

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption Inmate Email System		Page of Pages 1   4	
2. Contract Number	3. Solicitation Number DCTO-2008-R-0218	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued 6/24/2008	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 930S Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 703 South, Bid Room Washington, DC 20001		

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 441 4th Street, NW, Suite 703S, Bid Room, Washington, DC 20001 until 2:00 PM local time 24-Jul-08  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Rhoda A. Veney	B. Telephone			C. E-mail Address <a href="mailto:rhoda.veney@dc.gov">rhoda.veney@dc.gov</a>
	(Area Code) 202	(Number) 727-0121	(Ext)		

11. Table of Contents

(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form					
X	B	Supplies or Services and Price/Cost					
X	C	Specifications/Work Statement					
x	D	Packaging and Marking					
X	E	Inspection and Acceptance					
X	F	Deliveries or Performance					
X	G	Contract Administration Data					
X	H	Special Contract Requirements					

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment  10 Calendar days %    20 Calendar days %    30 Calendar days %    \_\_\_ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract

15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

## **Electronic Inmate Messaging Statement of Work**

### **System Requirements**

Requested service should allow friends, family members and civic/religious organizations (herein referred to as "Customers") to send messages electronically into the DC Jail mail room to be delivered to inmates in accordance with normal security protocols.

Electronic Inmate Messaging should provide an alternative to sending messages to inmates via normal "snail mail". Service should save the Customer time and money by providing a service that is easy to use and allow sending of messages and photos for less than the price of a stamp (currently 41 cents).

Service should increase the efficiency of the mailroom in processing mail by printing out messages and automatically noting if key words (of security concern) are present in the incoming message. And, as a result of the messages being printed inside the mailroom, all messages should be 100% secure and contraband free.

Service must be provided to the Department at no cost, guaranteed.

Customers should be able to log into a website, sign up for the desired service, type their message, attach pictures if so desired, and then send the message. Said message should automatically print out in the DC Jail mailroom located in the Grimke Building, 1923 Vermont Avenue, NW, Washington, DC. Each message should automatically generate an inmate response page that will allow the inmate to write a response. Response will be processed by the Department's mail facility and scanned back into the system where the Customer will automatically be notified of the inmate's response. Customer will then be able to log in and read the response.

### **Provider Responsibilities**

- Provider will maintain a website for Customer access to the service.
- Provider will purchase and ship required hardware to mailroom and install all hardware at no cost to Department.
- Provider will train all Department staff on the use and upkeep of the hardware (replacing paper or toner cartridges, etc.).
- Provider will coordinate any repairs required on the hardware with the manufacturers warranty service department.
- Provider may send representatives of the equipment manufacturers repair department to the mailroom for repairs of equipment, if needed.

- Provider will automatically send out paper and toner to the Department's mailroom in advance of those supplies running out in order to minimize downtime.
- Provider will be available by phone or email 7 days a week for questions and/or training of Department staff.
- Provider may send staff on-site for system evaluations, repairs and/or training of Department staff.
- Provider will add or remove key words at the request of the Department.
- Provider will maintain the normal security procedures currently implemented by the Department.
- Provider will supply all messages between an inmate and Customer at the request of the Department.
- Provider will import, on a nightly basis, the inmate data (name, booking number, facility name, housing unit and bed number) that is provided by the Department for accurate mailing purposes. (This data can also include the inmate's financial account information for depositing money into inmate's account by Customers, if this process is desired by the Department).
- Provider will supply a daily email reporting all messages in the last 24 hours, confirming that each message was processed.
- Provider will purchase, ship and install all equipment necessary for operation of the system.
- Equipment will be shipped directly to the mailroom prior to installation, to the mailroom supervisor's attention. Department staff will sign for equipment upon receipt.
- Provider will coordinate with mailroom staff, and any senior officials, as to the expected delivery date of the equipment and expected arrival of Provider's staff for the installation, testing and training.
- Installation will happen in accordance with an agreed upon delivery date by the Provider and Department.
- During the installation phase, Provider will also train staff in the use and maintenance (replacing paper and toner) of the system.

## **DOC Responsibilities**

- Provide a small area (approximately 4 feet by 6 feet) for system equipment and supplies.
- Provide access to internet.
- Play a demonstration/promotion video on the Department's television network inside housing units.
- Assure daily database transfers of inmate data to be imported into the system for accurate delivery of mail and/or inmate funds.
- Give Provider's staff access to the mailroom, staff and system equipment when requested for equipment inspection, repairs and training.
- Give equipment manufacturer's repair and support staff access to the mailroom and equipment for any needed repairs.
- Ensure that Provider's equipment has adequate internet access so that the website and mailroom equipment can send and receive information without interference from the Department's firewall or other IT security systems.

## **Place of Performance**

- The system equipment will operate in the mailroom of the Department. Department mailroom staff will use the equipment in their daily routine. Additional equipment will be placed at the housing unit, if needed.

## **Period of Performance**

- Delivery of equipment, installation and training will happen prior to the delivery date agreed to by the Provider and Department.
- Services will be offered by the Provider for a base year and four option years.