

**INVITATION TO BID  
IDENTIFICATION WRISTBAND SECURITY SYSTEM  
DYS150108CO**

**DATE ISSUED: March 18, 2015**

**PURPOSE:** The Ohio Department of Youth Services (DYS) is seeking an identification wristband security system that will support youth management and youth tracking needs by scanning identification wristbands for approximately 400 youth that are housed within the State of Ohio Juvenile Correctional facilities.

**SCOPE OF WORK:** The Ohio Department of Youth Services (DYS) is seeking an identification wristband security system that will support youth management and youth tracking needs by scanning identification wristbands for approximately 400 youth that are housed within the State of Ohio Juvenile Correctional facilities. The wristbands must be made from a waterproof, non-removable, tamper resistant material in assorted colors that the offender population cannot remove.

These wristbands must be able to help classify and track youth by classification level, medication distribution and commissary use while ensuring positive youth identification. These will be utilized for education, recreation, medical and visitation purposes.

The wristbands must be able to remain on the youth at all times, including during showers, exercise, and sleep. Wristbands must be able to be color coded for classifying youth to provide at-a-glance identification enabling staff to easily detect whether youth are in authorized areas. Wristbands must also be non-transferable and specially designed to allow officers to detect tampering. Wristbands must be able to display youth's picture.

The system must be able to capture detailed youth monitoring data during welfare checks/cell checks and share this data by integrating with the current DYS system.

The system must be able to automatically identify youth in real-time at the point-of-contact by integrating the wristbands with DYS juvenile correctional facilities management system

The system will assist in managing compliance with state and national corrections standards

The system must be able to be integrated with the DYS Juvenile Justice Case Management System (JJCMS) and allow for superior data collection capabilities, which will include a range of activity logging.

The system must offer levels of automation that will support youth management, monitoring, and tracking capabilities.

Wristbands must be able to display the following:

- Youth name (first name, last name)
- Youth identification number
- Youth photo
- Known Medical conditions via bar code
- Prescribed Medications via bar code
- and other pertinent information as designated by DYS

This system must also include a mobile scanning device to monitor youth at multiple locations.

DYS requires a complete identification system that will be used in the total production of the youth identification wristbands. Production to include ID Software, mobile handheld scanner, barcodes, wristbands, fasteners, color printer, laminator, and any other equipment necessary to produce the wristbands.

The system must include ID software with a minimum one year software tech support that includes system maintenance and software updates

Bid must include the individual cost of these items:

- ID Software
- Mobile handheld scanner
- Barcodes
- Wristbands and fasteners
- Color printer
- Laminator
- Any additional equipment necessary to produce the wristbands

**DELIVERY:** Delivery must be made by within 60 days of purchase order issuance.

**INQUIRY PERIOD:**

Contractors may make e-mail inquiries regarding this request only during the Inquiry Period beginning, **March 18, 2015 at 12:01 p.m. EST and ending March 26, 2015 at 12:01 p.m. EST. ONLY INQUIRIES/CLARIFICATIONS WILL BE ACCEPTED DURING THIS PERIOD.** Any individual inquiry or clarification sent to the site/facility will not be answered.

Bidders may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Timeframe Requirements. To make an inquiry, Bidders must access the Department of Administrative Services (DAS) State Procurement Website and post their inquiries. All inquiries must be received prior to the end of the Inquiry Period listed on the cover page. The state will make every effort to post responses within 48 hours. All inquiries and responses will be posted on the website where the bid opportunity is posted. Interested bidders will be able to access the questions and answers during the time the bid is posted.

Bidders may make inquiries regarding this RFP any time during the inquiry period listed in the Timeframe Requirements, at this website:

[www.ohio.gov/procure](http://www.ohio.gov/procure)

The Inquiry function may be accessed at this site, by choosing, "Selling to the State", "Procurement Opportunities", click in the area "Advanced Search for Procurement Opportunities," enter the "Document Number" and click the "Search" button.

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.

Inquiries and or requests for clarification about a specific portion of this RFP must reference the relevant part of this RFP and include the provision heading with the RFP page number. The inquiry must contain the name of the prospective Bidder, and prospective Bidder's representative who should receive the response, including the representative's business telephone and fax numbers.

Bidders who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with ODYS staff or any other agency of the State to discuss the bid may result in the bidder being deemed not responsive.

**QUOTATION SUBMISSION REQUIREMENTS:**

Quotations can be sent to or Department of Youth Services Attn: Steve Hrinko, Procurement Administrator 30 West Spring Street 5<sup>th</sup> Floor Columbus, Ohio 43215 **OR** emailed to [Purchasing.mailbox@DYS.Ohio.gov](mailto:Purchasing.mailbox@DYS.Ohio.gov) **April 1, 2015 by 3:00 p.m. EST.** Quotations received after this date and time will not be considered by DYS. Each Quotation must be clearly marked with the number Identification Wristband Security System, DYS150108CO

- Cover Sheet to include the following:

- A statement regarding the Contractor's legal structure (e.g., an Ohio corporation), OAKS number or Federal tax identification number, and principal place of business;
- The name, phone number, fax number and e-mail address if available, of one (1) contact person who has authority to answer questions regarding the ITB response;
- Ohio Administrative Knowledge System (OAKS) vendor identification number. If bidder does not currently have an OAKS vendor identification number, it can be obtained from the

following website: <http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>. Select the Vendor Information Form link.

- Included pricing sheet
- Quotations must acknowledge the Contractor's understanding and ability to perform and provide the Scope of Work.
- Quotations must be based on the Scope of Work and DYS will not be liable for any costs the Contractor does not identify in its Quotation. Quotations must include pricing for each necessary item, shipping and handling (see shipping details below).
- Quotations are firm and irrevocable for ninety (90) days. Beyond ninety (90) days, the Contractor will have the option to honor their Quotation or make written request to withdraw their Quotation from consideration.
- DYS has the right to accept or reject quotation submissions at its sole discretion. DYS reserves the right to also withdraw any part of this Request for Quotation and is not liable for any expense or cost incurred by Contractors in answering this Request for Quotation.
- This contract may be terminated only as follows:
  - By DYS without cause upon a fourteen (14) day written notice to the Contractor.
  - By mutual written consent of all parties.
  - DYS may immediately terminate this Contract if the Contractor has breached any provisions of this Contract. The following events shall be deemed to be a breach by the Contractor of its obligations hereunder provided, however, said list shall not be deemed all inclusive:
    - Failure by the Contractor to timely perform its obligations hereunder.
    - The Contractor shall cease doing business.
    - The Contractor shall file for protection under any state or federal bankruptcy or similar laws during the terms of this Contract.
  - If the Ohio General Assembly fails at any time to continue funding for the payments and other obligations set forth herein, DYS's obligations under this Contract are terminated as of the date the funding expires and DYS shall have no further obligations hereunder. If DYS discovers or is notified of the discontinuation of funding for this Contract, then DYS agrees to notify Contractor of said discontinuation as soon as is practicable. The Contractor shall not perform any work under the Contract after receiving such notice.
  - In the event of an early termination or the natural expiration of this Contract, DYS shall be given immediate ownership and possession of all reports, documents and other materials assembled and prepared by Contractor pursuant to this Contract.

### **Monitoring and Evaluation:**

The Deputy Director of the Division of Facility Programs, the Administrator, Facility Operations, and the Superintendent of the Juvenile Correctional Facility will be responsible for the monitoring and evaluation of the system, supplies and equipment in accordance with this Invitation to Bid .

### **Selection Criteria:**

Bid will be awarded to the vendor that is the lowest total cost, responsive and responsible bidder and the vendor that will provide the system that will best meet the statement of needs as noted in Section A of this exhibit for the Department of Youth Services. DYS has the right to disqualify bids for any reason.

Evaluation of bids: Award will be made to the lowest responsive and responsible bidder as determined by ODYS under the Ohio Revised Code. To protect the integrity of the competitive bid process, bids will be closed for public preview once the evaluation and award process begins.

- Quotations must acknowledge the Contractor's understanding and ability to perform the Scope of Work.
- Quotations must be based on the Scope of Work and DYS will not be liable for any costs the Contractor does not identify in its Quotation. Quotations must include pricing for each item on the attached list, and shipping and handling costs (see shipment details below).
- Quotations are firm and irrevocable for ninety (90) days. Beyond ninety (90) days, the Contractor will have the option to honor their Quotation or make written request to withdraw their Quotation from consideration.

- DYS has the right to accept or reject quotation submissions at its sole discretion. DYS reserves the right to also withdraw any part of this Request for Quotation and is not liable for any expense or cost incurred by Contractors in answering this Request for Quotation.
- Quotations will be sent to:  
Department of Youth Services  
Attn: Steve Hrinko, Procurement Administrator  
30 West Spring Street 5<sup>th</sup> Floor  
Columbus, Ohio 43215 **OR** emailed to  
[Purchasing.mailbox@DYS.Ohio.gov](mailto:Purchasing.mailbox@DYS.Ohio.gov)

Catalogs and Samples of Products: Each vendor, if requested, should deliver a sample of all products listed on specification sheet prior to awarding of any and all bids. If not received at bid opening, bidders will have five (5) business days, after notification, to provide samples.

Damages & Claims: Any and all damaged items delivered to ODYS will be returned to vendor at vendor's expense. There will be a Ninety- (90) day return policy on any items deemed to be damaged.

Shipments: Delivery of products to ODYS should be within 60 (sixty) calendar days after vendor receives the State of Ohio Department of Youth Services purchase order. For deliveries the vendor will contact each DYS facility within forty-eight (48) hours for receiving arrangements. All products being delivered to the ODYS institutions will be properly packaged, labeled, and sealed. Each shipment will have an official vendor itemized packing slip with signature of shipper.

Delivery and Acceptance: Contractor must provide product(s) and/or service(s) under this Contract F.O.B. the place of destination. The place of destination is specified below. Freight will be prepaid unless otherwise stated.

- Department of Youth Services Locations (shipping instructions)

Eric Harter  
Indian River Juvenile Correctional Facility  
2775 Indian River Rd SW  
Massillon, OH 44648

Belinda Crane  
Circleville Juvenile Correctional Facility  
640 Island Road, PO Box 598  
Circleville, OH 43113

Gary Schultz  
Cuyahoga Hills Juvenile Correctional Facility  
4321 Green Road  
Highland Hills, OH 44128

## PRICE SHEET

### REQUIRED ITEMS

### Price per item (1)

REQUIRED ITEMS	Price per item (1)
ID Software	\$ -
Mobile handheld scanner	\$ -
Barcodes	\$ -
Wristbands and fasteners	\$ -
Color printer	\$ -
Laminator	\$ -
Any additional equipment necessary to produce the wristbands	\$ -