

**RFI #7565484: RI Department of Corrections Computerized Legal Research
for Inmates**



**Solicitation Information
November 6, 2017**

Addendum #3

RFI# 7565484

TITLE: RI Department of Corrections Computerized Legal Research for Inmates

SUBMISSION DEADLINE: November 15, 2017 at 10:00 AM (ET)

Attached are vendor questions with state responses.

No further questions will be answered.

IMPORTANT NOTE:

Please send an original and three copies to the following address:

State of Rhode Island
Dept. of Administration / Division of Purchases
One Capitol Hill
Providence, RI 02908

Please indicate the RFI # on the envelope as well as the date time of RFI opening.

GAIL WALSH
CHIEF BUYER

RFI #7565484: RI Department of Corrections Computerized Legal Research for Inmates

Vendor A

1. How many facilities does the RIDOC have that need access to the legal research solution?

Response: There are six facilities.

2. Among all the RIDOC facilities that need access to the legal research solution, how many workstations/terminals will there be?

Response: It is unknown at this time because we are exploring different options for different facilities, i.e., Maximum Security may have kiosks while Medium may have computer workstations.

3. Do we assume correctly that RFI responses should be submitted by email only to gail.walsh@purchasing.ri.gov? NO.

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NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Vendor B

- 1) Please designate the number and location of user devices (desktop computer, tablet, kiosk, etc.) to be deployed at each RI DOC Facility (e.g. program/education rooms and housing units)
 - a. ISC
 - b. HSC
 - c. Maximum Security
 - d. John J. Moran Medium Security Facility
 - e. Minimum Security

RFI #7565484: RI Department of Corrections Computerized Legal Research for Inmates

- f. Gloria McDonald Medium Security Facility
- g. Bernadette Building

Response: It is unknown at this time because we are exploring different options for different facilities, i.e., Maximum Security may have kiosks while Medium may have computer workstations.

- 2) Please advise as to the number and location of laser printers to be deployed at each RI DOC Facility (e.g. library, admin office, other dedicated secure location)
 - a. ISC
 - b. HSC
 - c. Maximum Security
 - d. John J. Moran Medium Security Facility
 - e. Minimum Security
 - f. Gloria McDonald Medium Security Facility
 - a. Bernadette Building

Response: There would be one in each of the law libraries in each of the facilities.

- 3) Please specify the secure dedicated location(s) (staff/admin office) in each facility where a law library server and printer can be housed and accessed by administrative and vendor staff?

Response: In each of the law libraries.

- 4) Which of the following alternatives would the RI DOC prefer?
 - a. Stand-alone self-contained kiosk/computer devices without private network access?

Response: No – if there has to be access to the internet – must be on its own Network. Offenders cannot be on the RIDOC production network.

- b. Private Thin Client Network supporting multiple kiosk/computer devices per facility?

Response: Yes.

- 5) Confirming that Vendor will authorized to integrate the Law Library/Print Management System the Jail Management System (JMS)?

Response: An interface can be provided to our INFACETS (Inmate Facility Tracking System).

- 6) What is the current JMS convention for inmate system identification (e.g. First Name, Last Name, Inmate #)?

Response: The Inmate ID number is always used for identification.

- 7) System Access - User Name/PW Convention

RFI #7565484: RI Department of Corrections Computerized Legal Research for Inmates

- a. How will RI DOC provide Vendor inmate names and ID for each facility (flat ASCII File, etc.)?
 - i. File Type - Please specify file type/format that will be used to transmit daily inmate data to Vendor.
Response: We can provide a file via SFTP in CSV, flat etc.
 - ii. Frequency - What will be the delivery frequency of this inmate data – daily, weekly, etc.?
Response: The file can be delivered daily.
- 8) Please elaborate on print request tracking and reporting requirements.
 - a. Confirming that the RI DOC is requesting print management software with capabilities to track inmate and staff print requests including individual, printer and facility usage?
Response: Yes.
- 9) Is it the RI DOC intent to debit Inmate print request charges from Inmate Trust Fund Accounts?
 - a. Please describe Vendor responsibilities, if any, for integration with facility or 3rd party Inmate Trust Fund Accounting System.
Response: Yes. The responsibilities would include limiting number of pages and reporting amounts to Inmate Accounts.
- 10) Is printer access mandatory for Mobile Self-Contained kiosk/computer devices?
Response: Yes.
- 11) Is the Vendor responsible for network cabling, conduit and other basic private network infrastructure?
Response: Yes, if any cabling needs to be done on complex, it must use a vendor on the State MPA due to the fact there are many agencies and cables on grounds.
- 12) Will RI DOC designate and provide recessed electrical and network receptacles for connecting kiosk/computer devices at designated locations?
Response: Yes.
- 13) Will RI DOC provide and install all required conduit?
Response: Yes
- 14) Please provide a list of inmate law library usage metrics to be tracked and the frequency of reporting.
 - a. User Name
 - b. ID

RFI #7565484: RI Department of Corrections Computerized Legal Research for Inmates

- c. Login Date/Time
- d. Logout Date/Time
- e. Total Session Duration
- f. Print request
 - i. #pages
 - ii. Date/Time

Response: Unknown.

15) Is the RI DOC RFI specifically requesting Computer Based Word Processing capabilities (e.g. MS Word)?

- a. Or would the DOC prefer to offer inmates access to the entire MS Office Suite (Word, Excel, PowerPoint, etc.)

Response: RIDOC is fine with the Office Suite.

16) Content Storage - Would the RI DOC consider allowing inmates to store MS Word Content on dedicated Flash Drive assigned to individual inmates, to be provided, secured and managed by RI DOC staff?

Response: No.

- a. Or is RI DOC looking to securely store inmate content in secure folders on a dedicated centralized server(s)?

Response: Yes.

17) Pre-Loaded Fillable Forms – Will the RI DOC specify all fillable form file types to be deployed via computerized law library system prior to RFI submission date?

- a. Can RI DOC offer actual samples of actual fillable forms in advance of RFI due date?

Response: The forms would be those available through Rhode Island Judiciary.

18) Custom RI DOC Content

- a. Please specify file types for custom content.

Response: It will either be MS Word or PDF.

19) Hardware Pricing

- a. Does the RI DOC want purchase or lease computer/kiosk hardware?

Response: Most likely lease.

- b. If purchase

- i. Does the RI DOC want a comprehensive 24/7/365 extended warranty/maintenance agreement?
- ii. If so, what is the desired term of said agreement?
- iii. Would RI DOC be interested in predefined extended maintenance/warranty renewal options?

- c. If Lease

- i. Does the RI DOC prefer an annual/monthly hardware lease agreement?
 - 1. If so please specify term

**RFI #7565484: RI Department of Corrections Computerized Legal Research
for Inmates**

Response: One year with the option to extend for additional terms.

- ii. Or would RI DOC prefer a long-term hardware services agreement?
 1. If so, please specify term