New River Valley Regional Jail

 P.O. Box 1067

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***Kimberly D. Haug***

Superintendent

**Addendum #1**

**These are the questions asked prior to the mandatory pre-bid conference. The answers to the questions are notated to the best of or ability without releasing proprietary information.**

 **Group #1**

1. The current contract includes lobby and booking kiosks. Do you need deposit services as part of this RFP? **Currently the Booking Kiosk belongs to our Commissary Vendor if your proposal includes deposit services for the lobby as part of your marketing strategy, please know that this vendor has the same opportunity.**
2. What is the average deposit amount? **Varies with day of week, month, and time of year.**
3. Will the NRVRJ allow for a proposal to present multiple pricing options for the NRVRJ's consideration? **Best possible proposal**
4. Please provide a breakdown by housing unit of the inmate capacity in each. The inmate capacity for each cell block is necessary for determining network requirements and charging stations needed to support the tablets.

**This chart shows total number (Max) beds in the area. Total beds minus available beds equals total current (06/07/2024) population.**

|  |
| --- |
| Available Housing 6-10-24 |
| Housing units | total beds | Available space |  | Housing units | total beds | available |
| D100-SPH | 2 | 1 |  | E101-Max | 48 | 22 |
| D101-Trusty | 22 | 22 |  | E102-Max | 48 | 12 |
| D103-SPH | 34 | 2 |  | E104-Min | 46 | 12 |
| D106-SPH | 2 | 2 |  | E105- Min | 48 | 12 |
| D107-SPH | 10 | 1 |  | E108-Min | 48 | 10 |
| D109-SPH | 10 | 2 |  | E110-Intake | 40 | 5 |
| D110-SPH | 2 | 1 |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|   |  Total beds | Available |  | Housing | Total beds | Available |
| F100-MEDICAL | 20 | 3 |  | G120 | 18 | 0 |
| F101-Trusty | 48 | 23 |  | G140 | 24 | 2 |
| F102-Med | 48 | 8 |  |  |  |  |
| F103-Med | 48 | 6 |  | G128 | 44 | 44 |
|  |  |  |  | G134 | 13 | 13 |
|  |  |  |  |  |  |  |
| H208-Med | 54 | 7 |  | I308-GP | 54 | 20 |
| H210-Med | 50 | 3 |  | I310-Empty | 50 | 50 |
| H211-Empty | 54 | 13 |  | I311-Empty | 54 | 54 |
| H214-Empty | 58 | 22 |  | I314-GP | 58 | 21 |
| H215-Empty | 54 | 24 |  | I315-Empty | 54 | 54 |
| H216-Empty | 58 | 58 |  | I316-GP | 58 | 22 |
|  |  |  |  |  |  |  |
| Booking  | 47 |   |  | Medical  | 8 |   |
| Booking | 4 phones |   |  | Medical  | 3 tablets |   |
|  |  |  |  | Medical  | 1 portable telephone | \*\* Need 1 more |
|  |  |  |  |

1. Please provide a breakdown of the inmate population, in percentages or actual numbers, by local, DOC, or other agency.

**July 2023 – May 2024**

**Local Responsible – 10,824 total**

**State Responsible – 1,586 total**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **July 23 - May 24** | **23-Jul** | **23-Aug** | **23-Sep** | **23-Oct** | **23-Nov** | **23-Dec** | **23-Jan** | **23-Feb** | **23-Mar** | **23-Apr** | **23-May** |
| ***Local Responsible*** | 1067 | 1069 | 977 | 1018 | 917 | 935 | 920 | 949 | 980 | 987 | 1005 |
| ***State Responsible*** | 113 | 123 | 120 | 138 | 155 | 167 | 160 | 167 | 157 | 154 | 132 |

1. What is the bed count of the facility? **1,158 beds, current ADP 629**
2. Is the inmate trust account managed through the commissary system or the Jail Management System or other system? If other, please specify.

 **Lockdown provided by Oasis.**

1. Commissary Integration - Please provide the name and contact information for the current commissary vendor. **Oasis-Stephanie Hale 540-375-6538/Scott Baird 540-604-4860.**
2. Jail Management Integration - Please provide the name and contact information for the current JMS vendor. **Tony Pelligrino-ViaPath 814-515-1760**
3. Is the NRVRJ looking to replace the JMS as part of this RFP? **Yes**
4. In order to ensure a level playing field for all bidders, please confirm that the successful vendor must provide new equipment. Also, please verify that this applies to both new potential bidders and the incumbent provider.

 **Best possible proposal**.

1. How is commissary ordered today? **Tablet, Kiosk, online, phone**
2. Does the current vendor provide debit calling? If so, how are debit accounts funded - e.g., through an inmate's trust account, lobby kiosk, phone/ website payments, etc.? Please list **all** available methods. **Yes, all of the above**
3. Are calling cards being used today? If so, how are they purchased and given to the inmate? What denominations are available? **No**
4. What limits does the NRVRJ place, if any, on use of the services in this RFP - maximum number of onsite visits allowed per week (or other interval), remote visits per week, calls per week, minutes per call/visit, **Free video call once a month for indigent. 5 min free call for all inmates once a week. No restrictions other restrictions at this time.**
5. Do you prefer that inmates use the provided tablets to conduct video visitation, or do you prefer to have separate inmate kiosks for video visitation? **Prefer tablet for visitors, onsite video for attorneys and Medical**
6. Some vendors provide alternate payment options, such as the ability to purchase a one-time phone call using a credit or debit card, without the necessity of setting up a prepaid account, and typically pay little to no commission on these calls. Will the NRVRJ please confirm that vendors are required to pay the same commission

amount for all calls, including premium, prepaid, debit and collect? **We currently do not operate on commission rates**

 **Group #2**

1. What time does the RFP's mandatory pre-bid meeting commence on June 13th? **10:30 am**
2. Would the Authority confirm that the RFP's mandatory pre-bid meeting will be held at the New River Regional Jail, 108 Baker Rd., Dublin, VA 24084 **The Mandatory Pre-Bid Meeitng was held via Zoom due to unforeseen circumstances.**

3. What is the deadline date and time for the submission of RFP related questions? **We will try to answer questions until the 17th of June 2024. If questions are not answered by this time please bring that idea and question forward to the interview panel on the 27th and or 28th of June 2024.**

1. Please provide a breakdown of the inmate population, in percentages or actual numbers, by local, DOC, or other agency. **See Previous Question #6**
2. Please provide the average daily population for the last three months, broken down by month, if possible? **May 633, April 625, March 628**
3. Please provide a breakdown by housing unit of the inmate capacity in each. The inmate capacity

for each cell block is necessary for determining network requirements and charging stations needed to support the tablets**. See previous Question #5**

1. Please provide a copy of each agreement/contract and all amendments (if applicable) the Authority has executed with its incumbent inmate Telephone System (ITS), Video Visitation System (VVS) and Tablet provider(s)?
2. What limits does the Authority place, if any, on use of the services in this RFP such as maximum number of onsite visits allowed per week (or other interval), remote visits per week, calls per week, minutes per call/visit, etc? **Free video call once a month for indigent. 5 min free call for all once a week. No restrictions other than time.**
3. To allow vendors to provide competitive financial offers, would the Authority please provide the following information: a). Current inmate telephone system service and commission rates; b). Current remote video visitation system service and commission rates; c). Current service and commission rates for other inmate communication services such as electronic messaging/email, video messaging, etc. **We currently do not operate on commission rates**
4. Will the Authority please provide a copies of Call Detail/Commission Summary Reports for the past three months which shows a breakdown of all ITS calls, minutes, commission rates and revenues? **We currently do not operate on commission rates**
5. Does the Authority receive commissions on revenue generated by interstate calls today? **Currently do not operate on commission rates**
6. Does the current vendor provide debit calling? If so, how are debit accounts funded - e.g., through an inmate's trust account, lobby kiosk, phone/website payments, etc.? Please list all available methods. **Yes, all the above**
7. Some vendors provide alternate payment options, such as the ability to purchase a one-time phone call using a credit or debit card, without the necessity of setting up a prepaid account, and typically pay little to no commission on these calls. Will the Authority please confirm that vendors are required to pay the same commission amount for all calls, including premium, prepaid, debit and collect? **see previous questions 18**
8. Will the Authority please provide copies of Call Detail/Commission Summary Reports for the past three months which shows a breakdown of all WS calls, minutes, commission rates and revenues? **We currently do not operate on commission rates**
9. Will the Authority please provide copies of Tablet/Kiosk Revenue/Commission Summary Reports for the past three months which shows a breakdown of tablet/kiosk service usage, service cost

 revenue and commissions received from inmate electronic messaging (aka email), entertainment,

 tablets, video messaging, etc? **We currently do not operate on commission rates**

1. How many inmate telephone stations are currently installed at the facility? **88** Does the Authority require the provisioning of additional inmate telephone stations? If so, how many? **Open for discussion**
2. How many inmate video visitation kiosks are currently installed at the facility?

 **134 Total (40 lobby booths, 90 inmate booths, 2 inmate mobile carts, 1 booth in Mental Health and 1 booth in Medical Exam Room)** Does the Authority require the provisioning of additional inmate video visitation kiosks? If so, how many?

1. How many public user video visitation kiosks are currently installed at the facility? **40** Does the Authority require the provisioning of additional public user video visitation kiosks? If so, how many? **Open to discussion**
2. We understand that inmate tablets are currently in use at the facility. Will the Authority please provide the following details regarding its current inmate tablet program: a.) Who is the current tablet manufacturer/provider?, ViaPath b.) How many tablets does the Authority have today? ?? c.) Do inmates share the tablets? **Yes**, d.) How do they check them out? e.) What services are currently available on the tablets? **Education, electronic messaging, entertainment, video visitation, etc** and f.) Are the tablets interfaced with the JMS and if so, for what purpose?
3. How many inmate tablet device charging stations/carts currently installed at the facility? **31**
4. Who is the Authority's current commissary service provider? **Oasis**
5. How is commissary ordered today? **Tablet, kiosk, online, phone**
6. Who is the Authority's current inmate banking/trust fund services provider? **Lockdown provided by Oasis**
7. Who is the Authority's current Jail Management System (JMS) provider? **ViaPath**
8. Is the inmate banking/trust account managed through the commissary system or the Jail Management System (JMS) or other system? If other, please specify. **Lockdown provided by Oasis**
9. The RFP's mandatory pre-bid meeting is scheduled for 6/13/24 and proposals are due on 6/20/24. To provide vendors with adequate time to formulate and submit questions based upon the pre-bid meeting, as well as to disseminate, analyze and adjust their proposals based upon the Authority's responses, will the Authority consider extending the proposal submission deadline to provide vendors with at least five business days from the date in which all RFP questions have been responded to? **No**
10. After the first round of questions is answered, will the Authority accept additional questions if clarification is needed for any of the Authority's responses?

 **yes**

**Group #3**

1. What is your average daily population for the last year? **629**
2. May we have copies of the last 3 months of current commission reports?
3. How many onsite video visitation terminals will be needed for visitors? **40** How many visitation terminals for inmates or will visitation on the tablets suffice? **Open for discussion**
4. What time of day on June 13 is the prebid conference? **Will** it be conducted at 108 Baker Rd. Duplin,

VA? **10:30 am and via ZOOM**

1. Is Viapath still doing their Advance Pay One Call (single call} with a $3.00 per-call transaction fee?
2. Would the Authority please provide a copy of the current communications agreement with the incumbent provider, along with any amendments or addendums?

**Looking into to release of proprietary information prior to release**

**Group #4**

1. Would the Authority please provide the time of the Mandatory Pre-Bid Conference on June 13? **1030**
2. Section **Ill.** D. on page 2 of the RFP states that "All proposals must be complete and include the following information signed and notarized as appropriate: 4. Contractual Terms and Conditions (Attachment D)"

however, Attachment D does not have a signature block. Would the Authority please confirm that Attachment D does not require a signature? **Confirmed**

1. Can the Authority please provide the deadline date/ time for submitting questions pertaining to this solicitation. **We will try to answer questions until the 17th of June 2024. If questions are not answered by this time please bring that idea and question forward to the interview panel on the 27th and or 28th of June 2024.**