

REQUEST FOR PROPOSALS

RFP 2020-001

RFID Inmate Management System

CORRECTIONS CENTER OF NORTHWEST OHIO

For

CORRECTIONS COMMISSION OF NORTHWEST OHIO

Mandatory Meeting:

Tuesday January 21, 2020

2:00 P.M.

RFP Opening:

Tuesday February 11, 2020

2:00 P.M.

THE CORRECTIONS COMMISSION OF NORTHWEST OHIO IS AN EQUAL OPPORTUNITY EMPLOYER

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP 2020-001 RFID Inmate Management System

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LEGAL NOTICE  
REQUEST FOR PROPOSALS

Sealed proposals, in accordance with Ohio Revised Code and Corrections Commission of Northwest Ohio's specifications, will be received by The Corrections Commission of Northwest Ohio at 03151 County Road 24.25, Stryker, OH 43557, until 2:00 p.m. on Tuesday February 11, 2020 and opened immediately thereafter for the following: **RFP 2020-001 RFID Inmate Management System.**

A mandatory pre-proposal meeting will be conducted at 2:00 p.m. on Tuesday January 21,2020 at the Corrections Center of Northwest Ohio.

The Specifications, General Conditions and Terms of the RFP are on file for review during normal business hours and may be obtained by contacting the Fiscal Department at the Corrections Center of Northwest Ohio, or can be obtained from the Corrections Center of Northwest Ohio website at [www.ccnoregionaljail.org](http://www.ccnoregionaljail.org).

Questions regarding this RFP can be directed to Kelsey Goebel, Accounts Purchasing Assistant at 419-428-3800, ext. 303.

# CORRECTIONS COMMISSION OF NORTHWEST OHIO

## RFP 2020-001 RFID Inmate Management System

### GENERAL CONDITIONS

1. Prior to 2:00 p.m. on Tuesday February 11, 2020, each proposal upon submission must be stamped for the time and date received and placed in the Fiscal safe. Proposals:
  - Shall be submitted in duplicate (one ORIGINAL DOCUMENT and one COPY)
  - Submitted in a sealed envelope with the following clearly marked on the outside of the envelope: **RFP 2020-001 RFID Inmate Management System- Corrections Center of Northwest Ohio.**
  - Page one of the proposal must be the price for the RFID Inmate Management System submitted by the contractor. Approved form shall be provided by the CCNO. (Page 10)
  - Page two of the proposal must be the bid bond submitted by the contractor. A bond issued by a surety company authorized to do business in Ohio, a certified check, a cashiers check, or a money order drawn upon a solvent bank or savings & loan association, payable to the Corrections Commission of Northwest Ohio, in the sum of 10% of the total amount of the bid and conditioned that if the proposal is accepted a contract shall be executed in conformity to the invitation and proposal.
  - Page three of the proposal should be the Proposal Invitation (Page 11). The proposal shall be signed by the person or persons legally authorized to bind the vendor to a contract
  - Page four of the proposal shall contain a statement certifying their status as an Independent Contractor, in compliance with the Ohio Revised Code Section 3121.891, which specifies that employers and government entities in the state of Ohio are obligated to report to Ohio Department of Job and Family Services all employees who reside or work in the state of Ohio. (Page 13)
  - Page five should be the form (Page 14). A statement certifying that their personal property taxes have been paid, in compliance with the Ohio Revised Code Section 5719-042- Statement as to delinquent taxes.
2. Vendor must provide and deploy enterprise-grade Wi-Fi access points in all locations necessary to ensure adequate coverage in hallways and units frequented by officers and inmates. Integrate wireless network with existing ISP.
3. Any exceptions must be noted on the Proposal Form. An explanation of the exception(s) together with a description of any substitution(s) shall be contained on separate attached sheets and specified by number.
4. The CCNO intends to award the contract to the lowest and best bidder. The CCNO retains the right to award the contract not necessarily to the vendor with the lowest price but to the vendor who demonstrates the best ability to fulfill the requirements of the proposal and whose proposal is determined to be professionally and technically complete.
5. The CCNO reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept any proposal or combination of proposals which is deemed most favorable to the CCNO at the time and under the conditions stipulated.
6. Upon award of the RFP, a performance bond in the full amount of the bid price is required.
7. If, after award of contract, the vendor fails to execute a proper contract, the amount of that vendor's bid security (i.e. the bond, check or money order) shall be forfeited to the CCNO as stipulated for liquidated damages.
8. The bid security will be returned to unsuccessful vendors when the contract is awarded by the CCNO or the CCNO rejects all proposals. The bid security of the successful vendor will be returned upon the filing of the required performance and payment bond.
9. The CCNO is a governmental entity and, therefore, tax exempt. A current Tax Exemption Form will be provided to the vendor upon execution of a contract.

10. The vendor agrees to complete the work as stated in General Conditions and Specifications within four months of the contract and agreement signing date, unless an extension of time is granted by mutual agreement between CCNO and the vendor in writing.
11. Progress payments will be made based on materials onsite and value of work completed. Final payment will not be made until the Owner receives the written warranty from the vendor. Any liquidated damages for delay of completion shall be deducted and retained out of final payment.
12. A mandatory Pre-Proposal Conference will be held on Tuesday January 21, 2020 beginning at 2:00 p.m. in the Administrative Conference Room.
13. The bidder must carry professional liability insurance covering all employees of their employees with an insurance company acceptable to the Corrections Commission in an amount not less than \$2 million per occurrence and \$10 million in aggregate. In addition, the bidder must carry a comprehensive general liability policy with an insurance company acceptable to the Corrections Commission with a combined single limit of not less than \$5 million. The Corrections Commission must be named as an additional insured on all such policies. Each policy must also provide that the insurer will give (and not merely endeavor to give) the Corrections Commission thirty (30) days written notice prior to cancellation. A copy of current certificates of insurance must be maintained on file with the CCNO. Any independent contractors employed by the bidder must also carry the types and amount of insurance set forth in this paragraph. The bidder must carry casualty insurance on any of its personal property kept or stored at the CCNO. The requirements applicable to the commercial general liability insurance policies are also applicable to any casualty insurance policy.
14. Failure to include any of the above may cause the proposal to be deemed incomplete and rejected. The Corrections Commission of Northwest Ohio reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept any proposal or combination of proposals which is deemed most favorable to the Corrections Commission of Northwest Ohio at the time and under the conditions stipulated.
15. Questions regarding the specifications for said RFP 2020-001 – RFID Inmate Management System must be submitted in writing to:

Kelsey Goebel, Accounts Purchasing Assistant  
Email: [kelsey.goebel@noris.org](mailto:kelsey.goebel@noris.org)  
By mail:  
Corrections Center of NW Ohio  
Attn: Kelsey Goebel  
03151 County Road 2425  
Stryker, OH 43557

#### EVALUATION CRITERIA:

CCNO shall employ the following evaluation criteria in the selection of a vendor pursuant to this RFP.

- 25% Demonstrated Competence of proposing vendor to achieve CCNO's requirements
- 25% Qualifications (Company and Individuals)
- 20% Price
- 30% Capabilities of proposed application software

CORRECTIONS COMMISSION OF NORTHWEST OHIO  
RFP 2020-001 RFID Inmate Management System

SPECIFICATIONS

**1-STATEMENT OF INTENT**

The Corrections Commission of Northwest Ohio is seeking proposals for a Radio-Frequency Identification (RFID) inmate management system. The RFID inmate management system must meet the Correction Center of Northwest Ohio's (CCNO) need for automation of key operational workflows, tasks, and correctional reporting requirements including, but not limited to tracking inmate movements via passive, high frequency RFID wristbands and mobile and/or fixed readers, logging bed checks and security checks via fixed sensors, automating head counts and more. All electronic log entries must record inmate name, booking number, officer ID, location checked, and date/time. Electronically captured data cannot be edited, deleted or altered in any way.

The RFID System must meet the following requirements:

1. Integration with the facility's existing Integrated Jail Management System (IJMS) through the Northwest Ohio Regional Information Systems (NORIS) Platforms;
2. Used ruggedized, touchscreen mobile computers that run Windows Mobile 6.1+
3. Use passive, high frequency, RFID sensors that can be tamper-mounted and are shatterproof, tamper-proof.
4. Use Web-based software accessible through standard Web browsers.

**2-THE EVALUATION CRITERIA**

The proposals will be scored by reviewing the general requirements, technical requirements, hardware requirements, general system requirements, sensor requirements, software integration requirements (both for RFID and NORIS) along with cost.

**3-GENERAL REQUIREMENTS**

1. Provide an overview/history of the firm
2. Describe the firm's experience and capabilities in providing similar services to those required.
3. Describe the availability of assigned personnel to provide service in an efficient and timely manner with respect to the scale and peripheral hardware as well as software support services.
4. Identify from what location your firm will provide services to the agency.
5. Explain the educational and work experience for key staff who would be assigned to the project including those providing/installing the software and associated hardware.
6. List three organizations, including points of contact (name, address and telephone number) to use as a reference for work performed in the area of service required.
7. RFID technology must be supported, specifically high-frequency passive sensors and RFID wristbands.
8. RFID must interface with CCNO's IJMS so that inmate demographics and housing assignment information are shared with the RFID system in real-time. Data sharing does not provide real-time sharing and will not be considered for review.
9. RFID must use ruggedized, touchscreen mobile computers that are waterproof, dustproof, and shock proof and run on the Windows Mobile 6.1+ or equivalent operating system. The mobile computer must also have standard support for Wi-Fi (802.11 b/g/n) for wireless synchronization.
10. RFID must use Web-based software accessible via standard Web browsers, such as Internet Explorer, and be powered by Microsoft SQL Server 2008 Reporting Services.
11. RFID must use a mobile application that runs on the Windows Mobile operations system to collect data and receive information via integration with the IJMS based software accessible via standard Web browsers.

#### **4-GENERAL SYSTEM REQUIREMENTS**

1. System must support a real-time or near real-time interface with the IJMS to share inmate demographics information and housing assignments.
2. Use ruggedized touchscreen mobile computers that are durable and suitable for use in a correctional environment. The mobile computer must meet the MIL-STD-810F military standard for drops, vibration, humidity, altitude, and extreme temperatures. The mobile computer must have an AC charger for recharging the battery.
3. The mobile computer must have a USB port and Wi-Fi (802.11 b/g) card, in addition to SDIO and CF slots.
4. The mobile computer must use CF RFID reader that supports ISO standard 15693.
5. Use RFID tags that are high-frequency, passive 13.56MHz tags (ISO standard 15693.)
6. Support digital, touch-screen incident codes or “Word Blocks” that can be customized by system administrators and used by officers during security rounds.
7. Enable users to create multiple PIN to authenticate login privileges.
8. Support Web browser Internet Explorer 7.0+

#### **5-MOBILE COMPUTER REQUIREMENTS**

1. Support Windows Mobile 6.1+ or equivalent.
2. Include a USB port, Wi-Fi (802.11 b/g), SD and CF slots.
3. Have a download time of 10 seconds or less.
4. Synchronize data from the mobile computer via a secure HTTPS connection.
5. Be waterproof and dustproof.
6. Carry a one-year limited manufacturer’s warranty, optionally extended to (3) years.
7. Support and Ethernet connection or active Wi-Fi.
8. Support AC adapter charge.

#### **6-RFID SENSOR REQUIREMENTS**

1. Support ISO 15693 or equivalent and be high-frequency, passive 13.56MHz RFID tags.
2. Be guaranteed against malfunction and defects.
3. Contain a unique identification number (UID) that cannot be duplicated or altered.
4. Ensure secure monitoring.
5. Shall be enclosed in a tamper-proof, shatter-proof unit.
6. Have the ability to auto identify inmate by name when scanned.

#### **7-SOFTWARE SYSTEM REQUIREMENTS**

1. Be password protected.
2. Allow system administrators to create and unlimited number of touch-screen incident codes.
3. Support offender-level documentation where log entries positively identify inmates by name and housing assignment.
4. Generate offender-level reports that identify inmates by name and booking numbers.
5. To have the ability to support the American Correctional Association Standards and Standards for Jails in Ohio. I.e. log meals, movements, recreation, headcounts, medications, supply passes, and bed checks by inmate name, officer ID, and date/time.
6. Automatically distinguish visually between log entries created by RFID scan versus those manually recorded.
7. Include a real-time module that tracks system usage to display the actual among of time remaining until the next round is due, and support various audible and visual alerts based on the amount of time remaining and if a security round is late.
8. Be securely assessable via an Internet-assessable PC.

9. Include a dynamic on-screen report that can identify completed and missed checks by inmates name up-to-the minute.
10. Support and interface with NORIS in real-time or near real-time.
11. Allow system administrators to fully customize end user privileges by module.
12. Allow users to manually enter log entries by inmate name and support up to 5,000 characters.
13. Provide and support a training database for optional training and/or new hires.
14. Support electronic signature captures.

## **8-REPORTING REQUIREMENTS**

1. Use Microsoft SQL Server Reporting Services (SSRS)
2. Export data into multiple file formats (PDF, Excel, HTML and XML)
3. Automatically generate and send reports via email to selected recipients.
4. Filter reports by date, time housing unit, inmate name, booking number, and officer ID.
5. Reports Shall include:
  - a) Inmate log
  - b) Medication history
  - c) Medication audit report
  - d) Facility event/checks log report
  - e) Recreation report
  - f) Meal report
  - g) Security Check (Compliance) report
  - h) Inmate count report
  - i) Inmate out of cell report
  - j) Inmate Supply report
  - k) System Usage

## **9-SPECIAL CONTRACT TERMS AND CONDITIONS**

1. CCNO reserves the right to test the software for a period of thirty (30) days prior to acceptance to determine the product functions effectively. If problems are encountered during the acceptance period, it is not required that the 30 day period expire in order for a new acceptance period to begin. Acceptance will be defined as all hardware and software specified in the contract being installed and operation' all staff trained and capable of functioning in a production environment. Failure by the Contractor to provide a system that performs as stated in the RFP response will result in a rejection by the agency.
2. Fixes: For a period of not less than twelve (12) months after the agency's acceptance of the project, Contractor will correct any and all errors in the software regardless of whether either error is brought to at the attention of the Contractor by another user of the software or by the agency, or by and other person.
3. Upgrades and Enhancements: For a period of not less than twelve (12) months after the agency's acceptance of the software, Contractor will provide to the agency, at no additional cost, and changed or enhanced versions of the software within thirty (30) days after the changed or enhanced versions are made available to customers.
4. Future Software Options and Replacement Software: Contractor grants the agency the options, for any software for which the agency has paid a one-time purchase or license fee to acquire any software options or replacement software which the (a) Contract will make available after the acceptance date or the lesser of Contractors' published purchase price for the software options or replacement software, or (b) the difference between Contractors, published purchase price for the replacement software or software options and the current or most recent purchase license fee for the software or software options previously acquired by the agency under this Agreement. This provision shall remain in effect for the duration of the lifetime of the software.
5. Contractor agrees to make available maintenance services for the software to meet CCNO's ongoing performance requirement for as long as the agency utilizes the software. Such services



will be available at the prices contained in Contractor's response to the agency's RFP.

6. Contract will provide, at no additional cost, 5 operating manuals, which describe in detail the software capabilities, its operation, installation procedures, error messages with identification of probable causes, software modification procedures and techniques, and program interfaces.
7. Contractor agrees that CCNO may make such additional copies of documentation supplied pursuant to this section as needed for use by CCNO employees.
8. Successful vendor will indicate the cost of training for both instructors and users. All training must be satisfactory the CCNO. Vendors can submit other levels of training/installation fees, however, they must submit a detailed explanation of all services available for installation and training. This would be in addition to the level of services requested above. Any fees included in the additional services must be detailed as well.

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP 2020-001 RFID Inmate Management System

PROPOSAL FORM

References:

Contact Name & Title \_\_\_\_\_  
Agency Name \_\_\_\_\_  
Agency Contact \_\_\_\_\_  
Contact Phone/Email \_\_\_\_\_  
General Project Scope & Dollar Amount \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name & Title \_\_\_\_\_  
Agency Name \_\_\_\_\_  
Agency Contact \_\_\_\_\_  
Contact Phone/Email \_\_\_\_\_  
General Project Scope & Dollar Amount \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name & Title \_\_\_\_\_  
Agency Name \_\_\_\_\_  
Agency Contact \_\_\_\_\_  
Contact Phone/Email \_\_\_\_\_  
General Project Scope & Dollar Amount \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scope/Deliverables:

Provide all-inclusive pricing for the line items listed below.

Provide all necessary licensing for device, software, for a completely operational Inmate Management System. Submit a detailed explanation of all services available for installation and training. All training and installation to be included in the Proposed Prices listed below.

- Provide (20) RFID mobile devices with 3-year warranty
- Provide (500) RFID tags
- Provide (6) RFID touch points
- Provide (1) ID card printer single sided
- Provide (1,000) RFID plastic badges
- Provide (1) desktop reader
- Provide (18,000) RFID wristbands
- Provide On-Site Training

Proposed Purchase Price (required) \$ \_\_\_\_\_  
Exceptions: \_\_\_\_\_

Proposed Pricing shall be good and may not be withdrawn for a period of 60 calendar days after proposal receipt.

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP 2020-001 RFID Inmate Management System

PROPOSAL INVITATION

RFP Request: RFID Inmate Management System

RFP Number: 2020 - 001 RFP Posting Date: January 4, 2019

Sealed proposals will be received until Tuesday February 11, 2020 @ 2:00 p.m. (date/time), then opened.

Kelsey Goebel, Accounts Purchasing Assistant

***Direct inquiries to:***

Kelsey Goebel (419) 428-3800, ext. 303

kelsey.goebel@noris.org

**Proposals should be mailed or hand delivered to:**

**Fiscal Manager**

Corrections Center of NW Ohio

03151 County Road 2425

Stryker, OH 43557

Bid security is attached, when required, in the amount of 10%.

**VENDOR INFORMATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal I.D. or Social Security Number: \_\_\_\_\_

Contact Person for Purchases: \_\_\_\_\_

Email address: \_\_\_\_\_

Web site for Internet Purchases: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Toll-free Phone Number: \_\_\_\_\_

Fax Number for Purchases: \_\_\_\_\_

*I certify that this formal bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same service, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this formal bid for the bidder. I understand that all information included in this bid is public knowledge.*

Authorized Signature: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Corrections Commission  
of  
Northwest Ohio**

03151 County Road 2425  
Stryker, Ohio 43557-9418  
(419) 428-3800  
Administration Fax: (419) 428-2119  
Community Corrections Fax: (419) 428-5802

To Whom It May Concern:

Recent changes to Ohio law now require employers to report Independent Contractors as new hires. Pursuant to section 3121.891 of the Ohio Revised Code, employers and government entities in the state of Ohio are obligated to report to Ohio Department of Job and Family Services (ODJFS) all employees who reside or work in the state of Ohio.

Ohio Revised Code, section 3121.891 defines an “employee” as “an individual who is employed to provide services for compensation to an employer **and includes an individual who provides services to an employer under contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.**”

This law is now in effect. In addition to the Federal ID number requested on the IRS Form W-9 (Request for Taxpayer Identification Number and Certification), Ohio Revised Code Section 3121.892 requires other specific information for compliance with this legislation. Please complete the form on the reverse side of this letter and return to our Fiscal Office immediately so that our records may be updated.

If you have any questions, please contact the Fiscal Manager at 419-428-2800, ext. 445, or the Account Purchasing Assistant at 419-428-3800, ext. 303.

Sincerely,

Kelsey Goebel  
Accounts Purchasing Assistant  
Corrections Center of NW Ohio

**Ohio Revised Code, Section 3121.891, requires the following information to be reported to the Ohio Department of Job & Family Services for both employees and independent contractors:**

**Please print**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Independent Contractor Name: \_\_\_\_\_

Date of Birth (Required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Social Security # (Required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Above named is:

- Individual** (Soc. Sec. # & Birthdate REQUIRED)
  
- Sole Shareholder of a Corporation**  
(Soc. Sec. # & Birthdate REQUIRED)
  
- Sole Member of a Limited Liability Company**  
(Soc. Sec # & Birthdate REQUIRED)
  
- Not Applicable – NOT an Individual, a Sole Shareholder of a Corporation or a Sole Member of a Limited Liability Company**

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please complete this form and return to the Fiscal Office at the above address.**

*Payments will be withheld until this information is returned.*

AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES

O.R.C. 5719.042

STATE OF OHIO )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

TO: CORRECTIONS COMMISSION OF NORTHWEST OHIO

The undersigned, being first duly sworn, having been awarded a contract by you for **RFP 2020-001 RFID Inmate Management System**, hereby states that we are not charged at the time the proposal or bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature – Authorized Officer

\_\_\_\_\_  
Title

Sworn and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Expiration Date