



**Solicitation Information  
17 April 2012**

**Letter of Interest # 7449641**

**TITLE: Wire Transfers to Inmate Trust Accounts**

**Submission Deadline: 18 May 2012 @ 11:00 AM (EDT)**

**PRE-BID CONFERENCE No**

Questions concerning this solicitation may be emailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) and must be received no later than 1 May 2012 at 12:00 Noon (EDT). Questions should be submitted in Microsoft Word format. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

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Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Corrections, requests letters of interest from qualified firms to provide a wire money transfer service to individuals wishing to place funds in the personal trust account of individual inmates in accordance with the terms of this solicitation and the state's General Condition of Purchase (available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)). The State intends to enter into one or more concession contract for this service. The scope of work is described herein.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED or E-MAILED PROPOSALS WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative offers will not be considered, but subcontracts are encouraged, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). This applies only to the vendor selected for award.

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- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov) . Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity, Limited English Proficiency and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RIDOC's Office of Financial Resources (phone: 401-462-2555 or email: [FinRes@doc.ri.gov](mailto:FinRes@doc.ri.gov)) or by visiting the U.S. Department of Justice Civil Rights website: [www.ojp.usdoj.gov/ocr/assistance.htm](http://www.ojp.usdoj.gov/ocr/assistance.htm)

### **BACKGROUND AND SUMMARY:**

The Rhode Island Department of Corrections provides both jail and prison services to the State of Rhode Island. In fiscal year 2011, there was an average of just under 3,300 inmates housed in the Adult Correctional Institutions; and there were 15,500

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commitments. There are a total of seven correctional institutions for men and women, all of which are located at the John O Pastore Government Center in Cranston, Rhode Island.

Inmates may earn small stipends and are allowed to receive funds from persons listed on their respective visitor list. With only a few exceptions, inmates are not allowed to have money on their person. All funds earned or received by inmates are kept in trust by the Inmate Accounts Unit of the Department of Corrections. The Inmate Accounts Unit tracks inmates' funds with separate accounts listed for each inmate.

Currently, individuals interested in providing funds for the inmate may do so in three ways: 1) Providing cash or check in person at the Inmate Accounts Office of the Pastore Complex; 2) mailing a check or money order to the Inmate Accounts Office; and 3) transferring funds electronically.

The Department is interested in continuing the third option – that of wire transfers. This service would be provided at no cost to the Department of Corrections; the vendor may charge a transaction fee to the depositor. Contract term will be three (3) years with two (2) additional one-year terms, for a maximum of five years.

### **SCOPE OF SERVICE:**

1. Vendor will develop and make available brochures and/or other appropriate material to orient potential users of the procedures involved in the wire transfers. The material must be customized to this specific application.
2. Vendor will maintain a master file of all inmates in the Rhode Island Department of Corrections (RIDOC). Such file shall include inmate ID number, last name and first name. This list would be updated daily by data transfer from RIDOC.
3. Upon payment by the depositor, the vendor will notify RIDOC electronically of the payment, the inmate for whom the payment is received (name and ID number), name of depositor.
4. The vendor will transfer monies by ACH to RIDOC's designated bank and is automatically uploaded through an electronic interface into the inmate banking software utilized by the RIDOC (i.e., Keefe Inmate Banking System).
5. The vendor will provide RIDOC with an on-line view of deposits received.

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6. The vendor will provide a daily reconciliation report.
7. Vendor is responsible for verifying that depositor is on inmate's visitor list before accepting deposit. If RIDOC rejects a deposit because depositor is not on the inmate's visit list, vendor will be responsible for refunding to the depositor.
8. The maximum deposit that is allowed in an inmate's account by the depositor is \$300.00 per day.
9. All data will be archived for up to three (3) years.

### **MINIMUM QUALIFICATIONS OF OFFEROR:**

Offeror must be able to provide on-line, telephone and in-person service to depositors. In-person services must be located in various locations throughout the State.

### **LETTER OF INTEREST SUBMISSION:**

Interested offerors may submit letters of interest to provide the services covered by this solicitation on or before the date listed on the cover sheet. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**a clearly marked original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope that shows the **LOI# 7449641 – Wire Transfer Services** as listed in the cover sheet of this LOI to:

Department of Administration  
Division of Purchases (2nd floor)  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE:** Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time of opening will be determined to be late and will *not* be considered. Proposals faxed or e-mailed to the Division of Purchases will *not* be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.**

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### **PROPOSAL SUBMISSION:**

Interested offerors may submit proposals to provide the services covered by this Request on or before the date listed on the cover page. Proposals received after this time and date will not be considered.

Proposals must include the following:

- 1) A completed and signed *R.I.V.I.P. Generated bidder certification* cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>)
- 2) Previous Experience and Background, including the following information:
  - a) A comprehensive listing of similar services undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number for each listed client;
  - b) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
- 3) Description of or listing of physical and/or virtual (i.e. via web) points of access for client/depositors.
- 4) Statement of proposed transaction charge to client/depositors.
- 5) In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original". This electronic file is not returnable.

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**EVALUATION AND SELECTION:**

The State will commission a Technical Review Committee, which will evaluate and score all offers, using the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Capability, Capacity, and Qualifications of the Offeror	30 Points
Availability of physical and virtual sites to client/depositors	30 Points
<b>Total Possible Technical Points</b>	<b>60 Points</b>
Transaction cost to the client/depositors (see table below)	30 Points
<b>Total Possible Points</b>	<b>90 Points</b>

<b>Transaction Cost to Client/Depositors</b>					
	<b>\$ Cost Per Transaction</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>On line</b>					
<b>Telephone</b>					
<b>In Person</b>					
<b>Other (Specify)</b>					

The Offeror must receive a minimum score of 45 out of a possible 60 points on the technical section. Offers not scoring at least 45 points will not be considered further. The State also reserves the right to make one or more awards as a result of this solicitation, and to act in its best interest.

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

