

Attachment 13- Section 2

Travel Expenses for Demonstration, Training End User Forum Meetings and Traveling
for Reviewing New Technologies

Commonwealth expenses incurred are in the below three (3) areas: (1) lodging, (2) subsistence and (3) transportation. Under the Commonwealth of Pennsylvania Governor's Office Management Directive 230.10 amended November 1, 2000 Travel and Subsistence Allowances:

1. Lodging.

b. General.

(1). Normally, expenses for lodging will not be allowed at the place of an employee's official headquarters or residence nor at sites located within 50 miles of the employee's official headquarters or residence. Agencies are authorized, when provided with adequate written justification, to approval exceptions when employees required lodging with 50 miles of their official headquarters or residence. Written justification must include details concerning itinerary, weather, time constraints, or other valid reasons to support the using agency's decision. To ensure timely reimbursement of submitted Travel Expense Vouchers (TEV), a copy of the written justification signed by a using agency head or designed deputy MUST be attached to the employee's TEV.

Note: Approval authority may not be delegated below the deputy level. In this instance, no other publication is applicable.

- (2) Government rates must be requested by all travelers and confirmed at the time reservations are made and at time of check-in.
- (7) Hotel charges will not be reimbursed if the employee is negligent in canceling reservations in accordance with the hotel's policy.
- (8) Claims for lodging that include meals will be allowed when contracted for at the minimum rate, and when incurred by employees residing at a host establishment while attending a conference or convention on official business. Hotel orders or credit cards may be used to obtain accommodations under the hotel meal plan; however, the meals provided cannot be claimed for subsistence.
- (9) With Bureau of Commonwealth Payroll Operations (BCPO) concurrence, hotel orders may be issued to persons who are not Commonwealth employees, who render a service to the Commonwealth. This doesn't include persons who are being reimbursed for their services under contract with the Commonwealth.

- (10) The Commonwealth's authorized travel agent will arrange reservations at the government rate or special conference rate, whichever is lower. Employees will be responsible for providing the corporate card or hotel order to the hotel at the time of check-in.

Note: Management Directive 230.13, Commonwealth Corporate Card Program, Revision No. 1, contains a copy of the Pennsylvania Exemption Certificate to be used with the corporate card to exempt employees traveling on official business from local occupancy taxes.

b. Lodging Rate Allowances.

- (1) The per night lodging rate allowances listed below are to be used by employees authorized to incur overnight lodging expenses:

City Location	County	Allowance
Allentown	Lehigh	\$75 plus tax
Beaver Falls	Beaver	\$75 plus tax
Chester/Radnor	Delaware	\$100 plus tax
Gettysburg	Adams	\$75 plus tax
Harrisburg	Dauphin	\$65 plus tax
King of Prussia/Fort Washington	Montgomery	\$100 plus tax
Lancaster	Lancaster	\$75 plus tax
Mechanicsburg	Cumberland	\$75 plus tax
Mercer	Mercer	\$75 plus tax
Philadelphia	Philadelphia	\$100 plus tax
Pittsburgh	Allegheny	\$100 plus tax
Reading	Berks	\$75 plus tax
Scranton	Lackawanna	\$75 plus tax
Warminster	Bucks	\$75 plus tax
Valley Forge/Malvern	Chester	\$100 plus tax
All Other Locations	PA/U.S.	\$50 plus tax

Note: The above lodging rate allowances are not flat allowances. Employees will only be reimbursed for actual expenses incurred. Copies of the employee's hotel receipt, hotel order, charge card receipt, etc., are to be attached to the STD-191 form when requesting reimbursement. Employees obtaining lodging within the above allowances will not be required to provide written justification on their STD-191 form for the selection of the lodging facility.

- (2) In those instances when lodging cannot be secured within the established lodging rate allowance, employees may exceed the allowance if written justification is provided on the STD-191 form. Employees are required to provide, on the STD-191 form, the reason for selecting the lodging facility (e.g., closest lodging facility to worksite – next hotel 25 miles away; no rooms available at hotel with lowest rate;

lodging facility booked by Commonwealth Travel Center; inclement weather; lateness of the hour; etc.). Although employees are not required to list lodging establishments contacted, they are, however, still expected to secure lodging at the available facility offering the best lodging rate within the immediate area of the travel assignment.

(3) Lodging rate allowances may be exceeded when an employee must stay at a specific lodging facility where rooms within the allowance are not available and where the employee's presence is required by the nature of the official business (e.g., location of conference, training course, convention). A written explanation must be provided on the STD-191 form.

(4) Lodging accommodations obtained by Commonwealth employees traveling on official business can be subject to several different taxes. The most frequently encountered taxes are listed below with guidelines for travelers regarding the Commonwealth's obligation to pay:

(a) The Commonwealth is subject to the following tax which must be paid and will be reimbursed: *Hotel Occupancy Tax (72 P. S. § 7209 et seq.) A six percent room rental excise tax applicable to every room occupancy.

(b) The Commonwealth is not subject to the following taxes and employees should make every effort to have them eliminated. However, if the tax must be paid, the Commonwealth will reimburse the employee for actual expenses incurred. Comptrollers should delete these taxes from the hotel/motel invoice when a Hotel Order is used.

*Hotel Room Rental Tax (53 P. S. § 16223) *Pennsylvania Convention Center Authority Act*. A local hotel room rental tax imposed by first class cities or first class counties to fund construction of convention centers (Allegheny, Bucks, Delaware, Montgomery, and Philadelphia). The amount of the tax can range from one to six percent.

*Local Sales, Use, and Hotel Occupancy Tax authorized by the *Pennsylvania Intergovernmental Cooperation Authority Act* for Cities of the First Class (53 P. S. § 12720.501 et seq.) and the *Second Class County Code* (16 P. S. § 6152-B). The one percent tax is imposed in a taxable county on the occupancy of hotel/motel rooms (Philadelphia, Allegheny).

Note: *Management Directive 230.13, Commonwealth Corporate Card Program, Revision No. 1*, contains a copy of the Pennsylvania Exemption Certificate to be used with the Corporate Card to exempt employees traveling on official business from local occupancy taxes.

2. SUBSISTENCE.

a. General.

(1) The allowances for subsistence do not require receipts unless specifically stated. However, they are not flat allowances and only amounts actually expended may be claimed.

(2) Employees who reside at a place other than official headquarters will not be eligible for reimbursement of subsistence expenses while at a residence or headquarters, unless specifically provided for in this directive.

(3) Reimbursement for the cost of noonday meals is not permissible for employees not engaged in overnight travel except as specifically provided for in this directive, in collective bargaining agreements or memoranda of understanding.

(4) Nonpaid members of boards, commissions, and councils in nonovernight travel status will be eligible for reimbursement of the actual cost of meals up to the following maximums: breakfast, \$6.00; lunch, \$6.00; dinner, \$16.00.

(5) Increased subsistence allowances are available in out-of-state locations designated as high cost areas by the Bureau of Financial Management, Office of the Budget.

(6) No subsistence will be allowed for employees who have been granted short-term lodging agreements.

b. Overtime.

An employee who works more than two hours past his scheduled quitting time while at headquarters will be reimbursed for the cost of a meal up to a maximum of \$8.00 only if the employee has not been given notice of the overtime requirement at least two hours before commencement of the regular shift. An employee must state their normal work hours on the STD-191 and certify that the required notice had not been given.

c. Nonovernight Travel Status.

(1) An employee in a nonovernight travel assignment that takes the employee 50 miles or more from both residence and headquarters who works more than two hours past scheduled quitting time with or without prior notice will be reimbursed for the cost of a meal up to a maximum of \$8.00. The employee must state his normal work hours on the STD-191.

(2) An employee in a nonovernight travel assignment that is less than 50 miles from residence and headquarters who works more than two hours past scheduled quitting

time and was not given notice at least two hours prior to the commencement of the regular shift will be reimbursed for a meal up to a maximum of \$8.00. An employee must state his normal work hours on the STD-191 and certify that the required notice had not been given.

(3) An allowance of \$7.00 is granted for half or more of each six-hour period spent in a required nonovernight travel assignment on a day not part of an employee's regular work schedule, that is, a holiday or scheduled day off. The six-hour period need not have been immediately preceded by and in connection with a 24-hour travel period. Such allowances cannot exceed the full-day rate of \$28.00. Reimbursement is calculated as follows:

0 to less than 3 hours – \$0.00
3 to less than 9 hours – \$7.00
9 to less than 15 hours – \$14.00
15 to less than 21 hours – \$21.00
21 to 24 hours – \$28.00

d. Overnight Travel Status.

(1) While in overnight travel status, reimbursement for meals and other subsistence expenses is allowed to a maximum of \$28.00, which includes tips and sales tax, for each 24-hour period spent in a continuous overnight travel status. The 24-hour period begins at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. This allowance covers all meals and subsistence expenses not specifically provided for elsewhere.

(2) Overnight travel not part of a full 24-hour period will be divided into six-hour periods. The six-hour periods need not have been immediately preceded by and in connection with a 24-hour travel period. An employee on overnight travel status under these conditions shall be eligible for an allowance of \$7.00 for half or more of each six-hour period. Reimbursement is calculated as follows:

0 to less than 3 hours – \$ 0.00
3 to less than 9 hours – \$ 7.00
9 to less than 15 hours – \$14.00
15 to less than 21 hours – \$21.00
21 to 24 hours – \$28.00

(a) Example 1. An employee leaves headquarters on Monday at 8:00 a.m. and returns on Tuesday at 2:00 p.m. The employee is entitled to a \$28.00 subsistence allowance for the 24-hour period from 8:00 a.m. Monday until 8:00 a.m. Tuesday. The employee is also entitled to an additional \$7.00 allowance for a six-hour time period from 8:00 a.m. Tuesday to 2:00 p.m. Tuesday. The total subsistence for the entire period will then be \$35.00.

(b) Example 2. An employee leaves headquarters at 8:00 a.m. on Monday and returns at 5:00 p.m. on Tuesday. The employee is entitled to a \$28.00 subsistence allowance for the time period from 8:00 a.m. Monday to 8:00 a.m. Tuesday. The employee is entitled to an additional \$14.00 for the nine-hour time period between 8:00 a.m. Tuesday and 5:00 p.m. Tuesday. The total allowance for the entire time period would then be \$42.00.

(c) Example 3. An employee leaves headquarters at 10:00 p.m. Monday and returns at 11:00 a.m. Tuesday. The employee is entitled to \$14.00 for the 13-hour time period.

(3) The subsistence allowance of employees in overnight travel status attending luncheon meetings, dinner meetings, seminars, or conventions at which meals are provided shall have their total subsistence allowance reduced by the following amounts for meals provided at such meetings: breakfast, \$6.00; lunch, \$6.00; dinner, \$16.00.

(4) Subsistence will not be reimbursed if the employee is registered in a hotel which provides all meals which are included in lodging costs.

e. Luncheon or Dinner Meetings.

(1) Luncheon or dinner meetings sponsored by the Commonwealth will be paid under contract; therefore, no claims for such expenses may be presented on Travel Expense Vouchers.

(2) Employees on official business attending luncheon or dinner meetings not sponsored by the Commonwealth are entitled to receive reimbursement for actual costs incurred. This applies whether the engagement is held at residence or official headquarters. Luncheon or dinner meetings must meet the following criteria:

(a) The luncheon or dinner meeting must be planned in advance, must include persons who are not employed by the Commonwealth, and must be approved by a using agency head or designated deputy using agency head.

(b) The meal must be an integral part of the meeting.

(c) The meal must be served at the same establishment that hosts the meeting.

(d) The purpose of the meeting must be to discuss business and the nature of the business must be stated on the STD-191.

(3) Employees in overnight travel status while attending a luncheon or dinner meeting, seminar, or convention, at which meals are provided, shall have their total

subsistence claims reduced by the following amounts for meals provided at such meetings: breakfast, \$6.00; lunch, \$6.00; dinner, \$16.00.

Example: An employee leaves headquarters on Monday at 7:00 p.m. to attend a meeting on Tuesday at which lunch is provided. The employee returns home Tuesday at 10:00 p.m. and is entitled to a \$28.00 subsistence allowance for the 24-hour period from 7:00 p.m. Monday until 7:00 p.m. Tuesday, and \$7.00 for the three hours from 7:00 p.m. to 10:00 p.m., for a total of \$35.00. The \$35.00 must be reduced by \$6.00 for the lunch that was provided. The total subsistence allowed, therefore, is \$29.00.

(4) Employees and members of boards, commissions, and councils who are required to attend a non-Commonwealth sponsored luncheon or dinner meeting will have actual costs reimbursed. A receipt is required.

f. Reimbursement of Expenses Incurred on Behalf of Others.

(1) Using agency heads are authorized to incur reasonable expenses on behalf of others who are not Commonwealth employees in the course of their official duties. Using agency heads are further authorized to approve reasonable expenses incurred by their deputies on behalf of others in the course of their official duties.

(2) Using agency heads are authorized to incur reasonable subsistence expenses, and to approve reasonable expenses incurred by their deputies, on behalf of other Commonwealth employees when the expenses are incurred as part of a business meeting under the following circumstances:

(a) The purpose of the meeting is to discuss official business.

(b) The meeting includes either persons who are not employed by the Commonwealth or employees of other Commonwealth agencies whose attendance is relative to the official business being conducted.

(c) The meal is an integral part of the meeting.

(3) Other classes of employees covered by this section, such as employees required to transfer patients or prisoners, are at times required to spend money in the course of their official duties to satisfy expenses incurred on behalf of others. Using agency heads are responsible for submitting to their using agency comptroller a list of employees eligible to incur expenses on behalf of others under this section.

(4) Complete justification for incurring expenses must be included on Travel Expense Vouchers. Justification should include but not be limited to:

(a) A list of names, positions, and agencies of the individuals for whom the expenses were incurred.

(b) An explanation of the nature and circumstances requiring the incurring of expenses on behalf of others.

(c) Itemized receipts for the expenses incurred.

(5) Using agency heads may request approval for additional using agency personnel to incur expenses on behalf of others by submitting to the using agency comptroller a request containing full justification for the exception.

3. TRANSPORTATION.

Management Directive 230.10 Revision Number 4 Commonwealth of Pennsylvania Governor's Office Travel and Subsistence Allowances, dated January 17, 2002:

a. Personal Automobile. Paragraph (1), change the second sentence to read:

Effective January 2003, the mileage reimbursement allowance for personal automobiles shall be 36 cents per mile.

The Commonwealth's mileage reimbursement allowance for personal automobiles has increased to **40.5 cents per mile, effective February 4, 2005.**

SAP has been configured to reflect the increased rate. Mileage claims for travel that occurred before February 4 will be reimbursed at 37.5 cents per mile. Mileage claims for travel that occurred February 4 or later will be reimbursed at 40.5 cents per mile.

**MANAGEMENT
DIRECTIVE
COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE**

Distribution:

Subject:

By Direction Of: Date:

Robert A. Bittenbender, Secretary of the Budget

Martin F. Horn, Secretary of Administration

Travel and Subsistence Allowances

230.10

Revision No. 3

Number

(Financial Management, OB, 717/783-3073 or 783-7886) Page 1 of 1

The following pen and ink changes

should be annotated to *Management*

Directive 230.10, dated November 1, 2000.

These changes become effective the date of this revision.

B

06 CASH ADVANCEMENTS. Page 4, paragraph

b, 5th line, change \$500.00 to \$1,000.

The amount is increased from \$500.00 to \$1,000 for those instances which require the approval of the agency head or designee and the agency comptroller.

07 RECEIPTS. Page 4, paragraph a.(1), change \$15.00 to \$35.00.

Increases the dollar amount from \$15.00 to \$35.00 for those instances where a receipt is required.

09 TRANSPORTATION.

h. Local Transportation. (Page 10). Paragraph (2), second line, change \$15.00 to \$35.00.

Increases the dollar amount from \$15.00 to \$35.00 for those instances where a receipt is required.

November 27, 2001

MANAGEMENT

DIRECTIVE

COMMONWEALTH OF PENNSYLVANIA

GOVERNOR'S OFFICE

Subject:

By Direction Of: Date:

Distribution: B

Travel and Subsistence Allowances

230.10

Revision No. 6

Number

Effective January 1, 2004, the mileage reimbursement allowance for personal automobiles increased to 37.5 cents per mile.

Revision No. 5 dated February 18, 2003, is rescinded.

Michael J. Masch, Secretary of the Budget
Robert S. Barnett, Secretary of Administration
Please make the following pen and ink change to page 6 of subject directive dated November 1, 2000, to reflect the new personal automobile reimbursement allowance which became effective January 1, 2004.

09 TRANSPORTATION.

c. Personal Automobile. Paragraph (1), fourth line, change the second sentence to read:

... Effective January 1, 2004, the mileage reimbursement allowance for personal automobiles shall be 37.5 cents per mile. ...

January 27, 2004

Attachment 14 – Section 2

Act 181 of 2002

Official Advance Copy

SESSION OF 2002

No. 2002-181

Act 2002-181

1437

AN ACT

HB 2424

Amending the act of July 6, 1995 (P.L.255, No.34), entitled "An act providing for dual party relay services and for telecommunication device distribution," further defining "persons with a disability" or "people with disabilities."

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The definition of "persons with a disability" or "people with disabilities" in section 2 of the act of July 6, 1995 (P.L.255, No.34), known as the Dual Party Relay Service and Telecommunication Device Distribution Program Act, is amended to read:

Section 2. Definitions.

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Persons with a disability" or "people with disabilities." A person certified [as being **deaf, deaf-blind, hard-of-hearing, having a hearing** - I~ or **speech impaired**] by a licensed physician, audiologist, speech pathologist or a qualified State using agency[.]:

(1) *As being deaf, deaf-blind, hard of hearing, having a hearing loss or being speech impaired.*

(2) *As having a disability and who requires technology to independently access telecommunications services.*

Section 2. This act shall take effect in 60 days.

APPROVED-The 9th day of December, A.D. 2002.

MARK S. SCHWEIKER

Attachment 15 – Section 2
Inmate Population 2003

<u>Institution</u>	<u>Population</u>
Albion	2306
Cambridge Springs	877
Camp Hill	3279
Chester	1153
Coal Township	1924
Cresson	1328
Dallas	2101
Fayette	411
Frackville	1080
Graterford	3238
Greene	1868
Greensburg	925
Houtzdale	2362
Huntingdon	2092
Laurel Highlands	878
Mahanoy	2314
Mercer	1064
Muncy	877
Pine Grove	619
Pittsburgh	1133
Quehanna	298
Retreat	887
Rockview	2025
Smithfield	1219
Somerset	2298
Waymart	1366
Total	39,922

Attachment 16 – Section 2
Inmate Admissions – 2003

<u>Institution</u>	<u>Population</u>
Albion	819
Cambridge Springs	428
Camp Hill	2795
Chester	212
Coal Township	606
Cresson	405
Dallas	535
Fayette	149
Frackville	264
Graterford	1353
Greene	375
Greensburg	348
Houtzdale	772
Huntingdon	478
Laurel Highlands	281
Mahanoy	703
Mercer	270
Muncy	538
Pine Grove	241
Pittsburgh	350
Quehanna	287
Retreat	321
Rockview	542
Smithfield	409
Somerset	818
Waymart	262
Total	14,561

Attachment 17 – Section 2
Inmate Releases – 2003

<u>Institution</u>	<u>Population</u>
Albion	895
Cambridge Springs	468
Camp Hill	671
Chester	217
Coal Township	555
Cresson	440
Dallas	585
Fayette	21
Frackville	263
Graterford	1245
Greene	401
Greensburg	344
Houtzdale	704
Huntingdon	452
Laurel Highlands	324
Mahanoy	820
Mercer	400
Muncy	386
Pine Grove	180
Pittsburgh	497
Quehanna	486
Retreat	266
Rockview	589
Smithfield	343
Somerset	790
Waymart	303
Total	12,646

Attachment 18 – Section 2
Inmate Transfers – 2003

<u>Institution</u>	<u>Population</u>
Albion	580
Cambridge Springs	117
Camp Hill	9815
Chester	599
Coal Township	357
Cresson	706
Dallas	383
Fayette	7
Frackville	325
Graterford	8134
Greene	497
Greensburg	311
Houtzdale	926
Huntingdon	728
Laurel Highlands	204
Mahanoy	436
Mercer	258
Muncy	1072
Pine Grove	160
Pittsburgh	3558
Quehanna	112
Retreat	247
Rockview	375
Smithfield	515
Somerset	624
Waymart	456
Total	31,502

Attachment 19 – Section 2
Inmate Population Projections 2004 – 2010

<u>Year</u>	<u>Population Projection</u>
2004	41,636
2005	41,769
2006	41,990
2007	42,200
2008	42,530
2009	42,906
2010	43,352

Attachment 20 – Section 2
Maintenance Center Information *
(System B- System C)

- H. Maintenance office location: _____

- Telephone Number: _____
- I. Hours of Operation: _____
- J. Person in Charge: _____
- K. Number of Maintenance Personnel at this location: _____
- Number trained on maintenance of inmate stations: _____
- Number trained on inmate telephone control system: _____
- Number trained on monitoring and recoding equipment: _____
- L. Number of inmate stations maintained from this locations: _____
- Number of inmate telephone control systems maintained: _____
- Number of monitoring and recording systems maintained from this location:

- M. Distance from maintenance center to the locations where System B, or System C is to be maintained: _____ miles
- N. 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 21 – Section 2
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:

4. IT Initiatives involving the development of programs and systems
5. Application hosting
6. 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 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 22 – Section 2
Revenue Commissions Prepaid 2004 Summary Report, Site codes for Prepaid and
Financial Monthly Report on Inmate Prepaid December, 2004 Section 2

DOC-SCIs Prepaid Monthly Report December, 4 2004:



PA DOC Results
12-04.xls

Attachment 23

Inmate Monthly Usages and Commissions Collect Report for March 2004 (26 DOC-SCIs plus two (2) SCI Green Accounts, which SCI Green account 116003315 was transferred back to SCI Green main account #116003384) (one month example)



March116003382.xls



March116003380.xls



March116003377.xls



March116003376.xls



March116003375.xls



March116003226.xls



March116003160.xls



March116002998.xls



March116002986.xls



March116002900.xls



March116002897.xls



March116002896.xls



March116002895.xls



March116002894.xls



March116002893.xls



March116002892.xls



March116003444.xls



March116003439.xls



March116003385.xls



March1160033437.xls



March116003384.xls



March116003381.xls



March116003379.xls



March116003378.xls

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March116003374.xls



March116003315.xls

Attachment 24-A - Section 2
Collect Messages and Minutes Billed Summary 2001
Monthly Statistic Messages and Minutes

	<u>Department of Corrections (DOC)</u>			
	<u>Messages</u>		<u>Minutes</u>	
	<u>Local/Intra</u>	<u>Interlata</u>	<u>Local/Intra</u>	<u>Interlata</u>
January	51,280	20,928	516,404	36,300
February	43,201	141,896	430,437	1,352,185
March	39,063	144,220	387,107	1,310,756
April	52,942	161,809	515,108	1,552,237
May	38,205	143,662	366,089	1,417,735
June	57,714	111,594	562,274	984,023
July	42,442	162,850	408,498	1,609,674
August	32,572	124,629	322,355	1,205,171
September	69,892	334,507	691,181	1,982,409
October	45,756	378,254	469,379	2,204,393
November	33,077	405,050	346,855	2,690,924
December	62,031	337,355	620,018	1,908,740
TOTAL	568,175	2,466,754	5,635,705	18,254,547

Attachment 24-B – Section 2
Collect Messages and Minutes Billed Summary 2002
Monthly Statistic Messages and Minutes

Month	<u>Department of Corrections (DOC)</u>			
	<u>Messages</u>		<u>Minutes</u>	
	Local/Intra	Interlata	Local/Intra	Interlata
January	86,707	348,968	912,846	2,085,563
February	79,373	403,892	830,768	2,885,923
March	46,099	449,914	480,443	3,136,503
April	75,588	320,392	799,707	1,463,709
May	99,112	436,338	1,062,046	2,732,043
June	74,612	526,376	786,125	3,971,878
July	74,006	432,679	768,689	2,647,005
August	71,229	409,931	750,882	2,637,541
September	82,304	397,860	866,884	2,619,261
October	75,800	425,145	808,656	2,691,882
November	64,091	384,970	681,512	2,516,929
December	77,628	480,566	831,433	2,871,197
TOTAL	906,549	5,017,031	9,579,991	32,259,434

Attachment 24-C – Section 2
Messages and Minutes Billed Summary 2003
Monthly Statistic Messages and Minutes

COMMONWEALTH OF PENNSYLVANIA - MONTHLY STATISTIC MESSAGE AND MINUTES-2003					
DOC ONLY 2003 - COLLECT SECTION 2					
MONTH	MESSAGES		MINUTES		
	LOCAL/INTRA	INTERLATA	LOCAL/INTRA	INTERLATA	
JANUARY	88506	161278	933953	1745688	
FEBRUARY	82974	167871	927687	1809260	
MARCH	75355	150387	846561	1655583	
APRIL	103000	189161	1142118	2073080	
MAY	95858	184203	1039879	2020967	
JUNE	94355	189050	1034492	2052370	
JULY	102205	173315	1108709	1874200	
AUGUST	77890	170677	834663	1838414	
SEPTEMBER	70569	142627	767958	1544178	
OCTOBER	75160	197000	828893	2142099	
NOVEMBER	70490	213467	787269	2332410	
DECEMBER	76790	178155	846028	1955086	

12 Month Total	1013152	2117191	11098210	23043336	
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MONTH	PREPAID CALLS DOC ONLY 2003 SECTION 2			PREPAID CALLS DOC ONLY		
	MESSAGES		INTERNATIONAL	MINUTES		
	LOCAL/INTRA	INTERLATA		LOCAL/INTRA	INTERLATA	INTERNATIONAL
JANUARY	13869	32505	0	151413	323099	0
FEBRUARY	22307	46930	0	257939	479641	0
MARCH	19063	43483	56	233689	451747	305
APRIL	20756	52035	82	251740	542080	766
MAY	19025	50118	246	234052	524384	2558

JUNE	18640	50438	294		226836	525007	2975
JULY	17475	47187	319		212094	488124	3282
AUGUST	12815	44044	278		141635	455173	2929
SEPTEMBER	14153	52674	66		155586	547437	673
OCTOBER	26258	86670	194		296392	914306	1954
NOVEMBER	27771	87508	249		313049	924094	2371
DECEMBER	29448	85711	205		329268	911258	2008
12 Month Total	241580	679303	1989		2803693	7086350	19821

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



COMM_OF_PA_200
3 mins-messSectl...

Attachment 24-D - Section 2
Messages and Minutes Billed Summary 2004
Monthly Statistic Messages and Minutes

COMMONWEALTH OF PENNSYLVANIA - MONTHLY STATISTIC MESSAGE AND MINUTES 2004 SECTION 2

MONTH	DOC ONLY 2004 COLLECT SECTION 2 MESSAGES		DOC ONLY MINUTES	
	LOCAL/INTRA	INTERLATA	LOCAL/INTRA	INTERLATA
	JANUARY	53431	135554	590539
FEBRUARY	55224	142846	617103	1606585
MARCH	56798	104292	612932	1178058
APRIL	56032	126298	600019	1434648
MAY	55824	112014	593602	1264881
JUNE	52060	102008	553709	1136667
JULY	55569	106426	595341	1194486
AUGUST	48469	97967	518112	1104233
SEPTEMBER	47057	93564	505038	1053197
OCTOBER	58211	102835	630073	1165546
NOVEMBER	51814	98597	561580	1129672
DECEMBER	51548	87178	560898	1000315
12 Month Total	642037	1309579	6388946	14804781

MONTH	PREPAID CALLS DOC ONLY 2004 MESSAGES			PREPAID CALLS DOC ONLY MINUTES		
	LOCAL/INTRA	INTERLATA	INTERNATIONAL	LOCAL/INTRA	INTERLATA	INTERNATIONAL
	JANUARY	15257	47061	345	172496	497495
FEBRUARY	14805	47821	298	169960	508726	2992
MARCH	17337	48594	229	195705	517623	2253
APRIL	22666	56520	228	252066	604231	2271

MAY	19721	53697	258		215973	571366	2537
JUNE	18026	52392	271		195037	550525	2852
JULY	16807	48138	259		182952	510219	2579
AUGUST	18104	50571	352		196777	537425	3552
SEPTMEBER	17106	48731	238		187927	516458	2484
OCTOBER	15485	46388	172		169828	496085	1797
NOVEMBER	16811	48972	236		186661	531368	2279
DECEMBER	15667	44569	235		175029	484362	2340

12 Month Total	267792	593454	3121		2300417	6325883	31205
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(The below spreadsheet has the same information as listed above)



DOC
mins-mess Section :

Attachment 25-A – Section 2
Commission Data *
5-A. 2. p. (1) (a) Option 1

Having carefully read this Request for Proposal and associated instructions and addend, the undersigning representing the Contractor, hereby agrees to provide non-coin/collect and prepaid inmate telephone service to the Commonwealth in accordance with its response and to pay commissions to the Commonwealth as specified below. A Decentralized staff of system administrators servicing each SCI, the Quehanna Boot Camp, and the terminals at the DOC Headquarters Security Office and Office of Professional Responsibility Offices.

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 B</u>	<u>Column 1:</u>	<u>Column 2:</u>
<u>Collect Local and IntraLata calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$2,131,012.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Collect InterLata & International calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$7,961,566.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Prepaid Local and IntraLata calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$597,999.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Prepaid InterLata & International calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$2,932,927.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____

Signature: _____

Title: _____

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

Attachment 25-A – Section 2
Commission Data *
5-A. 2. p. (1) (a) Option 1

The Contractor shall submit the projected annual gross billed revenue, the commission percentage, the projected annual dollar commission payment, and the minimum annual dollar guarantee for each service to the Commonwealth **on Attachment 25-A.**

Each Contractor shall explain in detail, **on Attachment 25-A,** how all commissions are determined or calculated. Specify all factors that the Contractor shall use and include them in the response to the RFP.

Attachment 25-B -- Section 2
Commission Data *
5-A. 2. p. (1) (b) Option 2

Having carefully read this Request for Proposal and associated instructions and addend, the undersigning representing the Contractor, hereby agrees to provide non-coin/collect and prepaid inmate telephone service to the Commonwealth in accordance with its response and to pay commissions to the Commonwealth as specified below. A central processor in coordination with location processors or system control devices at all SCIs, the Quehanna Boot Camp, supported by a centrally located system administrator(s) controlling the inmate telephone service, and the terminals at the DOC Headquarters Security Office, and Office of Professional Responsibility.

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 B</u>	<u>Column 1:</u>	<u>Column 2:</u>
<u>Collect Local and IntraLata calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$2,131,012.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Collect InterLata & International calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$7,961,566.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Prepaid Local and IntraLata calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$597,999.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____
<u>Prepaid InterLata & International calls from inmate telephones:</u>		
2004 Annual Gross Billed Revenue	<u>\$2,932,927.00</u>	\$ _____
Commission Percentage:		_____ %
Annual Dollar Commission:		\$ _____

Signature: _____

Title: _____

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

Attachment 25-B – Section 2
Commission Data *
5-A. 2. p. (1) (b) Option 2

The Contractor shall submit the projected annual gross billed revenue, the commission percentage, the projected annual dollar commission payment, and the minimum annual dollar guarantee for each service to the Commonwealth on **Attachment 25-B**.

Each Contractor shall explain in detail, on **Attachment 25-B**, how all commissions are determined or calculated. Specify all factors that the Contractor shall use and include them in the response to the RFP.

Attachment 25-C - Section 2

Cost Data *

5-D. 1. a., b. & c.

Having carefully read this Request for Proposal and associated instructions and addend, the undersigning representing the Contractor, hereby agrees to provide non-coin/collect and prepaid inmate telephone service to the Commonwealth as specified below. Telephone rates will not be increased for the life of the contract. In addition, yearly negotiations will take place with the awarded Contractor in reviewing all pricing.

Attachment 25-D Inmate Collect Calling Rates

Contractor guaranteed rates for inmate collect calling rates by completing its collect calling rates on the attached blank Attachment 25-D.



Inmate Telephone
Services Sect...

Attachment 25-E Inmate Prepaid Calling Rates

Contractor guaranteed rates for inmate prepaid calling rates by completing its prepaid calling rates on the attached blank Attachment 25-E.



Inmate Telephone
Services RFP ...

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

**Attachment 26-D
Contractor Inmate Collect Calling Rates**

Facility	Local		IntraLata Toll		LD - IntraState		LD - InterState (including Puerto Rico & Virgin Islands)		International (1)		
	Property	Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute
Mercer											
Albion											
Waymart											
Dallas											
Greene											
Muncy											
Cambridge Springs											
Somerset											
Laurel Highlands											
Cresson											
Houtzdale											
Graterford											
Rockview											
Pine Grove											
Mahoney											
Frackville											
Camp Hill											
Huntingdon											
Smithfield											
Quehanna											
Boot Camp											
Coal											
Township											
Pittsburgh											
Greensburg											
Retreat											
Chester											
Fayette											
Forest											

Attachment 26-D
Contractor Inmate Collect Calling Rates

(1) calls to Bahamas, Barbados, Bermuda, Canada and Dominican Republic

As stated in the RFP section 5-H Financial the Commonwealth would receive commissions on the "grossed billed revenue". Therefore, an example if the \$0.25 or Public Payphone Surcharge is included in rate quotes (which it should be) and charges to the ender user, the customer, in this case the Commonwealth, should be paid commissions on that revenue.

Contractor will complete this attachment and submit it with its commission data submission.

**Attachment 25-E
Contractor Inmate Prepaid Calling Rates**

Facility	Property	Local		IntraLata Toll		LD - IntraState		LD - InterState (including Puerto Rico & Virgin-Islands)		International (1)	
		Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute	Surcharge	Per Minute
	Mercer										
	Albion										
	Waymart										
	Dallas										
	Greene										
	Muncy										
	Cambridge Springs										
	Somerset										
	Laurel Highlands										
	Cresson										
	Houtzdale										
	Graterford										
	Rockview										
	Pine Grove										
	Mahoney										
	Frackville										
	Camp Hill										
	Huntingdon										
	Smithfield										
	Quehanna										
	Boot Camp										
	Coal										
	Township										
	Pittsburgh										
	Greensburg										
	Retreat										
	Chester										
	Fayette										
	Forest										

(1) calls to Bahamas, Barbados, Bermuda, Canada and Dominican Republic

Attachment 25-E Contractor Inmate Prepaid Calling Rates

As stated in the RFP 5-H Financial the Commonwealth would receive commissions on the "grossed billed revenue". Therefore, an example if the \$0.25 or Public Payphone Surcharge is included in rate quotes (which it should be) and charges to the end user, the customer, in this case the Commonwealth, should be paid commissions on that revenue.

Contractor will complete this attachment and submit it with its commission data submission.