



## Solicitation Information

**27 Jan 06**

**LOI# B06004**

**TITLE: Electronic Kiosks for Inmates**

**OPENING DATE AND TIME: 22 Feb 06 @2:20 PM**

**PRE-BID CONFERENCE: No**

Questions concerning this solicitation may be emailed to the Division of Purchases [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than 8 Feb 06 @ 12:00 Noon (EST). 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. For computer technical assistance, call the help line at 401 222-2142, ext 134.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems**

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**

## **RFI: Electronic Kiosks for Inmates**

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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 inmate electronic kiosks, 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.gov](http://www.purchasing.state.ri.gov)). 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express
- 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 EMAILED, 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).
- Responders 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.

## **RFI: Electronic Kiosks for Inmates**

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- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 222-6253.
- 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 RFP / LOI

### **A. Executive Summary:**

This is a solicitation for Letters of Interest from firms to install both hardware and software for kiosks to be located in inmate common areas of various correctional facilities. The kiosks would electronically provide access to a variety of inmate related information, and would connect in some way to a variety of electronic databases. The contract would be of five-year's duration, and would likely require periodic upgrade to equipment and software, as well as address changes in the related database structures.

A two-step solicitation process will be utilized. Firms submitting letters of interest will submit appropriate descriptive materials and will make a physical presentation to a technical review committee. From these written materials and presentations the RIDOC technical review committee will prepare a more detailed specification, and those firms who responded to the initial solicitation will be invited to submit a formal bid.

### **B. Background:**

The Rhode Island Department of Corrections provides both jail and prison services to the State of Rhode Island. 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, and housing an average daily population of approximately 3,500 men and women.

## **RFI: Electronic Kiosks for Inmates**

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RIDOC staff spend an extraordinary amount of time personally researching and responding to questions of inmates relating to their day-to-day activities. It is envisioned that many of the questions and requests can be addressed through access to kiosks placed in common areas, thereby allowing such staff to focus on other services.

### **C. Potential information to be accessed:**

- **Inmate Data:**
  - Sentence info (to include date sentence was imposed, meritorious good time, case number)
  - Good time transaction record
  - Historical record of industrial time
  - Pending charges
  - Discipline records
  - Visiting list
  - Various parole board information
  - Classification review dates
  - Score from classification
  - Court dates
  
- **Financial information:**
  - Inquire on account balances
  - Inquire on account transactions
  
- **Commissary/Canteen:**
  - Submit commissary orders
  
- **Health Services:**
  - Submit appointment request;
  - Request appointment cancellation
  - Appointment confirmation/review
  - Medical furlough schedule
  
- **Education/Rehabilitation Programs:**
  - Access to a list of available educational and Rehab. Programs/classes
  - Access to a list of available recreational programs
  - Sign up for educational, rehabilitative and recreational classes.
  
- **Discharge Planning:**

## **RFI: Electronic Kiosks for Inmates**

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- Request a Discharge Planner.
- Enter information for a Parole Plan prior to seeing the Discharge Planner.

### **D. Required Links:**

- Inmate Tracking System (INFACTS):
- Individual Program Plan (IPP) :
- Keefe Banking and Commissary system:

### **E. Minimum standards for the kiosk:**

- Unit would need to be wall mounted or secured in some way to the wall or floor.
- Unit should be self-contained, with no separate keyboard;
- Unit should

### **F. 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. Letters received after this time and date will not be considered.

Responses (**an original plus ten (10) copies**) should be mailed or hand-delivered in a sealed envelope that shows the LOI# and Title to:

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 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:**

## **RFI: Electronic Kiosks for Inmates**

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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 the software and hardware; its capacities; how it functions; how it can link to a variety of other databases.
  5. Description of hardware/software service program.
  6. Pricing methodologies.
7. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

### **EVALUATION AND SELECTION**

**A vendor will NOT be selected from this phase one R-LOI.** Instead, from this solicitation, the DOC technical review committee will:

- Review written materials presented in each vendor's response;
- Arrange for a physical presentation by each responding vendor;
- Determine from all materials presented the types of qualities that are essential or preferred;
- Develop more detailed specifications for a follow-up solicitation
- **Through RI State Purchasing agency, publish a new solicitation, inviting only those firms who have responded to this request for letters of interest to bid.**