



Solicitation Information
27 July 2005

Letter of Interest # B05427

TITLE: Wire Transfers to Inmate Trust Accounts

OPENING DATE AND TIME: August 30, 2005 @ 1:40pm

PRE-BID CONFERENCE No

Questions concerning this solicitation may be Emailed to the Division of Purchases at questions@purchasing.ri.gov no later than **August 18, 2005 at 4:00pm**. Please reference LOI # B05427 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. For computer technical assistance, call the help line at 401 222-2142, ext 134.

SURETY REQUIRED: No

BOND REQUIRED: No

William J. Anderson, C.P.M.
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at 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.state.ri.us). The State intends to enter into one or more concession contracts 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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 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 permitted, 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).

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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.

Background and Summary:

The Rhode Island Department of Corrections provides both jail and prison services to the State of Rhode Island. In calendar year 2004, there were an average of 3,476 inmates housed in the Adult Correctional Institutions; and there were 17,497 commitments. There are a total of eight 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 functions in a way similar to a credit union, with separate accounts listed for each inmate.

Currently, individuals interested in providing funds for the inmate may do so in two 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.

The Department is interested in providing a third option – that of wire transfer. 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 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.

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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.
5. The vendor will provide RIDOC with an on-line view of deposits received.
6. The vendor will provide a daily reconciliation report.
7. 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. All data will be archived for up to three (3) years.

Minimum Qualifications of Offeror:

Offeror must be able to provide both 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 LOI# B05427 and Title to:

Mr. William J. Anderson, Administrator
Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908-5855

The Offeror assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be

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determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases. Faxed proposals will not be considered.

Responses 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. Background information on the company
3. Listing of similar services undertaken and/or similar clients served; identifying a contact person (Name, Title, Address, Telephone) for each listed client.
4. Description of or listing of physical and/or virtual (i.e. via web) points of access for client/depositors
5. Statement of proposed transaction charge to client/depositors.

EVALUATION AND SELECTION

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

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Availability of physical and virtual sites to client/depositors	30 Points
Total Possible Technical Points	60 Points
Transaction cost to the client/depositors	30 Points
Total Possible Points	90 Points

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.