



**Request for
Proposal (RFP)
for
Jail Connectivity &
Inmate Communication System**

#2023-04

Issued by:

Portage County
Purchasing Department

**Proposals must be submitted by:
No later than 2 PM on 04/06/2023 to:**

**Portage County Purchasing
1462 Strongs Ave
Stevens Point WI 54481**

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal.

For further information regarding this
RFP contact Chris Schultz
At (715) 346-1393
Email: schultzc@co.portage.wi.us

Issued: 03/09/2023

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Attachment A - Signature and Authority Affidavit Form

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Attachment E - Cost Proposal

1. General Information

1.1. Introduction

Portage County Wisconsin requests proposals from a qualified vendor to outfit the jail facility with a new inmate communications system. The equipment must include web-based software, telephones, kiosks, and portable tablet devices installed by the vendor. Interested proposers must demonstrate experience in the industry and provide a concise proposal response in accordance with the specifications outlined in this RFP.

The County of Portage as represented by the Purchasing Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The contract administrator will be determined at the time of the contract award. Retain a copy of these proposal documents for your files. Should you receive an award, these documents become part of your contract terms and conditions.

Contract Execution: Portage County utilizes a web based electronic signature program (DocuSign) for the execution of contracts that do not require notarization. By submitting your proposal, you are agreeing to the use of this program to sign documents should you receive an award. There is no cost to the proposer associated with this process.

1.2. Definitions

The following definitions are used throughout the RFP:

County means the County of Portage Wisconsin.

Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.

Purchasing means the County of Portage Purchasing Department.

RFP means Request for Proposal.

State means the State of Wisconsin.

VendorNet means the State of Wisconsin's electronic purchasing information system.

1.3. Scope

1.3.1. Objective/Needs-Portage County needs a telecommunication system for its inmate population that allows for communication via voice, video, text, and electronic. That system should allow seamless interaction with phone calls, video visits, tablet use, banking transactions, and purchases of commissary items.

1.3.2. Current Operations-Portage County has a 79-bed jail. The average population of the facility varies between 100-120 inmate population on average. Overflow inmates are held out of county. The actual "in house" population varies between 50 -65. Portage County has 10 inmate housing units which would require kiosks and telephones and 2 others that would only require a telephone. We will require at least 2 public video visitation booths and at least one portable device for use in receiving cells. Other requirements for tablets and other needs may be determined upon award.

1.3.3. Clarifications and/or Revisions to this RFP

Portage County Purchasing is the sole point of contact for the County during the selection process. Contact with anyone else involved with this process without the prior authorization of Purchasing may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **in writing through email by 2pm 03/23/2023**, to: Chris Schultz, Purchasing, Email:

schultzc@co.portage.wi.gov

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal due date.

If the proposer fails to notify the County prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by Purchasing. Addenda will be posted on VendorNet and on the Portage County Website. Proposers are responsible for checking these websites for any addenda before submitting a proposal. Failure to acknowledge addenda may disqualify your proposal. The County also reserves the right to withdraw or amend this proposal at any time using the process listed above.

<https://vendornet.wi.gov>
<http://www.co.portage.wi.us>

1.4. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times, it will do so by issuing an addenda to this RFP. There may or may not be a formal notification issued for changes of the estimated dates and times.

DATE	EVENT
03/09/2023	RFP Issuance date
03/23/2023	Last day for submitting questions
03/27/2023	Addenda posted to https://vendornet.wi.gov/ and http://www.co.portage.wi.us
04/06/2023	Proposals due at or before 2:00 p.m.
04/17/2023	Notify shortlisted firms (Subject to change)
05/02/2023	Interviews/Presentations (If Needed & Subject to change)
Week of 05/08/23	Best and Final Offers and/or Notification of intent to award sent to proposers (Subject to change)
Week of 05/22/23	Contract award (Subject to change)

1.5. Contract Term and Funding

The contract shall be effective on the date indicated on the contract and shall continue through 12/31/2026 with Three(3) one-year renewals options. Any extension must be authorized by mutual agreement of the Contractor and the County.

2. Preparing and Submitting a Proposal

2.1. General Instructions

Please submit your proposal response in two packages:

- Package One: RFP Response
- Package Two: Cost Proposal

The intent of this request is to establish a process that will encourage candidate firms to assign top talent to this Project. Portage County will evaluate the RFP as outlined in section 3.5 and select a short list of firms to interview. Upon completion of the interviews the County will make a preliminary selection.

Your proposal and interview presentation should be a demonstration of your ability to communicate concisely and succinctly. Proposals are to be organized in the same sequence as outlined below and sections should be tabbed and clearly identifiable.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2. Submitting Proposals

Proposers must submit, in a sealed package, **One Original (identify) PLUS four (4) identical copies** of all materials required for acceptance of their proposal, **along with one electronic copy** on a flash drive, on or before **2:00 p.m., 04/06/2023** to:

**Portage County Purchasing
1462 Strongs Ave
Stevens Point, WI 54481**

All proposals must be received by the Purchasing Department by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by Purchasing.

The County does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

**Proposer's Name and Address
Request for Proposal Title
Request for Proposal Number
Proposal Due Date**

COST PROPOSAL: Submit Original plus two (2) identical copies of Attachment E in a separate sealed envelope within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

2.3. Proposal Organization and Format

Proposal should be typed and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages, and Attachment C - Designation of Confidential & Proprietary Information Form.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the Proposer Information and Solutions section (section 5 below) must be in the same sequence and numbered as they appear in this RFP. Include here completed Attachment B—References for individuals indicated in 5.2d (include multiple sheets as required).

Tab 3 – MANDATORY REQUIREMENTS: Include Attachment D Mandatory Requirements.

Separate Envelope - COST PROPOSAL—ATTACHMENT E: Provide cost information as detailed in Section 6 in this RFP. All costs, as requested, for furnishing the product(s) and/or service(s) must be included in this proposal. The cost proposal must NOT be listed in any other part of the proposal response.

3. Proposal Selection and Award Process

3.1. Evaluation Committee

The County's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Purchasing Department.

3.2. Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

3.3. Right to reject proposals

The County reserves the right to reject any and all proposals.

3.4. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated, and proposals ranked based on the numerical scores received.

3.5. Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
Organization Capabilities	200
Staff/Support Qualifications	100
Proposer Solutions	500
Cost Proposal	200
Total	1000

3.6. Interviews/Presentations and/or Demonstrations

Top-scoring proposers, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposals, if requested by the County. The County will make every reasonable attempt to schedule the interview/presentation on the date specified in the Calendar of Events. The proposer is required to have key members of the Staff that are listed in Section 5.2 Staff Qualifications attend the interview and be prepared to present and respond to questions. Failure of a proposer to complete a scheduled interview/presentation to the County may result in rejection of that proposer's proposal. The County may conduct reviews of the Construction Manager Firm's work and/or contact/or references to clarify or confirm proposal information.

3.7. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the County's evaluation team will review their evaluations and adjust the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

3.8. Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the County requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the County will request a best and final offer.

3.9. Notification of Intent to Award

All proposers who respond to this RFP will be notified in writing of the County's intent to award the contract(s) as a result of this RFP.

3.10. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Portage County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Chris Schultz, Procurement Director, Portage County Wisconsin, 1462 Strongs Ave, Stevens Point, WI 54481, and received

in his office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Procurement Director may be appealed to the Corporation Counsel Office within (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statute or a Portage County Ordinance provision.

4. Requirements

4.1. Mandatory Requirements

Submit response using Attachment D Mandatory Requirements under Tab 3 of proposal - see section 2.4 for proposal submittal format.

The following requirement(s) are mandatory, and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.

- 4.1.1. Must be in the business of providing Inmate Communications and Jail Services for the last 5 years.
- 4.1.2. The company must be able to offer a total solution of all the services, hardware, software presented in this RFP.

4.2. Contract Requirements

The following summary is intended to provide a general understanding of County's expectations and is not all inclusive. It is expected that the vendor shall provide sufficient organization, personnel, and management to carry out the requirements of this RFP and subsequent contract in an expeditious and economical manner consistent with the interests of the County.

4.2.1. General Requirements

1. The software used by the officers in the jail must be web-based and easy to navigate. Please include screen shots of the following in your response to this question:
 - a. A screenshot of the interface when a user is listening to a recorded phone call.
 - b. A screenshot of the interface when a user is monitoring a video visit.
 - c. A screenshot of an inmate's profile.
2. The proposed system must record all inmate conversations with the exception of any communication taking place with a verified attorney.
3. The proposed system must not require an on-site server to store recordings. Please explain how long call records are available to the county and detail if there is any cost associated with retrieving call recordings.
4. The proposed system must include a customizable permissions scheme assignable per user.
5. The county would prefer communication software that does not utilize any version of Adobe Flash for the operation of the system/software.

6. Equipment installed in the facility must be durable and detention grade. To demonstrate this please provide specifications on any hardware/equipment that will be installed in the jail for inmate use, including but not limited to phones, kiosks, and tablets.
7. The County would like a choice to install any portable equipment or suspend use of tablets or laptops if inmate use creates disruption within the facility. Therefore, the kiosk functions must contain all the “basic” functionality of the system so the county may still generate revenue from Phone calls, Video Conference, and Emails.

4.2.2. Inmate Management

1. All communication systems must have the ability to utilize the inmate’s “master name number” created by the jail’s RMS system for their ID.
2. Inmates must enter a unique identifying number (PIN, Jacket Number, Vendor ID) in order to log in to any device. This process will be subsequently referred to as “PIN Authentication.”
3. Inmates must use PIN authentication before calls, video visitations, and sending / reading messages.
4. The proposed system must allow staff to deny or suspend an individual inmate’s ability to communicate with any individual contact.
5. The proposed system must allow staff to send a message to any individual or group of inmates to be read from the devices installed in the jail.
6. Any form of inmate communication needs to have a message to alert the visitor that the transmission may be subject to monitoring and recording. A procedure explaining how to have Attorney / Client communication exempt from monitoring or recording must also be provided.

4.2.3. Telephone Service

1. The proposed system must only allow for out-bound calls initiated by the inmate.
2. The proposed system must allow staff to limit the maximum call duration.
3. Staff must be able to live-monitor and terminate calls through their web-based software interface.
4. The proposed system must allow staff to download individual call records or batches of call records in MP3 format.
5. The proposed system must allow staff to add notes to call records.
6. The proposed system must allow staff to block destination phone numbers for an individual inmate or for every inmate.
7. Instructional call prompts should be available in English and Spanish to inmates.
8. The proposed system must allow the county to dictate the days and times that inmates can place outbound calls.
9. Upon request phone numbers shall be able to be easily designated as attorney / client privileged numbers.
10. Phones must have the ability to be easily disabled or activated for an individual site and/or the entire facility.

4.2.4. Video Visitation Service

1. Any video visit between an inmate and a non-attorney contact must be recorded and available for staff to review.
2. The proposed system must be able to facilitate recorded on-site video visits at no cost to the inmate or visitor.
3. The proposed system must facilitate recorded remote video visits.
4. The proposed system must allow staff to monitor any video visitation session in real time. Staff must also be able to terminate live video visits.
5. The proposed system must allow the staff to manage an inmate’s list of contacts and approve or deny communication access.

6. Video visitation scheduling should enable “time-window” rules, preventing friends and family from requesting video visitations less than 24 hours in advance or more than 4 weeks in the future.
7. The proposed system must allow a customized message/disclaimer when video visitation session is scheduled.

4.2.5. Electronic Messaging

1. The proposed system must allow for inmates to send and receive email messages with approved contacts.
2. The proposed system must allow staff limit to maximum character length of an individual message.
3. The proposed system must allow staff to add to and manage a flagged text library that will identify any word(s) within a message and prohibit any message from being delivered unless manually approved.
4. The proposed system must allow staff to read conversation history between any inmate and one of their contacts.
5. The proposed system must allow for friends and family to attach pictures to a message. Picture message must be subject for review by staff prior to delivery to the inmate.
6. Please outline the cost of electronic messaging services in the Cost Proposal section of this RFP.

4.2.6. Electronic Inmate/Jail Forms

1. The proposed system must offer the ability for inmates to securely submit any form using a kiosk or tablet.
2. The proposed system must allow staff to create notification groups of users to receive certain forms.
3. Access to inmate form submissions and reporting must be capable of being limited to users who are approved to read, respond to, and approve forms.
4. The proposed system must allow staff to download and print any individual form or batches of forms.
5. The proposed system must allow staff to type and send a response to any submitted form. That response must be accessible by the inmate.
6. The proposed system must track which staff users have viewed any submitted form.
7. The proposed system must allow an inmate to appeal a form.
8. The proposed system must allow staff to configure forms available to inmates in certain areas of the facility.
9. The proposed system must allow trained staff members with permissions to create forms.
10. All forms must be stored and recorded indefinitely at no cost the county.

4.2.7. Inmate Tablets and Kiosks

1. The proposed system must offer the ability for inmates to use a kiosk or portable tablet device provided by the vendor to access an operating system designed specifically for incarcerated persons.
2. At a minimum, they must be capable of providing the following services.
 - Send Email Messages with Approved Contacts
 - Submit Jail Forms / Requests
 - Access Content / Documents Uploaded by Facility Staff
 - Place Commissary Orders
 - Access a Law Library
3. The proposed system must allow staff to easily enable or disable any of the above listed services for any individual inmate or for any or all housing units.
4. The tablet must be enclosed in a secure, durable detention grade case.
5. Tablets must be stored and recorded indefinitely at no cost to the county.
6. Kiosks must be detention grade.

4.2.8. Installation, Service, and Support

1. The county should be aware of any cost associated with installation of the system. The county would like to see a “No Cost” installation of system proposed as part of this RFP.

2. Any service cost related to fixing equipment and maintaining the operation of the system will be the responsibility of the vendor.

4.3. Insurance Requirements

Insurance Expense-

The Firm shall carry at its sole expense and provide evidence of insurance coverage listed below to protect itself and the County from and against liability, loss, damage, expense, cost (including without limitation to litigation and court costs and attorneys' fees) arising out of or in connection with the performance of any work performed in accordance with the specifications of any related documents, whether such work is performed by the Firm or any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. Coverage must be written with insurance companies licensed in the state of Wisconsin.

4.4. Coverage:

The County shall be named as an additional insured.

Certificates of insurance shall be presented to the Purchasing Department for approval before the successful Firm, its agents and/or employees commence any work whatsoever pursuant to the contract.

5. Proposer Information and Solutions

Submit response under Tab 2 of proposal - see section 2.4 for proposal submittal format.

5.1. Organization Capabilities (200 Points)

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts:

- a. Description of work, dates, locations, challenges, and results
- b. Individuals or Support offered during the duration of the project
- c. Any challenges during the project and how you overcame those challenges.

5.2. Staff/Installation/Support (100 Points)

Identify key staff your organization and/or Support you will offer to get the equipment/software installed.

- a. Include an organizational chart or a list of the individuals we will be working with on the project.
- b. Provide information/background on the various individuals if relevant.
- c. List other assignments the Project Manager will be handling during the period of assignment to this project.
- d. Please describe your processes and procedures for providing facility support. Address the following:
 - How does our staff contact your support division?
 - How long will we have to wait for a response from your support division when we submit a request?
 - Who is the primary point of contact for our administrative team in the event of questions or issues related to your system/services?
 - Where in the United States is your support division headquartered?
 - What tools do you have to remotely monitor the system once it has been installed?

- e. Explain the implementation process of your products and identify any anticipated interruption of services we currently provide.
- f. What are the requirements that need to be met by the county to install and utilize your devices?
- g. What is the process of training staff on how to navigate your system?
- h. Describe the current lead time and process after contract award for installation, training, and go live for the system?

5.3. Proposer Solutions (500 points)

Provide a description of the services, products, and/or support capabilities as it relates to the following areas; (Note these match Contract Requirements but Portage County would like you to describe your solutions in greater detail in this area)

5.3.1. General Requirements

1. The county is interested in software that includes a ticketing system, allowing any officer to submit support tickets or ask questions 24-7. Please provide an explanation of your ticketing system. If your software does not have an internal ticketing system, explain the process in which officers request service and support.
2. The proposed system must integrate with the existing Commissary and/or Jail Management System vendor for a seamless transfer of inmate data at no or minimal cost to the county. The software the county uses for this Commissary is provided by Stellar Services and JMS is provided by Motorola Flex.
3. The proposed system must allow admin users to easily restrict inmate access to services/applications on an individual inmate, area, and device level.

5.3.2. Inmate Management

1. Explain how staff will be able to search inmates and all their relevant activities through the system, in a simple and concise way.
2. Staff must have the ability to limit an inmate's system permissions. These tools will be used by staff in order to discipline inmates who disobey facility policies. Please provide information as to how your proposed system meets this requirement.
3. The proposed system must require inmates to view any content/documents uploaded by staff on a daily, weekly, monthly, or quarterly basis, prior to accessing other applications on a device or tablet. Please describe how your system completes these tasks and also tracks when the inmate has viewed this material for audit purposes.

5.3.3. Telephone Service

1. Please provide a screenshot of a recorded conversation illustrating the transcription user interface.
2. All recorded inmate telephone calls must be transcribed to readable and searchable text format in your system. Please include a screenshot illustrating the user interface an officer would see of a recorded call that has been transcribed in your system.
3. If your proposed system offers any voice biometric services, please explain what options are available and outline any associated cost.
4. How will current attorney privilege numbers be imported into the system?
5. How will current blocked phone numbers be imported into the system?

5.3.4. Video Visitation

1. Demonstrate how the proposed system transcribes the audio from recorded video visits into readable and searchable text for investigative purposes.
2. The proposed system must record and store data of completed video visitation sessions. All video data must be accessible for play back or download. Please explain how long recordings will be accessible in your system.
3. The proposed system must enable friends and family members to schedule both local and remote video visitations via a web-based website.
4. Explain how the system allows staff the option to require approval whenever a friend or family member requests to communicate with an inmate through video visitation.

5.3.5. Electronic Mail/Jail Forms

1. Explain how the system operates for the following Mail and Forms:
 - Identification of the inmate submitting a form.
 - Allow staff to restrict the quantity of forms an inmate can submit on a custom interval of time.
 - Allow staff to restrict forms to certain areas of the facility.
2. Please demonstrate how the grievance form process covers at least one level of appeal and the appeal process and documentation.
3. Explain features that will allow trained staff members with permissions to create forms.

5.3.6. Inmate Tablets

1. Tablets must include a charging solution provided by the vendor. Please describe that solution and how long the tablet should maintain a charge under normal use.
2. Provide information regarding any costs borne by the inmate for accessing a tablet or using services provided by the tablet.
3. Describe how the tablet will only allow inmates access to authorized applications and services provided within your system.
4. Identify how many tablets will be provided to each housing unit.

5.3.7. Installation, Service, and Support

See Section 5.2 to address your solutions in this area

6. Cost Proposal

6.1. General Instructions for the Cost Proposal and how it will be Scored

All prices must be quoted in U.S. Dollars.

Purchasing will score the cost proposals by prorating with the lowest cost proposal given the highest score. The formula is as follows: Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

$$\frac{\text{Lowest Cost Proposed}}{\text{Constant}} \times \text{Maximum Points Assigned to Cost} = \text{Score}$$

Other Proposed Cost

6.2. Fixed Price Period

The awarded Firm must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between the County and the Firm.

6.3. Cost Scores Considered

Cost Scores will only be considered after a short list of vendors is determined from the initial proposals. A final cost score will be determined if a best and final offer is requested.

7. Notice to Proposers

- 7.1 This RFP is not a contract and does not in any way bind the County to any obligations.
- 7.2 The County is not responsible for costs incurred by anyone responding to the Request for Proposal.
- 7.3 Upon submission, all proposals become the property of the County, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- 7.4 The County expressly reserves the right to amend or withdraw this RFP at any time. It further expressly reserves the right to reject any or all proposals.
- 7.5 The County is not bound to accept the lowest cost proposal.
- 7.6 Proposers are held legally responsible for their proposals.
- 7.7 The County reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the County deems to be in its best interest. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.
- 7.8 The County reserves the right to negotiate any aspect of the proposal with any candidate and to negotiate with more than one candidate at the same time.
- 7.9 The County reserves the right to request any additional information at any stage of the RFP process.
- 7.10 The County reserves the right to waive any minor irregularities in the proposal request process.
- 7.11 Multiple proposals from a proposer will be permissible; however, each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.
- 7.12 Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 90 days after the due date and time. The written withdrawal notice must be received by Purchasing. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

8. Contract Cancellation

This contract may be terminated by either party under the following conditions:

- 8.1 The County may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the Firm.

If the problem is service performance, Firm will be advised in writing of unsatisfactory performance and intent to cancel this contract. Firm will be given a period of time to 'cure' the performance. If the

performance does not improve, Firm will be given 30 days written notice that the contract will be cancelled. **Upon termination, the County's liability will be limited to the pro rata cost of the services performed as of the date of termination.**

- 8.2 In the event the Firm terminates the contract, for any reason whatsoever, it will require written certified letter notification delivered to the Purchasing Department not less than 60 days prior to said termination. The Firm will, in turn, refund the County, within 30 days of said termination, all payments made hereunder by the County to the Firm for work not completed.
- 8.3 If at any time the Firm's performance threatens the health and/or safety of the County or the public, the County has the right to cancel and terminate the contract without notice.
- 8.4 If the Firm fails to maintain and keep in force the insurance as required, the County has the right to cancel and terminate the contract without notice.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN (Federal Employer ID Number) _____ OR Social Security # (if Sole Proprietorship) _____

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone (____) _____ Toll Free Phone (____) _____

Fax (____) _____ Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

Signature

Title

Name (type or print)

Date

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

**ATTACHMENT C
DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION**

The attached material submitted in response to Bid/Proposal # 2023-04 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

ATTACHMENT D

MANDATORY REQUIREMENTS

Proposer: _____

Please indicate if you firm meets all the mandatory requirements

4.1.1

Yes____ No____

4.1.2

Yes____ No____

