

ESCAMBIA COUNTY FLORIDA

REQUEST FOR PROPOSALS

**Secure Continuous Remote Alcohol Monitoring Equipment and Services for
Escambia County Corrections**

SOLICITATION NUMBER PD 17-18.009

RESPONSES WILL BE RECEIVED UNTIL: 2:00 PM CST, January 25, 2018

**Office of Purchasing, Room 11.101, 213 Palafox Place 2nd Floor, Pensacola, FL
32502 Matt Langley Bell III Building
Post Office Box 1591 Pensacola, FL 32597-1591**

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Douglas Underhill
Steven Barry
Grover Robinson, IV

**From:
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Purchasing Manager**

Assistance:

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Pensacola, FL 32502
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SPECIAL ACCOMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850-495-4980) at least five (5) working days prior to the solicitation opening

Notice

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

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County Corrections
PD 17-18.009
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PART I GENERAL INFORMATION

All submittals to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Submittals of proposals may be mailed to 213 Palafox Place, 2nd Floor Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a **sealed envelope clearly marked:**

Specification Number PD 17-18.009, "Secure Continuous Remote Alcohol Monitoring Equipment and Services for Escambia County Corrections," "Name of Submitting Firm," "Time and Date due".

Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.

Regardless of the method of delivery, each submitter shall be responsible for his submittals being delivered on time as the County assumes no responsibility for same. Submittals received after the time set for solicitation closing will be rejected and returned unopened to the submitter.

Escambia County is a political subdivision of the State of Florida. It is governed by an independent elected five members Board of County Commissioners. The Board is elected by single member District vote for staggered terms. In Addition, the County has five Constitutional Officers, each elected by county-wide vote. The five Constitutional Officers of the County are: the Property Appraiser, the Sheriff, the Supervisor of Elections, the Clerk of the Circuit Court and the Tax Collector.

The Board appoints a County Administrator to administer the affairs of the County. In addition, the Board appoints a County Attorney to render legal advice to the Board of County Commissioners.

The following policy will apply to all methods of source selection:

Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a non-employee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

1-1 PURPOSE

The Board of County Commissioners of Escambia County, FL is searching for a company that can provide the Escambia County Community Corrections department with continuous, remote alcohol monitoring services.

Submittal of a proposal and qualifications shall be designed to portray how Proposers can best fulfill the services required by the County while also providing the best value to the County.

1-2 Narrative

The Escambia County Community Corrections department currently has seventy-four (74) CAM style monitoring bracelet Model #00777 alcohol monitors in use through Alcohol Monitoring Systems, Inc. The estimated number of monitoring days in a calendar year are 7,437 days.

During the period of award, the department expects to purchase approximately eight (8) new alcohol monitoring units per year to replace old units and/or increase the number of units available for use. Escambia County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown in the solicitation for informational purposes only. It is understood by all Proposers that these are only estimated quantities and the County is not obligated to purchase any minimum or maximum amount during the life of any agreement resulting from this solicitation.

If the Proposer recommends a change in product from CAM style monitoring bracelet Model #00777 to something equivalent or better, the proposer must clearly list the initial cost of replacing the existing units and any software/hardware changes required.

Each Proposer shall clearly list the cost of monitoring per unit/per day and the cost of each new monitoring unit to be purchased over and above any proposed initial purchase.

1-3 **SCOPE OF SERVICES**

The Contractor/Provider shall provide equipment which can be utilized for secure, continuous remote alcohol monitoring twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year. The Contractor/Provider shall be capable of providing Escambia County Community Corrections with secure, effective alcohol monitoring equipment, with an emphasis on accuracy and public safety.

The monitor equipment shall:

- A. Be an ankle-worn monitor which provides for testing of an offender with no officer involvement.
- B. Provide continuous offender accountability and results that allow for intervention quickly and effectively.
- C. Be a monitor that contains intelligent tamper schematics and uses transdermal science to test for alcohol, and measures alcohol as it evaporates through the skin.
- D. Be inclusive of data storage, real-time controls, live monitoring, continuous updates and support services, and shall be fully supported by twenty-four (24) hour monitoring services and staff.

The Contractor/Provider shall:

- A. Consistently provide all applicable systems and equipment (software and hardware) required for the service delivery of innovative secure continuous remote alcohol Monitoring Services.
 - 1. The equipment shall be currently registered and approved by the Federal Communications Commission (FCC), as applicable; and,
 - 2. The equipment shall not be available as an open market item, as this could compromise or jeopardize the security of the system. It shall also be the latest equipment and technology in use and provided by the Contractor/Provider.
- B. Provide secure, continuous remote alcohol monitoring equipment and services that meet the highest level of market safety standards.
 - 1. Monitoring equipment and service must present no health or safety hazards to staff or offenders.
 - 2. Monitors must have the capability to confirm noncompliance, in that it must be able to both verify an obstruction as well as the consumption of alcohol. The secure, continuous remote alcohol monitoring equipment shall ensure that if an offender tampers with the equipment or fails to comply with any rules of the secure, continuous remote alcohol monitoring service, that the proper notifications will be generated for offenders and staff, and they will

ensure that a live person can respond to any questions regarding notifications.

- C. Provide the following reports immediately upon request, i.e., Violation Reports, Daily and Monthly Usage Reports, Offender Reports, Equipment/Inventory Reports, and any reports deemed necessary by Escambia County Community Corrections.
- D. Pay all costs associated with shipping (delivery and return).
- E. The Contractor/Provider shall provide twenty-four (24) hour technical support, seven (7) days per week, including all holidays, via telephone or email.
- F. Provide on-site training for Escambia County Community Corrections staff as needed.
- G. Ensure that qualified personnel are available to provide expert testimony as requested or subpoenaed, at their expense. They shall also notify Escambia County Community Corrections immediately of any testimony or subpoenas associated with Escambia County Community Corrections.

1-4 Revisions:

The County may suggest revisions to this Scope of Service, highlighting or de-emphasizing certain facets or activities, as the County's priorities emerge and new information becomes available.

PART II INFORMATION REQUIRED FROM SUBMITTERS ALL RESPONSES SHALL INCLUDE THE FOLLOWING:

2-1 FORMAT AND CONTENT

The County discourages overly lengthy and costly responses; however, in order for the County to evaluate qualifications fairly and completely, submitters should follow the format set out herein and provide all of the information requested.

Responses shall include the complete name and address of the Proposing firm, and the name, mailing address, and telephone number of the person the County should contact regarding the submittal of RFP response. **Provide one (1) paper copy and one (1) complete submittal on flash-drive or Compact Disc (CD).**

2-2 REQUIREMENTS

The following information regarding the Proposer's qualifications shall be submitted.

The Proposer must be organized for the purpose of providing secure continuous remote alcohol monitoring equipment and services and must have previous experience with proven effectiveness in providing such services for agencies of similar size and scope. The Proposer must offer a secure continuous remote alcohol monitor with a patented

interferent detection system that guards against false positives. The proposer shall provide the following:

- A. A narrative description of how the Proposer will deliver the requested services. This narrative shall include:
 - 1. A complete description of equipment to be utilized, care and handling instructions, warranty information, false-positive history, and the average life-span for monitors (based on Proposer's experience with the product).
 - 2. Cost per ankle monitor unit (equipment acquisition).
 - 3. Daily cost of Monitoring each unit (per unit/per day)
 - 4. Training plan for staff.
 - 5. Timeline with detailed step-by-step plans for ramping up to full operation once a Notice to Proceed is issued.
- B. Provide specific information concerning the Proposer's experience in the services specified in this RFP, preferably within the State of Florida. Current examples of secure continuous remote alcohol monitoring services should be submitted as references.
- C. Names and qualifications of personnel to be assigned to this project.
- D. The Proposer must provide policies and procedures relative to security of employees and background checks.
- E. Include a detailed list of any requirements the Proposer will have of the County to provide, along with a detailed justification for the requirement.
- F. Provide a sample device for review. Size and ease of utilization are important aspects that must be taken into account. Having a physical representation of the proposed equipment is necessary to determine if the monitor unit meets the needs of the County.

PART III SELECTION PROCESS AND CRITERIA FOR SELECTION PROCESS

The proposal review process will be initiated through the Selection Review Committee. Based on the decision of the Committee, a recommendation will be taken to the Escambia County Board of County Commissioners for discussion and award of the agreement April 5, 2018.

The criteria used to determine the best value to the County are as follows:

Criteria	Weight
Meets the Needs of the County	25
Cost *	25
Experience and Certifications	25
Demonstrated ability to provide secure continuous remote alcohol monitoring equipment utilizing transdermal alcohol readings, 24-hours per day, 365 days per year; measuring alcohol consumption at all levels; tamper-detection; a patented interferent detection system that guards against false positives.	25
Total Possible Score	100

* Cost shall to be presented in RFP responses in the following manner:

- Monitoring Cost Per Unit/Per Day: _____
- Cost of purchasing replacement units throughout agreement: _____
- Cost of procuring and activating 74 non-CAM style monitoring bracelet Model #00777units: _____

The Escambia County Community Corrections department will estimate usage over the life of the agreement and determine the best value for the County.

RESPONSIBILITIES OF THE NEGOTIATION COMMITTEE

- A. Upon the opening of the sealed proposal(s), Escambia County Community Corrections department will review each proposal for responsiveness and cost tabulations.
- B. The Negotiation Committee will meet to discuss the proposals and costs in detail. The Negotiations Committee will rank the firms using the criteria on page 8.
- C. Based on the decision of the Committee, a recommendation will be taken to the Escambia County Board of County Commissioners for discussion and approval of the selection of an alcohol monitor and service provider on April 5, 2018.

PART IV SCHEDULE

The following schedule is proposed and shall be adhered to in so far as practical in all actions related to this procurement:

Event	Scheduled Date
Public Notice	January 8, 2018
Final Date for Questions	January 16, 2018
Responses to Questions	January 17, 2018
RFP Responses Due	2:00 PM CST January 25, 2018
Short-List Meeting	10:00 AM CST January 31, 2018
Discussions/Ranking Meeting	10:00 AM CST February 9, 2018
1 st Negotiations	2:00 PM CST February 28, 2018
2 nd Negotiations (If Necessary)	2:00 PM CST March 9, 2018
Recommendation to BCC	April 5, 2018

All questions shall be directed to:

Jeffrey Lovingood
Purchasing Specialist
Telephone (850) 595-4953
Email: JDLovingood@myescambia.com

PART V CONTRACT TERM / RENEWAL / TERMINATION

- A. The contract resulting from this RFP shall commence effective upon execution by both parties and extend for a period of thirty-six (36) months. The contract may be renewed for additional twelve (12) months periods, up to a maximum sixty (60) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release purchase orders against the term contract on an "as needed" basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.
- F. The contract resulting from this Solicitation may include provisions for price adjustments after twelve (12) months. Written request for price adjustment may be made every twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. All price adjustments shall be reviewed by the County's designated representative. If an adjustment in price is approved, it shall be accomplished by written amendment to this contract and approved by the Board of County Commissioners.