

Request for Proposal #17PSX0027

WIRELESS INMATE TABLET/KIOSKS AND ASSOCIATED INFRASTRUCTURE FOR CORRECTIONAL FACILITIES

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Due Date: **15 June 2017 at 2:00 pm Eastern Time**

**Department of Administrative Services
Procurement Division**



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Request for Proposals (RFP)

WIRELESS INMATE TABLET/KIOSKS AND ASSOCIATED INFRASTRUCTURE FOR CORRECTIONAL FACILITIES

Guide to Electronic Proposal Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Proposal Responses

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Product and Pricing Schedule
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal IT Document (RFP-22IT)
- Exhibit 1 – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Definitions

Associated infrastructure: All equipment, wiring and software needed to operate the secure wireless network and inmate Tablet and Kiosk system described herein.

Content: Content refers to static text materials (*i.e.* e-books, pdfs, etc.) and/or downloadable music, as well as curriculum.

Correctional Facility/Facility: An institution of the Connecticut Department of Correction, including all correctional institutions, correctional centers and residential community service programs.

Functionality: Functionality refers to dynamic capabilities of the Tablets/Kiosks – interactive apps that allow for unidirectional or bidirectional information transfer/communication (*i.e.* the ability to request a meeting with a counselor or with medical, the ability to file a grievance, the ability to complete education/homework assignments or to take tests, the ability for internal or external communication).

Inmate: Any person, male or female, adult or minor, residing in a Connecticut Department of Correction facility or contracted community residential facility. This term shall include any person serving a state or federal sentence, any person admitted to await trial in any jurisdiction, and any person admitted pursuant to any other provision of law.

Interfaces: Interfaces refer to the code that will allow different systems to communicate with each other (*i.e.* as mentioned earlier in order for an inmate to check his or her inmate bank balance the Tablet/Kiosk system will need to be able to communicate with the inmate banking system). Content and functionality decisions need to consider what interfaces will be needed (if any) in order to access that content and/or to realize that functionality.

Kiosk: A durable housing containing computer terminal and a touchscreen color display that provides computer related/aided services and information.

- May include a telephone handset for making telephone calls.
- May include a printer.

PLRA: Prison Litigation Reform Act.

PREA: Prison Rape Elimination Act.

Ruggedized: designed or improved to be hard-wearing or shock-resistant; to strengthen (as a machine) for better resistance to wear, stress, and abuse.

Secure Operating System: An operating system that provides sufficient support for multilevel security that is tamperproof and meets the security requirements inherent in a correctional environment.

Tablet: A flat mobile computer with a touchscreen color display, processing circuitry and a rechargeable battery in a single device.

- The touchscreen display may activate via/recognize either finger or stylus.
- The device may come equipped with sensors, including an accelerometer.

Overview and Scope of Services

The State of Connecticut Department of Administrative Services (“DAS”) is issuing this Request for Proposal to solicit proposals for WIRELESS INMATE TABLETS AND KIOSKS AND ASSOCIATED INFRASTRUCTURE for State of Connecticut, Department of Correction (DOC).

The DOC is a recognized leader in the provision of institutional and community corrections services. It is one of only six state correctional agencies in the country with a combined system of pre-trial jails for accused offenders and prisons for sentenced inmates. Thus, Connecticut has an integrated jail and prison system, with approximately 26 percent accused and 74 percent sentenced inmates detained in the facilities. Inmates are classified in level 2 (minimum) through level 5 (maximum) security statuses. Most facilities house inmates in several levels, while the newer celled facilities house predominantly level 4 and 5 offenders.

DOC currently operates 15 correctional facilities and is charged with the supervision, care and custody of approximately 14,540 sentenced and un-sentenced offenders and an additional 4,500 supervised in community settings. DOC employs approximately 5,350 staff and has an annual operating budget of approximately \$618 million.

Information about all DOC facilities can be found at:

<http://www.ct.gov/doc/cwp/view.asp?a=1502&Q=265422&docNav=|>.

Additional information regarding DOC and its facilities can be found at www.ct.gov/doc.

DOC Administrative Directives can be found on the DOC website at:

<http://www.ct.gov/doc/cwp/view.asp?a=1492&Q=450576&docNav=|>.

DOC’s strategic plan is located at: <http://www.ct.gov/doc/lib/doc/PDF/PDFReport/StrategicPlan2015.pdf>

DOC is seeking to implement within its Correctional Facilities the use of Inmate Tablets and Kiosks. These Tablets and Kiosks will offer inmates the opportunity for self-improvement and personal development by providing an alternate means to access educational and rehabilitative programs, individual offender plans, inmate handbooks and other facility information and legal research. The Tablets and Kiosks may be used to provide Inmates access to their Inmate account balances, allow them to order commissary and to check their telephone account balances and call history. Additionally, these Tablets and Kiosks may allow Inmates to securely communicate with appropriate facility staff, request medical and other appointments, receive facility notifications, file grievances and potentially communicate securely with their friends and family via telephone service and/or "Inmate email" and/or video visitation and use media services (download and/or stream music, books, movies, games, etc.).

DOC is seeking a turnkey solution in which the selected vendor will be responsible for the installation, operation and maintenance of the Tablets and Kiosks, content and all associated network and related infrastructure and equipment.. The selected vendor will be responsible for the sale or rental of Tablets to Inmates (either directly to the Inmate or indirectly through family) and the repair and replacement of such Tablets. The network on which the Tablets and Kiosks operate must be separate from DOC's network and must employ multiple layers of security and authentication. Tablets and Kiosks must run on a secure platform that has been designed/built to operate in a correctional environment and used by Inmates or has been satisfactorily modified/customized to operate in a correctional environment and used by Inmates. Tablets and Kiosks must either be designed/built for use by Inmates in a correctional environment or satisfactorily "ruggedized" for use by Inmates in a correctional environment.

DOC utilizes various electronic systems in the management of its Inmate population and operations as well as in conducting business. Some of these systems are internally managed State systems and some are vended (such as the current Inmate telephone system and the Inmate banking and commissary system). The selected vendor's system must interface as necessary and appropriate with all such current and future systems to allow for maximum functionality and content utilization. Such interfaces must be developed and implemented at the selected vendor's cost. It may be necessary for the selected vendor to negotiate and work with the State's other contracted vendors. It will be the selected vendor's responsibility to ensure that any and all required interfaces are developed and implemented.

DOC is currently developing an Offender Management Information System (OMIS) which will include backend functionality for some of the items listed within the RFP, including but not limited to the Inmate Calendar, Inmate Grievance system and Inmate Scheduling. The DOC is not looking for the vendor to necessarily provide this functionality, but rather provide front end functionality and an interface to OMIS. OMIS is currently scheduled to go online in phases beginning in 2018.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	10 May 2017
RECEIPT OF QUESTIONS:	Date:	19 May 2017, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	TBD
RFP DUE DATE:	Date:	15 June 2017 at 2:00 pm Eastern Time

2. Pre-Proposal Meeting Requirements

This RFP contains no pre-proposal meeting requirements.

3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Kris Wohlgemuth via email:

kris.wohlgemuth@ct.gov.

4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Kris Wohlgemuth via email: kris.wohlgemuth@ct.gov.

5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Additional Terms and Conditions

1. ADDITIONAL TERMS AND CONDITIONS:

(a) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

(b) Department of Correction Requirements for Contractors who Perform at a Correctional Facility

(1) Facility Admittance

- (A) Contractors shall not allow any of their employees to enter the grounds of or any structures in any Department of Correction ("DOC") facility ("Facility") or undertake any part of the Performance unless the employees shall have first been issued an individual, valid, security identification badge which they shall display properly at all times while at the Facility.
- (B) Contractor employees who seek admittance to a DOC Facility must first undergo a background check to confirm their eligibility to be admitted into the DOC Facility. Accordingly, Contractors must obtain from the DOC a form for each such employee and complete and submit that form to DOC at least 10 business days prior to the date that the employee is scheduled to arrive at the DOC Facility for the Performance. Information on the form includes the following:

- 1. Name
- 2. Date of Birth

3. Social Security Number
4. Driver's License Number
5. Physical Characteristics (such as age, height, weight, etc.)

(2) Official Working Rules

Contractors shall adhere to the following Official Working Rules of the DOC:

- (A) All Contractors shall report to the Facility's security front desk for sign-in, regardless of work location, immediately upon arrival at the Facility.
- (B) All Contractor personnel shall work under the observation of an assigned correctional officer or supervisor, who will provide escort for the duration of the work.
- (C) No verbal or personal contact with any inmates.
- (D) Equipment will be checked daily and, when not in use, locked in a secure place as the Facility officials may direct.
- (E) Hacksaws, blades and files will remain in the custody of the officer assigned, except when actually being used.
- (F) The correctional officials may refuse admittance to any Contractor personnel for any cause the correctional officials deem to be sufficient.
- (G) In the event of any emergency, all Contractor personnel will be escorted outside the Facility by correctional officials.
- (H) Contractors shall address all questions pertaining to interruptions of service or to safety of the Facility to the appropriate correctional official.
- (I) Work at the Facility shall be carried on during the time between 8:00 a.m. and 12:00 Noon and between 12:30 p.m. and 4:30 p.m., the maximum allowable working day being 8 hours. The Contractor shall not Perform any work at any Facility on any Saturday, Sunday or Holiday, unless DOC determines, in its sole discretion, that there is an emergency.
- (J) The Contractor shall ensure that when all equipment is not in use, it will be unusable or be supervised to prevent use by inmates.
- (K) The Contractor shall supply to DOC a copy of all material safety data sheets for all products used in the process of construction, construction materials, and products brought onto the Facility.
- (L) All Contractors shall sign out at the Facility's security front desk prior to departure following completion of any work.

(3) Rules Concerning Department of Correction Facilities

Contractors shall adhere to the Facilities rules ("Facilities Rules") described in this section. At the time that Contractors and Contractor Parties seek to enter a Facility, DOC staff will present to them a document setting forth the following Facilities Rules and extracts of the laws governing the introduction and control of contraband. Contractors and Contractors Parties must read, understand and sign that document as a condition precedent to entering the Facility and as evidence that they understand the consequences imposed for violating these Facilities Rules:

(A) Restricted Areas

All persons except DOC personnel, upon entering the grounds are restricted to the immediate area of their work assignment. In order to go to other areas, Contractor personnel must first obtain written permission from the supervisory correctional official in charge. Only persons having official business will be admitted to construction sites.

(B) Inmates

There may be times when inmates may be working adjacent to or in the same area as construction personnel. All persons are prohibited from accepting or giving anything from and to an inmate. Inmates are accountable to DOC personnel only, no other person shall have any conversation or dealings with inmates without the approval of the DOC supervisory official in charge.

(C) Vehicle Control

Any Contractor personnel entering upon the Facility shall remove the ignition keys of their vehicle and lock the vehicle when they leave it for any reason. Contractors shall ensure that all equipment in, on or around the vehicles is secured and inaccessible to anyone else while in the Facility.

(D) Contraband

Contractors shall not bring clothing or contraband into or onto the Facility's grounds or leave clothing or contraband in a vehicle located on the grounds of the Facility outside of an area designated by DOC personnel. Contraband is defined below and all persons are subject to these DOC Facilities Rules concerning contraband when on the Facility's grounds.

Contractor shall not introduce into or upon, take or send to or from, or attempt the same to or from, the grounds of the Facility anything whatsoever without the knowledge of the Facility supervisor.

"Contraband" means any tangible or intangible article whatsoever which DOC has not previously authorized and may include letters, stamps, tools, weapons, papers, floor implements, writing materials, messages (written and verbal), instruments and the like. Contractors shall discuss any questions regarding such matters with the Facility supervisor immediately upon those questions arising.

Cigarettes and Cell Phones are "contraband." Accordingly, Contractors shall leave them secured inside their locked vehicles in an area designated by DOC personnel.

Failure to comply with these Facilities Rules, in the sole determination of DOC, will result in the Contractor being removed from the Facility.

(4) State Laws Governing Unauthorized Conveyance, Possession or Use of Items, Weapons and Certain Devices

(A) Unauthorized conveyance of certain items brought into the Facility is governed by Conn. Gen. Stat. Sec. 53a-174, which provides as follows:

1. Any person not authorized by law who conveys or passes or causes to be conveyed or passed, into any correctional or humane institution or the grounds or buildings thereof, or to any inmate of such an institution who is outside the premises thereof and known to the person so conveying or passing or causing such convey or passing to be such an inmate, any controlled drug, as defined in section 21a-240, any intoxicating liquors, any firearm, weapon, dangerous instruments or explosives of any kind, any United States currency, or any rope, ladder or other instrument or device for use in making, attempting or aiding an escape, shall be guilty of a class D felony. [Penalty for a Class "D" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed five (5) years.]The unauthorized conveying, passing, or possessing of any rope or ladder or other instrument or device, adapted for use in making or aiding an escape, into any such institution or the grounds or building thereof, shall be presumptive evidence that it was so conveyed, passed or possessed for such use.
2. Any person not authorized by law who conveys into any such institution any letter or other missive which is intended for any person confined therein, or who conveys from within the enclosure to the outside of such institution any letter or other missive written or given by any person confined therein, shall be guilty of a class A misdemeanor. [Penalty for a Class "A" misdemeanor per Sec. 53a-36 subsection 1, the term is not to exceed one (1) year.]

3. Any person or visitor who enters or attempts to enter a correctional institution or Facility by using a misleading or false name or title shall be guilty of a class A misdemeanor.
- (B) Possession of weapons or dangerous instruments in the Facility is governed by Conn. Gen. Stat. Sec.53a-174a, which provides as follows:
1. A person is guilty of possession of a weapon or dangerous instrument in a correctional institution when, being an inmate of such institution, he knowingly makes, conveys from place to place or has in his possession or under his control any firearm, weapon dangerous instrument, explosive, or any other substance or thing designed to kill, injure or disable.
 2. Possession of a weapon or dangerous instrument in a correctional institution is a class B felony. [Penalty for a Class "B" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed twenty (20) years.]
- (C) Conveyance or use of electronic or wireless communication devices in the Facility is governed by Conn. Gen. Stat. Sec. 53a-174b, which provides as follows:
1. A person is guilty of conveyance or use of an electronic wireless communication device in a correctional institution when such person, without authorization by the Commissioner of Correction or the commissioner's designee, (1) conveys or possesses with intent to convey an electronic wireless communication device to any inmate of a correctional institution while such inmate is in such institution, or (2) uses an electronic wireless communication device to take a photographic or digital image in a correctional institution.
 2. Conveyance or use of an electronic wireless communication device in a correctional institution is a Class A misdemeanor.

Proposal Requirements

1. Contract Period

The State intends that this Contract will be in effect for a Term ("Term") of five (5) years, from date of award. The parties, by mutual agreement, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in this Contract concerning Contract Amendments.

2. Quantities and/or Usages

Any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

3. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of one year from the due date of the proposals.

4. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

5. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

6. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

7. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services and products. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

10. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Security

*Tablet,
Kiosks,
Network*

2. Content and Functionality

*Education
Programs and treatment
Reentry
Life skill
Work Readiness/Vocational
Law Library/Inmate Legal Assistance
Religious
Inmate Orientation
Commissary
Internal Communication
Inmate Banking
External Communication
Entertainment/Recreation*

3. Hardware –

*Tablets,
Kiosk
Peripherals*

4. SLA

*Uptime/Uptime Guarantee
Repair and Replacements - Tablets
Repairs and Replacement - Kiosks
Support and Maintenance
Outage Notification
Outage Reports
Response Time
Notice of Resolutions
Service Log
System Monitoring*

5. Business Information/Experience/Financial

*Past Performance on Similar Contracts
Business Information
Financial*

6. Price - Value to the Inmate

*Rental/Lease Only
Rental/Lease w/Option to Buy
Purchase
Loaner Program
Subscription*

7. Revenue Sharing

8. Training

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Submittal Requirements

1. Proposal

The following required documents must be completed and returned in your proposal. At the end of each submittal requirement is the file name for the document. Proposer should use the assigned file name when uploading the document into BizNet

a. Transmittal Letter

The letter will include the mailing address, electronic mail address, fax number, and telephone number of that individual. Any request for confidential treatment of information will be included in the transmittal letter.

File Name SR 1a Transmittal Letter – Proposer’s Name

b. Table of Contents

Table of Contents of with correspondence file names.

File Name: SR 1b Table of Contents – Proposer’s Name

c. Executive summary and overview of the Products and Services being offered, including all of the following information:

i. Statements that demonstrate that the Proposer has read, understands and agrees with the terms and conditions of the RFP and the proposed Contract.

ii. An overview of the Proposer’s plans for complying with the requirements of this RFP.

iii. Any other summary information the Proposer deems to be pertinent.

File Name: SR 1c Executive Summary – Proposer’s Name

d. Exhibit 2 : Specifications Document

Completed Exhibit 2: Specifications Document. Proposer must respond to each specification and explain how it will comply with each requirement. Proposals should identify any deviations from the requirement or, if applicable, state the Proposer cannot satisfy. Merely repeating the requirements or inability to provide minimal requirements may be considered non-responsive and may result in rejection of your proposal . Proposer can also identify any added value products or service within the scope of the RFP that the RFP does not address.

File Name: Exhibit - 2 Specifications Document – Proposer’s Name

e. Exhibit 3: Product & Pricing Schedule

Complete Exhibit 3: Pricing and Products in the format provided. Pricing must itemize any and all charges and fees associated with Tablets and Kiosks, including but not limited to maintenance, warranty, training and reporting. If applicable, pricing must reflect the cost of renting or leasing equipment, option to purchase, revenue sharing and any other pricing fees structures. Any and all costs and fees must be set forth in the Exhibit 3.

File Name: Exhibit 3 Product and Pricing Schedule – Proposer’s Name

f. Background Information

General background information to include:

- i. Company name, address, telephone number, and e-mail address of the Proposer including all d/b/a names or assumed names or other operating names of the Proposer.
- ii. Form of business entity, i.e., corporation, partnership, proprietorship, or 'limited liability company'.
- iii. State of incorporation, state of formation, or state of organization.
- iv. FEIN identification and specification of the location(s) and telephone numbers of the major offices and other facilities that relate to the Proposer’s performance under the terms of this RFP.
- v. Local office address and phone number (if any).
- vi. Number of employees (overall) and number of employees supporting that will support contract
- vii. Type of business.
- viii. Name, address and telephone number of the Proposer’s representative to contact regarding all contractual and technical matters concerning this Proposal.
- ix. Name, address and telephone number of the Proposer’s representative to contact regarding scheduling and other arrangements.
- x. Name and qualifications of all sub-contractor(s) who may be involved in this project.
- xi. The successful Proposer will be required to register with the Secretary of the State of Connecticut <http://www.concord-sots.ct.gov/CONCORD/> to do business in Connecticut. If already registered, provide the date of the Proposer’s registration to do business in Connecticut and the name of the Proposer’s registered agent.

File Name: SR 1f Background Info – Proposer’s Name

g. Experience

Experience information to include:

- i. Number of years in business.
- ii. Number of years of experience providing the types of Products and Services sought by the RFP.
- iii. Company name and contact information of past Contracts of similar size and scope. Contract should have expired in the last 3-5 years.
- iv. Describe the level of technical experience providing the Products and Services sought by the RFP.
- v. List all Products and Services similar to those sought by the RFP that the Proposer has provided to other businesses or governmental entities.
- vi. The Proposer shall provide a list of their current customers (more than 3) along with their address, phone number, system name and size, and the customer contact information (name, title, phone number and email address) along with the products and services provided to that customer by the vendor and/or is subsidiaries, affiliates, agents and/or subcontractors.

File Name: SR 1g Experience-Client List – Proposer’s Name

h. Financial Information

Financial information to include:

- i. Describe your financial stability to include how your company can support a contract of this size.

File Name: SR 1h Financial Information – Proposer’s Name

i. Terminations, Litigation, Debarment

Response and answer each statement:

- i. If During the last five (5) years, the Proposer had a Contract for products and services terminated for any reason. Provide full details related to the termination.
- ii. During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Proposer under any of its existing or past Contracts as it relates to related products or services performed that are similar to the Products and Services requested by this RFP. If so, indicate the reason for the penalty or exchange of products and services and the estimated amount of the cost of that incident to the Proposer.
- iii. During the last five (5) years, describe any order, judgment or decree of any Federal, State or local authority barring, suspending or otherwise limiting the right of the Proposer to engage in any business, practice or activity.
- iv. During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Proposer or its officers have been a party. The Proposer will state whether it or any owners (other than general public stockholders), officers, or primary partners have ever been convicted of a felony. Failure to disclose this information may result in rejection of the Proposal or in termination of any subsequent Contract. Further, any such matter commencing after submission of the Proposal, and after the execution of a Contract, must be disclosed in a timely manner in a written statement.
- v. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Proposer on behalf of others? If so, describe the circumstances of irregularities or variances and disposition of resolving the irregularities or variances.

File Name: SR 1i Termination Litigation Debarment – Proposer’s Name

j. Acceptance of Terms and Conditions

Acceptance of all terms and conditions stated in the RFP. If the Proposer objects to any term or condition, the Proposer must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP may be deemed non-responsive and rejection of proposal.

File Name: SR 1j Acceptance of TC – Proposer’s Name

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores

highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.