

# **AMENDMENT 1 FOR RFP NUMBER #0A1156**

**DATE AMENDMENT ISSUED:  
April 29, 2016**

The State of Ohio, through the Department of Administrative Services, Enterprise IT Contracting for the Department of Rehabilitation and Correction, is issuing this amendment for the Request for Proposals (RFP) entitled:

**Community Offenders' Fees Management Services**

<b>INQUIRY PERIOD BEGINS:</b>	<b>April 6, 2016</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>May 27, 2016</b>
<b>OPENING DATE:</b>	<b>June 3, 2016</b>
<b>OPENING TIME:</b>	<b>1:00 P.M.</b>
<b>OPENING LOCATION:</b>	<b>Department of Administrative Services General Services Division Bid Desk 4200 Surface Road Columbus, Ohio 43228-1313</b>

The attached is an Amendment for the RFP listed above. Please use the replacement page(s) contained in the Amendment to replace the corresponding page(s) previously in the RFP.

Specifications and requirements that have been revised are preceded by an asterisk and red font or when applicable, strikethrough and bold.

**REQUEST FOR PROPOSALS**

**RFP NUMBER: 0A1156**  
**DATE ISSUED: April 6, 2016**

The State of Ohio, through the Department of Administrative Services, Enterprise IT Contracting for the Department of Rehabilitation and Correction is requesting proposals for:

**Community Offenders' Fees Management Services**

**INQUIRY PERIOD BEGINS: April 6, 2016**  
**INQUIRY PERIOD ENDS: ~~April 29, 2016~~ **\*\*May 27, 2016\*\*****  
**OPENING DATE: ~~May 6, 2016~~ **\*\*June 3, 2016\*\*****  
**OPENING TIME: 1:00 P.M.**  
**OPENING LOCATION: Department of Administrative Services**  
**General Services Division**  
**Bid Desk**  
**4200 Surface Road**  
**Columbus, Ohio 43228-1313**

This RFP consists of five parts and 13 attachments, totaling 85 consecutively numbered pages. Supplements also are attached to this RFP with a beginning header page and an ending trailer page. Please verify that you have a complete copy.

In lieu of taking exceptions to RFP requirements, including but not limited to terms and conditions, scope of work requirements, etc., or providing assumptions that may be unacceptable to the State, offerors are strongly encouraged to use the inquiry process in Part Three of the RFP.

lasting up to three months at a time. About 20,000 of the offenders that are supervised (parole, post release control and compact) are eligible to be charged a supervision fee.

APA staff are prohibited from collecting the out of state transfer fee and the supervision fees. Therefore there needs to be a Collector engaged by the State to collect fees from offenders under APA supervision. This Collector will perform other duties such as tracking, documenting and reporting of fee payments.

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

To obtain a qualified Contractor to collect monthly supervision fees and other fees in a manual and ultimately an automated process stipulated by the State from offenders under the supervision of the APA, and perform other services associated with the tracking, documentation and reporting of these fees. The process is authorized in Section 5120.56(D)(5) and Section 5149.03 of the Ohio Revised Code.

**Overview of the Project's Scope of Work.** The scope of work for the Project is provided in Attachment Two: Project Requirements and Special Provisions, Part One, Project Requirements of 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, Attachment Two will govern.

The Contractor must collect fees on behalf of the Department of Rehabilitation and Correction via a Post Office Box (manual system) and then within a year, implement an electronic payment system that includes secure payments, email communication and a Customer Service Center.

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

**Dates:**

Firm Dates

RFP Issued:	April 6, 2016
Inquiry Period Begins:	April 6, 2016
Inquiry Period Ends:	**May 27, 2016** <del>April 29, 2016</del> at 8:00 a.m.
Proposal Due Date:	**June 3, 2016** <del>May 6, 2016</del> at 1:00 p.m.

Estimated Dates

Award Date:	**October** <del>September</del> 2016
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Estimated Project Dates

Project Work Begins:	**October** <del>September</del> 2016
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There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

RFP Glossary of Terms

AA:	Affirmative Action
APA:	Adult Parole Authority