

**COUNTY OF TANEY - MISSOURI**



**Request for Proposal  
For  
COMMISSARY SERVICES  
Taney County, Missouri**

**RFP #200910-85 – Commissary Services  
Release Date:  
October 31, 2009**

**Submittal Deadline:  
November 30, 2009  
Not later than 1:00 p.m. Central Time**

**Taney County Purchasing  
132 David Street  
P.O. Box 1630  
Forsyth, MO 65653**

**Linda Gifford, Purchasing Agent  
Phone: 417-546-7281 Fax: 417-546-7280  
E-mail: [lindag@co.taney.mo.us](mailto:lindag@co.taney.mo.us)**

**Request for Proposal for Commissary Services  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
  
- 2) **Proposal Closing:** All proposals shall be **delivered before 1:00P.M.**, Central Time, on November 30, 2009 to:

Taney County Purchasing Department  
Linda Gifford, Purchasing Agent  
132 David Street  
P.O. Box 1630  
Forsyth, MO 65653
  
- 3) The County will not accept any proposals received after 1:00P.M and will return such late proposals to the Offeror.
  
- 4) Offerors must submit one (1) original and four (3) copies of the proposal (total of four). Proposals will be opened publicly at 1:00p.m. on November 30, 2009 but only names of offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
  
- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".
  
- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
  
- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we if we do not have you on our Vendor list for this proposal.

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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed proposals for Commissary Services as set forth herein.
  
- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
  1. Instructions and General Conditions
  2. Instructions and General Information
  3. Scope of Services
  4. Evaluation and Award Process

**Guideline for Written Questions:**

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **5:00 p.m., Wednesday, November 18, 2009**. All questions must be mailed, faxed or emailed to the attention of Linda Gifford, Purchasing Agent. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices). Submit questions to:

**Linda Gifford  
Taney County Purchasing Agent,  
PO Box 1630  
132 David Street  
Forsyth, MO 65653**

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.
  
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date and completion of installation and training within 60 days from award of contract**. These dates are provided for informational purpose and may change as requirements dictate.
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

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**1. Background Information:**

The Taney County Sheriff's Office operates the County Jail facilities with an average daily population of approximately 85 inmates. Inmates are to receive commissary once per week per inmate the next day after the order is placed.

The facility has a maximum of 268 beds and the average inmate population is 85.

**2. Proposal Format:**

All vendors must submit their response to the bid specifications in the following format. Failure to follow the specified format may result in the proposal being deemed non-responsive and subject to immediate rejection.

1. Cover Letter
2. Executive Summary
3. Letter of Transmittal
4. Vendor's Experience
5. Support Structure
6. Software Compliance
7. Vendor's References
8. Financial Qualifications
9. Software Specifications
10. Kiosk Requirements
11. Hardware Requirements
12. System Requirements
13. Proposed Operating Plan
14. Financial Offerings
15. Evaluation Criteria
16. RFP Document & Addendum Documents

**1. Cover Letter**

The proposal must include a cover letter which introduces the vendor and provides a highlight of their experience in relation to the proposed services.

**2. Executive Summary**

The vendor will include an executive summary which will provide the highlights of vendor's response, unique qualifications of the vendor and any information which will assist the selection committee in evaluating the vendor's submittal.

**3. Letter of Transmittal (Mandatory)**

The vendor will include a Letter of Transmittal which will contain the following information:

- a) Statement indicating the company which will be providing the services required in the RFP and indicating any subcontractors which will be utilized.

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- b) Statement indicating the point of contact for RFP clarification or additional information.
- c) Statement indicating the person authorized to legally obligate the vendor.
- d) Provide complete contact information to include name, address, phone, fax, and e-mail address for the contact person.
- e) The letter of Transmittal must contain Statements affirming:
  - 1. **Statement of No Inducement:** A statement certifying that no attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a bid with regard to this RFP. Furthermore this is to certify that the bid contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
  - 2. **Statement of No Investigation/Conviction:** A statement certifying that the bidder, it's affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract.

**4. Vendor Experience (Mandatory)**

The vendor will include all relevant history and experience in providing the proposed services. Work history will be specific to the proposed services in the corrections industry. Experience in similar correctional or industry services can not be substituted.

**5. Support Structure (Mandatory)**

The vendor will include the support structure for all those individuals who will be involved in the implementation and support for all proposed services. This structure must include support for all aspects of the managed services and technical specifications.

**6. Software Compliance (Mandatory)**

The vendor is required to certify the following and is required for consideration.

- A. The software is owned, written, and supported by the vendor with no third party involvement. This requirement is to insure the integrity of the software being offered and that the vendor has complete access to provide annual upgrades to these applications.
- B. The software and hardware are supported by the vendor's own employees. You must provide the name and location of the vendor's technical support personnel who will support this contract.
- C. Provide a history of vendor provided upgrades to the software being proposed. The vendor must provide a time-line of upgrades to include new features.
- D. Provide information regarding how the software is developed and history of client user seminars.

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### **7. Vendor References (Mandatory)**

The Taney County Sheriff's Office is interested in contacting and verifying references from other facilities similar in size and scope to the Taney County Jail. The vendor will only provide pertinent information and only include the number of references requested.

The vendor will provide references where the vendor provides resident banking software and Offsite Commissary services to facilities. The vendor will provide references where they have installed a Kiosk Lobby Payment Acceptor. Only references where the Vendor currently provides resident banking software owned, written, and supported by the vendor will be acceptable.

**Vendor Stability:** The vendor will also provide references for facilities where the vendor has provided per order commissary and resident banking software for at least three years.

### **8. Financial Qualifications (Mandatory)**

The vendor will provide the following information.

- 1 Most recent Three (3) Years Independent Audit conducted by an Independent Audit Firm.
- 2 Corporate credit and financial references to include at least two bank references
- 3 Certificate of Insurance
- 4 The vendor will provide an outline of the current Company Drug Screen Policy. The successful vendor will pre-employment and random drug screen
- 5 The vendor will provide an outline of their current program to perform Background Checks on employees.

### **9. Software Specifications (Mandatory)**

The vendor's proposed software must meet the following qualifications.

The vendor must own, write, and support their software with no third party involvement including contract employees. The software should be written in a relational data base. Access to the data base should be limited to vendor's support personnel to protect the integrity of the data structure and accounting principles.

The software application must be a WEB based, Intranet application.

The vendor must provide a statement indicating that they employ all programming and technical support staff to support the enclosed project. The vendor will include the number of years providing inmate banking software and the number of current clients with the software is installed.

The vendor will address the following items in their response:

- a) Software Development History
- b) Full time Programming staff employed by the vendor dedicated to the proposed software solution
- c) Software Support Staff for the Taney County Sheriff's Office.
- d) Conversion and Implementation plans
- e) Onsite Data Backup procedures.
- f) Secure Offsite Data Backup procedures. The vendor must provide the information on how

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this is handled by the vendor.

**9. a. License to Software**

Upon successful completion of the contract term, the Taney County Sheriff's Office will be granted a non-exclusive license to the proposed inmate banking software provided by the vendor. This will insure the continuity of inmate accounting history and reporting and is a mandatory requirement.

The chart which follows details the features which will be required by the vendor's software for an award to be made. These features must be available at the proposal submission date. Any exceptions must be denoted and explain why the proposed software fails to meet the enclosed minimum requirements. Any misrepresentation will deem the vendor un-responsive.

**RESIDENT BANKING SOFTWARE REQUIREMENTS (Mandatory)**

The following are the mandatory specifications that will be required of the proposed resident banking software. The system must contain all of the requirements and system features that are outlined below. These must currently exist in the Resident Banking software at the time of proposal submission for the proposal to be considered.

The proposed Inmate Banking Software should provide for an accurate, cashless accounting of all inmate monies, expenses, and purchases. At a minimum, it must contain all of the features and reporting included in the request for proposal. This includes the following:

- | 9.   | Software Feature   |
|------|--|
| 9.1  | General Ledger with Automatic Dual Accounting Posting  |
| 9.2  | General Ledger Reporting for all Ledger Accounts   |
| 9.3  | Date Specific Reports for all Ledger Accounts  |
| 9.4  | Provide for a Trial Balance to be run at any time  |
| 9.5  | Fiscal Year Maintenance with End of Month Reporting  |
| 9.6  | Allow for Year End Fiscal Adjustments to be entered prior to Closing the Fiscal Year   |
| 9.7  | Checkbook Reconciliation with Multiple Checkbook Capabilities  |
| 9.8  | Resident Bail Module Complete with Reports Section   |
| 9.9  | Resident Receivables Module Complete with Reports Section  |
| 9.10 | Resident Payroll Module Complete with Reports Section  |
| 9.11 | Automatic Check Writer with MICR Check Writing   |
| 9.12 | Positive Pay Module to Transmit Check Information to the Bank  |
| 9.13 | Provide for an Automatic Checkbook Reconciliation Module   |
| 9.14 | Receivable Invoicing with complete Account Receivable Module and Reporting to include an Invoice generated at release & the ability to generate invoice which fit into Window Envelope. Allow for an Invoice to be generated at both release & at a facility defined time to generate an invoice which fits into a window envelope |

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- 9.15 Provide for a Multiple Release Module to release a group of inmates on the same check with appropriate report
- 9.16 Commissary Inventory Module with Reports Section
- 9.17 Resident Property Module with Reports Section
- 9.18 Indigent Module which includes the ability to rotate up to (99) ninety-nine Indigent packs individually for each inmate based upon monetary and time criteria to be determined by the facility.
- 9.19 Allows for Debt to be collected based upon a percentage of incoming funds to be determined by the facility.
  
- 9.20 Allows for collected funds to be applied to debts either by priority, percentage, or both as defined by the facility.
  
- 9.21  The System Must Always be in Balance within the General Ledger
- 9.22  Provide reports on cash drawer balancing and balance history
  
- Provide reports on commissary orders, order rejections, commissary sales, and products offered
- 9.23
- 9.24  Provide reports of frozen inmate accounts or accounts with administrative holds or other facility designated restrictions
- 9.25  Provide account summaries (both individual and facility including transaction history
- 9.26  Provide for Escheating/Reclamation of checks automatically in the system
- 9.27  Provide for reports on all checkbook activity by operator defined criteria
- 9.28  Provide reports based on user definable date time periods
- 9.29  Allow for Accounts to be closed with a facility defined minimum balance not to be paid to the resident
- 9.30  Provide for Inactivity Maintenance to include reporting and reclamation of moneys.
- 9.31  Provide for Resident Intake and Release Reporting
- 9.32  Allow for Multiple Checkbooks to be set up in the software
- 9.33  Allow for Multiple Profit Accounts to be maintained within the software
- 9.34  Provide for Facility & Operator Log Reports
- 9.35  Provide for the ability to perform Automated Group Charges by facility designated criteria
- 9.36  Allow for the Classification of Inmates for the purpose of precluding charges being made on those accounts
- 9.37  Allow for the assignment of a Facility designated permanent number to each inmate
- 9.38  Allow for reports to be run on both the permanent number and booking number for each Resident
- 9.39  Allow for the primary “booking” number to be modified when errors occur in

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- resident identification
- 9.40  Allow for a “Stored Signature” to decrease paperwork involved with resident accounting
- 9.41  Allow for funds to be transferred from one resident account to another by authorized personnel
- 9.42  Allow for specific deductions to be assigned to individual accounts with an “automatic” collection per facility designated criteria
- 9.43  Allow for the generation of a log of intakes and releases for a period of time
- 9.44  Allow for the input of resident address and phone contact information of the purposes of generating invoices and receiving payments for debt after resident release
- 9.45  The banking software must allow for resident releases to be done by Cash, Credit, or debit card or combination of the above as determined by the facility.
- 9.46  The software must contain the ability for the county to implement an automated Grievance/Request program through a housing unit Kiosk.
- 9.47  Access to the Kiosk must be through a biometric fingerprint system
- 9.48  The system must capable of integrating to the inmate phone provider to allow for debit calling by the inmate using their own funds
- 9.49  The software must contain the ability for the county to implement a debit card release program
- 9.50  The software must have its’ own phone ordering module

**9.5 Electronic Resident Deposit Services: (Mandatory)**

The vendor will describe any automated resident payment options which may be available to the facility. This should include literature, service requirements, and detail any costs to the Taney County Sheriff’s Office. The vendor must provide at least two automated payment options which do not utilize the vendor’s own website or card processing company to ensure a competitive environment for those persons utilizing this service.

The proposed payment options must be fully integrated with the resident banking software owned, written, and supported by the client. Vendors will be required to provide references where these are installed are currently installed in a correctional setting.

**9.6 Debit Calling (Mandatory)**

The vendor must describe in detail the capabilities of the proposed system to implement Debit Calling to interface with the current inmate phone provider. The vendor shall describe in detail how the process works which shall include at a minimum the ability to electronically send inmate funds to the inmate phone provider and to return any unused funds to be included in the inmate’s release check or debit card. The vendor will provide information regarding how other facilities have implemented this program and list at least five sites. The interface to the phone provider should be in “real time” when the request to move dollars to the phone system is processed and should utilize XML messaging services.

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**9.8 Debit Card Release Service (Mandatory)**

The vendor must list any Debit Card release programs they have to offer the Taney County Sheriff's Office. The software program must properly account for the debit card releases and provide automatic posting on information to the card provider. The vendor is required to provide an outline of costs to the county and the inmate in their response. The vendor will provide references where this program is installed.

**10.0 Automated Self Service Solutions: (Mandatory)**

The vendor must list any Self Service Solutions that they have to offer and detail any costs that are associated with this service. The vendor will provide quantitative information on the impact the proposed solution will have on the facility. The solutions must be funded through the convenience fee that the depositor pays. The vendor must provide at least two companies that accept payments electronically to be posted to inmate accounts to insure a competitive fee structure. The commissary vendor can not be the one that provides this service so there is no conflict of interest.

A. They must include a Self Service Lobby Cashier device that will handle Cash, Credit, and Debit card transactions. The facility will not be responsible for the handling of cash, credit or debit transactions. The device must be integrated with the vendor's own resident banking software and transactions posted in "real-time". The fee for cash must be \$3.00 or less. Vendors will be required to provide references where these are installed are currently installed in a correctional setting.

**11. Hardware Requirements (Mandatory)**

A. The vendor will provide the necessary hardware to implement their solution. This must include at a minimum the following computer hardware.

- One (1) server
- Work stations
- 19" flat screen monitors
- Signature Pads
- Receipt Printers
- Laser Report Printers
- MICR Check printers
- Housing Unit Kiosks
- Optical Menu Scanner
- Lobby Payment Acceptors Kiosk

The vendor must provide details regarding:

- a) List of Hardware to be provided. (All hardware provided must be new)
- b) Vendor's Hardware Support staff for the Taney County Sheriff's Office.
- c) Maintenance Schedule for proposed equipment
- d) 24/7 Support

B. The vendor should provide information related to other hardware peripherals which are available from the vendor. These peripherals should be integrated with the vendor's software. The vendor should provide the costs (if any) associated with acquiring the proposed peripheral devices.

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**12. System Requirements (Mandatory)**

The proposed software must meet the following criteria to be considered compliant with the software specifications.

System Features

- 10.34       Windows Based
- 10.35       The software application must be WEB based, Intranet application
- 10.36       Utilizes a relational data base (Vendor must support their own data base)
- 10.37       Allows for System Wide Settings
- 10.38       Allows for Individual Facility Site Settings

The vendor will provide information regarding the data backup & restoration procedures in the case of a hardware failure. In addition the vendor will provide information regarding initial and ongoing virus protection provided by the vendor.

**13. Proposed Commissary Operating Plan (Mandatory)**

The vendor will provide the following information with regards to the proposed commissary services.

- a) The Offsite Commissary services requested must be provided once per week to each inmate and must be next day service. The inmate's order will be processed and delivered, FOB Inmate the next day.
- b) Deliveries to the Taney County Jail must be made in the vendor's own vehicle to insure the security and timeliness of the deliveries.
- c) References of other facilities where the vendor provides same day, FOB Inmate commissary services with delivery to the inmates must be provided in this section.
- d) Location of Service Center. You must also include the location of the back up Service Center which is fully staffed to provide service and support in the case of a natural disaster. (The service center does not need to be a minimum square foot but must be capable of supporting the proposed operation)
- e) Overview of proposed commissary operating plan to include service levels, delivery of products, and back up operating plan. Inventory levels should be sufficient to exceed a 98% order fill rate.
- f) Order packaging procedures to include order filling procedures.
- g) Product must be name brand, no private label products will be permitted to be sold. These products must be available for re-sale in convenience stores. The facility will not accept products that are manufactured at the vendor's own packaging plant.
- h) Pricing of all products will be "market priced" for the Taney County Jail Community comparable to convenience store pricing.

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- i) Order delivery procedures.
- j) Complaint Rectification Process
- k) Projected sales with referenced documentation

**14. Financial Offering: (Mandatory)**

The vendor will include any and all financial offerings in response to the RFP. The vendor will provide the following information at a minimum:

- a) Details of Billing and Payment arrangements
- b) Commission rate to be remitted and net sales calculations
- c) Sample Monthly Commission Statements
- d) Projected Revenue for the Taney County Sheriff's Office.

**15. Evaluation Criteria**

Taney County will select an evaluation team to review responses and to make a formal recommendation for award to the County Commission. The evaluation team will conduct a comparative assessment of the proposals in accordance with the evaluation criteria stated below:

- 15% Experience- Providing next day offsite commissary services in a correctional environment with a least 1000 inmates
- 10% Ownership of a software license will revert to Taney County Sheriff's Office
- 5% Software is a WEB based, Intranet Application
- 10% Reputation for Business Ethics & History of Fulfillment of contractual obligations and meets the minimum qualifications for financial stability.
- 20% Software Requirements- Meets all minimum requirements contained in the RFP
- 15% Operating Plan- Meets the requested services outlined in the specifications to include products and next day service level.
- 10% Commission Rate
- 15% References – Demonstrate the Vendor's experience in providing the requested number of references for each component of the RFP.

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County.

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**16. RFP and Addendum Documentation:**

To insure that the vendor has received and acknowledged all documentation, the vendor will insure that all RFP and Addendum's issued will become part of their response by including statements listing each Addenda issued and the receipt thereof.

**Contract Term:**

The contract will be for a period of three (3) years. At the expiration of this contract, the County will have the option of continuing the Commissary Services with the Offeror's company at the same commission and rates for a period of two (2) additional years in one-year increments. Each optional year will require County's approval for renewal.

**Termination of Contract:**

The obligation to provide further service under the terms may be terminated by the County upon ninety (90) days written notice in the event of material breach by the contractor to perform in accordance with the terms hereof, or any contract resulting from this RFP. In the event that the County chooses to discontinue this contract either by termination or not extending the contract, the offeror warrants that it will remove all of its equipment from the facilities without charge. Service and equipment will not be moved until another contractor has been acquired

The successful contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without prior consent and approval in writing by the County.

**Damage and Repair Liability:**

The County will have no liability to the contractor for fraud, theft, vandalism/damage or loss of the Contractor's equipment inflicted by the inmates or the public. All costs associated with the repair will be the responsibility of the Contractor.

**Installation/Disconnection:**

The contractor shall be responsible for all the costs of installation or disconnection throughout the term of the contract. The contractor shall furnish and install equipment, dedicated lines and any item necessary to make this service functional.

**Insurance Requirements:**

The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. Insurance limits indicated below may be lowered at the discretion of the County.

- **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work. Worker's Compensation

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coverage shall meet Missouri statutory limits. Employee's Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, \$1,000,000.00 policy limit.

- **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract. The amounts of insurance shall not be less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- **Commercial Automobile Liability** - The Contractor shall take out and maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks, both on and off the site of work.
- **Proof of Carriage of Insurance** – The Contractor shall furnish the County with Certificate of Insurance which names the County as additional insured.

**Rejection / Withdrawal of Proposals Response:**

**Rejection of Proposals-** Taney County reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

**Withdrawal of Proposals-** Proposals may be withdrawn on written request from the Offeror at the address shown in the RFP prior to the time of acceptance of the proposals.

**Validity of Proposal Response:**

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

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**“NO BID RESPONSE FORM”**

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to  
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is  
(417) 546-7280.**

**BID: #200910-85 – RFP COMMISSARY SERVICES**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason(s) for not bidding:**

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**ADDENDUM #1 - Issued November 2, 2009**

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. **CHANGE any mandatory "must" requirement in section 9.47 regarding access to the Kiosk through a biometric fingerprint system to "should". This is not a mandatory requirement. Please discuss if your proposed system has this capability. If your system does not have this capability, please discuss how your system grants access to the Kiosk.**
2. **CHANGE the word "inmate" to "facility" in Section 13 a.**
3. **DELETE section 13 b. regarding deliveries to the Taney County Jail must be made in vendor's own vehicle.**
4. **REPLACE section 13 c. with the following– References of other facilities where the vendor provides next day deliver.**
5. **REPLACE section 13 g. regarding brand name or private labels with the following– Taney County will have final approval of everything on the menu in the Kiosk.**
6. **Question: What was the average population of prisoners for 2006, 2007 and 2008?**

**Response: 2006 – 81  
2007 – 101  
2008 - 105**

**By:** \_\_\_\_\_  
**Linda Gifford**

OFFEROR has examined copy of Addendum #1 to Request for Proposal # **200910-85 – Commissary Services**, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

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**ADDENDUM #2 - Issued November 19, 2009**

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. **Question** - Please provide the current commissary list with pricing.  
**Response** - Taney County currently has no Commissary
2. **Question** - Do you currently submit tax on the commissary order form?  
**Response** - Taney County currently has no Commissary
3. **Question** - Will the selected vendor be required to charge sales tax on offender purchases?  
**Response** - Yes
4. **Question** - Does the County sell phone cards or provide debit calling thru commissary currently?  
**Response** - Taney County currently has no Commissary
5. **Question** - Please provide the usages over the last full month of all commissary items.  
**Response** - Taney County currently has no Commissary
6. **Question** - Please provide the sales, less phone time or tax (net of), over each of the last 3 full commissary months.  
**Response:** Taney County currently has no Commissary
7. **Question** - Please provide the monthly average ADP over the last year  
**Response** - 93
8. **Question** - Who specifically will be on the evaluation committee for the RFP?  
**Response** – The evaluation committee and their evaluation results will be open for the public to view after the RFP is awarded.
9. **Question** - Who is the JMS (Jail Management System) provider for the facility  
**Response** - At this time ITI is the current JMS
10. **Question** - Who will be responsible for the JMS interface cost  
**Response** – The vendor
11. **Question** - How many orders per month, over the last three months, have been placed through the commissary?  
**Response** - Taney County currently has no Commissary
12. **Question** - Will the facility accept responsibility for distributing commissary orders to the inmates?  
**Response** - Yes
13. **Question** - RFP states that there is a 268 bed capacity but the ADP is only 85 inmates. Is the ADP estimated to grow? If so, what is the county expecting regarding growth and timeline?  
**Response** - Taney County is currently in negotiations with Immigration and Customs Enforcement, and the US Marshals for housing of more inmates.

**Request for Proposal for Commissary Services  
Taney County, Missouri**

**By:** \_\_\_\_\_  
**Linda Gifford**

OFFEROR has examined copy of Addendum #2 to Request for Proposal # **200910-85 – Commissary Services**, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_