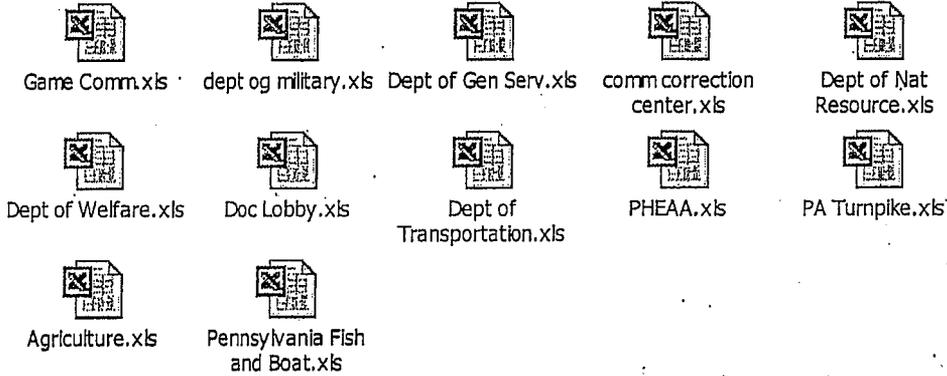


Attachment 9 B – Section 1
June 2004 Coin/Card Public Phone Account for Seventeen (17) Agencies
Monthly Usage Reports with Commission



No monthly usage reports were issued for the five (5) below agencies the month of June 2004. If a monthly commission check does not reach \$10.00 for the public coin payphones, the commissions are held for and would be included in the following month. If by the third month, the cumulative commissions still do not reach \$10.00, a commission check is forced through the Verizon system and sent to a using agency.

- 115105008 Shippensburg University (18 phones)
- 115001972 PA State Police (PSP) (7phones)
- 116002871 Fish Commission (3 phones)
- 115001975 Liquor Control Board (LCB) (4 phones)
- 115001985 Insurance (1 phone)
- 106007648 Dept. of Labor & Industry (L&I)

Attachment 10-A- Section 1
2004 Agencies Public Phone Summary Report of Revenue

Commonwealth of Pennsylvania Public Phone Summary Report Revenue 2004 - Section 1 (1/04 - 7/04)

Account #	Agency	January '04 Revenue	February '04 Revenue	March '04 Revenue	April '04 Revenue	May '04 Revenue	June '04 Revenue	July '04 Revenue
116005242	Labor and Industry	\$354.90	\$ 65.57	\$8.27	\$626.62	\$451.43	\$692.66	\$532.70
115001972	PA State Police	\$11.52	\$22.15	\$98.25	\$0.85	\$50.00	\$10.78	\$27.65
115001973	Military & Veterans Affairs	\$845.97	\$802.15	\$673.05	\$863.82	\$451.87	\$575.99	\$791.54
115001974	General Services	\$939.40	\$787.80	\$928.07	\$972.51	\$1,105.66	\$654.74	\$707.60
115001975	Liquor Control Board	\$18.94	\$33.48	\$47.21	\$137.28	\$ 9.33	\$9.33	
115001976	Community Correction Centers	\$1,362.46	\$2,256.05	\$7,864.09	\$8,484.71	\$7,653.18	\$8,320.62	\$8,735.67
115001978	Dept. of Natural Resources	\$1,841.03	\$1,065.57	\$425.20	\$536.86	\$2,821.26	\$5,083.17	\$9,048.53
115001979	Dept of Public Welfare	\$6,617.66	\$6,495.52	\$7,855.92	\$7,594.37	\$7,374.30	\$8,856.47	\$7,759.02
115001980	DOC - Lobby	\$19,391.53	\$23,193.78	\$12,202.73	\$13,512.63	\$12,207.92	\$11,314.79	\$11,907.21
115001981	Dept. of Transportation	\$6,851.83	\$4,907.61	\$5,824.38	\$6,599.18	\$5,600.11	\$8,589.60	\$8,774.72
115001983	Game Commission	none	none	none	\$5.17	none	\$46.50	none
115001984	PHEAA	\$114.38	\$267.80	\$341.08	\$3.80	\$313.30	\$143.85	\$151.55
115001985	Insurance	none	none	none	none	none	none	none
115001987	PA Turnpike	\$614.75	\$534.78	\$566.87	\$490.75	\$405.00	\$665.44	\$810.62
115001988	Agriculture	\$463.76	\$598.42	\$1,586.96	\$94.42	\$551.68	\$532.05	
116005245	Shippensburg Univ.	none	\$127.90	none	none	none	none	\$340.82
116002871	PA Fish and Boat Commission	none	none	\$6.28	none	none	\$41.18	\$23.03
AGENCY SUB-TOTALS		\$39,428.13	\$41,158.58	\$38,428.36	\$39,922.97	\$38,995.04	\$45,537.17	\$49,610.66

Footnote

* Denotes commission is
cumulative for carry over periods

Attachment 10-A-- Section 1
2004 Agencies Public Phone Summary Report of Revenue

Commonwealth of Pennsylvania Public Phone Summary Report Revenue:2004 - Section 1
 (8/04 - 12/04)

Account #	Agency	August '04 Revenue	September '04 Revenue	October '04 Revenue	November '04 Revenue	December '04 Revenue
116005242	Labor and Industry	316.28	20.58	\$337.71	198.92	\$80.08
115001972	PA State Police	\$32.90	\$145.50	\$29.90	23.38	44.01
115001973	Military & Veterans Affairs	\$263.15	\$413.20	\$833.91	\$815.69	\$491.44
115001974	General Services	\$621.99	\$1,178.65	\$1,163.22	\$422.47	\$954.29
115001975	Liquor Control Board				\$3.25	\$70.25
115001976	Community Correction Centers	\$8,040.83	\$9,404.73	\$8,204.95	\$10,684.83	\$11,561.19
115001978	Dept. of Natural Resources	\$8,314.84	\$7,371.71	\$3,981.80	\$3,186.06	\$2,468.99
115001979	Dept of Public Welfare	\$7,994.32	\$6,818.19	\$6,444.93	\$6,425.45	\$7,162.89
115001980	DOC - Lobby	\$10,694.07	\$10,764.33	\$10,715.53	\$11,283.40	\$9,139.80
115001981	Dept. of Transportation	\$9,447.09	\$8,548.31	\$8,311.97	\$6,891.21	\$5,142.13
115001983	Game Commission	none	none	none	none	none
115001984	PHEAA	\$297.50	\$71.50	\$138.10	\$138.10	\$290.30
115001985	Insurance	none	\$1.25	none	none	none
115001987	PA Turnpike	\$786.47	\$694.84	\$1,247.36	\$746.58	\$679.63
115001988	Agriculture	\$165.28	\$9.95	\$344.11	\$84.73	\$987.39
116005245	Shippensburg Univ.	\$411.87	\$671.05	\$184.25	\$56.96	\$53.20
116002871	PA Fish and Boat Commission	\$25.80	\$92.45	\$46.74	\$26.83	none
AGENCY SUB-TOTALS		\$ 47,096.11	\$46,185.66	\$41,984.48	\$40,987.86	\$39,125.59

Footnote

- * Denotes commission is
cumulative for carry over periods

(The below spreadsheet has the same information as listed above)



PA public
v-Commission summary

Attachment 10-B Section 1
2003 Agencies Statistic Messages and Minute

COMMONWEALTH OF PENNSYLVANIA - MONTHLY STATISTIC MESSAGE AND MINUTES-2003 -
SECTION 1

<u>MONTH</u>	<u>AGENCIES</u> <u>MESSAGES</u>		<u>AGENCIES</u> <u>MINUTES</u>	
	<u>LOCAL/INTRA</u>	<u>INTERLATA</u>	<u>LOCAL/INTRA</u>	<u>INTERLATA</u>
JANUARY	9297	3598	39553	28169
FEBRUARY	8163	3310	34622	26914
MARCH	10074	3423	42243	28863
APRIL	10966	5419	42181	33940
MAY	9800	4133	32979	23061
JUNE	12450	6327	39470	32220
JULY	20228	9885	55623	39274
AUGUST	24010	10800	64044	38307
SEPTEMBER	9909	18805	61017	39780
OCTOBER	13199	8907	43565	44504
NOVEMBER	10632	7163	36428	37843
DECEMBER	11120	7014	43871	36543

(The below spreadsheet has the same information as listed above)



COMM_OF_PA_200
3 mins-messs Sec...

Attachment 10-C- Section 1
2004 Agencies Statistic Messages and Minutes

COMMONWEALTH OF PENNSYLVANIA MONTHLY STATISTIC MESSAGE AND MINUTES-LAST 12 MONTHS

MONTH	AGENCIES MESSAGES		AGENCIES MINUTES	
	LOCAL/INTRA	INTERLATA	LOCAL/INTRA	INTERLATA
JANUARY 04	40107	6955	41034	40550
FEBRUARY 04	45954	5710	48275	40238
MARCH 04	42678	5932	44760	36060
APRIL 04	37852	6894	42903	43683
MAY 04	40432	7975	45320	46041
JUNE 04	51571	9920	55303	45724
JULY 04	56110	11271	66811	50579
AUGUST 04	45294	12234	62066	52564
SEPTEMBER 04	46808	10413	58777	46486
OCTOBER 04	40874	8737	50523	44512
November 04	10632	7163	36428	37843
December 04	11120	7014	43871	36543
12 Month Total	469432	100218	596071	520823

Note: Local Cash minutes are not available

(The below spreadsheet has the same information as listed above)

COMM_OF_PA_12MT
H_total_Agency min-i

Attachment 11 – Section 1
Maintenance Center Information *
(System A)

- A. Maintenance office location: _____

- Telephone Number: _____
- B. Hours of Operation: _____
- C. Person in Charge: _____
- D. Number of Maintenance Personnel at this location: _____
Number trained on maintenance of coin/card stations: _____
- E. Number of coin/card stations maintained from this locations: _____
- F. Distance from maintenance center to the locations where coin/card stations is to be maintained: _____ miles
- G. Employee's titles and experience: (list all personnel by system who shall service the proposed systems:

* This form may be reproduced in as many copies as necessary to present the requested information.

Attachment 12 – Section 1
Office of Administration Office for Information Technology Information
Technology Bulletin (ITB)

I-series ITBs: Security, Privacy, & Business Continuity Planning

I.1.6. Minimum Contractor/Vendor Background Checks Policy

Information Technology Bulletin

Commonwealth of Pennsylvania

Governor's Office of Administration/Office for Information Technology

Issued by: Charles F. Gerhards, Deputy Secretary for Information Technology

Date Issued: November 25, 2002

Date Revised: December 27, 2002

Abstract

The purpose of this policy is to establish requirements and provide a procedure for all agencies under the Governor's jurisdiction to require, as a condition for award of a contract or order, that IT (Information Technology) Contractors and other certain Contractors/vendors agree to conduct criminal record checks for all employees who will perform services on site at Commonwealth facilities, or who will have access to Commonwealth facilities through onsite, or remote computer access. Currently, a background check is conducted for all Commonwealth employees. However, background checks are not conducted for Contractor employees working on Commonwealth IT projects, facilities, systems, or operations. This policy is necessary for the protection, security and privacy of Commonwealth employees, customers, and Commonwealth information systems.

Policy

This Information Technology Bulletin (ITB) establishes enterprise-wide policy for minimum Contractor/vendor background checks that applies to all Commonwealth Departments, Boards and Commissions under the Governor's jurisdiction.

This policy will apply to all IT systems and services contracts, including purchase orders and/or FLs issued from the OA IT ITQ services contract and any other contract delegated to OA or another agency by DGS. The level of investigation may vary depending on the sensitivity of the area in which the Contractor's employees will work (e.g., more detailed background checks may be required for a

Contractor involved with Homeland Security). This policy establishes that agencies must require, as a condition of award of a contract or purchase order, that Contractors/vendors who will perform IT work as a part of the contract/purchase order must agree to conduct pre-employment background checks on any personnel who will perform services on site at Commonwealth facilities, or who will have access to Commonwealth facilities through onsite, or remote computer access. Criminal records are to be checked for the previous five (5) years. The agency shall require the Contractor to conduct criminal record checks annually for any employee assigned to do work for the Commonwealth.

When a Contractor/vendor discovers that a Contractor or subcontractor employee has a criminal background that includes a felony or misdemeanor involving terrorist behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Contractor shall not assign that employee to any Commonwealth facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access. At the request of the Contractor, the Commonwealth agency may, in its sole discretion, determine whether the employee may have access, or continue to have access to Commonwealth facilities/resources/systems.

Note: Obtaining a DGS-issued photo ID card will ensure that background checks are obtained annually by the Contractor, since a criminal background check is required to obtain the photo ID card. There will be an expiration date on the ID card of one (1) year from the issuance date. In addition, the ID card will expire at the end of a project or upon removal of an employee, even if a year has not passed.

Background

Contractors must agree to the contract provision as a condition for award of a contract or purchase order. Contractors must comply with this procedure before they permit access to the site by their employees or their subcontractors' employees. Agencies must receive written confirmation from the Contractor that all requirements have been met before allowing the Contractor access to the site. This policy applies to, but is not limited to, services provided for the following types of projects:

1. IT Initiatives involving the development of programs and systems
2. Application hosting
3. IT infrastructure work

Criminal background checks are to be conducted by the Pennsylvania State Police via the Request For Criminal Record Check form and procedure. Information provided by the prospective Contractor employee will be screened against state, and local systems containing information on criminal arrests, convictions, warrants, and incarcerations. The database search will include the PA Commonwealth Law Enforcement Assistance Network (CLEAN).

Contractors will be responsible for the payment of all fees associated with background checks for their employees and/or subcontractors.

The above procedure must be included in any procurement instrument, including Request For Proposal (RFP), Invitation For Bid (IFB), Invitation To Qualify (ITQ), Request for Quote (RFQ), Sole Source Contracts, Renewals, Amendments, and agency Statements of Work, etc. The following language must be included in RFPs, IFBs, ITQs, RFQs, Sole Source Contracts, Renewals, Amendments and agency Statements of Work for IT services to be performed on site at Commonwealth facilities or through onsite, or remote computer access:

"The Contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commonwealth IT facilities, either through on-site access or through remote access. Background checks are to be conducted via the Request for Criminal Record Check form and procedure found at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>. The background check must be conducted prior to initial access and on an annual basis thereafter.

Before the Commonwealth will permit access to the Contractor, the Contractor must provide written confirmation that the background checks have been conducted. If, at any time, it is discovered that a Contractor employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Contractor shall not assign that employee to any Commonwealth facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the agency consents to the access, in writing, prior to the access. The agency may withhold its consent in its complete discretion. Failure of the Contractor to comply with the terms of this paragraph may result in default of the Contractor under its contract."

Agencies may exceed this policy at their discretion, and may enter into an amendment solely for the purpose of implementing this policy.

Should an agency desire to obtain a waiver for this ITB, they must submit a written request to CTC Director for approval. In the request, please state the reasons for making the request.

Questions

Questions regarding this policy should be directed to Steven T. Fink, Commonwealth Technology Center, OA/OIT, at 717-705-9041, or sfink@state.pa.us.

Referenced Documents

- **Request For Criminal Record Check** (Pennsylvania State Police website)

Attachment 13-A – Section 1
Cost Data * - 5-E Financial
Contractor's Coin/Card Public Telephone Charges

Type: Independent Local and Intralata Toll Calling – Public Telephones

Rates submitted:

Rate Per Minute	\$ _____
Collect – Automated	\$ _____
Billed to Third Party – Automated	\$ _____
Calling Card Automated	\$ _____
Credit Card Automated	\$ _____
Collect Operator Assist	\$ _____
Billed to Third-Party – Operator Assist	\$ _____
Person-to-Person Operator Assist	\$ _____
Calling Card – Operator Assist	\$ _____
Credit Card – Operator Assist	\$ _____
Operator Dialed	\$ _____
Directory Assistance	\$ _____
Per Call Compensation	\$ _____

Type: Interstate Calling – Public Telephones

Rate Per Minute	\$ _____
Collect – Automated	\$ _____
Billed to Third Party – Automated	\$ _____
Calling Card Automated	\$ _____
Credit Card Automated	\$ _____
Collect Operator Assist	\$ _____
Billed to Third-Party – Operator Assist	\$ _____
Person-to-Person Operator Assist	\$ _____
Calling Card – Operator Assist	\$ _____
Credit Card – Operator Assist	\$ _____
Operator Dialed	\$ _____
Directory Assistance	\$ _____

Per Call Compensation \$ _____ % of gross value of call (for example: \$ _____ call would be and additional \$ _____ charge) (pass through to the federal government – no commission paid on USF fee)

Type: Interlata Calling – Public Telephones

Rate Per Minute	\$ _____
Collect – Automated	\$ _____
Billed to Third Party – Automated	\$ _____
Calling Card Automated	\$ _____
Credit Card Automated	\$ _____
Collect Operator Assist	\$ _____
Billed to Third-Party – Operator Assist	\$ _____
Person-to-Person Operator Assist	\$ _____
Calling Card – Operator Assist	\$ _____
Credit Card – Operator Assist	\$ _____
Operator Dialed	\$ _____
Directory Assistance	\$ _____
Per Call Compensation	\$ _____
The local coin rate to make a call	\$ _____

Contractor will complete above charges proposed and add other charges below only if other charges apply. If additional costs apply over the two (2) blanks supplied please list them.

_____ \$ _____
 _____ \$ _____

Attachment 13-A – Section 1
Cost Data * - 5-E Financial
Contractor's Coin/Card Public Telephone Charges

Charges for coin/card public payphone if Contractor will not install a commission based coin/card payphone because either, the existing or potential low revenues. If an agency still requires coin/card public payphone services the Contractor would charge the agency for providing the services as indicated below:

Installation cost to install a coin/card public payphone' \$ _____
(If no change put \$0.00)

Monthly recurring cost for a coin/card public payphone
Including dial tone and maintenance \$ _____

* To be submitted in a separately sealed envelope. Refer to paragraph 2-1, F.3.

Attachment 13-B – Section 1
Commission Data *
5-E Financial

Having carefully read this Request for Proposal and associated instructions and addend, the undersigning representing the Contractor, hereby agrees to provide public coin/card telephone service to the Commonwealth in accordance with its response and to pay commissions to the Commonwealth as specified below.

Contractor's should complete the following form by inserting a commission percentage and calculating the annual dollar commission in column one (1) and in column two (2) Contractor's estimated of gross revenue for comparison purposes only.

<u>System A</u>	<u>Column 1:</u>	<u>Column 2:</u>
<u>Local and IntraLata calls from coin/card telephones:</u>		
2004 Annual Local Gross Billed Revenue	\$127,188.62	\$ _____
2004 Annual IntraLata Gross Billed Revenue	\$72,584.14	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>InterLata calls from coin/card telephones:</u>		
2004 Annual Gross Billed Revenue	\$232,563.92	\$ _____
Commission Percentage:		_____ \$
Annual Dollar Commission:		\$ _____

Signature: _____

Title: _____

* To be submitted in a separately sealed envelope. Refer to paragraph 2-1, F.3.

Attachment 13-C Section 1

Cost Data *

5-E Financial

Having carefully read this Request for Proposal and associated instructions and addend, the undersigning representing the Contractor, hereby agrees to provide public coin/card telephone service to the Commonwealth as specified below. Guaranteed rates with submission of Contractor's proposal for public coin/card telephone rates. In addition, yearly negotiations will take place with the awarded Contractor reviewing market pricing. If any rate change is granted the Contractor is required to supply written notice 30 day prior notification.

Guaranteed rates that Contractor submitted in Attachment 13-A.

Each Contractor shall explain in detail, on Attachment 13-C only, how all commissions are determined or calculated. Specify all factors that the Contractor shall use and include them in the cost data response to the RFP.

* To be submitted in a separately sealed envelope. Refer to paragraph 2-1, F.3 Commission Section.