

REQUEST FOR INFORMATION (RFI)

DRCI-15-2108

Offender Location Status and Monitoring System

RESPONSE DEADLINE:

RFI responses are due by to Noon, Local Time on
Wednesday, May 6, 2015

ADDRESS FOR RFI RESPONSES:

Ohio Department of Rehabilitation & Correction (ODRC)
Attn: Yolanda Cooks, Project Manager
Office of Acquisitions and Contract Compliance
770 West Broad Street
Columbus, Oh 43222

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1.0. INTRODUCTION

1.1 Purpose of this Request for Information (RFI)

The purpose of this RFI is to gather sufficient information to determine the procurement method and specifications for an offender location status and monitoring system. As a location status and monitoring system is a continuously developing technology, the ODRC prefers to conduct a Request for Information (RFI) prior to conducting a Request for Proposal (RFP) or an Invitation to Bid (ITB) in order to procure a system to meet the needs of the ODRC.

All parties are encouraged to respond, regardless of whether they may respond to possible solicitation(s) subsequent to this RFI. You are encouraged to share this RFI with anyone you believe may be interested. We thank you, in advance, for your interest and participation.

Under no circumstances is this Request for Information to be construed as an invitation to bid, propose, quote or otherwise solicit business from the State, nor should this RFI be interpreted as a definitive list of requirements, strategies, direction, or commitment to the market pertaining to any current or future state offender location status requirements. The exchange of information does not imply imminent purchase, nor should it in any way be construed as a commitment to purchase by the State, or encouragement to expend funds in development, marketing or sales to the State. The issuance of this RFI and any subsequent acceptance of market responses, whether in writing or orally and whether in whole or in part, does not bind or impose any legal obligation upon the State or Respondents in any way, nor does it limit the State's right to negotiate in its best interest with any Respondent at any time.

All materials submitted in response to this RFI will become the property of the State and may be returned only at the State's option, and at the prospective Respondents expense. The State routinely handles all information submitted in response to an RFI with care, uses it only for information evaluation purposes, and restricts access to the minimum number of persons who have a need to know. However, subject to any pre-existing Non-Disclosure Agreement between the State and Respondents, the State assumes no obligation and shall incur no liability regarding confidentiality of all, or any portion of a quotation, or any other material submitted in response to this RFI. If any prospective Respondent feels compelled to submit information considered proprietary or confidential, it is such Respondent's obligation to notify the State in advance of providing such information, specifying the nature of the material, and to obtain written authorization to proceed.

1.2 Background

The ODRC Mission is “to reduce recidivism among those we touch.” The ODRC has an initiative to rehabilitate offenders as they work outside of the correction facility.

Specifically, the ODRC expects to successfully rehabilitate offenders by enabling work to be conducted outside of the correction facility; expanding the correction environment by monitoring offender location status; while maintaining the safety and security of the general public.

In part, ODRC would implement the initiative using an offender location status system. The ODRC intends to gather information to determine its approach to implement a state-wide offender location status system during fiscal year 2016.

The approach may include but is not limited to developing a cooperative contract for use by other Ohio offender location status monitoring programs. If the ODRC does not determine an approach to implement the initiative, there is no obligation for ODRC to conduct further study or work in this area.

See next page....

2.0 CURRENT USE OF SYSTEMS

2.1 The ODRC uses electronic monitoring for inmates under parole supervision; however no prisons currently use electronic monitoring for outside inmate workers. On any given day, 400-600 inmates from ODRC facilities work outside of the secure perimeter. Most of these inmates work on prison grounds under intermittent supervision. A small portion of these inmates work off prison grounds under the supervision of ODRC staff or agents of other community partners/agencies. The majority of these inmates are employed by Ohio Penal Industries on construction crews and farms.

3.0 DESIRED FUTURE STATE

3.1 The ODRC wants to deploy electronic monitoring devices on inmates who are assigned to OPI and select critical jobs outside of the secure perimeter, whether it is on or off prison grounds. The goal is to increase the number of inmates eligible for these job duties while still ensuring public safety. Furthermore, a general enhancement of public safety is gained as well by having this system in place statewide.

There would be as many as 11 sites involved in this project. 10 of these sites are prisons; the other is comprised of 5 independent crews who may be working in multiple locations across the state. All locations will need both fixed monitoring and mobile monitoring platforms.

The following are the sites are estimated to be a part of our implementation:

Site	Inmates
Allen Correctional Institution	20
Franklin Medical Center	20
Lebanon Correctional Institution	60
London Correctional Institution	60
Mansfield Correctional Institution	40
Marion Correctional Institution	40
Ohio Reformatory for Women	25
Pickaway Correctional Institution	40
Chillicothe Correctional Institution	40
Southeastern Correctional Complex	25
OPI Construction Crews	60*
Total Units	430

*Up to 5 independent crews of 12 potentially working at different sites throughout the state

3.1 (continued) the preferred features for an electronic monitoring system include:

3.1.1 Be a live monitored system with information about inmates being transmitted continuously (systems will be evaluated by delays in transmitting information).

3.1.2 Allow operators to set unique geographical thresholds to contain inmates in particular locations. This must be customizable by individual device and easy to use.

3.1.3 Provide alerts instantaneously whenever an inmate leaves an approved area or when there has been tampering. Alerts are audible and visual. Cellular phone calling with features for multiple alerts at once.

3.1.4 Provide historical reports of individual inmate movements that can be maintained for 30 days minimum in the system.

3.1.5 Provide all-weather capabilities and proven signal strength inside hardened structures as demonstrated by site visit tests for any area.

3.1.6 Allow for flexibility in setting up monitoring stations and allow more than one user to monitor, including mobile monitoring (i.e. vehicle patrol and tablet interfaces.)

3.1.7 Account for a worker turnover of 150-200% annually, including the cost of cutting off and re-assigning monitors a minimum of 2-3 times a year.

3.1.8 Provide a monitoring device as discrete as possible so the monitor can be placed on an inmate in a manner that raises the lowest level of attention. The device must also be durable to hold up in a detention environment. Devices which can be removed daily may also be included, but they must also be tamper resistant and discrete.

3.1.9 Provide for scalable or flexible pricing based on how many units are active at a given time, or an adjusted monthly rate for expected vacancy rate of 20-25%.

3.1.10 Enable a deliberate and scaled implementation that will accommodate a reasonable amount of time to bring all users and managers up to speed.

4.0 CONDITIONS OF THE RFI

4.1 Sequence of Events

The RFI Manager will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Responsible Party</u>	<u>Effective Dates</u>
1. Issue RFI	ODRC RFI Contact	Tuesday, April 21, 2015
2. Deadline for Questions	Potential Respondents	Tuesday, April 28, 2015
3. Response to Questions	ODRC RFI Contact	Thursday, April 30, 2015
4. Response Due Date	Respondents	Wednesday, May 6, 2015

4.2 Explanation of Events

4.2.1 This RFI is being issued on the date indicated in the Sequence of Events, above, by the ODRC.

4.2.2 Questions regarding this RFI must be submitted electronically, on the State Procurement Service’s web site to the ODRC RFI Contact and must be received by Noon, Local Time on Wednesday, May 6, 2015. Questions may be submitted via the following method:

4.2.2.1 Offerors may make inquiries regarding this RFI any time during the inquiry period listed in the Calendar of Events. To make an inquiry, responders must use the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select “Find It Fast”.
3. Select “Doc/Bid/Schedule #” as the Type.
4. Enter the RFI Number found on Page 1 of the document. (RFI numbers begin with the letters ”RFI”)
5. Click “Find It Fast” button.
6. On the document information page, click “Submit Inquiry”.
7. Click the “Submit” button.

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

4.2.2.2 Offerors may view inquiries and responses using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFI Number found on Page 1 of the document. (RFI numbers begin with the letters "RFI")
5. Click "Find It Fast" button.
6. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

The State will try to respond to all inquiries within 48 hours of receipt. The State will not respond to any inquiries received after the inquiry end date & time.

4.2.3 The RFI response shall be delivered to:

Ohio Department of Rehabilitation and Correction
C/O Contracts: Yolanda Cooks
770 West Broad St.
Columbus, OH 43222

RFI responses are due by 12:00 p.m. Local Time on Wednesday, May 6, 2015. Responses received after the due date and time may not be considered. All responses should be labeled with the following RFI number: DRCI-15-2108.

4.3. General Requirements

Submission of a response constitutes acceptance of, and consent to, the following General Requirements:

1. This RFI in no manner obligates the state of Ohio or any of its agencies to the issuance of a RFP or any other action that may be described, implied or proposed.
2. This RFI and any subsequent RFP that may be issued by any other agency of the state of Ohio shall be governed by the laws of the state of Ohio.
3. All requests for clarifications should be directed to the State Procurement web site.
4. Only information supplied by "State Procurement Q & A" web site or in this RFI should be used in the preparation of responses.
5. Any cost incurred by the respondent in the preparation, transmittal or presentation of any response or material submitted in response to this RFI will be borne solely by the respondent.

6. The state of Ohio reserves all rights available to it by law. If a RFP or other type of solicitation results from this RFI, respondents to this RFI are hereby notified that all information, documentation, and any specific content or approaches included in RFI responses will be analyzed, may appear in various reports and may be used in the resulting solicitation. Therefore, do not submit any copyrighted, proprietary or confidential information. The state of Ohio cannot guarantee the confidentiality of the information submitted.
7. If the state of Ohio decides to issue an RFP or other form of solicitation, those parties who choose to respond to this RFI, as well as those parties who choose not to respond to this RFI, will be eligible to participate in that procurement.
8. Ownership of all data, material, and documentation originated and submitted to the state of Ohio, pursuant to the RFI, shall belong exclusively to the state of Ohio and be subject to public inspection in accordance with the ODRC public records request procedures.

5.0 RESPONSE FORMAT AND ORGANIZATION

5.1 One or Multiple Responses

For the sake of clarity, should a responder wish to submit multiple, diverse systems, they may prepare each response separately.

5.2 Response Format

Each respondent's response should include a cover letter identifying the submitting organization and the organization's point of contact. Responses should be typewritten on standard 8-1/2" x 11" paper and placed within a binder.

The response to this RFI should be organized in the following format:

1. The cover letter should be in the form of a standard business letter. The letter should also contain the following:
 - a. A statement regarding the principal place of business.
 - b. A list of the people who prepared the response, including their titles.
 - c. The name, phone number, fax number, e-mail address and mailing address of a contact person who has authority to answer questions regarding the response.
2. Response to RFI Requirements as described in Section 6.0 RESPONSE REQUIREMENTS.
3. Other Supporting Materials/Documentation

Respondents may attach other materials that they believe may improve the quality of their responses.

5.3 Electronic Copy of Response

Respondents may include an electronic version of their narrative response in editable form. This can be provided on CD. MS Word (2010 or newer) format is preferred. Only a single copy of the electronic submittal is needed.

6.0 RESPONSE REQUIREMENTS

6.1 General Information

It is preferred that anyone responding to this RFI submit a Respondent Profile, as described below. However, a Vendor Profile is not required for submitting a response to this RFI.

6.2 Respondent Profile:

Subject to the limitations outlined in this RFI, Respondent shall summarize its experience in providing systems, equipment and services to monitor offender location status in enterprises similar in size, scope and complexity to the state of Ohio requirements outlined herein. An indication of the size, scope and complexity of the experience should be provided. This should include only the work done by the Respondent. The role of the Respondent (primary or sub-contractor) in their past work for the State (or direct benefit of the State) should also be identified.

6.3 General Responses Requested

Respondents are requested to address the preferred system features (see Section 3.1) in addition to general questions in this section. Additional supporting information may be provided as attachments to responses and may be referenced from the narrative response, as appropriate. Respondents are invited to provide additional information as they deem appropriate. Please identify by either the feature number listing in section 3.1 or the question number (e.g. 6.3.1), for each feature or each question you are addressing.

6.3.1 What is the recommended solution(s) you would suggest to meet our needs?

6.3.1.1 Does the recommended solution(s) fully comply with the preferred features listed in Section 3.1? Please explain how they system complies with each feature.

6.3.2 How is the solution(s) best deployed?

6.3.3 What is the level of effort that the DRC would need to provide in order to ensure the success of the solution implementation and on-going operations and maintenance?

6.3.4 How does the DRC go about establishing time or geographic based parameters for Inmates?

6.3.5 What transition work would need to be considered to replace existing monitors and deploy the new solution?

6.3.6 What is your quality assurance/risk management plan for implementation, operation and on-going maintenance?

6.3.7 What should we look for in a training plan?

6.3.8 How much data storage is required for a full scale operation such as we have described? How are additional units added to storage?

6.3.9 What is a ballpark budget figure that you would recommend?

6.3.10 What didn't we ask that we should have? Please provide the answer/recommendation.

END OF RFI