

REQUEST FOR PROPOSALS

RFP NUMBER: 0A04006
DATE ISSUED: February 13, 2004

The state of Ohio, through the Department of Administrative Services, Information Technology Governance Division, for the Department of Rehabilitation and Correction is requesting proposals for:

**ODRC – Inmate Trust Fund Accounting (Cashier)
and Canteen (Commissary) System**

INQUIRY PERIOD BEGINS: February 13, 2004
INQUIRY PERIOD ENDS: March 24, 2004
OPENING DATE: March 30, 2004
OPENING TIME: 11:00 A.M.
OPENING LOCATION: Department of Administrative Services
IT Governance Division Bid Room
30 East Broad Street, 40th Floor
Columbus, Ohio 43215

CONFERENCE DATE: March 2, 2004
CONFERENCE TIME: 9:00 A.M.
CONFERENCE LOCATION: Lobby Hearing Room
Rhodes Office Tower
30 E. Broad Street
Columbus, Ohio 43215

This RFP consists of five Parts and 16 Attachments, totaling 131 consecutively numbered pages. Supplements may be attached to the RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

PART ONE: EXECUTIVE SUMMARY

Purpose. This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (the Code) and Section 123:5-1-8 of the Ohio Administrative Code (the Administrative Code). The Ohio Department of Rehabilitation and Correction (ODRC) has asked the Department of Administrative Services (DAS) to solicit competitive sealed proposals (Proposals) for an Inmate Trust Fund (Cashier) and Inmate Canteen (Commissary) system (the Work), and this RFP is in response to that request. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected offeror (the Contractor) perform all or part of the Work. This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and Project performance. While these dates are subject to change, prospective offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through June 30, 2005. The State may renew this Contract for the next four fiscal years, subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. The State may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of ODRC. The maximum duration of this contract will be until June 30, 2009.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance in the Project phase may result in the State refusing to consider the Proposal of the offeror.

Background. ODRC is one of the largest agencies in the state of Ohio and is the fifth largest prison system in the nation, with operations throughout the state. The agency's annual operating budget is in excess of \$1.4 billion. ODRC employs approximately 16,000 employees in the supervision of over 49,000 incarcerated offenders and 26,000 parolees and provides funding in support of 180 local community corrections programs.

ODRC is seeking an integrated, statewide, turnkey replacement for its Inmate Trust Fund Accounting (Cashier) and Inmate Canteen (Commissary) systems.

The current systems run on proprietary hardware using the CTOS II operating system. New equipment is no longer available and replacement hardware and parts are difficult and expensive to obtain. The application software is licensed annually from a local vendor, and the vendor must complete any modifications to the software.

Information cannot be easily extracted from the current systems to other applications, such as Microsoft Office, which makes statewide analysis, comparisons, and transfer of information extremely difficult.

ODRC operates 39 commissaries to serve its inmate population in 31 correctional institutions throughout Ohio. The commissaries vary from each other in size, operation and inventory items. Differences include an institution that has two main commissaries and one that has its commissary services provided by other institutions. A number of institutions have camps that house some of the lower security level inmates. Eight camps have separate point-of-sale commissaries that operate as subsidiaries of the institution's main commissary.

All commissaries run some "bagged" operation, in which the commissary staff pulls the inmate's order, scans each item at the point-of-sale, bags the items and delivers the bagged goods to the inmates. This operation is primarily used for special housing units, such as segregated units or sickbay; there are two institutions that run bagged operations exclusively out of their main commissary. One of these also runs a normal point-of-sale line for its camp.

Each of the 31 institutions also has its own cashier's office, usually located in the main administration building, whose staff is responsible for maintaining monetary accounts for each inmate and for the institution.

ODRC also has two privately run institutions that operate commissaries and cashier's offices. The private institutions operate as described in this RFP; the primary differences may be procedures to enter or perform work in these institutions.

Objectives. The State has the following objectives that it wants this Project to fulfill, and it will be the Contractor's obligation to ensure that the Project meets these objectives.

ODRC seeks to have a phased installation of the replacement system. Upon successful completion of the first phase, the system will be rolled out to the remaining institutions, including two private institutions, in subsequent phases.

Overview of the Project's Scope of Work. The scope of work for the Project is provided in an attachment to this RFP. This section only gives a summary of that work. If there is any inconsistency between this summary and the attachment's description of the work, the attachment will govern.

ODRC is seeking an integrated, statewide, turnkey replacement for its Inmate Trust Fund Accounting (Cashier) and Inmate Canteen (Commissary) systems. The offeror must propose all necessary hardware and an existing "cashier and commissary" software package that will be modified and implemented to meet the requirements identified in this RFP. **Only existing software packages will be acceptable, proposals to develop a custom application will be rejected.** The system will be required to run on a browser-based (Internet Explorer, version 5.5 or higher) three-tier architecture, utilizing an Oracle 9i database. AIX/UNIX is preferred for the application and database servers. The selected Contractor will provide detailed system design, development, implementation, testing, conversion, training and documentation required to implement the institutions in Phase 1, as identified in Attachment Six. Once Phase 1 is accepted the Contractor must continue implementing the system in the other institutions as scheduled in Phases 2 through 6. All phases must be implemented within 18 months after receipt of the initial purchase order, subject to the State's renewal of this Contract at the biennium.

Calendar of Events. The schedule for the Project is given below. The State may change this schedule at anytime. If the State changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site question and answer area for this RFP. The Web site announcement will be followed by an amendment to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, the State will make schedule changes through the RFP amendment process. And the State will make changes in the Project schedule after the Contract award through the change order provisions in the general terms and conditions of the Contract. It is each prospective offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its Calendar of Events.

Dates:

Firm Dates

RFP Issued:	February 13, 2004
Inquiry Period Begins:	February 13, 2004
Inquiry Period Ends:	March 24, 2004
Proposal Due Date:	March 30, 2004 at 11:00 a.m.
Pre-Proposal Conference:	March 2, 2004 at 9:00 a.m.

Estimated Dates

Issuance of Purchase Order:	May 31, 2004
Project Work Begins:	June 14, 2004

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Firm Dates

Phase 6 Implementation Date: 18 months After Receipt of initial Purchase Order

There are references in this RFP to the Proposal due date. Prospective offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time that the Proposals are due and not just the date.

Pre-Proposal Conference. A Pre-Proposal conference will be held at 9:00 a.m., on March 2, 2004, at the Rhodes Office Tower, Lobby Hearing Room, 30 E. Broad Street, Columbus, Ohio 43215. The purpose of this conference is to discuss the RFP and the Project with prospective offerors and to allow them to ask questions arising from their initial review of this RFP.

Attendance at the pre-Proposal conference is not a prerequisite to submitting a Proposal.

PART TWO: STRUCTURE OF THIS RFP

Organization. This RFP is organized into five parts and has 16 attachments. The parts and attachments are listed below. There also may be one or more supplements to this RFP. If so, they too are listed below.

Parts

- Part 1 Executive Summary
- Part 2 Structure of this RFP
- Part 3 General Instructions
- Part 4 Evaluation of Proposals
- Part 5 Contract Award

Attachments

- Attachment 1 Project Requirements and Special Provisions
- Attachment 2 Requirements for Proposals
- Attachment 3 General Terms and Conditions
- Attachment 4 Sample Contract
- Attachment 5 Cost Summary Form
- Attachment 6 ODRC Phase Descriptions
- Attachment 7 Equipment Quantities
- Attachment 8 Reports
- Attachment 9 Offeror Reference Form
- Attachment 10 Offeror Requirement Form
- Attachment 11 Offeror or Subcontractor Requirements Form
- Attachment 12 Candidate Reference Form
- Attachment 13 Project Manager Requirement Form
- Attachment 14 Project Team Requirements Form
- Attachment 15 Equipment Specifications
- Attachment 16 Glossary of Terms

Supplements

- Supplement 1 W-9 Form
- Supplement 2 Administrative Rule 5120-3-08 Employment of Prisoners, Inmate Compensation
- Supplement 3 Samples of Current Cash Reports
- Supplement 4 Samples of Current Commissary Reports

PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

Contacts. The following person will represent the State during the Proposal:

Procurement Representative:

Roni Curry Rowe, Acquisition Analyst
30 E. Broad Street, 39th Floor
Columbus, Ohio 43215

During the performance of the Project, a State representative (the “Project Representative”) will represent the State and be the primary contact for matters relating to the Project. The Project Representative will be designated in writing after the Contract award.

Internet Inquiries. Offerors may make inquiries regarding this RFP any time during the inquiry period listed in the Calendar of Events. To make an inquiry, offerors must use the following process:

Access the State Procurement Web site at <http://www.ohio.gov/procure>;

From the Navigation Bar on the left, select “Find It Fast”;

Select “Doc/Bid/Schedule #” as the Type;

Enter the RFP Number found on Page 1 of the document (RFP Numbers begin with zero followed by the letter “A”);

Click the “Find It Fast” button;

On the document information page, click the “Submit Inquiry” button;

On the document inquiry page, complete the required “Personal Information” section by providing:

- First and last name of the prospective offeror’s representative who is responsible for the inquiry,
- Name of the prospective offeror,
- Representative’s business phone number, and
- Representative’s e-mail address;

Type the inquiry in the space provided including:

- A reference to the relevant part of this RFP,
- The heading for the provision under question, and
- The page number of the RFP where the provision can be found; and

Click the “Submit” button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt. Offerors will not receive a personalized e-mail response to their question nor will they receive notification when the question has been answered.

Offerors may view inquiries using the following process:

Access the State Procurement Web site at <http://www.ohio.gov/procure>;

From the Navigation Bar on the left, select “Find It Fast”;

Select “Doc/Bid/Schedule #” as the Type;

Enter the RFP Number found on Page 1 of the document (RFP Numbers begin with zero followed by the letter “A”);

Click the “Find It Fast” button;

On the document information page, click the “View Q & A” button to display all inquiries with responses submitted to date.

Amendments to the RFP. If the State decides to revise this RFP before the Proposal due date, amendments will be announced on the State Procurement Web site.

Offerors may view amendments using the following process:

Access the State Procurement Web site at <http://www.ohio.gov/procure>;
From the Navigation Bar on the left, select “Find It Fast”;
Select “Doc/Bid/Schedule #” as the Type;
Enter the RFP Number found on Page 1 of the document (RFP Numbers begin with zero followed by the letter “A”);
Click the “Find It Fast” button;
On the document information page, click on the amendment number to display the amendment.

When an amendment to this RFP is necessary, the State may extend the Proposal due date through an announcement on the State Procurement Web site question and answer area for this RFP. Amendment announcements may be provided any time before 5:00 p.m. on the day before the proposal is due. It is the responsibility of each prospective offeror to check for announcements and other current information regarding this RFP.

The State will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

After the submission of Proposals, amendments will be distributed only to those offerors whose submissions are under active consideration. When the State makes an amendment to the RFP after Proposals have been submitted, the State will permit offerors to withdraw their Proposals within 10 business days after the amendment is issued. This withdrawal option will allow any offeror to remove its Proposal from active consideration should the offeror feel that the amendment changes the nature of the transaction so much that the offeror’s Proposal is no longer in its interests. Alternatively, the State may allow offerors that have Proposals under active consideration to modify their Proposals in response to the amendment, as described below.

Whenever the State makes an amendment after the Proposal due date, the State will tell all offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the amendment. Any time the State amends the RFP after the Proposal due date, an offeror will have the option to withdraw its Proposal even if the State permits modifications to the Proposals. If the offerors are allowed to modify their Proposals, the State may limit the nature and scope of the modifications. Unless otherwise stated in the State’s notice, modifications and withdrawals must be made in writing and must be submitted within 10 business days after the amendment is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to the State at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than the State has authorized may be rejected and treated as a withdrawal of the offeror’s Proposal.

Proposal Submittal. Each offeror must submit seven complete, sealed, and signed copies of its Proposal, and each Proposal must be clearly marked “ODRC – Inmate Trust Fund Accounting (Cashier) and Canteen (Commissary) System RFP” on the outside of its envelope.

Proposals are due no later than the proposal due date, at 11:00 a.m. Proposals must be submitted to:
Acquisition Management Bid Room
30 East Broad Street, 40th Floor
Columbus, Ohio 43215

The State may reject any Proposals or unsolicited Proposal amendments that are received after the deadline. An offeror that mails its Proposal must allow for adequate mailing time to ensure its timely receipt. **Offerors must also allow for potential delays due to increased security. The State may reject late Proposals regardless of the cause for the delay.**

Each offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a Contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under ORC 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the offeror’s Proposal fails to meet any requirement of this RFP. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP.

All Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any Proposal without compensation to the offeror. Additionally, all Proposals will be open to the public after the Contract has been awarded.

The State will retain all Proposals, or a copy of them, as part of the Contract file for at least 3 years. After the retention period, the State may return, destroy, or otherwise dispose of the Proposals or the copies.

Waiver of Defects. The State may waive any defects in any Proposal or in the submission process followed by an offeror. But the State will only do so if it believes that is in the State's interests and will not cause any material unfairness to other offerors.

Multiple or Alternate Proposals The State accepts multiple Proposals from a single offeror, but the State requires each such Proposal to be submitted separately from every other Proposal the offeror makes. Additionally, the offeror must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the offeror or refer to another Proposal. The State will judge each alternate Proposal on its own merits.

Amendments to Proposals Amendments or withdrawals of Proposals will be allowed only if the amendment or withdrawal is received before the Proposal due date. No amendment or withdrawals will be permitted after the due date, except as authorized by this RFP.

Proposal Instructions. Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in the applicable attachment(s) to this RFP.

The State wants clear and concise Proposals. But offerors should take care to completely answer questions and meet the RFP’s requirements.

The requirements for the Proposal's contents and formatting are contained in an attachment to this RFP.

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The State will not be liable for any costs incurred by an offeror in responding to this RFP, regardless of whether the State awards the Contract through this process, decides not to go forward with the Project, cancels this RFP for any reason, or contracts for the Project through some other process or by issuing another RFP.

PART FOUR: EVALUATION OF PROPOSALS

Disclosure of Proposal Contents. The State will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, the State will seek to keep the contents of all Proposals confidential until the Contract is awarded. But the State will prepare a registry of Proposals containing the name and address of each offeror. That registry will be open for public inspection after the Proposals are opened.

Rejection of Proposals The State may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that the State believes is excessive in price or otherwise not in its interests to consider or to accept. In addition, the State may cancel this RFP, reject all the Proposals, and seek to do the Project through a new RFP or other means.

Evaluation of Proposals Generally. The evaluation process may consist of up to four distinct phases:

1. The Procurement Representative's initial review of all Proposals for defects;
2. The evaluation committee's evaluation of the Proposals;
3. Request for more information (interviews, presentations, and/or demonstrations); and
4. Negotiations.

The State may decide whether phases three and four are necessary. But the State has the right to eliminate or add phases three or four at any time in the evaluation process. The State also may add or remove sub-phases to phases 2 through 4 at anytime if the State believes doing so will improve the evaluation process.

Clarifications and Corrections. During the evaluation process, the State may request clarifications from any offeror under active consideration and may give any offeror the opportunity to correct defects in its Proposal if the State believes doing so does not result in an unfair advantage for the offeror and it is in the State's interests.

Reference Checks. The State may conduct reference checks to verify and validate the offeror or proposed candidate's past performance. Reference checks indicating poor or failed performance by the offeror or proposed candidate may be cause for rejection of the proposal.

Initial Review. The Procurement Representative will review all Proposals for their format and completeness. The State normally rejects any incomplete or incorrectly formatted Proposal, though it may waive any defects or allow an offeror to submit a correction.

If the Auditor of State does not certify a proposal due to lateness, the Procurement Representative will not open it or evaluate it for format or completeness.

The Procurement Representative will forward all timely, complete, and properly formatted Proposals to an evaluation committee, which the Procurement Representative will chair.

Committee Review of the Proposals. The evaluation committee will evaluate and numerically score each Proposal that the Procurement Representative has forwarded to it. The evaluation will be according to the criteria contained in this Part of the RFP. An attachment to this RFP may further refine these criteria, and the committee has a right to break these criteria into components and weight any components of a criterion according to their perceived importance.

The State may also have the Proposals or portions of them reviewed and evaluated by independent third parties or other State personnel with technical or professional experience that relates to the Work or to a criterion in the evaluation process. The State may also seek reviews of end users of the Work or the advice or evaluations of other State committees that have subject matter expertise or an interest in the Work. In seeking such reviews, evaluations, and advice, the State will first decide, how to incorporate the

results in the numerical scoring of the Proposals. The State may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. Those offerors submitting the highest-rated Proposals may be scheduled for the next phase. The number of Proposals forwarded to the next phase will be within the State's discretion, but regardless of the number of Proposals selected for the next phase, they will always be the highest rated Proposals from this phase.

At any time during this phase, the State may ask an offeror to correct, revise, or clarify any portions of its Proposal.

The State will document all major decisions in writing and make these a part of the Contract file along with the evaluation results for each Proposal considered.

Proposal Evaluation Criteria. In the Proposal evaluation phase, the committee will rate the Proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion:

Criteria	Weight	Does Not Meet	Meets	Exceeds	Greatly Exceeds
System Requirements – Mandatory					
Existing “Cashier and Commissary” software package proposed.	N/A	Reject	Accept	N/A	N/A
ODBC compliant	N/A	Reject	Accept	N/A	N/A
Offeror Requirements					
1.The offeror must demonstrate experience on at least one project designing, developing and implementing a point-of-sale system with a minimum of 15 point-of-sale locations over a geographically dispersed area on a wide-area network within the past five years.	6	0	5	7	9
Offeror or Subcontractor Requirements					
To meet or exceed these requirements, the entity (offeror or subcontractor) for which the reference is provided must be the entity that is proposed as providing the service on this contract. That is, if a reference is provided that indicates Vendor A performed the work on that project, Vendor A must be proposed as providing that portion of the work that results from this RFP.					
1.Minimum of one project where the offeror or subcontractor(s) successfully provided point-of-sale services similar in nature to this project that consisted of at least two point-of-sale locations on the same campus or in the same institution.	4	0	5	7	9
2.Minimum of one project where the offeror or subcontractor(s) provided services that included design, development, implementation, and operation of inmate trust accounting software similar in nature to this project that consisted of at least 12 user workstations on a wide-area network.	6	0	5	7	9

3. Minimum of one project where the offeror or subcontractor(s) successfully provided point-of-sales and inmate trust fund accounting services similar in nature to this project that supported transactions involving at least 15,000 inmates.	6	0	5	7	9
4. Minimum of one project where the offeror or subcontractor(s) successfully provided an automated collections processing solution following the requirements of the Prison Litigation Reform Act.	6	0	5	7	9
5. The offeror or subcontractor(s) must have a minimum of 36 months experience providing system-related help desk services.	4	0	5	7	9
6. Minimum of one project where the offeror or subcontractor(s) successfully provided remote software distribution services.	4	0	5	7	9
7. Minimum of one project where the offeror or subcontractor(s) developed and provided training of computer technical support staff.	4	0	5	7	9
8. Minimum of one project where the offeror successfully developed and provided end-user training of a diverse audience with a wide variety of computer skill levels.	4	0	5	7	9
Personnel Requirements					
All personnel assigned to this project will be subject to and must pass a background check, including fingerprinting.					
Project Manager Requirements					
1. Minimum of 12-months experience in all aspects of project management for a project that included, at a minimum: performance management, planning, coordinating, scheduling, conducting demonstrations, system testing, user training, documentation preparation, deployment and resource management.	5	0	5	7	9
2. Experience as the Project Manager from project initiation through completion on at least one software development or implementation project of at least 12 months duration.	5	0	5	7	9
3. Experience as the Project Manager on a POS project of similar size and scope to this Project during which the Project Manager delivered the project on time and within budget.	5	0	5	7	9
4. Experience as the Project Manager on a minimum of one federal, state, or local government project with at least a 12-month duration, whereas the project manger gained an understanding of how the government operates by working with specific laws, regulations and/or rules that affect the project.	5	0	5	7	9
5. Experience using Microsoft Project software to develop and maintain a WBS including a project schedule on a minimum of two project.	5	0	5	7	9

Project Manager Desirable					
1. Minimum of 6-months experience managing a project within a corrections environment (federal, state, county or large municipality).	1	0	5	7	9
2. Project Management Institute (PMI) certification.	1	0	5	7	9
Project Team Requirements – The offeror must submit a project team that collectively meets all the Project Team requirements. The experience of multiple candidates may NOT be combined to meet a single requirement. Previous experience of the candidate submitted for Project Manager may not be used to meet these requirements. Each candidate proposed for the project team must meet at least one of the requirements.					
1. Minimum of 24-months experience developing system documentation.	5	0	5	7	9
2. Minimum of 12-months experience developing training on computer software applications.	4	0	5	7	9
3. Minimum of 12-months experience presenting training on computer software applications.	4	0	5	7	9
4. Minimum of 6-months experience in retail point-of-sale and inventory operations or minimum of 12-months experience with computerized retail point-of-sale and inventory applications.	5	0	5	7	9
5. Minimum of 6-months experience providing consumer banking account management services or 12-months experience with banking computer applications.	5	0	5	7	9
Project Team Desirable					
1. Minimum of one engagement providing hardware installation in a correctional facility.	1	0	5	7	9
Work Plan					
Work steps (tasks) fully described	8	0	5	7	9
Entire life cycle defined in the work plan	6	0	5	7	9
Deliverables defined in sufficient detail	8	0	5	7	9
Risk factors identified and described	8	0	5	7	9
Work Steps (Tasks) Consistent with SDM	6	0	5	7	9
State Support Required by Task	6	0	5	7	9
Approach proposed by Contractor to the following:					
• Conversion	6	0	5	7	9
• System Testing	8	0	5	7	9
• All Training Tasks	4	0	5	7	9
• Maintenance and Support	5	0	5	7	9
• Software Problem Reporting and Resolution	5	0	5	7	9

• System Transition	4	0	5	7	9
Functional and Technical Fit					
Functional Requirements – Cashier Application					
• Institution Accounts	4	0	5	7	9
• General Information	4	0	5	7	9
• General Inmate Information	4	0	5	7	9
• Inmate Accounts	8	0	5	7	9
• Inmate Payroll	6	0	5	7	9
• Data Entry	8	0	5	7	9
• Check Writing and Reconciliation	6	0	5	7	9
• Collections Processing	8	0	5	7	9
• Partial Payments	8	0	5	7	9
• Child and Spousal Support	8	0	5	7	9
• Rules Infraction Board (RIB) Processing	6	0	5	7	9
• Medical Co-Pay/Health Care Processing	6	0	5	7	9
• Postage/Mail Room Processing	6	0	5	7	9
• Inmate Transfers	8	0	5	7	9
• Inmate Release from ODRC Institutional Control	8	0	5	7	9
Functional Requirements – Commissary Application					
• General Information	6	0	5	7	9
• Vendors	4	0	5	7	9
• Purchasing	6	0	5	7	9
• Receiving	8	0	5	7	9
• Backup Receiving Method	8	0	5	7	9
• Institution Inventory	6	0	5	7	9
• Physical Inventory	8	0	5	7	9
• Alternate Physical Inventory Method	6	0	5	7	9
• Inmate Balance Information	8	0	5	7	9
• Sales	8	0	5	7	9
• Point-of-Sale Processing	8	0	5	7	9
• Remote Sales Processing	8	0	5	7	9

Application Reporting Capabilities					
• General System Report Requirements	6	0	5	7	9
• Cashier Report Requirements	6	0	5	7	9
• Commissary Report Requirements	6	0	5	7	9
Application Security	6	0	5	7	9
Audit Trails	6	0	5	7	9
Application Interface	8	0	5	7	9
Data Conversion	6	0	5	7	9
System Testing	6	0	5	7	9
Training	4	0	5	7	9
Maintenance and Support	5	0	5	7	9
System Requirements – Desirable					
AIX/UNIX proposed for application and database server	3	0	5	N/A	N/A
The proposed system can provide an estimate of inventory needs for the next user-selected period based on sales trends.	1	0	5	7	9
The proposed system allows commissaries to sell and inventory both cartons (cases) and single units of the same item (e.g., a commissary must be able to sell a carton or single packs of Brand X, and have only one item entry for Brand X, with the smallest selling unit as the count; scanning a carton of Brand X should decrease the inventory by 10 packs; scanning a pack of Brand X should reduce the inventory by 1 pack).	1	0	5	7	9
The proposed system allows commissaries to separately track fixed inventory items, such as shelving and storage units.	1	0	5	7	9
The proposed system allows the commissary to choose whether the order of the ID card scans is also the order in which the inmates may shop.	1	0	5	7	9
The proposed system allows the operator to cancel the inmate's shopping privilege for that period if he leaves the line.	1	0	5	7	9
The proposed system can accept signatures captured from an electronic signature pad.	1	0	5	7	9

Once the technical merits of a Proposal are considered, as described above, the costs of that Proposal will be considered. But it is within the State's discretion to wait to factor in a Proposal's cost until after any interviews, presentations and discussions. Also, before evaluating the technical merits of the Proposals, the State may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. And the State may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The State will then divide the offeror's total not-to-exceed fixed price for the Project by the Proposal's totaled score based on the points received from the evaluation of the Proposal's technical merits. One or more of the Proposals will then be selected for further consideration in the next phase of the evaluation process. The Proposal(s) selected to be considered in the next phase always will be the highest-ranking Proposal(s) based on this analysis. That is, the State may not move a lower-ranking Proposal to the next phase unless all Proposals that rank above it are also moved to the next phase, excluding any Proposals that the State disqualifies because of excessive cost or other irregularities. Alternatively, if there are to be no more phases because the State feels they are unnecessary or inappropriate, the highest-ranking Proposal will be awarded the Contract.

If the State finds that one or more Proposals should be given further consideration, the State may select one or more of the highest-ranking Proposals to move to the next phase. The State may alternatively choose to bypass any or all subsequent phases and make an award based solely on the evaluation phase.

This RFP asks for responses and submissions from offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an offeror, a failure by an offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the Proposal process.

If the State does not receive any Proposal that meets all the mandatory requirements, the State may cancel this RFP. Alternatively, if the State believes it is in the State's interest, the State may continue to consider the highest-ranking Proposals despite their failure to meet all the mandatory requirements. In doing this, the State may consider one or more of the highest-ranking Proposals. But the State may not consider any lower-ranking Proposals unless all Proposals ranked above it are also considered, except as provided below.

In any case where no Proposal meets all the mandatory requirements, it may be that an upper ranking Proposal contains a failure to meet a mandatory requirement that the State believes is critical to the success of the RFP's objectives. When this is so, the State may reject that Proposal and consider lower ranking Proposals. But before doing so, the State must notify the offeror of the situation and give the offeror an opportunity to cure the critical mandatory requirement.

If the offeror cures its failure to meet a critical mandatory requirement, its Proposal will continue to be considered. But if the offeror is unwilling or unable to cure the failure, its Proposal may be rejected. The State then may continue to consider the other remaining Proposals, including, if the State so chooses, proposals that ranked lower than the rejected Proposal.

Financial Ability. Part of the Proposal evaluation criteria is the qualifications of the offeror, which includes as a component the offeror's financial ability to perform the Contract. This RFP may expressly require the submission of audited financial statements from all offerors in the Proposal contents attachment. But if the Proposal contents attachment does not make this an express requirement, the State may still insist that an offeror submit audited financial statements for up to the past three years if the State is concerned that an offeror may not have the financial ability to carry out the Contract.

In evaluating an offeror's financial ability, the weight the State assigns, if any, to that financial ability will depend on whether the offeror's financial position is adequate or inadequate. That is, if the offeror's financial ability is adequate, the value assigned to the offeror's relative financial ability in relation to other offerors may or may not be significant, depending on the nature of the Work. But if the State believes the offeror's financial ability is not adequate, that decision will be a fatal one for the offeror's Proposal, and the State may reject the Proposal despite its other merits.

Interviews, Demonstrations, and Presentations. The State may require some offerors to interview with the State, make a presentation about their Proposal, and/or demonstrate their products or services. Such presentations, demonstrations, and interviews provide an offeror with an opportunity to:

- Clarify its proposal and to ensure a mutual understanding of the proposal's content;
- Show the features and functions of its proposed hardware, software or solution; or
- Test or probe the professionalism, qualifications skills and work knowledge of the proposed candidates.

The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of the State. The State may record any presentations, demonstrations, and interviews.

The State normally will not numerically rank interviews, demonstrations, and presentations. Rather, the State may decide to revise its existing proposal evaluations based on the interviews, demonstrations, and/or presentations.

Determination of Responsibility. The State may review the highest-ranking offerors or its key team members to ensure that the offeror is responsible. The Contract may not be awarded to an offeror that is determined to be not responsible. The State's determination of an offeror's responsibility may include the following factors: the offeror's and its key team members' experience, past conduct on previous Contracts, past performance on previous Contracts, ability to execute this Contract properly and management skill. The State will make such determination of responsibility based on the offeror's proposal, reference evaluations and any other information the State requests or determines to be relevant.

Contract Negotiations. The final phase of the evaluation process may be contract negotiations. Negotiations will be scheduled at the convenience of the State. The selected offeror(s) must negotiate in good faith.

Negotiations may be conducted with any offeror who submits a competitive Proposal, but the State may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP or the offeror's Proposal, as appropriate. Any offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP. But should the evaluation process have resulted in a top-ranked Proposal, the State may limit negotiations to only that offeror and not hold negotiations with any lower-ranking offeror. If negotiations are unsuccessful with the top-ranked offeror, the State may then go down the line of remaining offerors, according to rank, and negotiate with the next highest-ranking offeror. Lower-ranking offerors do not have a right to participate in negotiations conducted in such a manner.

If the State decides to negotiate with all the remaining offerors, or decides that negotiations with the top-ranked offeror are not satisfactory and negotiates with one or more of the lower-ranking offerors, the State will then determine if an adjustment in the ranking of the remaining offerors is appropriate based on the negotiations. The Contract award, if any, will then be based on the final ranking of offerors, as adjusted.

Auction techniques that reveal one offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the offeror as described below.

Following negotiations, the State may set a date and time for the submission of best and final Proposals by the remaining offeror(s) with which the State conducted negotiations. If negotiations were limited and all changes were reduced to signed writings during negotiations, the State need not require the submissions of best and final Proposals.

If best and final Proposals are required, they may be submitted only once, unless the State makes a written determination that it is in the State's interest to conduct additional negotiations. In such cases, the State may require another submission of best and final Proposals. Otherwise, discussion of or changes in the best and final Proposals will not be allowed. If an offeror does not submit a best and final Proposal, the offeror's previous Proposal will be considered the offeror's best and final Proposal.

It is entirely within the discretion of the State whether to permit negotiations. An offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. The State is free to limit negotiations to particular aspects of any Proposal, to limit the offerors with whom the State wants to negotiate, and to dispense with negotiations entirely.

The State generally will not rank negotiations. The negotiations will normally be held to correct deficiencies in the preferred offeror's Proposal. If negotiations fail with the preferred offeror, the State may negotiate with the next offeror in ranking. Alternatively, the State may decide that it is in the interests of the State to negotiate with all the remaining offerors to determine if negotiations lead to an adjustment in the ranking of the remaining offerors.

From the opening of the Proposals to the award of the Contract, everyone working on behalf of the State to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other offerors, and the State will not be allowed to tell one offeror about the contents of another offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any offeror that seeks to gain access to the contents of another offeror's Proposal may be disqualified from further consideration.

Negotiated changes will be reduced to writing and become a part of the contract file open to inspection to the public. The written changes will be drafted and signed by the Contractor and submitted to the State within five business days. If the State accepts the change, the State will give the offeror written notice of the State's acceptance. The negotiated changes to the successful offer will become a part of the Contract.

Failure to Negotiate. If an offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the State may terminate negotiations with that offeror and collect on the offeror's bid bond, if a bid bond was required in order to respond to this RFP.

PART FIVE: AWARD OF THE CONTRACT

Contract Award. The State plans to award the Contract based on the schedule in the RFP, if the State decides the Project is in its best interests and has not changed the award date.

Included with this RFP, as Attachment Four, is a sample of the contract for the RFP. In awarding the Contract, the State will issue an award letter and three copies of the Contract to the selected Contractor. The Contractor will sign the Contracts and return them to the Procurement Representative. The Contract will not be binding on the State until the State's duly authorized representative signs all copies and returns one to the Contractor, the State issues a purchase order, and all other prerequisites identified in the Contract have occurred.

The State expects the Contractor to commence work within 10 working days after the State issues a purchase order under the Contract.

Contract. If this RFP results in a Contract award, the Contract will consist of this RFP, written amendments to this RFP, the Contractor's Proposal, and written, authorized amendments to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is attached as a one-page attachment to this RFP, but it incorporates all the documents identified above. The general terms and conditions for the Contract are contained in another attachment to this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Contractor's proposal, as amended, clarified, and accepted by the state; and
4. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, change orders, and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

ATTACHMENT ONE: PROJECT REQUIREMENTS AND SPECIAL PROVISIONS

PART ONE: PROJECT REQUIREMENTS

This section describes the Project and what the Contractor must do to get the job done. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"). And it gives a detailed description of the Projects schedule.

Scope of Work. The successful Contractor will provide a complete system that must meet the requirements described in Attachment One.

1.0 Functional Requirements – Cashier Application

1.1 Institution Accounts

Each institution may have as many as 20 separate checking accounts with control and subsidiary ledgers. Funds can be transferred between accounts within an institution and between accounts in different institutions. The application must perform electronic fund transfers (EFTs) between accounts and between institutions (banks and accounts).

1.1.2 Currently, institutions use banking establishments in the local communities. However, ODRC may consolidate all accounts in a single bank that will establish relationships with local banks with which institutions will execute transactions. The application must be able to process information from external banking establishments in either scenario to provide centralized banking for both the receipt and disbursement of funds and for the transfer of money between accounts and banks.

1.2 General Information

1.2.1 All transactions must be processed using the double-entry method of accounting.

1.2.2 Payable and receivable accounts must be automatically cleared on a monthly basis.

1.2.3 The cashier must have the ability to override the clear process for specific accounts.

1.2.4 The cashier must have the ability to clear selected accounts more often.

1.2.5 Receipts for incoming money must be generated from a user-definable drop-down list of sources.

1.2.6 The cashier must be able to manually enter an alternate source for incoming money.

1.2.7 The application must have the ability to hold multiple entries from one account for batch processing to a related account (e.g. Daily all commissary sales posted against each inmate's balance in the Inmate Personal Bank Account must be accumulated and at the end of the day a single entry should be made to "deposit" the sales amount into the Commissary Bank Account.)

1.3 General Inmate Information

General inmate information should be available on all screens, including but not limited to items 1.3.1 – 1.3.14.

1.3.1 Status Codes

- A actively under ODRC institutional control – all posting allowed,
- X released from ODRC institutional control with a zero account balance – no posting allowed,
- I inactive – released from ODRC institutional control, but with positive balance on the books, – no automatic or external posting allowed (e.g., commissary, payroll, bonus, mail room, medical, etc.),
- K inactive – released from ODRC institutional control, but with negative balance on the books, – no automatic or external posting allowed,

- C collections procedures in place, and
- H holds on account for specific amount or purpose.

1.3.2 Lock location – updated by Centralized Inmate Classification System (CICS) staff, it must be taken from data tables and be accurate to allow unit or dorm shopping cycles;

1.3.3 Shop cycle – may (or may not) be dependent upon lock location,

1.3.4 Alias information – application must allow for multiple entries and show the information during processing,

1.3.5 Admission date for current number,

1.3.6 Previous institution,

1.3.7 Date entered current institution,

1.3.8 Available balance,

1.3.9 Account balance,

1.3.10 Earned Prisoner Compensation (EPC) balance,

1.3.11 CD and savings bond notation,

1.3.12 Fiscal and calendar year-to-date earnings,

1.3.13 For inmate number changes, to correct incorrect numbers initially assigned to an inmate, the application must retain all transaction information entered under the old number, and

1.3.14 The application must indicate if an inmate owes or is owed money from a previous incarceration (may be under different inmate number(s)) so their account can be collected or cleared.

1.4 Inmate Accounts

1.4.1 ODRC maintains a master account for each inmate under its supervision by institution. Inmate master accounts may include multiple sub-accounts that must be tracked, including, but not limited to: investments, EPC balance, debts, other holds and available balance.

1.4.2 Each inmate master account must have a series of supporting journal pages for each type of sub-account, each instance of investment and each instance of collections processing (debt).

1.4.3 The supporting journal pages must include: inmate name; inmate number; identifying number(s) for the particular journal page; beginning date; beginning balance; a description, amount and resulting balance in date order for each transaction; the total amounts due/paid/outstanding for any debts; and the total value, maturity date and beneficiary for investments.

1.4.4 The journal page(s) must automatically update each time a payment is made toward a debt. Upon final payment, the total payments must not exceed the total debt and the journal page must be closed out with a notation indicating the debt is paid.

1.4.5 The supporting journal pages must total into the inmate's master account as well as total into summary supporting journal pages for the Inmate Personal Account.

1.4.6 If an inmate owes a debt(s), a portion of incoming money must be set aside for payment of the debt(s) and not be accessible for spending by the inmate. An inmate may request that money be "held" for a specific future purchase. An inmate's available (spendable) balance must reflect money in the account that is not otherwise earmarked or held.

1.4.7 Inmates can receive money from external (e.g., approved visitors, investment interest) and internal (e.g. payroll, commissions) sources. The application must be able to restrict the quantity of deposits from external sources (e.g. money orders, certified checks) and total dollar amount an inmate may receive. The restrictions are determined by each institution and may vary by inmate within an institution.

1.4.8 The application must allow the cashier to record that an external account(s) exists, the type of account and the financial institution when inmates maintain an account(s) at an external financial institution. This is a tracking function only.

1.4.9 The application must be able to process information from external banking establishments for Electronic Funds Transfers (EFT) and posting of deposits into appropriate accounts, including, if necessary, to appropriate inmate accounts. If money is deposited into an inmate's account, the application must provide a printed receipt that includes: inmate name, inmate number, institution, lock location, date, amount received and sender.

1.5 Inmate Payroll

1.5.1 Authorized cashier personnel must be able to run the CICS advance and state payroll programs from the cashier workstations. Both state pay and advance pay are subject to all collections at the time the pay is posted.

1.5.2 The application must accept files from and send files to the OPI payroll application via file transfer protocol (FTP). The application must be able to import OPI payroll information, verify that the inmates were OPI workers for the month, provide a pre-posting balance figure for the cashier to verify and, if verified, post the payroll and make deductions for applicable collection processes.

1.5.3 The application must have the capability for a fully-operational payroll segment including sick leave, vacation, and personal leave, that can be used to track and calculate OPI payroll and accept information from an external time and attendance clock. This capability will not be implemented as part of this project.

1.5.4 The application must be able to "hold" segments of payroll posting for up to one week (e.g., Inmates whose numbers end in even numbers will receive their pay on the 1st working day of the month, and inmates with odd numbers will receive their pay on the 6th working day. The pattern switches the next month).

1.5.5 The application must allow calculation and entry of inmate commissions/earnings; this type of income is also subject to applicable collections processing. Included are:

- Personal services commissions (shoeshine, barber, etc.) - distributed sixty percent to the inmate and forty percent to the Industrial Arts (IA) account.
- Commissions from arts and crafts - distributed eighty percent to the inmate and twenty percent to the IA account, excluding sales tax.

1.5.6 If the institution does not maintain a separate IA account, that portion must be posted to the IA subsidiary ledger of the Industries and Entertainment (I&E) account.

1.5.7 The application must maintain year-to date totals for each type of pay an inmate receives by both fiscal year (July 1 through June 30) and calendar year (for tax purposes).

1.6 Data Entry

1.6.1 Transaction types must be centrally defined and not subject to change at the institution level. There must be a minimum of fifty debit (disbursement) transaction types, twenty-five credit (receipt) transaction types and at least ninety sub-categories available for each.

1.6.2 If required by the specific user or report, the application must be able to group entry items by transaction type (e.g., money orders, cash slips, etc.). Each institution must have the ability to define sub-categories to the transaction types.

1.6.3 The application must provide a sub-total for all transaction types by type and operator as well as totals by type regardless of operator (e.g., two different operators each enter three transactions [types 02, 05, and 31]. An hour later, each enters another three transactions, same types, and so on throughout the day. The data entry report must group all code 02s, 05's, and 31's together for one operator and have all the code 02's, 05's, and 31's together for the second operator. There must also be a total for all code 02's, all 05's, and all 31's, regardless of the operator(s). There must also be a grand total for the net sum of all the transactions entered.)

1.6.4 Edit checks must be performed for all dollar amounts received and disbursed.

1.6.5 Each institution must be able to set its own level for notification or alert for receipts and disbursements from the Inmate Personal Account (e.g., over \$500 receipt, over \$100 disbursement).

1.6.6 The application must allow multiple, simultaneous data entry operations by up to six users at the same institution running two or more operations at the same time.

1.6.7 The application must not allow automatic posting to inactive (released from ODRC institutional control) accounts.

1.6.8 If a transaction will result in a negative balance, the application must alert the operator and require an override in order to continue with the transaction.

1.6.9 The application must only allow debit (disbursement) postings by an institution within five working days after an inmate is transferred from that institution.

1.6.10 A "bonus" posting option must allow operators to automatically post the same amount to all active inmates in an institution (Christmas bonus, etc.), with the same dollar amount, transaction code/suffix and description.

1.6.11 The application must be able to "hold" portions of an inmate's account for savings, large item purchase (TV, radio, etc.) or other uses. The operator must be able to clear a hold, making the money available for spending and to delete a hold, archiving the fact that a hold was in existence. Money "held" must not be available for commissary purchases, cash slips (checks out) or other disbursement until the "hold" is cleared or deleted.

1.6.12 Successive entries for the same type of transaction (e.g., UPS charges) must require only a change in the inmate account number, amount and source documentation or note information.

1.6.13 When entering money orders, the operator must be able to select the source from a drop-down list of the inmate's approved visitors (obtained from DOTS/CICS) or from a list of vendors and government agencies that are approved as visitors for every inmate in that institution. If the source is not in the drop-down list, the operator must be able to enter and save information for the new source. The operator must also be able to specify whether the source is only for that particular inmate or if it is valid for all inmates at that institution.

1.6.14 To process outgoing checks, the operator must be able to select the recipient from a drop-down list. If the recipient is not in the drop-down list, the operator must be able to enter and save information for the new recipient. The operator must be able to specify if the recipient is only for that particular inmate or if it is valid for all inmates at that institution.

1.6.15 Note information (e.g., a note regarding "Catalog Sales") must be duplicatable from entry to entry without re-keying the information. When this option is selected, the note field will be automatically populated with the information from the previous transaction.

1.6.16 A "flat fee" option must be available wherein all inmates pay or receive the same amount; the cashier enters the same information once (transaction code, sub-category and amount) and enters the different inmate numbers.

1.6.17 Data entry for investments must automatically update the supporting investments journal page by prompting for additional information if it is a new investment, automatically updating the existing journal page with the transaction information if it is an addition to the existing investment, and closing out the investment page when the inmate is released from ODRC institutional control.

1.7 Check Writing and Reconciliation

1.7.1 Check writing and reconciliation functions must be provided for all accounts, including the ability to write checks and execute Electronic Funds Transfers (EFT) from each checking account.

1.7.2 A check printer must be provided. The printer may be either a MICR printer that is able to print normal letters and reports or a printer that accepts preprinted checks. If the latter is offered, the Contractor must provide check stock specifications as well as samples. The Contractor must also provide a minimum of three vendors that can supply the stock.

1.7.3 There must be a recovery procedure for “reprinting” checks if there is a hardware failure.

1.7.4 Reprinted checks and the duplicate record, required for audit purposes, must include the following information fields: account number, account name, payee and address, amount, memo, and date. Other check information that may be required depending on the account and purpose of the check includes inmate numbers and case numbers.

1.7.5 Separate check registries must be created and maintained for each account.

1.7.6 From the Inmate Personal Account, as a “check out” transaction is entered for an inmate, the application must provide an option to delay check printing until a later time. Check numbers must be included in the inmate’s account.

1.7.7 If multiple inmates are sending money to the same payee (e.g., clerk of courts, child support, etc.), a single check must be written for the total dollar amount, and all the appropriate inmate information (name, number, case or docket number, dollar amount, etc.) must be listed in the reference area on the check or, if there are space constraints, on a separate detail page that can be mailed with the check. Each inmate’s account must list this check number.

1.7.8 If a check is voided, has a stop payment request, is returned for any reason or is stale dated, a reversing entry, with a notation appropriate to the circumstance, must be posted to all affected accounts. There also must be provisions for processing voided, stopped, or returned checks if the inmate has been transferred from the institution or released from ODRC institutional control.

1.7.9 Cashiers must be able to do both single and batch clearing of checks and deposits during check reconciliation.

1.7.10 Cashiers must be able to register stop payments, voids, returned and stale-dated checks and have them appropriately entered in a check reconciliation worksheet. Cashiers will enter the bank balance, and the application should populate and calculate the remainder of the worksheet, based on the information entered during check reconciliation.

1.8 Collections Processing

1.8.1 The application must be able to process and track multiple types and instances of inmate debt, including, but not limited to: child and spousal support, federal/state civil and appeals litigation, AR5120 debts (miscellaneous court orders such as costs of prosecution), medical co-payments, victim restitution and Rules Infraction Board (RIB) fines or decisions.

1.8.2 ODRC must have the ability to add debt categories when required by applicable laws and rules.

1.8.3 Multiple collections of a particular type (category) must be collected in first-in, first-out order, except multiple child support orders must be pro-rated. The current order of collections is as follows: 1) reductions in state pay due to an RIB decision, 2) medical co-payments, 3) RIB cash slips, 4) current (non-arrearage) child and spousal support, 5) child/spousal support arrearages, 6) civil judgments in favor of a victim of crime, 7) civil judgments in favor of the Attorney General and 8) all other external debts (e.g. federal and state filing fees and prosecution costs).

1.8.4 The order and amount or percentage of collections must be maintained on a central, statewide level. The order and amount or percentage of collections is subject to change, and ODRC must have the ability to make adjustments as necessary to maintain compliance with applicable laws and rules.

1.8.5 The application must track AR5120 debts by Ohio county and separate them by victim restitution, crime victims' fund payment and court costs.

1.8.6 Income for collections processing purposes includes the inmate's pay and all other deposits into an inmate's account with the exception of returned (including voided, stop payment, and stale-dated) checks. However, "pay" for an inmate subject to reductions in future pay resulting from an RIB decision or from failure to maintain living quarters is the amount the inmate receives after all reductions are applied.

1.8.7 The application must automatically withhold and deduct the appropriate amount or percentage from applicable incoming monies according to ODRC requirements. Some types of collections processing require that an inmate be allowed to retain a certain amount (currently \$10.00) on a monthly basis. Any money not deducted/withheld must be available to the inmate for spending during the month. The exempted amount must only be changed from a central location, as individual institutions are not allowed to perform this change.

1.8.8 Institutions must be able to assign only the prorated factors for individual inmate accounts with multiple orders requiring prorated payments. For example, if an inmate has child support orders for two separate children, the 25% pay deduction must be prorated between the two support orders; the institution is permitted to make this assignment.

1.8.9 ODRC must be able to exempt specific funds from collection as required by law or rule. Currently, any estate money received as a result of life insurance, endowments, annuities, or death benefits are exempt from withdrawal to pay any debts.

1.8.10 The application must automatically calculate average six-month balances and monthly deposits to determine initial filing fees for federal cases.

1.8.11 If, at any time, a check is returned (or received) due to overpayment of debt, the refund must be posted to the inmate's account, and a notification memo must be generated for delivery to the inmate. Notation should also be made on the journal sheet of the overpayment and refund.

1.8.12 A notification memo to the inmate must be generated when money is held for a debt and when payment is made toward a debt. On the occurrence of a final payment of a debt, the notification memo must indicate that it is the final payment. Except for a final payment, a notification memo is not required for child and spousal support payments or RIB reductions in pay. The notification must include:

- The inmate's name,
- Number,
- Lock location,
- Amount paid (or held),
- Date paid (or held),
- Check number (if applicable),
- Any applicable case information (e.g., court, case number, docket number, etc.),
- Type of transaction (e.g., payment made, money held, etc.),
- Total due,

- Total paid to date, and
- Balance still due.

1.8.13 When an inmate with debts remaining is released from ODRC institutional control, a separate notification letter must be generated to each payee (court, child support, etc.) regarding the outstanding obligation(s) owed to that payee. If the inmate is released to the custody of the Division of Parole and Community Services, a copy of the notification letter(s) must be provided to the supervising officer. The notification must include: the type of debt, date incurred, total amount due, total paid, balance due, other identifying information for the debt, and inmate's forwarding address.

1.9 Partial Payments (insufficient funds)

1.9.1 If a debt cannot be paid in full, the following rules apply until the debt is paid in full:

- Federal initial partial filing fees – any money in the account until the initial partial filing fee is paid in full.
- Federal partial filing fees – 20% of the previous month's income.
- State filing fees – all income during the month, except for a \$10.00 exemption each month.
- Miscellaneous court orders – all income during the month, except for a \$10.00 exemption each month.
- Restitution/RIB with no signed cash slip – up to 50% of the inmate's pay each month, provided the remaining 50% of the pay exceeds \$3.00.
- Medical Co-Payments - \$3.00 each instance, which may be taken from the exempted \$10.00 per month.
- Child Support Payments – up to 25% of the inmate's pay each month.
- Restitution/RIB with a cash slip – any money in the account until paid in full.

1.9.2 The application must track the \$10.00 exemption amount each month, and should automatically reset the tracking field at the beginning of each month.

1.9.3 When an inmate spends all or part of the \$10.00 exemption, and then receives additional money, all the additional money is available for payment of appropriate debts.

1.10 Child and Spousal Support

1.10.1 The application must track child and spousal support by Ohio county.

1.10.2 Information required to be provided as supporting documentation for child and spousal support obligation payments must include: inmate's name and number, social security number, and Support Enforcement Tracking System (SETS) information (case/order numbers and payment amount).

1.10.3 A single check that includes payment for all child and spousal support obligations for an institution for the preceding month is sent to the Ohio Child Support Payment Central (OCSPC). Child and spousal support information must be provided as supporting documentation to the check.

1.10.4 The application must provide the ability to process EFT payments to OCSPC and include the required supporting documentation with the EFT payment.

1.10.5 The application must be able to calculate and provide a breakdown of amounts paid by SETS case/order number(s). This information must be included in the monthly check to OCSPC.

1.10.6 If an inmate has multiple child or spousal support orders (for different obligees), each order should be paid monthly on a prorated basis (e.g., if the inmate has an order for \$50 per month for Case A and a second order for \$75 per month for Case B, and earns \$20 per month in state pay with no other obligations, the following calculations would be made:

- Total available for deduction = $\$20 * 25\% = \5
- $\$125 \text{ total due} / \$5 \text{ available} = .04 = \text{prorated amount}$

- \$50 * .04 = \$2 due for support for Case A
- \$75 * .04 = \$3 due for support for Case B)

1.11 Rules Infraction Board (RIB) Processing

1.11.1 Authorized cashier staff and RIB users must have limited access to the application to enter disciplinary dispositions such as reductions of future earnings and other restrictions.

1.11.2 The “note” field for RIB entries must automatically include the institution name or abbreviation.

1.11.3 If the judgment is for a reduction in future earnings, authorized staff must be able to enter the inmate number, verify the inmate name, enter the total dollar amount owed, and indicate (check/mark) if the inmate did or did not sign a cash slip.

- If the inmate signed a cash slip, all monies in the inmate’s account may be withheld for payment of the cash slip until the cash slip is paid in full, with the exception of estate money as a result of life insurance, endowments, annuities, or death benefits. If necessary, a debt/payable must be created and appropriate collections processing must begin.
- If the inmate did not sign a cash slip, the application must create a debt, and collections processing for reduction of up to 50% of future pay must begin.

1.11.4 The application must be able to reduce state pay for failure to maintain living quarters if a ruling is made. With this type of debt, only the inmate’s next pay may be reduced to \$3.00, regardless of the normal earnings or pay rate.

1.11.5 The application must allow RIB restrictions for commissary purchases or spending (e.g. restrict to personal hygiene items only, dollar amount restriction, etc.) with effective start and end dates. This information must be available to the commissary, and the commissary must sell only items within the restrictions placed by the RIB.

1.11.6 The application must allow for money order restrictions that could limit the quantity and/or total dollar amount the inmate is allowed to receive with effective start and end dates.

1.11.7 If an RIB decision is rescinded prior to the full amount being paid or time period of commissary or money order restriction, authorized RIB users must be able to adjust the entries as necessary, and the application must close out any outstanding journal sheets with appropriate notations.

1.12 Medical Co-Pay / Health Care Processing

1.12.1 The medical co-payment must default to \$3.00, and the application must allow an authorized user to modify the default co-payment if the amount is changed.

1.12.2 Cashier staff and authorized health care personnel must have access to the application to post medical co-payment charges. They must be able to enter the inmate’s number, verify that the name and number are correct, and enter the next inmate.

1.12.3 The application must check the inmate’s available balance and, if funds are available, immediately post the deduction to the inmate’s account, reducing the inmate’s available balance. If funds are not sufficient, the application must automatically create a debt (payable) for the inmate’s account, which must be paid in accordance with the collections processing section of this document.

1.12.4 Medical co-payment debts must run consecutively (i.e., An inmate does not have sufficient funds to pay the co-payment for a health care visit on the 1st, has another health care visit on the 5th, then gets \$2.00. He has another visit on the 10th and then gets \$3.00. The \$3.00 must pay for the visit on the 1st. Payment for visits on the 5th will occur next, and finally, the visit on the 10th would be paid, provided there are sufficient funds and no other debts or other obligations).

1.12.5 If it is determined at a later date that the inmate should not have been charged for the health care visit, authorized staff must be able to reverse the medical co-payment transaction.

- The user must be able to select the co-payment transaction to be reversed based on the date and time of the original entry.
- If the co-payment has been paid (the inmate had sufficient funds), the money must be posted back to the inmate's account with a notation (description) of the reversed entry (e.g., co-payment reversed).
- If a debt was created for the co-payment (the inmate did not have sufficient funds), the debt must be closed with a notation (description) of the reversed entry.

1.13 Postage / Mail Room Processing

1.13.1 Cashier staff and authorized mailroom personnel must have access to the application to deduct additional postage costs for outgoing inmate mail.

1.13.2 Authorized staff must be able to view the inmate's available balance, and if there is a sufficient available balance, be able to enter the postage amount, which would then be immediately deducted from the inmate's account. If funds are not available, staff will stamp the cash slip as "insufficient funds" and return the cash slip to the inmate.

1.13.3 Authorized staff must be able to reverse incorrect entries (for postage only – the amount and/or inmate to whom it was posted); they should be able to select the postage charge to be reversed, and a notation should be made in the account of the reversal.

1.14 Inmate Transfers

Transfer and receipt of inmates between institutions will be guided by entry in the database from the CICS offices. When the CICS office receives an inmate, the receiving institution's cashier's office must have access to the inmate's account and entire transaction history. The sending institution must be able to post debits to the inmate's account for five working days after the inmate is transferred, in order to process any transactions (postage, etc.) received after the transfer.

1.15 Inmate Release from ODRC Institutional Control

1.15.1 The cashier's office, commissary and/or CICS office must be able to cancel the inmate's shopping rights one calendar week prior to their release.

1.15.2 The appropriate amount of release money for an inmate must be calculated and posted based on ODRC rules. Currently, the admission and release type and the admission date for the inmate's current number determine the appropriate amount of release money. Inmates with EPC funds receive their EPC balance in lieu of release funds.

1.15.3 A release form must be automatically generated, in triplicate that details the inmate's account, including, but not limited to: outstanding debts, payees, release funds, EPC and account funds, and CD and savings bond information.

2.0 Functional Requirements – Commissary Application

2.1 General Requirements

2.1.1 Real-time balances must be provided for shopping and the inmate's account must be immediately updated when the shopping receipt is printed.

2.1.2 Inmates must not be able to make purchases that exceed their available balance.

2.1.3 A single, centralized database of all commissary retail items must be provided with the Universal Product Code (UPC) for a single item as the primary key.

2.1.4 Centralized database product descriptions must be editable only from a central location.

2.1.5 Each institution must have access to its own portion of the centralized database.

2.1.6 Each institution must have the ability to enter and edit unique institution product information for items it sells.

2.1.7 The commissary must be able to assign a unique bar code number (alphanumeric) to track items that do not have a vendor-supplied and applied UPC barcode (e.g., “pc” for pocket comb, “37” for an embossed envelope, etc.).

2.1.8 There must be a “central database factor” (CDF) for each item at an institution to properly aggregate all institutions’ information.

2.2 Vendors

2.2.1 Information for at least 300 vendors must be maintained in the central database including: name, address, contact information, telephone and fax numbers, minority vendor status, ODRC statewide contract, terms, and discount information.

2.2.2 Each institution must be able to maintain local vendor information if it differs from the statewide information. For example, a vendor may have different contact persons, telephone and fax numbers for northern and southern portions of the state.

2.2.3 Each commissary must be able to assign institution-specific vendor numbers for quick reference to vendor information. Institution-specific vendors must also be available in drop down lists or selection boxes whenever vendor information is required. Commissaries must be able to maintain institution-specific vendor numbers.

2.2.4 The application must also have the ability to electronically submit orders to vendors from both local institutions and from a central or regional location.

2.3 Purchasing

2.3.1 A Request to Purchase (RtP) must be generated, by primary vendor, on reorder (low-balance) points at the institution level.

2.3.2 The commissary must be able to select an automatic notification option that runs a report on user-specified intervals or generate the report on demand.

2.3.4 The RtP must include: the last cost paid for each item, item number and description, and vendor stock numbers, when available.

2.3.5 The user must be able to edit (including add and delete) items on an RtP.

2.3.6 The user must be able to create an RtP manually.

2.3.7 Once an RtP is approved, the user must be able to generate a Purchase Order (PO) and assign a unique commissary PO number.

2.3.8 Desirable feature - the application provides an estimate of inventory needs for the next user-selected period based on sales trends.

2.4 Receiving

2.4.1 The application must be able to process items through receiving and allow sales to occur at the same time.

2.4.2 If the receiving report has multiple pages, each page must either continue the sequential numbering or must indicate the page number and the total number of pages and include the receiving report number from the first page. If the application does not use the State of Ohio Receiving Report, GEN 1015, the generated receiving reports must: contain the same information in the GEN 1015, be sequentially numbered and print in triplicate. Each page of the receiving report must have a signature line.

2.4.3 There must be an option to print RtPs and POs upon completion of the Receiving Report. The application must have the ability to reprint RtPs, POs and Receiving Reports as needed due to paper jams, illegible print, improper destruction of original, etc.

2.4.4 Commissaries must be able to change the receiving location or area for each item as needed. For example, some items may be received into the main storeroom while other items are received directly into the camp sales counter.

2.4.5 Hand-held electronic data collection device must be provided to scan the inventory received, enter quantity information by shipping case and by selling unit, and then upload the data through the workstation in the commissary manager's office.

- The hand-held unit must be able to scan the shipping case bar code.
- The item bar code is scanned, quantity entered and information uploaded into the office workstation.
- The scanned and uploaded information must cross-reference to the RtP or PO from which the purchase was initiated, if one exists.
- If neither an RtP nor PO exists for the purchase, the uploaded information must create and populate a receiver.

2.4.6 The operator will enter additional header information such as the vendor's invoice number, received via, received date, partial/complete, delivery location, etc.

2.4.7 The operator will enter the invoice total (dollar amount of the vendor's invoice) that will be used as a sum verification to ensure the items have been received with the correct quantity and cost information.

2.4.8 The operator must be able to enter discount information for individual items or for an entire invoice. Based on the discount information and the commissary's predefined markup percentage, the application must calculate the cost per selling unit and suggested retail price. The operator must be able to accept, reject, or modify the suggested retail price.

2.4.9 If the total quantity on hand (sum of all locations/areas in the institution) of an item is a negative, the retail price must not be changed from its current retail selling price. In this instance, the application must require the operator to post the A2 adjustment separately.

2.4.10 If an item is received from a non-primary vendor, the operator must have the option to change the primary vendor for that item.

2.4.11 If an item is received from a vendor for the first time at a commissary, the operator must be able to enter appropriate item information without having to exit the receiving process.

- The user must be able to scan the new item's UPC code in the commissary office and, if the UPC already exists in the central database, the information must be displayed for the institution to accept or edit.
- If the UPC is not in the central database, the user must be able to add the information at that time, and continue with the receiving report.

2.4.12 The operator must be able to add items during the receiving process that were not on the RtP/PO that were sent with the order. The operator must also be able to add overhead items during the receiving process.

2.4.13 Once the receiving report, RtP or PO is verified and modified as necessary, the inventory must be updated with the new quantity and any cost, price, or vendor change information; A2 adjustments (for price changes) must be automatically calculated and recorded; and the appropriate documentation should be printed, such as Receiving Report, PO and RtP.

2.5 Backup Receiving Method

2.5.1 If the hand-held scanner is not available, the operator must be able to manually enter a Receiving Report (or select and update an RtP or PO), header information and the total cost of the items received in order to verify totals.

2.5.2 For each item, the operator must enter the item number, the number of shipping cases, the number of selling units per shipping case, case cost, and any item discount information (dollar amount and/or percentage).

2.5.3 The application must calculate the suggested retail price for an individual selling unit of the item and calculate and display the individual and extended cost of the items. The operator must be able to accept, reject or modify the suggested retail.

2.5.4 If an item's total quantity on hand (sum of all locations/areas in the institution) is negative, the retail price must not be changed from its current retail, selling price. In this instance, the operator must post the A2 adjustment separately.

2.5.5 Once the operator selects a retail price, the application must calculate and display the extended cost. After the operator enters the information for one item, the application must display the next item in order.

2.5.6 If an item is received from a non-primary vendor, the operator must have the option to change the primary vendor for that item. The item's history must show both the primary vendor and the last vendor purchased information.

2.5.7 If an item is received from a vendor for the first time at a commissary, the operator must be able to enter appropriate item information without having to exit the receiving process.

- The user must be able to scan the new item's UPC code in the commissary office and, if the UPC already exists in the central database, the information must be displayed for the institution to accept or edit based on its needs.
- If the UPC code is not in the central database, the user must be able to add the information at that time, and continue with the receiving report.

2.5.8 When all items for resale have been entered, the operator must be able to enter overhead items if necessary; retail price and extensions are not calculated for overhead items.

2.5.9 When all items have been entered, the application must total the extended costs and compare that total to the invoice total entered at the beginning of the receiving process.

- If the extended cost total does not match the invoice total, the operator must be able to accept the difference in totals and have the information posted and printed or to scroll through the information and make adjustments as necessary.
- If the extended cost total matches the invoice total, the inventory must be updated with the new quantity and any cost, price, or vendor change information. A2 adjustments (for price changes) must be automatically calculated and recorded, and documentation printed.

2.5.10 When the receiving activities for a delivery have been completed, the application must allow the operator to begin receiving the next delivery or to end the session.

2.6 Institutional Inventory

2.6.1 The application must maintain a perpetual inventory, automatically updating as items are received, sold, and returned.

2.6.2 Each institution may have up to three sales locations (e.g., main, camp 1, camp 2) and three areas per location (e.g., counter, storeroom, receiving). The application must track inventory separately for each area and location. Each institution commissary must be able to set its own:

- Minimum, maximum, reorder, and low balance levels;
- Default markup percentage,
- Dollar amount markup,
- Item selling prices,
- Sales limits, and
- Other item restrictions.

2.6.3 Each item must have a primary vendor field, "Last purchased from" vendor field, and vendor stock number.

2.6.4 Information must be tracked and maintained on items including:

- Quantities on hand for each location,
- Quantities on hand for each area,
- Total quantities on hand for each institution,

- Current cost,
- Current price,
- Percentage markup,
- Dollar amount markup,
- Quantity, extended cost, and extended price of sold items,
- Notation for active or inactive,
- Shipping case type,
- Number of selling units per shipping case, and
- Selling unit (e.g., each, 6pk).

2.6.5 Item numbers function similarly to bin locations. The application must allow use of the current “Item Number” method of sorting items, with counter areas (counter number = 1 digit), categories (category = 2 digits) and individual item numbers (individual item number = 4 digits).

2.6.6 Users must be able to change and trade item numbers (e.g., item 3210001 has to be renumbered to 3210009 and vice versa) so the physical inventory list matches the physical stock layout.

2.6.7 The application must allow for up to 99 user-defined categories with an overhead category of 00.

2.6.8 Users must be able to create and edit “short names”, which are less specific than item descriptions but more specific than categories. The short names may differ between institutions. Following are two examples:

- The beverages category may include powdered drink mixes, coffee, tea, hot cocoa, canned and bottled drink items. A short name might be “pop can” that would decrease the list to only the canned soft drink items.
- In a central database, UPC code 049000029741 would have a description of “Diet Sprite, 12 oz single can” with a short name of “beverages”. At institution A, the item number (bin location) may be 3240006, with a description of “6pk diet Sprite” and a short name of “pop can diet.” At institution B the item number may be 217036, with a description of “12oz diet Sprite”, and short name of “can Sprite.”

2.6.9 An institution must be able to add an item to the central database providing the UPC code, description, smallest possible selling unit and other descriptive information. If an institution adds an item to the central database, the added information must only be editable by central administrators.

2.6.10 The application must allow restrictions to be placed on individual items and item categories to limit which inmates or groups of inmates (e.g., segregation, indigent, RIB) are allowed to purchase or are prohibited from purchasing the items.

2.6.11 The application must allow for quantity restrictions, per shopping period, for items and categories, with the category limits taking precedence.

- For example a soft drink category may have a sales limit of 24 cans and each item in that category has an individual limit of 12 cans. The inmate may purchase a total of 24 cans from that category, in any combination, as long as individual item limits are not exceeded (12 cans of Pepsi, 6 cans of Coke and 6 cans of Sprite would be acceptable. Six cans of Coke and 18 cans of Pepsi would not be acceptable).

2.6.12 Authorized users must be able to process A2 adjustments including damaged, spoiled, and outdated stock; items for commissary use; bonus items and adjustments due to price changes.

2.6.13 The application must be able to track the transfer of stock from one location or area to another.

2.6.14 Desirable feature - Commissaries should be able to inventory and sell items by carton (case) and by single units. (For example, a commissary must be able to sell a carton or single pack of Brand X and have only one item entry for Brand X, with the smallest selling unit as the count. Scanning a carton of Brand X should decrease the inventory by 10 packs; scanning a pack of Brand X should reduce the inventory by 1 pack.)

2.7 Physical Inventory

2.7.1 Commissaries must be able to perform a physical inventory using the same hand-held electronic data collection device that was used for receiving.

2.7.2 The user must be able to make at least three separate entries for the same item for the same location, and have the information aggregated when it is uploaded.

2.7.3 Individual commissary information must automatically be uploaded into a workstation in the commissary manager's office for the application to compare and update the inventory.

2.7.4 If item quantities do not match, an exception listing must be printed automatically and list the item, its description, location, and identification of total change.

2.7.5 If quantities do not match, positive and negative changes must be easily identifiable so items may be recounted if necessary. If a recount is performed, the information in the institution portion of the central database must be updated with the new quantity information.

2.7.6 There must be a way to "accept" or finalize a physical inventory count. When the count is accepted, all items must be date and time stamped, and a physical inventory adjustment report printed.

2.7.7 Each Commissary must be able to take a partial inventory (electronic and manual) to check items and confirm counts within the institution. The application must print an exception listing when appropriate or notify the operator that the counts are accurate.

2.7.8 There must be a method by which to account for items that will result in A2 plus and minus adjustments such as damaged, spoiled and out-dated stock; items for commissary use; bonus items; and adjustments due to price changes.

2.7.9 The application must provide a method to account for items received and removed from inventory for other uses.

2.7.10 Commissaries must be able to track quantities and costs of overhead items used by the commissary in the course of operations that are not available for resale.

2.7.11 Desirable feature - The commissaries should also be able to separately track fixed inventory items, such as shelving and storage units.

2.8 Alternate Physical Inventory

This section addresses requirements when the hand-held data collection device is not available (e.g., lost, broken, in use in another area, etc.).

2.8.1 Physical inventory reports must print only active and overhead items with descriptions in order of the inventory item number.

2.8.2 After the physical count is completed, the operator will enter item quantities on a screen that shows the item numbers and descriptions in the same order as the physical inventory reports.

2.8.3 When an item quantity is entered, the inventory must be updated if necessary, and the cursor must move to the quantity field for the next item in order.

2.8.4 If it becomes necessary for an operator to stop in the middle of posting quantities, the application should return to the stopping point when the operator continues the inventory.

2.8.5 When all quantities have been posted, if item quantities do not match, an exception listing must be printed automatically and list the item, its description, location, and identification of total change.

2.8.6 If quantities do not match, positive and negative changes must be easily identifiable so items may be recounted if necessary. If a recount is performed, the information in the institution portion of the central database must be updated with the new quantity information.

2.8.7 There must be a way to accept or finalize a physical inventory count. When the count is accepted, all items must be date and time stamped, and a physical inventory adjustment report printed.

2.9 Inmate Balance Information

2.9.1 The application must offer multiple methods to provide available balance information to an inmate prior to shopping as well as a disclaimer or notification that the provided balance is subject to change and subject to verification at check-out/point-of-sale (POS).

2.9.2 The application must have the ability to provide balance lookup and transaction verification and validation via card swipe and fingerprint access.

2.9.3 Where physically possible, a secure monitor (display) and ID card scanner must be installed at the beginning of the commissary sales line. An inmate may scan their ID card only one time on their scheduled shopping day. If the inmate is not in the day's shopping cycle or if the card has already been swiped, a notification or error message must appear on the screen. If the inmate is permitted to shop, their available balance must display in less than 3 seconds after they have swiped their ID card. The available balance must remain on the screen for 5 to 7 seconds.

- **Desirable feature - The commissary can choose whether the order of the ID card scans is also the order in which the inmates may shop.**
- **Desirable feature - If an inmate leaves the line for any reason, the operator can cancel the shopping privilege for that period.**

2.9.4 A shopping list, of no more than two pages in length, must be produced for inmates to complete prior to their shopping visit. The list must include all available items at the institution, in counter or category order, including prices and quantity limits. There must be a choice to print either a plain shopping list or a list with the following inmate-specific information: name, number, lock, shopping cycle, date, current available balance and a disclaimer or notation.

2.9.5 The application must provide the ability for both cashier and commissary users to print labels that include the inmate's name, number, lock, shopping cycle, date, current available balance and a disclaimer or notation.

2.10 Sales

2.10.1 The application must distinguish among different types of sales: normal, indigent, pictures, meals and special sales. Only "normal" commissary sales are to be included on commissary financial statements. All other types of sales must be tracked and reported separately.

2.10.2 Each institution must have the ability to assign inmates to "shopping cycles" that serve to limit the number of inmates who may shop on any particular day or during any particular sales run (e.g., morning, afternoon, etc.).

2.10.3 Shopping cycles may be based on the last digit of the inmate number, the inmate's lock location (unit, dorm, etc.), security level, special area designation (administrative control, sick bay, etc.) or other characteristics as defined by the institution.

2.10.4 The operator must be able to select or enter which shopping cycles will be shopping each day or during a particular sales run.

2.10.5 An operator must be able to select multiple cycles to be run in a single day or during a sales run. The application must allow for different spending limits within the same institution based on shopping cycle.

2.10.6 The application must allow shopping restrictions or shopping permissions to be placed on and removed from individual inmates or inmate groups based on certain characteristics (e.g., age, indigent status, medical concerns, lost or stolen ID card).

2.10.7 The application must allow an inmate's ability to shop to be limited to a set schedule (e.g., once a week, every two weeks, once a month, etc.), and indicate "already shopped" on the inmate account.

2.10.8 The operator must be able to select an automatic or manual reset of the "already shopped" indicators. If an inmate's shopping cycle is changed during the designated period, but they have already shopped, the inmate must not be able to shop again until the "already shopped" indicators have been reset.

2.10.9 The application must have an override by which an authorized user may allow additional shopping instances during the shopping period.

2.10.10 Sales tickets (receipts) must be numbered sequentially and separately for each shopping location.

2.10.11 Each commissary location must be able to choose whether to show the beginning available balance and ending balance information on the sales tickets.

2.10.12 Information on the sales tickets must include at least the following:

- Header information: institution (and sales location if applicable), ticket number, date, time, inmate name, inmate number, lock, shopping cycle, and "Cost of the following items to be charged to my personal account" line;
- Item information: quantity, description, retail price, and extended price for each item sold;
- End of ticket information: total sales amount;
- "Received by" signature line; and
- "All Sales Final" disclaimer line.

2.10.13 The item description on the sales ticket must only be limited by the constraints of paper size. If more items are purchased than will fit on a single sales ticket page, all pages must contain the sales ticket header, disclaimer statement, and signature line. Multiple pages must have a notation of the page number and the total number of pages.

2.10.14 The application must prohibit concurrent access to an inmate's account (e.g., the inmate is shopping in the commissary, the cashier and mailroom must not be able to access the account until the commissary releases it).

2.10.15 Health care must still be able to enter co-payment information when the commissary has the account. The co-payment must automatically be deducted from the account if there are sufficient funds, or a debt must be created if funds are insufficient.

2.10.16 The application must have the ability for Health Care/Medical section staff to enter commissary restrictions based on dietary restrictions or other criteria.

2.10.17 The application must allow sales processing to occur simultaneously from all locations in an institution, with inventory deducted from the appropriate location.

2.11 Point-of-Sale Processing

2.11.1 The application must provide LOUD audio, with adjustable volume tone control, as well as visual alerts to the operator when an inmate attempts to purchase restricted items (e.g., over balance, over limit, underage) or when another error has occurred. Messages must be obvious and easy to read. If the warning requires the operator to select an action to clear the alert, the application must not allow additional processing until a selection is made.

2.11.2 The application must allow a change in POS operators without exiting the sales processing program (e.g., use of a function key to temporarily suspend processing and allow a new operator to enter their user name and password to continue the sales run).

2.11.3 The commissary point-of-sale computer must accept entry of the inmate number through multiple methods to begin the sales process. These methods may include, but are not limited to, manual key-entry, card swipe reader, and biometric scans.

2.11.4 When an inmate number is entered, the application must check:

- That the inmate is in the cycle allowed to shop at that time,
- The inmate's available balance,
- Shopping restrictions (e.g., RIB, medical, spending limits), and
- Special circumstances (e.g., indigent, lost/stolen ID card).

2.11.5 The operator must be able to scan the items being purchased by the inmate. If the inmate wishes to purchase multiples of an item, the operator must be able to scan each item separately and scan one item and enter the quantity purchased (or enter quantity and scan item).

2.11.6 The operators must also be able to process an item return (enter a negative quantity) by scanning the item. The return must display on the screen and be shown on the sales ticket as a separate line item.

2.11.7 If a scanned item is shown as out-of-stock according to the database inventory count, the item description should flash continuously on the screen until inventory for that item is replenished. The application must allow an item shown to be out-of-stock to be sold and continue to deduct the quantities sold from the inventory, showing the inventory as a negative amount.

2.11.8 The application must provide edit checks during the sales process to prevent an operator from accidentally scanning an item in both the UPC and quantity fields.

2.11.9 If an item does not have a UPC code, the application must allow the operator key-enter the item or scan an assigned code.

2.11.10 As items are scanned, the application must deduct the price of the item from the inmate's available balance or spending limit (whichever is less) and display the remaining available balance on the screen.

2.11.11 If deduction of the cost of an item will cause the inmate's balance to become a negative amount, the application must alert the operator and reject the sale.

2.11.12 If deduction of the cost an item will cause the inmate's total sale to exceed their spending limit, the application must alert the operator and wait for the operator to accept or reject the sale of that item. (Purchases for high cost items are often allowed above the normal spending limit.)

2.11.13 At any time prior to completing the sales transaction, the application must allow the operator to scroll through the items that have been scanned.

2.11.14 At any time prior to completing the sales transaction, the application must allow the operator to cancel a sale with no changes either to the inventory or sales ticket number due to the voided sale.

2.11.15 After completing a sale to an inmate, the application must:

- Update the database inventory,

- Make an entry to the inmate's account for the sale amount with reference to the sales ticket number,
- Print an original and one copy of the receipt if the sales ticket is not printed as items are scanned,
- Allow the operator to reprint the ticket in cases of printer jam or out-of-paper conditions, and
- Allow the operator to immediately be able to enter the next shopper's number and continue processing sales after a sale is completed.

2.11.16 If an inmate returns to shop again during the user-defined reset period, the application must alert the operator. The operator must have the ability to allow or cancel the shopping attempt. If the second or subsequent shopping instance is allowed, the application must not allow the inmate to purchase additional items which would cause their sales total for the period to exceed their spending limit.

2.11.17 At the end of each sales run, the application must automatically produce a sales recap sheet, with summary information including:

- The number of shoppers processed for each operator,
- Dollar amount spent for each operator,
- Beginning and ending sales ticket numbers for the sales run, and
- Grand totals of the number of shoppers and sales amount.

2.11.18 Desirable feature - The application should be able to accept signatures captured from an electronic signature pad and store the signature with the receipt/ticket so it can be reprinted as necessary.

2.12 Remote Sales Processing

2.12.1 The operator must be able to process remote or bagged sales (sales to inmates who are not physically at the commissary). This may include, but is not limited to, inmates in sickbay and segregation.

2.12.2 The application must produce a two-part sales ticket (or one original and one copy) for bagged sales. The inmate is required to sign the receipt when the items are delivered.

2.12.3 If the inmate refuses to accept an item, the application must allow the operator to return the items to inventory and update both the inventory and the inmate's account balance.

3.0 Application Reporting Capabilities

The application must provide required standard reports as well as a user-friendly, flexible report generator with multiple sort capability. Users must have the ability to select multiple sort orders and parameters when running reports.

3.1 General Report Requirements

3.1.1 Each report page must include standard header information: institution name, report date and time, page number/number of pages, operator indicator, report title, and other header information as noted in this section or as added by the user.

3.1.2 Users must be able to sort standard reports in an order of their choosing and to view the compiled report before printing.

3.1.3 Users must have the ability to define and create ad hoc reports as well as the ability to create and save reports for later use. Users must have the ability to save compiled reports as files that may then be emailed, imported into a spreadsheet or word processing program, or printed at a later time.

3.1.4 Access to reports must be limited to authorized users. All reports available to individual institutions must also be available from a central location. When reports are run from a central location, the user must have the option to run individual institution reports or aggregate reports which include all or selected institutions' information.

3.1.5 The application must include profile information for the cashier and for the commissary that will be used to automatically populate appropriate reports and forms.

3.1.6 Users must be able to use drop-down lists to include repetitive vendor information on reports and forms.

3.1.7 Reports must be produced without requiring the user to manually re-enter any data.

3.1.8 Reports must default to the frequencies listed in Attachment Eight. However, authorized users must be able to run the reports on an as-needed basis without "clearing" the data (e.g. month-end profit and loss or accountability statements may be run weekly as an interim check.)

3.2 Cashier Report Requirements

Cashier reports must default to a date, transaction code and inmate number sort order. Information included in the cashier reports is based on the active inmates at each institution. Period-to-date reports, however, including payments and collections, must include all information regardless of an inmate's current location or status. (For example, if Inmate Smith was at institution A and paid \$25 in child support before being transferred to institution B or being released from ODRC institutional control, the period-to-date report for institution A must include the portion of Inmate Smith's \$25 paid during that period.)

3.3 Commissary Report Requirements

Reports for institutions with multiple sales locations must be available for each individual sales location as well as for aggregate institution information. Reports for institutions with multiple storage areas must be available for each storage area as well as for aggregate institution information. Reports run from a central location that require inventory or sales information must take the Central Database Factor (CDF) into account to obtain accurate inventory and sales quantities. Institution quantity * related CDF = Quantity for central reports.

4.0 **General Requirements**

4.1 System Requirements

4.1.1 The application must run on a browser-based (Internet Explorer, version 5.5 or higher) three-tier architecture, utilizing an Oracle 9i database. Although the browser must be E, users must be able to access the application through other browsers.

4.1.2 The application must be Open Database Connectivity (ODBC) compliant.

4.1.3 The application must allow the import and export of required information in several formats including, but not limited to, comma-delimited ASCII and formatted text.

4.1.4 The application must provide the ability for centralized ordering for the commissary application, wherein institutions can place their orders on-line and have the orders approved, consolidated, and placed by a central or regional business office.

4.1.5 Desirable - AIX/UNIX is preferred for the application and database server.

4.1.6 The system must include a standby solution to be used if there is a network failure to an institution.

4.1.7 The Contractor must provide and support a remote server as a hot-swappable standby device that must be installed at an institution when a connection failure is expected to be longer than two working days. The Contractor must provide one such server in an institution installation as proof of concept.

4.1.8 An additional server will be maintained at ODRC's Central Office or by ITSD at the SOCC for installation at an institution in the event of prolonged network failure.

4.1.9 An ODRC administrator must be able to disconnect a backup computer (containing an application server, database server, and the most recent copy of the data tables) from the designated central location and install the computer at the institution to allow the institution users to continue working until the network connection is re-established.

4.1.10 Once the connection is re-established, the backup computer must replicate its data to the central database, and then may be removed from the institution and reconnected at the central location in preparation for the next emergency installation.

4.1.11 A server must be installed in each institution if network transaction throughput is detrimental to the speed and efficiency of the commissary point-of-sales. Maximum response time to an item scanned is one second. Average response time must be less than 0.25 to 0.5 seconds from the time the item is scanned to when the information populates the screen and the operator can scan the next item. If servers must be installed at each institution, local servers must replicate to the main server at least every 30 minutes.

4.1.12 The Contractor must provide remote diagnosis and operation capability with the ability to shadow the user's desktop. The software must be provided by the Contractor and installed on the cashier and commissary workstations (e.g., SMS).

4.1.13 The application must allow for archival and retrieval of accounts that are inactive for over 12 months.

4.1.14 The application must allow for archival and retrieval of all accounts after 24 months.

4.1.15 The application must allow for immediate availability of a minimum of 12 months of account and area transaction history, excluding the current month.

4.1.16 The application must adhere to the ODRC record retention schedule.

4.1.17 The application must archived information by fiscal year, when applicable.

4.1.18 The application must include user-friendly integrated on-line help.

4.1.19 The application must include application user's on-line documentation.

4.1.20 The application must provide the ability to move between screens for the same account without having to reenter the inmate number (e.g., "buttons" or tabs).

4.1.21 The application must provide search parameters for finding information (e.g., inmates, products, vendors) based on partial information.

4.1.22 The application must provide the ability to scroll and page up and down through reports, information, screens and lists.

4.1.23 Electronic transmittal (e.g., e-mail, FTP) of information (e.g., approval forms, completed forms, reports) between agency offices (commissaries must have business office approval of RtP before the purchase order can be created; commissary must complete and provide receiving reports before the cashier can process invoices for payment) must be provided.

4.1.24 The application must be capable of multiple methods of data entry, including, but not limited to, manual key-entry, hand-held electronic data collection, file import/export using FTP, biometrics and card scans.

4.1.25 The application must display an inmate's name when the inmate number is entered.

4.1.26 For each institution, the application must retain required information to reduce manual key entries, including:

- County tax and state discount rates,
- Inmate payroll types,
- Default inmate number prefix,
- Commissary spending limits,

- Markup percentages,
- Shopping locations, and
- Institutional choices for printing the lock location and beginning and ending account balances on commissary sales tickets.

Users must be able to select and enter other values in those fields as necessary.

4.2 Application Security Levels

4.2.1 The application must provide multiple security levels established by the user login including options for read-only, add, change, delete and various combinations of these functions and options for access from authorized users at other institutions.

4.2.2 The application must provide passwords that may be edited by the user.

4.2.3 The application must provide administration from a central location including the ability to add, change, and delete users and access levels as required.

4.2.4 Users must be required to change their passwords on a regular basis according to parameters set by central administration (e.g., every 60 days).

4.2.5 ODRC requires the ability to restrict an authorized user (e.g., cashier, commissary, mail room, RIB, and medical staff) to access information only on inmates at their specific institution. However, some processes must operate from regional or centralized locations, and the application security features must permit that type of access.

- For example: A single institution's cashier's office may be required to access and process trust fund accounts of inmates at multiple institutions, and the commissary at one institution may be required to access the account balances of the inmates in multiple institutions.

4.3 Audit Trails

The application must provide full audit trails including: application date, time, and operator identification for all transactions. There must be no opportunity to delete or overwrite transactions except to archive the information.

4.4 Application Interface

4.4.1 The application must utilize the Oracle 9i database that drives CICS, which calculates regular and advance payroll information. Information to be used from the CICS database includes, but is not limited to:

- Inmate number,
- Inmate name,
- Date of birth,
- Current job and job history,
- Job location and job date,
- Security level,
- Lock location and lock history,
- Restitution amount and description,
- Infraction and infraction date,
- Amount paid,
- Pay category,
- Payroll date,
- Alias information,
- Social security number, and
- Admission date.

4.5 Hardware Requirements

The State recognizes the advancement of technology in the area of hardware and software. If the Contractor can provide the State with new hardware or software of advanced technology after the award of the Contract, the State and the Contractor may choose by mutual agreement to install the New Hardware/Software, provided the New Hardware/Software meets the requirements of the Contract. The New Hardware/Software must be provided at the same or lower prices as set forth in the Contract.

In general, each cashier's office will have between one and five workstations to access the application, depending upon the number of staff. A networked printer with check-writing capabilities must be installed. If a dedicated check-writing printer is proposed another printer must be installed for other printing needs.

Each commissary will have a workstation in the manager's office with a printer. At the point-of-sale, a workstation with a high-speed receipt printer and scanner must be installed. A look-up unit that allows the inmates to obtain their available shopping balance will be installed in the entrance or at a location designated by the commissary manager.

Each camp commissary will have a point-of-sale workstation with a high-speed receipt printer, scanner and look-up unit.

Due to the potentially dusty and dirty environment, the proposed system must NOT require mouse action or use for data entry at POS. All commissary POS entries must be via scanner, manual key-entry or biometrics.

Hardware specifications are included in Attachment 15.

4.6 Data Conversion

4.6.1 The Contractor must coordinate with the current software Contractor and both state and contract staff to convert and transfer data contained in the current cashier and commissary systems to the new application.

4.6.2 The data conversion must minimize the need for manual re-entry of existing data.

4.6.3 At a minimum, the information to be converted will include:

- Inmate name,
- Inmate number,
- Inmate's current balance,
- Hold information,
- EPC information, and
- Investment and debt information from the cashier's office.

4.6.4 The following transaction and location history for inmate accounts must also be included:

- Date,
- Transaction code,
- Suffix,
- Description,
- Operator,
- Amount and resulting balance;
- Institution received from and date inmate transferred from that institution.

4.6.5 All item and current vendor information from each commissary must be converted including, but not limited to:

- Item number,
- Description,
- UPC code,
- Short name,
- Shipping unit,
- Items per shipping unit,
- Selling unit cost and retail prices,

- Vendor
- Quantity on hand (in each area and location),
- Reorder point,
- Markup percentage,
- Stock number,
- Selling limits,
- Product category, and
- Week, month, and year-to-date quantity, cost, and sales information.

4.7 Training

The Contractor will develop and prepare operation documentation and training materials for all procedures necessary to utilize and maintain the implemented system. The training must be held within the state of Ohio either in Columbus or in a location central to the region being trained.

ODRC staff must review and approve the Contractor's training program and materials before training implementation. ODRC reserves the right to recommend changes to the Contractor's training program before approval is granted to proceed with the training.

4.7.1 Training materials must include Quick Reference cards that trainees may take back to their work locations.

4.7.2 A compilation of frequently asked questions, including those asked in early training sessions, must be provided as a supplement for all trainees.

4.7.3 Training materials must be provided electronically in the most current version of MS Word that ODRC is utilizing in addition to one hard copy for each user that attends a training class. Appropriate materials must be provided for each training level. ODRC reserves the rights to video tape any or all aspects of the Contractor's training for future ODRC use only.

4.7.4 Training on all aspects of the system, including database, application, interfaces, servers, backup equipment and procedures and administrative procedures must be provided for up to six central administrators.

4.7.5 Training must be provided for existing cashier and commissary staff (approximately 180 users) in groups of up to twelve users. Each training session must be provided within five working days prior to the scheduled installation by site.

4.7.6 Training must be provided for medical, mailroom and RIB staff.

4.7.7 Contractor must provide follow-up training throughout the implementation phases if needed.

4.7.8 The offeror must provide the cost to develop Computer Based Training courseware that could be used for updated training and training of new staff as part of an optional task.

Milestone, Delivery and Completion Dates.

All phases must be implemented within 18 months after receipt of the initial purchase order, subject to the State's renewal of this Contract at the biennium. The final acceptance period will begin upon certification of Phase 6 installation.

Deliverables.

1. PROJECT INITIATION

- 1.1 Plan and schedule project kick-off meeting with staff and participants identified by ODRC.
- 1.2 Hold project kick-off meeting within two weeks after issuance of purchase order.
- 1.3 At kick-off meeting, submit and review updated Project Work Plan including revised dates as needed.
- 1.4 Provide contact list of project participants.
- 1.5 Schedule ongoing project status meetings.

2. SYSTEM DESIGN

2.1 FUNCTIONAL AND TECHNICAL REQUIREMENTS DOCUMENT

- 2.1.1 Develop detailed functional and technical requirements for the entire system based on the requirements identified in Attachment One of the RFP (i.e. Translate business requirements into technical requirements via diagram(s) with explanation or comparable documentation).
- 2.1.2 Specify hardware, communications/networking, and any additional software components and quantities.
- 2.1.3 Conduct additional data gathering sessions as needed.
- 2.1.4 Revise functional and technical requirements documentation to reflect changes.
- 2.1.5 Submit draft Functional and Technical Requirements Document.
- 2.1.6 Submit final Functional and Technical Requirements Document.

After approval of the Functional and Technical Requirements Document, the Contractor will continue the Design Phase of the Project and develop the Database Design and Production Configuration Design Documents.

3. DATABASE AND PRODUCTION CONFIGURATION DESIGN

3.1 DATABASE DESIGN DOCUMENT

- 3.1.1 Develop relational database diagram in the form of an Entity-Relationship Diagram (ERD).
- 3.1.2 Provide lists of: tables, columns, indexes, sample data, and constraints for each; views; triggers and trigger purposes; and full text index capability associated with the ERD.
- 3.1.3 Develop data dictionary for both converted data and new system data.
- 3.1.4 Develop a data map that includes a cross-reference of current data elements to the new system data elements.
- 3.1.5 Submit draft Database Design Document.
- 3.1.6 Submit final Database Design Document.

3.2 PRODUCTION CONFIGURATION DESIGN DOCUMENT

- 3.2.1 Develop a production configuration design of the hardware, software and communications/network for:
 - Central office
 - Each institution
 - Each user type and interaction
- 3.2.2 Identify backup and restore procedures and a system failure contingency plan that relates to the production configuration design.
- 3.2.3 Submit draft Production Configuration Design Document.
- 3.2.4 Submit final Production Configuration Design Document.

After approval of the Database Design and Production Configuration Design Documents, the Contractor will begin the Development Phase of the Project and develop the Data Conversion, System Security, Test, and Training Plans.

4.0 DATA CONVERSION PLAN

- 4.1 Develop conversion approach.
- 4.2 Identify each data item to be converted.
- 4.3 Document data conversion rules for each data item.
- 4.4 Describe transactions and controls.
- 4.5 Identify conversion test approach.
- 4.6 Include multiple test cases.
- 4.7 Submit draft Data Conversion Plan.
- 4.8 Submit final Data Conversion Plan.

5.0 SYSTEM SECURITY PLAN

- 5.1 Develop detailed technical document outlining all aspects of system security (e.g. system, application, software, database, network, server, workstation, user and other related components).
- 5.2 Submit draft System Security Plan.
- 5.3 Submit final System Security Plan.

6.0 TEST PLAN

- 6.1 Develop detailed test plan that encompasses entire system and all aspects.
- 6.2 Include application, hardware, and network testing.
- 6.3 Identify data conversion entities.
- 6.4 Identify new data entries.
- 6.5 Document testing for the following types:
 - Field testing
 - Functional testing
 - Unit testing
 - Full application testing
 - Full system testing (hardware, software, and network)
 - User testing
 - Pilot testing
 - Interface testing
 - Conversion testing
 - Implementation testing – pre-production testing for each phase and
 - Volume and performance testing at all levels
- 6.6 Submit draft Test Plan.
- 6.7 Submit final Test Plan.

7.0 TRAINING PLAN

- 7.1 Develop user training for all required areas and user types, including but not limited to:
 - System administrator
 - Operational staff
 - Users
- 7.2 Outline operation documentation and training materials for all procedures required for system use.
- 7.3 Identify planned training dates, times, locations, number of students in class, and type of student with input from ODRC.
- 7.4 Submit draft Training Plan.
- 7.5 Submit final Training Plan.

8.0 APPLICATION DEVELOPMENT

- 8.1 Develop application and provide all required modifications to existing software package.
- 8.2 Develop interface as identified in RFP.
- 8.3 Screen design/modification and development.
- 8.4 Report design/modification and development.
- 8.5 Install the cashier and commissary applications with appropriate interfaces on the test server.
- 8.6 Update and finalize functional technical requirements documentation, database and production configuration designs with related information, and any other system documentation developed and approved by ODRC.

9.0 SYSTEM TESTING

- 9.1 Convert data from each institution and test to ensure successful conversion.
- 9.2 Conduct month-end processing for both cashier and commissary operations for each institution in each phase. For the testing to be considered successful for a phase, the

month-end activities identified in the Performance Testing section must process successfully in each area for two consecutive months (not partial).

- 9.3 Conduct extensive system, data, and interface testing following approved test plan.
- 9.4 Test system integration and operability, including test procedures for data, processing integrity and capacity.
- 9.5 Test operability to include volume and efficiency ensuring the system is able to process the volume of transactions.

After successful testing of the first two Pilot institutions, the Contractor will begin the Implementation Phase of the Project and begin Administration and Operations Staff Training, System Implementation for Phase One Institutions, and Installation of the proof-of-concept backup server at Pickaway Correctional Institution.

10.0 DEVELOP ADMINISTRATION AND OPERATIONS STAFF TRAINING MATERIALS

- 10.1 Develop and prepare system administration, operation and user documentation and training materials for all system procedures.
- 10.2 Training materials must be provided electronically, in most current version of MS Word that ODRC is utilizing, in addition to a minimum of 68 hard copies of a user's manual and two hard copies each of administrative and operational manuals. ODRC reserves the rights to video tape any or all aspects of the Contractor's training for future ODRC use only.
- 10.3 Submit draft Training Materials.
- 10.4 Submit final Training Materials.

11.0 ADMINISTRATION AND OPERATIONS STAFF TRAINING

- 11.1 Schedule training and provide documentation for Phase One personnel and Central Office staff.
- 11.2 Complete training of Phase One personnel and Central Office staff.

12.0 SYSTEM IMPLEMENTATION FOR PHASE ONE

- 12.1 Assess operational readiness of all required system components.
- 12.2 Install hardware, software and network components at Phase One institutions.
- 12.3 Perform data conversion for Phase One Institutions.
- 12.4 Test all software, hardware and network to be used in Phase One.

13.0 SYSTEM ACCEPTANCE FOR PHASE ONE

- 13.1 The Phase One system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing periods for cashier operations and commissary operations at each Phase One institution.
- 13.2 Conduct final review of Phase One with ODRC staff.

14.0 INSTALLATION OF PROOF-OF-CONCEPT BACKUP SERVER AT PICKAWAY CORRECTIONAL INSTITUTION

- 14.1 Schedule training and provided documentation for administrative personnel.
- 14.2 Install backup server at PCI with "disconnected" network.
- 14.3 Run hardware and software for two working days.
- 14.4 Reconnect network.
- 14.5 Test for proper data transfer/update over network.

After successful acceptance of Phase One Institutions, the Contractor will begin implementation for the remaining institutions in phase order.

15.0 PHASE TWO

- 15.1 Schedule operations staff training and provide documentation for Phase Two personnel.
- 15.2 Complete training of Phase Two personnel.

- 15.3 Assess operational readiness of all required system components.
 - 15.4 Install hardware, software, and network components at Phase Two institutions.
 - 15.5 Perform data conversion for Phase Two Institutions.
 - 15.6 Test all software, hardware and network to be used in Phase Two.
 - 15.7 The Phase Two system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing situations for cashier operations and commissary operations at each Phase Two institution.
 - 15.8 Finalize work flow procedures.
 - 15.9 Conduct final review of Phase Two with ODRC staff.
- 16.0 PHASE THREE
- 16.1 Schedule operations staff training and provide documentation for Phase Three personnel
 - 16.2 Complete training of Phase Three personnel
 - 16.3 Assess operational readiness of all required system components
 - 16.4 Install hardware, software, and network components at Phase Three institutions
 - 16.5 Perform data conversion for Phase Three Institutions
 - 16.6 Test all software, hardware, and network to be used in Phase Three
 - 16.7 The Phase Three system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing situations for cashier operations and commissary operations at each Phase Three institution
 - 16.8 Conduct final review of Phase Three with ODRC staff
- 17.0 PHASE FOUR
- 17.1 Schedule operations staff training and provide documentation for Phase Four personnel
 - 17.2 Complete training of Phase Four personnel
 - 17.3 Assess operational readiness of all required system components
 - 17.4 Install hardware, software, and network components at Phase Four institutions
 - 17.5 Perform data conversion for Phase Four Institutions
 - 17.6 Test all software, hardware, and network to be used in Phase Four
 - 17.7 The Phase Four system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing situations for cashier operations and commissary operations at each Phase Four institution
 - 17.8 Conduct final review of Phase Four with ODRC staff
- 18.0 PHASE FIVE
- 18.1 Schedule operations staff training and provide documentation for Phase Five personnel
 - 18.2 Complete training of Phase Five personnel
 - 18.3 Assess operational readiness of all required system components
 - 18.4 Install hardware, software, and network components at Phase Five institutions
 - 18.5 Perform data conversion for Phase Five Institutions
 - 18.6 Test all software, hardware, and network to be used in Phase Five
 - 18.7 The Phase Five system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing situations for cashier operations and commissary operations at each Phase Five institution
 - 18.8 Conduct final review of Phase Five with ODRC staff
- 19.0 PHASE SIX
- 19.1 Schedule operations staff training and provide documentation for Phase Six personnel
 - 19.2 Complete training of Phase Six personnel
 - 19.3 Assess operational readiness of all required system components
 - 19.4 Install hardware, software, and network components at Phase Six institutions
 - 19.5 Perform data conversion for Phase Six Institutions

- 19.6 Test all software, hardware, and network to be used in Phase Six
- 19.7 The Phase Six system will be accepted when the system functions according to specifications for a period that must include two consecutive successful month-end processing situations for cashier operations and commissary operations at each Phase Six institution
- 19.8 Conduct final review of Phase Six with ODRC staff

Provided all other Phases have been successfully implemented prior to Phase Six, the acceptance period for Phase Six will also be considered the final acceptance period for the system.

Performance Testing.

The initial testing will occur at the Madison Correctional Institution (MaCI) and Correctional Reception Center (CRC) followed by the remainder of the institutions in Phase 1.

- 1.0 Convert data from MaCI and CRC and test to ensure successful conversion.
 - 1.0.1 Training for MaCI cashier/commissary staff and equipment installation required before testing begins
 - 1.0.2 Testing will include month-end processing for both cashier and commissary operations for each institution in each phase. For the testing to be considered successful for a phase, the following activities, at a minimum, must process successfully in each area and month end processing must be completed for two consecutive months (not partial):

Cashier's Offices

Journals cleared/money transferred/checks written (money transferred) for:

- All collections processing activities;
- Postage and UPS charges;
- General revenue fund payment;
- Payroll and advance pay invoice;
- OPI payroll invoice;
- Final release invoice;
- Commissary;
- Commissions; and
- Sales tax.

Reset the \$10.00 withholding allowance.

Archive information over 24 months old.

Commissaries

Produce accurate financial statements (profit and loss statement, accountability statement) and supporting documentation/information including, but not limited to:

- Receiving journal;
- Vendor history journal;
- Cost/sales reports;
- Inventory;
- Stock status; and
- A2 adjustments for accountability.

Quarterly minority report if the time period covers September, December, March or June.

Ticket and journal number reset if the time period includes June.

Archive information over 24 months old.

- 1.1 Conduct extensive system, data, and interface testing following approved test plan.

- 1.2 Test system integration and operability, including test procedures for data, processing integrity and capacity.
- 1.3 Test operability to include volume and efficiency ensuring the system is able to process the volume of transactions.

After successful testing of the first two institutions, the Contractor will begin the Implementation Phase of the Project including Administration and Operations Staff Training, System Implementation for Phase One Institutions, and Installation of the proof-of-concept backup server at Pickaway Correctional Institution.

The final acceptance period will begin upon certification of the Phase Six installation.

- 2.0 Disruption to the commissary availability and operation must be kept to a minimum. During the system testing and implementation, the cashier's office and the commissary may be closed for one business day to facilitate the conversion, implementation and testing. The Contractor must get approval from the institution's cashier's office and commissary at least seven business days in advance of the scheduled closing.

If additional time is required, the Contractor must receive approval from the institution's cashier supervisor and commissary manager.

If the Contractor chooses to implement an institution on a weekend or non-business day approval must be received at least five business days in advance from the Central Office and the institution.

Special Maintenance Standards.

- 1.1 The Contractor must provide help desk support to begin with the installation of the pilot phase and continuing for at least six months after Phase 6 installation and acceptance.
- 1.2 The Contractor must provide system support and maintenance through the warranty period.
 - 1.2.1 Secure virtual private network (VPN) access will be provided so the Contractor can remotely manage and support the application.
 - 1.2.2 The ITSD/Technical Services staff will respond to hardware issues on the AIX/Unix application and database servers.
- 1.3 The Contractor must provide on-site maintenance for all hardware and software.
 - 1.3.1 Each institution will report its own service calls. All maintenance calls must receive a callback response within two hours from the time the call is placed. Maintenance and support must be available between the hours of 6 a.m. and 10 p.m., Monday through Saturday.
 - 1.3.2 All maintenance calls must be resolved within one business day of the callback time.
- 1.4 The Contractor must resolve application-related problems with the central system within one business day of the two-hour callback.
- 1.5 The Contractor will provide a written procedure to relocate and install a backup server in an institution within eight hours in the event of a T1 line disruption. The procedure must include the following items, at a minimum:
 - 1.5.1 When the T1 connection is restored, the backup server's transaction data must automatically be forwarded to the enterprise Oracle database.
 - 1.5.2 The backup server will then be removed from the institution and restored to its standby role.

The Contractor's Fee Structure. The Contract award will be for a fixed price. The following payment schedule has been established for this Contract. All deliverables and any dependent tasks must be accepted by the State before payment will be made related to that task. Percentages of the "Total System Implementation" price for tasks will be used to calculate the payment amount:

Fifteen Percent (15%)	Design Acceptance
Twenty Percent (20%)	Phase One Pilot Implementation and Acceptance
Ten Percent (10%)	Phase One Complete Implementation and Acceptance
Five Percent (5%)	Proof of Concept Acceptance
Five Percent (5%)	Phase Two Implementation and Acceptance
Five Percent (5%)	Phase Three Implementation and Acceptance
Five Percent (5%)	Phase Four Implementation and Acceptance
Five Percent (5%)	Phase Five Implementation and Acceptance
Thirty Percent (30%)	Phase Six Implementation and Final System Acceptance

Project Reports. The Contractor must provide bi-weekly and monthly project status reports. The content of these reports will be defined during the Project Initiation. At a minimum, the bi-weekly project status reports must contain:

- a. Updated WBS, along with a copy of the corresponding files (e.g. MS Project) on diskette or CD;
- b. Status of planned tasks, deliverables and milestones, identifying specifically, tasks, deliverables and milestones not on schedule and a resolution plan to return to the planned schedule;
- c. Anticipated tasks, deliverables and milestones to be completed in the next week;
- d. A problem tracking report that includes issues encountered, proposed resolutions and actual resolutions;
- e. Results of any tests;
- f. Proposed changes to the work plan, if any;
- g. Identification of Project staff (State or Contractor) assigned to specific activities;
- h. Planned absence of Project staff and their expected return date;
- i. Notification of any known staffing changes;
- j. System integration activities, as appropriate; and
- k. A risk analysis of actual and perceived problems, including proposed mitigation steps.

The Contractor's proposed format and level of detail for the status report will be subject to State approval.

At a minimum, the monthly project status reports, due by the fifth day following the end of each month during the Project, must contain:

- a. A description of the overall completion status of the Project in terms of the approved project work plan;
- b. Plans for activities scheduled for the next month;
- c. Deliverable status, with percentage of completion and time ahead or behind schedule for particular tasks;
- d. A risk analysis of actual and perceived problems, including proposed mitigation steps;
- e. Testing status and test results;
- f. Strategic changes to the project work plan, if any; and

- g. Earned Value chart and descriptive narrative.

Escrow Accounts. Contractor is responsible for establishing three-party escrow accounts for commercial off-the-shelf software and for all software incorporated into any deliverable under this Contract, including commercial software licensed by a third party. Each agreement must expressly identify the State as a beneficiary and must remain in place through the term of the Contract and may be renewed at the option of the State. The cost of the escrow accounts will be paid directly by the Contractor to the escrow agent. Each account must contain, at a minimum, the then-current application source code and at least two previous versions; documentation; models used in development such as entity-relationship diagrams and object interaction diagrams; the development environment for the software such as language compilers, debuggers, analysis and design tools; version-control software; testing tools and repositories; source code for the run time environment; and whatever is needed to modify the run time environment.

Contractor must ensure that the agreement that establishes the escrow account is acceptable to the State, by providing the State an opportunity to review it, prior to execution. The State may reject the agreement in whole or in part if any of the terms and conditions conferring rights and obligations upon the State are not compatible with state policies and law, including the term of the agreement, any indemnification obligations, the location for arbitration, governing law and any payment obligations. The State may also reject the agreement in whole or in part if the State's access to the escrowed materials is not satisfactory to the State. The State, or its third-party testing agent, reserves the right to perform technical verification testing on the escrow deposit to verify its accuracy and usability.

Contractor Orientation. It is the policy of ODRC to provide all contractors with security orientation. The orientation will be appropriate to the contract service provided and the type of services provided in accordance with ODRC Policy 39-TRN-12. All employees/subcontractors of the Contractor will be required to complete this orientation prior to providing services.

Source of Funding; Third-Party Funding. None

Reimbursable Expenses. None.

Bill to Address.

Ohio Department of Rehabilitation and Correction
1050 Freeway Drive North
Columbus, OH 43229

Permits the State Will Obtain. None.

ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

Proposal Format. Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered.

Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following:

- Cover Letter
- Offeror Profile
- Contract Performance
- Development and Support Capabilities
- Staffing Plan
- Personnel Profile Summary Forms
- Work Plan
- Project Schedule
- Functional and Technical Fit
- System Requirements Affirmation
- Design
- Development
- System Installation and Operation
- Project Management Methodology
- Equipment and System Elements
- Support Requirements
- Cost Summary
- Time Commitment
- Conflict of Interest Statement
- Payment Address
- Pre-existing Materials
- Commercial Materials
- Warranty for Commercial Materials
- Proposed Escrow Agreements
- Proof of Insurance
- W-9 Form

Cover Letter. The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the offeror. The cover letter will provide an executive summary of the solution the offeror plans to provide. The letter must also have the following:

- a. A statement regarding the offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- b. A list of the people who prepared the Proposal, including their titles;
- c. The name, phone number, and fax number of a contact person who has authority to answer questions regarding the Proposal;

- d. A list of all subcontractors, if any, that the offeror will use on the Project if the offeror is selected to do the work;
- e. For each proposed subcontractor, the offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
 1. The subcontractor's legal status, tax identification number, and principal place of business address;
 2. The name and phone number of someone who is authorized to legally bind the subcontractor to contractual obligations;
 3. A description of the work the subcontractor will do;
 4. A commitment to do the work if the offeror is selected; and
 5. A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
- f. A statement that the offeror's proposed solution for the Project meets all the requirements of this RFP;
- g. An executive summary of the solution the offeror plans to provide;
- h. A statement that the offeror's proposal is not contingent on negotiating terms and conditions; and
- i. A statement that the offeror acknowledges all personnel assigned to this project will be subject to and must pass a background check, including fingerprinting.
- j. A statement that the offeror acknowledges all employees/subcontractors of the Contractor will be required to complete the Contractor orientation prior to providing service.
- k. A statement that the offeror is not now, and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding.

Offeror Profile. Each Proposal must include a profile of the offeror's relevant experience working on projects similar to this Work. The profile must also include the offeror's legal name, address, and telephone number; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the State gauge the ability of the offeror to fulfill the obligations of the Contract.

The offeror must also include three references for which the offeror has successfully provided services on projects that were similar in their nature, size, and scope to the Work. These references must relate to work that was completed within the past five years. This RFP includes a reference form as an attachment. The offeror must use this form and fill it out completely for each reference. **The forms must be completed using typewritten or electronic means.** The forms may be recreated electronically, but all fields and formats must be retained. Failure to recreate the forms accurately may lead to the rejection of the offeror's proposal.

References provided to meet each requirement must be from a client for whom work was performed. References cannot come from a company affiliated or associated with the offeror or proposed subcontractor including but not limited to subsidiary companies, partnerships, joint ventures or sister companies within a conglomerate.

Each reference must be willing to discuss the offeror's performance with the State.

Contract Performance. The offeror must provide the following information for this section for the past seven years:

- a. Whether the offeror has had a contract terminated for default or cause. If so, the offeror must submit full details, including the other party's name, address, and telephone number.
- b. Whether the offeror has been assessed any penalties in excess of \$10,000.00 including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.

- c. Whether the offeror was the subject of any governmental action limiting the right of the offeror to do business with that entity or any other governmental entity.
- d. Whether trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
- e. Whether the offeror, any officer of the offeror, or any owner of a 20% interest or greater in the offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
- f. Whether the offeror, any officer of the offeror, or any owner with a 20% interest or greater in the offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item in (a) through (f) is affirmative, the offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the offeror's Proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the offeror's performance of the Work, and the best interests of the State.

Development and Support Capabilities. Each offeror must describe its capability, capacity, and plans for developing the Deliverables, as well as describe contingency plans if the primary plan is not able to meet the Project's needs.

Staffing Plan. The offeror will provide a staffing plan that identifies all personnel required to do the Project. The plan must have the following information:

- A matrix matching each team member to the skill set requirements detailed in this RFP.
- A contingency plan that shows the ability to add more staff if needed to meet the Project's due date(s).
- A discussion of the offeror's ability to provide qualified replacement personnel.

Personnel Profile Summary Forms Each Proposal must include a profile for each key member of the proposed Work team. This RFP includes a reference form as an attachment. The offeror must use this form and fill it out completely for each reference. **The forms must be completed using typewritten or electronic means.** The forms may be recreated electronically, but all fields and formats must be retained. Failure to recreate the forms accurately may lead to the rejection of the offeror's proposal.

One of the criteria on which the State may base the award of the Contract is the quality of the offeror's Work team. Switching personnel after the award will not be accepted without due consideration.

The offeror must propose a Work team that collectively meets all the requirements in this RFP, as demonstrated through the Personnel Profile Summary Forms. Additionally, each team member may have mandatory requirements listed in this RFP that the team member must individually meet.

All candidates proposed must meet the mandatory technical experience for the candidate's position and be identified by name. If any candidate does not meet the minimum requirements for the position the candidate has been proposed to fill, the offeror's Proposal may be rejected as non-responsive. The various sections of the form are described below.

- a) References. Provide three projects for which the proposed candidate has successfully provided services similar to those required for this RFP. These projects must be of similar size and scope and have occurred within the past five years. The name of the client contact, phone number, client company, address, brief description of project size and complexity, and dates (month and year) of experience must be given for each project. The candidate must provide a list of professional references that can attest to his/her specific qualifications. The references given should be a client contact person to whom the candidate reported and not a co-worker.

If less than 3 projects are provided, the offeror must include information as to why less than 3 projects were provided. The State may disqualify the proposal if less than 3 projects are given.

- b) Education and Training. This section must be completed to list the education and training of the proposed candidates and will demonstrate, in detail, the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFP.
- c) Mandatory Experience and Qualifications. This section must be completed to show how the candidate meets the mandatory experience. For each reference the following information must be provided:

Candidate's Name.

Contact Information. The contact name, phone number, company name, and address must be completely filled out. If the primary contact cannot be reached, an alternate contact name in the company, address, and phone number must be provided in lieu of the primary contact.

Dates of Employment. Must be completed to show the length of time the candidate performed the technical experience being described, not the length of time the candidate worked for the company. The offeror must complete these dates with a beginning month and year and an ending month and year.

Description of the Related Service Provided. The State does not assume that since the technical requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Contractors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the project. It is the Contractors' responsibility to customize the description to clearly substantiate the candidate's qualification.

Project Experience. The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

- d) Desirable Experience and Qualifications. This section must be completed to show how the candidate meets the desirable experience.
- e) Resume. The candidate's resume must follow the completed form and show how the candidate meets the qualifications listed for the position in the RFP.

Work Plan. The offeror must fully describe its approach, methods, and specific work steps for doing the work on this Project and producing the Deliverables. The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to get the Project done well. The offeror must also provide a complete and detailed description of the way it will do the Project that addresses the areas of concern identified below.

The State seeks insightful responses that describe proven, state-of-the-art methods. Recommended solutions should demonstrate that the offeror will be prepared to quickly undertake and successfully complete the required tasks. The offeror's work plan should clearly and specifically identify personnel assignments and the number of hours by individual for each task.

The offeror must submit for this section of the proposal a narrative project work plan describing the work steps (tasks), which are consistent with the proposed system development methodology, to effectively plan, organize, control and manage this project. This description must be sufficiently detailed to describe to the State the offeror's knowledge and understanding of the Project. Attachment One must be referenced in the offeror's approach showing how all work activities will be completed. The approach may also define other activities or tasks not listed in Attachment One but deemed necessary by the offeror. In the event that additional activities or tasks are included, describe in detail why these activities or tasks are being recommended.

Offerors are required to create a work plan to demonstrate the level of understanding of the type of project, and scope of work.

The offeror must make the work plan as complete and detailed as possible by including at least the following:

- Assumptions used in determining time frames for project steps;
- Potential problem areas and recommended solution;
- Assumptions used in developing solutions.

The work plan must also contain the following additional information describing in detail the offeror proposed approach to:

- Conversion
- System Testing
- All Training Tasks
- Maintenance and Support
- Software Problem Reporting and Resolution
- System Transition

Project Schedule. The offeror will provide a detailed Project schedule for all Project milestones and Deliverables. The Project schedule should be delivered as a Gantt chart, showing all major Project tasks on a week-by-week schedule to serve as the basis for managing the Project. The schedule should clearly demonstrate how the Project will become fully operational within 18 months after receipt of the initial purchase order, subject to the State's renewal of this Contract at the biennium. The offeror must give dates for when the Deliverable(s) will be completed. The offeror will also identify and describe all risk factors associated with the forecasted milestone schedule.

Functional and Technical Fit. The system requirements for the ODRC Inmate Trust Fund Accounting (Cashier) and Canteen (Commissary) System are included in Attachment One. The offeror must include an affirmation to committing to meet the requirements either with an indication that the requirement is met with the base software or that it will need to be customized or developed to meet the requirement. The offeror must respond to each numbered requirement in Attachment One.

System Requirements Affirmation. In this section, the offeror must fully describe how the offeror will use systems analysis techniques to affirm the requirements identified for the Project.

Design. In this section, the offeror must fully describe its proposed design for the Deliverables and integration methodology, objectives, approach, methods, tools, techniques, and specific work steps for completing the technical design process. The offeror must depict the design in sufficient detail to allow the State to verify that the design meets all the requirements. The offeror must fully describe how the design will be represented; that is through written specifications, design diagrams, a system prototype, and/or CASE tool software.

Development. In this section, the offeror must describe the offeror's development methodology, objectives, approach, methods, tools, techniques, and specific work steps for completing the development process. Of particular importance are the offeror's testing strategies for unit, systems, user acceptance, volume, and regression testing. The offeror must also fully describe the Deliverables.

System Installation and Operation. The offeror must fully describe the offeror's methodology, objectives, approach, methods, tools, techniques and specific work steps for installing the new system and maintaining its operation throughout the warranty period. The offeror's approach to user and systems documentation, training, and installation and maintenance plans must also be fully described.

Project Management Methodology. The offeror must describe the approach, method(s), and specific work steps it plans to use to complete the Project. Each phase must be addressed, with emphasis on Phase 1 and 6. After award, the Management Plan will become the offeror's master plan to fulfill the Contract. It will incorporate other plans required by this RFP.

The Management Plan must be as complete as possible at the time of submission. It must:

- a. Describe the offeror's proposed organization(s) and management structure responsible for fulfilling the Contract's requirements.
- b. Describe the methodologies, processes, and procedures the offeror's proposed organization(s) will follow to develop the Project.
- c. Define the milestone review processes (e.g. critical design review), and describe how communication and status review will be conducted between all parties.

The offeror must also describe the Project reporting procedures required for the successful completion of the Project. And the offeror must address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

If the offeror chooses to use any subcontractors, this part of the offeror's Proposal must describe its approach to effectively managing its subcontractors.

Equipment and System Elements. The offeror must specifically identify all proposed equipment needed for the Project during the installation, customization, implementation, and ongoing operations. The offeror's Proposal must include the proposed manufacturer's name and model for all items of equipment items. The offeror must also include any equipment that will be required for the implementation and ongoing operation of the Project that is not otherwise specified in this RFP.

All the specifications given in this RFP for equipment and other system elements are minimum system requirements. The offeror may include features, equipment or other elements in excess of the minimum but must clearly identify them as such. All elements of the proposed solution must meet the mandatory technical requirements for the system. If any element of the proposed solution does not meet the minimum requirements, the offeror's Proposal may be rejected as non-responsive.

In addition to this section minimum hardware requirements have been specified in Attachment 15, Project Hardware Requirements. This attachment must be completed in its entirety and provided as part of this section of the offeror's Proposal.

Support Requirements. The offeror must describe the support it wants from the State other than what the State has offered elsewhere in this RFP. Specifically, the offeror should address the following:

- Nature and extent of State support required;
- Assistance from State staff and the experience/qualification level required; and
- Other support requirements.

The State may not be able or willing to provide the additional support the offeror lists in this part of its Proposal. The offeror must therefore indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the offeror's Proposal if the State is unwilling or unable to meet the requirements.

Cost Summary. This RFP includes a Cost Summary Form provided as an attachment. Offerors may not reformat this form. Each offeror must complete the cost summary sheet in the exact format provided. Any reformatting may cause the State to reject the offeror's Proposal.

The State will not be liable for any costs the offeror does not identify in its Proposal.

Time Commitment. The offeror must submit a statement and chart that clearly indicate the time commitment of the proposed Project team, including the Project Manager, to this Project and other projects during the term of the Contract. The offeror must also include a statement indicating to what extent, if any, the Project Manager may be used on other projects during the term of the Contract. The State may reject any Proposal that commits the proposed Project Manager to other projects during the term of the Project if the State believes that doing so will be detrimental to the offeror's performance.

Conflict of Interest. Each Proposal must include a statement indicating whether the offeror or any people that may work on the Project through the offeror have a possible conflict of interest (e.g., employed by the state of Ohio, etc.) and, if so, the nature of that conflict. The State has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.

Payment Address. The offeror must give the address to which payments to the offeror will be sent.

Pre-existing Materials. The offeror must list any Pre-existing Materials that the offeror owns that will be included in a Deliverable and for which the offeror wants a proprietary notice if the Deliverable is copied or distributed. For example, the offeror may have standard user interfaces or standard shells that it incorporates in what is otherwise custom software. (See the Ownership of the Work section of the General Terms and Conditions.) The State may reject any Proposal that includes existing materials for a custom solution if the State believes that such is not appropriate or desirable for the Project.

Commercial Materials. Here the offeror must list any commercial and proprietary materials that the offeror will deliver that are easily copied (e.g., software) and in which the State will be granted less than full ownership. Generally, these will be from third parties and readily available in the open market. Patented parts of equipment need not be listed since they are not readily copied. If the State will be expected to sign a license for the Commercial Material, the license agreement must be attached. If the State finds any provisions of the license agreement objectionable for any reason and cannot or does not negotiate an acceptable solution with the third party, regardless of the reason and in the State's sole discretion, then the offeror's Proposal will be rejected. If the State is not going to sign a license, but there will be limits on the State's use of the Commercial Materials different from the standard license in the General Terms and Conditions, then the unique scope of license needs to be spelled out here. Unless otherwise provided elsewhere in this RFP, proposing to use Commercial Materials in a custom solution may, in the State's sole discretion, be a basis for rejection of the offeror's Proposal if the State believes that such is not appropriate or desirable for the Project. Any deviation from the standard license, warranty, and other related terms in the General Terms section for Commercial Material will likely result in a rejection of the Proposal, in the State's sole discretion.

Warranty for Commercial Software. If the offeror plans to provide a Deliverable that contains Commercial Software with warranty terms that differ from the warranty terms in the General Terms and Conditions attachment, then the scope of warranty must to be spelled out here. This is so even if the State will not be required to sign a license for the software. Any deviation from the standard warranty in the General Terms section of this RFP for Commercial Material will likely result in a rejection of the Proposal.

Proposed Escrow Agreements. The offeror must provide proposed agreements for three-party escrow accounts for commercial off-the-shelf software and for all software incorporated into any deliverable under this Contract, including commercial software licensed by a third party. Each agreement must expressly identify the State as a beneficiary and must remain in place through the term of the Contract and may be renewed at the option of the State. The cost of the escrow accounts will be paid directly by the Contractor to the escrow agent. Each account must contain, at a minimum, the then-current application source code and at least two previous versions; documentation; models used in development such as entity-relationship diagrams and object interaction diagrams; the development environment for the software such as language compilers, debuggers, analysis and design tools; version-control software; testing tools and repositories; source code for the run time environment; and whatever is needed to modify the run time environment.

Proof of Insurance. In this section, the offeror must provide the certificate of insurance required by the General Terms and Conditions. The policy may be written on an occurrence or claims made basis.

W-9 Form. The offeror must complete the attached W-9 form in its entirety. At least 1 original W-9 form must be submitted. All other copies of a Proposal may contain copies of the W-9 form. Please indicate on the outside of the binder which Proposal contains the original signature.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS
PART ONE: PERFORMANCE AND PAYMENT

Statement of Work. The RFP and the Contractor's Proposal (Collectively referred to as the "RFP") are a part of this Contract and describe the work (the "Project") the Contractor will do and any materials the Contractor will deliver (the "Deliverables") under this Contract. The Contractor will do the Project in a professional, timely, and efficient manner and will provide the Deliverables in a proper fashion. The Contractor will also furnish its own support staff necessary for the satisfactory performance of the Project.

The Contractor will consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Project and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Project, and the Contractor will comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Project and will not amend or alter the scope of the Project.

Term. Unless this Contract is terminated or expires without renewal, it will remain in effect until the Project is completed to the satisfaction of the State and the Contractor is paid. But the current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of the current biennium, which is June 30, 2005. But the State may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure will also apply to the end of any subsequent biennium during which the Project continues. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State paid for before termination or limit the State's rights in such.

It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to continue funding for the payments and the other obligations due as a part of this Contract, the State's obligations under this Contract are terminated as of the date that the funding expires without further obligation of the State.

The Project has a completion date that is identified in the RFP. It may also have several dates for delivery of Deliverables or reaching certain milestones in the Project. If so, those dates are also contained in the RFP. The Contractor must make those deliveries, meet those milestones, and complete the Project within the times the RFP requires. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the termination provision contained below. But the State may also have certain obligations to meet. Those obligations, if any, are also listed in the RFP. If the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates effected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has given the State written notice of the State's failure to meet its obligations, with reasonable specificity, soon after the State's delay has begun and while the State's delay is happening. The extension of the Contractor's performance time will be the Contractor's only remedy for the State's delay.

The State seeks a complete Project. Any incidental items omitted in the RFP will be provided as part of the Contractor's not-to-exceed fixed price. The Contractor must fully identify, describe, and document all systems that are delivered as a part of the Project. All hardware, software, supplies, and other required components (such as documentation, conversion, training, and maintenance) for the Project to be complete and useful to the State are included in the Project and the not-to-exceed fixed price.

Compensation. In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP (the "Fee"), plus any other expenses identified as reimbursable in the RFP. But in no event will payments under this Contract exceed the "not-to-exceed" amount in the RFP without the prior, written approval of the State and, when required, the Ohio

Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Project or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Project tied to the applicable milestone or period. Payment of the Fee is also contingent on the Contractor delivering a proper invoice and any other documents required by the RFP. An invoice must comply with the State's then-current policies regarding invoices and their submission. The State will notify the Contractor in writing within 15 business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor will send all invoices under this Contract to the "bill to" address in the RFP or in the applicable purchase order.

The State will pay the Contractor interest on any late payment as provided in Section 126.30 of the Ohio Revised Code (the "Code"). That section of the Code currently requires monthly interest payments of one 12th of the annual rate in Section 5703.47 of the Code. If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State may then deduct the disputed amount from its payment as a non-exclusive remedy. In addition, the State will consult with the Contractor as early as reasonably possible about the nature of the dispute and the amount of payment affected. When the Contractor has resolved the disputed matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor will reimburse the State for that amount at the end of the 30 calendar days as a non-exclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

Reimbursable Expenses. The State will pay all reimbursable expenses identified in the RFP, if any, in accordance with the terms in the RFP and, where applicable, Section 126.31 of the Code. The Contractor will assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP.

In making any reimbursable expenditure, the Contractor will always comply with the more restrictive of its own, then-current internal policies for making such expenditures or with the State's then-current policies. All reimbursable travel will require the advance written approval of the State's Representative. All reimbursable expenses will be billed monthly and paid by the State within 30 business days of receiving the Contractor's invoice.

Certification of Funds. None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

- (a) All statutory provisions under the Code, including Section 126.07, have been met;
- (b) All necessary funds are made available by the appropriate state agencies;
- (c) If required, approval of this Contract is given by the Controlling Board of Ohio; and
- (d) If the State is relying on Federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds have been made available.

Employment Taxes. Each party will be solely responsible for reporting, withholding and paying all employment related taxes, payments and withholdings for its own personnel, including, but not limited to, Federal, state and local income taxes, social security, unemployment or disability deductions, withholdings, and payments (together with any interest and penalties not disputed with the appropriate taxing authority). All people the Contractor provides to the State under this Contract will be deemed employees of the Contractor for purposes of withholdings, taxes, and other deductions or contributions required under the law.

Sales, Use, Excise, and Property Taxes. The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Project, such will be the sole and exclusive responsibility of the Contractor. And the Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or a later time.

PART TWO: PROJECT and CONTRACT ADMINISTRATION

Related Contracts. The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State such that the Project duplicates the work done or to be done under the other contracts.

Subcontracting. The Contractor may not enter into subcontracts for the Work after award without written approval from the State. But the Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold the State harmless for and will indemnify the State against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. And the Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. But this exception is applicable only to sections that expressly provide an exclusion for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor will indemnify the State for the damage.

Record Keeping. The Contractor will keep all financial records in accordance with generally accepted accounting procedures consistently applied. The Contractor will file documentation to support each action under this Contract in a manner allowing it to be readily located. And the Contractor will keep all Project-related records and documents at its principal place of business or at its office where the work was performed.

The Contractor will keep a separate account for the Project (the "Project Account"). All payments made from the Project Account will be only for obligations incurred in the performance of this Contract and will be supported by contracts, invoices, vouchers, and any other data needed to audit and verify the payments. All payments from the Project Account will be for obligations incurred only after the effective date of this Contract unless the State has given specific written authorization for making prior payments from the Project Account.

Audits. During the term of this Contract and for 3 years after the payment of the Contractor's Fee, on reasonable notice and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Project. This audit right will also apply to the State's duly authorized representatives and any person or organization providing financial support for the Project.

Unless it is impracticable to do so, all records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology need to access the records to the Contractor's office nearest Columbus whenever the State or anyone else with audit rights requests access to the Contractor's Project records. The Contractor will do so with all due speed, not to exceed 5 business days.

If any audit reveals any material deviation from the Project's specifications, any misrepresentation, or any overcharge to the State, the State will be entitled to recover damages, as well as the cost of the audit.

For each subcontract in excess of \$25,000.00, the Contractor will require its subcontractors to agree to the requirements of this section and of the record-keeping section. Subcontracts with smaller amounts involved need not meet this requirement. But the Contractor may not artificially break up contracts with its subcontractors to take advantage of this exclusion.

Equal Employment Opportunity. During the Project, the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, or Vietnam-era veteran status ("Protected Status"). The Contractor will ensure that applicants for employment and employees are treated without regard to their Protected Status.

The Contractor agrees to post notices with the provisions of this section in conspicuous places that are available to employees and applicants and to state in all solicitations and advertisements for employees that it is an equal opportunity employer.

Insurance. The Contractor will provide the following insurance coverage at its own expense throughout the term of this Contract:

- (a) Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the Project will be done. The Contractor will also maintain employer's liability insurance with at least a \$1,000,000.00 limit.
- (b) Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, property damage. The defense cost shall be outside of the policy limits. Such policy shall designate the State of Ohio as an additional insured, as its interest may appear. The policy will also be endorsed to include a blanket waiver of subrogation. At a minimum, the limits of the insurance shall be:

- \$ 2,000,000 General Aggregate
- \$ 2,000,000 Products/Completed Operations Aggregate
- \$ 2,000,000 Per Occurrence Limit
- \$ 1,000,000 Personal and Advertising Injury Limit
- \$ 100,000 Fire Legal Liability
- \$ 10,000 Medical Payments

The policy shall also be endorsed to provide the State with 30-day prior written notice of cancellation or material change to the policy. It is agreed upon that the Contractor's Commercial General Liability shall be primary over any other insurance coverage.

- (c) Commercial Automobile Liability insurance with a combined single limit of \$500,000.

- (d) Professional Liability insurance covering all staff with a minimum limit of \$1,000,000 per incident and \$3,000,000 aggregate. If the offeror's policy is written on a "claims made" basis, the offeror shall provide the state with proof of continuous coverage at the time the policy is renewed. If for any reason the policy expires, or coverage is terminated, the offeror must purchase and maintain "tail" coverage through the applicable statute of limitations.

The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

State Personnel. During the term of this Contract and for 1 year after completion of the Project, the Contractor will not hire or otherwise contract for the services of any state employee involved with the Project.

Bond. If the RFP provides a dollar amount for a performance bond, the Contractor will provide the State with a performance bond in that amount within 5 business days after execution of this Contract. The performance bond will serve as an assurance that the Contractor and all of its subcontractors will comply with all the requirements of this Contract. The performance bond will also indemnify the State against all direct damages it suffers from any failure of the Contractor to properly perform. The bond must be issued by a company authorized by Ohio's Department of Insurance to do business in Ohio. Failure of the Contractor to provide the performance bond on or before the date it is required to be delivered to the State will result in a breach of this Contract without a cure period and termination or suspension (or ultimately both) of this Contract for cause.

The bond will remain in effect for the duration of this Contract and any extensions of this Contract's initial term.

The terms of the bond must reflect the terms of this section, or the State will reject it and treat the failure of conformance as a failure by the Contractor to deliver the bond in a timely fashion.

The Contractor will be solely liable for all the costs associated with getting and keeping the performance bond in place.

Replacement Personnel. If the RFP contains the names of specific people who will work on the Project, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor will use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor will not remove those people from the Project without the prior, written consent of the State, except as provided below.

The Contractor may remove a person listed in the RFP from the Project if doing so is necessary for legal or disciplinary reasons. But the Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

The Contractor must have qualified replacement people available to replace any people listed by name in the RFP. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor will submit the resumes for 2 replacement people for each person removed or who otherwise becomes unavailable. The Contractor will submit the 2 resumes, along with such other information as the State may reasonably request, within 5 business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason(s). Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP, or should the Contractor fail to provide the notice required under this Section or fail to provide two qualified replacement candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default

specified elsewhere in this Contract will not apply. In the event of such a default, the State will have the right to terminate this Contract and to have the damages specified elsewhere in this Contract for termination due to default.

The State may determine that proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the work of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines will provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP, then such rejection will be deemed a termination for convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring, and right to ensure, that its operations are carried out in an efficient, professional, legal, and secure manner. The State, therefore, will have the right to require the Contractor to remove any individual working on the Project if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor will follow the procedures identified above for replacing unavailable people. This provision applies to people engaged by the Contractor's subcontractors if they are listed as key people on the RFP.

Suspension and Termination. The State may terminate this Contract if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State may also terminate this Contract if the Contractor violates any law or regulation in doing the Project, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice or if the breach is not one that is curable, the State will have the right to terminate this Contract. The State may also terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations 3 times. After the third notice, the State may terminate this Contract without a cure period if the Contractor again fails to meet any obligation. The 3 notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all. Those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

The State may also terminate this Contract for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Project. If a third party is providing funding for the Project, the State may also terminate this Contract should that third party fail to release any Project funds. The RFP identifies any third party source of funds for the Project.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor will immediately cease all work on the Project and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor will also immediately prepare a report and deliver it to the State. The report must detail the work completed at the date of termination, the percentage of the Project's completion, any costs incurred in doing the Project to that date, and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor will also deliver all the completed and

partially completed Deliverables to the State with its report. But, if delivery in that manner would not be in the State's interest, then the Contractor will propose a suitable alternative form of delivery.

If the State terminates this Contract for cause, it will be entitled to cover for the Project by using another contractor on such commercially reasonable terms as it and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Project to the extent that such costs, when combined with payments already made to the Contractor for the Project before termination, exceed the costs that the State would have incurred under this Contract. The Contractor will also be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause.

If the termination is for the convenience of the State, the Contractor will be entitled to compensation for any work on the Project that the Contractor has performed before the termination. Such compensation will be the Contractor's exclusive remedy in the case of termination for convenience and will be available to the Contractor only once the Contractor has submitted a proper invoice for such, with the invoice reflecting the amount determined to be owing to the Contractor by the State. The State will make that determination based on the lesser of the percentage of the Project completed or the hours of work performed in relation to the estimated total hours required to perform the entire applicable unit(s) of Work.

The State will have the option of suspending rather than terminating the Project where the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Project rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Project after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the amount of compensation due to the Contractor for work performed before the suspension will be determined in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any costs associated with a suspension for the State's convenience. No payment under this provision will be made to the Contractor until the Contractor submits a proper invoice.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. And the Contractor will prepare a report concerning the Project just as is required by this Section in the case of termination. After suspension of the Project, the Contractor will perform no work without the consent of the State and will resume work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Project. If the suspension is for the convenience of the State, then termination of the Contract will be a termination for convenience. If the suspension is with cause, the termination will also be for cause.

The State will not suspend the Project for its convenience more than once during the term of this Contract, and any suspension for the State's convenience will not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Project within the 30-day period, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and will indemnify the State for any liability to them. Each subcontractor will hold the State harmless for any damage caused to them from a suspension or termination. They will look solely to the Contractor for any compensation to which they may be entitled.

Representatives The State's representative under this Contract will be the person identified on the RFP or a subsequent notice to the Contractor as the "Project Representative." The Project Representative will review all reports made in the performance of the Project by the Contractor, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the complete Project. The Project Representative may assign a manager responsibilities for individual aspects of the Project to act as the Project Representative for those individual portions of the Project.

The Contractor's Project Manager under this Contract will be the person identified on the RFP as the "Project Manager." The Project Manager will conduct all liaison with the State under this Contract. Either party, upon written notice to the other party, may designate another representative. But the Project Manager may not be replaced without the approval of the State if s/he is identified in the RFP as a key individual on the Project.

Work Responsibilities. The State will be responsible for providing only those things expressly identified, if any, in the RFP. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and/or equipment or has voluntarily waived an inspection and will work with the equipment and/or facilities on an "as is" basis.

Normal working hours on State property are Monday through Friday, except for State holidays, from 8:00 a.m. to 5:00 p.m., Eastern Standard Time, with a 1 hour for lunch. The Contractor must plan to work within these time constraints.

The Contractor will assume the lead in the areas of management, design, and development of the Project. The Contractor will coordinate the successful execution of the Project and direct all Project activities on a day to day basis, with the advice and consent of the Project Representative. The Contractor will be responsible for all communications regarding the progress of the Project and will discuss with the Project Representative any issues, recommendations, and decisions related to the Project.

If the Project, or parts of it, requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor will complete an installation letter and secure the signature of Project Representative certifying that installation is complete and the Project, or applicable portion of it, is operational. The letter will describe the nature, date, and location of the installation, as well as the date it was certified as installed and operational by the Project Representative.

The Contractor will provide a written report to the Project Representative at least as often as the end of every other week throughout the term of the Project, or as otherwise provided in the RFP. The reports will include the number of hours worked by task and a percentage-to-completion rate, if applicable, as well as any other special requirements in the RFP.

Unless otherwise provided in the RFP, the Contractor will be responsible for obtaining all official permits, approvals, and similar authorizations required by any local, state, or Federal agency for the Project.

Changes. The State may make reasonable changes, within the general scope of the Project, in any one or more of the following: (I) Project tasks or subtasks; (ii) time or place of delivery; or (iii) period of performance. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Project, the Contractor will have the right to request a Change Order from the State. Scope of work changes will be managed as follows: pricing will be provided from the Contractor to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the Work. Within 5 business days after receiving the Change Order, the Contractor will sign it to signify agreement with it.

If a change causes an increase in the cost of, or the time required for, the performance of the Project, the Contractor will notify the State in writing and request an equitable adjustment in the Contractor's Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Project not described in a written Change Order, the Contractor must notify the State of the claim within 5 business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the relevant change was specifically ordered in writing by the State and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Project, as changed.

Where an equitable adjustment to the Contractor's fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, and the Contractor seeks an equitable adjustment in its Fee, the Contractor must submit its actual costs for materials needed for the change (or estimated amount if the precise amount of materials cannot be determined) and an estimate of the hours of labor required to do the work under the Change Order. The hours of labor will be broken down by employee position, and the actual hourly pay rate for each employee involved in the change must be provided. The total amount of the equitable adjustment for the Change Order will then be made based on the actual cost of materials (or estimated materials) and actual rate for each person doing the labor (based on the estimated hours of work required to do the change). Labor rates will be increased by 25% to cover benefits and taxes. The equitable adjustment for the Change Order will then be set based on this amount, plus 15% to cover overhead and profit. This amount will be the not-to-exceed amount of the Change Order. But if the change involves removing a requirement from the Project or replacing one part of the Project with the change, the State will get a credit for the work no longer required under the original scope of the Project. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor will be responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for work a subcontractor will do under a Change Order.

Excusable Delay. Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party must also describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom Contractor has no legal control.

Independent Status of the Contractor. The parties will be acting as independent contractors. The partners, employees, officers, and agents ("Personnel") of one party, in the performance of this Contract, will act only in the capacity of representatives of that party and not as Personnel of the other party and will not be deemed for any purpose to be Personnel of the other. Each party assumes full responsibility for the actions of its Personnel while they are performing services pursuant to this Contract and will be solely responsible for paying its Personnel (including withholding of and/or paying income taxes and social security, workers' compensation, disability benefits and the like). Neither party will commit, nor be

authorized to commit, the other party in any manner. The Contractor's subcontractors will be considered the agents of the Contractor for purposes of this Contract.

PART THREE: OWNERSHIP and HANDLING OF INTELLECTUAL PROPERTY and CONFIDENTIAL INFORMATION

Confidentiality. The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interests of the public, other contractors or potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information should be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

The Contractor agrees not to disclose any Confidential Information to third parties and to use it solely to do the Project. The Contractor will restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Project. The Contractor will be liable for the disclosure of such information whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor will not be liable for any unintentional disclosure of Confidential Information that results despite the Contractor's exercise of at least the same degree of care as it normally takes to safeguard its own secrets, except when the Contractor's procedures are not reasonable given the nature of the Confidential Information or when the disclosure nevertheless results in liability to the State.

The Contractor will not incorporate any portion of any Confidential Information into any work or product, other than a Deliverable, and will have no proprietary interest in any of the Confidential Information. Furthermore, the Contractor will cause all of its employees who have access to any Confidential Information to execute a confidentiality agreement incorporating the obligations in this section.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such: (1) was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) is independently developed by the Contractor; (3) is or becomes publicly available without breach of this Contract; (4) is rightfully received by the Contractor from a third party without an obligation of confidence; (5) is disclosed by the Contractor with the written consent of the State; or (6) is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) notifies the State of such order immediately upon receipt of the order and (b) makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor will return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but they will be obligated to the requirements of this section.

Ownership of Deliverables. All custom work done by the Contractor and covered by this Contract will be owned by the State, with all rights, title, and interest in all intellectual property that come into existence

through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor will provide the State with all assistance reasonably needed to vest such rights of ownership in the State. But the Contractor will retain ownership of all tools, methods, techniques, standards, and other development procedures, as well as generic and preexisting shells, subroutines and similar material incorporated in any custom Deliverable ("Pre-existing Materials") if the Contractor provides the non-exclusive license described in the next paragraph.

The Contractor may grant the State a worldwide, non-exclusive, royalty-free license to use, modify, sell, and otherwise distribute all Pre-existing Materials that are incorporated in any custom-developed Deliverable rather than grant the State ownership of the Pre-existing Materials. The Contractor will not include in any custom Deliverable any intellectual property unless such has been created under this Contract or qualifies as Pre-existing Material. If the Contractor wants to incorporate any Pre-existing Materials in a custom Deliverable, the Contractor must first disclose this and seek the State's approval for doing so in advance. On the request of the Contractor, the State will incorporate any proprietary notice the Contractor may reasonably want for any Pre-existing Materials included in a custom Deliverable in all copies the State makes of that Deliverable.

Subject to the limitations and obligations of the State with respect to Pre-existing Materials, the State may make all custom Deliverables available to the general public without any proprietary notices of any kind.

License in Commercial Material. As used in this section, "Commercial Material" means anything that has been developed at private expense by the Contractor or a third party, commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP or as an attachment referenced in the RFP, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the Federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to State secrets. Otherwise, the State will have the same rights and duties permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (8) of this section with respect to the software. The State will not use any Commercial Software except as provided in items (1) through (8) of this section or as expressly stated otherwise in this Contract. The Commercial Software may be:

- (1) Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred;
- (2) Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative;

- (3) Reproduced for safekeeping (archives) or backup purposes;
- (4) Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract;
- (5) Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract; and
- (6) Used or copied for use in or transferred to a replacement computer.

However:

- (7) If the Commercial Software delivered under this Contract is published and copyrighted, it is licensed to the State without disclosure prohibitions; but
- (8) If any Commercial Software is delivered under this Contract with the copyright notice in 17 U.S.C. 401, it will be presumed to be published, copyrighted, and licensed to the State without disclosure restrictions, unless a statement substantially as follows accompanies such copyright notice: "Unpublished -- rights reserved under the copyright laws of the United States." The State will treat such Commercial Software as Confidential Information to the extent that such is actually the case.

PART FOUR: REPRESENTATIONS, WARRANTIES AND LIABILITIES

General Warranties. The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) be in accordance with sound professional standards and the requirements of this Contract and without any material defects; (2) unless otherwise provided in the RFP, be the work solely of the Contractor; and (3) no Deliverable will infringe on the intellectual property rights of any third party.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) the Contractor has the right to enter into this Contract; (2) the Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) the Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control; (4) the Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) all hardware, software, firmware, and similar devices and materials provided under this Contract will "year 2000 compliant," meaning that the hardware, software, firmware, and similar devices and materials are designed to operate without regard to the turning of the century and processes dates in a manner that takes into account dates occurring before and after the turning of the century; and (6) the Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State.

The warranty regarding material defects is a 1-year warranty. All other warranties will be continuing warranties. If any portion of the Project fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor will correct such failure with all due speed or will refund the amount of the compensation paid for such portion of the Project. The Contractor will also indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable and to allow the Contractor to control the defense of the a claim. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor will do 1 of the following 4 things: (1) modify the Deliverable so that it is no longer infringing; (2) replace the Deliverable with an equivalent or better item; (3) acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) remove the Deliverable and refund the amount the State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

Software Warranty. If this Contract involves software as a Deliverable, then, on acceptance and for 12 months after the date of acceptance of any Deliverable that includes software, the Contractor warrants as to all software developed under this Contract that: (a) the software will operate on the computer(s) for which the software is intended in the manner described in the relevant software documentation, the Contractor's Proposal, and the RFP; (b) the software will be free of any material defects; (c) the Contractor will deliver and maintain relevant and complete software documentation, commentary, and source code; and (d) the source code language used to code the software is readily available in the commercial market, widely used and accepted for the type of programming involved, and support programming in the language is reasonably available in the open market; and (g) the software and all maintenance will be provided in a professional, timely, and efficient manner.

For Commercial Software licensed from a third party that is incorporated in a Deliverable, the Contractor represents and warrants that it has done 1 of the following 3 things: (a) obtained the right from the third-party licensor to commit to the warranties and maintenance obligations in this Section; (b) obtained a binding commitment from the licensor to make those warranties and maintenance obligations directly to the State; or (c) fully disclosed in the RFP any discrepancies between the requirements of this section and the commitment the third-party licensor has made.

In addition, for Commercial Software that is incorporated in a Deliverable, the Contractor will: (a) maintain or cause the third-party licensor to maintain the Commercial Software so that it operates in the manner described in the RFP (or any attachment referenced in the RFP) and relevant Commercial Software documentation; (b) supply technical bulletins and updated user guides; (c) supply the State with updates, improvements, enhancements, and modifications to the Commercial Software and documentation and, if available, the commentary and the source code; (d) correct or replace the Commercial Software and/or remedy any material programming error that is attributable to the Contractor or the third-party licensee; (e) maintain or cause the third-party licensor to maintain the Commercial Software and documentation to reflect changes in the subject matter the Commercial Software deals with; (f) maintain or obtained a commitment from the third-party licensor to maintain the Commercial Software so that it will properly operate in conjunction with changes in the operating environment in which it is designed to operate.

For purposes of the warranties and the delivery requirements in this Contract, software documentation means well written, readily understood, clear, and concise instructions for the software's users as well as a system administrator. The software documentation will provide the users of the software with meaningful instructions on how to take full advantage of all of the capabilities designed for end users. It also means installation and system administration documentation for a system administrator to allow proper control, configuration, and management of the software. Source code means the uncompiled operating instructions for the entire System. But the Contractor will not be obligation to provide source code for Commercial Software unless it is readily available from the licensor. The source code will be provided in the language in which it was written and will include commentary that will allow a competent programmer proficient in the source language to readily interpret the source code and understand the purpose of all routines and subroutines contained within the source code.

Equipment Warranty. If any electrical equipment, mechanical device, computer hardware, telecommunications hardware, or other type of physical machinery ("Equipment") will be a part of any Deliverable, the following warranties apply. The Contractor warrants that the Equipment fully complies with all government environmental and safety standards applicable to the Equipment. The Contractor also warrants for 1 year from the acceptance date of the Equipment that the Equipment will perform substantially in accordance with specifications described in the RFP, the user manuals, technical materials, and related writings published by the manufacturer for the Equipment. The foregoing warranties will not apply to Equipment that is modified or damaged after title passes to the State.

The Contractor will notify the State in writing immediately upon the discovery of any breach of the warranties given above.

The Contractor's will do the following if any Equipment does not meet the above warranties:

- (a) Cause the Equipment to perform as required, or, if that is not commercially practicable, then;
- (b) Grant the State a refund equal to the amount the State paid for the Equipment or, if such has not been individually priced, the manufacturer's suggested retail price for the Equipment.

Except where the Contractor's breach of a warranty makes it not possible for the State to do so, the State will return the affected Equipment to the Contractor in the case of a refund under the previous paragraph.

General Exclusion of Warranties. THE CONTRACTOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OTHER THAN THOSE EXPRESS WARRANTIES CONTAINED IN THIS CONTRACT. THE CONTRACTOR ALSO MAKES NO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE EXCEPT AS FOLLOWS: IF THE CONTRACTOR HAS BEEN ENGAGED UNDER THE SCOPE OF WORK IN THE RFP TO DESIGN SOMETHING TO MEET A PARTICULAR NEED FOR THE STATE, THEN THE CONTRACTOR DOES WARRANT THAT THE CONTRACTOR'S WORK WILL MEET THE STATED PURPOSE FOR THAT WORK.

Indemnity for Property Damage and Bodily Injury. The Contractor will indemnify the State for all liability and expense resulting from bodily injury to any person (including injury resulting in death) and damage to property arising out of the performance of this Contract, providing such bodily injury or property damage is due to the fault of the Contractor, its employees, agents, or subcontractors.

Responsibility. The Contractor will be responsible for any liability, claims, losses, and damages arising out of the performance of this Contract providing such liability, claim, loss, or damage is due to the fault or negligence of the Contractor, its employees, agents or subcontractors.

Limitation of Liability. The parties agree as follows:

- 1) The limitation in paragraph 3, does not apply to liability arising from third party claims or to sections in this document where the section expressly provides a right to particular damages such as indemnity.
- 2) Neither party is liable for any indirect, incidental or consequential loss or damage of any kind, including but not limited to lost profits, even if the parties have been advised, knew or should have known of the possibility of such damages.
- 3) The Contractor further agrees that the Contractor shall remain liable for all direct damages due to the Contractor's fault or negligence up to two times the cost of the products/services.

PART FIVE: ACCEPTANCE AND MAINTENANCE

Standards of Performance and Acceptance. If the RFP so indicates, there will be a period for performance testing of the Project. During the performance period, the State, with the assistance of the Contractor, will perform acceptance testing. The performance period will last up to 90 calendar days, during which time the Project must meet the standard of performance required by the RFP for 30 consecutive calendar days. The performance criteria in the RFP will be supplemented with the relevant user manuals, technical materials, and related writings, to the extent that the specifications in those writings supplement and refine rather than contradict the performance criteria in the RFP. Acceptance of the Project depends on a successful completion of the performance period defined in this section and the RFP. This section applies to the Project, and any part of it, as well as replacements or substitutes for the Project after completion of a successful performance period.

If the Project does not meet the standard of performance during the initial performance period, the State will give the Contractor details about the problems in a timely manner and in a useful and relevant form. Until all outstanding problems have been demonstrably corrected by the Contractor, the second performance period will not start, and the Project (or part thereof) will not be accepted. The second performance test will continue on a day-by-day basis until the standard of performance is met for a total of

30 consecutive calendar days or until the 90 day performance period has ended without meeting the standard of performance.

If the Project fails to meet the standard of performance after 90 calendar days from the start of the second performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State will have the right to request correction or replacement of the relevant portion of the Project.

The Project may have components that can be tested for acceptance individually. If that is so, there may be acceptance criteria listed on the RFP for each part of the Project that will be independently tested and accepted. But, unless the RFP expressly provides otherwise, the failure of any independently tested component to meet its acceptance criteria will give the State the right to reject the entire Project. Alternatively, if the State determines that it is in the State's interest to reject only the part of the Project that was independently and unsuccessfully tested, it may do so. If the State chooses this option, the State will be entitled to a refund or credit toward the Contractor's Fee equal to the cost of acquiring a replacement for the rejected component.

The acceptable level of performance for the Project will be 98.5%, unless otherwise specified in the RFP. The performance level for the Project is computed by dividing the sum of the uptime by the number of working hours during the test time. Uptime is defined as the total hours, rounded to the nearest quarter hour, during which all components of the Project are operational and all functions of the Project are available to its users. The number of working hours is defined as the total number of working hours for the period during which the Project was scheduled to be available to its users. Uptime and downtime will be measured in hours and quarter hours.

The Project downtime is that period when any part of the Project is inoperable due to failure of the Project or a particular Deliverable to operate according to the specifications in the RFP, the user documentation, or the published technical specifications.

During a period of downtime, the State may use operable components of the Project when that will not interfere with repair of inoperable components of the Project.

Downtime will start from the time the State notifies the Project Manager of the inoperable condition of the Project until the Project is returned in proper operating condition.

The Project will not be accepted until the performance period is complete.

Should it be necessary, the State may delay the start of the performance period, but the delay will not exceed 30 consecutive calendar days after the scheduled date for implementation of the Project. Such a delay will not be considered a suspension of work under the Suspension and Termination section of this Contract.

Alternative form of Acceptance. If this Contract does not involve software or Equipment as a Deliverable, then the preceding section will not apply and there will be no formal acceptance procedure unless the RFP expressly provides otherwise. If the RFP does not provide otherwise, the acceptance procedure will be an informal review by the Project Representative to ensure that each Deliverable and the Project as a whole comply with the requirements of this Contract. The Project Representative will have up to 30 calendar days to do this. No formal letter of acceptance will be issued, and passage of the 30 calendar days will imply acceptance, though the State will issue a notice of noncompliance if a Deliverable or the Project as a whole does not meet the requirements of this Contract. If the Project Representative issues a letter of noncompliance, then the Contractor will have 30 calendar days to correct the problems listed in the noncompliance letter. If the Contractor fails to do so, the Contractor will be in default without a cure period. If the Project Representative has issued a noncompliance letter, the Deliverables or the Project as a whole will not be accepted until the Project Representative issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the

problems have been fixed during the 30 day period, the Project Representative will issue the acceptance letter within 15 calendar days.

If the Project fails to meet the standard of performance after 90 calendar days from the start of the performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State will have the right to request correction or replacement of the relevant portion of the Project.

Passage of Title. Title to any Deliverable will pass to the State only on acceptance of the Deliverable. All risk of loss, regardless of the cause, will remain with the Contractor until title to the Deliverable passes to the State.

Software Maintenance. If this Contract involves software as a Deliverable, then, during the warranty period, the Contractor will correct any material programming errors that are attributable to the Contractor within a reasonable period of time. But the State must notify the Contractor, either orally or in writing, of a problem with the software and provide sufficient information for the Contractor to identify the problem.

The Contractor's response to a programming error will depend upon the severity of the problem. For programming errors that slow the processing of data by a small degree, render minor and non-critical functions of the System inoperable or unstable, or require users or administrators to employ work-arounds to fully use the software, Contractor will respond to the request for resolution within 4 business hours. And the Contractor must begin working on a proper solution for the problem within 1 business day, dedicating the resources of at least 1 qualified programmer full-time to fixing the problem. For any defects with more significant consequences, including those that render key functions of the system inoperable or significantly slow processing of data, the Contractor will respond within 2 business hours of notice. Additionally, the Contractor must begin working on a proper solution for the problem immediately after responding and, if requested, provide on-site assistance and dedicate all available resources to resolving the problem.

For software classified as Commercial Software in the Ownership of the Work section and for which the State has not signed a separate license agreement, the Contractor will acquire the right to maintenance for 1 year. That maintenance will be the third-party licensor's standard maintenance program. But, at a minimum, that maintenance program must include all new releases, updates, patches, and fixes to the software. It will also include a commitment to keep the software current with the operating environment in which it is designed to function (and, if applicable, the subject matter covered by the software) and to correct material defects in the software in a timely fashion. Additionally, the Contractor will obtain a commitment from the licensor to make maintenance available for the product for at least 4 years after the first year of maintenance. The Contractor will also obtain a commitment from the licensor to limit increases in the annual fee for maintenance to no more than 10% annually. If the licensor is unable to provide maintenance during that 5 year period, then the licensor must be committed to doing 1 of the following 2 things: (a) give the State a *pro rata* refund of the license fee based on a 5-year useful life; or (b) release the source code for the software to the State for use by the State solely for the purpose of maintaining the copy(ies) of the software for which the State has a proper license. For purposes of receiving the source code, the State agrees to treat it as confidential and to be obligated to the requirements under the Confidentiality section of this Contract with respect to the source code. That is, with respect to the source code that the State gets under this section, the State will do all the things that the Confidentiality section requires the Contractor to do in handling the State's Confidential Information.

Equipment Maintenance. If this Contract involves Equipment as a Deliverable, then, on delivery and for 12 months after acceptance, the Contractor will provide Equipment maintenance to keep the Equipment in or restore the Equipment to good working order. This maintenance will include preventative and remedial maintenance, installation of safety changes, and installation of engineering changes based upon the specific needs of the individual item of Equipment. This maintenance will include the repair, replacement, or exchange deemed necessary to keep the Equipment to good working order. For purposes of this Contract, Equipment restored to good working condition means Equipment that performs in accordance with the manufacturer's published specifications and the RFP.

The Contractor will exert its best efforts to perform all fault isolation and problem determination attributed to the Equipment covered under this Contract.

The following services are outside the scope of this Contract:

- a. Maintenance to bring the Equipment into compliance with any law, rule, or regulation if such law, rule, or regulation was not in effect on the acceptance date.
- b. Repair and replacement work or increase in maintenance time as a result of damage or loss resulting from casualty or the State's misuse of the Equipment, damage resulting from improper packing or failure to follow prescribed shipping instructions (if such is done by the State), failure of electrical power, air conditioning or humidity control, use of supplies not approved by the original manufacturer of the Equipment as described or included in the Contractor's Proposal, or causes other than ordinary use of the Equipment.
- c. Furnishing platens, supplies, or accessories, making specification changes, or adding or removing approved accessories, attachments, or other devices.
- d. Maintenance or any increase in maintenance time resulting from any maintenance or inappropriate connection to other equipment (not done by the Contractor) that results in damage to the Equipment.
- e. Activities required to restore the Equipment to good operating condition if the problem has resulted from someone other than Contractor's authorized service personnel repairing, modifying, or performing any maintenance service on the Equipment.

Equipment Maintenance Standards. This section applies if Equipment will be a Deliverable under this Contract.

Remedial Equipment maintenance by the Contractor will be completed within 8 business hours after notification by the State that maintenance is required. In the case of preventative maintenance, the Contractor will perform such in accordance with the manufacturer's published schedule and specifications. If maintenance is not completed or substitute equipment provided within 8 hours after notification by the State, the Contractor will be in default.

All maintenance will also meet any standards contained in the RFP. Failure of the Contractor to meet or maintain these requirements will provide the State with the same rights and remedies specified elsewhere in the RFP for default, except that the Contractor will only have 8 hours to remedy a default.

The Contractor will provide adequate staff to provide the maintenance required by this Contract.

Equipment Maintenance Continuity. This section applies if Equipment will be a Deliverable under this Contract.

If the Contractor is unable to provide maintenance services to meet the State's ongoing performance requirements and if, in the State's sole opinion, the Contractor is unlikely to resume providing warranty services that meets the State's ongoing performance requirement, the Contractor will be in default. The State then will be entitled to the remedies in the default section of this Contract. But the State will also be entitled to the following items from the Contractor: (a) all information necessary for the State to perform the maintenance, including logic diagrams, maintenance manuals and system and unit schematics, as modified by the Contractor; and (b) a listing of suppliers capable of supplying necessary spare parts.

Any information in items (a) and (b) above that is rightfully identified by the Contractor as proprietary information will be maintained in confidence by the State except where disclosure to a third party is

necessary for the State to continue the maintenance. But any third party to whom disclosure is made will agree to hold such proprietary information in confidence and to make no further disclosure of it. Further, the State agrees that any such proprietary information will be used solely to perform the Contractor's maintenance obligations hereunder and will be returned to the Contractor upon completion of the such use.

Principal Period of Maintenance (General). This section applies if software or Equipment will be a Deliverable under this Contract.

Maintenance will be available 9 working hours per weekday, between 8:00 a.m. and 5:00 p.m. Eastern Standard Time. Travel time and expenses related to remedial and preventive maintenance will not be considered billable but will be included in the Contractor's firm, fixed Fee for the Project during the warranty period and a part of the annual maintenance fee during later annual maintenance periods.

Maintenance Access (General). This section applies if software or Equipment will be a Deliverable under this Contract.

The Contractor will keep the Project in good operating condition during the warranty period and any annual maintenance period during which the State contracts for continued maintenance, and the State will provide the Contractor with reasonable access to the Project to perform maintenance. All maintenance that requires the Project to be inoperable must be performed outside the State's customary working hours except when the Project is already inoperable. Preventive or scheduled maintenance will be performed at mutually agreeable times, within the parameters of the manufacturer's published schedule.

Key Maintenance Personnel (General). This section applies if software or Equipment will be a Deliverable under this Contract.

The Contractor will identify all key people who will provide maintenance on the Project, furnish the State with a means of identifying these people, furnish the State with their credentials, and notify the State at least 30 calendar days in advance of any reductions in staffing levels of key people at the office serving the State.

PART SIX: CONSTRUCTION

Entire Document. This Contract is the entire agreement between the parties with respect to the subject matter and supersedes any previous statements or agreements, whether oral or written.

Binding Effect. This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

Amendments – Waiver. No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective. And either party may at any later time demand strict performance.

Severability. If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

Construction. This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

Headings. The headings used herein are for the sole sake of convenience and will not be used to interpret any section.

Notices. For any notice under this Contract to be effective it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

Continuing Obligations. The terms of this Contract will survive the termination or expiration of the time for completion of Project and the time for meeting any final payment of compensation, except where such creates an absurdity.

PART SEVEN: LAW and COURTS

Compliance with Law. The Contractor agrees to comply with all applicable Federal, state, and local laws in the conduct of the Work.

Drug-Free Workplace. The Contractor will comply with all applicable state and Federal laws regarding keeping a drug-free workplace. The Contractor will make a good faith effort to ensure that all the Contractor employees, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

Conflicts of Interest. No Personnel of the Contractor may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor will not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Project to acquire an interest in anything or any entity under the Contractor's control if such an interest would conflict with that official's or employee's duties. The Contractor will disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. And the Contractor will take steps to ensure that such a person does not participate in any action affecting the work under this Contract. But this will not apply when the State has determined, in the light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

Ohio Ethics and Elections Law. The Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio ethics law, O.R.C. §102.04. The Contractor affirms that, as applicable to the Contractor, no party listed in Division (I) or (J) of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the 2 previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

Injunctive Relief. Nothing in this Contract is intended to limit the State's right to injunctive relief if such is necessary to protect its interests or to keep it whole.

Assignment. The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State.

Governing Law. This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

ATTACHMENT FOUR: SAMPLE CONTRACT

**A CONTRACT BETWEEN
THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
ON BEHALF OF THE DEPARTMENT OF REHABILITATION AND CORRECTION
AND**

(CONTRACTOR)

THIS CONTRACT, which results from CSP#0A04006, entitled ODRC – Inmate Trust Fund Accounting (Cashier) and Canteen (Commissary) System is between the State of Ohio, through the Department of Administrative Services, Information Technology Governance Division, on behalf of the Department of Rehabilitation and Correction (the "State") and _____(the "Contractor").

If this RFP results in a contract award, the Contract will consist of this RFP including all attachments, written amendments to this RFP, the contractor's proposal, and written, authorized amendments to the contractor's proposal. It will also include any materials incorporated by reference in the above documents and any change orders issued under the Contract. The form of the Contract is this one page attachment to the RFP, which incorporates by reference all the documents identified above. The general terms and conditions for the Contract are contained in another attachment to the RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The contractor's proposal, as amended, clarified, and accepted by the state; and
4. The documents and materials incorporated by reference in the contractor's proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

This Contract has an effective date of the later of _____, 20____, or the occurrence of all conditions precedent specified in the General Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO
Sample DEPARTMENT OF ADMINISTRATIVE SERVICES

By: _____

By: Scott Johnson

Title: _____

Date _____

Date _____

Do Not Complete

ATTACHMENT FIVE: COST SUMMARY FORM

DESIGN ACCEPTANCE	\$ _____
PHASE ONE PILOT IMPLEMENTATION and ACCEPTANCE	\$ _____
PHASE ONE COMPLETE IMPLEMENTATION AND ACCEPTANCE	\$ _____
PHASE ONE - PROOF OF CONCEPT ACCEPTANCE	\$ _____
PHASE TWO IMPLEMENTATION and ACCEPTANCE	\$ _____
PHASE THREE IMPLEMENTATION and ACCEPTANCE	\$ _____
PHASE FOUR IMPLEMENTATION and ACCEPTANCE	\$ _____
PHASE FIVE IMPLEMENTATION and ACCEPTANCE	\$ _____
PHASE SIX IMPLEMENTATION and FINAL SYSTEM ACCEPTANCE	\$ _____

TOTAL SYSTEM IMPLEMENTATION: \$ _____

Ongoing Support – Year One after Warranty Expiration	\$ _____
Ongoing Support – Year Two after Warranty Expiration	\$ _____
Ongoing Support – Year Three after Warranty Expiration	\$ _____

TOTAL NOT TO EXCEED FIXED PRICE: \$ _____

ATTACHMENT SIX: ODRC PHASE DESCRIPTIONS

Institutions are listed by phase and installation order.

Security Levels: 1-minimum; 2-medium; 3-close; 4-maximum; 5-super-max

Size: inmate population as of 1 June 2002

PHASE 1 – SEVEN INSTALLATIONS

Correctional Reception Center (CRC)

11271 St. Rt. 762
Orient, Ohio 43146
614-877-2441

Security Level: 3
Size: 1871
Special Considerations: Reception Center; cadre shopping only; high inmate turnover to parent institutions

Madison Correctional Institution (MaCI)

1851 St Rte 56
London, Ohio 43140
740-852-9777

Security Level: 1 and 3
Size: 2063
Special Considerations: Single cashier, dual commissaries

Ohio Reformatory for Women (ORW)

1479 Collins Avenue
Marysville, Ohio 43040
937-642-1065

Security Level: 1,2,3, and 4
Size: 1796
Special Considerations: Bagged camp; Infant "accounts"

Corrections Medical Center (CMC)

1990 Harmon Ave.
Columbus, Ohio 43223
614-445-5960

Security Level: 5
Size: 110
Special Considerations: Uses commissaries from FPRC and PCI; tobacco-free

Franklin Pre-Release Center (FPRC)

1800 Harmon Avenue
Columbus, Ohio 43223
614-445-8600

Security Level: 1 and 2
Size: 479
Special Considerations: Small commissary area; large selection; items pulled, bagged, scanned, then rebagged; bag for CMC

Pickaway Correctional Institution (PCI)

11781 St. Rt. 762
Orient, Ohio 43146
614-877-4362

Security Level: 1
Size: 2158
Special Considerations: Camp; bag for CMC and Frasier hospital; proof of concept site

Southern Ohio Correctional Facility (SOCF)

1724 St. Rt. 728
Lucasville, Ohio 45699
740-259-5544

Security Level: 4
Size: 1419
Special Considerations: Shopping is fully bagged

PHASE 2 – SEVEN INSTITUTIONS

Richland Correctional Institution (RiCI)

1001 Olivesburg Road
Mansfield, Ohio 44905
419-526-2100

Security Level: 1 and 2
Size: 2289
Special Considerations:

Mansfield Correctional Institution (ManCI)

St.Rte. 13
Mansfield, Ohio 44901
419-525-4455

Security Level: 3
Size: 2312
Special Considerations: Camp

Marion Correctional Institution (MCI)

9400 Marion-Williamsport Road
Marion, Ohio 43302
740-382-5781

Security Level: 1 and 2
Size: 1773
Special Considerations: Camp

North Central Correctional Institution (NCCI)

670 Marion-Williamsport Road
Marion, Ohio 43302
740-387-7040

Security Level: 1 and 2
Size: 2070
Special Considerations:

Allen Correctional Institution (ACI)

2338 N. West Street
Lima, Ohio 45801
419- 224-8000

Security Level: 2
Size: 1164
Special Considerations:

Lima Correctional Institution (LCI)

2350 North West Street
Lima, Ohio 45802
419-225-8060

Security Level: 1 and 2
Size: 1618
Special Considerations:

Oakwood Correctional Facility (OCF)

3200 North West Road
Lima, Ohio 45801
419-225-8052

Security Level: 3
Size: 173
Special Considerations: Small commissary area

PHASE 3 – FIVE INSTITUTIONS

Warren Correctional Institution (WCI)

5787 St Rt. 63
Lebanon, Ohio 45036
513-932-3388

Security Level: 3
Size: 1126
Special Considerations:

Lebanon Correctional Institution (LeCI)

St. Rte. 63
Lebanon, Ohio 45036
513-932-1211

Security Level: 3
Size: 1679
Special Considerations: Camp

London Correctional Institution (LoCI)

1580 St. Rt. 56
London, Ohio 43140
614-852-2454

Security Level: 1 and 2
Size: 2033
Special Considerations: Camp

Dayton Correctional Institution (DCI)

4104 Germantown Street
Dayton, Ohio 45417
937-263-0058

Security Level: 2
Size: 468
Special Considerations:

Montgomery Education and Pre-Release Center (MEPRC)

1901 Gettysburg Avenue
Dayton, Ohio 45418
937-262-9853

Security Level: 1
Size: 324
Special Considerations: Very small commissary sales area

PHASE 4 – SIX INSTITUTIONS

Chillicothe Correctional Institution (CCI)
15802 St. Rt. 104 North
Chillicothe, Ohio 45601
740-774-7080

Security Level: 2
Size: 2287
Special Considerations:

Ross Correctional Institution (RCI)
16149 St. Rt. 104
Chillicothe, Ohio 45601
740-774-7050

Security Level: 1 and 2
Size: 2100
Special Considerations: Camp

Southeastern Correctional Institution (SCI)
5900 B.I.S. Road
Lancaster, Ohio 43130
740-653-4324

Security Level: 1 and 2
Size: 1457
Special Considerations:

Hocking Correctional Facility (HCF)
16759 Snake Hollow Road
Nelsonville, Ohio 45764
740-753-1917

Security Level: 1 and 2
Size: 437
Special Considerations:

Noble Correctional Institution (NCI)
15708 St. Rt. 78 West
Caldwell, Ohio 43724
740-732-5188

Security Level: 2
Size: 1894
Special Considerations:

Belmont Correctional Institution (BeCI)
68518 Bannock Road
St. Rt. 331, P.O. Box 540
St. Clairsville, Ohio 43950
740-695-5169

Security Level: 1 and 2
Size: 2119
Special Considerations: Camp;

PHASE 5 – SIX INSTITUTIONS

Lorain Correctional Institution (LorCI)
2075 South Avon-Beldon Road
Grafton, Ohio 44044
440-748-1049

Security Level: 3
Size: 1747
Special Considerations: Reception Center; high inmate turnover to parent institutions

Grafton Correctional Institution (GCI)
2500 South Avon-Beldon Road
Grafton, Ohio 44044
440-748-1161

Security Level: 1 and 2
Size: 1340
Special Considerations: Bagged camp

Ohio State Penitentiary (OSP)
878 Coitsville-Hubbard Road
Youngstown, Ohio 44505
330-743-0700

Security Level: 5 and 1
Size: 497
Special Considerations: Camp sold POS, main sales bagged

Trumbull Correctional Institution (TCI)
5701 Burnett Road
Leavittsburg, Ohio 44430-0901
330-898-0820

Security Level: 1 and 3
Size: 1460
Special Considerations: Camp

RFP #0A04006

ODRC – Inmate Trust Fund Accounting (Cashier) and Canteen (Commissary) System

Northeast Pre-Release Center (NEPRC)

2675 East 30th Street
Cleveland, Ohio 44115
216-771-6460

Security Level: 1 and 2

Size: 623

Special Considerations: Very small commissary area

Toledo Correctional Institution (ToCI)

2001 East Central Avenue
Toledo, Ohio 43608
419-726-7977

Security Level: 1 and 3

Size: 748

Special Considerations: Camp

PHASE 6 – TWO INSTITUTIONS (PRIVATELY-RUN)

Lake Erie Correctional Institution (LaECI)

501 Thompson Road
Conneaut, Ohio 44030
440-599-5000

Security Level: 1 and 2

Size: 1378

Special Considerations: Private

North Coast Correctional Treatment Facility (NCCTF)

2000 South Avon Belden Road
Grafton, Ohio 44044
440-748-5000

Security Level: 1

Size: 549

Special Considerations: Private

ATTACHMENT SEVEN: EQUIPMENT QUANTITIES

	Workstations				Printers			POS		
	Cashier	Comm	Camp	Lookup	Cashier	Comm	POS	Scanners	Data Coll	Scanner
Phase 1										
CRC	5	2		1	1	1	1	1	1	1
MaCI	4	4		2	1	2	2	2	2	2
ORW	2	2		1	1	1	1	1	1	1
CMC	1				1					
FPRC	1	2		1	1	1	1	1	1	1
PCI	5	2	1	2	1	1	2	2	1	2
SOCF	3	2			1	1	1	1	1	1
Sub-Total	21	14	1	7	7	7	8	8	7	8
Phase 2										
RiCI	3	2		1	1	1	1	1	1	1
ManCI	3	2		1	1	1	1	1	1	1
MCI	3	2	1	2	1	1	2	2	1	2
NCCI	3	2		1	1	1	1	1	1	1
ACI	2	2		1	1	1	1	1	1	1
LCI	3	2		1	1	1	1	1	1	1
OCF	1	2		1	1	1	1	1	1	1
Sub-Total	18	14	1	8	7	7	8	8	7	8
Phase 3										
WCI	2	2		1	1	1	1	1	1	1
LeCI	3	2	1	2	1	1	2	2	1	2
LoCI	2	2	1	2	1	1	2	2	1	2
DCI	1	2		1	1	1	1	1	1	1
MEPRC	1	2		1	1	1	1	1	1	1
Sub-Total	9	10	2	7	5	5	7	7	5	7
Phase 4										
CCI	4	2		1	1	1	1	1	1	1
RCI	4	2	1	2	1	1	2	2	1	2
SCI	2	2		1	1	1	1	1	1	1
HCF	1	2		1	1	1	1	1	1	1
NCI	3	2		1	1	1	1	1	1	1
BeCI	4	2	1	2	1	1	2	2	1	2
Sub-Total	18	12	2	8	6	6	8	8	6	8
Phase 5										
LorCI	2	2		1	1	1	1	1	1	1
GCI	2	2		1	1	1	1	1	1	1
TCI	3	2	1	2	1	1	2	2	1	2
OSP	3	1	2	1	1	1	2	2	1	1
NEPRC	1	2		1	1	1	1	1	1	1
ToCI	3	2	1	2	1	1	2	2	1	2
Sub-Total	14	11	4	8	6	6	9	9	6	8

ATTACHMENT SEVEN: EQUIPMENT QUANTITIES (continued)

	Workstations				Printers			POS		
	Cashier	Comm	Camp	Lookup	Cashier	Comm	POS	Scanners	Data Coll	Scanner
Phase 6										
LaECI	2	2		1	1	1	1	1	1	1
NCCTF	1	2		1	1	1	1	1	1	1
Sub-Total	3	4	0	2						
Totals	83	65	10	40	33	33	42	42	33	41

ATTACHMENT EIGHT: REPORTS

Cashier’s Office

Report Title/Type	Frequency	Information Provided
Data Entry Journals	Daily	Detail and summary information for transactions posted to inmate accounts for the day. There must be separate detailed reports and a one-page summary for each type and area of entry (cashier’s office, mail room, medical, RIB). An aggregate report for all transactions posted must also be available.
Inmate Balance	Daily	Detail and summary of the day’s transactions for each inmate account, including beginning and ending balances.
Office Balance Sheet:	Daily	Summary view of all transactions affecting the institution accounts.
Bonus Processing	Monthly	Detail and summary information for bonuses posted to inmate accounts
Cashbook Balances	Monthly	Summary information for each account for the institution.
Check Reconciliation	Monthly	Detail and summary information for cleared and outstanding checks and deposits and for other account transactions during the previous month.
Check Register	Monthly	Detail and summary information for the selected range of checks from the selected account.
Cleared Accounts Reports (produced automatically)	Monthly	Detail and summary information for accounts that are automatically cleared at the end of each month.
Cleared Accounts Reports (produced manually)	Monthly	Detail and summary information for accounts that are manually cleared.
Commissary Receivable / Payable	Monthly	Detail and summary information on receipts to and disbursements from the commissary account.
Commissions	Monthly	Detail and summary information for all sales resulting in commissions during the previous month. Reports must be available for each inmate and each type of commission.
Earnings	Monthly	Detail and summary information on inmate accounts which have earned (received pay) in excess of a default amount of \$400 (four hundred dollars) during the user-selected fiscal or calendar period. The user must be able to change the dollar amount and choose fiscal or calendar year.
Indigent Inmates	Monthly	Detail and summary information on indigent inmates at an institution.
Month-End	Monthly	Detail and summary information on all inmate account transactions for the given month, including beginning and ending balances and any status change information (transferred, released, etc.).
Payments (includes Court, Child Support, RIB Reduction, and Medical Co-Payments)	Monthly	Detailed and summary information for payments made by an inmate for all court collection orders. A separate report is required for each collection order for which an inmate is responsible. Aggregate reports for the institution must also be available.
Payroll	Monthly	Detailed information regarding the amount of pay posted to each inmate’s account for the previous month. There must be separate detailed reports and a one-page summary for each type of pay. An aggregate report for all payroll posted must also be available.
Petty Cash Summary	Monthly	Detail and summary information for paid and outstanding transactions from the petty cash fund.

Report Title/Type	Frequency	Information Provided
Release Journal	Monthly	Detailed information on inmates released from an institution during the previous month. This report includes separate information for: Release money, EPC balances, account balances, and investments. There must also be a separate invoice with summary information that may be submitted for reimbursement.
Sales Tax	Monthly	Detail and summary information for each account including amounts due, paid, and outstanding balance, based on the individual county's tax rate.
6-Month History	Periodic	Average daily balance and average monthly deposit information for use in court case filing fee determination. If the inmate has been in the system for less than 6 months, then all available information must be included, and the report generated must indicate that the information is only for the period of time the inmate has been in the system. <ul style="list-style-type: none"> • Totaling the average monthly balances and dividing that sum by 6 determine the 6-month average balance. • Totaling the daily balances during the month and dividing that sum by the number of days in the month calculate the average monthly balance. • Totaling all deposits for each month and dividing that sum by 6 determine the 6-month average deposit.
Account Transactions	Periodic	Detail and summary information on the user-selected account (excludes Inmate Personal Account). The user must also be able to select the time period for the report. Selection of multiple accounts must result in a separate report for each account.
Collection Orders	Periodic	Detail and summary information on inmates with collections procedures in place. Aggregate information for each type of collection for the institution must also be available.
Collections (including AR5120, State, Federal and Outstanding)	Periodic	Detailed and summary information for paid and outstanding collections for each inmate. Separate reports must be available for each inmate, each collection type, and institutional aggregate information. The user must be able to select the time period and specify whether the report should include: <ul style="list-style-type: none"> ▪ Open collections, ▪ Closed (completed) collections, or ▪ All collections. Also provide detailed and summary information regarding: <ul style="list-style-type: none"> ▪ Total amount owed, ▪ Amounts paid, ▪ Balance due, and ▪ Case information for each type of collection ODRC is required to make.
Contacts	Periodic	List of inmates who received money from or sent money to a user-specified visitor or vendor (name and/or address as specified by user), including dollar amounts and dates. Also used to provide list of visitors and vendors with whom an inmate may have contact.
Demand Statement	Periodic	Historical transactions for individual inmates or a range of inmate numbers for a user-defined date range which includes the beginning balance for that period, transactions in date/time order, available balance after each transaction, and ending balance for the period. Each inmate's information must be separate.

Report Title/Type	Frequency	Information Provided
Earned Less Than	Periodic	Detail and summary information on inmates who have received less than a user-defined minimum dollar amount for a specified time period.
Encumbered Funds and Balances	Periodic	Detail and summary information on encumbered funds and available balances in the user-selected account(s). Selection of multiple accounts must result in a separate report for each account.
EPC Balance	Periodic	Detailed and summary information for EPC amounts at the institution.
General Profit and Loss and Accountability Statements	Periodic	These financial statements must be available for inmate personal services and industrial arts funds, with the ending balance information from one-month automatically populating the beginning balances for the next month. Generic statements (fill-in-the-blanks) must be available for other activities requiring such statements (e.g., club fund raising projects).
Hold	Periodic	Detail and summary information for each type of hold for inmates with holds on their accounts.
Inactive Inmate	Periodic	Detail and summary information regarding accounts of inmates who have been released from institutional control. Separate reports must be available for zero, positive, and negative account balances for inmates released from each institution. A statewide aggregate report is also required.
Inmate Investments	Periodic	Detailed and summary information for investments (CDs and EE Savings Bonds) held by inmates at each institution. Reports must be available for individual inmates and investment types. Aggregate reports for the institution must also be available.
Negative Balance	Periodic	Detail and summary information on inmates with negative balances at an institution.
Outstanding Medical	Periodic	Detail and summary information for outstanding medical co-payments (debts) for inmates at an institution.
Received More Than	Periodic	Detail and summary information on inmates who have received more than a user-defined maximum dollar amount for a specified time period.
RIB	Periodic	Detailed and summary information on inmates with RIB fines, reductions in future pay and money order restrictions.
Roster	Periodic	List of active inmates at an institution. These reports must be available by inmate name, number, and lock location.
Status Code	Periodic	Detail and summary list of inmate information in a specific status.
To/From Institution History	Periodic	Date and institution from which inmates were received and the date and to which institution inmates were transferred. User must be able to select the range of institutions to be included and the range of inmate numbers.
Transaction History (including medical, postage, and RIB transactions)	Periodic	Detailed and summary information on inmate account transactions. The user must be able to select the time period, range of transaction types, and individual or a range of inmates. There must be separate detailed reports for each area and type of entry (cashier, mailroom, medical, RIB). An aggregate report for all transactions posted regardless of area must also be available.
Under 21	Periodic	Detail and summary information on inmates under 21 years of age who have a balance in excess of a centrally defined amount (currently \$893) during a user specified period.

Report Title/Type	Frequency	Information Provided
Voucher Reports	Periodic	Single-page summaries of purchase orders and related invoices that are prepared to authorize payment of the invoices.
Weekly Pay-In	Weekly	Detail and summary information of general revenue receipts for the period.

Commissary

Report Title/Type	Frequency	Information Provided
Balances	Daily	List of inmates and available shopping balances for the selected shopping cycle.
Sales Journal	Daily	Detailed and summary information on regular commissary sales totals for the given shopping cycle, including the percentage of available balance spent. The user must be able to specify enter a “dollar limit,” and inmates whose purchases for the cycle exceed that dollar limit must be flagged.
A2 Adjustments	Monthly	Detailed and summary information for all items removed from or added to inventory for a specific reason (bonus items, items removed from stock for commissary use, damaged items, old stock, and “other” which requires a description).
Accountability Statement	Monthly	Summary information regarding the commissary’s inventory value for the period.
Cost/Sales	Monthly	Detailed and summary cost and sales information for all items available for resale. The user must be able to select specific or all categories for this report.
Final Physical Inventory	Monthly	Current, detailed list of item quantities after the physical inventory adjustment process is complete.
Inventory Receiving Journal	Monthly	Detailed and summary information on items received.
Negative Item Balance	Monthly	Detailed and summary information on any items for resale that have negative balances (quantities-on-hand). Reports must be available for each location as well as aggregate institution information.
Physical Inventory Adjustment	Monthly	Detailed list of items that had their computer count changed as a result of accepting the physical count.
Physical Inventory Count	Monthly	List of active items in each section of the commissary and a blank line on which the actual count may be written.
Physical Inventory Discrepancy	Monthly	Detailed list of items for which entered physical count did not match the computer count.
Profit and Loss Statement	Monthly	Summary information regarding the commissary’s overall profit or loss margin for the period.
Quantity Sold	Monthly	Detailed and summary quantity sold information for all items available for resale. The user must be able to select specific or all categories for this report.
Sales (including regular commissary, group, indigent, and institutional sales)	Monthly	Detailed and summary information on sales for the user-selected period, available for each type of sale.
Stock Status	Monthly	Detailed and summary information for selected overhead and resale items.
Vendor History Journal	Monthly	Detailed and summary information on all transactions with vendors.
Inactive Items	Periodic	Detailed and summary information on items which were sold for part of the fiscal year and which are no longer active in the institution.
Inventory Price Book	Periodic	Description and retail (selling) price for all items available for resale. The user must be able to select specific or all counters

Report Title/Type	Frequency	Information Provided
		and categories.
Inventory Spot Check	Periodic	List of and computer counts for a user-selected range of active items for a user-selected section of the commissary.
Item Cross Reference	Periodic	Detailed list of items by item number with the corresponding description and UPC code.
Item Detail	Periodic	Detailed and summary information for a selected item or group of items for quantity, cost, and price information.
Item History	Periodic	Detailed and summary information on orders and receipts for the selected items, including primary vendor and last vendor purchased information.
Item Purchase	Periodic	Detailed and summary information on which inmates (and shopping cycles) purchased a specific item or group of items during the user-selected period.
Item Summary	Periodic	Detailed and summary item and vendor information for selected items at the institutions.
Low Balance	Periodic	Detailed and summary information by vendor on items whose quantity on hand is at or below its reorder levels point
Maintain Levels	Periodic	Information on each item and its associated quantities for reordering, and the actual, minimum, and maximum stock on hand.
New Items	Periodic	Detailed list of all new items added to the commissary items database for central administrators to review and update.
Purchase Order (PO)	Periodic	Detailed information for items to be purchased from a vendor.
Receiving	Periodic	Detailed information for items received from a vendor.
Request to Purchase (RtP)	Periodic	Detailed information for items needed to replenish commissary stock purchased from a user-selected vendor. This report is used to request permission to purchase the necessary items.
Restrictions	Periodic	Detailed and summary information of inmates in each restriction type at the institution. Inmates with multiple restrictions should have an additional flag with each entry. An aggregate report for all restriction types in the institution must also be available.
Restrictions Type	Periodic	Detailed list of types of restrictions at an institution.
Sales Ticket Reprint	Periodic	Duplicate of a sales ticket (receipt). The operator must be able to reprint sales tickets by ticket number and by inmate number/name and date. Tickets must be available for at least six months, not including the current month.
Shopping Cycles	Periodic	List of current shopping cycles.
Titled Items	Periodic	Detailed list of titled items purchased by inmates with space for the item serial and title numbers to be recorded, along with a line for the signature of the vault officer.
Trend	Periodic	Detailed and summary information for sales of selected items, sales of selected item categories, sales to selected inmates, and sales to selected shopping cycles for a user-defined time period.
UPC Cross Reference	Periodic	Detailed list of items by UPC code with the corresponding description and item number.
Minority	Quarterly	Summary of purchases made from minority vendors.
Transfer Worksheet	Weekly	Detailed list of all items and space in which the quantities of each item transferred from one location to another may be recorded daily.

ATTACHMENT NINE: OFFEROR REFERENCE FORM

Offeror's Name:

Professional reference completed within the past five years where the offeror has successfully provided services similar in their nature, size, and scope to this project.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- a summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- identification of any project staff who will be assigned to a similar role in this project.

ATTACHMENT TEN: OFFEROR REQUIREMENT FORM

Offeror's Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project completed within the past 5 years where the offeror was the prime contractor and successfully provided products and services the same as or comparable to those proposed as the solution to this RFP. Those services must include but are not necessarily limited to design, development, and implementation of point-of-sale hardware and software where the installation included a minimum of 15 point-of-sale locations over a geographically dispersed area on a wide-area network.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included design, development, and implementation of point-of-sale hardware and software where the installation included a minimum of 15 point-of-sale locations over a geographically dispersed area on a wide-area network.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor successfully provided point-of-sale services similar in nature to this project that consisted of at least 2 point-of-sale locations on the same campus or in the same institution.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included point-of-sale services similar in nature to this project
- Indication that the referenced project consisted of at least 2 point-of-sale locations on the same campus or in the same institution.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

2. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor provided services that included design, development, implementation, and operation of inmate trust accounting software similar in nature to this project that consisted of at least 12 user workstations on a wide-area network.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included design, development, implementation, and operation of inmate trust accounting software similar in nature to this project
- Indication that the referenced project consisted of at least 12 user workstations on a wide-area network.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

3. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor successfully provided point-of-sale and inmate trust fund accounting services similar in nature to this project that supported transactions involving at least 15,000 inmates.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included providing point-of-sale and inmate trust fund accounting services similar in nature to this project
- Indication that the referenced project supported transactions involving at least 15,000 inmates.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

4. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor successfully provided an automated collections processing solution following the requirements of the Prison Litigation Reform Act.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included successfully providing an automated collections processing solution following the requirements of the Prison Litigation Reform Act.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

5. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: The offeror or at least 1 subcontractor must have a minimum of 3 years experience providing system-related help desk services.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included providing system-related help desk services.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

6. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor successfully provided remote software distribution services.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included remote software distribution services.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

7. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror or at least 1 subcontractor developed and provided training of computer technical support staff.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

- The project description section must include but should not be limited to:
- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
 - Identification of any project staff who will be assigned to a similar role in this project
 - Indication that project included developing and providing training of computer technical support staff.

ATTACHMENT ELEVEN: OFFEROR OR SUBCONTRACTOR REQUIREMENTS FORM

Offeror or Subcontractor Name:

8. Duplicate this form as necessary to provide sufficient information to prove that the proposal meets the requirement of: Minimum of 1 project where the offeror successfully developed and provided end-user training of a diverse audience with a wide variety of computer skill levels.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Identification of any project staff who will be assigned to a similar role in this project
- Indication that project included developing and providing end-user training of a diverse audience with a wide variety of computer skill levels.

ATTACHMENT TWELVE: CANDIDATE REFERENCE FORM

Please duplicate this Attachment as necessary to provide sufficient forms for each candidate proposed for a role in this project.

Candidate's Name and Proposed Role in Project:

(Note: Please attach a copy of your resume to this document)

The candidate's name and education and training information must be provided below:

<u>Education and Training</u>			
	Months/Years Training	Where Obtained	Degree/Major/Year Earned
College:			
Technical School:			
Other Training:			

ATTACHMENT TWELVE: CANDIDATE REFERENCE FORM

Candidate's Name and Proposed Role in Project:

Professional reference completed within the past five years where the proposed candidate has successfully provided services similar to those they will provide for this project.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- a summary of the size and scope of the project and a detailed explanation of relevance or similarity to this project

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM

Candidate's Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 12-months experience in all aspects of project management for a project that included, at a minimum: performance management, planning, coordinating, scheduling, conducting demonstrations, system testing, user training, documentation preparation, deployment and resource management.

Company Name:		Client Contact Name:	
Company Address:		Client Contact Phone Number:	
Project Name:	Beginning Date of Experience Month/Year:	Ending Date of Experience Month/Year:	

Project Description:
 The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Indication that candidate managed a project that included performance management, planning, coordinating, scheduling, conducting demonstrations, system testing, user training, documentation preparation, deployment and resource management.

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM

Candidate's Name:

2. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Experience as the Project Manager from project initiation through completion on at least one software development or implementation project of at least 12 months duration.

Company Name:	Client Contact Name:
Company Address:	Client Contact Phone Number:

Project Name:	Beginning Date of Experience Month/Year:	Ending Date of Experience Month/Year:
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Project Description: The project description section must include but should not be limited to: <ul style="list-style-type: none">• A summary of the scope of the project and a detailed explanation of relevance or similarity to this project• Indication that candidate managed a project from project initiation through completion on at least one software development or implementation project of at least 12 months duration.

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM

Candidate's Name:

3. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Experience as the Project Manager on a POS project of similar size and scope to this Project during which the Project Manager delivered the project on time and within budget.

Company Name:	Client Contact Name:	
Company Address:	Client Contact Phone Number:	
Project Name:	Beginning Date of Experience Month/Year:	Ending Date of Experience Month/Year:

Project Description:
 The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Indication that candidate managed a POS project of similar size and scope to this Project during which the Project Manager delivered the project on time and within budget.

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM

Candidate's Name:

4. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Experience as the Project Manager on a minimum of one federal, state, or local government project with at least a 12-month duration, whereas the project manger gained an understanding of how the government operates by working with specific laws, regulations and/or rules that affect the project.

Company Name:	Client Contact Name:	
Company Address:	Client Contact Phone Number:	
Project Name:	Beginning Date of Experience Month/Year:	Ending Date of Experience Month/Year:

Project Description:
 The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Indication that candidate managed a project on a minimum of one federal, state, or local government project with at least a 12-month duration, whereas the project manger gained an understanding of how the government operates by working with specific laws, regulations and/or rules that affect the project.

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ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM

Candidate's Name:

5. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Experience using Microsoft Project software to develop and maintain a WBS including a project schedule on a minimum of two projects.

Company Name:	Client Contact Name:	
Company Address:	Client Contact Phone Number:	
Project Name:	Beginning Date of Experience Month/Year:	Ending Date of Experience Month/Year:

Project Description: The project description section must include but should not be limited to: <ul style="list-style-type: none">• A summary of the scope of the project and a detailed explanation of relevance or similarity to this project• Indication that the candidate has experience using Microsoft Project software to develop and maintain a WBS including a project schedule.

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM - DESIRABLE

Candidate's Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 6 months experience managing a project within a corrections environment (federal, state, county or large municipality).

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project
- Indication that candidate managed the project.

RFP #0A04006

ODRC – Inmate Trust Fund Accounting (Cashier) and Canteen (Commissary) System

ATTACHMENT THIRTEEN: PROJECT MANAGER REQUIREMENT FORM - DESIRABLE

2. Provide a copy of the candidate's Project Management Institute (PMI) certification.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM

Candidate's Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 24 months experience developing system documentation.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM

Candidate's Name:

2. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 12-months experience developing training on computer software applications.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.
- Indication that the candidate developed training on computer software applications.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM

Candidate's Name:

3. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 12-months experience presenting training on computer software applications.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.
- Indication that the candidate presented training on computer software applications.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM

Candidate's Name:

4. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 6 months experience in retail point-of-sale and inventory operations or minimum of 12 months experience with computerized retail point-of-sale and inventory applications.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.
- Indication that the project included retail point-of-sale and inventory operations or
- Indication that the project included computerized retail point-of-sale and inventory applications.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM

Candidate's Name:

5. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of 6-months experience providing consumer banking account management services or 12-months experience with banking computer applications.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

- The project description section must include but should not be limited to:
- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.
 - Indication that the project included consumer banking account management services or
 - Indication that the project included banking computer applications.

ATTACHMENT FOURTEEN: PROJECT TEAM REQUIREMENTS FORM - DESIRABLE

Candidate's Name:

1. Duplicate this form as necessary to provide sufficient information to prove that the candidate meets the requirement of: Minimum of one engagement providing hardware installation in a correctional facility.

Company Name:	Client Contact Name:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	Ending Date of Project Month/Year:

The project description section must include but should not be limited to:

- A summary of the scope of the project and a detailed explanation of relevance or similarity to this project.
- Indication that the project included hardware installation in a correctional facility.

ATTACHMENT FIFTEEN: EQUIPMENT SPECIFICATIONS

The State recognizes the advancement of technology in the area of hardware and software. If the Offeror can provide the State with new hardware or software of advanced technology after the award of the Contract, the State and the Offeror may choose by mutual agreement to install the New Hardware/Software, provided the New Hardware/Software meets the requirements of the Contract. The New Hardware/Software must be provided at the same or lower prices as set forth in the Contract.

Offerors must satisfy each equipment requirement identified in this RFP. Offerors are encouraged to exceed the minimum requirements. Such proposals will be favorably evaluated.

The offeror must satisfy the following MINIMUM requirements along with any additional elements necessary to make the system operational; all hardware proposed must be listed by Underwriter's Laboratory or an equivalent certification agency.

All hardware proposed must be new, not reconditioned or refurbished. All hardware must be commercially available and at the latest engineering change level (deliverable) as offered by the original manufacturer. All hardware and Commercial Software proposed must be available at the time of the proposal due date. All cables, power supplies and other accessories required for connection and operation must be included.

IN THE BLANK COLUMN BEFORE EACH REQUIREMENT THE OFFEROR MUST INCLUDE A TECHNICAL REFERENCE IDENTIFYING THE DOCUMENT, SECTION, AND PAGE NUMBER (S) OF SUPPORTING DOCUMENTATION THAT CONFIRMS THAT THE OFFEROR'S PROPOSED PRODUCT MEETS THE SPECIFICATION.

Hardware Requirements. The following table must be completed. In the blank column before each requirement the offeror must indicate if the requirement is met by the product(s) being proposed by the offeror by entering "Yes", if available, or "No", if unavailable. The offeror's proposed equipment must meet all requirements.

In addition to having "YES" entered by the offeror, compliance with RFP equipment hardware and software requirements must be supported by published documentation that can be referenced to prove the capability to provide the minimum mandatory requirements. **The offeror will provide a page number or cross reference number on the blank line that corresponds to the published documentation.** Acceptable documentation may include: users manuals, supervisor and/or system administrator manuals, advertising publications or publications developed for other clients.

The offeror's Proposal must include the proposed manufacturer's name and model for all items of equipment. The offeror must also include any equipment that will be required for the implementation and ongoing operation of the Project that is not otherwise specified in this RFP.

Also in this section of the response, offerors may provide a detailed description and/or technical documentation if the offeror believes that their proposed solution exceeds the requirements or specifications listed in the table. The additional documentation should address only those requirements that the offeror believes it exceeds.

All the specifications given in this RFP for equipment and other system elements are minimum system requirements. The offeror may include features, equipment or other elements in excess of the minimum but must clearly identify them as such. All elements of the proposed solution must meet the mandatory technical requirements for the system. If any element of the proposed solution does not meet the minimum requirements, the offeror's Proposal may be rejected as non-responsive.

Commissary Point-Of-Sale (POS) and Lookup Equipment

1.0 POS Workstation - Dell OptiPlex GX270 mini-tower or equivalent – No mouse may be installed.

Workstations provided under the contract resulting from this RFP must include the following key elements:

- Speed,
- Ability to attach a POS scanner and high-speed POS receipt printer,
- Ability to accept multiple types of input (biometrics, card scans, manual key-entry), and
- Ability to display quality images.

Vendor Name and Model: _____

_____	A. Pentium 4 processor, 2.4 GHz, 800 MHz front-side bus
doc/section/pg#	
_____	B. 256k Level 2 Cache
doc/section/pg#	
_____	C. 256 MB non-ECC DDR SDRAM
doc/section/pg#	
_____	D. Four PCI Expansion Slots, minimum
doc/section/pg#	
_____	E. One AGP Slot (Accelerated Graphics Port)
doc/section/pg#	
_____	F. Integrated Intel Extreme graphics
doc/section/pg#	
_____	G. 6 drive bays
doc/section/pg#	
_____	H. Integrated PCI dual channel ATA/100 hard drive controller
doc/section/pg#	
_____	I. PS/2 keyboard
doc/section/pg#	
_____	J. 48X CD-ROM drive
doc/section/pg#	
_____	K. Integrated AC97 audio
doc/section/pg#	
_____	L. 6 USB 2.0 ports
doc/section/pg#	
_____	M. 1 parallel port
doc/section/pg#	

_____	N. 1 serial port
doc/section/pg#	
_____	O. Dell 40 GB 7200RPM SMART III Ultra ATA/100 W/DPS
doc/section/pg#	
_____	P. Integrated 10/100/1000 network interface
doc/section/pg#	
_____	Q. Software required for support of the commissary POS and look-up applications
doc/section/pg#	

2.0 Monitor - Dell M781P 17" color monitor – or equivalent.

Vendor Name and Model: _____

_____	A. Supports resolutions of 640x480, 800x600, 1024x768
doc/section/pg#	
_____	B. Energy Star Compliant
doc/section/pg#	
_____	C. Viewable screen minimum 16.0"
doc/section/pg#	
_____	D. Non-glare screen
doc/section/pg#	
_____	E. Maximum allowable dot pitch .26mm
doc/section/pg#	
_____	F. 75 Hz refresh rate
doc/section/pg#	

3.0 POS Scanners

Vendor Name and Model: _____

_____	A. High first scan rate for low-contrast, damaged and poorly printed UPC codes
doc/section/pg#	
_____	B. Easily adjusted volume control (e.g., button on scanner)
doc/section/pg#	
_____	C. Replaceable scanning surface (e.g., glass)
doc/section/pg#	
_____	D. Automatic shut-off and wake-up capabilities
doc/section/pg#	
_____	E. Dense omni-directional scan pattern with a minimum of 16 interlocking scan lines
doc/section/pg#	

_____	F. Programmable depth-of-field
doc/section/pg#	
_____	G. Footprint less than 81 square inches
doc/section/pg#	
_____	H. Top of counter mounting is preferred (Note: if in-counter mounting is proposed, Contractor must provide 6 replacement glass surfaces
doc/section/pg#	
_____	I. Ability to decode and auto-discriminate between UPC/EANM/JAN, Code 3 of 9 (Code 39), Code 128, and interleaved 2 of 5
doc/section/pg#	

4.0 Look-up Scanners

Vendor Name and Model: _____

_____	A. Rugged with ability to operate and withstand abuse (previous abuse has included peanut butter in scanner, soft drinks spilled in scanner, passing double or triple-thick cards through scanner, etc.)
doc/section/pg#	
_____	B. Support power-over-Ethernet
doc/section/pg#	
_____	C. Able to be secured to a solid surface
doc/section/pg#	
_____	D. Easily replaceable
doc/section/pg#	
_____	E. Able to read Interleaved 2 of 5 and Code 39 barcodes
doc/section/pg#	

5.0 POS Printers: Printers provided under the contract resulting from this RFP must be sturdy and able to print a minimum of 400 receipts (40 column, 9”) in six hours on a daily basis. Under proper storage conditions, ink must not fade for a minimum of three months. All printers must include power cords and accessories necessary for operation and supplies (e.g., power cord) must be easily and readily replaceable (i.e., not proprietary).

Vendor Name and Model: _____

_____	A. Minimum 430cps high speed draft
doc/section/pg#	
_____	B. 320cps draft (or, approximately 4lps at 40 columns 16cpi)
doc/section/pg#	
_____	C. Print on 2-part carbonless paper (or, otherwise provide original and one copies)
doc/section/pg#	

_____	D. Minimum data buffer of 4KB or 40 bytes
doc/section/pg#	
_____	E. Mean time between failure minimum of 180,000 hours
doc/section/pg#	
_____	F. Printhead reliability of at least 18,000,000 lines
doc/section/pg#	

Cashier and Commissary Office Equipment
6.0 POS Workstation - Dell OptiPlex GX270 mini-tower or equivalent

Vendor Name and Model: _____

_____	A. Pentium 4 processor, 2.4 GHz, 800 MHz front-side bus
doc/section/pg#	
_____	B. 512K Cache
doc/section/pg#	
_____	C. 256 MB shared non-ECC DDR SDRAM,
doc/section/pg#	
_____	D. Four PCI Expansion Slots, minimum
doc/section/pg#	
_____	E. One AGP Slot (Accelerated Graphics Port)
doc/section/pg#	
_____	F. Integrated Intel Extreme graphics
doc/section/pg#	
_____	G. 6 drive bays
doc/section/pg#	
_____	H. Integrated PCI dual channel ATA/100 hard drive controller
doc/section/pg#	
_____	I. PS/2 keyboard
doc/section/pg#	
_____	J. PS/2 Mouse
doc/section/pg#	
_____	K. 48X CD-ROM drive
doc/section/pg#	
_____	L. Integrated AC97 audio
doc/section/pg#	
_____	M. 6 USB 2.0 ports
doc/section/pg#	

_____	N. 1 parallel port
doc/section/pg#	
_____	O. 1 serial port
doc/section/pg#	
_____	P. 1 PS/2 mouse port
doc/section/pg#	
_____	Q. Dell 40 GB 7200RPM SMART III Ultra ATA/100 W/DPS
doc/section/pg#	
_____	R. Integrated 10/100/1000 network interface
doc/section/pg#	
_____	S. Software required for support of the Cashier and Commissary applications
doc/section/pg#	

7.0 Monitor - Dell M781P 17" color monitor – or equivalent.

Vendor Name and Model: _____

_____	A. Supports resolutions of 640x480, 800x600, 1024x768
doc/section/pg#	
_____	B. Energy Star Compliant
doc/section/pg#	
_____	C. Viewable screen minimum 16.0"
doc/section/pg#	
_____	D. Non-glare screen
doc/section/pg#	
_____	E. Maximum allowable dot pitch .26mm
doc/section/pg#	
_____	F. 75 Hz refresh rate
doc/section/pg#	

8.0 Commissary Printers:

Vendor Name and Model: _____

_____	A. Minimum 8Mb memory
doc/section/pg#	
_____	B. 1200X1200 dpi resolution
doc/section/pg#	
_____	C. IEEE 1284 compliant connection
doc/section/pg#	

_____ D. Minimum duty cycle of 10,000 pages per month
 doc/section/pg#

Complete either 9.0 Combined check printer and “normal” printer or 9.1 Check Printer and 9.2 Normal Printer

9.0 Cashier Printers – Combined check and normal printer.

Vendor Name and Model: _____

_____	A. Ability to print MICR and normal text without requiring operator to change toner cartridges or physically change paper input trays
doc/section/pg#	
_____	B. Ability to operate on a network
Yes/No	
_____	C. Minimum duty cycle of 20,000 pages per month
doc/section/pg#	
_____	D. Must provide jam recovery (i.e., prevent duplicate checks from occurring after paper jam)
doc/section/pg#	
_____	E. Minimum 8Mb memory
doc/section/pg#	
_____	F. 1200X1200 dpi resolution for standard printing
doc/section/pg#	
_____	G. 600X600 dpi resolution for MICR printing
doc/section/pg#	
_____	H. IEEE 1284 compliant connection for non-networked installations
doc/section/pg#	

9.1 Cashier Printers – Check Printer only; also complete section 9.2 for “normal” printer specifications

Vendor Name and Model: _____

_____	A. Minimum 18 pin dot matrix
doc/section/pg#	
_____	B. Ability to operate on a network
Yes/No	
_____	C. Minimum 4 million character ribbon
doc/section/pg#	
_____	D. Minimum 200 million character print head life
doc/section/pg#	
_____	E. Minimum 28Kb memory
doc/section/pg#	

_____	F. Minimum NLQ speed of 100cps (10 cpi)
doc/section/pg#	
_____	G. Minimum 15 hours MTBF
doc/section/pg#	
_____	H. IEEE 1284 compliant connection for non-networked installations
doc/section/pg#	
_____	I. Ability to print 4-part copies
doc/section/pg#	
_____	J. Cut sheet feeder
doc/section/pg#	
_____	K. Support media sizes to at least 11" wide
doc/section/pg#	

9.2 Cashier Printers - Normal Printer only; also complete section 9.1 for Check Printer specifications

Vendor Name and Model: _____

_____	A. Minimum duty cycle of 20,000 pages per month
doc/section/pg#	
_____	B. Ability to operate on a network
Yes/No	
_____	C. Minimum 1200X1200 dpi resolution
doc/section/pg#	
_____	D. Minimum 8Mb memory
doc/section/pg#	
_____	E. IEEE 1284 compliant connection for non-networked installations
doc/section/pg#	

10.0 Commissary Receiving/Inventory Hand-held Scanner (Data Collector)

Vendor Name and Model: _____

_____	A. Easily able to transfer an institution's entire stock information to and from the commissary office workstation (e.g., use of a docking system)
doc/section/pg#	
_____	B. Integrated laser scanner to scan inventory bar codes
doc/section/pg#	
_____	C. Operator must have the ability to enter the item quantity (by case and by selling unit) via this device
doc/section/pg#	
_____	D. Auto-discriminate between UPC/EAN/JAN, Code 128, Code 39 and Interleaved 2 of 5 codes
doc/section/pg#	

doc/section/pg#	E. "Good Scan" indicator (i.e., light or sound)
doc/section/pg#	F. Ability to scan bar codes from a distance of up to 3 feet
doc/section/pg#	G. Ability to discriminate between stock locations (e.g., counter, receiving, camp)
doc/section/pg#	H. Rechargeable and replaceable battery pack (lithium ion (lilon) preferred)
doc/section/pg#	I. Water-resistant
doc/section/pg#	J. Able to withstand multiple four-foot drops to a concrete floor

11.0 Backup Servers: Two backup servers must be configured for the Proof of Concept with the Oracle Replication utility to replicate the Oracle database. The servers will be installed at a phase one institution and the ODRC Central Office. The servers will be configured in a 2-tier architecture and function as both the Oracle 9iAS and Oracle 8i/9i database and must meet or exceed the following specifications:

Vendor Name and Model: _____

doc/section/pg#	A. Dual Pentium Processor with integrated level-2 cache
doc/section/pg#	B. 4GB 2:1 interleaved 133MHz ECC SDRAM
doc/section/pg#	C. Ethernet NIC's 10/100/1000 connection
doc/section/pg#	D. Ultra3 15K drives with RAID controller, total capacity of 200GB

Application and Database Server Requirements: If AIX/UNIX is not the platform for the proposed application and database servers, the Contractor must supply two application servers and two database servers that meet the following specifications:

12.0 Application Server (Two required – Brand specific mandatory)

Vendor Name and Model: _____

doc/section/pg#	A. Compaq Proliant DL580 G2 Rackmount Server
doc/section/pg#	B. Dual Intel Xeon 2.8 GHz Processors (Quad processor capability)
doc/section/pg#	C. 2MB Level 2 Cache

doc/section/pg#	D. ServerWorks Enterprise ServerSet HE III
doc/section/pg#	E. 4GB Registered ECC SDRAM memory expandable to 32GB
doc/section/pg#	F. Six total PCI slots: Two 64-bit/66-MHz PCI Hot Plug, two 64-bit/33-MHz PCI Hot Plug, one 64-bit/33-MHz PCI Non-Hot Plug, one 32-bit/33-MHz PCI Non-Hot Plug
doc/section/pg#	G. Integrated Dual Channel Wide Ultra2 SCSI Adapter
doc/section/pg#	H. Integrated Ultra2 Smart Array Controller with 8MB of read cache (RAID 0, 1, 0+1, 5)
doc/section/pg#	I. Compaq NC3134 Fast Ethernet NIC 64 PCI Dual Base 10/100
doc/section/pg#	J. 24x CD-ROM
doc/section/pg#	K. Four Wide Ultra2/Ultra3 SCSI Hot Pluggable Drive Bays
doc/section/pg#	L. Integrated Remote Console and Automatic Server Recovery-2 (ASR-2)
doc/section/pg#	M. Industry-standard PCI Hot Plug with Push Button Functionality
doc/section/pg#	N. Dual 800-Watt Hot Pluggable Power Supplies (two max)
doc/section/pg#	O. Hot Plug Redundant System Fans
doc/section/pg#	P. Compaq Insight Manager and SmartStart
doc/section/pg#	Q. Compaq 4GB ECC SDRAM Memory Upgrade (4x1024MB)
doc/section/pg#	R. Compaq 36.4GB Ultra3 SCSI 15K Pluggable Hard Drive
doc/section/pg#	S. Compaq NC7132 1000BT Upgrade Module for NC3134
doc/section/pg#	T. Compaq Remote Insight Manager - Lights Out Edition
doc/section/pg#	U. Compaq CarePac 3 Yr 7x24 4 Hour On-Site Maintenance (DL580)

13.0 Database Server (Two required – Brand specific mandatory): The database server configuration is identical to the application server with the exception of the following additional requirements:

Vendor Name and Model: _____

_____ doc/section/pg#

A. Quad Intel Xeon 2.8 GHz Processors

_____ doc/section/pg#

B. Compaq 4GB ECC SDRAM Memory Upgrade (4X1024MB)

14.0 Uninterruptible Power Supply (UPS): One UPS must be provided for each workstation (POS workstations is defined as the CPU, monitor, POS scanner, printer and signature capture device if applicable).

Vendor Name and Model: _____

_____ doc/section/pg#

A. Must operate attached equipment for a minimum of five minutes after a power outage.

Optional Hardware and Software

15.0 Individual Institution Servers: If individual servers are required at each institution due to network throughput problems, minimum specifications include the following:

Vendor Name and Model: _____

_____ doc/section/pg#

A. Dual Pentium Processor with integrated level-2 cache

_____ doc/section/pg#

B. 4GB 2:1 interleaved 133 MHz ECC SDRAM

_____ doc/section/pg#

C. Ethernet NIC 10/100/1000 connection

_____ doc/section/pg#

D. Ultra3 15K drives with RAID controller, total capacity of 200GB

16.0 Optional Software Licenses:

Vendor Name and Model: _____

_____ doc/section/pg#

A. ODRC may require the Contractor to provide licenses for Oracle 9i software or ODRC may purchase the required Oracle license(s) separate from the contract that results from this RFP.

17.0 Initial Supply of Consumables.

A. The contractor must agree to provide an initial three-month supply of consumables for each institution.

yes/no

The following estimates are provided as an example only, actual quantities must be provided based on the proposed system:

- **POS Printers**
 - Receipt paper for 23,100 receipts (11" form fed two-part pages or 42,350' of usable roll paper as applicable),
 - Ribbon/cartridge/ink for 30,000,000 characters (60,000,000 characters if using single part paper), and
 - Cleaning supplies for equivalent use.
- **Cashier's Office Printers**
 - Check paper (or stock) for 750 checks (and "stubs"),
 - MICR ink, if applicable, for 750 checks,
 - Ribbon/cartridge/ink for 75,000,000 characters,
 - Ten (10) reams of 8.5"x11" standard office paper, and
 - Cleaning supplies for equivalent use.
- **Commissary Office Printers**
 - Ribbon/cartridge/ink for 3,500,000 characters,
 - Five reams of 8.5"x11" standard office paper, and
 - Cleaning supplies for equivalent use.

For POS Printers	Agree
Receipt paper for 23,100 receipts (11" form fed two-part pages) or	
42,350' of usable roll paper as applicable),	
Ribbon/cartridge/ink for 30,000,000 characters or	
Ribbon/cartridge/ink for 60,000,000 characters if using single part paper	
Cleaning supplies for equivalent use.	
For Cashier's Office Printers	
Check paper (or stock) for 750 checks (and "stubs")	
MICR ink, if applicable, for 750 checks	
Ribbon/cartridge/ink for 75,000,000 characters	
Ten (10) reams of 8.5"x11" standard office paper	
Cleaning supplies for equivalent use.	
For Commissary Office Printers	
Ribbon/cartridge/ink for 3,500,000 characters	
Five (5) reams of 8.5"x11" standard office paper	
Cleaning supplies for equivalent use	

ATTACHMENT SIXTEEN: GLOSSARY OF TERMS

Relevant Terms and Acronyms	Definitions
A2 Adjustments	Changes to the value of inventory that occur due to item price changes or when commissary stock items are damaged, spoiled, outdated, designated for commissary use, or received as bonus items.
Advance Pay	An amount of pay posted to an inmate's account prior to the beginning of the following month. This can occur when an inmate is transferring to another institution or being released from ODRC institutional control. (See also State Pay)
AR5120 debts	Miscellaneous court orders such as costs of prosecution.
Available Balance	Money in an inmate account that is available for the inmate to spend during the month. The inmate may have additional funds in the account that are not available for spending.
Bagged Sales	Sales to inmates who cannot physically visit the commissary. Also known as remote sales.
Bonus	Items for resale (stock items) that are received from a vendor at no cost to the institution. These items may include samples, overstock and errors in packaging (by the vendor).
Camp	A secure housing unit outside the main compound of the institution that usually includes a camp commissary.
Camp Commissary	A satellite of an institution's main commissary in which inventory is maintained and from which sales are made to the inmate population of the camp. Inventory and sales from this location are included in the institution's overall totals.
Cash Slip	The method by which an inmate requests money be withdrawn from his personal account.
Cashier	Staff in the cashier's office in an institution who are responsible for all monetary and monetary-type transactions for the institution. In this document, also used to distinguish the portion of the Cashier/Commissary computer system that allows the cashier staff to perform their duties.
Central Database Factor (CDF)	The smallest sales unit of an item. The CDF for a canned soft drink is one can as the item may be sold by single can, 6-pack, 12-pack, or case (24 cans) depending on the institution.
Centralized Inmate Classification System (CICS)	Software application that contains up-to-date inmate lock location, date of birth and job assignments used to calculate inmate state pay.
Commissary	A canteen or "store," provided in an institution, where inmates may purchase items that may not be provided to them by the State. In this document, also used to designate civilian staff operating the commissary and the portion of the Cashier/Commissary computer system that allows commissary staff to perform their duties.
Commissions	Inmate income sources other than State, advance, or OPI pay. A commission is the portion of either the price of an arts and crafts item or the cost of a personal service provided (e.g., haircut, shoeshine) that the inmate receives as compensation for creating the item or providing the service. The inmate receives 80% of the before-tax sales price for an arts and crafts item or 60% of the cost for personal services provided.
Contractor	For purposes of this RFP, "Contractor" refers to the offeror awarded the contract resulting from this RFP.
Debts	Money owed by an inmate.

DOTS	Department Offender Tracking System. This is a software application that tracks offender information under supervision by ODRC.
Deposits	Any money received into an inmate's personal account. Also see Income
Earned Prisoner Compensation (EPC funds)	A special saving account of money previously earned by an inmate that is given to the inmate only upon release from ODRC institutional control.
Estate Money	Money received by an inmate as the result of life insurance, endowments, annuities or death benefits. These monies are currently exempt from withdrawal to pay debt obligations.
Exemption	A monthly amount (currently \$10.00) that may not be used to pay certain outstanding debts. The inmate may spend the exempted amount as he sees fit.
Federal Filing Fees	The cost to an inmate for filing a suit in federal court. If the entire fee is not paid at the time the suit is filed, collections processing must begin to collect the remaining amount due.
Hold	A method by which a cashier can prevent an inmate from spending money in his account. A hold may be placed on the account (no money may be spent at all), or a hold may be placed on a portion of the account (the inmate can spend all but the held amount). May be used to earmark money owed for debts. May be used to earmark money the inmate wants to save for a future (large) purchase.
Income	For collections processing purposes, includes "pay" and any and all other additions to an inmate's account with the exception of returned checks (including voided, stop payment, or stale dated).
Indigent	An inmate who receives less than \$9.00 in a given month and, as a result, is eligible for a free legal kit and certain personal hygiene items free of cost each month. If an inmate is flagged as indigent, they must be able to "purchase" these items according to item limits for indigent inmates.
Information Technology Services Delivery (ITSD) division	The division of DAS that operates the application and database servers at the SOCC.
Inmate Master Account	See Inmate Personal Account. The term "inmate master account" is used to indicate the existence of sub-ledgers to the account.
Inmate Numbers	Inmate numbers have an A, R or W prefix followed by six numeric characters, a period, two numeric characters and one alphanumeric character (e.g. A123456.78, R123456.00A, W001234.561)
Inmate Personal Account or inmate personal account	(When capitalized) The institution bank account holding all the inmates' money. Also, the ledger of information regarding that bank account. (When lower case) The portion of money that belongs to a specific inmate, or the ledger of information regarding that money.
Institution Description	Each institution may create a unique product descriptor for tracking purposes.
Non-Primary Vendor	A vendor from which a product is not generally purchased. This vendor may be contacted to supply a product when that product's primary vendor is out of stock.
Ohio Penal Industries (OPI) Pay	Pay posted to an inmate's account in the beginning of a month in compensation for working for Ohio Penal Industries during the previous month.
ORW	Ohio Reformatory for Women

Overhead items	Items used in the operation of the commissary that are not sold to inmates (e.g., paper bags, receipt paper, printer ribbons, computer cleaning kits)
POS	Point of Sale
Purchase Order (PO)	A document created to authorize the purchase of items for inventory.
Primary Vendor	The vendor from which a product is regularly (most often) purchased. If this vendor is temporarily out of stock, the commissary may choose to purchase from another (non-primary) vendor.
Request to Purchase (RtP)	A document created when inventory on an item reaches a designated reorder level. Also created on an as needed basis to request permission to order other items for commissary sale or use.
RIB	Rules Infraction Board
Rules Infraction Board (RIB)	A group that determines punishment or fines for certain inmate infractions. Inmates who are designated RIB have been found accountable for an offense and may be restricted to purchasing certain specified items or may be subject to a monetary fine and ordered to pay restitution or be subject to a reduction in future earnings.
Segregation	Inmates in this group may only purchase certain specified items and are not allowed to physically go to the commissary.
Shipping Case	Measurement of how an item is shipped in bulk (e.g., pallet, case).
Shopping Cycles	An inmate designation that serves to limit the number of inmates who may shop on any particular day or during any particular sales run (e.g., morning, afternoon, etc.).
Support Enforcement Tracking System (SETS)	The Ohio Department of Job and Family Services' automated system to manage statewide child support tracking.
State Filing Fees	The cost to an inmate to file a suit in a state court. If not paid in full at the time the suit is filed, collections processing must begin in order to collect the remaining amount due.
State of Ohio Computer Center (SOCC)	The location where the application and database servers that are operated by ITSD are located.
State Pay	Pay posted to an inmate's account at the beginning of a month in compensation for general institution job assignments during the previous month. Also known as "regular" pay as opposed to "advance" pay or "OPI" pay. The week (or weeks) when pay is posted to the inmates' accounts – generally results in a higher volume of commissary sales.
Statewide Contract	An agreement between ODRC and a vendor that allows them to supply their product to all institutions, usually at a reduced price.
TIE	Training, Industries and Education. This software application has been renamed the Centralized Inmate Classification System (CICS).
Vendor	For purposes of this RFP, "Vendor" refers to businesses and individuals who provide merchandise to institution commissaries.

SUPPLEMENTAL INFORMATION HEADER

The following pages contain supplemental information for this competitive document. The supplemental information is contained between this header and a trailer page. If you receive the trailer page, all supplemental information has been received.

If you do not receive the trailer page of this supplement, use the inquiry process described in the document to notify the Procurement Representative.

Note: portions of the supplemental information provided may or may not contain page numbers. The total number of pages indicated on the cover page does not include the pages contained in this supplement.

Supplement 1

W-9 Form

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name		
Business name, if different from above		
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN or:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN or:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



Supplement 2

Administrative Rule 5120-3-08 Employment of Prisoner's Inmate Compensation for Work Program Assignments and Related Matters

**Ohio Department of Rehabilitation and Correction
Administrative Rule**

Employment of Prisoners

5120-3-08

**INMATE COMPENSATION FOR
WORK PROGRAM ASSIGNMENTS
AND RELATED MATTERS**

(A) Inmates who are assigned to work programs, other than those operated by Ohio penal industries, are enrolled in institutional school programs or who are unassigned, shall receive compensation according to the following schedule:

- (1) Category one inmates shall receive no compensation. "Category one inmates" include those in reception at a designated reception facility who are unassigned, those who are confined in disciplinary control pursuant to a finding of the rules infraction board, those who are absent with leave for more than seven days and those absent without leave.
- (2) Category two inmates shall receive three dollars per month to be credited and paid to their personal account. "Category two inmates" include those who are absent with leave (not to exceed seven days) and those who have no job assignment in a work program but maintain their personal living quarters in accordance with rules issued by the managing officer. Category two also includes those on death row, those who are new arrivals at a parent institution awaiting assignment, those in administrative control, local control, security control, protective control and those who are in pre-classification assignment status.
- (3) Category three inmates shall receive six dollars per month to be credited and paid to their personal account. "Category three inmates" are those not in category one or two and include those who have an actual work assignment of less than sixty hours per month, those who are assigned to limited duty by the medical staff and those who have been confined to a hospital or the infirmary for more than thirty consecutive days. For the first thirty days of a hospital or infirmary stay, an inmate shall be compensated according to his category and level immediately preceding admittance.
- (4) Category four inmates shall receive nine dollars per month to be credited and paid to their personal account. "Category four inmates" are those who have an actual work assignment of sixty to eighty-nine hours per month or those who are part-time students for sixty to ninety hours per month.
- (5) Category five inmates shall receive twelve dollars per month to be credited and paid to their personal account. "Category five inmates" include those who have an actual work assignment of ninety to one hundred thirty-nine hours per month.
- (6) "Category six inmates" are those in full-time work assignments or apprenticeship training, of at least one hundred forty hours per month, or those who are full-time students or those who are part-time students with part-time work assignments with a combined total of at least one hundred forty hours per month.

	Maximum Security <u>Level</u>	Close Security <u>Level</u>	Medium Security <u>Level</u>	Minimum Security <u>Level</u>
<u>Grade</u>				
Apprenticeship	\$12.00	\$13.00	\$14.00	\$16.00
General labor	\$16.00	\$17.00	\$18.00	\$20.00
Semi-skilled	\$17.00	\$18.00	\$19.00	\$21.00
Skilled	\$18.00	\$19.00	\$20.00	\$22.00

Those inmates who are full-time students or part-time students with part-time work assignments shall be compensated at the general labor grade within the proper security level.

(7) Category seven inmates shall receive twenty-four dollars per month to be credited and paid to the personal account. "Category seven inmates" include those with full-time work assignments requiring a high degree of skill or responsibility which are authorized by the managing officer. The number of inmates in category seven may not exceed three per cent of the institution's population.

(B) Overtime and incentive rates of compensation.

(1) Subject to the approval of the managing officer, category six and category seven inmates may be paid at the rate of one and one-half times their regular rate of pay for each hour in excess of one hundred forty hours per month, whenever the managing officer deems the additional employment of such inmates necessary and proper to the accomplishment of a special project or in the event of an emergency.

(2) The managing officer may adopt an incentive plan appropriate to designated work assignments, under which inmates may earn compensation in addition to their regular pay for the category to which they are assigned. Such incentive plan shall be based upon an established production quota or other like system developed by the department of rehabilitation and correction.

(C) Reduction of compensation for disciplinary reasons.

(1) All inmates are responsible for the maintenance of their personal living quarters in accordance with posted rules issued by the managing officer. Failure to comply with those rules constitutes a violation of class III, rule 5, as specified in rule 5120-9-06 of the Administrative Code, and may subject the violator to a reduction of compensation to three dollars for the period of one month. If the hearing officer determines that a violation has occurred, he shall assess the appropriate remedy pursuant to paragraph (D)(2) of rule 5120-9-06 of the Administrative Code, and may recommend to the managing officer a reduction of compensation.

(2) The rules infraction board may recommend a reduction of future compensation due to a rules infraction. Reductions shall require the approval of the managing officer and shall not exceed fifty per cent of normal compensation and shall not be reduced below three dollars.

(3) Paragraph (C)(1) and paragraph (C)(2) of this rule apply to the following compensation plans: inmates receiving compensation from Ohio Penal Industries pursuant to rule 5120-3-05 of the Administrative Code; inmates receiving monies from industrial arts activities pursuant to rule 5120-5-06 of the Administrative Code; and inmates receiving earnings from private employment pursuant to rule 5120-3-09 of the Administrative Code.

(D) Work assignment hours shall be determined by calculating the number of hours spent on the work assignment in an average month. An "average month" is twenty-two working days for a five-day-per-week assignment. Only hours of actual work shall be counted for less than full-time assignments.

(E) Reasonable time spent on visits, sick call, official pass, or for other reasons approved by the managing officer or his designee shall not affect the managing officer or his designee shall not affect the calculation of work assignment hours.

(F) As far as practicable, changes in work assignments which result in a change of pay category or grade, shall be made at the beginning of the month. For changes of pay category or grade occurring at quarter-month intervals, compensation for each quarter shall be made according to the assignment for each quarter. For changes of category or grade occurring within any quarter-month, the assignment which was held longer shall determine the compensation for that quarter-month. The smallest time unit for determining compensation shall be a quarter-month.

(G) Personal account. Compensation paid to an inmate pursuant to this rule shall be placed in the inmate's "personal account." At the request of the inmate, funds not exceeding the amount on deposit in that inmate's "personal account" shall be drawn from that account and paid to the inmate's family. The inmate may draw against his or her "personal account" to purchase items kept for sale by the institution. The managing officer may authorize other expenditures. Any balance remaining in an inmate's personal account at the time of his lawful release shall be paid to such inmate upon such release.

(H) Release procedure. In addition to the compensation paid to their personal account pursuant to this rule, each inmate shall be paid upon release an amount to be determined by the division of business administration based upon appropriate funds.

Inmates who have compensation credited to their release account prior to the adoption of this rule shall receive the amount credited or the amount paid under this rule, whichever is greater.

(I) The institution may furnish appropriate clothing to an inmate upon release.

(J) An inmate who is unable to obtain transportation to the place to which he is paroled may be provided such transportation and necessary meal costs at the discretion of the managing officer. Transportation shall be provided at the lowest cost available. The institution shall purchase non-refundable tickets for this purpose.

(K) Compensation paid pursuant to this rule may be from designated special purpose funds or the manufacturing, services and agricultural special account.

EFFECTIVE DATE: 12/14/01

CERTIFIED: REGINALD A. WILKINSON *Reginald A. Wilkinson*

DATE: 12/3/01

PROMULGATED UNDER: 119

STATUTORY AUTHORITY: 5120.01, 5120.29, 5145.03, 5145.16

RULE AMPLIFIES: 5145.16, 5145.161

PRIOR EFFECTIVE DATES: 10-01-77, 05-01-82, 09-04-84, 11-01-85, 07-01-89, 02-03-92

119.032 REVIEW DATE: 01/12/2004

Supplement 3

Samples of Current Cash Reports

STATUS: X

S E L E C T S T A T U S R E P O R T

11:56 AM

INMATE NUMBER	INMATE NAME	STATUS
A123456	INMATE, THIS IS A TEST	X
A175400	HEAD, LEROY 'Z'	X
A180602	HOLMES, ALONZO 'Z'	X
A184098	TOWNSEND, CHARLES 'Z'	X
A187896	HARRIS, ESTEE 'Z'	X
A192014	WINTER, DALE 'Z'	X
A209350	HATFIELD, FRED 'Z'	X
A216017	WILLIAMS, OZELL 'Z'	X
A217578	STANLEY, EDWARD 'Z'	X
A220822	JAKUB, EDWARD 'Z'	X
A234049	FREDERICY, RONALD 'Z'	X
A234835	SCHRADER, GUY 'Z'	X
A235649	FLUELLEN, MAURICE 'Z'	X
A242988	WARD, TOMATRA 'Z'	X
A265071	BRANCH, DANTE I. 'Z'	X
A270003	BURGAN, TRENT AKA HOTEPE 'Z'	X
A271199	NEVEL, QUENTON 'Z'	X
A281355	BENSON, RICHARD 'Z'	X
A284093	YEPKO, JERRY 'Z'	X
A287184	MEYER, TROY E. 'Z'	X
A293172	FERNWALT, MICHAEL 'Z'	X
A295947	SILCOTT, CHRISTOPHER 'Z'	X
A311778	LARKINS, THOMAS 'Z'	X
A314995	LEWIS, IVAN 'Z'	X
A331382	DIAS, RICHARD 'Z'	X
A331599	SLUSARCZYK, THEODORE 'Z'	X
A334635	NORTH, JOHN 'Z'	X
A340409	TODD, JEFFERY 'Z'	X
A344264	MARKLEY, DAVID 'Z'	X
A344274	CHINTALAPALLI, ANADARAMAGUT	X
A344336	ROBINSON, JEFFREY 'Z'	X
A344565	ANDREWS, ANTONIO 'Z'	X
A361573	KINNEY, EMMETT 'Z'	X
A365407	VINSON, LONNIE 'Z' \$\$\$	X
A367625	ROCKWELL JR., KENNETH 'AR '	X
A368326	RADOVANOVIC, VEROLJUH 'Z' \$	X
A368457	SMITH JR., CLARENCE 'AR 'Z'	X
A368759	STAHL, FRED 'AR 'Z'	X
A375835	FIELDS, NEIL JR. 'Z'	X
A376414	PEACOCK, JOHN 'Z'	X
A376926	HEWITT III, HOWARD 'Z'	X
A377404	PERKINS, MICHAEL 'Z'	X
A378218	WILBURN, JAMIE 'CS' 'Z'	X
A378676	ANDERSON, DARRYL 'Z'	X
A378775	CARSON, NORMAN 'Z'	X
A378851	JOHNSON, ANTHONY 'Z'	X
A408647	REHOREG, GLEN 'Z'	X
R117412	DAILEY, PATRICK 'Z'	X
	TOTAL 142	

C O M M I S S A R Y R E P O R T

NUMBER	NAME		CYCLE	HOLD	MSG	LOCK LOCA	BALANCE
A186-798	BLADE, MONROE	'Z'	A		P	H BLOCK	.00

A272-601	FARR, BRIAN T.	'Z'	A		E	S DORM	.00

A282-452	CARTER. ILO		A		E	C DORM	.00

A283-370	PERRIN, RONNIE C	'Z'	A		S	H BLOCK	14.25

A301-995	HOLMES, ANDRE	'A'	A		E	A DORM	.00

A320-438	FLACHBART, RANDY	'R' 'Z'	A		E	R BLOCK	.00

A343-023	BUTLER, ANTHONY	'Z'	A		S	S DORM	.00

A396-911	BARBER, MELVIN	'A'	A		P	S DORM	.00

GRAND TOTAL			8				14.25*

11:36 AM

E.P.C. BALANCE REPORT

NUMBER	NAME	BALANCE
A135-512	LITTLE, MELVIN H. 'AKA' ABDUL	833.96
A135-808	MCGAHARAN, JOHN	737.60
A139-058	BASKIN, LEON	462.56
A139-433	JONES, WILLIAM	575.30
A139-921	BERRY, BERNARD	669.54
A140-675	WOODS, DONALD	249.70
A145-035	WADE, POMPIE JR	346.50
A146-424	FREHMEYER, GUY	128.00
A147-294	HARTSON, RICHARD	301.50
A149-140	KERAN, LESTER	363.50
A150-801	CHAPPELL, MATTHEW	123.50
A152-469	NOGGLE, DONALD	87.00
A152-490	HARMS, DALE	269.50
A155-214	NESBITT, RUNDELL	222.00
A155-599	PARKS, ROBERT D. AWL	225.00
A156-652	CUSTOM, JESSE	150.00
A157-523	FLATOWICZ, GLENN	147.00
A157-760	FELS, DANIEL	105.00
A160-012	EVANS, GEORGE	92.50
A160-431	MIMS, ODIS JR	118.00
A160-444	CALDWELL, GARY	131.00
A161-983	DEJUTE, JOSEPH	90.00
A163-082	LILLIBRIDGE, WILLIAM	76.00
R111-504	REECE, GARY	177.50
	GRAND TOTAL	6,682.16*

24

11:29 AM

A L P H A B E T I C R O S T E R

INMATE NUMBER	INMATE NAME	LOCK LOCATION
A409182	AARONS, RICHARD	S DORM
A396270	ABDELHAQ, RAID 'Z'	F DORM
A321077	ABDUL-BADEE, BAKEER	J BLOCK
A408670	ABRAMS, BRIAN	S DORM
A205751	ACOFF, ABRAHAM 'AR	D DORM
A420301	ACORD, CLAVIN	4 DORM
A396801	ACORD, ERIC	6 DORM
A193865	ADAMS, BENNY	G BLOCK
A198296	ADAMS, CARL	7 DORM
A420155	ADAMS, CURTIS	S DORM
A210079	ADAMS, DENVER 'Z'	J BLOCK
A397579	ADAMS, JOSEPH	E DORM
A209219	ADAMS, KENNETH	J BLOCK
A338353	ADAMS, RICHARD	G BLOCK
A229806	ADAMS, THOMAS	J BLOCK
A188425	ADAMSON, DONALD AKA 'ISR	A DORM
A399922	ADKINS, ANTHONY 'Z'	S DORM
A405894	ADKINS, DONALD 'Z'	5 DORM
A406444	ADKINS, ROBERT	H BLOCK
A357425	ADKINS, RONNIE	G BLOCK
A368111	ADLEY, ANTHONY	6 DORM
A408644	AGEE, DANIEL	S DORM
A378355	AKERS, CHARLES	8 DORM
A249834	ALEXANDER, BRETT	G BLOCK
A285407	ALEXANDER, JAMES	F DORM
R153316	ALEXANDER, MONDELL 'ICAA	J BLOCK
A309231	ALLEN, CHARLES	E DORM
A408784	ALLEN, GARY	3 DORM
A407437	ALLEN, LAMONT 'CS	2 DORM
A320265	ALLEN. KEYONA 'Z	A DORM
A245430	ALLEY, DOUGLAS K.	B DORM
A407104	ALMANSON, TROY	3 DORM
A389677	ALSPACH \$\$\$	
A357444	AMATO, VINCENT	M BLOCK
A201252	AMBROSIA, RONALD	J BLOCK
A374758	AMORE, JEREMY	7 DORM
A420081	ANDERS, KEITH 'Z	4 DORM
A378676	ANDERSON, DARRYL 'Z'	G BLOCK
A420038	ANDERSON, JASON	S DORM
A263807	ANDERSON, MARVIN	M BLOCK
A399338	ANDERSON, MATTHEW 'Z'	S DORM
A262714	ANDERSON, MILTON	5 DORM
A397993	ANDERSON, ROY	7 DORM
R149730	ANDERSON, WILLIAM	G BLOCK
A344565	ANDREWS, ANTONIO 'Z'	R BLOCK
A395991	ANDREWS, MARTINO 'Z' \$\$\$	S DORM
A284610	ANGLE, DOUGLAS	K BLOCK
A211778	ARCHIE, BILLIE	J BLOCK

TOTAL 2,219

01/01/1990 THRU 12/31/2001 INMATE DEMAND STATEMENT

INMATE NUMBER: A131502

LOCK LOCA: 8 DORM

INMATE NAME: STROZIER, ROBERT
AKA:

SHOP CYCLE: 1

STATUS: A

FROM LOC: GCI

MISC A: 0

FROM DATE: 08/06/2001

MISC B:

D.O.B.:

NOTE:

HOLD TOTAL: .00

TO LOC:

E.P.C. BALANCE: .00

TO DATE:

TRAN DATE	TRAN AMOUNT	TC	SF	OPR	T/C	DESC	MISC	DESC	ACCOUNT BALANCE
BALFWD									.00
08/08/01		19	00	C	W	MEDICAL CO	REJ/NSF/MED	8/07/01	.00
08/09/01	80.00	31	00	C	W	RECEIPTS-M			80.00
08/09/01	3.00-	19	00	C	W	MEDICAL CO	MEDICAL	08/07/2001	77.00
08/10/01	4.86-	01	00	C	W	COMMISSARY	004142		72.14
08/14/01	71.91-	01	00	C	W	COMMISSARY	004210		.23
08/17/01		19	00	C	W	MEDICAL CO	REJ/NSF/MED	8/16/01	.23
08/21/01	22.88	32	00	C	W	TRANSFERS	GCI		23.11
08/24/01	3.00-	19	00	C	W	MEDICAL CO	MEDICAL	08/16/2001	20.11
08/28/01	19.77-	01	00	C	W	COMMISSARY	005690		.34
09/07/01	15.00	30	00	HA		EARNINGS			15.34
09/07/01	80.00	31	00	HA		RECEIPTS-M			95.34
09/17/01	37.03-	01	00	C	W	COMMISSARY	007787		58.31
09/21/01	43.41-	02	00	NS		CHECK OUTS	THE MUSIC COMPANY IN		14.90
09/24/01	14.65-	01	00	HA		COMMISSARY	008479		.25
10/04/01	18.00	30	00	C	W	EARNINGS			18.25
10/05/01	6.00-	04	03	C	W	CLUB DUES	RED CROSS 9-11 FUND		12.25
10/09/01	11.50-	01	00	C	W	COMMISSARY	010047		.75
10/09/01	80.00	31	00	C	W	RECEIPTS-M			80.75
10/22/01	74.99-	01	00	C	W	COMMISSARY	011419		5.76
10/29/01	5.48-	01	00	C	W	COMMISSARY	012213		.28
11/08/01	18.00	30	00	C	W	EARNINGS			18.28
11/08/01	80.00	31	00	C	W	RECEIPTS-M			98.28
11/19/01	58.28-	01	00	C	W	COMMISSARY	014140		40.00
11/20/01	16.80-	25	00	NS		MISCELLANE	UNION SUPPLY CO		23.20
11/27/01	17.89-	01	00	C	W	COMMISSARY	014822		5.31
11/29/01		02	00	NS		CHECK OUTS	4.00 CATALOG IN		5.31
CURR. BAL						UNITS			5.31
						TOTAL DEBITS			388.57-
						TOTAL CREDITS			393.88
						AVERAGE BALANCE			29.45

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MARION CORRECTIONAL INSTITUTION
L O C K L O C A T I O N R E P O R T

PAGE 1

INMATE NUMBER	INMATE NAME	LOCK LOCATION
A257368	TILLIS, TYWAN	
A291742	WALKER, ODIO	
A399753	WHITE, LARRY JR	

A375792	HAMMONS, DEAN 'Z' \$\$\$	1 7TEMP

A257378	BAUMAN, CHRISTOPHER W.	1 DORM
A274235	BOND, WILLIE	1 DORM
A312348	BREITENBACH, BRUCE	1 DORM
A284742	BURROUGHS, JOHN	1 DORM
A206157	CASSIDY, GEORGE	1 DORM
A274364	CONZETT, TIMOTHY	1 DORM
A384356	CRAIG, SAMUEL'AR	1 DORM
A293292	DIAZ, EDWIN AKA FERNANDO	1 DORM
A229924	DIGGS, CLARENCE C. 'Z'	1 DORM
A187402	FEUERWERKER, JACOB	1 DORM
A213888	FOSTER, EZRA	1 DORM
A283351	GAY, MARLON R	1 DORM
A249084	GOODMAN, MICHAEL	1 DORM
A376649	GRIFFIN, MARK	1 DORM
A241847	HAMANN, WILLIAM	1 DORM
A301952	HAMPTON, CURTIS	1 DORM
A212392	HARVEY, JOHN	1 DORM
A407155	HOPKINS, JASON	1 DORM
A294087	HOUSTON, WILLIAM	1 DORM
A272654	HURST, STANLEY 'AKA'	1 DORM
A320701	JOHNSTON, DAVID	1 DORM
A271697	LAMPKIN, MICHAEL	1 DORM
A198469	LAVELLE, QUINTON	1 DORM

A234143	ZYCH, SHANE	S DORM

A399396	PICKETT, JAMES 'Z'	X DORM
	* * TOTAL	2219

11:40 AM LOCK LOCATION REPORT

INMATE NUMBER	INMATE NAME	LOCK LOCATION
A131502	STROZIER, ROBERT	8 DORM
A135512	LITTLE, MELVIN H. 'AKA' ABDUL	A DORM
A135808	MCGAHARAN, JOHN	8 DORM
A138291	SCOTT, ROGER	A DORM
A139058	BASKIN, LEON	5 DORM
A139433	JONES, WILLIAM	5 DORM
A139921	BERRY, BERNARD	H BLOCK
A140675	WOODS, DONALD	J BLOCK
A142345	SCHWIEFERT, MARK	3 DORM
A143183	DUNCAN, KENNETH	5 DORM
A145035	WADE, POMPIE JR	K BLOCK
A146424	FREHMEYER, GUY	4 DORM
A147129	BEASON, JOHN 'Z'	G BLOCK
A147294	HARTSON, RICHARD	A DORM
A149140	KERAN, LESTER	D DORM
A150801	CHAPPELL, MATTHEW	J BLOCK
A152469	NOGGLE, DONALD	J BLOCK
A152490	HARMS, DALE	K BLOCK
A153572	PROKOP, WILLIAM AWL	8 DORM
A154883	STEVENS, JAY ***	5 DORM
A155214	NESBITT, RUNDELL	K BLOCK
A155599	PARKS, ROBERT D. AWL	P DORM
A155681	CANTY, CHARLES	J BLOCK
A156652	CUSTOM, JESSE	D DORM
A157421	WAITS, RICHARD "AR"	M BLOCK
A157523	FLATOWICZ, GLENN	J BLOCK
A157760	FELS, DANIEL	J BLOCK
A160012	EVANS, GEORGE	K BLOCK
A160431	MIMS, ODIS JR	1 DORM
A160444	CALDWELL, GARY	B DORM
A160947	SOLLY, GREGORY	1 DORM
A161983	DEJUTE, JOSEPH	H BLOCK
A162344	SANDERCOCK, EDWARD	P DORM
A163082	LILLIBRIDGE, WILLIAM	H BLOCK
A163399	MCCLAIEN, ALFRED	H BLOCK
A163660	SLOCUM, LAVERNE JR 'AKA' SAB	H BLOCK
A163899	HIGGINS, BRADLEY 'Z'	K BLOCK
A164117	TENBROOK, KENNETH	D DORM
A164135	HOLSINGER, ERIC	K BLOCK
A164649	COX, JEFFREY	J BLOCK
A164800	HUMPHREY, STANLEY	J BLOCK
A165288	RANGEL, ANSELMO	1 DORM
A165670	PANCAKE, CHARLES	K BLOCK
A165946	LITTLE, RUSSELL	8 DORM
A167194	BRADFORD, TIMOTHY	G BLOCK
A167514	STRAHINIC, RICHARD	F DORM
A168508	JONES, ROY	3 DORM
A168895	BROOKS, STEWART	D DORM
	TOTAL 2197	

11:37 AM

NOTE REPORT

INMATE NUMBER	INMATE NAME	NOTE MESSAG
A135512	LITTLE, MELVIN H. 'AKA' ABDUL	JIBRIL ABDUL-HAKIM
A162344	SANDERCOCK, EDWARD	AWL CMC HOSP
A163660	SLOCUM, LAVERNE JR 'AKA' SAB	RAAQIM ABDUS SABIR
A169138	FLORA, JOSEPH RICHARD 'Z'	RET PAR VIOL
A171926	LOOKER, LARRY 'IFP	BALANCE OF IFP IS ON HOLD
A183941	BANKS, MARSHALL 'ICAA	BAL OF ICAA ON HOLD
A186838	WEBB, GERALD CS 'AR'	REC'D PAPER 5/16/00
A187231	BROWN, LAWRENCE	HAS RIB FINE
A188425	ADAMSON, DONALD AKA 'ISR	BERACHIAH AZIEL IS
A199052	ROBINSON, MICHAEL 'Z' \$\$\$	P.V.
A200721	FELVER, CARL ***	BAL FOR TV REPAIR
A209470	NIPPER, LARRY 'Z' \$\$\$	SCHOOL RETIREMENT CHECKS
A209860	ESPINOZA, EDWARD 'Z' \$\$\$	DECEASED(NATURAL)
A209885	BAKER, DALE A. 'Z'	NOTIFIED WARDENS ASST 10/22/01
A210559	OWENS, SAMUEL 'Z' \$\$\$	FURLOUGH
A215635	STILL, KENNETH	POST COLECT 12/5/9
A218433	BAKER, NATHANIEL 'Z' \$\$\$	DECEASED
A240974	RIVERA, LUIS 'Z'	NOTIFIED WARDEN ASST 10/22/01
A241222	BRIDGES, AMEL 'Z'	IFP BAL ON HOLD
A241526	MAY, LESEAN	DECEASED-
A245430	ALLEY, DOUGLAS K.	NOTIFIED WARDEN ASST 10/22/01
A251797	STOUT, KENNETH 'Z' \$\$\$	HAS RIB FINE
A255665	SYLVESTER, CLARENCE 'Z'	EDS MAX
A258181	CROSBY, MAURICE AKA	PV F/#341718
A258528	BODIFORD, MICHAEL 2 AKA'S '	RET SS
A265071	BRANCH, DANTE I. 'Z'	FURLOUGH
A265090	OQUENDO, DANIEL O. 'Z' \$\$\$	FURLOUGH
A265398	SMITH, LAWRENCE 'Z' \$\$\$	SENT MONEY 1/22/97
A270210	ROEBUCK, ROBERT 'Z'	NA 'JEE TARIQ SHABA
A271199	NEVEL, QUENTON 'Z'	GRIER/GREER MICHAEL
A272654	HURST, STANLEY 'AKA'	FURLOUGH
A280278	MATUSKY, MICHAEL CHARLES 'A	JUDICIAL RELEASE
A280759	FISHER, RALPH 'Z' \$\$\$	DECEASED
A282452	CARTER. ILO	NOTIFIED WARDEN ASST 10/22/01
A292530	MARTIN, ROY C.	VACATED SENTENCE
A293292	DIAZ, EDWIN AKA FERNANDO	ADM DATE 6/24/94
A293720	TATE, RODERICK 'Z'	SUAREZ FERNANDO
A301125	LABOY, JOSE 'Z' \$\$\$	TO DETAINER
R134896	CARPER, LEE 'AKA' 'Z'	DECEASED
	TOTAL	NOTIFIED WARDEN ASST 10/22/01
		AKA MOORE LEE

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INVESTMENT BALANCE REPORT

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NUMBER	NAME		BALANCE
A131-502	STROZIER, ROBERT		150.00
	GRAND TOTAL	1	150.00*

11/01/2001 THRU 11/06/2001

TRAN CODE INQUIRY

02-00 THRU 99-99

TRAN DATE	TR SF CD IX	OPR	TRANS AMOUNT	INMATE NUMBER	INMATE NAME
11/01/01	02 00	NS	13.50-	A156652	CUSTOM, JESSE
11/01/01	02 00	NS	204.50-	A178691	HESTER, SCOTT
11/01/01	02 00	NS	204.50	A178691	HESTER, SCOTT
11/01/01	02 00	NS	.00	R147072	LAYTON, BRIAN
11/01/01	03 00	C W	.23-	A183463	MENTON, ISAAC
11/01/01	03 00	C W	.34-	A199158	JASPER, TIMOTHY
11/01/01	03 00	C W	.34-	A387053	HARPER JR., CALVIN
11/01/01	03 00	C W	.23-	A409182	AARONS, RICHARD
11/01/01	06 01	NS	35.00-	A185025	HOLLY, JEFFREY 'Z'
11/01/01	06 01	C W	10.00-	A185025	HOLLY, JEFFREY 'Z'
11/01/01	06 01	C W	47.85-	A408647	REHOREG, GLEN 'Z'
11/01/01	19 00	C W	3.00-	A157523	FLATOWICZ, GLENN
11/01/01	19 00	C W	.00	A371728	REED, CRAIG
11/01/01	19 00	C W	.00	A409777	BREWER, LARRY
11/01/01	25 00	NS	204.50-	A178691	HESTER, SCOTT
11/01/01	25 00	NS	67.94-	A409556	DENNIS, MARIO
11/01/01	31 00	C W	25.00	A186262	JOHNSON, ROBERT
11/01/01	31 00	C W	25.00	A210945	WHITE, JAMES
11/01/01	32 00	C W	25.06	A355171	LAMPKIN, IVAN
11/01/01	33 00	C W	.00	A185025	HOLLY, JEFFREY 'Z'
11/01/01	33 00	C W	25.00	A408647	REHOREG, GLEN 'Z'
11/02/01	03 00	C W	.34-	A160431	MIMS, ODIS JR
11/02/01	03 00	C W	3.90-	A409126	SKUDRIN, MICHAEL
11/02/01	09 01	C W	.40-	A408648	ROBLES, HECTOR
11/02/01	09 01	C W	.60-	A409126	SKUDRIN, MICHAEL
11/02/01	19 00	C W	.00	A199451	COSME, WILLIAM
11/02/01	19 00	C W	3.00-	A408220	PEARSON, DOUGLAS
11/02/01	31 00	C W	110.00	A152469	NOGGLE, DONALD
11/02/01	31 00	C W	50.00	A155214	NESBITT, RUNDELL
11/02/01	31 00	C W	50.00	R150896	PIERCE, LOUIS
11/05/01	03 00	C W	.91-	A199158	JASPER, TIMOTHY
11/05/01	03 00	C W	.46-	A201252	AMBROSIA, RONALD
11/05/01	06 01	C W	86.41-	A399922	ADKINS, ANTHONY 'Z'
11/05/01	06 01	C W	84.18-	A405767	BROWN, JOHNNY 'Z'
11/05/01	06 01	C W	185.85-	A406874	PINTER, MARTIN 'Z'
11/05/01	18 74	HA	13.55-	A368759	STAHL, FRED 'AR 'Z'
11/05/01	19 00	C W	.00	A183941	BANKS, MARSHALL 'ICAA
11/05/01	19 00	C W	3.00-	A215285	JACKSON, RICARDO D.
11/05/01	19 00	C W	3.00-	R150896	PIERCE, LOUIS
11/05/01	23 22	HA	.75-	A389370	HANEY, RENALDO 'CS 'Z'
11/05/01	31 00	C W	20.00	A186496	GRISWOLD, HARVEY
11/05/01	31 00	C W	20.00	A193400	BAKER, JAMES
11/05/01	31 00	C W	90.00	A409791	REID, RONNELL
11/05/01	31 00	C W	20.00	A409791	REID, RONNELL
11/05/01	32 00	C W	.16	A292545	KEEFER, HAROLD
11/05/01	32 00	C W	33.18	A374758	AMORE, JEREMY
11/05/01	32 00	C W	.36	A409933	DAVIS, ALEXANDER
11/05/01	32 00	C W	.01	A409935	FLOYD, ALLEN
11/05/01	33 00	C W	.00	A281355	BENSON, RICHARD 'Z'
11/05/01	33 00	C W	.00	A368759	STAHL, FRED 'AR 'Z'
11/05/01	33 00	C W	40.00	A406874	PINTER, MARTIN 'Z'

11/05/01	34	00	C W	90.24	A198139	HAMMACK, GEORGE
11/05/01	34	00	C W	48.88	A203310	WINTZ, FREDRECK L.
11/05/01	34	00	C W	52.64	A205483	GASKILL, EARL
11/05/01	36	01	C W	34.89	A331764	MCDANIEL, PERRY
11/05/01	36	01	C W	46.20	A362109	HANKINS, JERRY
11/05/01	50	00	C W	10.00	A305924	PARCHER, DAVID 'Z'
11/05/01	50	02	C W	33.90	A173153	SEIGERS, GEORGE
11/06/01	02	00	NS	21.89-	A186143	COWAN, ERVIN ***
11/06/01	02	00	NS	5.00-	A187402	FEUERWERKER, JACOB
11/06/01	02	00	NS	50.00-	R147072	LAYTON, BRIAN
11/06/01	03	00	C W	.23-	A189438	SNYDER, EARL
11/06/01	06	01	NS	160.42-	A407066	MARKS, CURTIS 'Z'
11/06/01	09	03	C W	2.13-	A258699	PINKERTON, EUGENE
11/06/01	25	00	NS	.00	A227331	SMALL, GREGORY
11/06/01	25	03	C W	2.00-	A302508	MAYO, CHARLES
11/06/01	25	03	C W	2.00-	A331316	RAZZANO, ANTHONY
11/06/01	31	00	C W	45.00	A164649	COX, JEFFREY
11/06/01	31	00	C W	200.00	A409906	SHIVERS, ALSAY
11/06/01	50	00	C W	158.76	A174301	WILLIAMS, RAY

* GRAND TOTAL 672 -----
10,012.96*

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ALL INMATES

11:50 AM

11/01/2001 THRU 11/06/2001

TRAN CODE RECAP

02-00 THRU 99-99

TRAN DATE	TR SF CD IX	OPR	TRANS AMOUNT	INMATE NUMBER	INMATE NAME
	02	00	889.64-	46	
	03	00	140.21-	131	
	06	01	2,779.66-	29	
	09	01	1.00-	2	
	09	03	2.13-	1	
	18	74	13.55-	1	
	19	00	201.00-	125	
	23	22	.75-	1	
	25	00	967.83-	22	
	25	03	12.00-	6	
	31	00	11,427.59	236	
	32	00	1,499.92	31	
	33	00	1,150.00	25	
	34	00	191.76	3	
	36	01	81.09	2	
	50	00	591.72	8	
	50	02	78.65	3	

			10,012.96*	672*	

11:34 AM

NEGATIVE BALANCE REPORT

NUMBER	NAME	BALANCE	
A181-168	DAVIS, ALONZO 'Z' \$\$\$	(6.69-)	****
A196-941	MURRELL, KEMUEL 'Z' \$\$\$	(3.00-)	****
A261-914	CARTER, LOUIS H. 'Z'	(5.06-)	****
A267-265	OGLETREE, KRISTOPHER	(4.32-)	****
A272-311	CLINTON, DURAN	(4.91-)	****
A272-414	BENNETT, DONALD 'Z' \$\$\$	(2.00-)	****
A273-237	GRIFFIN, CHARLES 'Z'	(136.52-)	****
A282-974	HAMMONDS, JASON EDWARDS 'Z'	(9.62-)	****
A283-635	JACKSON, MICHAEL 'Z'	(.90-)	****
A304-397	DELGADO, LAZARO	(2.82-)	****
A329-200	WILLIS, JOHN 'Z' \$\$\$	(28.12-)	****
A333-485	SAEZ, SAMUEL 'Z'	(4.33-)	****
A334-411	BLOOMFIELD, MICHAEL 'Z'	(43.80-)	****
A334-653	JOHNSON, JOEL Z \$\$\$	(13.33-)	****
A340-144	HOOKS, LEROY 'Z'	(4.36-)	****
A342-236	PATERNO, WILLIAM 'Z'	(12.53-)	****
A344-210	SIMMONS, DARRYL 'Z'	(10.00-)	****
A357-751	READ, KEITH 'Z' \$\$\$	(2.02-)	****
A365-274	SLAUGHTER, CHARLES 'Z' \$\$\$	(2.31-)	****
A365-775	HUDSON, TERRY 'Z' \$\$\$	(20.19-)	****
A366-339	DIGGS, JEROME 'Z' \$\$\$	(5.37-)	****
A367-438	DEJESUS, CARLOS 'Z'	(.89-)	****
A369-061	GROSS, STANLEY 'Z' \$\$\$	(.27-)	****
A369-537	OSBORNE, MARK 'Z' \$\$\$	(3.99-)	****
A369-976	MAYS, TARVEZ 'Z' \$\$\$	(3.93-)	****
A376-192	WILLIAMS, LAWRENCE 'Z' \$\$\$	(3.00-)	****
A377-085	BROWN, EDWARD 'CS' 'Z' \$\$\$	(12.00-)	****
A378-169	PETREE, JAMES 'Z' \$\$\$	(3.00-)	****
A378-386	MANSBERRY, RAYMOND 'Z' \$\$\$	(3.00-)	****
A378-599	JACKSON, WAYNE 'Z' \$\$\$	(5.23-)	****
A379-520	BROWN, BRIAN 'Z' \$\$\$	(.18-)	****
A379-651	TAYLOR, JEREMY 'Z' \$\$\$	(4.13-)	****
A388-777	RUSSELL, MICHAEL 'Z' \$\$\$	(7.94-)	****
A395-373	MAJORAS, JAMES 'CS' 'Z'	(.10-)	****
A396-158	DOEHR, LYLE 'Z' \$\$\$	(4.61-)	****
A396-849	SHANNON, DEMETRIUS 'Z' \$\$\$	(3.00-)	****
A398-263	BOWLUS, TIMOTHY 'Z'	(9.00-)	****
A398-308	TAYLOR, CLABE \$\$\$	(9.00-)	****
A398-560	HADDEN, JAMAL	(10.22-)	****
A398-929	MCCALL, MIKELL 'Z' \$\$\$	(3.00-)	****
A399-514	HUFGARD, FRED 'CS' 'Z' \$\$\$	(9.77-)	****
A399-648	LLOYD, MARVIN 'Z'	(3.70-)	****
A399-651	MCELROY, THOMAS 'Z' \$\$\$	(7.19-)	****
A407-962	HAYNES, SCOTT 'Z'	(4.05-)	****
A408-187	STASKO, RANDIE	(9.07-)	****
A408-247	BIRT, CURTIS	(6.66-)	****
A408-415	SMITH, GEORGE	(4.58-)	****
A408-652	NEFF, ROBERT 'Z'	(4.11-)	****
R151-749	HUNTER, WARREN 'Z' \$\$\$	(4.60-)	****
GRAND TOTAL		81	653.66-*

INMATE NUMBER	INMATE NAME	TRAN DATE	TC	SF	TRAN AMOUNT	OPR	M I S C
A394-434	FERGUSON, CHRISTIPHER	03-28-2000	50	88	100.00	OSS	TEST NEW DATA ENTRY
A401-096	FERGUSON, DARRELL	03-28-2000	50	88	50.00	OSS	TEST NEW DATA ENTRY
A227-819	FERGUSON, DERRICK	03-28-2000	50	88	50.00	OSS	TEST NEW DATA ENTRY
A227-819	FERGUSON, DERRICK	09-01-2001	50	88	100.00	OSS	THIS IS A TEST ENTRY
A406-819	FERGUSON, JEREMIAH	09-01-2001	50	88	50.00	OSS	THIS IS A TEST ENTRY
A401-690	ABDO, PETER	04-10-1998	50	77	100.00	OSS	TEST DATA ENTRY HOLD
	*** SUBTOTAL				450.00*		
	GRAND TOTAL				450.00*		

DAILY POSTING REPORT

INMATE NUMBER	INMATE NAME	TRAN DATE	TC	SF	TRAN AMOUNT	OPR	M I S C
------------------	-------------	--------------	----	----	----------------	-----	---------

RECAP BY TRANSACTION CODE

50	77	100.00
50	88	350.00
		450.00*

OPER	COUNT	TOTAL
OSS	6	450.00
	-----	-----
	6	450.00

HOLD TYPE: OPEN

H O L D R E P O R T

INMATE NUMBER	NAME	HOLD NUMBER	HOLD AMOUNT	OPEN DATE	OPEN DESC	CLOSE DATE	CLOSE DESC
A160-444	CALDWELL, GARY	29668	1.65	10/11/01	COPIES		
A173-153	SEIGERS, GEORGE	30094	2.00	11/13/01	TV REPAIR		
A196-491	JACKSON, JAMES	30266	5.82	11/15/01	USPS		
A209-116	SCOTT, JAMES	30383	2.00	11/26/01	TV REPAIR		
A209-860	ESPINOZA, EDWARD 'Z' \$\$	27670	16.78	07/11/01	USPS		
A210-945	WHITE, JAMES	29947	2.00	11/07/01	TV REPAIR		
A212-791	HAGWOOD, JAMES	30322	5.50	11/20/01	USPS		
A214-110	WATSON JR., HERBERT	29700	2.00	10/16/01	TV REPAIR		
A229-584	MOORE, WESLEY "IFP"	30344	20.00	11/21/01	IFP		
A233-159	REED, LAWRENCE	30250	2.00	11/15/01	TV REPAIR		
A240-974	RIVERA, LUIS 'Z'	30247	14.20	11/15/01	DEST PROP		
A241-472	PLUES, CLYDE	30376	2.00	11/23/01	TV REPAIR		
A248-968	BLYTHERS JR., HOSEA 'Z'	30382	6.00	11/26/01	MEDICAL		
A250-060	CLYBURN, TOMMY	29716	2.00	10/17/01	TV REPAIR		
A251-797	STOUT, KENNETH 'Z' \$\$\$	27657	6.16	07/11/01	USPS		
A257-595	BREHM. GEORGE S.	29944	2.00	11/06/01	TV REPAIR		
A259-150	PEARSON, TONY	29910	2.00	11/02/01	TV REPAIR		
A270-376	FERGUSON, LEROY 'Z' \$\$\$	18846	2.09	08/09/00	USPS		
A270-376	FERGUSON, LEROY 'Z' \$\$\$	27673	3.51	07/11/01	USPS		
A278-237	BREWER, EUELL	29813	2.00	10/25/01	TV REPAIR		
A293-292	DIAZ, EDWIN AKA FERNANDO	30308	2.00	11/20/01	TV REPAIR		
A304-815	JACKSON, LAWRENCE	30265	4.05	11/15/01	USPS		
A320-068	HORNE, WILLIAM	30335	3.92	11/20/01	USPS		
A321-077	ABDUL-BADEE, BAKEER	29704	2.00	10/16/01	TV REPAIR		
A321-122	PHADPHOM, SOUK	30374	2.00	11/21/01	TV REPAIR		
A327-549	CREEDON III, JAMES	30384	5.00	11/26/01	I.D.		
A329-834	KAGRIS, THOMAS	29948	2.00	11/08/01	TV REPAIR		
A343-749	GRIMES, KENNETH	30395	.34	11/28/01	CONTRABAND		
A344-499	LANG, JAMES	29664	2.00	10/11/01	TV REPAIR		
A357-256	REEVES, MICHAEL	30375	2.00	11/23/01	TV REPAIR		
A361-340	MATHERS, DANIEL	29761	.34	10/19/01	POSTAGE		
A365-433	SPEIGNER, DAVID 'Z'	18683	6.08	08/01/00	USPS		
A366-946	STANELY III, MELVIN 'Z' \$\$\$	16031	4.24	04/13/00	USPS		
A367-423	BROWN, CASH	30313	3.10	11/20/01	USPS		
A375-137	TURNER, MICHAEL	30262	6.10	11/15/01	USPS		
A420-128	ROBERTS, BRIAN	30388	1.25	11/27/01	COPIES		

GRAND TOTAL

65

850.91*

HOLD TYPE: CLOSED

H O L D R E P O R T

INMATE NUMBER	NAME	HOLD NUMBER	HOLD AMOUNT	OPEN DATE	OPEN DESC	CLOSE DATE	CLOSE DESC
A139-433	JONES, WILLIAM	29667	2.00	10/11/01	TV REPAIR	11/20/01	TV
A145-035	WADE, POMPIE JR	29258	2.64	10/01/01	USPS	10/09/01	USPS
A146-424	FREHMEYER, GUY	29711	2.00	10/16/01	TV REPAIR	11/20/01	TV
A157-421	WAITS, RICHARD	29384	9.06	10/03/01	AR	10/09/01	A
A157-421	WAITS, RICHARD	30027	9.17	11/09/01	AR	11/15/01	AR
A160-012	EVANS, GEORGE	29811	2.00	10/24/01	TV REPAIR	11/29/01	TV
A160-431	MIMS, ODIS JR	29820	1.26	10/29/01	USPS	10/30/01	UYSPS
A164-628	** INVALID ACCOUNT	16608	2.00	05/05/00	TV REP	03/02/01	TV
A169-827	** INVALID ACCOUNT	20745	2.00	10/13/00	TV REP	03/02/01	TV
A170-952	CROFT, EARNEST	16610	2.00	05/05/00	TV REP	03/02/01	TV
A172-047	JOHNSON, JOHN 'AKA' FRANK	20751	2.00	10/13/00	TV REP	03/02/01	TV
A172-047	JOHNSON, JOHN 'AKA' FRANK	29630	2.00	10/10/01	TV REPAIR	11/19/01	TV
A172-477	** INVALID ACCOUNT	22698	3.00	12/26/00	MEDICAL	03/12/01	MED
A172-477	** INVALID ACCOUNT	22699	3.00	12/26/00	MEDICAL	04/09/01	MED
A172-477	** INVALID ACCOUNT	22700	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22701	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22702	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22828	3.00	12/28/00	MEDICAL	04/17/01	MED
A176-008	RUST, DONALD	19613	2.00	09/06/00	TV REP	03/02/01	TV
A176-583	MURRAY, JAMES	20749	2.00	10/13/00	TV REP	03/02/01	TV
A178-873	LEWIS, STANLEY	20756	2.00	10/13/00	TV REP	03/02/01	TV
A178-873	LEWIS, STANLEY	29706	2.00	10/16/01	TV REPAIR	10/29/01	TV REPAIR
A181-345	FELVER, JAMES 'CS	29347	5.00	10/03/01	CS	10/05/01	C
A181-345	FELVER, JAMES 'CS	29982	5.00	11/08/01	CS	11/13/01	CS
A181-949	BALABAN, ROBERT	29698	2.00	10/15/01	TV REPAIR	11/29/01	TV
A181-976	** INVALID ACCOUNT	19319	58.00	08/17/00	DENTAL	04/24/01	TEETH
A182-107	HILTABIDEL, THOMAS E.	29861	2.00	10/30/01	TV REPAIR	11/29/01	TV
A183-941	BANKS, MARSHALL 'ICAA	29161	2.91	09/21/01	ICAA	10/09/01	I
A183-941	BANKS, MARSHALL 'ICAA	29381	11.88	10/03/01	ICAA	10/09/01	I
A183-941	BANKS, MARSHALL 'ICAA	29626	2.00	10/10/01	AR	11/13/01	ICAA
A183-941	BANKS, MARSHALL 'ICAA	29666	2.00	10/11/01	TV REPAIR	10/29/01	TV
A183-941	BANKS, MARSHALL 'ICAA	29812	43.21	10/24/01	ICAA	11/13/01	ICAA
A185-245	WHISONANT, JOHN	29810	2.00	10/23/01	TV REPAIR	11/29/01	TV
A186-143	COWAN, ERVIN ***	29206	5.15	09/27/01	USPS	09/28/01	USPS
A186-262	JOHNSON, ROBERT	29650	3.42	10/10/01	USPS	11/06/01	USPS
R150-896	PIERCE, LOUIS	29737	5.43	10/18/01	USPS	11/14/01	USPS
R153-071	LOIBL, ROBERT	29862	3.95	10/30/01	SONTRABAND	11/09/01	CONTRABAND

GRAND TOTAL

678

4,673.04*

HOLD TYPE: ALL

H O L D R E P O R T

INMATE NUMBER	NAME	HOLD NUMBER	HOLD AMOUNT	OPEN DATE	OPEN DESC	CLOSE DATE	CLOSE DESC
A139-433	JONES, WILLIAM	29667	2.00	10/11/01	TV REPAIR	11/20/01	TV
A145-035	WADE, POMPIE JR	29258	2.64	10/01/01	USPS	10/09/01	USPS
A146-424	FREHMEYER, GUY	29711	2.00	10/16/01	TV REPAIR	11/20/01	TV
A157-421	WAITS, RICHARD	"AR" 29384	9.06	10/03/01	AR	10/09/01	A
A157-421	WAITS, RICHARD	"AR" 30027	9.17	11/09/01	AR	11/15/01	AR
A160-012	EVANS, GEORGE	29811	2.00	10/24/01	TV REPAIR	11/29/01	TV
A160-431	MIMS, ODIS JR	29820	1.26	10/29/01	USPS	10/30/01	UYSPS
A160-444	CALDWELL, GARY	29668	1.65	10/11/01	COPIES		
A164-628	** INVALID ACCOUNT	16608	2.00	05/05/00	TV REP	03/02/01	TV
A169-827	** INVALID ACCOUNT	20745	2.00	10/13/00	TV REP	03/02/01	TV
A170-952	CROFT, EARNEST	16610	2.00	05/05/00	TV REP	03/02/01	TV
A172-047	JOHNSON, JOHN 'AKA' FRANK	20751	2.00	10/13/00	TV REP	03/02/01	TV
A172-047	JOHNSON, JOHN 'AKA' FRANK	29630	2.00	10/10/01	TV REPAIR	11/19/01	TV
A172-477	** INVALID ACCOUNT	22698	3.00	12/26/00	MEDICAL	03/12/01	MED
A172-477	** INVALID ACCOUNT	22699	3.00	12/26/00	MEDICAL	04/09/01	MED
A172-477	** INVALID ACCOUNT	22700	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22701	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22702	3.00	12/26/00	MEDICAL	04/17/01	MED
A172-477	** INVALID ACCOUNT	22828	3.00	12/28/00	MEDICAL	04/17/01	MED
A173-153	SEIGERS, GEORGE	30094	2.00	11/13/01	TV REPAIR		
A176-008	RUST, DONALD	19613	2.00	09/06/00	TV REP	03/02/01	TV
A176-583	MURRAY, JAMES	20749	2.00	10/13/00	TV REP	03/02/01	TV
A178-873	LEWIS, STANLEY	20756	2.00	10/13/00	TV REP	03/02/01	TV
A178-873	LEWIS, STANLEY	29706	2.00	10/16/01	TV REPAIR	10/29/01	TV REPAIR
A181-345	FELVER, JAMES 'CS	29347	5.00	10/03/01	CS	10/05/01	C
A181-345	FELVER, JAMES 'CS	29982	5.00	11/08/01	CS	11/13/01	CS
A181-949	BALABAN, ROBERT	29698	2.00	10/15/01	TV REPAIR	11/29/01	TV
A181-976	** INVALID ACCOUNT	19319	58.00	08/17/00	DENTAL	04/24/01	TEETH
A182-107	HILTABIDEL, THOMAS E.	29861	2.00	10/30/01	TV REPAIR	11/29/01	TV
A183-941	BANKS, MARSHALL 'ICAA	29161	2.91	09/21/01	ICAA	10/09/01	I
A183-941	BANKS, MARSHALL 'ICAA	29381	11.88	10/03/01	ICAA	10/09/01	I
A183-941	BANKS, MARSHALL 'ICAA	29626	2.00	10/10/01	AR	11/13/01	ICAA
A183-941	BANKS, MARSHALL 'ICAA	29666	2.00	10/11/01	TV REPAIR	10/29/01	TV
A183-941	BANKS, MARSHALL 'ICAA	29812	43.21	10/24/01	ICAA	11/13/01	ICAA
A185-245	WHISONANT, JOHN	29810	2.00	10/23/01	TV REPAIR	11/29/01	TV
R150-896	PIERCE, LOUIS	29737	5.43	10/18/01	USPS	11/14/01	USPS
R153-071	LOIBL, ROBERT	29862	3.95	10/30/01	SONTRABAND	11/09/01	CONTRABAND

GRAND TOTAL

743

5,523.95*

Supplement 4

Samples of Current Commissary Reports

CATEGORIES: ALL

C O S T / S A L E S R E P O R T

PROD CATY	S T	ITEM NUMBER	PRODUCT DESCRIPTION	W-T-D COST	W-T-D SALES	M-T-D COST	M-T-D SALES	Y-T-D COST	Y-T-D SALES
RELIGIOUS ITEMS									
	77	3770002	KUFIS	.00	.00	.00	.00	12.00	13.80
		***	CATEGORY TOTAL	1	.00*	.00*	.00*	12.00*	13.80*
ASPRIN-ANTACIDS									
	80	2800001	ROLAIDS ANTACIDS	18.29	20.90	31.76	36.30	254.45	290.95
	80	2800002	CERTS SPEARMINT	12.89	14.70	30.92	35.28	265.15	302.82
		***	CATEGORY TOTAL	2	31.18*	35.60*	71.58*	519.60*	593.77*
VITAMINS-PROTEIN									
	81	2810001	PROTEIN POWDER	13.74	15.81	59.54	68.51	494.64	569.16
		***	CATEGORY TOTAL	1	13.74*	15.81*	68.51*	494.64*	569.16*
MISCELLANEOUS MEDICAL									
	83	2830001	HALLS CHERRY COUGH DROPS	11.28	13.00	67.66	78.00	258.71	298.48
	83	3830001	EYE DROPS TETRASINE	.00	.00	1.44	1.66	17.28	19.92
	83	3830005	CHAP-ET REGULAR FLAVOR	7.68	8.88	18.56	21.46	77.44	89.54
		***	CATEGORY TOTAL	3	18.96*	21.88*	101.12*	353.43*	407.94*
SHOE POLISH-LACES									
	90	1900001	LACES GYM SHOE	.00	.00	.60	.69	6.00	6.90
	90	3900005	SADDLE SOAP	.00	.00	.00	.00	.00	.00
		***	CATEGORY TOTAL	2	.00*	.00*	.69*	6.00*	6.90*
MISCELLANEOUS									
	92	1920001	BANDANAS BLUE	.00	.00	.00	.00	.73	.84
	92	2920001	CAN OPENER	.00	.00	2.52	2.92	32.76	37.96
	92	1920005	TRASHCAN	.00	.00	.00	.00	.00	.00
		***	CATEGORY TOTAL	3	.00*	.00*	2.92*	33.49*	38.80*
		***	GRAND TOTAL	334	16,103.74*	18,244.13*	36,480.91*	326,474.50*	370,203.62*

MAY 16, 1998
LOCATION: ALL
ALL VENDORS

OSS

NORTH COAST CORR. TREATMENT FACILITY

8:45 AM

PAGE 9

* * * * L O W B A L A N C E R E P O R T * * * *

ITEM NUMBER	VENDOR STOCK #	PRODUCT DESCRIPTION	REORDER POINT	BALANCE ON-HAND	UNIT COST	NOTES
CENTRAL OFFICE SUPPLY	614-466-3663	MR. HARNESS				
4060009		4 ACES TOBACCO REGULAR	500	286	3.7440	_____
5000010		RUBBER BANDS BOX	1	0	1.20	_____
5000012		RECEIVING REPORTS 3 PART	1,000	3	26.77	_____
5000013		MASKING TAPE	6	0	2.00	_____
5000014		STAPLERS BATES	1	0	4.01	_____
	VENDOR TOTAL	5 ITEMS				

LOCATION: ALL

M A I N T A I N L E V E L R E P O R T

ITEM NUMBER	PRODUCT DESCRIPTION	LOCATION	RECEIVING LEVEL	STOREROOM LEVEL	COUNTER LEVEL	REORDER POINT
1 - CIGARETTES						
4010001	KOOL CIGARETTES	LE.C.I.	0	0	150	2,400
4010002	NEWPORT CIGARETTES	LE.C.I.	0	0	150	1,500
4010005	CAMEL NON-FILTER CIGARET	LE.C.I.	0	0	50	300
4010007	MARLBORO CIGARETTES	LE.C.I.	0	0	150	1,000
4010009	PALL MALL CIGARETTES	LE.C.I.	0	0	150	1,200
4010010	FILTER USA CIGARETTES	LE.C.I.	0	0	50	300
4010011	MENTHOL USA CIGARETTES	LE.C.I.	0	0	50	300
4010012	NONFILTER USA CIGARETTES	LE.C.I.	0	0	50	300
2 - CIGARS						
4020001	CIGAR SWISHER SWEET	LE.C.I.	0	0	0	20
4020002	TIP CIGAR SWISHER SWEET	LE.C.I.	0	0	0	10
TOTAL ITEMS		10				

LOCATION: ALL

S T O C K S T A T U S R E P O R T

ITEM NUMBER	PRODUCT DESCRIPTION	UNIT	BALANCE ON-HAND	ITEM COST	COST EXTEND	RETAIL PRICE	RETAIL EXTEND	MARKUP PERCENT
93 - CLOTHING ITEMS								
1930001	BOXER SHORTS EACH	EACH	0	2.1208	.0000	2.44	.00	15.0509
3930001	SHOWER SHOES	EACH	178	.7176	127.7328	.83	147.74	15.6633
1930002	BELTS	EACH	0	1.6041	.0000	1.85	.00	15.3295
1930003	GYM SHOES CONVERSE	PAIR	43	17.7000	761.1000	19.50	838.50	10.1695
1930004	GYM SHORTS	PAIR	30	3.9791	119.3730	4.58	137.40	15.1014
1930005	GYM SOCKS WHITE	PAIR	149	.9900	147.5100	1.14	169.86	15.1515
1930006	DRESS SOCKS BLACK	PAIR	0	1.0208	.0000	1.17	.00	14.6160
1930007	BATH ROBES	EACH	1	6.7500	6.7500	7.76	7.76	14.9630
1930008	SWEAT PANTS	EACH	34	6.3958	217.4572	7.36	250.24	15.0755
1930009	SWEAT SHIRTS	EACH	63	6.3958	402.9354	7.36	463.68	15.0755
1930011	TEE SHIRTS	EACH	77	2.8208	217.2016	3.24	249.48	14.8610
1930012	TOWELS BATH	EACH	0	2.8958	.0000	3.33	.00	14.9941
1930013	WASH RAG	EACH	58	.3000	17.4000	.35	20.30	16.6667
1930014	J.STRAP SMALL	EACH	19	2.7900	53.0100	3.21	60.99	15.0538
1930015	J.STRAP MEDIUM	EACH	5	3.8900	19.4500	4.47	22.35	14.9100
1930016	J.STRAP LARGE	EACH	7	2.7900	19.5300	3.21	22.47	15.0538
	*** CATEGORY TOTAL		16	664*	2,109.4500*		2,390.77*	
94 - BATTERIES								
3940002	A A A BATTERIES PANASONIC 4PK.	PACK	32	1.8800	60.1600	2.16	69.12	14.8936
3940003	9 VOLT BATTERY	PACK	37	1.3937	51.5669	1.59	58.83	14.0848
3940004	C BATTERY PANASONIC 2 PK.	PACK	45	1.7600	79.2000	2.02	90.90	14.7727
3940005	D BATTERIES PANASONIC 2 PK.	PACK	44	1.8000	79.2000	2.07	91.08	15.0000
	*** CATEGORY TOTAL		4	158*	270.1269*		309.93*	
96 - WATCHES-CLOCKS								
3960002	CLOCKS WESTCLOX	EACH	1	5.1850	5.1850	5.96	5.96	14.9470
	*** CATEGORY TOTAL		1	1*	5.1850*		5.96*	
	*** GRAND TOTAL		351	68,759*	75,598.9917*		81,863.60*	13.3219 AVG

CATEGORIES: ALL

Q U A N T I T Y S O L D R E P O R T

PROD CATY	S T	ITEM NUMBER	PRODUCT DESCRIPTION	W-T-D QUANTITY	M-T-D QUANTITY	Y-T-D QUANTITY
CIGARETTES						
1		4010001	KOOL CIGARETTES	183	364	3,429.000
1		4010002	NEWPORT CIGARETTES	232	503	4,802.000
1		4010005	CAMEL NON-FILTER CIGARETTES	19	31	205.000
1		4010007	MARLBORO CIGARETTES	199	464	4,113.000
1		4010009	PALL MALL CIGARETTES	110	193	1,723.000
1		4010010	FILTER USA CIGARETTES	32	64	387.000
1		4010011	MENTHOL USA CIGARETTES	4	14	109.000
1		4010012	NONFILTER USA CIGARETTES	20	35	233.000
		***	CATEGORY TOTAL	8	799*	15,001.000*
CIGARS						
2		4020001	CIGAR SWISHER SWEET	7	11	110.000
2		4020002	TIP CIGAR SWISHER SWEET	1	6	32.000
2		4020004	CHERRY BLEND CIGAR			10.000
2	I	4020005	WHITE OWL MINIATURE CIGAR			7.000
2		4020008	BLK&MILD CIGARS	927	2,040	17,989.000
		***	CATEGORY TOTAL	5	2,057*	18,148.000*
SNUFF						
3		4030002	SKOAL STRAIGHT LONG CUT	13	17	158.000
3		4030003	SKOAL WINTERGREEN LONG CUT			25.000
3		4030005	KODIAK SNUFF	7	7	75.000
3		4030006	TWOLF FINE CUT SNUFF	65	105	974.000
3		4030007	TWOLF WINTERGREEN LONG CUT	46	117	1,100.000
		***	CATEGORY TOTAL	5	131*	2,332.000*
PIPE TOBACCO						
4	I	4040001	APPLE PIPE TOBACCO			1.000
4		4040003	PRINCE ALBERT PIPE TOBACCO			4.000
4		4040004	CAPT. BLACK GOLD TOBACCO	3	6	44.000
		***	CATEGORY TOTAL	3	6*	49.000*
CHEWING TOBACCO						
5		4050002	RED MAN CHEW TOBACCO	14	23	191.000
		***	CATEGORY TOTAL	1	23*	191.000*

*** GRAND TOTAL 334 19,243* 46,126* 412,086.000*

MAY 16, 1998

OSS

NORTH COAST CORR. TREATMENT FACILITY

8:53 AM

PAGE 1

T R A N S F E R W O R K S H E E T

LOCATION: LE.C.I

ITEM	RECEIVED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1080001 SUGARTWIN 2						
1080002 SUGAR CUBES						
1400008 PEPSI COLA 20 OZ. NR						
1400009 DIETPEPSI 20 OZ. NR						
1400010 MT.DEW 20 OZ. NR						
1400011 ROOT BEER 20 OZ. NR						
1400012 DR.PEPPER 20 OZ. NR						
1400013 CRUSH ORANGE 20 OZ. NR						
1420001 TEA BAGS PARK						
1430001 BREAKFAST DRINK ORANGE KEEFE						
1430002 CHERRY DRINK KEEFE						

351 ITEMS

DEC 23, 1997

OSS

PICKAWAY CORRECTIONAL INSTITUTION

10:21 AM

PAGE 1

PURGE - NO
ALL ACCOUNTS

V E N D O R H I S T O R Y P U R G E J O U R N A L 01/01/95 THRU 12/31/97

VENDOR NUMBER	VENDOR NAME	TRANS DATE	P. O. NUMBER	INVOICE NUMBER	OVERHEAD COST	TOTAL COST	Y-T-D AMOUNT	OPER
1	ALLENS PHARMACY	10/08/96	B188-97	100896	.00	516.96	516.96	WAW
		12/12/96	B284-97	121296	.00	79.80	596.76	WAW
		03/20/97	B475-97	032097	.00	191.52	788.28	WAW
***	VENDOR TOTAL	3			.00*	788.28 *		
2	ABATAR INST. FOOD CO.	07/16/96	B008-97	023768	.00	3,540.25	3,540.25	WAW
		08/22/96	B094-97	024298	.00	3,823.57	7,363.82	WAW
		09/26/96	B149-97	024701	.00	3,255.31	10,619.13	WAW
		10/18/96	B184-97	973	.00	2,120.23	12,739.36	WAW
		11/05/96	B223-97	025282	.00	3,138.94	15,878.30	WAW
		11/22/96	B261-97	025966	.00	2,961.31	18,839.61	WAW
		11/27/96	B261-97	026020	.00	385.73	19,225.34	WAW
		12/17/96	B293-97	025978	.00	2,346.12	21,571.46	WAW
		12/30/96	B319-97	026166	.00	3,122.03	24,693.49	WAW
		01/29/97	B364-97	026546	.00	2,433.34	27,126.83	WAW
		02/11/97	B396-97	026849	.00	2,300.35	29,427.18	WAW
		02/11/97	B396-97	026849	.00	.00	29,427.18	WAW
		03/04/97	B429-97	027186	.00	2,859.24	32,286.42	WAW
		03/25/97	B472-97	027521	.00	2,125.13	34,411.55	WAW
		04/15/97	B508-97	027856	.00	2,715.58	37,127.13	WAW
		05/01/97	B550-97	028534	.00	3,233.02	40,360.15	WAW
		05/21/97	B550-97	205	.00	96.43	40,456.58	WAW
		05/21/97	B572-97	028439	.00	2,776.34	43,232.92	WAW
		05/30/97	B603-97	0028991	.00	642.88	43,875.80	WAW
		06/18/97	B625-97	029277	.00	2,254.14	46,129.94	WAW
***	VENDOR TOTAL	20			.00*	46,129.94 *		
3	KING NUT COMPANY	09/05/96	B577-96	35278	.00	195.60-	195.60-	WAW

09/24/96	B125-97	36938	.00	1,308.58	1,112.98	WAW
01/30/97	B355-97	39087	.00	1,493.91	2,606.89	WAW
06/12/97	B601-97	41231	.00	1,458.27	4,065.16	WAW

*** VENDOR TOTAL *** 4 .00* 4,065.16 *

DEC 23, 1997 OSS PICKAWAY CORRECTIONAL INSTITUTION 10:21 AM PAGE 19

PURGE - NO
ALL ACCOUNTS VENDOR HISTORY PURGE JOURNAL 01/01/95 THRU 12/31/97

VENDOR NUMBER	VENDOR NAME	TRANS DATE	P. O. NUMBER	INVOICE NUMBER	OVERHEAD COST	TOTAL COST	Y-T-D AMOUNT	OPER
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76	EASTERN AVE. LUMBER CO.	01/15/97	B351-97	015335	15.16	15.16	15.16	WAW
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*** VENDOR TOTAL *** 1 15.16* 15.16 *

82	CORPORATE EXPRESS INC.	01/08/97	B331-97	137340	259.74	259.74	259.74	WAW
		01/13/97	B331-97	152004	194.80	194.80	454.54	WAW
		03/04/97	B331-97	162483	.00	141.84	596.38	WAW
		04/15/97	B521-97	403864	.00	88.50	684.88	WAW
		05/30/97	B605-97	441957	.00	99.00	783.88	WAW
		05/30/97	B605-97	439460	.00	73.26	857.14	WAW

*** VENDOR TOTAL *** 6 454.54* 857.14 *

83	CCI SECURITY	04/09/97	B-000	040997	.00	192.00-	192.00-	WAW
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*** VENDOR TOTAL *** 1 .00* 192.00 -*

84	STATE FORMS DISTRIBUTION	06/12/97	B539-97	061297	372.80	372.80	372.80	WAW
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*** VENDOR TOTAL *** 1 372.80* 372.80 *

*** GRAND TOTAL *** 736 17,326.16* 1,387,588.05 *

SALEABLE COST 1,370,261.89
(TOTAL COST - OVERHEAD COST)

JOURNAL # 4 INVENTORY RECEIVING JOURNAL ALL
 DATES

VENDOR	UNIT	PRODUCT DESCRIPTION	LOCATION #	AREA #	BEGIN QUANTITY	POSTED QUANTITY	TOTAL RETAIL	ADD-ON AMOUNT	A2 ADJ
27	VELVET ICE CREAM CO.		INVOICE #	387437		FGT #			
			P.O. #	C-147		DATE RECEIVED	10/04/1999		
			RECV VIA:	TRUCK		RECV REPORT #	B- 357272		
4350001	PINT	VAN PT ICE CREAM	1 LE.C.I.	3 COUNTER	71	40	48.40		
4350003	PINT	STRAW PT ICE CREAM	1 LE.C.I.	3 COUNTER	0	16	19.36		
4350008	PINT	BUTTERPECAN PT ICE CREAM	1 LE.C.I.	3 COUNTER	98	64	77.44		
4350009	PINT	COOKIEDOUGH CHOCOLATE CHIP PT.	1 LE.C.I.	3 COUNTER	168	40	48.40		
4350012	PINT	DEATH BY CHOCOLATE PINT	1 LE.C.I.	3 COUNTER	0	40	48.40		
4350006	BAR	SUNDY BARS	1 LE.C.I.	3 COUNTER	1	288	83.52		
			TOTAL				325.52*		
19	MIAMI CIGAR COMPANY		INVOICE #	66438		FGT #			
			P.O. #	C-148		DATE RECEIVED	10/04/1999		
			RECV VIA:	TRUCK		RECV REPORT #	B- 357273		
4020001	PACK	CIGAR SWISHER SWEET	1 LE.C.I.	3 COUNTER	14	20	28.80		
4030005	CAN	KODIAK SNUFF	1 LE.C.I.	3 COUNTER	13	10	33.30		
4030006	CAN	TWOLF FINE CUT SNUFF	1 LE.C.I.	3 COUNTER	65	50	80.50		
4030007	CAN	TWOLF WINTERGREEN LONG CUT	1 LE.C.I.	3 COUNTER	9	100	161.00		
4030002	CAN	SKOAL STRAIGHT LONG CUT	1 LE.C.I.	3 COUNTER	17	10	33.30		
2800002	EACH	CERTS SPEARMINT	1 LE.C.I.	3 COUNTER	131	432	211.68		
2800001	EACH	ROLAIDS ANTACIDS	1 LE.C.I.	3 COUNTER	37	36	19.80		
2830001	PACK	HALLS CHERRY COUGH DROPS	1 LE.C.I.	3 COUNTER	61	80	41.60		
2110003	EACH	M&M PEANUT 10 OZ.	1 LE.C.I.	3 COUNTER	84	72	134.64		
2110005	BAG	M&M PLAIN 10 OZ.	1 LE.C.I.	3 COUNTER	75	24	44.88		
3540011	TUBE	POLIGRIP ADHESIVE	1 LE.C.I.	3 COUNTER	20	12	41.88		
3540013	EACH	DENTAL FLOSS	1 LE.C.I.	3 COUNTER	27	12	15.24		
3730011	EACH	FOLDERS	1 LE.C.I.	3 COUNTER	46	50	14.00		
			TOTAL				860.62*		
TOTAL VENDORS			23				44,835.58*	321.79*	
TOTAL A2+									141.44*
TOTAL A2-									.52-*
TOTAL TRANSACTIONS			222						

JOURNAL #		R E C E I V I N G J O U R N A L				R E C A P		ALL DATES		
VENDOR	UNIT	PRODUCT DESCRIPTION	--LOCATION- # NAME	---AREA--- # NAME	BEGIN QUANTITY	POSTED QUANTITY	TOTAL RETAIL	ADD-ON AMOUNT	A2 ADJ	
27	VELVET ICE CREAM CO.	INVOICE #	387437				325.52*			
19	MIAMI CIGAR COMPANY	INVOICE #	66438				860.62*			
44	REPUBLIC TOBACCO CO.	INVOICE #	426866				2,536.92*			
17	KEEFE SUPPLY COMPANY	INVOICE #	65306				6,995.14*			8.88*
4	CRAWFORD SUPPLY COMPANY	INVOICE #	10183				2,108.78*	25.20*		5.04*
13	HELM DISTRIBUTING CO.INC.	INVOICE #	2130				2,334.60*			
16	JENNY COMPANY	INVOICE #	034456				1,761.60*	85.50*		
16	JENNY COMPANY	INVOICE #	034457				3,853.76*			
16	JENNY COMPANY	INVOICE #	034458				1,218.60*			117.04*
23	HAMILTON PEPSI COLA CO.	INVOICE #	828				1,399.20*			
21	MCKEE FOODS CORPORATION	INVOICE #	2153312				1,113.60*			
39	BLACK'S DISTRIBUTOR	INVOICE #	11765				3,481.20*	121.78*		
20	MIKE SELLS POTATO CHIPS	INVOICE #	215631				270.00*			
44	REPUBLIC TOBACCO CO.	INVOICE #	427546				1,336.68*			
27	VELVET ICE CREAM CO.	INVOICE #	387521				422.32*			
TOTAL VENDORS				23			44,835.58*	321.79*		
TOTAL A2+									141.44*	
TOTAL A2-									.52-*	
TOTAL TRANSACTIONS				217						

LIMIT: .00

DAILY SALES JOURNAL

INMATE NUMBER	INMATE NAME	SALES AMOUNT	AVA BALANCE	TIME SHOPPED	TICKET NUMBER	CYCLE	LOCK LOCATION	OPER
A360-225	SEXTON, MICHAEL	.00	.33			E		
A360-434	MCNALLY, THOMAS	.00	.00			E		
A360-440	KNIGHT, THOMAS	.00	.02			E		
A360-469	JOHNSON, MARK	.00	.00	*		E		
A360-486	STARKEY, MICHAEL	.00	1.02			E		
A360-502	JONES, TERRANCE	.00	.23			E		
A360-503	KURTH, ROBERT JR.	.00	60.00			E		
A360-551	THOMAS, RICHARD	.00	.01			E		
A360-559	MANNING, WILLIAM	.00	14.71			E		
A360-613	GREEN, CHAD	.00	6.29			E		
A360-875	WALKER, ANTHONY	.00	60.00			E		
R133-858	SAMUEL, JAMES	.00	7.39			E		
R141-970	GREENLEE, VICTOR	.00	60.00			E		
R142-839	HAFNER, KEVIN	.00	.86			E		
R144-304	DAILEY, MARK	14.17	50.29	8:52	49219	E		OSS
R145-414	NICHOLS, CLINTON	.00	.46			E		
R146-740	DALTON, ROBIN	.00	.00	*		E		
R149-543	HARBOUR, ELMER	.00	.62			E		
R150-229	COLLINS, STEVEN	.00	1.53			E		
GRAND TOTAL		346	105.59*					
# SHOPPED		7						
# AVAILABLE TO SHOP			344					
# SHOPPED			7					
PERCENT SHOPPED			2.03	%				
DOLLAR AMOUNT AVAILABLE			6,604.22					
DOLLAR AMOUNT SPENT			105.59					
AVG SALE PER INMATE SHOPPED			15.08					
INMATES OVER LIMIT								

COMMISSARY INVENTORY ADJUSTMENTS

TRANSACTIONS AFFECTING ACCOUNTABILITY

DATE	DESCRIPTION OF MERCHANDISE	NUMBER ITEMS	RATE PER	TOTAL PLUS	TOTAL MINUS	REASON FOR ADJUSTMENT
07/23/1998	STRAW TWISTS	5	.79		3.95	ADJUST - COMMISSARY
07/23/1998	M & M PLAIN	5	.39		1.95	ADJUST - DAMAGED
07/23/1998	CHERRY BITE CANDY	5	.79		3.95	ADJUST - OLD STOCK
07/23/1998	JOLLY RANCHERS ASSORTED	5	.51	2.55		ADJUST - BONUS
07/23/1998	SUGAR FREE HARD CANDY	201	.01		2.01	PRICE CHANGE
07/23/1998	REESE PEANUTBUTTER CUP	272	.01	2.72		PRICE CHANGE
07/23/1998	THREE MUSKETEERS	5	.02		.10	PRICE CHANGE - FROM RECEIVING
TOTAL		7		5.27*	11.96*	

SUBMITTED BY: _____

COUNTER: 1 I N V E N T O R Y P R I C E B O O K

8:45 AM

DESCRIPTION	PRICE	UNIT
SWEETNERS		
SUGARTWIN 2	1.82	BOX
SUGAR CUBES	1.03	BOX
CANNED POP		
PEPSI COLA 20 OZ. NR	.53	BOTT
DIETPEPSI 20 OZ. NR	.53	BOTT
MT.DEW 20 OZ. NR	.53	BOTT
ROOT BEER 20 OZ. NR	.53	BOTT
DR.PEPPER 20 OZ. NR	.53	BOTT
CRUSH ORANGE 20 OZ. NR	.53	BOTT
TEA		
TEA BAGS PARK	1.73	EACH
DRINK MIXES		
BREAKFAST DRINK ORANGE KEEFE	1.68	JAR
CHERRY DRINK KEEFE	1.68	CAN
LEMONADE DRINK KEEFE	1.68	CAN
GRAPE DRINK KEEFE	1.68	CAN
PEACH DRINK KEEFE	1.68	CAN
ICE TEA DRINK KEEFE	1.68	CAN
FRUIT PUNCH DRINK KEEFE	1.68	JAR
HOT COCOA CARNATION 10 OZ MIX	2.14	BOX
UTENSILS		
SHAKERCUP	.41	EACH
CHUGAJUG INSULATED BOTTLE 32OZ	2.67	EACH
COFFE MUG INSULATED	1.33	EACH
PITCHER 2 QT.	1.90	EACH
HEADPHONES		
EAR BUDS KOSS LS/5	6.89	EACH
FANS		
FAN 8" LAKEWOOD KOOL OPERATOR	20.10	EACH
FAN 6 " LAKEWOOD CLPON 7-27-99	12.41	EACH
TELEVISIONS		
B&W TV 12 INCH ACTION	75.53	EACH
COLOR T.V. 13 IN. RCA	210.70	EACH
VHF ANTENNA	3.74	EACH
UHF ANTENNA	1.73	EACH
ANTENNA REPLACEMENT T.V.	4.49	EACH
B&W TV KTV 12 INCH	85.59	EACH
AM-FM RADIOS		
GE SUPER III AM/FM RADIO	49.44	EACH
AM-FM CASSETTE STEREOS		
WALKMAN AIWA HSTA263	36.21	EACH
CASSETTE HEAD CLEANER		
HEAD CLNER CASSETTE	1.48	EACH
PENS-PENCILS		
MARKERS 10 PACK	1.01	PACK

* Prices and availability subject to change without notice! *

NORTH CENTRAL CORRECTIONAL INSTITUTION
COMMISSARY ORDER

OPER: DJH 08/03/98 8:54 AM TIK # 4656

INMATE: HENDRICKS, HARR NUMBER: A188268

LOCK: WYN-B BEGIN BAL: 75.00

Charge to My Personal Account

ITEM #	QTY	DESC	PRICE	EXTEND
6410014	1	BUTTER PE	.76	.76
6410002	1	HOT POCKE	.94	.94
6410002	1	HOT POCKE	.94	.94
6410001	1	HOT POCKE	.94	.94
2260004	2	LG. KIPPE	1.10	2.20
2260001	2	FISH STKS	.65	1.30
2210004	1	DILL PICK	.44	.44
2240001	3	BUTTER PO	.35	1.05
2150006	2	ZEBRA CAK	.94	1.88
2130006	2	CAJUN SHR	.17	.34
2250011	1	CASTLEBER	1.01	1.01
2250007	1	SUMMER SA	1.12	1.12
2120003	1	NACHO CHI	.76	.76
4360005	4	EAR PLUGS	.23	.92
END BAL: 60.40				TOTAL 14.60

4656 RECEIVED: _____
ALL SALES ARE FINAL !

OSS

LOST / STOLEN ID REPORT

9:11 AM

INMATE NUMBER	INMATE NAME	DATE REPORTED
A111000	TEST INMATE	05/15/01
A148200	COMM.REST.	10/15/99
A159149	COMM REST!!!	11/05/99
A194549	COMM.REST.	10/15/99
A202335	COMM.REST.	11/02/99
A203559	SPEND 0????????????????????????????	10/15/99
A211004	LOST ID????????????????????????????	10/27/99
A226212	COMM.REST.	10/13/99
A227396	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A229097	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A245794	COMM.REST.	10/13/99
A246857	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A250906	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A258297	COMM REST!!!	10/21/99
A261749	COMM.REST.	11/06/99
A267410	COMM.REST.	11/09/99
A268869	COMM.REST.	11/02/99
A268915	COMM.REST.	10/15/99
A273159	COMM.REST.	10/27/99
A279194	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A279493	COMM.REST.	10/30/99
A280929	COMM REST!!!	10/14/99
A285446	COMM.REST.	11/03/99
A286508	COMM.REST.	11/03/99
A289322	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A293137	COM REST!!	10/29/99
A297465	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A301065	COMM.REST.	11/12/99
A305411	COMM.REST.	11/07/99
A305503	COMM.REST.	11/02/99
A307064	COMM.REST.	10/29/99
A308147	COMM.REST.	10/26/99
A308427	COMM.REST.	11/07/99
A308918	COMM REST!!!	10/14/99
A309310	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A314213	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A314958	COMM.REST.	10/26/99
A315797	COMM.REST.	12/03/99
A317146	COMM.REST.	11/02/99
A318883	COMM.REST.	11/03/99
A319419	COMM.REST.	11/07/99
A321095	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A327902	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A332881	COMM.REST.	10/15/99
A336446	COMM.REST.	11/07/99
A338584	COMM.REST.	11/10/99
A338985	COMM.REST.	11/07/99
A339601	NO MEDS!!!!!!!!!!!!!!!!!!!!!!!!!!!!	12/31/99
A354570	COMM.REST.	11/01/99

TOTAL 85

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CROSS REFERENCE - ITEM TO UPC

9:09 AM

P	S	ITEM #	UPC CODE	DESCRIPTION	SHORT NAME
SWEETNERS					
	8	1080001	022400510941	SUGARTWIN 2	SWEET
	8	1080002	015800050117	SUGAR CUBES	SWEET
		***	CATAGORY	TOTAL	2
CANNED POP					
	40	1400008	0121290	PEPSI COLA 20 OZ. NR	POP
	40	1400009	0121300	DIETPEPSI 20 OZ. NR	POP
	40	1400010	0121310	MT.DEW 20 OZ. NR	POP
	40	1400011	0129100	ROOT BEER 20 OZ. NR	POP
	40	1400012	054900020507	DR.PEPPER 20 OZ. NR	POP
	40	1400013	0121200	CRUSH ORANGE 20 OZ. NR	POP
		***	CATAGORY	TOTAL	6
TEA					
	42	1420001	084545121109	TEA BAGS PARK	TEA
		***	CATAGORY	TOTAL	1
DRINK MIXES					
	43	1430001	087381008917	BREAKFAST DRINK ORANGE KEEFE	DRINK
	43	1430002	087381008948	CHERRY DRINK KEEFE	DRINK
	43	1430003	087381008931	LEMONADE DRINK KEEFE	DRINK
	43	1430004	087381008962	GRAPE DRINK KEEFE	DRINK
	43	1430005	087381008979	PEACH DRINK KEEFE	DRINK
	43	1430006	087381008924	ICE TEA DRINK KEEFE	DRINK
	43	1430008	087381008955	FRUIT PUNCH DRINK KEEFE	DRINK
	43	1430009	050000120727	HOT COCOA CARNATION 10 OZ MIX	DRINK
		***	CATAGORY	TOTAL	8
UTENSILS					
	44	1440001	077834003071	PITCHER 2 QT.	PITCHER
	44	1440002	043300054083	CHUGAJUG INSULATED BOTTLE 32OZ	JUG
	44	1440003	077834001831	COFFE MUG INSULATED	MUG
	44	1440004	72	SHAKERCUP	CUP
		***	CATAGORY	TOTAL	4
HEADPHONES					
	60	1600002	021299116593	EAR BUDS KOSS LS/5	HEADPHONE
		***	CATAGORY	TOTAL	1
FANS					
	63	1630001	029837007013	FAN 8" LAKEWOOD KOOL OPERATOR	FAN
	63	1630004	029837006788	FAN 6 " LAKEWOOD CLPON 7-27-99	FAN
		***	CATAGORY	TOTAL	2
TELEVISIONS					
	64	1640001	7841264782968	B&W TV 12 INCH ACTION	TV
	64	1640002	036725231467	COLOR T.V. 13 IN. RCA	TV
	64	1640003	43	VHF ANTENNA	TV
	64	1640004	44	UHF ANTENNA	TV
	64	1640005	300	ANTENNA REPLACEMENT T.V.	TV
	64 I	1640006	115	QUICK CONNECTS T.V. ADAPTERS	T.V.
	64	1640007	082605022106	B&W TV KTV 12 INCH	TV

*** CATAGORY TOTAL 7

*** GRAND TOTAL 356

MAY 16, 1998

NORTH COAST CORR. TREATMENT FACILITY

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CROSS REFERENCE - UPC TO ITEM #

9:09 AM

UPC CODE	ST	ITEM #	DESCRIPTION	SHORT NAME
0000000001		4700003	U.S. POSTAGE STAMPS .04 CENTS	STAMP
010		4700001	.01 CENTS U.S.POSTAGE STAMP	STAMP
010391330204		3510003	DANDRUFF SHAMPOO	SHAMPOO
010391340050		3510006	BABY SHAMPOO HERITAGE	SHAMPOO
010391340067		3510004	BAL&PRO SHAMPOO	SHAMPOO
010391341071		3510005	BAL&PRO CONDITIONER	SHAMPOO
010391342016		3570002	COCOABUTTER LOTION 16 OZ.	SKIN
010391342108		3570009	SKIN CARE LOTION	SKIN
010391342559		3570012	BABY POWDER	SKIN
010391342566		3570011	BABY OIL	SKIN
011110853295		2260003	OATMEAL VARIETY PACK KROGER	OATMEAL
011113742428		3540002	CLOSUP LARGE 4 OZ.	TOOTHPASTE
0121200		1400013	CRUSH ORANGE 20 OZ. NR	POP
0121290		1400008	PEPSI COLA 20 OZ. NR	POP
0121300		1400009	DIETPEPSI 20 OZ. NR	POP
0121310		1400010	MT.DEW 20 OZ. NR	POP
0123013		4010005	CAMEL NON-FILTER CIGARETTES	CIGARETTE
012546712507		2800002	CERTS SPEARMINT	CERTS
0129100		1400011	ROOT BEER 20 OZ. NR	POP
015800050117		1080002	SUGAR CUBES	SWEET
017276020724		4170019	BAND-AIDS	MEDS
0174750		3500004	TONE SOAP	SOAP
0179200		3500002	DIAL SOAP	SOAP
0179250		2300004	VIENASAUSAGES	CANNED
018818014768		1660003	WALKMAN AIWA HSTA263	RADIO
0195221		3500007	JRGNS 4PK. BATH SOAP	SOAP
021299116593		1600002	EAR BUDS KOSS LS/5	HEADPHONE
021299120125		4150001	KOSS GT/4 HEADPHONES	HEADPHONE
021900011293		2230016	PNUTS SALTED TOMS	CHIP
021900011323		2230015	PNUTS HOT TOMS	CHIP
021900030058		2220005	CHEEZERS CRACKERS TOMS	CRACKER
021900032076		2220006	MONTJACK JALAPENO CRACKER TOMS	CRACKER
022200001410		3550001	BRUSHLESS SHAVE	SHAVE
022200003155		3560007	FRSH SPEED STICK DEODERANT	DEODERANT
022200003247		3560010	REG SPEED STICK DEODERANT	DEODERANT
022200003292		3560011	MUSK SPEED STICK DEODERANT	DEODERANT
0222942		3550004	AFTA REGULAR	SHAVE
0222952		3550006	AFTA FRESH SCENT	SHAVE
0222962		3550005	AFTA SPORT TALC	SHAVE
022400000787		3520018	VO-5 HAIRDRESSING	HAIR
022400510941		1080001	SUGARTWIN 2	SWEET
0227263		3570003	NOXZEMA SKINCREAM	SKIN
024300031786		2250012	FUDGEGRANOLA LITTLE DEBBIE	CAKE
024300041013		2250008	OATML PIE LITTLE DEBBIE	CAKE
024300041143		2250005	STARCRUNCH LITTLE DEBBIE	CAKE
024300041204		2250004	NUTTY BARS LITTLE DEBBIE	CAKE

*** GRAND TOTAL 356

MAY 16, 1998

NORTH COAST CORR. TREATMENT FACILITY

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INVENTORY INACTIVE ITEM REPORT

9:09 AM

P	S	ITEM #	UPC CODE	DESCRIPTION	SHORT NAME
64	I	1640006	115	QUICK CONNECTS T.V. ADAPTERS	T.V.
25	I	2250007	024300041723	PECAN SPINWHEELS LITTLE DEBBIE	CAKE
54	I	3540015	087381206498	MOUTHWASH ANTI-PLAQUE RINSE	TOOTH
2	I	4020005	031700000106	WHITE OWL MINIATURE CIGAR	CIGAR WHITE OWL
4	I	4040001	070137470076	APPLE PIPE TOBACCO	PIPE TOB
*** GRAND TOTAL				5	

Update: No

DEPARTMENT OF REHABILITATION AND CORRECTION

_____ Correctional Institution

COMMISSARY FUND
PROFIT AND LOSS STATEMENT
From: 01/01/1990 To: 12/31/2000

Gross Sales	53,329.40	
(Less) Sales Tax	1,556.13	

NET SALES		51,773.27
<u>COST OF MERCHANDISE SALES:</u>		
Beginning Inventory (Retail)	29,938.06	
Purchases (Cost)	51,997.21	

Merchandise Available For Sale	81,935.27	
(Less) Ending Inventory (Retail)	34,464.37	

COST OF MERCHANDISE SOLD		47,470.90

GROSS PROFIT (8.310 % OF NET SALES)		4,302.37
<u>COST OF OPERATION:</u>		
Beginning Inventory (Overhead)	233.75	
Purchases (Overhead)	419.70	
(Less) Ending Inventory (Overhead)	316.97	

TOTAL OVERHEAD (Operating, Equipment, Inventory)		336.97

NET OPERATING PROFIT (7.659 % OF NET SALES)		3,965.40
<u>OTHER INCOME:</u>		
Interest		119.87
		=====
TOTAL PROFIT (7.891 % OF NET SALES)		4,085.27

Comments _____

Commissary Manager: _____ Date: 07/23/1998

Deputy Of Administration: _____ Date: 07/23/1998

Update: No

ACCOUNTABILITY STATEMENT

_____ Correctional Institution

From: 01/01/1990 To: 12/31/2000

CHARGES:

(a) Beginning Inventory	\$ 29,938.06
(b) Merchandise Purchases	57,862.38
Plus A-2 Adjustments (Bonus Items, Price Increases etc.)	25.87
Miscellaneous: _____	.00
TOTAL CHARGES	87,826.31

CREDITS:

Ending Inventory	34,464.37
(c) Sales	53,329.40
Minus A-2 Adjustments (Damaged Items, Price Decreases, etc.)	7.57
Miscellaneous: _____	.00
TOTAL CREDITS	87,801.34
APPARENT DIFFERENCE (Shortage Or Overage)	\$ 24.97

(a) Should equal ending inventory from previous reporting period.

(b) Include all items placed in stock since previous inventory at retail value.

(c) Include Accounts Receivable for items sold during the reporting period.

Commissary Manager: _____ Date: 07/23/1998

Deputy Of Administration: _____ Date: 07/23/1998

SUPPLEMENTAL INFORMATION TRAILER

This page is the last page of supplemental information for this competitive document. If you received this trailer page, all supplemental information has been received.

Note: portions of the supplemental information provided may or may not contain page numbers. The total number of pages indicated on the cover page does not include the pages contained in this supplement.