

State of Ohio Department of Administrative Services  
Office of Procurement Services  
State of Ohio Department of Rehabilitation and Corrections  
4200 Surface Road  
Columbus, OH 43228-1395

**Request for Information - RFI # DRC001-14**

Date: February 26, 2014

Page: 1

**Title: Ohio Department of Rehabilitation and Corrections Request for Information on a Turnkey Uniform Solution for Ohio Department of Rehabilitation and Corrections Security Staff**

The state of Ohio Department of Administrative Services Office of Procurement Services on behalf of The Ohio Department of Rehabilitation and Corrections requests information from interested providers for uniform garment for prison security staff including secure online, web-based ordering and order management system(s) for uniform garment and related accessory purchases. Information received may be used in a future solution (Request for Proposal) or Invitation To Bid for garment contract(s) for the Ohio Department of Rehabilitation and Corrections and/or other State of Ohio Agencies which require security uniforms or other types of garments.

**This Request for Information (RFI) is not a bid and no contract will be awarded as a result (please see BACKGROUND and SCOPE below). Questions concerning this RFI may be emailed to [walter.schneider@das.ohio.gov](mailto:walter.schneider@das.ohio.gov)**

**BACKGROUND:** The State of Ohio Department of Administrative Services Office of Procurement Services (DAS OPS) on behalf of The Ohio Department of Rehabilitation and Corrections (ODRC) seeks detailed information from uniform garment manufacturers and suppliers on a turnkey uniform garment solution for prison security staff including a secure online web-based uniform garment ordering and management information system. DAS OPS and ODRC's goal in this RFI is to obtain information and knowledge about security garments in the marketplace which are constructed of up to date fabrics and contain features designed with utility, performance, durability and comfort in mind and which provide the features security staff in prisons need for more efficient performance of their day-to-day duties. Additionally ODRC would like to gain information which will aid us in streamlining our ordering and supply chain, allow for faster turn-around of orders and eliminate excess inventories of security staff garments within our systems.

**SCOPE:** The scope of this RFI project is system wide. ODRC's system consists of 26 facilities located throughout Ohio (see <http://www.drc.ohio.gov/> for facility locations,) staffed by approximately 6,500 security staff comprised roughly with 20% females and 80% males. ODRC's current annual spend on uniform garments is in the neighborhood of \$ 750,000 - \$ 1,000,000 annually. Uniform garments furnished by ODRC to security staff associates consist of uniform security shirts, trousers, outerwear, rainwear and battle/tactical dress uniform (B/TDU) type pants and shirts (blouses). A turnkey system should be a complete uniform service providing all ODRC specified uniform items and include an online secure web/internet based page for ordering. Ordering would be done by each uniformed security staff associate based on an annual individual spend budget set by the agency for each associate. The secure online ordering system must be capable of providing secure (password protected) access for each of DRC's 6,500 security staff and allow system administrators to set ordering budget limits by user, add and delete users, establish exceptions to the budget limits by user, manage items seen by users and be so robust as to minimize time required for managing the administration of the system. The system should have multiple levels of security and be capable of providing management reports to help DRC determine order activity and track spend at the individual level as well as multiple levels within each facility, groups of facilities and system or statewide.

**RESPONDENTS SHOULD:**

1. Review the contents of this RFI in its entirety to obtain a thorough understanding of the RFI's requirements.
2. Review and understand DAS OPS and ODRC's general requirements on page 2 of this solicitation.
3. No later than **4:30 PM EST, Friday March 14, 2014**, submit a brief containing a complete description of the types of clothing your company provides which meet ODRC's needs as described in the REQUEST FOR INFORMATION – GARMENTS sections 1 through 5 below. Garment description should include product literature, photos and brief specifications which adequately describe the garments.

Also provide a thorough description of your online ordering and management information system which meets all or most of ODRC's general requirements as described in the REQUEST FOR INFORMATION – ORDER MANAGEMENT AND INFORMATION SYSTEM(S) sections 1. Through 11. below.

Informational submissions are due to the address below **by 4:30 PM EST, Friday March 14, 2014.**

State of Ohio  
DAS State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Attn: Walt Schneider, CPPB / RFI DRC001-14

**Submissions may be transmitted on paper, file transfer, or by CD (as a .pdf) by U.S. Mail to the address above, by FAX to (614) 485 1056 or by eMail to [walter.schneider@das.ohio.gov](mailto:walter.schneider@das.ohio.gov)**

**REQUEST FOR INFORMATION, GARMENTS:**

1. Security Shirts – Currently the agency provides security staff with standard security shirts manufactured by Fechheimer Brothers 95R6 series for men and 152R6 series for women. These shirts are 65% Dacron Polyester / 35% Cotton stretch poplin 4.5 Oz. Sq. Yd. fabric both long and short sleeve in the standard security design with shoulder epaulets, front and back creases, badge tabs, spread collar with internal stays in men's sizes Small to 8XL and women's sizes 30 to 52. Colors Gray and White. ODRC is interested in information about shirt alternative offerings of similar design and features which may afford more comfort for wearers, feature up-to-date, more easy care, durable fabric blends and/or construction. Although ODRC does not provide polo type shirts for security staff, as part of this RFI we are willing to consider quality law enforcement type polos which are breathable, constructed with mike tabs, long tails and other features desirable in security/law enforcement type polo. If your company has the capability of providing garments with the characteristics described above, please describe them and provide product literature, specifications, photos and other information on them in your response.
2. Trousers – ODRC Security Staff currently wears the Tact Squad T/TW7004 BK Street Legal Cargo Pocket Trousers as a primary duty garment. This garment is relatively inexpensive and by virtue of its pockets provides much of the utility DRC security staff need in their day-to-day tasks however the material of construction is relatively heavy and ODRC has experienced some quality issues with the garment. ODRC as an agency is in favor of the adjustable waistband feature of the garment. ODRC is interested in higher quality, good value all-weather garment alternatives made from a fabric or fabrics which are more breathable and more comfortable in hot weather but also afford a degree of comfort in colder months. The garments must be easy-care, contain at the minimum two roomy front slash, two rear pockets and cargo-type pockets on each leg. Additional pockets are a bonus. Seam construction should be adequate to handle the aggressive nature of security staff day-to-day activities as well as possible crotch gusseting for freedom of movement. High quality, durable buttons and zippers and overall quality construction are desirable. Sizes offered should be men's 30 to 54 and women's cut sizes 2 to 30. Current color requirement is Black. However ODRC may consider a slate or other shade of gray garment. If your company has the capability of providing garments with the characteristics described above, please describe them and provide product literature, specifications, photos and other information on them in your response.
3. Outerwear Garments: - ODRC is interested in outerwear options that are convertible garments suitable for three season wear and which contain design features that afford prison security staff ease and utility in performing their duties. Outerwear garments should be lightweight, durable, and easy to care for, wind resistant or windproof, moisture resistant, contain ample pocketing options and may consist of outer and inner removable and separately wearable liner(s). Garments must be a good value. Appropriate Colors are black and/or gray. ODRC is interested in information on any outerwear garments your company offers which meet or exceed the above general requirements. If your company has the capability of providing garments with the characteristics described above,

please describe them and provide product literature, specifications, photos and other information on them in your response.

4. Battle Duty-Tactical Duty (B/TDU) Type Garments: - ODRC has a need for B/TDU type garments primarily for special task teams within their facilities but also for alternative wear by general security staff under certain conditions. ODRC desires B/TDU garments which are constructed of sturdy rip-stop material, comfortable to wear and cut adequately to enhance the very active duties associated with special teams in prisons. Additional features such as adjustable or self-adjusting waistbands, reinforced seams, gusseted crotch, ample pocketing, quality zippers, snaps and closures, stain and soil resistance are desirable. Sizes XL through 6XL in multiple lengths are desirable. Appropriate colors are black and OD green. ODRC is interested in information on any outerwear garments your company offers which meet or exceed the above general requirements. If your company has the capability of providing garments with the characteristics described above, please describe them and provide product literature, specifications, photos and other information on them in your response.
5. Rainwear: - ODRC currently provides rainwear to a small subset of security staff. However the agency is willing to consider broadening that coverage. We are interested in receiving information on quality, durable, and functional rainwear suitable to be worn in a law enforcement or security environment in detention facilities. Rainwear should be vented and/or breathable, free of hardware or attachments which conduct electricity, easy care, perhaps anti-fungal or anti-microbial, mold/mildew resistant and cut suitable to be worn over a security uniform with law enforcement features. ODRC is interested in information on any outerwear garments your company offers which meet or exceed the above general requirements. If your company has the capability of providing garments with the characteristics described above, please describe them and provide product literature, specifications, photos and other information on them in your response.

#### **REQUEST FOR INFORMATION – ORDER MANAGEMENT AND INFORMATION SYSTEM(S)**

ODRC is interested in receiving detailed information about supplier/vendor owned and provided secure online web based, robust uniform, garment and accessory ordering, order management and management information systems. Systems should have the following characteristics:

1. The system must be online, web-based owned and maintained by the vendor or the vendor's hired provider.
2. The system must be secure (user ID and Password protected). Multiple levels of security are desirable.
3. The system/web site must have the capability of providing detailed descriptions, photos and prices of the garment items offered.
4. The system must have the capability for orders to be placed at the individual, physical location and agency level.
5. The system must have the capability of providing a shopping list of garments by the individual ordering and location levels (different ordering individuals and locations within the same location or agency may require different shopping lists).
6. The system must have the capability for State of Ohio agency designated System Administrator(s) to change shopping lists, and individual security levels, as well as create and run management information reports.
7. The system must provide order dollar value thresholds, which can be manipulated or adjusted by the designated System Administrator(s) at the individual user level as well as location level by dollar value and calendar period.
8. Web pages at the individual user level should indicate the individual user's garment budget by period and the amount of that budget used and remaining for the calendar period stated.
9. The system must contain workflow capability to allow for management review and approval of orders placed at the location level prior to actual acceptance of the order by the vendor/supplier.
10. The system must have the capability to accept payment by State of Ohio Purchasing Card (P-card) or state warrant via state purchase order.
11. The system must be able to provide various reports including, but not limited to: report spend by individual, garment, location and agency level both regularly by fiscal quarter as well as ad hoc on demand for periods selected by users with system access for same.

**SUBMISSION OF INFORMATION:** If your organization is capable of providing a turnkey uniform solution with garments and a robust order and management information system which meet all or the majority of the above requirements on pages 2 and 3 of this Request For Information, DAS OPS and ODRC are interested in hearing from you about your garments and online order management system. Respondents should submit a description or product literature including specifications, photos, etc. for each garment or garment type you feel may meet ODRC's needs and a summary of your company's capability and online order management and information system (with detailed information about the system's functionality as it applies to items 1. through 11. above.

**ADDITIONAL INFORMATION:** Respondents should include any additional information the respondent deems pertinent or necessary to describe and/or highlight garments and/or the order management and information system described.

**WHAT'S IN IT FOR YOU:**

On April 4, 2014 the Ohio Department of Rehabilitation and Corrections will host an Expo for uniform garment vendors to present their garments related to security and law enforcement and their secure online order management systems to ODRC's purchasing and selected security staff. The Expo will be held in the Columbus, Ohio suburban area. Space will be limited to no more than seven vendor attendees. Vendors will be selected based on several criteria including response to this RFI, products offered and the capability, utility and functionality of your secure online order management system. Participation in the Expo is not mandatory and will in no way affect a prospective vendor's ability to participate in any future bid solicitation for ODRC security staff garments. Please express your desire to attend the Expo in your response to this Request For Information. ODRC will issue invitations to the Expo no later than March 21, 2014.

Information gathered as a result of this Request For Information and ODRC's uniform garment Expo may be used during mid to late 2014 or early 2015 by DAS OPS and ODRC in the construction of a solicitation leading to a contract for a turnkey uniform solution to meet the uniform garment and ordering/supply chain needs of the ODRC and their security staff.