration
- Ability to interface with current PTC audit system
- Ability to interface with PTC Desktop
- Standard reporting and analysis tools
- Ability for ad-hoc reporting and inquiry tools
- Data archiving and retrieval capabilities – storage/recording length and backup
- Solution for maintenance – how patches and fixes are deployed/applied for the product
- Support of system operation
- Solution for upgrade strategy, frequency and how upgrades are applied
- Software licensing agreement requirements
- Software Support Agreement
- Software Warranty
- Hardware Warranty
- Technical support and training of Commission staff
- Plan for installation of system – Installation schedule
- Portability for transport to hearings
IV-5. Reports and Project Control.

   a. Task Plan. A work plan for each task that identifies the work elements of each task and the time allotted to each element and the deliverable.

   b. Status Report. A bi-weekly progress report covering project task summary, significant activities, problems and recommendations, and new issues or action items.

   c. Problem Identification Report. An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include contractor recommendations with supporting rationale.


      (1) Summarize the service in terminology that will be meaningful to management and others generally familiar with the subject areas.

      (2) Describe data collection and analytical and techniques used in the system.

      (3) Describe the output and benefits gained by the system.
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