



**ADDENDUM #2  
Sheriff Operations  
Kiosks for Inmate Bond, Incoming Monies and Commissary/Trust Deposits  
RFP # 7188-20**

November 23, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7188-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: Please provide the JMS provider the county currently uses.

**ANSWER: Currently Tiburon, however we will begin using Central Square in the third quarter 2021.**

2. Question: Please provide the banking software the county currently uses.

**ANSWER: CORE.**

3. Question: When does the county expect the vendor to start their services?

**ANSWER: January 1, 2021.**

4. Question: Please clarify the definition / meaning of "incoming monies." Are those other deposits or payments friends or family or the inmate will transact?

**ANSWER: Incoming monies would be any cash on the inmate at time of arrest. There would not be any fees associated with any funds deposited in the booking /intake area for new arrestees.**

5. Question: Are there any services / features that your current provider is not offering that you would like provided by a new vendor?

**ANSWER: The jail does not place cash in an inmate's property, and occasionally there are bills that the kiosk will not accept due to wear or just not liking the bill. These bills are checked to insure they are not counterfeit and are manually entered into the inmate's account, then placed in the lockbox with the checks and money orders. Our current vendor will not collect these funds for deposit. I would like the selected vendor to deposit ALL cash and checks/money orders collected.**

6. Question: Who will be responsible for picking up the cash at the lobby kiosk(s)?

**ANSWER: The vendor who is chosen.**

7. Question: Who will be responsible for picking up the cash at the intake kiosk(s)?

**ANSWER: The vendor who is chosen.**

8. Question: If the vendor is responsible for cash pick up, will the armored car service company need to disarm at any point when providing service to;
- a. The lobby kiosk
  - b. The intake kiosk

**ANSWER: Yes, for the kiosks located in the booking area and in the alternative sentencing areas, as they are in the secured area of the jail. They may remain armed to service the lobby kiosk as it is located in a public area.**

9. Question: Under A.2. the RFP states services include, but are not limited to three (3) kiosks,...please clarify if this includes 2 lobby kiosks and an intake kiosk or what the requested set up is.

**ANSWER: One in the booking room (intake), one in the lobby and one in the alternative sentencing building.**

10. Question: For Trust Deposit Accounts, please provide 3 months of detailed payment transaction history (number of transactions and total dollars deposited per method) for all payment methods:

<u>Payment Method</u>	<u>3 Months Total Transactions</u>	<u>Total \$Collected</u>
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- a. Phone / IVR
- b. Web / Mobile App
- c. Kiosk
- d. Walk-In Retailer
- e. Mailed in Check or Money Order (Lockbox)
- f. Other

**ANSWER: 81 Transactions Total: \$16,079.81. Report was run from August 17, 2020 to November 17, 2020. The report does not break down whether the funds were deposited via the web, kiosk or US mail.**

11. Question: For Trust Deposit transactions, please provide the current fees for all payment methods;
- a. Phone / IVR
  - b. Web / Mobile App
  - c. Kiosk
    - i. Cash
    - ii. Credit
  - d. Walk-In Retailer
  - e. Mailed in Check or Money Order (Lockbox)
  - f. Other

**ANSWER: Lobby Kiosk- 0-\$10 = \$1.99, \$10.01-\$20 = \$2.95, \$20.01-\$100 = \$3.95, \$100.01- \$200 = \$4.95. Phone/IVR- \$10.01-\$20 3.95, \$20.01-\$100 = \$4.95, \$100.01- \$200 = \$5.95. Web- \$10.01-\$20 3.95, \$20.01-\$100 = \$4.95, \$100.01- \$200 = \$5.95. For all credit/debit card transactions, the fees listed above plus 3.5% of the face amount of each transaction. Mailed in check or money order- No fees are charged. Walk-Ins are entered into the lobby kiosk and follow the listed fee schedule.**

12. Question: Does the county receive a commission on transactions made to the Trust Deposit Accounts? If so, please provide.

**ANSWER: No.**

13. Question: For Bail / Bond transactions, please provide 3 months of detailed payment transaction history (number of transactions and total dollars deposited per method) for all payment methods:

Payment Method      3 Months Total Transactions      Total \$ Collected

- a. Phone / IVR
- b. Web / Mobile App
- c. Kiosk
- d. Walk-In Retailer
- e. Mailed in Check or Money Order (Lockbox)
- f. Other

**ANSWER: 149 Transactions Total: \$108,363.07. Report was run from August 17, 2020 to November 17, 2020. The report does not break down whether the funds were deposited via the web, kiosk or US mail.**

14. Question: For Bail / Bond transactions, please provide the current fees for all payment methods;

- a. Phone / IVR
- b. Web / Mobile App
- c. Kiosk
  - i. Cash
  - ii. Credit
- d. Walk-In Retailer
- e. Mailed in Check or Money Order (Lockbox)
- f. Other

**ANSWER: Per SB19-191 prohibits any additional fees, including kiosk fees except standard CC processing fees or 3.5% CC service fee. Cash deposits are for the amount of the bond only.**

15. Question: Does the county receive a commission on transactions made to Bail / Bond transactions? If so, please provide.

**ANSWER: No.**

16. Question: The Terms and Conditions, #1 states: "Proposers are expected to examine the drawing, specifications, schedule of delivery and all instructions. Failure to do so will be at the proposer's risk." The proposal did not include drawing(s). Is there a drawing or drawings that should have been included with the Request for Proposal? If so, would the County please provide a copy of this information?

**ANSWER: There are no drawings provided for this RFP.**

17. Question: The Request for Proposal did not indicate whether the County will allow the inclusion of an Executive Summary. Is it acceptable to include this information in our response?

**ANSWER: Yes.**

18. Question: The Request for Proposal includes a sample contract and Signature page. Does this serve as an example or is the County's expectation that we sign and return this sample contract?

**ANSWER: The sample contract is only a sample. It does not have to be signed and returned.**

19. Question: The Request for Proposal states: "Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the PROPOSAL." Does the County required the entire addenda with and acknowledgment signature to be returned with our response? If not, what does the County want returned and signed as acknowledgement of the receipt of any released addenda?

**ANSWER: Page three of the addendum will have the acknowledgement form. Please sign and return this form upon receipt or include it in your proposal.**

20. Question: Will the County please allow for additional questions to be asked after the reception of the initial responses? This is normal and customary as the dissemination of answers will potentially spark additional questions that will need to be submitted and answered.

**ANSWER: The deadline for questions was 2:00 p.m. November 12, 2020. Any questions received after this date will be answered at the discretion of the program manager and will be released as an addendum.**

21. Question: In light of Covid-19 and various states' stay at home orders, would the County agree to accept an electronic signature for this proposal response in lieu of an ink signature, from an Executive Vice President who is authorized to bind the company?

**ANSWER: Proposals are only allowed to be submitted electronically to the purchasing email. Electronic signatures are allowed.**

22. Question: The RFP references the submission of a Cost Proposal as part of our overall submission. However, there is no pre-set format for submitting the cost proposal. How will the County uniformly evaluate the cost proposals when the format and components are disparate amongst providers?

**ANSWER: There is no specific format for the cost proposal. Boulder County will evaluate the cost proposals based on what is in the best interest and provides the best value for Boulder County.**

23. Question: Given the amount of time from submission of questions to the due date of November 24<sup>th</sup> and the upcoming holidays, would the County consider extending the proposal due date for two weeks to December 14<sup>th</sup>?

**ANSWER: Our current contract ends on December 31, 2020, so we would like the selected vendor to be up and running as soon after that as possible. The proposal due date has been extended to December 7, 2020.**

**Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on December 7, 2020.**

**Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7188-20** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

November 23, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7188-20, Kiosks for Inmate Bond, Incoming Monies and Commissary/Trust Deposits.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

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