

AMENDMENT 2 FOR RFP NUMBER 0A04006

DATE AMENDMENT ISSUED: March 25, 2004

The state of Ohio, through the Department of Administrative Services, Information Technology Governance Division, for the Ohio Department of Rehabilitation and Corrections is issuing this amendment for the Request for Proposal entitled:

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

**DATE RFP ISSUED: February 13, 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**

The attached page(s) represent the Request for Proposals (RFP) amendment for the RFP listed above. Please use replacement pages contained in this document to replace the pages previously issued by the State.

Specifications and requirements that have been revised are marked by asterisks, bold type and when applicable, strikethrough.

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 72GB Ultra3 SCSI 15K Pluggable Hard Drive (two required)
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)

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)*	<p>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.</p> <p>The number of smallest possible units in one selling unit of an item in a specific institution's Commissary. For a canned soft drink, the CDF is 1 in an institution where individual cans are sold; is 6 in an institution where 6-packs are sold, and is 12 in an institution where 12-pack cases are sold.</p>
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.