

Part 2

Information Required From Contractors

Part 2
Information Required From Contractors

2.2-1. Format for Required Information:

This PART of the RFP provides the format and informational requirements for Contractors that are submitting a proposal for the Inmate Telephone Services.

- a. The Commonwealth reserves the right to request additional information which, in the Commonwealth's opinion, is necessary to assure that the Contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.
- b. The Commonwealth may make such investigations as deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Commonwealth all such information and data for this purpose as requested by the Commonwealth. The Commonwealth reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the Commonwealth that such Contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

To conform to the guidelines established by the Commonwealth for all procurements, the Contractor's proposal must:

- A. Place the official name of the firm submitting the proposal on the outside front cover of each copy of the proposal.
- B. Include the required format for the table of contents.
- C. Have major sections of the proposal identified with index tabs to identify them as they are named in the table of contents.
- D. Number each page must be numbered consecutively from the beginning of the proposal.
- E. Include two (2) complete sets of the technical information and specifications for each item of equipment and software must be included.
- F. Conform to the following table of contents:

Technical Proposal:

- Tab 1 Letter of Transmittal.
- Tab 2 Mandatory Requirements from information provided in RFP Part 3 Mandatory Requirements.
- Tab 3 Management Summary
- Tab 4 Corporate Background and Experience
- Tab 5 Project Staff and Key Personnel
- Tab 6 Technical Requirements from information provided in RFP Part 5 Systems, 2.5-A System B: Inmate Telephone Service, 2.5-B System C: Monitoring and Recording Equipment/System, 2.5-C Investigation Staff Operations, 2.5-D Common Requirements: Systems B & C and Attachment 5 Department of Corrections (DOC) Inmate Telephone Cutover Schedule, Attachment 11 Installed Equipment Form, and Attachment 12 Environmental Requirements.
- Tab 7 Training Requirements from information provided in RFP Section 2.5-E Training.
- Tab 8 Maintenance Requirements from information provided in RFP Section 2.5-F Maintenance Requirements and Attachment 20 Maintenance Center Information (System B – System C).
- Tab 9 Financial Requirements from information provided in RFP Section 2.5-G Financial.
- Tab 10 Objections and Additions to standard terms and conditions for services Part 6.

2. Disadvantaged Business Information. This portion of the proposal must be identified as Disadvantaged Business Submittal and also bound and sealed separately.

3. Commission Section. **Commission data must not be included in the Technical/Administrative Section. It must be in a separate, sealed envelope and so identified as commission cost data**

Attachments 25. If commission data is included with the technical submission, the proposal will be rejected.

2.2-2. Packaging Of Proposals:

Eleven (11) copies of the Technical/Administrative Section, of which will be two (2) originals in binders and nine (9) copies in binders, and one (1) unbound copy.

One (1) CD electronic copy (Word or Excel) of all Technical/Administration Section. Do not include the Disadvantage Business Information or the commission information on this disk.

Three (3) copies of the separately bound Commission Section and one (1) CD electronic copy (Word or Excel) of the commission cost data must be **bound and sealed separately.**

One (1) copy of the Disadvantaged Business Submittal Participation Value Section of the proposal must be submitted separately from the Technical/Administration Section and it must be **bound and sealed and placed in a binder.**

2.2-3. Security Of Proposals: Proposals will be opened by authorized personnel of the Commonwealth of Pennsylvania.

2.2-4. Disadvantaged Business Information: To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business, entering into a joint venture agreement with a Small Disadvantaged Business or subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), a company must include proof of Disadvantaged Business qualification in the Disadvantaged Business Submittal of the proposal:

a. Small Disadvantaged Businesses qualifying as a result of MBE/WBE certification from BMWBO must provide a photocopy of their BMWBO certificate.

b. Disadvantaged Businesses qualifying as a result of certification from the U.S. Small Business Administration as an 8(a) or small disadvantaged business must submit proof of Small Business Administration certification. The owners of such businesses must also submit proof of United States citizenship.

c. All companies claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or Small Business

Administration certification as an 8(a) or small disadvantaged business, and must attest to the fact that the business has 100 or fewer employees.

d. All companies claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or Small Business Administration certification as an 8(a) or small disadvantaged business, must submit proof that their gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax or audited financial statement.

All companies claiming status as a Socially Disadvantaged Business must include in the Disadvantaged Business Submittal of the proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender. The submitted evidence of prejudice or bias must:

- a. Be rooted in treatment, which the business person has experienced in American society, not in other countries.
- b. Show prejudice or bias that is chronic and substantial, not fleeting or insignificant.
- c. Indicate that the business person's experience with the racial or ethnic prejudice or cultural bias has negatively impacted on his or her entry into and/or advancement in the business world.

BMWBO shall determine whether the Contractor has established that a business is socially disadvantaged by clear and convincing evidence.

In addition to these verifications, the Disadvantaged Business Submittal should include the following information:

- The name and telephone number of the project (contact) person for the Small Disadvantaged Business(s) or Socially Disadvantaged Business.
- The company name, address, telephone number of the prime contact person for each specific Small Disadvantaged Business or Socially Disadvantaged Business included in the proposal. The Contractor must specify the Small Disadvantaged Business(s) or Socially Disadvantaged Business to which it is making commitments. The Contractor will not receive credit by stating that it will find a Small Disadvantaged Business or Socially Disadvantaged Business after the contract is awarded or by listing several companies and stating you will select one later.

- The specific work, goods, or services the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) will perform or provide.
- The location where the Small Disadvantaged Business(s) or Socially Disadvantaged Business will perform these services.
- The timeframe for the Small Disadvantaged Business(s) or Socially Disadvantaged Business to provide or deliver the goods or services.
- The amount of capital, if any, the Small Disadvantaged Business(s) or Socially Disadvantaged Business will be expected to provide.
- The form and amount of compensation each Small Disadvantaged Business or Socially Disadvantaged Business will receive. In the Disadvantaged Business portion of the proposal, provide the estimated dollar value of the contract to each Small Disadvantaged Business or Socially Disadvantaged Business.
- The percent of the total value of services or products purchased/subcontracted under the proposal that will be provided by the Disadvantaged Business(s) or Socially Disadvantaged Business.
- In the case of a joint venture agreement, a copy of the agreement, signed by all parties, must be included in the Disadvantaged Business Submittal of the proposal. If subcontracting, a signed subcontract or letter of intent must be included in the Disadvantaged Business portion of the proposal.
- Include in the Disadvantaged Business Submittal, any and all information concerning the Contractor's proposed utilization of small businesses located in Designated Enterprise Zone as required by Section II-8, *Enterprise Zone Small Business Utilization Response*.

The Disadvantaged Business Submittal must be clearly identified as Disadvantaged Business information and sealed in an envelope separately from the remainder of the proposal. Only one copy of the Disadvantaged Business Submittal is needed.

The dollar value of the commitment to each Small Disadvantaged Business or Socially Disadvantaged Business must be sealed in the same envelope with the Disadvantaged Business portion of the proposal. The selected Contractor's Disadvantaged Business commitment amount, name of Disadvantaged Business, services to be provided including timeframe for performing services will be included as a contractual obligation when the contract is executed.

Offerors may submit, within the same proposal envelope, alternate proposals for differing utilization of Small Disadvantaged Businesses or Socially Disadvantaged Businesses. For example, a proposal may be submitted by prime contractor with a Small Disadvantaged Business as a subcontractor while an alternate proposal may be submitted by the Small Disadvantaged Business as the prime contractor. If an alternate proposal is offered, it must include separately sealed Technical, Price, and Disadvantaged Business submittals for the alternate. The Alternate proposal will be scored separately. Only the higher-scored proposal (prime proposal or alternate proposal) will be eligible for participation for Best and Final Offers.

2.2-5. Enterprise Zone Small Business Utilization Response. To receive credit for being an enterprise zone small business or entering into a joint venture agreement with an enterprise zone small business or subcontracting with an enterprise zone small business, a company must include the following information in the Disadvantaged Business Submittal of the proposal:

- Proof of the location of the business' headquarters (such as a lease or deed or Department of State corporate registration).
- Confirmation of the enterprise zone in which it is located (obtained from the local enterprise zone office).
- Proof of United States citizenship of the owners of the business.
- Certification that the business employs 100 or fewer employees.
- Proof that the business' gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax or audited financial statement.

In addition to these verifications, this portion of the Submittal should include the following information:

- The company name, address, name and telephone number of the primary contact person for each Enterprise Zone Small Business included in the proposal. The Contractor must specify the Enterprise Zone Small Business to which it is making commitments. The Contractor will not receive credit by stating that it will find a Enterprise Zone Small Business after the contract is awarded or by listing several companies and stating it will select one later.
- The specific work, goods, or services the Enterprise Zone Small Business will perform or provide.

- The location where the Enterprise Zone Small Business will perform these services.
- The timeframe for the Enterprise Zone Small Business to provide or deliver the goods or services.
- The amount of capital, if any, the Enterprise Zone Small Business will be expected to provide.
- The form and amount of compensation each Enterprise Zone Small Business will receive. In the Disadvantaged Business portion of the proposal, provide the estimated dollar value of the contract to each Enterprise Zone Small Business.
- The percent of the total value of services or products purchased/subcontracted under the proposal that will be provided by the Enterprise Zone Small Business.
- In the case of a joint venture agreement, a copy of the agreement, signed by all parties, must be included in the Disadvantaged Business Submittal of the proposal. If subcontracting, a signed subcontract or letter of intent must be included in the Disadvantaged Business Submittal of the proposal.

The dollar value of the commitment to each Enterprise Zone Small Business must be sealed in the same envelope with the Disadvantaged Business Submittal of the proposal. The selected Contractor's Enterprise Zone Small Business commitment amount, name of Enterprise Zone Small Business, and services to be provided including timeframe for performing services will be included as a contractual obligation when the contract is executed.

2.2-6. Technical Proposal: Responses to Tabs 1 through 10 must be bound, sealed, and identified separately as the Technical Proposal, following the Table of Contents described in 2.2.1, F above. Commission data must not be presented in the technical portion of the proposal. Non-compliance with these requirements will result in disqualification.

TAB 1. LETTER OF TRANSMITTAL

The Letter of Transmittal must state that the proposal will remain valid until the contract is fully executed by the Commonwealth. The contents of the proposal of the selected Contractor will become a contractual obligation if a contract is executed. An official authorized to bind the Contractor to its provisions must sign proposals.

TAB 2. MANADATORY REQUIREMENTS

To be eligible for evaluation, the mandatory requirements in Part 3 of this RFP MUST be addressed in this section by indicating ACCEPTANCE of each. NONACCEPTANCE OF ANY OF THE MANDATORY REQUIREMENTS, OR MODIFICATION OR THE PLACING OF CONDITIONS ON ACCEPTANCE OF ANY OF THE MANDATORY REQUIREMENTS, IN WHOLE OR IN PART, WILL RESULT IN IMMEDIATE DISQUALIFICATION. THEREFORE, IF YOU CANNOT ACCEPT ALL OF THE MANDATORY REQUIREMENTS, YOUR PROPOSAL WILL BE IMMEDIATELY DISQUALIFIED.

If there are any conflicts between the answers to the mandatories and any answers in any other section of the proposal, the answers in the mandatories will take precedence in any contract that may be entered into as a result of this RFP.

TAB 3. MANAGEMENT SUMMARY

The Commonwealth of Pennsylvania is seeking a Contractor to perform the tasks and services outlined in Part 5 of this RFP. Through their proposal, Contractors must demonstrate their expertise in providing these services. In this Tab, the Contractor must:

1. Provide a description of the Contractor's understanding of the purpose of this RFP.
2. Present a summary of its proposal that includes an overview of the approach to completing the tasks identified in Part 5.
3. Present a description of how the staff resources required by this RFP will be provided. Include timeframes for providing these resources.
4. Explain how the project will be administered from a corporate level.
5. Explain how the prime Contractor plans to monitor and evaluate the performance of subcontractors (if used) and Contractor personnel.
6. Explain the prime Contractor's experience and ability to assemble the best qualified consortium of service providers/subcontractors that can provide innovative and cost effective solutions which meet or exceed the requirements of this RFP.
7. Explain the Contractor's ability to effectively control and manage the strategic and operational aspects of a consortium of service providers/subcontractors which will allow the prime contractor to commit to liquidate damages.
8. Explain how the prime Contractor will work as a team with their subcontractor on this contract.
9. Does the prime Contractor typically manage a consortium of contractors to compete for services pertaining to this RFP? Provide examples.
10. Provide the name, title, telephone number, FAX number, mailing address, e-mail address, and work hours of a person who will be available to answer any questions concerning its proposal.

TAB 4. CORPORATE BACKGROUND AND EXPERIENCE

It is critical to the Commonwealth that the Contractor has a considerable amount of experience in providing telephone services. This TAB allows the Contractor to present the qualifications of the corporation, and its staff and those of the proposed subcontractors, (if any), relative to the services requested in this RFP. In this TAB, the Contractor must:

1. Describe the proposed Contractor structure, if any, and describe the responsibilities and role of each subcontractor.
2. Present a signed subcontractor agreement for each of the proposed subcontractors. For each subcontractor, the following data must be provided:

a. Contract Information:

Provide the following information for the **prime Contractor**:

1. Complete company name, address and telephone number.
2. Federal identification number.
3. State in which company is incorporated.
4. Description of company's organization, including organization charts, and indicates company offers by name, where applicable.
5. Principal type of business.
6. Total number of years in the principal business.
7. Number of years in the telecommunications business.
8. Total full time work force assigned to contract functions.
9. Total full time telephone system and services work force located in where you are proposing to serve.

- b. Contract Information for Subcontractors: Contractors must submit with their proposals a list of all subcontractors that are expected to be used under the Contract and the activities to be accomplished by the subcontractors under the Contract.

If **subcontractors** are proposed in this bid, answer the following for each:

1. Complete subcontractor name and address.
2. Federal identification or social security number.
State in which incorporate, if applicable.
3. Type business.
4. Total years in the business for which the Sub is being proposed in this bid.
5. Number of years in the telecommunications business.
6. Provide a financial statement or company annual report for each of the latest year.

7. How many projects similar to the functions proposed in this bid have been worked on in the past three (3) years.
 8. Provide as many as possible but no less than three (3) references for the project described in number 7 above. Include at least the following information:
 - a. Company name
 - b. Address
 - c. Type of business
 - d. Description of the element(s) of the project being assigned.
 - e. Identify any subcontractor(s) and its role in these studies or projects.
 - f. A brief description of the system or hardware to be installed.
 - g. Contract person and alternate:
 - i. Name
 - ii. Title
 - iii. Phone number
 - iv. Address
 - v. Hours available
 - h. Total full time work force assigned to projects related to project on this bid.
 - i. Total full time work force located in the Commonwealth being proposed by the response to this bid.
- c. Financial Information: Contractors must include with their proposals the latest annual report and a complete financial statement prepared by an independent certified public accountant to include the balance sheet and a profit and loss statement for the complete fiscal period for the firm submitting the proposal and all other firms joining the Contractor in providing major components of the systems such as InterLata service, IntraLata service, local calling, inmate telephone service control systems, monitoring and recording equipment and software, collect call billing services, PIN administration, prepaid, and maintenance. If a financial statement has not been completed for the fiscal period since the annual report of the firm, a statement from an independent certified public accountant must so state and the last complete financial statement must be included.

TAB 5. PROJECT STAFFING AND KEY PERSONNEL

This TAB allows the Contractor to present detailed information regarding personnel that are being proposed to fulfill the tasks and services requested. The Contractor should include the number and names, where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be

engaged in the work of this RFP. Minimally, the Contractor must identify a Project Manager. This TAB should be used to describe relevant experience for all proposed staff. In this TAB the Contractor must:

1. Describe the proposed organization structure, functional and contractual reporting responsibilities.
2. Describe the responsibilities for each identified staff member.
3. Provide a brief narrative describing the relevant experience of each identified staff member. This narrative should discuss how the particular experience relates to their specific role.
4. Provide detailed resumes for all identified personnel, including length of service with the Contractor's company. Three (3) professional references must be provided including name, client name, telephone number, and hours available.

TAB 6. TECHNICAL REQUIREMENTS

In addition to the following information, Contractors must include in this tab response to all information requested in Part 2.5-A through 2.5-F of this RFP, include Attachment 5 Department of Corrections (DOC) Inmate Telephone Cutover Schedule, Attachment 11 Installed Equipment Form, Attachment 12, Environmental Requirements.

Installed Equipment: The Contractor must include with its proposal:

- A. System B and System C: Inmate Telephone Service, Prepaid Inmate Telephone Service and Monitoring and Recording Equipment/System.
 - (1) A minimum list of five customers located in the United States with a system having all of the operational characteristics as the system being proposed in response to this RFP. Names, addresses, points of contact and telephone numbers are required.
 - (2) See Attachment 11 for the format for providing the information.

It is the intention of the Evaluation Committee to call one or more of the listed contacts to discuss the installed system(s).

D. Demonstration:

A. Basic Requirements:

The Commonwealth may require Contractors whose proposals are determined by the Commonwealth, in its sole discretion, to be reasonably

susceptible of being selected for award, to provide a demonstration of System B and C as an integrated entity. The demonstration of Systems B and C as proposed in the RFP shall be conducted at a Contractor customer location. No demonstration that is required by this RFP may take place at a Pennsylvania DOC facility. A minimum of six (6) and not more than seven (7) Commonwealth representatives will be a part of the team reviewing the demonstration. The Contractor shall be responsible for reimbursing the Commonwealth for the travel expenses of the representatives of the Commonwealth to attend the demonstration(s). Reference Attachment 13 giving the content of information on the current expenses under the Commonwealth of Pennsylvania Governor's Office Management Directive 230.10 for lodging, subsistence and transportation. After the demonstration Commonwealth personnel will process travel documents through the Comptrollers Office which reviews the document and supporting documentation. The Comptroller's Office will issue a document to each Contractor stating the dollar amount that it must reimburse to the Commonwealth.

No Contractor may subsidize charges, nor may it provide gifts, gratuities, upgrades, free meals, free rooms, free transportation, etc.

B. Name and Location of Demonstration Site:

The name and location of the System B and C institution proposed as the site for the demonstration shall be included in the response to this paragraph in the proposal.

C. Dates/Times Controlled by Office of Administration:

The date and times of the demonstration will be coordinated by the Office of Administration. The Office of Administration retains the right to reject a demonstration site and date proposed by the Contractor and to require an alternative(s) from the Contractor.

D. System(s) to be Demonstrated:

The system(s) to be demonstrated must be operational, completely integrated, in production, and in operation at the site.

E. Responsibility for Cost:

The Office of Administration will not be responsible for any costs incurred by the Contractor in conducting the demonstrations. The Contractor must reimburse the Commonwealth for the traveling expenses of the Commonwealth representatives.

F. Details of Demonstration:

1. The demonstration for System B shall consist of a series of telephone calls placed from inmate stations; both collect and prepaid. The setup and details of these calls are scripted and the operational demonstration is designed to determine the effectiveness of the proposed systems in meeting the operational standards as presented in Part 5 – 2.5-A. The calls shall be placed and received by members of the Evaluation Committee and/or individuals designated by the Commonwealth of Pennsylvania. The telephones used for the calls must be inmate stations associated with the institution inmate call control system and located in a cellblock or yard in which multiple stations are installed. **The calls shall be received using a variety of terminating switches/station equipment.**
 2. The demonstration of System B shall consist of a series of telephone calls placed from and to text telephones (TTY) that would be used by an inmate. If a demonstration cannot be provided then a detailed written explanation must be given as part of the demonstration of the integrated system.
 3. The demonstration of System B shall consist of a demonstration and/or explanation of mechanical cut-off control switches proposed. If a demonstration cannot be provided then a detailed written explanation shall be given.
 4. The Contractor shall demonstrate System C (monitoring and recording equipment/system) by operationally demonstrating that it meets the requirements of the RFP as presented in Part 5 – 2.5-C. It is desired that the Evaluators get “hands on” experience with the system. If a demonstration can't be provided then a detailed written explanation shall be given.
 5. Since the requirements of the RFP are to be considered minimum, each Contractor is encouraged not only to propose, but **also to demonstrate, additional features considered desirable by the Contractor that will be made available to the Commonwealth as part of the services provided under this RFP.**
- E. Detailed Cutover Schedule: Contractors must submit a detailed cutover schedule with their proposals, including time frames for the various stages of installation and tests and acceptance by the Commonwealth for system B - Inmate Telephone Service and Prepaid and for System C - Monitoring and Recording Equipment/Systems. Reference 2.5-D Common Requirements - 4 Installation, Transition and Implementation and Attachment 5 Inmate Telephone Cutover Schedule for providing the schedule.

TAB 7. TRAINING REQUIREMENTS

Contractors must submit a complete and detailed description of the training that it will provide for systems B and C as requested in RFP Section 2.5-E.

TAB 8. MAINTENANCE REQUIREMENTS

Contractor must submit a complete and detailed description of the maintenance services that it will provide for systems B and C as requested in RFP Section 2.5-F, include Attachment 20 Maintenance Center Information (System B – System C).

TAB 9. FINANCIAL REQUIREMENTS

Contractors must submit a complete and detailed description of the financial requirements that it will provide for system B and C as requested in RFP Section 2.5-G Financial.

TAB 10. OBJECTIONS AND ADDITIONS TO STANDARD TERMS AND CONDITIONS.

Contractor will identify which, if any, of the terms and conditions contained in Part 6 it would like to negotiate, and what additional terms and conditions Contractor would like to have included in the terms and conditions. Contractor's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Commonwealth may consider late objections and addition requests if it is in the best interest of the Commonwealth to do so. The Commonwealth may, in its sole discretion, reject any changes requested by the Contractor. Requested changes must be to the terms and conditions set out in Part 6. Requests to change other provisions of the RFP will not be considered. A request that Contractor's terms and conditions be substituted for Part 6 will not be considered. All terms and conditions must appear in one integrated contract. References to online guides or online terms and conditions will not be accepted. The proposal and the commission must be submitted on the basis of Part 6.

Part 3
Mandatory Requirements

Part 3
Mandatory Requirements

2.3-1. Mandatory Requirements:

To be eligible for evaluation, each of the following mandatory requirements MUST be addressed in this section by indicating ACCEPTANCE of each. NONACCEPTANCE OF ANY OF THE MANDATORY REQUIREMENTS, OR MODIFICATION OR THE PLACING OF CONDITIONS ON ACCEPTANCE OF ANY OF THE MANDATORY REQUIREMENTS, IN WHOLE OR IN PART, WILL RESULT IN IMMEDIATE DISQUALIFICATION. THEREFORE, IF YOU CANNOT ACCEPT ALL OF THE MANDATORY REQUIREMENTS, YOUR PROPOSAL WILL BE IMMEDIATELY DISQUALIFIED.

If there are any conflicts between the answers to the mandatories in this section, and any answers in any other section of your proposal, the answers in this section will take precedence in any contract that may be entered into as a result of this RFP.

Yes

No

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|-----|-----|---|
| ___ | ___ | 1. The Contractor has read and understands the terms and conditions of this RFP and the proposal is made in accordance with the requirements contained herein. |
| ___ | ___ | 2. The Contractor understands and acknowledges that all information provided by, and representations made by, the Contractor in its proposal are material and important and will be relied upon by Office of Administration in the evaluation of the proposals and award of the contract. Any misstatement shall be treated as fraudulent concealment from Commonwealth of Pennsylvania of the true facts relating to the submission of the proposal. A misrepresentation shall be punishable under Section 4904 of Title 18 P.C.S.A. |
| ___ | ___ | 3. The commissions in the Commission Section of this proposal have been arrived at independently and without consultation, communication, or agreement with any other competing Contractor. |
| ___ | ___ | 4. The commissions in the proposal have not been disclosed to any other firm or person who is a proposer or a potential proposer and they shall not be disclosed before the proposal receipt date and time. |

Yes No

- ___ ___ 5. No attempt has been made or shall be made to induce any firm or person to refrain from submitting a proposal or to submit a proposal with lower commissions, or to submit any intentionally low or noncompetitive proposal or any other form of complementary proposal.
- ___ ___ 6. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary or other noncompetitive proposal.
- ___ ___ 7. The Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been found in conflict with or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as disclosed by the Contractor in its proposal.
- ___ ___ 8. The Contractor acknowledges that if it is currently under suspension or debarment, its proposal may not be considered. In addition, if the Contractor enters into any subcontracts under the contract with subcontractor who are currently suspended or debarred by the Commonwealth or federal government or who become suspended or debarred by the Commonwealth or federal government during the term of the contract or any extensions or renewals thereof, the Commonwealth may, in its sole discretion, require the Contractor to terminate such subcontracts.
- ___ ___ 9. The Contractor agrees that no costs for preparing any contract will be charged to the Commonwealth for the response to this RFP. (Part 2.1, 1-7)
- ___ ___ 10. Do you agree that your signed proposal arrives at the Department of Correction's Central office Building, by the time, date, and at the location specified in the RFP cover letter, that it will be immediately disqualified? (Part 2.1, 1-10)
- ___ ___ 11. Do you agree that your proposal will remain valid until a contract is fully executed by the Commonwealth? (Part 2.1, 1-11)

Yes No

12. Do you agree not to sell or use lists of pay telephone numbers, names, addresses, or other privileged information for any purpose, except as outlined in the RFP?
13. Has the Commission Data been bound, SEALED, identified as "Commission Data" and kept separate from the Technical Portion and Disadvantaged Business Submittal Portion of your proposal? (Part 2.1, 1-24)
14. Has the Disadvantaged Business Submittal data been bound, sealed, identified as "Disadvantaged Business Submittal" and kept separate from the Technical Portion and Commission Portion of your proposal?
15. Do you certify that you do not owe any tax liability or other amount to the Commonwealth?
16. Do you agree that you will authorize the Commonwealth to offset any state and local tax liabilities of the Contractor or of any of its subsidiaries, as well as, any other amount due to the Commonwealth from the Contractor, against any payment due to the Contractor under this or any other contract with the Commonwealth?

Part 4
Criteria For Selection

Part 4
Criteria For Selection

- 2.4-1. Review and Evaluation: Proposals that meet all of the mandatory requirements found in PART 3, will be evaluated on the basis of uniform selection criteria and weighing technique. In addition, the evaluation will consider how well the Contractor understands and presents its technical solution to the problem.

Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commonwealth. The committee will recommend for selection the proposal which most closely meet the requirement of the RFP and which most nearly satisfy Commonwealth needs. Award will only be made to a Contractor(s) determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

- 2.4-2. Alternate Proposals: The Commonwealth will accept alternate proposals for multiple inmate calling platforms submitted from one (1) prime Contractor, but only two (2) submissions from any Contractor. Alternate proposals must be a complete response with a technical, Disadvantaged Business and commission sections. All sections of the proposals must be marked alternate proposals. An example if Contractor "Y" has two (2) different inmate calling platforms that Contractor "Y" wants to submit both solutions it may submit two (2) complete proposals with technical, Disadvantage Business and commission sections. All sections of the proposals must be marked alternate proposals.

- 2.4-3. Criteria: The criteria are listed in order of relative importance from the highest to the lowest weighted factors. The following factors will be used by the evaluation committee in making the selection.

- A. System B: Inmate Telephone Service:
Operational standards, station equipment standards, call control features, reports, prepaid, environmental considerations and site demonstration.
- B. System C: Monitoring and Recording Capability:
Operational standards, system capability and capacity for records, ease of use by operator(s) and site demonstration.
- C. Integration of Command/Investigative Staff Operations:
DOC Central-Office Staff operations full real time access to SCI inmate telephone control systems of networking requirements. In addition, inmate phones for operation testing and providing snitch lines.
- D. Contractor Qualifications:

Contractor and subcontractor experience in line of business related to this RFP, experience and training of personnel, and quantity and quality of customer base in line of business related to this RFP.

- E. Training:
Frequency, adequacy, follow up plan, training material, and specialized training.
- F. Maintenance:
Warranty, maintenance centers, experience level of personnel, standards for repair, liquidated damage clause, preventive maintenance program, and obligation and responsibility for maintenance.
- G. Commission: An evaluation of the commission will be performed utilizing the commission figures as presented on Attachment 25 Commission Data. The Contractor proposing the highest commissions will be awarded the highest number of points. Each other Contractor will be awarded a lesser number of points based upon the relationship of its proposed commissions to the highest proposed commissions.
- H. The Disadvantaged Business Participation will evaluate Contractor's submissions.

2.4-4. Disadvantaged Business Participation Evaluation: The following options will be considered as part of the final criteria for selection:

- | | |
|-----------------|--|
| Priority Rank 1 | Proposals submitted by Small Disadvantaged Businesses. |
| Priority Rank 2 | Proposals submitted from a joint venture with a Small Disadvantaged Business as a joint venture partner. |
| Priority Rank 3 | Proposals submitted with subcontracting commitments to Small Disadvantaged Businesses. |
| Priority Rank 4 | Proposals submitted by Socially Disadvantaged Businesses. |

Each proposal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance with the above-listed priority ranking

To the extent that a proposal is submitted by a Small Disadvantaged Business or a Socially Disadvantaged Business, the Small Disadvantaged Business or Socially Disadvantaged Business cannot enter into subcontract arrangements for more than 40% of the total estimated dollar amount of the contract. If a Small Disadvantaged Business or a Socially Disadvantaged Business subcontracts more than 40% of the total estimated dollar amount of the contract to other Contractors, the Disadvantaged Business Participation scoring shall be proportionally lower for that proposal.

Enterprise Zone Small Business Participation: The following options will be considered as part of the final criteria for selection:

- | | |
|-----------------|--|
| Priority Rank 1 | Proposals submitted by an Enterprise Zone Small Business will receive the highest score. |
| Priority Rank 2 | Proposals submitted by a joint venture with an Enterprise Zone Small Business as a joint venture partner will receive the next highest score for this criterion. |
| Priority Rank 3 | Proposals submitted with a subcontracting commitment to an Enterprise Zone Small Business will receive the lowest score for this criterion. |
| Priority Rank 4 | Proposals with no Enterprise Zone Small Business Utilization shall receive no points under this criterion. |

To the extent that a proposal is submitted as a prime Contractor by an Enterprise Zone Small Business, the Enterprise Zone Small Business cannot enter into contract or subcontract arrangements for more than 40% of the total estimated dollar amount of the contract.