



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov
24 May 2012

Addendum # 1

RFP 7449724

Title: **Offender Fee Collection Services**

Submission Deadline: 6 June 2012 @ 11:00 AM (EDT)

- A total of 10 vendor questions / State responses are released in this addendum.
- Additional questions were received prior to the 24 May 2012 submission deadline. Those submitted questions will be answered in a subsequent addendum.
- Please monitor this website, on a regular basis, for the latest information regarding this procurement initiative.

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan'.

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

Re: RFP#: 7449724, Offender Fee Collection Services

1. How many offender payments is the DOC currently receiving per month?
The vendor is collecting payments for the monthly Probation & Parole fee. That number varies from month to month but over the last six months, the number of payments has averaged 176 payments per month from probationers. Monthly fees of \$1,586,740 have been billed to probationers through the month of April, 2012 and a total of \$69,027 has been collected by the vendor
2. What payment options are currently available?
The probation fee collected by the vendor currently accepts check, money order or credit cards. For the Community Confinement population, the fees are paid by either check or money order.
3. What is the collection rate? The collection rate is approximately 4% on fees assessed during the period of July 1, 2011 to April 30, 2012. This does not include any prior balances
4. Which case management software or offender management system does the DOC use?
The RIDOC utilizes an internally developed offender management system that is an Oracle-based system
5. Will the DOC provide the awarded vendor a flat file containing data such as offender name, ID #, balance, due date of payment, etc? Would the DOC consider conducting file exchanges on a daily (instead of monthly) basis?
The DOC will provide a file containing the offender information; however, that information would have to be merged with outstanding fees owed less any payments received by the vendor. Note that fees are assessed on a monthly basis and it will be the responsibility of the vendor to build a system that calculates the monthly fee assessed, outstanding fees, payments received and total amount due. Billings incorporating this information are required to be sent out on a monthly basis.
6. In order to avoid the liability associated with disclosing a address for offenders to discuss payment options in person, would the DOC consider replacing the request for a local presence with a requirement that the vendor have a 24-hour contact center in order to securely track, record and respond to offender concerns submitted at any and all times?
The DOC feels that a greater collection rate could be obtained through greater face to face contact with the offenders. The Department does not wish to waive that requirement at this point but it will be evaluated based upon the responses to the RFP from the various vendors.
7. Does the DOC plan to award this contract to more than one vendor? Would it consider making this sole-source, in order to remove concern regarding the capital investment and costs associated with installing and maintaining collection kiosks?
It is the department's intention to award this contract to one vendor.
8. "A separate monthly billing shall be submitted for applicable fees to be paid by the DOC based upon funds collected." What fees apply to the DOC?
The fees owed based upon the applicable percent relating to the amount collected in a given month would be billed separately and paid by the DOC.

Submission Questions

1. Item 4(a) references an enclosed "Technical Proposal Cover." Where can this be found?
A cover sheet is not included in the RFP. Please enclose 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>) as part of the proposal submittal.
2. Can the Fee Proposal table be replaced with a tiered pricing schedule?
Yes as long as a 5-year fee structure is provided for the applicable fee types