



Solicitation Information
September 19, 2017

RFI# 7565484

TITLE: RI Department of Corrections Computerized Legal Research for Inmates

SUBMISSION DEADLINE: October 17, 2017 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Friday, September 29, 2017 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFI# on all correspondence. 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.
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SURETY REQUIRED: No

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Gail Walsh

Chief Buyer

Division of Purchases

RI Department of Administration

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 R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC), guided by the Departmental Mission, is soliciting proposals from qualified firms to provide information regarding the purchase and implementation of an Electronic form of legal research for use by all the inmates in the custody of RIDOC. RIDOC is legally bound to provide access to the Courts to its incarcerated offenders. Part of the right to access to the judicial system is the right of an inmate to have access to legal research for both criminal and civil matters. Accordingly, RIDOC is seeking information regarding the design, purchase and implementation of an Electronic form of legal research for use by inmates, in accordance with the terms of this Request for Information (RFI) and the State's General Conditions of Purchase (available at: www.purchasing.ri.gov).

This is a Request for Information, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
3. 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 respondent. The State assumes no responsibility for these costs.
4. 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.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

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6. 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. 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.
7. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
8. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal 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.
9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFI. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
10. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or krystal.waters@doa.ri.gov.
11. In accordance with Title 7, Chapter 1.2 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 is a requirement only of the successful vendor(s).*
12. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-5670 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.ri.gov.

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13. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
14. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.
15. 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 (EEO), Limited English Proficiency (LEP), 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 can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

RIDOC is seeking to implement a computer based resource for legal research to be used by inmates currently incarcerated at the several facilities operated by RIDOC. The overall goal of this request is to determine the available products and services which could ultimately transition all legal research performed by inmates from hard bound books to an electronic form of legal research. This will also include installation, infrastructure setup, maintenance, and operation of the equipment in the facilities. This RFI invites input and ideas on how a computerized form of legal research can be implemented as well as rough cost estimates.

Specific Requirements:

RIDOC is requesting information on a digital collection of legal research materials to replace the current law libraries which contain hardbound books. This will include the installation of a user interface (desktop computer, tablet, kiosk etc.) and output device (e.g. laser printer) which is specifically designed and constructed for use in a correctional environment. The preferred method of delivery will be by a portable storage format (DVD, CD, External Drive) delivered to each facility that will enable the research materials to be accessed by the user interface without the necessity of an internet connection. This will also require frequent updates to the material and the updates should be provided in the same fashion.

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work:

RIDOC desires to acquire and implement a digital form of legal research for the law libraries at its several facilities. This project specifically seeks an electronic form of legal research that will be able to be implemented in each of the facilities at RIDOC which will provide the

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relevant primary and secondary resources appropriate for researching Rhode Island law and the relevant federal law. The research materials must be available and accessible for all inmates incarcerated at RIDOC who shall have unlimited access to materials during law library hours. The Vendor will be required to provide the legal research materials and a license of the use for research purposes by an unlimited number of searches and an unlimited number of offenders incarcerated at RIDOC. In addition, the Vendor shall provide at least quarterly updates for the materials.

Objectives of this RFI are to seek information regarding the hardware, software, updates, customer service, and maintenance of an electronic form of legal research which should:

1. Improve efficiency, accuracy, security and decrease the overall cost of the legal research being performed by inmates with the use of an electronic database equivalent to Westlaw and/or LexisNexis.
2. Provide the capability to conduct research on Rhode Island and the related federal reporters as well as provide access to the most used secondary sources.
3. Provide the ability to print the research conducted with a tracking system so each user may be billed for the costs incurred.
4. Provide the ability to transition to computer based word-processing with the option of individual logins to track and save content.
5. Provide frequent updates to the legal database as well as providing technical assistance for the hardware and software purchased.

Information Being Requested:

Respondents are asked to briefly address the following topics:

1. Description of System Functionality: Documentation should be provided that is descriptive of the functions supported by the system. Existing product literature and prepared marketing

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materials may be included; however, this information is less useful than a more detailed and technical document. Please include information on the following:

- a. Legal Research databases which are equivalent to Westlaw and/or LexisNexis available including the primary and secondary resources available with each product/subscription.
 - b. The frequency of and availability of updates and their implementation including the use of CDs, changeable hard drives, and the necessity for the number of updates necessary for each facility (i.e. for each workstation or for a server that provides access on a local network to each workstation.)
 - c. Information on the option of having each workstation provide for legal research and word processing for legal matters including the potential for preloaded often used legal forms.
 - d. Ability to add custom RIDOC content
 - e. Description of the user interface, including browser-based screens of all functions of the system.
 - f. Description of application security and auditing features
 - g. Description of available login and/or tracking features to defer the appropriate cost to the individual inmate
2. Description of Hardware Available: Respondents should provide information about the hardware options available including the following:
- a. Computer work stations
 - b. Self-contained kiosks
 - c. Tablets

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- d. Mobile self-contained units
 - e. Printers
 - i. In addition, provide information on the physical security features of each available option.
3. Description of Product Support and Maintenance: Respondents are requested to comment on the following:
- a. Manuals
 - b. Onsite and offsite training
 - c. Frequency, acquisition, and implementation of upgrades
 - d. User feedback procedures
 - e. 24/7 and 365 support procedures
 - f. Licensing, warranty, returns and exchanges

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

SECTION 4 - CONCLUDING STATEMENTS

This RFI is being submitted strictly for the purpose of gaining knowledge of the electronic legal research options available. However, general cost estimates, including your general pricing structure with a breakdown of normal initial costs, contractual hourly rates, and optional service/maintenance costs are requested.