



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
www.collincountytx.gov

## ADDENDUM NO. ONE (1)

### COMMISSARY SERVICES

#### RFP NO. 2019-126

Effective: May 10, 2019

**Delete the following documents:**

Specifications – Commissary Services – Final  
Attachment A – Requirements  
Exhibit C – iCare Menu  
Information Regarding Conflict of Interest Questionnaire

**Replace with the following documents (changes made in red):**

Specifications – Commissary Services – Addendum No.1 – Revised 5-10-2019  
Revised Item 6.8.3  
Attachment A – Requirements – Addendum No. 1 – Revised 5-10-2019  
Added Item 5.18.8  
Exhibit C – iCare Menu – Addendum No. 1 – Revised 5-10-2019  
Added description of Packages  
Information Regarding Conflict of Interest Questionnaire – Addendum No. 1 – Revised 5-10-2019  
Added additional employees

**Add the following documents:**

Exhibit D - Pre-Proposal Sign In Sheet  
Exhibit E - Pre-Proposal Meeting Notes

Please note all other terms, conditions, specifications drawings, etc. Remain unchanged.

Sincerely,  
Michalyn Rains CPPO, CPPB  
Purchasing Agent

## **4.0 EVALUATION CRITERIA AND FACTORS**

- 4.1 The award of the contract shall be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Contractors may, at the discretion of the County, be contacted to submit clarifications or additional information. Contractor will be required to respond within two (2) business days. Incomplete or noncompliant RFPs may be disqualified.

### **LEVEL 1 - CONFORMANCE WITH MANDATORY REQUIREMENTS**

- Conformance with RFP guidelines and submittal requirements to include proposal response to Section 6.0 Proposal Format and Attachment A – Requirements and Detailed Response to Requirements.

### **LEVEL 2 – DETAILED PROPOSAL ASSESSMENT (Maximum 100 Points)**

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Proposals may earn up to 100 Points based on evaluated criteria. Criteria evaluated in Level 2 include:

<b>Points</b>	<b>Evaluation Criteria</b>
30	Menu items offered by Contractor (Proposal Format Item 6.9.4)
40	Response to Attachment A – General and Technical Requirements (Proposal Format Item 6.7)
10	Project Plan & Timeline (Proposal Format Item 6.4)
20	Qualifications of the Firm/Experience/ Staff/ Similar Projects Involved With (Proposal Format Item 6.2; 6.3; 6.6)

It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

**LEVEL 3 – COMMISSION AND MINIMUM ANNUAL GUARANTEE (Maximum 40 Points)**

Contractors who are elevated to level 3 will have their points combined from level 2 for a maximum of 140 points total.

<b>Points</b>	<b>Evaluation Criteria</b>
25	Commission Percentage (Proposal Format Item 6.8.1)
15	Minimum Annual Guarantee (Proposal Format Item 6.8.2)

**LEVEL 4 – DEMONSTRATION OF SOLUTION (Maximum 30 Points) (Optional)**

Contractors may be invited to demonstrate their responses on-site; however, demonstrations are at the sole discretion of the committee and the committee is not obligated to request a demonstration. The demonstration is an opportunity for the evaluation committee to ask questions and seek clarification of the proposal submitted. The demonstration is not meant as an opportunity for the contractor simply to provide generic background information about the corporation or its experience.

<b>Points</b>	<b>Evaluation Criteria</b>
30	Product Demonstration and Interview

Product Demonstrations & Interviews

During the demonstrations and interviews, the County will assess the “look and feel” of the proposed product using detailed scripts tailored to reflect County business processes. Several of the other evaluation criteria will be clarified and refined, including the implementation strategy and plan, technology compatibility, ability to meet business requirements, and cost. In addition to the scripted demonstrations, the County will request that all Contractors elevated to this level staff a product lab to allow County staff to “touch and feel” the product with Contractor staff available to respond to questions.

A tentative schedule for the demonstrations is provided in Section 5.16. The demonstrations, if held, will be scheduled accordingly and all presenting contractors will be notified of the time and date two (2) weeks prior to their designated time. Contractors who cannot attend may be eliminated.

Proposals may be re-evaluated based upon Criteria in level 2 and 3.

The County reserves the right to bypass Level 4 in the evaluation process and move directly to Level 5.

**LEVEL 5 – REFERENCES (Maximum 20 Points)**

<b>Points</b>	<b>Evaluation Criteria</b>
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20	References (Proposal Format Item 6.5)
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### References

The County will contact the references. These references will be asked a series of questions regarding their satisfaction with the solution and the performance of the implementation supplier.

As a part of the references, the County may choose to visit sites where the proposed solution is in live production. Proposals may be re-evaluated based on levels 2, 3, and 4.

### **LEVEL 6 – BEST AND FINAL OFFER**

Contractors who are susceptible of receiving award will be elevated to Level 6 for Best and Final Offer. Contractor will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be re-evaluated based upon Criteria in level 2 through 5.

Based on the result of the Best and Final Offer evaluation, contractor(s) will be identified as the finalist(s) for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted proposals and enter into negotiations with them.

## **5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES**

- 5.1 Authorization: In accordance with Texas Local Government Code 351.0415 the Collin County Sheriff will accept sealed proposals for **Commissary Services**.
- 5.2 Intent of Request for Proposal: Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for Commissary Services for Collin County Detention Center.
- 5.3 Term: Provide for a term contract commencing on October 1, 2019 through and including September 30, 2020 with the option to extend for four (4) additional one (1) year periods.

Transitional Period: Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

- 5.4 Pre-Proposal Conference: A pre-proposal conference will be conducted by Collin County on **Tuesday, May 7, 2019 at 2:00 PM** at Collin County Justice Center (Detention Center) located at 4300 Community Blvd, McKinney, TX 75071. It is the contractor's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. All contractors desiring to submit a proposal are encouraged to have a representative at the pre-proposal conference.

- 5.5 Point of Contact: Information regarding the purchasing process and the contents of this RFP may be obtained from Sara Hoglund, CPPB, Senior Buyer or email shoglund@co.collin.tx.us.
- 5.6 Price Reduction: If during the life of the contract, the contractor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.7 Completion/Response Time: Contractor shall place product(s) and/or complete services at the County's designated location within the number of calendar days according to the schedule proposed by contractor in section 6.7.
- 5.8 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal. Below is the address for work to be completed.

Detention Center  
4300 Community Ave.  
McKinney, TX 75071

Minimum Security  
4800 Community Ave  
McKinney, TX 75071

- 5.9 Freight/Delivery Charges: Any freight or delivery charges shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharges or other fees shall be invoiced or paid by Collin County.
- 5.10 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.11 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.12 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Currently Collin County is being paid 47.5% of Net Sales of all products and iCare excluding sales tax and stamps and pre-stamped envelopes. See Exhibit A for jail population estimates.

Year	Commissary Sales	iCare Sales	Commissary Commission Paid	iCare Commission Paid	Total Commissions Paid
FY16	\$798,588.89	\$475,314.76	\$373,884.26	\$226,115.47	\$599,999.73
FY17	\$904,151.23	\$528,052.39	\$424,346.40	\$245,515.99	\$669,862.39
FY18	\$905,907.25	\$572,477.12	\$424,265.01	\$271,926.64	\$696,191.65

Indigent Kits - 16,391 distributed in the last 12 months. Current price is \$1.90 per kit.

- 5.13 Background Check: All Contractor employees that will be working on site or by Remote Access shall pass a background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required information for background checks.
- 5.14 Subcontractors: Contractor shall state names of all subcontractors and the type of work they will be performing. If an contractor fails to specify a subcontractor, then he shall be deemed to have agreed

that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful proposer's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

5.15 **Confidential or Proprietary Information:** Collin County is subject to the Texas "Public Information Act", Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

5.16 **PROPOSAL SCHEDULE**

Collin County reserves the right to change the schedule of events as it deems necessary.

RFP Released	April 23, 2019
Pre-Proposal Meeting	May 7, 2019 at 2:00 pm
Deadline for submission of questions	May 9, 2019 at 12:00 noon
Proposals Due	May 16, 2019 at 2:00 pm
Demonstrations (Optional)	June 2019
Award of RFP	August 2019

5.17 **PURPOSE/SCOPE OF WORK**

Collin County Sheriff's Office requires Jail Inmate Commissary Services to supply various products not limited to the following (See Exhibit B for current commissary menu):

- Snacks
- Sugar & Artificial Sweetener
- Drinks/Drink Mix
- Candies
- Small supplies such as pens/pencils/envelopes, etc.
- Person items (combs, lotion, etc.
- Personal hygiene items (Indigent kits, Hygiene Kits)
- Dental Care items
- Various over the counter medications
- Sports Bras, Women's panties, men's boxers, T-shirts, shower shoes

The current vendor also offers an on-line offering, iCare, to purchase bags. The current vendor has a two (2) bag per seven days limit (one bag hygiene and one bag commissary). See Exhibit C for menu.

The County currently utilizes Tyler Technologies, Odyssey for its Jail Management System.

The County will not allow Contractor to utilize inmate labor.

5.17.1 - Future Expansion: Due to the growth the County has experienced and the need for future expansion, Collin County reserves the right to add/delete locations as it deems to be in the best interest of the County. Due to future expansion the County will experience over the next several years, Collin County may require changes to the procedures and type of service provided to each facility as it deems to be in the best interest of the County.

5.17.2 Service Schedule - Each inmate shall be allowed to purchase commissary a minimum of twice per week on a schedule to be determined upon award by Collin County and the contractor. The indigent population shall be serviced every Wednesday. As growth occurs in the County facilities or as additional facilities are required, Collin County may require additional days to be included for servicing these locations. Hours for providing service to the inmates must be between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contractor shall supply personnel to process and deliver commissary items.

5.17.3 Storage Space: Collin County will provide limited space at the main jail sufficient in size to store small equipment and minimum supplies. At this time approximately 422 sq. ft is available at the main jail.

5.17.4 Commissary History: Contractor shall provide commissary history to the medical and detention staff upon request and also provide inmates with their own personal commissary history upon request.

5.17.5 Revenue Payments: Contractor shall pay to Collin County, without demand, at the office of the Collin County Sheriff's Office as a fee for the purpose of providing Commissary Services to the County, the percentage amount of the gross sales (excluding Texas State Sales Taxes and Postage) of the said commissary services. Payment shall be made on or before the twentieth (20<sup>th</sup>) day of each month for the preceding calendar month with the exception of September's payment. September's payment shall be made on or before the tenth (10<sup>th</sup>) day of October. Commissary check stubs shall state time period for that payment (i.e. date to date), gross sales, and net sales excluding taxes and postage and commissions paid.

5.17.6 Upon request the contractor shall be required to respond to, in writing, inmate request, complaints, and grievances. A physical or electronic copy of all paperwork shall be made available to the Auditor's and Sheriff's Office. Contractor shall provide data store record layout, data dictionary or similar documentation for use by the Auditor's Office when accessing the data store.

5.18-5.20 See Attachment A – General and Technical Requirements. Complete Attachment A and submit in accordance with section 6.8.

## 6.0 PROPOSAL FORMAT

In accordance with the directions below, contractor shall provide a response for each item in Section 6.2 – 6.9 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section 7.0 Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 **PROPOSAL DOCUMENTS:** To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
2300 Bloomdale, Suite 3160  
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

Proposal shall include but not be limited to information on each of the following:

6.2 **FIRM OVERVIEW**

Contractor shall define the overall structure of the Firm to include the following:

6.2.1 A descriptive background of your company’s history.

6.2.2 State your principal business location and any other service locations.

6.2.3 State the address and normal business hours of your local service location and list the number of technical support personnel assigned to this work location. Should a service location not exist in the Collin County region please list your nearest service location to the county.

- 6.2.4 What is your primary line of business?
- 6.2.5 How long have you been selling product(s) and/or providing service(s)?
- 6.2.6 State the number and location of installations where your services are in use.
- 6.2.7 Describe plan to keep Collin County up to date on current changes and operating systems, during the term of the contract.
- 6.2.8 Identify any terminated public sector projects. Disclose the jurisdiction and explain the termination.
- 6.2.9 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 6.2.10 List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.
- 6.2.11 Give brief overview of your software (more detail will be given in Attachment A).
- 6.2.12 Provide itemized list of what is included in your indigent kit.

**6.3 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/ EXPERIENCE/ CREDENTIALS**

- 6.3.1 Provide credentials, qualifications as well as experience for each team member or key personnel on the project.
  - 6.3.1.1 Provide name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role.

**6.4 PROPOSED PROJECT PLAN**

- 6.4.1 Provide an implementation plan for the proposed service to include but not limited to the following areas:
  - 6.4.1.1 Project Plan to include all necessary components to render it a complete and operational system
  - 6.4.1.2 Proposed Project Plan/Timeline showing proposed schedule at each phase of the project including but not limited to the following key areas:
    - 6.4.1.2.1 Installation
    - 6.4.1.2.2 Education and Training
    - 6.4.1.2.3 Testing and Support
- 6.4.2 The County will provide an project implementation resource to oversee and coordinate integration of the requirements. Contractor shall include a description of how they will interact with this resource.

**6.5 REFERENCES**

- 6.5.1 Provide a minimum of three (3) references. Include the following information for each reference; the name and address of the organization, as well as the name, position, email and telephone number of the contact in the referred organization. References with similar projects and users are preferred.
  - 6.5.1.1 Describe the services provided, the start date, months to complete and the total cost of project. Include organizations that have completed similar in scope projects in the last 2 years.

## 6.6 SIMILAR PROJECTS INVOLVED WITH

6.6.1 Provide a list of other similar projects that you are involved with currently or will be involved with during the duration of this project.

## 6.7 REQUIREMENTS

6.7.1 Contractor shall respond to all requirements in Attachment A-Requirements.

6.7.1.1 Requirements that require a detailed response shall be submitted as attachment with named "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.

6.7.1.2 Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.

## 6.8 PRICING/FEES

6.8.1 State Commission fee contractor shall pay to Collin County.

6.8.2 State a minimum guarantee contractors shall pay to Collin County

6.8.3 State cost per indigent kit **if indigent population is more than 30% (see item 5.18.8 in Attachment A)**

6.8.3.1 How is payment for indigent kit handled? Currently the County will write a check for reimbursement.

6.8.4 Provide list of commissary items available to include pack size (i.e. ounces, quantity) and state price charged to the inmates.

6.8.4.1 For each item, show the following breakout: Price + sales tax = final cost to inmate.

6.8.4.2 List items that are exempt from sales tax.

## 7.0 EXCEPTIONS

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed it is understood that the contractor has agreed to all RFP requirements, even if a notation is referenced in an individual section.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement

Reference Number	<p><b><u>IMPORTANT INFORMATION:</u></b></p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	<p><b>Yes</b> System currently performs these functions and/or agree to requirement</p>	<p><b>No</b> System does not perform this function and/or cannot agree to requirement</p>	<p><b>Written Response:</b> Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
<p><b>5.18 GENERAL REQUIREMENTS</b></p>				
5.18.1	<p>Kiosk – Contractor shall provide minimum of forty-two (42) kiosks. There are two (2) kiosks in each housing unit (There are currently 16 housing units in the main jail and 4 housing units at minimum security) for a total of forty (40) kiosks plus one (1) in the booking area and one (1) in infirmary. These kiosks allow inmates to submit commissary orders, inmate request, grievances, complaints, sick call, view trust fund balance and purchase prepaid telephone time. This is a total of forty-two (42) kiosks. Describe your kiosk.</p>			
5.18.2	<p>Cart Requirements - Carts must not be wider than 33" wide, so that the carts can pass through all doors. All carts must have a form of a bumper/guard on all sides to protect facility walls and surfaces from paint scratching or other damage. Service shall include but not be limited to total/full cart service at both locations. No vending machines will be required. Bagging of commissary items may be performed either off-site or on-site.</p>			
5.18.3	<p>Employee Requirements -                      *Collin County Sheriff's Office shall have the right of approval or disapproval of any commissary employee hired or contracted by the contractor prior to award of the contract and during the term of the contract.                      *Contractor agrees that any such person hired or contracted shall be subject to a Collin County Sheriff's Office background investigation, which investigation will be performed without delay so as not to hinder the ability to perform under the awarded contract.                      *Within ten (10) days following award of contract, the contractor agrees to provide a letter to state the employees may be searched, if necessary, in case of accusation of theft or contraband. Collin County reserves the right to search any bags or personal items brought into the jail by representatives of the contractor at any time.                      *The County may request a complete list of contractor's employees at any time during this contract which will include name, date of birth, social security number, sex, nationality and driver's license.                      * Employees shall be in company uniform, or be clearly identified as being employed by the company, and present themselves in a professional manner at all times.</p>			
5.18.4	<p>Wages - Contractor shall at all times pay or cause to be paid, without expense to Collin County, all Social Security, Unemployment and Federal Income withholding Taxes of all their employees. All such employees shall be paid wages and benefits as required by Federal and/or State Law.</p>			
5.18.5	<p>Sales Taxes - State and local sales taxes must be collected on taxable items sold to inmates by jail commissaries. State sales tax is always collected on taxable items. Therefore, all applicable taxes/fees shall be collected and paid by the Contractor to the proper taxing entity. Contractor shall provide proof of payment, within thirty (30) days of payment due date, of all applicable taxes/fees to the Collin County Auditor's Office as they are paid by the contractor (i.e. monthly, quarterly, etc.).</p>			
5.18.6	<p>Inmate Draw - Inmate draw for commissary items shall not exceed \$100.00/week, contractor shall state in their proposal how this limit will be set by their system. Clothing and hygiene items purchased by the inmate are not to be included in the \$100.00/week figure.</p>			
5.18.7	<p>The changeover from a prior Contractor to a new contractor must have Sheriff and Auditor Office personnel involvement at all times. No installation, changes to financial system or transfer of prior contractor data may occur without Auditor's Office confirmation and written approval.</p>			

Reference Number	<p><b><u>IMPORTANT INFORMATION:</u></b></p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	<p><b>Yes</b> System currently performs these functions and/or agree to requirement</p>	<p><b>No</b> System does not perform this function and/or cannot agree to requirement</p>	<p><b>Written Response:</b> Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
5.19.8	<p>Indigent Inmate Supplies - Contractor shall provide indigent inmates up to 30% of the average daily population [average population is 1046 at this time] with kits to include a minimum of razor (given to pod officer to give inmate), deodorant, toothpaste, toothbrush, comb, body wash, laundry detergent (for minimum security inmates only) writing paper, pen and three (3) stamped envelopes with paper at no expense to the County. The Contractor shall supply the County with additional indigent kits to keep on hand, to insure that indigents are provided a kit within 72 hours. The number of indigent kits given out shall be determined by taking the total cost of all indigent supplies given out per week and divide that by the cost of a complete indigent kit to equal the total number of indigent kits given out weekly. The Contractor shall provide up to, and including, 30% of the total average daily inmate population with indigent supplies each week at no cost to Collin County. Collin County shall provide the average daily population figures to the Contractor once per month, date to be agreed upon by the parties upon award of the contract.</p>			
<p><b>5.19 TECHNICAL REQUIREMENTS</b></p>				
5.19.1	<p>Grant read-only access to the configuration information for system, or generate a text file (fixed length or delimited) that contains the configuration for the system. Provide written response on how your solution addresses this item.</p>			
5.19.2	<p>If system provides read-only access - the inquiry screens shall display the software system configurable attributes, settings or values and shall be provided in such a manner that the County Auditor may verify the system's configuration. The verification provided shall include the date and who (the user id) made the last change to a specific configuration. The read-only access shall include the user and group security authorizations and permissions. Provide written response on how your solution addresses this item.</p>			
5.19.3	<p>If the system does not provide read only access - to the security information, the system shall generate a text file (either fixed length/flat or delimited format) that contains the following:                      *User account id                      *Creation date                      *Last log-in date                      *Status of the account (active or inactive)                      *Status of the account- Locked-out – excessive incorrect login attempts or Disabled – Administrator disabled account without deleting user</p>			
5.19.4	<p>If the system uses role-based security architecture, then the system shall list the user's role groups with the user and the list the group's authorities at the start or the end of the report. Provide written response on how your solution addresses this item.</p>			
5.19.5	<p>If the system uses the Windows Active Directory for user authentication, then the permissions granted to each user and group shall be listed. Provide written response on how your solution addresses this item.</p>			
5.19.6	<p>Collin County would prefer the software or system proposed to allow for an electronic verification process, positive pay, with the County Treasury to verify checks presented for payment were issued by the Sheriff's Office. Provide written response on how your solution addresses this item.</p>			
5.19.7	<p>Record/inventory system shall be capable of printing checks to inmates for the balance of their funds upon release to another entity and debit card for when released to society. The computer system shall be stand alone with the capability of interfacing with Collin County's Jail Management System (JMS) for future applications. The County's computer system has FTP interfacing capabilities. Provide written response on how your solution addresses this item.</p>			

Reference Number	<p><b><u>IMPORTANT INFORMATION:</u></b></p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	<p><b>Yes</b> System currently performs these functions and/or agree to requirement</p>	<p><b>No</b> System does not perform this function and/or cannot agree to requirement</p>	<p><b>Written Response:</b> Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
5.19.8	<p>The County currently uses Tyler Technology for its Jail Management Software. Describe how your software needs to integrate with the County's jail management software. The contractor will be responsible for providing CSV formatted file, using a data layout that will provided by the County. The CSV file will be provided electronically to the County by the Contractor. Provide written response on how your solution addresses this item. Outgoing files from Collin County are CSV (comma separated values) delimited and the layout is as follows: Field Descriptions Jail's ID for this Prisoner First Name Middle Name Surname Building Pod Cell DOB: mm/dd/yyyy Gender description: "Male" or "Female"</p>			
5.19.9	<p>Collin County currently charges inmates for medical visits which are deducted from the inmates' commissary fund. System shall be capable of deducting the charge for these visits on a daily basis before inmates are allowed to purchase commissary items. This system shall be capable of creating a negative balance for indigent medical payments and be able to freeze commissary accounts. No medical visit payments shall take a commissary account below a \$2.00 balance so that inmates will have adequate funds to purchase personal hygiene products. Should a deposit be made to an account with negative medical charges, any outstanding negative medical charges will be deducted from that deposit immediately not to exceed the \$2.00 minimum balance. Provide written response on how your solution addresses this item.</p>			
<b>5.20 Reporting</b>				
5.20.1	<p>Upon request the Contractor shall be required to respond to, in writing to inmate request, complaints, and grievances. A physical or electronic copy of all paperwork shall be made available to the Auditor's and Sheriff's Office. Contractor shall provide data store record layout, data dictionary or similar documentation for use by the Auditor's Office when accessing the data store. Provide written response on how your solution addresses this item.</p>			
5.20.2	<p>Contractor shall provide physical or electronic access review capabilities to the Collin County Auditor's Office and each month, without demand, a financial report broken down by month to include, but not limited to: *total receipts and total disbursements without tax and with tax amount per inmate by month, *total deductions for medical per inmate by month, *total revenue, expenditures, *all deductions and commissions per month, *check register and bank reconciliation Provide written response on how your solution addresses this item.</p>			

Reference Number	<p><b><u>IMPORTANT INFORMATION:</u></b></p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	<p><b>Yes</b> System currently performs these functions and/or agree to requirement</p>	<p><b>No</b> System does not perform this function and/or cannot agree to requirement</p>	<p><b>Written Response:</b> Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
5.20.3	<p>Provide written response on how your solution addresses these items:                      *Bank balance is to be reconciled to the inmate trust account check register balance and transaction report ending balance.                      *Run a separate inmate report (by inmate-all transaction) and a separate transaction report (all transactions by date/time/shift).                      *Provide a shift report that captures all transactions in a shift by (shift/inmate/date/time) and ability to compare the shift report with inmate transaction report at the end of each shift.                      *Voiding checks and then creating a Void Check Register report to show the inmate's name, check number, date, amount and total.                      Contractor shall include with their proposal a sample of a report(s) showing the required information and explain how checks are voided in the system.</p>			
5.20.4	<p>By the next County business day, a copy of all receipts (physical or electronic) for commissary purchases shall be made available to the Collin County Auditor' Office. Each receipt shall be signed (physical or electronic) by the inmate showing that the commissary item(s) listed on the receipt were received. If applicable, Contractor shall hand write or label the assigned computer generated transaction number in the upper right hand corner of the corresponding order form that can be cross-referenced to the receipts and transaction reports. Provide written response on how your solution addresses this item.</p>			
5.20.5	<p>Contractor shall not manually, by physical and/or electronic means, adjust, rectify, or make changes to files, records, or transactions other than programmed without prior approval from the Auditor's Office. Provide written response on how your solution addresses this item.</p>			
5.20.6	<p>If a mistake/error is made in Order Entry, the incorrect transaction shall be voided and a new order will be entered under a new transaction number; keeping the voided transaction in tact. Provide written response on how your solution addresses this item.</p>			
5.20.7	<p>Contractor may offer a point of sale system that will provide electric and paper backup, with real time itemized transactions. This shall be made possible by scanning a UPC bar code at the time of purchase. A copy of the receipt needs to be given to the inmate and a copy available traceable to inmate's account and reporting. Historical data may be archived after an account has not been used for 60 days, but it must be immediately accessible for retrieval when necessary. Provide written response on how your solution addresses this item.</p>			



# PRE-PROPOSAL SIGN-IN SHEET

**Project:** RFP 2019-126, Commissary Services      **Meeting Date:** May 7, 2019 at 2:00 p.m.

**Facilitator:** Sara Hoglund - Collin County Purchasing      **Place/Room:** Justice Center

Name	Company	Phone	E-Mail
Kell Myers	Keefe Group	732-735-1763	KMYERS@KEEFEGROUP.COM
Sarah Spellman	Keefe Group	002-885-8133	SARAH.SPELLMAN@KEEFEGROUP.COM
Blake Massey	Keefe Group	214-284-0741	Bmassey@keefegroup.com
Jin Moody	CCSO	972-547-5214	Jmoody@collincountytx.gov
Jamie Jackson	ARAMARK	972-547-5312	JACKSON - JAMIE@ARAMARK.COM
Easy Stone	Collin Comp	972-548-4454	estone@collincountytx.gov
Charles Thomas	Union Supply	469-734-6885	cthomas@unionsupply.com
Max White	Union Supply	614-434-5116	mwhite@unionsupplygroup.com
Parrish Lund, FF	CCSO	972-547-5205	p.lund.ff@collincountytx.gov
Michelle Charnoski	CC Purchasing	972-548-4148	mcharnoski@collincountytx.gov
Kristin Madore	CC Audit		

## **Pre-Proposal Meeting Notes**

### **RFP No. 2019-126, Commissary Services**

**May 7, 2019 at 2:00 PM**

1. How many onsite employees? 3 full time
2. What is included in the indigent package? Razor (given to pod officer), Toothpaste, toothbrush comb, pen, body wash, laundry detergent (minimum security inmates only) and 3 stamped envelopes with 3 pieces of paper.
3. Commissary items are sold through the kiosks.
4. Current vendor pulls Inventory onsite.
5. The kiosks are on the County's network.
6. The \$100 per week limit does not count the care packages.
7. Commissary staff is responsible for accepting deliveries at the dock
8. Contractor will be allowed to bag and stage deliveries in the hallway as long they are not impeding access.
9. Contractor will be allowed to utilize a pallet jack to bring deliveries from the loading dock to the storage room.

## **INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

[http://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Sheriff Jim Skinner

Parrish Cundiff - Sheriff

Terry McCraw - Sheriff

Jimmy Moody – Sheriff

Caren Skipworth – IT

Linda Riggs - Audit

Shela Vinson - Auditor

Kristine Malone – Auditor

Casey Stone - IT

Chris Barnes - Sheriff

Steve Ganey – IT

Purchasing:

Michalyn Rains, CPPO, CPPB – Purchasing Agent

Michelle Charnoski, CPPB – Asst. Purchasing Agent

Sara Hoglund, CPPB – Senior Buyer

Commissioners' Court:

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4