



COLLIER COUNTY SHERIFF'S OFFICE  
PURCHASING DEPARTMENT

**ADDENDUM #2**  
**RFP #14-005**  
**Correctional Commissary Services**

**Notice to:** Proposers that attended the Pre-Proposal Conference on June 18, 2014

**Reference:** 1. RFP, Scope of Work, page 22, Miscellaneous Features - Resident transaction (verbiage addition)  
2. Schedule of Events revised  
3. Webinar: Each Proposer to host an online commissary accounting software demonstration.

**Publish date:** August 13, 2014

**Online notification:** August 13, 2014

**Notification website:** [www.colliersheriff.org](http://www.colliersheriff.org)

**Notification link:** <http://www2.colliersheriff.org/aboutus/purchasing/rfp1.asp>

1. Please refer to the RFP's Scope of Work on page 22, Miscellaneous Features, verbiage added.

**Current verbiage**

Miscellaneous Features
1. Resident transaction (general ledger) – ability to transfer money between accounts (Inmate/Work Release) or two inmates as needed to make corrections

**Change: verbiage added**

Miscellaneous Features
1. Resident transaction (general ledger) – ability to transfer money between accounts <b>for the same inmate</b> (Inmate/Work Release) or two inmates as needed to make corrections

2. The Schedule of Events for RFP 14.005, Correctional Commissary Services, has been revised. The dates were revised to include a mandatory online accounting software demonstration via webinar which each proposer will host.

<b>Event</b>	<b>Time</b>	<b>Date</b>
Proposer Online Demonstrations via Webinar	*Review schedule on page 2	August 21-22, 2014
Proposal Due	04:00:00 P.M. EST	August 27, 2014
Proposal Public Bid Opening	10:00:00 A.M. EST	August 28, 2014
Evaluators Review Begins	N/A	September 1, 2014
Evaluators Review Ends	N/A	September 12, 2014
Contract Award Announcement	N/A	September 17, 2014
Contract Start	N/A	October 1, 2014

3. The commissary services accounting software webinar for online demonstration shall be hosted by each Proposer. Each Proposer will be responsible in coordinating their demonstration at the scheduled time below. The online meeting information requested below must be emailed to [purchasing@colliersheriff.org](mailto:purchasing@colliersheriff.org).

**Event:** RFP 14-005 Correctional Commissary Services Accounting Software Demonstration

**Date:**

**Time:**

**Meeting Number:**

**Meeting Password:** (if required)

**Webinar call-in toll-free number:**

**Conference Code:**

Each Proposer’s organization will be allotted one hour to demonstrate which includes questions and answers. The agenda below has the presentation time for each Proposer. A demonstration guideline has been provided, located on page 3, and it must be followed as illustrated. It has been designed to cover the commissary services accounting software performance as requested within the RFP’s Scope of Work. Additional items cannot be added to the agenda that were not included in the RFP’s Scope of Work.

**Event Date:** Thursday, August 21, 2014

**Event:** Webinar: RFP 14-005 Correctional Commissary Services Accounting Software online demonstration

**9:00 a.m. to 10 a.m.      1. ABL Management, Inc.**

10:00 a.m. to 10:30 a.m.    Next webinar preparation

**10:30 a.m. to 11:30 a.m.    2. A’viands, LLC.**

11:30 a.m. to 12:30 p.m.    Lunch break

**12:30 p.m. to 1:30 p.m.    3. CBM Managed Services**

1:30 p.m. to 2:00 p.m.      Next webinar preparation

**2:00 p.m. to 3:00 p.m.    4. Union Supply**

**Event Date:** Friday, August 22, 2014

**Event:** Webinar: RFP 14-005 Correctional Commissary Services Accounting Software online demonstration

**9:00 a.m. to 10 a.m.      5. Oasis Management Systems, Inc.**

10:00 a.m. to 10:30 a.m.    Next webinar preparation

**10:30 a.m. to 11:30 a.m.    6. Smith’s Automated Commissary Services**

11:30 a.m. to 12:30 p.m.    Lunch break

**12:30 p.m. to 1:30 p.m.    7. Trinity Services Group**

1:30 p.m. to 2:00 p.m.      Next webinar preparation

**2:00 p.m. to 3:00 p.m.    8. McDaniel Supply Company, Inc.**

**Webinar Demonstration**

- A. Proposer shall have the capability to integrate with our current inmate email service kiosks located in inmate housing. The current provider, Smart Communications, currently utilizes a portal which allows inmate access to their account information which includes balance and account history as well as the ability to place “real-time” orders.
  
- B. The Successful Proposer shall have the ability to package orders individually per inmate and provide a two-part receipt as confirmation of delivery. Receipt shall contain the following information:
  - ❖ Inmate Housing Location
  - ❖ Inmate Name
  - ❖ Inmate ID#
  - ❖ Item and Quantity Ordered
  - ❖ Total order cost including sales tax (if applicable)
  
- C. Orders shall be packaged and sorted by housing unit. Each inmate shall be properly identified by wristband ID prior to issuance of any order. The inmate shall verify that the contents of the order are as requested and match the receipt.
  
- D. One copy of the receipt shall be provided to the inmate and one copy shall be provided to CCSO.
  
- E. The Successful Proposer shall allocate a staff member in order to update inmate accounts with necessary credits or other adjustments.
  
- F. The Successful Proposer shall provide statistical reports upon request by CCSO Jail Administration which includes, but is not limited to, the following:
  - ✓ Sales activity reports sufficient to verify total commission provided to CCSO for any given period.
  - ✓ Deposit activity reports enumerating all deposits and amounts made via web, phone or kiosk into a specific inmates account.

**Commissary software agenda outline**

Booking Feature	
1.	Intake/open new account or reopen an existing account for an inmate using a common identifier <ul style="list-style-type: none"><li>• Inmate account</li><li>• Work Release account</li></ul>
2.	Add money to inmate account <ul style="list-style-type: none"><li>• From resident</li><li>• Rec'd via Mail</li><li>• Rec'd via GovPay or other third party vendor</li><li>• Rec'd via Kiosk/Cashier</li><li>• From third party (bail)</li></ul>
3.	Withdraw money (release to family/attorney/outside medical provider, etc.) Check only.
4.	Bail/Bonds <ul style="list-style-type: none"><li>• Self-Bond - Inmate has sufficient funds to pay bail</li><li>• Third Party Bond-family/friends bring money in to bond inmate</li><li>• Method to pay Bail without collecting Debt</li><li>• Ability to accept credit cards, cash, cashiers/bank checks</li></ul>
5.	Inmate Release <ul style="list-style-type: none"><li>• Pay out balance in account in cash, check, debit card or combination</li><li>• Multiple release-several inmates being released (transferred) to the same facility (State Prison)</li></ul>
6.	Admission fees

**Booking Reports**

1. Resident balances by name or account number for both facilities, one facility or specific cell block within a facility (location)
2. Resident history (account transactions and balance) showing all transactions in date order
3. Resident edit log (user modified/processed a transaction)

**Commissary Features**

1. Restrictions for medical or detention reasons
2. Location restrictions – ability to set certain housing areas to prohibit or permit ordering of certain items
3. Indigent pack ordering – automated with system ability to calculate terms
4. Place manual orders – if kiosk are down
5. Give inmates credit for damaged items, undelivered items, inmate already released, or other reasons
6. Group charge (for daily subsistence fees) and possible future categories such as mattress program

**Commissary Reports**

1. Sales reports by item, date, and credits
2. Indigent pack reports
3. Statement of account for debt

**Cash Drawer Features**

1. Listing of cash drawers and amounts removed for deposit preparation
2. Balance
3. Add Supplement Cash for petty cash drawers
4. Adjust discrepancy, if any
5. Write off Cash Over/Short

**Cash Drawer Reports**

1. Transaction by drawer, date, operator, and type
2. Discrepancies (overages/shortages)
3. Trial balance

**Checkbook Features**

1. Continuous sequence using MICR checks from all three check writers (three separate locations)
2. Reissue MICR check (restricted access)
3. Write check
  - To pay Commissary Vendor
  - To pay out funds
  - To pay interest to Inmate Welfare and other misc. payments if necessary
4. Void checks and deposits
5. Reclaim stale dated items to remit to State of Florida
6. Deposit
  - From cash drawers
  - From external source
  - Void deposit

### Checkbook Features

7. Post bank charges/write off bank charges
8. Multiple banks (if agency changes banks)
9. Ability to clear checks monthly using bank file of cleared checks
10. Process interest and bank adjustments
11. Automated check reconciliation
12. Automated reclaim checks by date or series (for check that have never been cashed)

### Checkbook Reports

1. Check register including date, check number, payee, payee ID (account number), amount, amount of deposits, and balance
2. Outstanding item list (checks/deposits)
3. Unclaimed/outstanding check reports
  - By check number and/or date
  - Addresses (run interface from JMS for current address)
4. Report for only checks, deposits, or only adjustments and interest

### Receivable Features

1. Receivables under inmate account: Set up fees, charges, credits, apply payments, write-off
  - Charge an individual inmate for one or more receivables
  - Group charge-charge a group of individuals for the same reoccurring receivable (subsistence fees currently; mattress program possibly future)
    - Ability to set up to run automatically
    - Ability to process several inmates manually from a single input screen
  - Credit
    - Ability to credit one inmate
    - Ability to credit multiple inmates for the same charge for the same amount from a single input screen
  - Apply payment to specific receivables
  - Write off by date
  - Pay out collected receivables (one or multiple to same payee)
2. Receivables under general ledger
  - Establish and set priority
  - Group charge
  - Write-off
3. Process payment/payroll
  - Set up jobs categories (barber, painter, etc.)
  - Pay inmate
  - Void payment/correct error
  - Fund or reimburse account for payments to inmates
4. Federal Court Fees/Scheduled payments
  - Set up per court order
  - Modify/maintenance
  - Pay out
  - Credit/Write Off

### Miscellaneous Features

1. Resident transaction (general ledger) – ability to transfer money between accounts for the same inmate (Inmate/Work Release) or two inmates as needed to make corrections
2. Ability to modify the following:
  - Inmate address
  - Inmate restrictions such as dietary, disciplinary confinement
  - Inmate property bag number
  - Inmate housing location
    - Interface from Wings/Jail Management
    - Update inmates manually-group or single account (if JMS is down)
    - Inmate account history
    - Account History Reports
3. Inactivity maintenance--for accounts with no activity for a user defined period of time
4. Training module (no live data)
5. General ledger accounting package
6. Management reports

### Administrative Features

1. User set up
  - Groups by access level
  - Individuals to be assigned to a group
2. Reporting for periods-user defined date
3. If server is off site, disaster recovery plan
4. Time out feature (log off automatically if no activity within defined period of time)

- 1) Software shall have the capability to provide seamless entry and tracking of inmate funds, balances, deductions of recurring fees and credits.
- 2) Software shall safeguard all data from security breaches as dictated by CCSO IT requirements.
- 3) Software shall have the ability to be restricted, or to restrict specific commissary items, in specific housing areas as designated by CCSO Jail Administration.
- 4) Software shall have the ability to restrict specific commissary items, for specific inmates with dietary restrictions, as designated by CCSO Jail Administration.

#### **Optional:**

Software shall have the capability to deduct a set percentage of funds deposited to each inmate account, dictated by CCSO, to be utilized for CCSO administrative fees.