

**City and County of San Francisco**

**Request for Proposals for**

**RFP #SHF2019-10/ Sourcing Event #0000002317**

**For**

**Inmate Commissary Services and Trust Fund Accounting  
and Management System**



Date issued:

May 31, 2019

Pre-proposal conference:

9 a.m., June 14, 2019

Proposal due:

2 p.m., July 12, 2019

Request for Proposals for **Jail Commissary Services and Inmate Trust Fund Accounting and Management System**

TABLE OF CONTENTS

	<u>Page</u>
<b>I.</b> Introduction and Schedule .....	1
<b>II.</b> Scope of Work .....	3
<b>III.</b> Submission Requirements.....	<del>1615</del>
<b>IV.</b> Evaluation and Selection Criteria .....	<del>2019</del>
<b>V.</b> Pre-proposal conference and Contract award .....	<del>2524</del>
<b>VI.</b> Terms and Conditions for Receipt of Proposals .....	<del>2625</del>
<b>VII.</b> Contract Requirements.....	<del>3231</del>
<b>VIII.</b> Protest Procedures.....	<del>3433</del>

**Appendices:**

- A. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code.
  
- B. Agreement for Professional Services (form P-600) separate document
  
- C. Price Proposal
  
- D. Current Commissary Menu

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

**Request for Proposals for**

**Jail Commissary Services and Inmate Trust Fund Accounting and Management System**

**I. Introduction and Schedule**

**A. General**

The City and County of San Francisco Sheriff’s Department (“SFSD”) seeks responses to a Request for Proposal for Jail Commissary Services and Inmate Trust Fund Accounting and Management System, operating at the department’s detention facilities (“Jails”). It is expected the awarded Contractor will provide a full range of commissary services, as well as a comprehensive Inmate Trust Fund Accounting and Management System.

The contract shall have an original term of three (3) years. In addition, the City shall have two (2) options to extend the term for a period of one (1) year each, which the City may exercise in its sole, absolute discretion.

The contract total compensation for the original period is expected to not exceed \$115,000. Should the contract be extended, the annual compensation will increase at a rate similar to the per year costs of the original term. Proposers may submit proposals with greater or lesser value, and cost and reasonableness of rates will be considered as part of the evaluation.

**B. Schedule**

The anticipated schedule for selecting a consultant is:

<b>Proposal Phase</b>	<b>Date</b>
RFP Issue	May 31, 2019
Mandatory Pre-Proposal Conference	June 14, 2019
Deadline for submission of written questions	June 18, 2019
Proposals Due	July 12, 2019

**C. Contractors Unable to do Business with the City**

**1. Generally**

Contractors that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the sample terms and conditions attached.

**2. Companies Headquartered in Certain States**

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator.

# RFP for Jail Commissary and Inmate Trust Fund Account Management System

## II. Scope of Work

The following are work tasks assumed necessary to provide Jail Commissary Services and Inmate Trust Fund Accounting and Management System. Proposing teams may suggest a modified scope as part of their proposal. The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

### A. Background

The SFSD currently operates five (5) Jails (County Jail #6 is currently closed). County Jail #1 is an Intake and Release Center and does not use commissary services. County Jail #3 is the Records facility and does not currently use commissary services. If the inmate population increases and inmates are housed at this facility, the facility will use commissary services. The trust account is reconciled at City Hall. SFSD facilities are located at the following locations:

Facility	Address
CJ#1 – Intake and Release	425 Seventh Street, San Francisco, CA
CJ#2	425 Seventh Street, San Francisco, CA
CJ#3 – Records only	850 Bryant Street, San Francisco, CA
CJ#4	850 Bryant Street, San Francisco, CA
CJ#5	1 Moreland Drive, San Bruno, CA
CJ#6 – Closed	1 Moreland Drive, San Bruno, CA
Ward 7D/7L	San Francisco General Hospital
City Hall	1 Dr. Carlton B Goodlett Place, San Francisco, CA 94103

Jail population figures fluctuate from time to time. In 2018, the Average Daily Population was 1,300. The SFSD does not guarantee a minimum population.

### B. General Guidelines

1. The SFSD will give the Contractor the right to operate exclusive jail commissary services at all open jail sites to provide food products, hygiene supplies and other such items, as approved by the SFSD. The SFSD **will not** furnish any work or storage space for the “Bag-In” jail commissary operation, nor will the SFSD provide inmate labor for such a function.

Staging areas for delivery carts will be provided, however commissary staff must supervise the products as the staging areas are not secure. Loading dock is **not** available at the Hall of Justice (HOJ) campus located at 850 Bryant Street, San Francisco, CA. A loading dock is available at the San Bruno campus located at 1 Moreland Drive, San Bruno, CA.

2. The Contractor’s employees and agents will comply with all Sheriff’s Department rules and regulations concerning contact with inmates and conduct on jail property, All Contractor Employees must successfully complete civilian orientation. All Contractor Employees must comply with SFSD rules for locked facilities, including not having cell phones, cigarettes, alcohol or other contraband materials on their person. Contractor will visibly wear an identification card secured by a lanyard

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- around the neck, verifying the individual's employment when on jail premises. All Contractor employees will be subject to background checks and fingerprinting by the SFSD. If the background check indicates a reason the employee is not suitable for admission to the jails, the Contractor will be notified, and the individual will be unable to enter the jail.
3. Contractor's employees will be required to wear smocks or uniforms with company logo of a color approved by the department, and will be provided by the Contractor at no charge to the SFSD.
  4. The Contractor shall provide trained, experienced and professional employees and supervisory staff. The Contractor must have identifiable supervisors present during all operating hours. In addition, Contractor must provide a means of contact during non-scheduled business hours so that communication between SFSD jail staff and Contractor may be maintained.
  5. The Contractor is responsible for the purchase, receipt and storage of all commissary products offered, and supply items necessary for ordering, assembling, preparation and distribution of goods to meet the needs of the inmate population during the specified contract period. This includes all supplies for computers, monitors, printers, and check-writing printers, such as toner cartridges and drum kits. Contractor shall inspect all food products for wholesomeness and shall date all food, unless the product manufacturer has already provided dating and coding of the item. The Contractor shall utilize accepted storage standards to protect products and supplies from theft, spoilage and other damage.
  6. The Contractor shall provide a minimum of five percent (5%) of the food offered for purchasing to meet healthy and nutritious standards. During the Commissary Menu Review Process with the awarded Contractor, the SFSD Management Staff and Jail Health Services will review the commissary menu with the awarded vendor to confirm items to meet the healthy and nutritious standards. These standards are to be agreed upon by both the Contractor and the SFSD within one-hundred twenty (120) days from contract execution date, and will be reviewed periodically during the term of the contract. It is the discretion of proposer to submit additional information not required in the RFP Scope of Work.
  7. The Contractor shall maintain an accurate physical inventory of all products and supplies on hand. If requested, Contractor will submit a physical inventory report to the SFSD no later than five (5) business days after the close of the inventory period. The Contractor shall establish and follow a first-in-first-out inventory rotation.
  8. The SFSD may, at any time, inspect the Contractor's warehouse storage areas, transportation vehicles and test products, or materials, to determine compliance with the specifications contained in the terms of the contract.
  9. The Contractor shall, within sixty (60) days of contract award, provide to the Sheriff's Administration, Chief of Custody and each facility Captain, and maintain through the contract term, a manual describing general operating policies and procedures, quality assurance plan, emergency plans and general safety guidelines.

### C. General Requirements

1. The Contractor will provide a once-a-week, bag-in commissary service for jail inmates at the following locations:

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- a) County Jail No. 2
  - b) County Jail No. 4
  - c) County Jail No. 5
2. The Contractor will provide an option to the SFSD to transition to a twice-a-week, bag-in commissary service for jail inmates.
  3. Delivery times to each facility will be made at times mutually agreed upon by the jail facility commander and the Contractor's local manager.
  4. At no time shall the Contractor supply any SFSD employees with free product/materials for their personal use.
  5. Contractor must respond to all inmate grievances within 5 days of acceptance by the SFSD. All grievance resolutions must be confirmed and signed-off by inmates.
  6. Contractor will sell only those items approved for sale by the SFSD, at retail prices approved by the SFSD. Contractor will provide wholesale price and mark-up for each item at the request of the SFSD Command Staff via written notification. Contractor will maintain a stable pricing environment. Proposed selling prices should factor in projected inflation rates for one year. All requests for price adjustments are subject to SFSD approval. Contractor may request price adjustments no more than once per year, and the request must be supported by documentation.
  7. The Proposer must have available on their Commissary Menu Velcro Tennis Shoes in women's and men's sizes and female and male specific beauty and hygiene products.
  8. Contractor will sell pre-paid phone cards or debit phone time provided by the Inmate Phone Service contractor. GTL is the current phone provider and the platform is ICMv. Contractor will ensure inmates purchase no more than \$100 per commissary delivery. The Department migrated to a PIN system. The Contractor must work with the Department's telephone contractor to provide the ability to order phone time via the PIN system. Contractor must identify in their RFP proposal response any licensing fee, if any, for providing the debit phone time and/or pre-paid phone cards as part of the commissary sales process.
  9. Contractor will modify their commissary services and ITFAMS to integrate SFSD changes in policy and procedures of the inmate telephone system and services; such as, in the event that the SFSD will provide free phone calls to inmates, the Contractor will not be required to sell pre-paid phone cards or debit phone time provided by the Inmate Phone Service Contractor.

### **D. Phone Time Debit and Commissary Orders**

At no cost to SFSD or inmate, Contractor must work with the SFSD's inmate telephone supplier to establish an interface to allow inmates to purchase debit for inmate telephone calls and order commissary items via the inmate's trust account. The inmate telephone system supplier is currently provided by GTL.

#### **1. Phone Time Debit.**

The interface shall allow for an automated file-transfer process. The file format shall be mutually agreed upon by SFSD, Contractor and inmate telephone service supplier.

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

a. Contractor will be required to sell debit phone time and ensure the sold debit phone time is posted in real-time as a transaction to the inmate's trust account. Funds for all debit transactions shall be utilized to remit payment to the inmate telephone service supplier each month.

b. Contractor shall ensure a separate category for inmate debit calling is included as one of the items to select from the commissary menu. Pricing and/or denomination shall be specified by SFSD.

c. Contractor shall not add a mark-up or impose a fee on debit purchases to process debit sales via the commissary system. Debit purchases shall be processed at no cost to SFSD or the inmates. SFSD is responsible for establishing a business relationship with SFSD's inmate telephone service provider to meet this requirement.

d. Debit phone time sales shall be excluded from Gross Sales.

e. Contractor will generate a secure PIN for each Inmate Booking Number to access their Trust Fund Account via the Inmate Telephone System. At a minimum, inmates will be able to perform the following functions through the Inmate Telephone System via the inmate's trust account:

- i. Obtain Trust Fund Account Balance prior to and after placing a commissary order;
- ii. Place a commissary order;
- iii. Purchase debit for inmate telephone calls;
- iv. Review their current commissary order.

### 2. Commissary Order.

Contractor shall interface with the inmate telephone system to provide paperless commissary ordering for the Facilities at no cost to SFSD. Contractor shall be capable of accepting inmate commissary orders via SFSD's inmate telephone system (ITS).

a. The paperless commissary ordering shall include but are not limited to:

- i. Functionality and ease-of-use via the ITS;
- ii. Accurate and timely processing of transactions;
- iii. Implement SFSD commissary processes;
- iv. Secure transactions;
- v. Capable of interfacing with third-party providers.

b. Contractor will generate a secure PIN for each Inmate Booking Number to access their Trust Fund Account via the Inmate Telephone System. At a minimum, inmates will be able to perform the following functions through the Inmate Telephone System via the inmate's trust account:

- i. Obtain Trust Fund Account Balance
- ii. Place a commissary order
- iii. Purchase debit for inmate telephone calls
- iv. Review their current commissary order

c. The SFSD is interested in an option for inmates to order commissary via a kiosk or tablet. Contractor must provide the hardware, software, and integration to the SFSD JMS at no cost to the City.

d. Contractor will provide an option for inmates without access to inmate telephones or as a backup procedure to order commissary via a pre-printed order form (i.e. scantron/bubble sheets).

- i. Contractor will supply pre-printed order forms on which the inmates will place their commissary orders. Pre-printed order forms will be available in English, Spanish, and Cantonese.



## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- ii. Contractor will specify the order form collection schedule, and assume full responsibility for order form collection.
  - iii. Contractor will verify that each order form has been signed prior to inputting the order into the system.
  - iv. Contractor must obtain and verify the inmate's signature upon receipt of the commissary order. The signatures must match.
- e. Contractor retains the sole responsibility for processing, collecting, and inputting all orders, and will respond in writing to all inmates' complaints regarding orders made but not delivered within the five (5) days of receiving the complaints.
- f. The inmates spending limit is \$100 in commissary items (food and sundries) and \$100 in debit phone time for a weekly maximum commissary order of \$200; inclusive of all commissary "packages" available to be purchased by friends and family outside of the jail facility. This limit is inclusive of packages purchased by friends and family members and delivered to the Facilities of distribution. Adjustments to the inmates spending limit, as a result of policy or service changes, shall be set as deemed necessary by SFSD and shall be communicated in writing to Contractor; i.e. in the event that SFSD elects to transition to a twice-a-week commissary service, the weekly spending limit will increase from \$100 to \$150 in commissary items (food and sundries).
- g. SFSD may, in its discretion, require Contractor to:
- i. Expansion of paperless commissary ordering via tablets or kiosks;
  - ii. Discontinuation of paperless commissary ordering;
  - iii. Maintain the status-quo of the paperless commissary ordering.
- h. The Commissary Gross Sales for 2018 was \$1,285,141.

### **E. Commissary Delivery**

Contractor will deliver commissary to each individual inmate, at the location indicated on inmate's commissary order. Currently, commissary delivery is made to County Jail #2 and County Jail #4 on Wednesday and to County Jail #5 on Thursday. Re-route/re-delivery of commissary orders that were not completed due to inmate movement is made to County Jail #2, County Jail #4, and County Jail #5 on Friday.

Delivery carts or laundry carts are allowed for in jail delivery.

Contractor will verify that inmate is not on discipline status prior to delivering commissary items and will limit items delivered to inmates on discipline to hygiene and letter writing materials.

Prior to commissary deliveries, Contractor will verify that all commissary orders are within the commissary limit set by the SFSD, or within the amount available in the inmates' trust account.

Contractor will verify the inmate's identity via inmate wristband, and confirm that the inmate receiving the order is the correct inmate. Contractor must obtain and verify the inmate's signature upon delivery of the commissary order. The signed receipt must be maintained by the

## RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

Contractor as proof of delivery. The SFSD is interested in an option to improve the accuracy of confirming commissary deliveries to the correct inmate via a barcode scanning system integrated into the JMS. At the time of delivery, the Contractor will verify inmate information with the commissary order by scanning a barcode printed on the inmate's ID bracelet against a barcode corresponding to the commissary order. The Contractor will provide the barcode scanning hardware, software, and integration to the SFSD JMS at no cost to the City.

Contractor will provide a receipt itemizing the delivered commissary order to each inmate.

Commissary schedule will be by mutual agreement by Contractor and the facility commander, and will be subject to the operational needs of the SFSD.

Contractor will deliver commissary between the hours of 10:00 am and 10:00 pm, regardless of weather, work stoppages or any adverse conditions.

Contractor may deliver commissary on a holiday schedule with pre-approval of the facility commander.

Upon completion of commissary deliveries, Contractor must deliver fully certified and signed commissary order forms to SFSD facility commanders. Any adjustments made to the order in transit to delivery must be noted on the front of the order form.

The average weekly regular commissary orders delivered is 750. The average weekly SecurePak orders delivered is 200.

### **F. Indigent Accounts**

Contractor will identify inmate commissary accounts of \$5 or less as "indigent" accounts, and shall provide indigent kits for distribution to these inmates. The SFSD reserves sole discretion to raise the indigent threshold amount.

#### **Indigent kits will consist of:**

- 1) Four (4) sheets of lined paper;
- 2) Two (2) stamped envelopes;
- 3) One (1) "golf" style pencil;
- 4) Four (4) pieces of hard candy;
- 5) One (1) toothbrush; and
- 6) One (1) small stick-type deodorant.

Contractor will invoice indigent kits separately, and will send to the SFSD for payment from the Inmate Welfare Fund (IWF). SFSD will pay indigent kit invoices within thirty (30) days from receipt of invoices.

Upon request, Contractor will compile and electronically distribute to SFSD staff a list of all currently housed inmates who is considered indigent. Contractor shall provide an option to SFSD to generate a list of current indigent housed inmates through the Inmate Trust Fund Accounting Management System (ITFAMS).

On average, 1,433 indigent kits are distributed monthly. With an additional 50 kits on a weekly standing order.

## RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

The average jail population count, as of April 2019, is 1,318. There are 284 inmates that are considered indigent.

### **G. Medical Starter Kits**

Contractor will supply “medical starter kits” in zip-lock bags to Jail Health Services on a weekly basis. Each medical starter packet will contain five (5) packets of Acetaminophen or Ibuprofen described below. Jail Health Services will deliver the medical starter packets to the inmates.

- Five (5) blister packets (each packet containing two (2) tablets) of Acetaminophen (325 mg per tablet) or Ibuprofen (200 mg per tablet) as directed by SFSD

Contractor will also sell the following list of medications individually via commissary menu.

- 1) One (1) blister packet (each packet containing two (2) tablets) of Acetaminophen (325 mg per tablet) or Ibuprofen (200 mg per tablet) as directed by SFSD
- 2) (2) tablets per package Antacid tablets (five packages for a total of 10 tablets)
- 3) Stool Softener (10 capsules)
- 4) Hemorrhoid suppositories (12/pack)
- 5) Athlete’s foot cream (1.5 gram tube)

Contractor will ensure inmates order no more than two (2) medications per week. Contractor will invoice all indigent medical items on a separate invoice, and will send to the SFSD for payment. SFSD will pay medications invoices within thirty (30) days from receipt of invoice.

The current weekly standing order for Medical Kits is 100.

### **H. Payment Withholding**

SFSD reserves the right to withhold payment for the following reasons:

- 1) Undelivered commissary orders;
- 2) Commissary orders delivered to the wrong inmate;
- 3) Incorrect items delivered; or
- 4) Commissary orders missing inmates’ receipt signature.

### **I. Account Reconciliation**

On a weekly basis, Contractor will review, compare, adjust and balance all sales by 5:00 pm Friday following re-route/re-delivery of commissary orders that were not completed on the regular delivery dates.

### **J. Inmate Trust Fund Accounting and Management System (ITFAMS)**

Contractor will install and maintain an Inmate Trust Fund Accounting and Management System (ITFAMS). The ITFAMS will interface with the SFSD’s Jail Management System (currently provided by New World) and Inmate Telephone System (currently provided by GTL).

1. The ITFAMS will automatically receive new booking data, housing locations and release data must capture the following Inmate Data from the SFSD’s Jail Management System under the SFSD’s San Francisco Number and Inmate Booking Number:
  - a. Last Name

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- b. First Name
  - c. Middle Initial
  - d. Date of Birth
  - e. Gender
  - f. Ethnicity
  - g. Last Known Address
  - h. Status (Active/Inactive)
  - i. Date Admitted/ Time Admitted
  - j. Date Released/ Time Released
  - k. Location Assignment (Facility/Cell/Bed)
  - l. Classification
  - m. Notes
2. Once installed, the ITFAMS will be under the sole operation and control of the SFSD. **The ITFAMS must meet the following minimum requirements:**
- a. The ITFAMS must have a user-friendly interface; an interface that is not overly complex, providing quick access to common features or commands with a Graphic User Interface (GUI) that is intuitive and easy to navigate.
  - b. At the time of inmates' processing into the jail system, the ITFAMS system must allow the SFSD to open an account for each inmate and enter the amount of money in inmate's possession; there are no fees charged to the inmate at the time of booking, i.e. sustenance/maintenance fees.
  - c. The ITFAMS must allow the addition of funds into the inmates' accounts via the web, the phone, deposit kiosks, Western Union, and the SFSD's designated Money Window. Currently there are three (3) deposit kiosks installed at the various Jail Facilities:
    - Two (2) deposit kiosks are located in the lobby of 425 7<sup>th</sup> St., San Francisco, CA (County Jail #2). This is the location where visitors enter County Jail #2. There is currently two (2) data ports and 120v grounded power outlet.
    - One (1) deposit kiosk is located in the lobby of 1 Moreland Dr., San Bruno, CA (County Jail #5). This is the location where visitors enter County Jail #5. There is currently one (1) data port and 120v grounded power outlet.
    - The current deposit kiosks accepts cash deposits from family and friends with no transaction fees.
  - d. The ITFAMS must generate a "receipt" that includes a unique, system generated, transaction number to document and track each transaction recorded to the Trust Account. Each "receipt" must have a signature and date field.
  - e. The ITFAMS must allow ability for funds to be withdrawn from accounts and issued in the form of a check payable to the inmate and/or a third party. The Contractor will customize their check printing function to be compatible with the current SFSD's three-part check stock manually printed from a laser printer. The ITFAMS must have the capability to prevent staff from entering duplicate check numbers.

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- f. The ITFAMS must allow the inputting of debits and credits for inmate purchases and refunds from commissary orders, and must show all transaction dates and order numbers. All inmate refunds must be credited to the inmates' Trust Fund Account and be readily accessible to them in real-time.
- g. The ITFAMS must allow for account closing and provide a detailed statement showing the total fund additions, debits and credits for commissary purchases and refunds, total draws due to purchases and disbursement, and net balance due to the inmate.
- h. The ITFAMS must allow for inmate balance payment by check, cash, or a combination of both; with option to issue a pre-paid debit card or other item in lieu of cash or checks upon release.
- i. The ITFAMS must use the SFSD's San Francisco Number as Master File ID Number and generate a Booking Number as the inmate's account number, and must have the capability to prevent the entry of duplicate Mater File ID numbers and Booking Numbers. The ITFAMS must inactivate inmates' Booking Number at time of release and generate a new Booking Number every time an inmate is booked into SFSD custody.
- j. The ITFAMS must allow for quick "dashboard" searches for accounts based on the (1) Last Name (2) First Name (3) Master File ID Number (Booking Number or San Francisco Number), (4) Inmate Accounts with open as well as closed balances, (4) Active or Inactive Inmate.
- k. The ITFAMS must be capable of accepting data input from a variety of sources such as keyboard, bar code scanner, mouse, interface with Inmate Telephone System, interface with the SFSD Jail Management System, etc.
- l. The ITFAMS data file structure must be in a format that will facilitate the two way transfer of data elements from one platform or software architecture to another, such as xBase, Oracle, SQL Server, Windows NT operation system, or DB2.
- m. The ITFAMS must be web based allowing unlimited users to access inmate account information, update trust accounts, query and generate trust account transactions from the database in real-time from any workstation.
- n. For security purposes, the system must provide a minimum of six (6) levels of security to allow the system administrator to limit access as needed (by user, user type, groups, facilities etc.) and must utilized password control and track transactions and system access by user and workstation.
- o. The ITFAMS must require user to enter a "description" when voiding a transaction.
- p. For reporting purposes, the system must provide, at a minimum, a series of reports that include:
  - 1) Detailed daily and weekly transactions
  - 2) List of commissary items purchased by inmate Booking Number
  - 3) Inmate Trust Fund Account reconciliations
  - 4) General ledgers
  - 5) Balance sheets

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

- 6) Account history and balances
  - 7) Accounts abandoned for more than one year
  - 8) Checks that have not been cashed for more than one year
- q. The system must contain provisions for constructing new reports by the SFSD on accumulated data.
  - r. Should SFSD change Jail Management System or Inmate Telephone System providers, Contractor shall work with the new providers to establish all required interfaces as no cost to SFSD.
  - s. The ITFAMS must have an integrated user-friendly module for the SFSD Trust Office staff to reconcile the monthly debits and credits posted against the Inmate Trust Account to the SFSD's Bank Statement (currently provided by Bank of America).
  - t. The ITFAMS must integrate with the City's bank provider to provide positive confirmation of check validity when it is deposited or cashed. The ITFAMS shall generate the required text file and export to the bank provider. The exporting and uploading of check data to the bank provider's verification system must be automated. The City's current banking provider is Bank of America. Bank of America uses the Positive Pay check verification system (<https://b2b23.bankofamerica.com/b2bi/services/dtslanding#/home>).
  - u. Describe in detail how your ITFAMS process and track filing fees due to the United States District Court for inmates granted to proceed in forma pauperis. The filing fee will be taken from income to inmate's Trust Account in accordance with 28 U.S.C. Section 1915(b)(1). Detail how your ITFAMS tracks total filing fee due and the remaining balance following monthly payments. Indicate if this an automated process or manual process.

### **K. Hardware**

Contractor will provide control system hardware that meets industry standard Intel based central processor of sufficient power, sufficient random access memory, and redundant fixed disk capacity to allow concurrent multiple transaction processing.

Contractor will provide data file backup, disaster recovery and uninterruptible battery back-up system.

Contractor will provide all required cabling at no cost to the SFSD.

Contractor will provide all required accessories for inputting data, including bar code scanners or wands at no cost to the SFSD.

Contractor will provide remote workstations located at each jail facility that will be linked to the central system via an Ethernet LAN/WAN or other broadband communications line, at no cost to SFSD. Contractor will install workstations at the following locations:

- 1) County Jail #1 (SFSD Money Window)
- 2) City Hall (Room 456 – Trust Office)

Contractor will provide a printer to print check releases and a high volume laser printer to print transaction receipts and reports for workstations at no cost to the SFSD; printers shall be installed at County Jail #1 Money Window and at the SFSD Trust Office located at City Hall,

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

Room 456. Toners and Drum Kits will be provided for each printer for the term of the contract at no cost to the SFSD. If the proposed specialized receipt printers utilize multi-ply thermal or carbonless paper stock, the Contractor will provide the required printers and receipt paper stock to all jail facilities (per Section II. A) that records deposits at no cost to the SFSD.

The Sheriff's Department is open to either 1) utilizing a smaller transaction receipt printer to print on "smaller" multi-ply thermal or carbonless paper in addition to a regular laser printer to print checks and reports or 2) utilizing a single printer to print checks, transaction receipts and reports. The printer hardware will be determined by the Proposal submitted for the Inmate Trust Fund Accounting and Management System (ITFAMS); whether the system utilizes multiple printers or a single printer.

All workstations will have TFT active matrix flat panel color displays of at least 22" diagonal measurement and uninterruptible power supplies of sufficient capacity to allow an orderly shutdown of workstation within five (5) minutes of power loss.

### **L. System Installation, Maintenance and Support**

Contractor will install the ITFAMS to interface with the Jail Management System; New World. A standard installation with New World would not incur a cost. However, a non-standard installation requiring customization to interface with New World will incur additional cost. The additional cost will be the responsibility of the Contractor.

Upon installation of the ITFAMS, Contractor will train SFSD personnel, and provide documentation (manual) at no cost to the SFSD.

Contractor will place source code for the software owned by the Contractor in escrow for the duration of the contract.

During the term of the contract (including extended one year options and month-to-month periods), Contractor will install software upgrades to all hardware needed to support the ITFAMS as soon as the upgrades become available, and at no cost the SFSD. This requirement includes ITFAMS software upgrades, operating system upgrades, and any necessary firmware upgrades.

Contractor will provide 24/7 support for all hardware and software utilized by the ITFAMS.

Contractor's technical personnel will respond to on-site requests to bring the system to full operation no more than three (3) hours after SFSD notification.

ITFAMS technical problems that interrupt and greatly impact the SFSD's ability to process intakes and releases from the system will have an escalated response time from the Contractor's Technical Support Staff to identify and resolve issues within two (2) hours.

### **M. Transition**

Once the format and the startup date of the ITFAMS has been mutually agreed upon by the SFSD and the incumbent, the Contractor will be responsible for transferring all data from the exiting commissary system to the new system. The ITFAMS shall be fully operational by the contract execution date.

### **N. Commission**

The SFSD **will not require** a commission from the awarded Contractor's gross commissary sales or a minimum guaranteed annual income.



**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

The current provider pays 43% commission on gross commissary sales, with a guaranteed annual minimum commission of \$590,000.

### **III. Submission Requirements**

#### **A. Time and Place for Submission of Proposals**

Proposals must be received by **2:00 p.m. (PST), on July 12, 2019**. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered either electronically via the City's PeopleSoft system, **or** hard copies in person and left with **Henry Gong** or mailed to:

**SFSD Finance  
Attn: Henry Gong  
1 Carlton B. Goodlett Place, RM 456  
San Francisco, CA 94102**

For hardcopy deliveries, Proposers shall submit **three (3) copies (one marked "Original" and three marked "Copy")** of the proposal and two copies, separately bound, of required CMD, MCO, and HCAO Forms in a sealed envelope clearly marked **RFP #SHF2019-10 Jail Commissary and ITFAMS** to the above location. If submitting proposal electronically via the City's PeopleSoft system, upload the CMD, MCO, and HCAO Forms as a separate file. Proposals that are submitted by fax or email will not be accepted. Late submissions will not be considered.

#### **B. Format**

##### **Hardcopy**

Place proposals in three-ring binders for the review panel. Please use three-hole recycled paper, print double-sided to the maximum extent practical, use recycled paper that is comprised of minimum of 30% post-consumer materials, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

Please include a Table of Contents.

In addition to the Hardcopy proposal, include an electronic version of the complete proposal on a USB stick. For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

##### **Electronic**

Submit an electronic version of the complete proposal via the City's PeopleSoft bidding system. Submit separate files for:

1. Proposal
2. CMD, MCO, and HCAO Forms
3. Price Proposal

## RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1” on all sides (excluding headers and footers).

Please include a Table of Contents.

### **C. Content**

Firms interested in responding to this RFP must submit the following information, in the order specified below: Your proposal shall not exceed **27** pages. Exhibits to supplement the Proposer’s Written Proposal will not be counted in the 27 page limitation; such as the Commissary Menu, Sample of ITFAMS reports, and Organization Chart.

#### **1. Table of Contents (up to 1 Page)**

All pages of the proposal, including all enclosures, must be clearly and consecutively numbered, and correspond to the Table of Contents.

#### **2. Introduction and Executive Summary (up to 1 pages)**

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

#### **3. Project Approach (up to 15 pages)**

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks. Respond directly to each section of the Scope of Work: Commissary Orders, Commissary Delivery, Bar Code Scanning, Indigent Account Management, Medical Starter Kits, Account Reconciliation, Inmate Trust Fund Accounting and Management System, Hardware, System Installation, Maintenance and Support, and Transition (if applicable); and
- b. Schedule and ability to complete the project within the City’s required time frame; and
- c. Assignment of work within your firm’s work team.
- d. Submit a complete list of items and their prices that will be for sale through the commissary (See Appendix D – Current Commissary Menu).

#### **4. Firm Qualifications (up to 4 pages)**

Provide information on your firm’s background and qualifications which addresses the following:

**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, including the number of years the firm has provided the proposed services, as well as how any joint venture or association would be structured; and
- c. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or sub-consultants are proposed provide the above information for each.

**5. Team Qualifications (up to 3 pages, including an organizational chart that will not count against page limit)**

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

A valid response for a proposer is to provide a staffing plan that shows all positions that will contribute to providing the scope of work, including the position title, a summary of the position duties, the level of experience and education required for the position, and whether the position is now filled. If the position is filled, provide the years of experience and educational background of the incumbent.

<b>Position Title</b>	<b>Position Duties</b>	<b>Level of Experience Required</b>	<b>Education Required</b>	<b>Filled</b>	<b>FTE Equivalent</b>
RFP Coordinator	Coordinate all department RFP processes, including working with staff to develop Scope of Work, developing selection criteria, and administering process	3 years of equivalent work experience	BA in related field, Master’s Degree in related field may substitute for 1 year of experience	YES	1 FTE

6. **References (up to 3 pages)**

Provide references for the projects that comprise your minimum qualifications. Proposer's references will be used to confirm and verify that proposer has met the minimum qualifications. Provide references for whom your company manages and operates a "bag-in" correctional commissary and ITFAMS services. The references should include the name, address and telephone number of at least three (3) clients within the last three years (preferably other public agencies). At least one reference must be from a client for whom proposer currently manages and operates a "bag-in" correctional commissary account and an ITFAMS program with minimum annual gross sales of \$1,000,000.

By including these references, proposers are representing that the references are familiar with proposer's work and experience, and references will be truthful in any representations. The Department reserves the right to contact references.

7. **Price Proposal**

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a price proposal in a separate electronic folder or sealed envelope that includes the following:

- a. Proposed Aggregate Commissary Menu Price List;
- b. Fixed Deposit Fee Rate; and
- c. Cost of Indigent Kits, Medical Kits, and individual medications.

SFSD will reject any changes to the format of Appendix C – Price Proposal

8. **Certification of Headquarters in Accordance with Administrative Code Chapter 12X.**

Proposals should contain the following statement:

"I certify that my company is headquartered at the following address \_\_\_\_\_  
\_\_\_\_\_. I will notify the City if my company's  
headquarters moves."

#### **IV. Evaluation and Selection Criteria**

##### **A. Minimum Qualifications**

Any proposal that does not demonstrate that the proposer meets these minimum requirements may be considered non-responsive and may not be eligible for award of the contract.

At a minimum, all prospective proposers must be able to meet the following standards:

1. The Proposer must be an established agency with documented success in operating a jail commissary, and inmate trust fund accounting and management system program similar in size to the SFSD. The Proposer must have a minimum of five (5) years' experience in providing high quality commissary services to the jails, including the management and operation of "bag-in" correctional commissary account.
2. The Proposer must currently manage and operate an ITFAMS program with minimum annual gross commissary sales of \$1,000,000.
3. The Contractor must have a base of operation located in one of the nine (9) Bay Area Counties.
4. Proposer warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City and County of San Francisco ("City") to provide the services.
5. The Proposer must be able to provide assurances (such as an independent audit or yearly financial statement) that they are in good financial condition, and must have a demonstrated organization capability to administer public funds.
6. The Proposer must have the ability to operate the commissary service and ITFAMS program at no cost to the Sheriff's Department.
7. The Proposer must identify a licensing fee, if any, for providing debit phone cards/time as part of the commissary sales process. (The current Contractor does not charge a licensing fee).
8. The Proposer must be able to coordinate and interface the ITFAMS, with the Sheriff's Department's Debit Pay Inmate Telephone System, after any agreement on licensing terms.
9. Proposer must attend the mandatory Pre-Proposal conference and facility walk-through.

**Proposals should clearly demonstrate that the qualifications are met.** Insufficient or incomplete information will result in a proposal being considered non-responsive and will not be eligible for award of the contract. If required information is complete, but the department determines that the proposer does not meet minimum qualifications, proposer may be deemed non-responsive.

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

### B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in jail commissary services and inmate trust fund accounting and management system programs. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

The Selection Committee will review and score the Written Submission according to the criteria below. Each Committee members' scores will be submitted to the RFP Coordinator. The RFP Coordinator will calculate the aggregated average of all the Committee's Written Scores to calculate the total Proposal Written Score for each proposal.

The RFP Coordinator will score the Price Proposal according to the criteria in Section IV. B. 4 – Price Proposal to attain the Price Proposal Score.

The RFP Coordinator will add the Total Proposal Written Score and the Price Proposal Score to attain the Total Proposal Score. An intent to award will be made to the proposer with the highest Total Proposal Score.

If any member of the Evaluation Committee determines that the Proposer has failed to present information that allows the Evaluation Committee to score any criteria or questions response, the Evaluation Committee will award a score of zero. In cases where averages are used, any score in which the denominator is zero will receive a score of zero. All scores will be rounded to the nearest whole number. All scores of zero will result in a lower total proposal score.

The SFSD intends to award this contract to the proposer that will provide the best overall jail commissary services and inmate trust fund accounting and management system. The Sheriff's Department reserves the right to accept an offer from other than the proposer with the lowest price proposal.

#### 1. Overall Evaluation Process

The evaluation process will consists of the phases specified below with the following allocation of points

<b>Proposal Component</b>	<b>Maximum Points</b>
Screening of Minimum Qualifications	Pass/Fail
Proposal Written Score	50
Price Proposal Score	50
<b>Total Proposal Score</b>	<b>100</b>

**2. Screening of Minimum Qualifications**

Each proposal will be reviewed for initial determinations on whether Proposer meets minimum qualifications referenced in Section IV. A of this RFP. Proposals will not be scored during the screening of Minimum Qualifications. This screening is simply a pass or fail determination as to whether the proposer has met the minimum qualifications. A proposal that fails to meet the minimum qualifications will not be eligible for consideration in the evaluation process. The City reserves the right to request clarifications from proposers prior to rejecting a proposal for failure to meet the minimum qualifications. Clarifications are limited exchanges between the City and Proposer for the purpose of clarifying certain aspects of the proposal and will not provide a proposer the opportunity to revise or modify its proposals. Only proposals that meet the minimum qualifications can proceed to the next evaluation phases.

**3. Written Proposal Evaluation (Total of 50 points)**

The proposals will be evaluated by a Selection Committee comprised of parties with expertise in the needed services. Each section will be scored according to the following parameters: Does not meet SFSD expectations (0-1); Meets SFSD Expectations (2-4); or Exceeds SFSD expectations (5). The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

- a. Project Approach: (25 points)
  - i. Understanding of the project and the tasks to be performed, etc. Reasonableness of work schedule and project approach.
  - ii. Proposed commissary ordering, delivery, reconciliation and grievance resolution that meet the scope of services required by SFSD.
  - iii. Proposer ITFAMS integrates with JMS and Inmate Telephone System with a simple intuitive user interface. The Proposed technology hardware, software and support meet the scope of services required by SFSD.
  - iv. Proposed the use of a bar code scanning system to enhance the accuracy in tracking commissary orders and delivery.
  - v. Proposer detailed appropriate transition plan.
  
- b. Assigned Project Staff (10 points)
  - i. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person, professional qualifications and education of staff; and
  - ii. Workload, staff availability and accessibility.



RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

- c. Experience of Firm and Sub-consultants (15 points)
  - i. Expertise of the firm and sub-consultants in the fields necessary to complete the tasks; and
  - ii. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
  - iii. Experience with similar projects with scope of work similar in scope to the services required by SFSD.

**4. Price Proposal (Total of 50 points)**

Please complete Appendix C – Price Proposal and submit in a separate sealed envelope or electronically in a separate file labeled with RFP #SHF2019-10 Jail Commissary and ITFAMS – Price Proposal.

Price proposal submitted in alternative formats will be disqualified and will not be scored. Only items included in the Price Proposal Format will be used to score the Price Proposal.

The current Contractor pays 43% commission on gross commissary sales. The SFSD will remove commissions from commissary sales. SFSD expects a significant reduction in the proposed prices for the items listed or comparable to current commissary menu corresponding to the removal of commissions.

The Price Proposal will require the following:

- Proposed Price List for Commissary Menu Items,
- Fixed Deposit Fee Rate, and
- Price for Indigent Kit, Medical Kit and Medications

Maximum Score for the Price Proposal is 50 points. Please see details below.

<b>Price Proposal</b>	<b>Maximum Points</b>
Aggregate Commissary Menu Price List.	25
Fixed Deposit Fee Rate	20
Aggregate Cost of indigent kits, medical kits and individual medications	5
<b>Total</b>	<b>50</b>

City intends to award this contract to the firm that it considers will provide the best overall services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

The Proposal score will be determined by the equation below and will be based on the total proposal. For example, if the most favorable price proposal to the City is the lowest Accumulated Commissary Menu proposed, the lowest Accumulated Commissary Menu could receive the total number of points assigned to the fee evaluation criterion. The other Commissary Menu proposals could then be scored by dividing the Lowest Aggregate Commissary Menu proposal being scored by the amount of the Proposed Aggregate Commissary Menu and multiplying the result by the total number of points assigned to the fee evaluation criterion.

For Example, under that formula, if a total of 25 points are assigned to Commissary Menu proposals responding to the RFP, the proposer who offers the lowest Commissary Menu proposal of \$210,888 receives all 25 points. The next lowest proposal that offers \$240,486 receives a score of 22 points (\$210,888 divided by \$240,486, multiplied by 25 points).

The lowest Aggregate Commissary Menu and the lowest Deposit Fee Percentage will each receive the maximum number of points. The lowest accumulated cost of the indigent kit, medical kit and the pharmaceutical items will receive the maximum number of points. The other proposals will be awarded a proportionate amount of the total available points as calculated below. Proposers who propose the same price will receive the same score.

**Points for Proposed Aggregate Commissary Menu Price List will be calculated as follows:**

$$\frac{\text{Lowest Proposed Aggregate Commissary Menu}}{\text{Proposed Aggregate Commissary Menu}} \times (25 \text{ points}) = \text{Points}$$

**Points for Lowest Deposit Fee Structure will be calculated as follows:**

$$\frac{\text{Lowest Proposed Deposit Fee \%}}{\text{Proposed Deposit Fee \%}} \times (20 \text{ points}) = \text{Points}$$

**Points for Lowest Accumulated Cost of Indigent Kits, Medical Starter Kit, and Individual medications will be calculated as follows:**

$$\frac{\text{Lowest Total Aggregate Cost}}{\text{Proposed Aggregate Cost}} \times (5 \text{ points}) = \text{Points}$$

The City will combine all scores, Written Proposal and Price Proposal, rank the proposers and select the highest ranked proposer to enter into agreement with.

**V. Pre-proposal Conference and Contract award**

**A. Pre-Proposal Conference and Facility Walkthrough**

Proposers must attend to attend a pre-proposal conference and Facility Walkthrough on **June 14, 2019**, at **9:00 AM** to be held at **San Francisco Sheriff's Department, Lobby Conference Room, 425 7<sup>th</sup> St., San Francisco, CA 94103** Questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

**Question and Answer Period**

Proposers shall submit all questions concerning this Request for Proposal in writing by email only during the Question and Answer Period, ending **June 18, 2019**, no later than **2:00 PM** PST and directed to: **henry.gong@sfgov.org**. Questions and Answers will be posted publically. Questions and Answers will be posted publically as Addendums to the RFP. Please reference RFP#: SHF2019-10/Event ID 0000002317.

The Pre-Proposal Conference will begin at the time specified, and company representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Written Bid Addendum will execute any change or addition to the requirements contained in this RFP, as a result of the Pre-Proposal Conference. It is the responsibility of the Proposer to check for any RFP Addendums, Q&A postings, and other updates which will be posted on the City's Bid and Contracts website:

<https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>

**B. Contract Award**

The Sheriff's Department will select a proposer with whom the Sheriff's Department staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Sheriff's Department, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

## **VI. Terms and Conditions for Receipt of Proposals**

### **A. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by addenda as provided below.

### **B. Inquiries Regarding RFP**

Proposers shall submit all questions concerning this Contract Proposal, scope of services or requirements in writing by email only during the Question and Answer Period, ending **June 18, 2019** no later than **2:00 PM PST** and directed to: **henry.gong@sfgov.org**. Proposers who fail to do so will waive all further rights to protest, based on these specifications and conditions.

### **C. Objections to RFP Terms**

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not less than 72 hours prior to the RFP deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

### **D. Change Notices**

The Department may modify the RFP, prior to the proposal due date, by issuing an Addendum to the RFP, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s). It is the responsibility of the proposer to check for any Addendum, Questions and Answers, and updates, which will be posted on the City's [Bid and Contracts](#) website:

<https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>

### **E. Term of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the proposal may remain valid beyond the 180 day period in the circumstance of extended negotiations.

### **F. Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before, but no later than the proposal due date and time.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

## RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

### **H. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

### **I. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

### **J. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

### **K. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

### **L. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

## RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

### **M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

### **N. Local Business Enterprise Goals and Outreach**

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP.

Each solicitation process requires a **new submittal of CMD Attachment 2B forms and Form 3** at the following link, located under the heading “Attachment 2: Requirements for Architecture, Engineering, & Professional Services Contracts”:

<http://www.sfgsa.org/index.aspx?page=6135>

- (1) Form 2A-CMD Contract Participation Form
- (2) Form 2B- CMD “Good Faith Outreach” Requirements Form
- (3) Form 3- CMD Non-Discrimination Affidavit
- (4) Form 4- CMD Joint Venture Form (if applicable), and
- (5) Form 5- CMD Employment Form

Please submit Forms 2A, 2B, 3 and 5 (and Form 4 if Joint Venture response) with your Response Package. The forms should be part of the “Original” of your response. The forms should have original signatures.

If these forms are not returned with the response, the response may be determined to be non-responsive and may be rejected.

#### **1. Local Business Enterprise Goals and Outreach**

The requirements of the Local Business Enterprise (LBE) and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the S.F. Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this solicitation. More information regarding these requirements can be found at:

<http://www.sfgov.org/cmd>

#### **2. LBE Sub-consultant Participation Requirement**

Please refer to San Francisco Administrative Code Chapter 14B and *CMD Attachment 2* for information concerning the City's LBE program.

The LBE sub-consulting goal is **0%** of the total value of the goods and/or services to be procured. Sub-consulting goals can only be met with CMD-certified Small or Micro-LBEs located in San Francisco.

#### **3. Link to LBE Sub-consultant Directory**

This link takes you to a directory of current Local Business Enterprises.

[http://mission.sfgov.org/hrc\\_certification/](http://mission.sfgov.org/hrc_certification/)

**4. Good Faith Outreach to Select LBE Sub-consultants**

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE sub-consultants as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE sub-consultants solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the response. LBEs identified as sub-consultants must be certified with the Contract Monitoring Division at the time the response is due, and must have been contacted by the (prime contractor) prior to listing them as subcontractors in the response. Any response that does not meet the requirements of this paragraph will be non-responsive.

**5. Documentation of Good Faith Outreach Efforts**

In addition to demonstrating that it will achieve the level of sub-consulting participation required by the contract, a Respondent shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C) & (D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Responses which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this solicitation will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE sub-consultant participation specified in the contract shall be deemed a material breach of contract.

*Note: If Respondent meets/exceeds LBE participation by 35% (i.e. 31.05% LBE participation for this contract), Good Faith Outreach documentation is not required.*

**6. LBE Participation and Rating Bonuses**

The City strongly encourages responses from qualified LBEs. Pursuant to Chapter 14B, the following rating bonuses will be in effect for the award of this project for any Respondents who are certified as a Small or Micro-LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling (415) 581-2310. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- a) A 10% bonus to a Small or Micro LBE—including Non-Profit; or a joint venture between or among LBEs; or
- b) A 5% bonus to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%;
- c) A 7.5% bonus to a joint venture with LBE participation that equals or exceeds 40%;

Joint Venture Rating Bonus If applying for a rating bonus as a joint venture, the LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the response, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be



## RFP for Jail Commissary and Inmate Trust Fund Account Management System

performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

### 7. Application of the Rating bonus:

The following rating bonus shall apply at each stage of the selection process, i.e., qualifications, proposals, and interviews:

- a) Contracts with an Estimated Cost in Excess of \$10,000 and Less Than or Equal To \$400,000. A 10% rating bonus will apply to any proposal submitted by a CMD certified Small or Micro LBE. Proposals submitted by SBA-LBEs are not eligible for a rating bonus.
- b) Contracts with an Estimated Cost in Excess of \$400,000 and Less Than or Equal To \$10,000,000. A 10% rating bonus will apply to any proposal submitted by a CMD certified Small or Micro-LBE. Pursuant to Section 14B.7(E), a 5% rating bonus will be applied to any proposal from an SBA-LBE, except that the 5% rating bonus shall not be applied at any stage if it would adversely affect a Small or Micro-LBE proposer or a JV with LBE participation.
- c) Contracts with an Estimated Cost In Excess of \$10,000,000 and Less Than or Equal To \$20,000,000. A 2% rating bonus will apply to any proposal submitted by a Small LBE, Micro LBE and SBA-LBE.
- d) The rating bonus for a Joint Venture ("JV") with LBE participation that meets the requirements of Section 2.02 below is as follows for contracts with an estimated cost of in excess of \$10,000 and Less Than or Equal to \$10,000,000:
  - i. 10% for each JV among Small and/or Micro LBE prime proposers.
  - ii. 5% for each JV which includes at least 35% (but less than 40%) participation by Small and/or Micro-LBE prime proposers.
  - iii. 7.5% for each JV that includes 40% or more in participation by Small and/or Micro-LBE prime proposers.
  - iv. The rating bonus will be applied by adding 5%, 7.5%, or 10% (as applicable) to the score of each firm eligible for a bonus for purposes of determining the highest ranked firm. Pursuant to Chapter 14B.7(F), SBA-LBEs are not eligible for the rating bonus when joint venturing with a non LBE firm. However, if the SBA-LBE joint ventures with a Micro-LBE or a Small-LBE, the joint venture will be entitled to the joint venture rating bonus only to the extent of the Micro-LBE or Small-LBE participation described in Section 2.01B.4b. and c. above.
- e) The rating bonus/bid discount does not apply for contracts estimated by the Contract Awarding Authority to exceed \$20 million.

### 8. CMD Contact

If you have any questions concerning the CMD Forms and to ensure that your response is not rejected for failing to comply with S.F. Administrative Code Chapter 14B requirements, please call Ian Fernando, the CMD Contract Compliance Officer for this solicitation at [CMD.EqualBenefits@sfgov.org](mailto:CMD.EqualBenefits@sfgov.org); or the main CMD phone number (415) 581-2310.

## **VII. Contract Requirements**

### **A. Standard Contract Provisions**

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix B. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

### **B. Nondiscrimination in Contracts and Benefits**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/cmd/>.

### **C. Minimum Compensation Ordinance (MCO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

### **D. Health Care Accountability Ordinance (HCAO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

### **E. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://oewd.org/first-source> and from the First Source Hiring Administrator, (415) 701-4848.

**F. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

## **VIII. Protest Procedures**

### **A. Protest of Non-Responsiveness Determination**

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Non-Responsible Determination**

Within five working days of the City's issuance of a notice of a determination of non-responsibility, a vendor that would otherwise be the lowest responsive proposer may submit a written notice of protest. The vendor will be notified of any evidence reflecting upon their responsibility received from others or adduced as a result of independent investigation. The vendor will be afforded an opportunity to rebut such adverse evidence, and will be permitted to present evidence that they are qualified to perform the contract. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsibility. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Protest of Contract Award**

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **D. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Henry Gong  
RFP Coordinator  
San Francisco Sheriff's Department  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 456  
San Francisco, CA 94102-4676

**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

(THIS PAGE INTENTIONALLY LEFT BLANK)

# RFP for Jail Commissary and Inmate Trust Fund Account Management System

## Appendix A

### Standard Forms

#### A. How to become Eligible to Do Business with the City:

Before the City can award any award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

#### B. Mandatory Forms:

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City's supplier portal located at <https://sfcitypartner.sfgov.org/> :

1. [Vendor Application Packet](#) (includes *New Vendor Number Request Form* and *IRS Form W-9*)
2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits

#### C. Vendor Eligibility and Invoice Payment:

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/> .



#### D. Vendor Eligibility Forms:

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
<a href="#">CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)</a>	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>
<a href="#">Declaration of Nondiscrimination in Contracts and Benefits</a> with supporting documentation (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

	domestic partners. For more information and assistance, please visit the City Administrator's <b>Contract Monitoring Division Equal Benefits</b> web page.	
<a href="#">Vendor Profile Application</a>	Includes New Vendor Number Request Form and IRS Form W-9.	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>

### E. Supplemental Forms:

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (  pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (  pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements ( <a href="#">pdf</a> )	The solicitation requires the successful proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond ( <a href="#">pdf</a> )	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond ( <a href="#">pdf</a> )	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application ( <a href="#">Contract Monitoring Division</a> )	You desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City's supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/> .

**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

**Appendix B**

**(P-600) City's Professional Services Agreement**



RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

**Appendix C**

**Price Proposal**

**A. Aggregate Commissary Items**

The SFSD will not require the awarded Contractor to pay a commission from the gross commissary sales; the current commission rate is 43%. The SFSD wishes to minimize the Contractor’s mark-ups and to keep the price of items sold to the inmates at a fair market price, similar to that charged at a convenience store.

The 25 items listed below equated to approximately 59% of the total gross commissary sales in 2018.

Proposed Aggregate Commissary Items Worksheet.

1. Under “Propose Unit Price” column (A), enter a single proposed unit price for each item per UOM (“Unit of Measure”).
2. Multiply the Propose Unit Price (A) for each item by the corresponding 2018 Sales Quantity (B) to calculate the Propose Extended Price.
3. Sum the Propose Extended Price for the 25 menu items to calculate Total Proposed Aggregate Cost.

The proposal with the lowest Total Proposed Aggregate Cost will receive 25 points.

				(A)	(B)	(A) x (B)
	<b>Commissary Items</b>	<b>Current Unit Price</b>	<b>UOM</b>	<b>Propose Unit Price</b>	<b>2018 Sales QTY</b>	<b>Propose Ext. Price</b>
1	SWEETNER PINK SINGLE SERV PK	\$0.18 ea.	EA		29,663	\$
2	CHEETOS CHEESE CRUNCHY: REG 2 OZ or FLAMIN HOT 1.75 OZ	\$1.05 ea.	EA		25,159	\$
3	MAJOR BRAND RAMEN 3 OZ (e.g. MARUCHAN or NISSIN)	\$1.08 ea.	EA		72,916	\$
4	CONTRACTOR'S PRIVATE LABEL POTATO CHIPS 1.5 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.63 per oz.	OZ		41,971.5 (total oz.)	\$
5	MARS CANDY: SNICKERS 1.86 OZ, MILKY WAY 1.84 OZ or M&M'S PEANUT 1.74 OZ	\$1.36 ea.	EA		8,440	\$
6	MAXWELL HOUSE INST COFFEE REGULAR 4 OZ (EQUIVALENT MAJOR BRAND) (PROPOSED EQUIVALENT MAJOR BRAND- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$1.31 per oz.	OZ		20,208 (total oz.)	\$

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

7	CONTRACTOR'S PRIVATE-LABEL RICE INST WHITE 8 OZ (EQUIVALENT PRIVATE-LABEL) (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.27 per oz.	OZ		75,432 (total oz.)	\$
8	TUNA IN WATER (SINGLE SERVE - APPROX. 3 OZ) (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$1.03 per oz.	OZ		17,601 (total oz.)	\$
9	CHICKEN BREAST 4.5 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.89 per oz.	OZ		19,026 (total oz.)	\$
10	CONTRACTOR'S PRIVATE-LABEL SAUSAGE 1.625 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$1.02 per oz.	OZ		23,474.75 (total oz.)	\$
11	KIKKOMAN SOY SAUCE PACKET 0.25 OZ	\$0.10 ea.	EA		4,951	\$
12	SINGLE SRV PACKET: SUGAR, SALT, or PEPPER	\$0.05 ea.	EA		16,096	\$
13	MAJOR BRAND DRINK MIX: TROPICAL PUNCH, LEMONADE, or GRAPE 6 OZ (e.g. KOOL-AID) (PROPOSED EQUIVALENT MAJOR BRAND- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.37 per oz.	OZ		31,680 (total oz.)	\$
14	CONTRACTOR'S PRIVATE-LABEL HONEY BUNS 5 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.31 per oz.	OZ		47,745 (total oz.)	\$
15	CONTRACTOR'S PRIVATE-LABEL PORK RINDS 2 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$1.08 per oz.	OZ		11,762 (total oz.)	\$

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

16	CONTRACTOR'S PRIVATE-LABEL CHEESE SPREAD 2 OZ (EQUIVALENT PRIVATE-LABEL) (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.45 per oz.	OZ		46,658 (total oz.)	\$
17	MAJOR BRAND POPCORN ORIGINAL 1 OZ (e.g. HERR'S) (PROPOSED <i>EQUIVALENT MAJOR BRAND-Must be within + 1 to 2 oz. of the current item</i> )	\$0.80	OZ		12,173	\$
18	DORITOS TORTILLA CHIPS NACHO CHEESE 1.75 OZ	\$1.05 ea.	EA		8,847	\$
19	CONTRACTOR'S PRIVATE-LABEL FLAVORED REFRIED BEANS 8 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz. of the current item</i> ) *Enter Unit Price/Oz.	\$0.38 per oz.	OZ		30,296 (total oz.)	\$
20	ATOMIC FIREBALL CANDY 3 OZ (PROPOSED EQUIVALENT PRIVATE-LABEL- <i>Must be within +/- 1 to 2 oz.</i> ) *Enter Unit Price/Oz.	\$0.48 per oz.	OZ		13,662 (total oz.)	\$
21	FRITOS CORN CHIPS 2 OZ	\$1.05 ea.	EA		5,359	\$
22	VELCRO TENNIS SHOE WHITE MENS (e.g. Rawlings MARC II)	\$30.00 ea.	EA		194	\$
23	CONTRACTOR'S PRIVATE-LABEL HOT CHOC SINGLE SERVE (PROPOSED EQUIVALENT PRIVATE-LABEL)	\$0.55 ea.	EA		3,915	\$
24	POSTAGE STAMPED LARGE ENV	\$0.64 ea.	EA		3,109	\$
25	REESES PEANUT BUTTER CUPS 1.5 OZ	\$1.36 ea.	EA		1,281	\$
				<b>TOTAL PROPOSED AGGREGATE COST</b>		<b>\$</b>

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

**B. Fixed Deposit Fee Rate**

The Contractor will propose a fixed Deposit Fee Rate for all credit card/debit card deposits made via the Web, Phone, and Lobby Kiosk. All cash deposits made at the Lobby Kiosks are FREE. The SFSD is limiting the maximum allowable Deposit Fee Rate to 5% of the Gross Amount Deposited. Each inmate is limited to a maximum aggregate deposit amount of \$300 per day.

The proposal with the lowest Proposed Deposit Fee Rate will receive 20 points.

Proposed Deposit Fee Rate:  %

**C. Indigent Kit, Medical Kit, and Medications**

Enter a single price/rate for each of the following items, per Sections II. F & G of RFP #SHF2019-10:

	<b>Items</b>	<b>Unit of Measure</b>	<b>Proposed Price/Rate</b>
1)	Surcharge (to process each inmate’s order)	Per Order	\$
2)	Indigent Kit	Per Kit	\$
3)	Medical Starter Kit	Per Kit	\$
4)	1 Pack, 2 tablets/pk. Acetaminophen (325 mg/tablet) or Ibuprofen (200 mg/tablet)	Per Pack	\$
5)	Antacid tablets (2 tablets per pack)	Per Pack	\$
6)	Stool softener (10 capsules per pack)	Per Pack	\$
7)	Hemorrhoid suppositories (12 per pack)	Per Pack	\$
8)	Athlete’s Foot Cream (1.5 oz. tube)	Per Pack	\$
	<b>TOTAL Accumulated Cost</b>		

The proposal with the lowest Accumulated Cost will receive 5 points.

\*Price proposal submitted in alternative formats will be disqualified and will not be scored. Only items included in Appendix C - Price Proposal Format will be used to score the Price Proposal.

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

**Appendix D**

**Current Commissary Menu (as of 1/15/2019)**

<b>ITEM#</b>	<b>PRODUCT DESCRIPTION</b>	<b>PRICE</b>
0001	CRAWFORD SHAMPOO BALSAM & PROTEIN 4 OZ	\$1.50
0002	CRAWFORD CONDITIONER BALSAM & PROTEIN 4 OZ	\$1.50
0020	CRAWFORD SHAMPOO DANDRUFF RINSE 4 OZ	\$1.50
0035	SOFTEE SHAMPOO & CONDITIONER 3 IN 1 13.5 OZ	\$6.00
0048	SOFTEE CONDITIONER COCONUT OIL 5 OZ	\$2.75
0050	SOFTEE HAIR DRESS BERGAMOT 5 OZ	\$2.75
0051	SOFTEE CONDITIONER BERGAMOT 5 OZ	\$2.75
0065	SOFTEE CURL ACTIVATOR REGULAR 8 OZ	\$2.00
0102	POWER UP ANTIPERSPIRANT DEODORANT FORCE 2.5 OZ STICK	\$3.50
0106	POWER UP ANTIPERSPIRANT DEODORANT BLOOM 2 OZ STICK	\$3.25
0107	POWER UP DEODORANT DRIVE 2.5 OZ	\$3.25
0120	LADY SPEED STICK ANTIPERSPIRANT DEODORANT SHOWER FRESH 1.4 OZ	\$3.35
0193	CAREALL ATHLETE FT CREAM 1% TOLNAFTATE .5 OZ	\$0.54
0210	CRAWFORD LOTION SKIN CARE 4 OZ	\$0.80
0215	CRAWFORD LOTION COCOA BUTTER 4 OZ	\$0.85
0235	SUAVE LOTION ADVANCED W/MULTI VITAMIN 10 OZ	\$4.45
0247	GOODSENSE STOOL SOFTENER LIKE COLACE 100 MG 60 CT	\$2.79
0250	CAREALL HYDROCORTISONE CREAM MAX STRENGTH 1% 1 OZ	\$2.55
0273	CHAPET LIP BALM REGULAR FLAVOR .16 OZ	\$1.70
0363	ELEMENTZ GEL FIRM HOLD 15 OZ	\$2.90
0431	FRESHSCENT SOAP DEODORANT 3 OZ	\$0.80
0439	NEXT 1 SOAP DEODORANT HYPOALLERIC 3 OZ WRAP TRANSLUCENT	\$1.00
0490	SOAP DISH	\$0.82
0500	MOUTHWASH ORAL HEALTH RINSE 8 OZ	\$1.70
0507	COLGATE TOOTHPASTE ANTI CAVITY 4.2 OZ	\$2.90
0530	COOL WAVE TOOTHPASTE GEL FRESH MINT 4 OZ	\$1.60
0562	TOOTHBRUSH SHORT HANDLE 4 IN	\$0.40
0573	ANTACID TABLETS 420 MG 2 PK	\$0.04
0583	IBUPROFEN 200 MG 2 PK	\$0.40
0590	FRESHMINT DENTURE TABLET 40 CT	\$3.90
0595	EFFERGRIP DENTURE ADHESIVE 2.5 OZ BOX	\$4.85
0642	ROLAIDS ANTACID REGULAR STRENGTH 12 TABLETS	\$1.55
0671	GOODSENSE COUGH DROPS CHERRY 30 CT RESEALABLE	\$1.60
0680	MASON NATURALS MULTIVITAMIN NO IRON 100 CT	\$3.80
0720	HERITAGE ANTIFUNGAL POWDER MED TOLNAFTATE 1% 3 OZ	\$2.50
0750	TRIM NAIL CLIPPER NO FILE	\$0.55
0800	NEW WORLD IMPORTS COMB 5 IN 21 BLACK	\$0.30
0815	HOT WAVES MILITARY BRUSH NO HANDLE	\$2.20

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

0821	BRUSH PALM	\$0.80
0825	CARDINAL AFRO PIK NYLON	\$0.75
0835	WWAVE CAP	\$3.50
0855	PONY OH TERRY CLOTH	\$0.40
0910	MASCARA MEGA PROTEIN .27 OZ	\$4.10
0966	LOVE YOU CARD	\$1.00
1001	POSTAGE STAMPED ENV LARGE	\$0.64
1010	UNISOURCE ENV #10 BOX WHITE	\$0.05
1015	UNISOURCE ENV NO CLASP 9.5 X 12.5	\$0.40
1050	POSTAGE STAMP FIRST CLASS 10	\$5.00
1061	TOPS PAPER RULED PAD 8.5 X 11 50 SHEET YELLOW	\$1.45
1070	TOPS PAPER SKETCH PAD 8.5 X 11 50 SHEET WHITE	\$1.45
1075	PENCIL GOLF TYPE	\$0.07
1080	ROSE ART COLORED PENCILS 24 CT 3.5 IN 6PK	\$3.40
1085	SANFORD ERASER BEVELED 3 PINK	\$0.11
1086	WEBSTER DICTIONARY POCKET	\$3.60
1087	WEBSTER DICTIONARY ENGLISH SPANISH	\$3.00
1090	BIC PEN CRYSTAL 10/CS BLUE	\$0.40
1101	BIRTHDAY CARD JUVENILE	\$0.95
1102	SYMPATHY CARD	\$0.95
1103	BIRTHDAY CARD PAPER	\$0.95
1105	GET WELL CARD WOOD WIND	\$1.00
1109	FRIENDSHIP CARD PAPER	\$0.95
1110	FRIENDSHIP CARD WOOD WIND	\$1.00
1115	ANNIVERSARY CARD WOOD WIND	\$1.00
1120	THANK YOU CARD	\$0.95
1121	SEASONAL GREETING CARD	\$0.95
1226	MEAD PAPER COMPOSITION BOOK	\$2.89
1305	AVIATOR PLAYING CARDS PINOCHLE	\$2.35
1399	BOWL W/LID 24 OZ	\$1.35
1415	CUP W/LID 22 OZ	\$1.00
1430	ADVANCED TEXTILES WASHCLOTH 12 IN X 12 IN	\$0.55
1450	CRAWFORD FLIP FLOP CROSS STRAP SMALL	\$1.80
1451	CRAWFORD FLIP FLOP CROSS STRAP MEDIUM	\$1.80
1452	CRAWFORD FLIP FLOP CROSS STRAP LARGE	\$1.80
1453	CRAWFORD FLIP FLOP V STRAP MEDIUM	\$1.80
1454	CRAWFORD FLIP FLOP V STRAP LARGE	\$1.80
1661	GOODSENSE HEMORRHOIDAL SUPPOSITORY	\$1.85
1751	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7 1/EA WHITE MENS	\$30.00

**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

1752	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7.5 1/EA WHITE MENS	\$30.00
1753	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8 1/EA WHITE MENS	\$30.00
1754	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8.5 1/EA WHITE MENS	\$30.00
1757	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9.5 1/EA WHITE MENS	\$30.00
1758	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10.5 1/EA WHITE MENS	\$30.00
1759	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 11 1/EA WHITE MENS	\$30.00
1761	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 13 1/EA WHITE MENS	\$30.00
1853	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9 1/EA WHITE MENS	\$30.00
1854	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10 1/EA WHITE MENS	\$30.00
1856	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 12 1/EA WHITE MENS	\$30.00
2000	KEEFE FREEZE DRIED COFFEE SS .053 OZ PKT	\$0.40
2010	KEEFE COFFEE INST 4 OZ	\$5.10
2011	KEEFE FREEZE DRIED COFFEE DECAF COLOMBIAN 3 OZ	\$4.50
2017	MAXWELL HOUSE COFFEE REGULAR 4 OZ	\$5.25
2031	COFFEEMATE LIQUID CREAMER HAZELNUT .38 OZ	\$0.25
2032	COFFEEMATE LIQUID CREAMER IRISH CREAM .38 OZ	\$0.25
2041	KEEFE DRINK MIX FRENCH VANILLA CAPPUCINO 8 OZ	\$2.65
2070	KEEFE HOT COCOA SS .8 OZ 300/CS 1 SRV PK	\$0.55
2081	SUGAR 1 SRV	\$0.05
2198	SWISS MISS HOT COCOA MIX RICH CHOC 9 OZ	\$3.10
2217	SWEET MATE SWEETENER PINK 3.5 OZ	\$0.18
2310	CTRY TIME DRINK MIX LEMONADE 6 OZ 3	\$2.20
2311	KOOL AID DRINK MIX GRAPE 6 OZ	\$2.20
2330	KOOL AID DRINK MIX TROPICAL PUNCH 6 OZ	\$2.20
2437	QUAKER INST OATMEAL SP 200/CS ORIGINAL FLAVOR	\$0.60
2438	QUAKER OATMEAL MAPLE BROWN SUGAR 1.51 OZ	\$0.60
2584	FRESH CATCH TUNA W/JALAPENOS IN WATER 3.53 OZ	\$3.10
2594	DOLLY MADISON CUPCAKES CHOC 3.17 OZ	\$2.50
2595	DOLLY MADISON DONUTS CHOC 3 OZ	\$1.45
2615	BRUSHY CREEK SUMMER SAUSAGE REGULAR 1.625 OZ	\$1.65
2622	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 3 OZ 9	\$2.57
2623	BRUSHY CREEK SUMMER SAUSAGE REGULAR 3 OZ 9	\$2.57
2664	VELVEETA MACARONI & CHEESE ORIGINAL 3 OZ	\$1.55
2666	VELVEETA RICE CHEESEY 2 OZ	\$1.05
2667	VELVEETA RICE SPICY CHEESE 2 OZ	\$1.05
2725	KELLOGGS POP TARTS BROWN SUGAR CINNAMON	\$1.20
2737	FRITOS CORN CHIPS CHILI CHEESE 2 OZ	\$1.05
2757	NATURE VALLEY GRANOLA BAR SWEET & SALTY ALMOND 1.2 OZ	\$1.15
2758	GRANOLA BAR CRUNCHY PEANUT BUTTER	\$0.90
2759	GRANOLA BAR CRUNCHY OAT & HONEY	\$0.90
3010	MARKET SQUARE SOFT COOKIES CHOC CHIP 2.75 OZ	\$0.90
3015	MARKET SQUARE COOKIES OATMEAL RAISIN 2.75 OZ	\$0.90
3020	OREO COOKIES 2.4 OZ	\$1.10

## RFP for Jail Commissary and Inmate Trust Fund Account Management System

3030	MARKET SQUARE COOKIES VANILLA CREMES 6 OZ	\$1.25
3035	MARKET SQUARE COOKIES CHOC CHIP 6 OZ	\$1.40
3039	GAMESA MARIAS COOKIES 4.94 OZ	\$0.85
3040	MARKET SQUARE COOKIES ICED OATMEAL 6 OZ	\$1.40
3045	MARKET SQUARE COOKIES DUPLEX CREMES 6 OZ	\$1.40
3110	KEEBLER CRACKERS CLUB 5.25 OZ	\$2.40
3115	CHEEZ-IT CRACKERS 1.5 OZ	\$0.95
3193	KELLOGGS POP TARTS STRAWBERRY	\$1.15
3200	CHATTANOOGA MOON PIE BANANA DBL DECKER 2.75 OZ	\$1.15
3205	CHATTANOOGA MOON PIE CHOC DBL DECKER 2.75 OZ	\$1.15
3218	MRS FRESHLEY'S BROWNIE FUDGE 3.25 OZ	\$1.60
3219	AUSTIN SANDWICH CRACKERS CHEESE ON CHEESE	\$0.60
3222	AUSTIN SANDWICH CRACKERS TOASTED PB	\$0.60
3223	AUSTIN SANDWICH CRACKERS PB ON CHEESE	\$0.60
3230	MARKET SQUARE PEANUT BUTTER WAFER 2PK	\$0.77
3231	MARKET SQUARE SNACK CAKE OATMEAL & CREME	\$0.53
3245	MARKET SQUARE DONUT STICKS 10 OZ	\$0.77
3260	MARKET SQUARE SNACK CAKE CINNAMON COFFEE CAKE 4 OZ	\$1.50
3270	MARKET SQUARE CUPCAKES CHOC CREME 4 OZ	\$1.50
3274	MARKET SQUARE MONSTER HONEY BUN ICED 6 OZ	\$1.55
3309	KELLOGGS RICE KRISPIE ORIGINAL 1.3 OZ	\$1.10
3581	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 1.625 OZ	\$1.65
3820	CRAWFORD FLIP FLOP CROSS STRAP XL	\$1.80
4001	MARS M&M PEANUT 1.74 OZ	\$1.36
4010	MARS SNICKERS 1.86 OZ	\$1.36
4013	MARS MILKY WAY 1.84 OZ	\$1.36
4019	ATKINSON CANDY CHICK-O-STICK .7 OZ	\$0.50
4031	TWIX CANDY BAR REGULAR 1.79 OZ	\$1.36
4035	HERSHEY REESES CANDY BAR PEANUT BUTTER CUPS 1.5	\$1.36
4044	DOLLY MADISON DONUTS POWDERED SUGAR 3 OZ	\$1.45
4048	DOLLY MADISON DONUTS GLAZED 3.7 OZ	\$1.45
4056	SQUEEZUM PEANUT BUTTER SQUEEZE 2 OZ	\$1.05
4058	DOLLY MADISON SNACK CAKES GOLDEN CREME 2.7 OZ	\$2.50
4060	DOLLY MADISON SNACK CAKE CHOC CREME 2.55 OZ	\$2.00
4110	SATHERS CANDY LEMON DROPS 4.25 OZ	\$1.45
4120	SATHERS CANDY ROOT BEER BARRELS 4.25 OZ	\$1.45
4145	SATHERS CANDY STAR BRITES 3.75 OZ	\$1.45
4146	ATOMIC FIREBALL CANDY 3 OZ	\$1.45
4150	SATHERS CANDY SOUR FRUIT BALLS 4.25 OZ	\$1.45
4166	SATHERS CANDY NEON NIGHTCRAWLERS 4 OZ	\$1.65
4168	LEMONHEADS REDRIFIC 4 OZ	\$1.65
4314	KELLOGGS POP TARTS BLUEBERRY	\$1.15
4387	ROCKY ROAD CANDY BAR 1.82 OZ	\$1.30



**RFP for Jail Commissary and Inmate Trust Fund Account Management System**

4429	MARKET SQUARE WAFER SF STRAWBERRY CREME 2.75 OZ	\$1.35
4430	CLOVERHILL CHEESE DANISH BLUEBERRY 4.25 OZ	\$1.40
4431	CLOVERHILL CHEESE DANISH STRAWBERRY 4.25 OZ	\$1.40
4534	PHONE CARD \$20 1/EA	\$20.00
4569	POSTAGE STAMP 2 CENT	\$0.02
5157	MARKET SQUARE BAKERY COOKIES CHOC MINT CREME DOUBLE STUFFED 15.25 OZ	\$4.75
5274	READING GLASSES POLYCARBONATE LENSE 1.50 DIOPTER DEMI/TORTOISE	\$7.00
5275	READING GLASSES POLYCARBONATE LENSE 1.75 DIOPTER DEMI/TORTOISE	\$7.00
5276	READING GLASSES POLYCARBONATE LENSE 2.0 DIOPTER DEMI/TORTOISE	\$7.00
5277	READING GLASSES POLYCARBONATE LENSE 2.25 DIOPTER DEMI/TORTOISE	\$8.00
5278	READING GLASSES POLYCARBONATE LENSE 2.5 DIOPTER DEMI/TORTOISE	\$8.00
5279	READING GLASSES POLYCARBONATE LENSE 2.75 DIOPTER DEMI/TORTOISE	\$8.00
5280	READING GLASSES POLYCARBONATE LENSE 3.0 DIOPTER DEMI/TORTOISE	\$7.00
5314	WET N WILD LIPSTICK 3/CS BLACK ORCHID	\$1.90
5331	WET N WILD LIPSTICK .13 OZ 3/CS LIGHT BERRY FROST	\$1.90
5341	WET N WILD LIPSTICK .13 OZ GARNET	\$1.90
5776	MCCORMICK SPICE CLASSICS SEASONED SALT 4.75 OZ	\$2.90
6001	MARUCHAN RAMEN SHRIMP 3 OZ	\$1.08
6013	MARUCHAN RAMEN CAJUN CHICKEN 3 OZ	\$1.08
6016	MARUCHAN RAMEN LIME SHRIMP	\$1.08
6018	MARUCHAN RAMEN TX BEEF 3 OZ	\$1.08
6026	MARUCHAN RAMEN CHILI 3 OZ	\$1.08
6046	MARUCHAN RAMEN CHICKEN 3 OZ	\$1.08
6047	SEVILLA REFRIED BEANS SPICY 8 OZ 18/CS RESEALABLE	\$3.00
6048	MARUCHAN RAMEN BEEF 3 OZ	\$1.08
6050	KEEFE KITCHENS RICE INST WHITE 8 OZ	\$2.15
6052	MARUCHAN RAMEN HOT & SPICY VEGETABLE 3 OZ	\$1.08
6079	THE WHOLE SHABANG POTATO CHIPS ORIGINAL 1.5 OZ	\$0.95
6083	MOON LODGE POPCORN WHITE CHEDDAR 5 OZ 1	\$3.00
6100	MOON LODGE POTATO CHIPS REGULAR 1.5 OZ	\$0.95
6102	MOON LODGE POTATO CHIPS STUFFED JALAPENO 1.5 OZ	\$0.95
6103	CACTUS ANNIES TORTILLA CHIPS SCORCHIN HABANERO 1.5 OZ	\$0.95
6105	MOON LODGE POTATO CHIPS BBQ 1.5 OZ	\$0.95
6106	PRETZELS SMALL 1.5 OZ	\$0.90
6116	CACTUS ANNIES CHEESE PUFFS 2 OZ	\$0.95
6125	MOON LODGE POTATO CHIPS HOT HOT HOT BBQ 1.5 OZ	\$0.95
6126	MOON LODGE POTATO CHIPS SOUR CREAM & ONION 1.5 OZ	\$0.95
6127	CACTUS ANNIES PORK RINDS HOT & SPICY 2 OZ 3	\$2.15
6134	MOON LODGE POPCORN CARAMEL 3.53 OZ	\$1.60
6136	HERR POPCORN ORIGINAL 1 OZ	\$0.80
6153	MOON LODGE POTATO CHIPS BUFFALO WING BLUE CHEESE 1.5 OZ	\$0.95
6154	DORITOS TORTILLA CHIPS NACHO CHEESE 1.75 OZ	\$1.05

RFP for **Jail Commissary and Inmate Trust Fund Account Management System**

6159	CHEETOS CHEESE CRUNCHY FLAMIN HOT 1.75 OZ	\$1.05
6167	CHEETOS CHEESE CRUNCHY 2 OZ	\$1.05
6174	BRUSHY CREEK CHILI HOT W/BEANS 11.25 OZ	\$3.80
	FRESH CATCH SARDINES HOT TOMATO SAUCE 3.53 OZ	
6181		\$2.00
6190	FRESH CATCH FISH STEAKS GREEN CHILIS IN OIL 3.53 OZ	\$2.00
6191	FRESH CATCH SALMON FLAKES IN WATER 3.53 OZ LOW FAT	\$3.05
6195	BRUSHY CREEK PREMIUM CHICKEN BREAST DICED 4.5 OZ	\$4.00
6196	BRUSHY CREEK LASAGNA W/BEEF IN SAUCE 11.25 OZ	\$3.95
6208	KING NUT SNACK MIX STUDENT MIX 3.75 OZ	\$1.70
6213	KING NUT SNACK MIX HEALTHY 3.25 OZ	\$1.70
6214	KING NUT SUNFLOWER KERNELS ROASTED & SALTED 3.25 OZ	\$1.70
6217	KING NUT SNACK MIX TROPICAL 4 OZ	\$1.70
6220	CORN NUTS CORN NUTS CHILE 1.4 OZ	\$1.25
6234	CORN NUTS CORN NUTS RANCH 1.4 OZ	\$1.25
6262	SQUEEZUM MAYONNAISE REGULAR 12EA	\$1.50
6263	SQUEEZUM MUSTARD REGULAR 4.5 G 12EA	\$1.07
6264	SQUEEZUM KETCHUP REGULAR 12EA	\$1.07
6300	O'BRIENS BEEF STICK HICKORY SMOKED 1.125 OZ TWIN PK	\$1.70
6352	KIKKOMAN SOY SAUCE 0.25 OZ	\$0.10
6400	QUAKER GRANOLA BAR CHOC CHIP 6.72 OZ	\$0.90
6412	SQUEEZUM JELLY GRAPE 1 OZ	\$0.47
6428	CACTUS ANNIES CHEESE CHEDDAR 2 OZ	\$0.90
6429	CACTUS ANNIES CHEESE JALAPENO 2 OZ	\$0.90
6518	DIXIE CRYSTAL SPICE SS PEPPER .18 G 3000/CS BULK - PAPER PKT	\$0.05
6519	DIXIE CRYSTAL SALT 1 SRV .9 G 3000/CS BULK - PAPER PKT	\$0.05
6540	GOLDEN VALLEY STRAWBERRY BAR LOW FAT 1.3 OZ	\$0.60
6600	CACTUS ANNIES TORTILLAS FLOUR 8 OZ 6CT 8 IN	\$1.95
6606	MOON LODGE PEANUTS ROASTED & SALTED 1.75 OZ	\$0.75
6607	MOON LODGE PEANUTS HOT HOT HOT 1.75 OZ	\$0.75
6610	GOLDEN VALLEY EL PLAIN 4 OZ	\$1.05
6700	SEVILLA REFRIED BEANS REGULAR 8 OZ 18/CS RESEALABLE	\$2.55
6711	SEVILLA BEANS & RICE HOT CHILI FLAVOR 4.4 OZ	\$1.65
6791	SAN FRANCISCO COUNTY KIT INDIT 1/KT	\$1.60
6826	FRESH CATCH CHUNKLIGHT TUNA IN WATER 4.23 OZ	\$3.55
6869	THE WHOLE SHABANG POTATO CHIPS EXTREME RIPPLE 1.5 OZ	\$0.88
8517	PHONE CARD \$10 1/EA	\$10.00