

Request for Proposal FY14-0414 Inmate Commissary Trust Fund Accounting and/or Commissary Services

Addendum No. 2 (herein referred to as "Addendum")

This Addendum revises the above-described procurement, and is hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at www.orangeburgcounty.org-Purchasing/Bids-Solicitations
The addendum is as follows: Questions/Responses

1. The RFP does not give any specific contract term requirements beyond "up to four (4) years."
What is the County's desired base term for this RFP? Base term 4 years, then new RFP.
 - a. What is the potential number of renewals? **None**
 - b. How long would each of those renewals be? **N/A**
2. Does the County intend to award to one or multiple vendors? **One vendor**
3. The RFP stipulates proposer's can submit only one proposal per option but does not restrict vendors to the use of in-pod kiosks only. Will the vendor be permitted to offer multiple order entry methods (e.g., kiosk and phone order entry) and/or financial offerings per proposal? **yes**
4. Please provide the usages over the last twelve months on all commissary items. **Data unavailable.**
5. Please provide the sales, less phone time or tax (net of), by month for each of the last 12 full commissary months. **Can be reviewed day of site visit.**
6. Please provide the ADP for each of the past 12 months. **250 inmates**
7. What is the current commission rate? **30%**
 - a. Does the County receive the same commission rate on all categories of items (excluding postage)? **Yes**
 - b. How much in dollars has the County received in commission over the last twelve months. **\$43,009.08**
8. Who will be on the evaluation committee for the RFP from the County?
9. Please provide the following:
 - a. JMS company contact: **Andrea Bidwell**
 - b. JMS company contact's phone number: **(803) 533-6180**
 - c. JMS company contact's email address: **PO Box 9000 Orangeburg, S. C.**

10. How many orders per month, over the last three months, have been placed through the commissary? **Information unavailable**
11. Please provide the following:
 - a. Phone company contact: **Vernetia B. Dozier**
 - b. Phone company contact's phone number: **803-539-2093**
 - c. Phone company contact's email address: **vdozier@orangeburgcounty.org**
12. The vendor's duties for commissary services include "provide postage, paper, pens, and envelopes." Are these items to be available for sale to inmates or expected to be provided by the vendor at no charge? **Items are for sale**
13. What is the current timeframe for delivery of orders? **2 days**
14. Is the current vendor delivering commissary orders directly to inmates? **Yes**
 - a. How many hours per week are currently spent for order delivery by the vendor or facility staff? **6 hours**
15. Is there currently a deposit lobby kiosk in use? If so, what is the amount of the fee currently being charged for cash deposits made via the lobby kiosk? Will the vendor be allowed to charge fees for all deposits (cash and credit) made through the lobby kiosk. **No lobby Kiosk, Yes**
16. Is there a data drop (network connection) and electrical outlet currently in place for the lobby kiosk? **Yes**
17. Will the facility be responsible for wiring of any/all kiosks? **Yes**
 - a. If no, please provide a quoted cost for the wiring expenses from a contractor approved to work in the facility. Doing so will allow all vendors to account for this expense and allow the facility to make a more "apples to apples" comparison when evaluating proposals. It is requested that the wiring quote be separated in to network cabling cost and electrical wiring cost.
18. Please provide a breakdown of the number of dorms in each jail and the number of inmates housed in each dorm. **Will be provided during site visit**
19. How many in-pod kiosks will be required if the County selects a kiosk option? **1 per Pod**
20. The Commissary Price List provided in the RFP seems to have some items blacked out. Are these items currently available for sale to inmates? **Yes, the sheets were printed in that manner.** Are items similar to these expected to be provided for sale to inmates under the contract resulting from this RFP? **Yes**
21. We are seeking clarification concerning the County's desire regarding subcontractors. The RFP states under the scope of services that the "Vendor is not allowed to subcontract any portion of the commissary services." However, the Deliverables section of the RFP requires the proposers

to list subcontractors and explain their role in the proposed services. Is it the County's preference to award to a vendor that owns, operates, supports and trains on their own software/hardware and are not proposing to utilize subcontractors to provide the core requirements of this RFP? **To be discuss further with awarded vendor .**