



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov

7 May 2012
Addendum # 1

LOI # 7449641

Title: Wire Transfers to Inmate Trust Accounts

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

- **13 Vendor questions / State responses are posted for review**
- **Interested parties should peruse this website, on a regular basis, for the latest information regarding this procurement initiative.**
- **No further questions shall be entertained.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

LOI 7449641 Wire Transfers to Inmate Trust Accounts

1. What is the average number of deposit transactions per month?

April 2012: 3,272

2. What is the breakdown of deposits for each deposit method? How many deposits are made each month via in person cash or check? How many deposits are made each month via mailing in money order? How many deposits are made each month via electronic transfer?

April 2012:

○ In-Person	1,665	\$150,057.73
○ Mail	858	\$ 77,379.44
○ Electronic	<u>749</u>	<u>\$ 52,982.89</u>
	3,272	\$280,420.06

3. What is the average deposit amount?

April 2012: \$280,420.06 / 3,272 = \$85.70

4. Will the facility stop accepting deposits once they award this contract?

Deposits are not made in the facilities. The teller window is only present at Inmate Accounts and function will continue.

5. Can you clarify how the transaction cost will be evaluated? As most vendors provide a tiered pricing structure and not flat fee for each deposit method, will the transaction cost be evaluated based on an average deposit amount in a specific pricing tier? If so, what will be the average deposit amount the transaction cost will be determined by?

The submittal will be evaluated based upon cost and other criteria identified in the LOI.

6. Can you update the Transaction Cost Table to allow for a tiered pricing structure?

That can be completed by the vendor in the proposal submission.

7. On page 4 of the issued LOI, Scope of Service requirement number 2 states "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." Please provide additional details on the mechanism for transferring the file.

➤ **A file is sent from the DOC via a secured FTP process.**

8. Please confirm the individual to whom this response is to be addressed and please provide a phone number for that person so that we can ensure proper delivery.

➤ **All submission instructions are outlined on page 5 of the LOI request.**

9. On page 5 of the issued LOI, Scope of Service requirement number 7 states “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.” Please provide additional details on the mechanism and format that the RIDOC will utilize to provide visitor information.

➤ **Only those individuals who have been approved to be on an inmate’s visiting list can make deposits to an inmate’s account. The vendor will be responsible for returning funds from individuals not authorized to make deposits. The vendor shall be responsible for insuring this parameter is adhered to in the automated interface to the DOC Inmate Banking system.**

10. On page 3 and 4 of the issued LOI, under Background and Summary, the State identifies 7 facilities that are resident at the John O Pastore Government Center. Please confirm that the service will be for 7 total facilities and provide the population of each facility?

➤ **On May 1, 2012**

• High Security	88
• Maximum Security	428
• Medium Security	1,008
• Minimum Security	457
• Intake Service Security	1,016
• Women’s Facility 1	132
• Women’s Facility 2	33
	<u>3,162</u>

11. On page 4 of the issued LOI, under Background and Summary, paragraph 3 states “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.” Does the Department anticipate discontinuing methods 1 and 2 with the expansion of the #3?

➤ **No**

12. On page 5 of the issued LOI, minimum Qualifications of Offeror states “In-person services must be located in various locations throughout the State.” Is the state looking for strategically located deposit kiosks and if so please specify the number and location. If the State is not looking for deposit kiosks please define what the State means by “In-person Services”

➤ **Places like Wal-Mart and CVS. Kiosks are also a possibility; however, that is up to the vendor to make a proposal.**

13. On page 7 of the issued LOI, the State has provided a form that is to be filled out containing the costs for to be charged the user. It is the standard practice within the industry to charge a fee plus a % of the transaction for credit card transactions. Please confirm we may charge a fee plus a % of the transaction.

➤ **Transaction costs should include all fees.**

END