



Grays Harbor County, Washington

Grays Harbor County Sheriff's Office - *Corrections*
Division



REQUEST FOR PROPOSALS

Radio Frequency Identification Solution for Identification, Tracking, and Documentation of Individuals Incarcerated in the Grays Harbor County Jail

RFP PUBLICATION DATE: April 25, 2024

PRE-PROPOSAL MEETING: 9:00 a.m. (PDT) on May 7, 2024

LAST DATE TO SUBMIT QUESTIONS: 3:00 p.m. (PDT) on May 14, 2024

RESPONSE TO PROPOSER QUESTIONS: 3:00 p.m. (PDT) on May 15, 2024

BID OPENING: 10:00 a.m. (PDT) on May 21, 2024

PROPOSER DEMONSTRATION WITH TOP VENDORS: May 29 – May 30, 2024

NOTICE OF AWARD: 10:00 a.m. (PDT) on June 11, 2024

1.0 INVITATION TO SUBMIT PROPOSALS

1.1 Introduction

Grays Harbor County is soliciting proposals from interested and qualified experienced proposers to provide **Radio Frequency Identification (RFID) Solutions for Identification, Tracking, and Documentation of Individuals Incarcerated in the Grays Harbor County Jail**. The initial award will be for a five (5) year contract that will include provisions for the County, at its sole discretion, to extend the contract for additional five (5) year periods.

Please carefully review this document. It provides information necessary to aid participating proposers in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that the County selects the best possible proposer that will provide the best value and service.

Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of service, of which qualifications, experience, methodology, timelines, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a proposer's approach meets the desired requirements and needs of the County.

1.2 Sealed Proposals

Sealed proposals will be received by the Board of County Commissioners for Grays Harbor County until 3:00 pm (PST), Monday, May 20, 2024 at the Grays Harbor County Commissioners Office, 100 West Broadway, Suite 1, Montesano, WA 98563 for Radio Frequency Identification (RFID) Solutions for Identification, Tracking, and Documentation of Individuals Incarcerated in the Grays Harbor County Jail. Proposals will be publicly opened during the Board of County Commissioner's meeting on May 21, 2024 at 10:00 a.m. (PDT), and proposers' names read aloud along with such other information as the Board considers appropriate at the time.

To ensure fair consideration for all interested proposers, the County requires all communication to or with any employee of the Sheriff's Office to be done by email. All questions posed and answers provided because of email communication will be posted on the County's designated Q & A location on its website for all proposers to view.

1.3 Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held commencing at 9:00 am (PDT), Tuesday, May 7, 2024 for the purpose of providing Proposers an opportunity to ask questions regarding this RFP and site conditions and factors that may affect the work required to provide the services required for this RFP.

Prospective Proposers shall email (soadmin@graysharbor.us) their intent to participate in the pre-proposal meeting no later than 1:00 p.m. (PDT) on Monday May 6, 2024 so the County can send an invite to attend the meeting (will be held virtually).

Attendance at the meeting is mandatory for all Proposers; Proposals will not be considered from any Proposer not represented by a bona fide representative in attendance at the meeting.

1.4 RFP Documents

Interested parties may download a complete set of RFP documents from the Grays Harbor County web page at:

http://www.graysharbor.us/howdoi/bids_and_rfp_s.php

1.5 Addenda

The County may issue an addendum to modify or add to the terms of the RFP, or to change the time or date for submission of proposals. Any addendum will be issued by the County in writing not less than seventy-two (72) hours prior to the deadline for receipt of proposals, and available online at http://www.graysharbor.us/howdoi/bids_and_rfp_s.php

Each proposer is responsible to verify for itself if any addendum has been issued prior to submission of its proposal; the County is not responsible to notify individual prospective proposers of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the proposals received and will become part of any resulting contract.

The County may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may reject for good cause any and all proposals upon the County's finding that it is in the public interest to do so.

2.0 PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Proposal Preparation

Proposers are responsible for reading and understanding all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and containing all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the Invitation to Submit Proposals.

Each proposer must be an "equal opportunity employer" willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations there under (see 41 CFR Parts 60 and 60-1) and all Washington statutes and regulations regarding employment.

2.2 Proposal Submission

Proposals must be received by the time and date stated for receipt in the Invitation to Submit Proposals. To be considered, proposals must be submitted in the form and manner stated in section 1.2 (Sealed Proposals), complete with a Proposer's Certification Form signed by the proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

2.3 Correction, Withdrawal, and Late Submissions

A proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals and may deposit a new sealed proposal in the manner stated in the Invitation to Submit Proposals. The County may release an unopened proposal which has been withdrawn to the proposer or its authorized representative after voiding any date and time stamp mark.

The County will not consider proposals received after the time and date indicated for receipt of proposals. A proposer may not modify its proposal after it has been deposited with the Board, other than to address for minor informalities, unless the proposal is withdrawn and resubmitted as described above.

3.0 CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS

3.1 Clarifications

If a proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the proposer must immediately notify the Board designated for receipt of proposals or other person identified for submission of questions.

If the Board believes a clarification is necessary, an addendum will be issued in writing not less than seventy-two (72) hours prior to the deadline for receipt of proposals, and available online at http://www.graysharbor.us/howdoi/bids_and_rfp_s.php. If material, the addendum may postpone the date for submission of proposals by a minimum of five (5) calendar days. The requirements or clarifications contained in any addenda so issued must be included in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

3.2 Protest of Solicitation Documents

A prospective proposer may protest the competitive selection process or provisions in the RFP documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, or legally flawed. Any written protest must be submitted to the Board identified for receipt of proposals in the Invitation to Submit Proposals not less than ten (10) days prior to the deadline for submission of proposals.

Grays Harbor County will consider the protest if the protest is timely filed and contains:

- (a) Sufficient information to identify the solicitation that is the subject of the protest;
- (b) The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a

brand name;

(c) Evidence or supporting documentation that supports the grounds on which the protest is based; and

(d) The relief sought.

If the protest meets these requirements, the County will consider the protest and issue a decision in writing. If the protest does not meet these requirements, the County will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. The County will issue its decision on the protest not less than three (3) business days before proposals are due, unless a written determination is made by the County that circumstances exist that justify a shorter time limit.

4.0 OPENING OF PROPOSALS

The County will not examine any proposal prior to opening. The public officer designated for receipt of proposals will note on the sealed proposal envelope the date and hour received. All proposals submitted will be opened publicly at the time, date and place designated in the Invitation to Submit Proposals by the public officer. Any proposal or modification received after the designated deadline will be returned unopened to the proposer.

To the extent practicable, the public officer will read aloud the name of the proposer and such other information as the public officer considers appropriate and record the same. The proposals submitted will be open to public inspection after the issuance of notice of intent to award, with the exception of certain information covered by a public records exemption.

5.0 PROPOSAL EVALUATION AND AWARD

5.1 Compliance with Laws and Minimum Requirements

Evaluation of proposals will be conducted by the public officer in cooperation with others in the department requesting the proposal based on the minimum requirements established by RFP, compliance with proposal procedures and public contracting laws.

5.2 Proposal Evaluation

The County will make the contract award based on a multiple-tiered competition. Final selection will be based on the actual proposals received, on the basis of price, qualifications, experience, resources, proposed services, proposers' past record of performance for the County, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

At the first tier (Phase 1) of competition, each proposal will be evaluated by the evaluation committee on the basis of how the proposal corresponds to the factors, information, and requirements included in the RFP, and scored according to the criteria included in Selection Criteria and Scoring. Based upon the initial evaluation of the submitted proposals, the evaluation committee will conduct interviews with two or more proposers with the highest-scored proposals.

At the second tier (Phase 2) of competition, the interviews may include a presentation by the proposer and questions regarding the proposal and services to be provided. Based upon the contents of the Proposals received, the County may request clarifications, additional information, or modifications to Proposal terms. Specific criteria for selection interviews and other second-tier evaluation information will be distributed at the time interviews are scheduled. Final contract award will be made based upon all information received in the Proposals, interviews, and post-Proposal information.

In evaluating the proposals and selecting a contractor, Grays Harbor County reserves the rights to:

- (a) Reject any and all proposals,
- (b) Issue subsequent Requests for Proposals for the same or similar goods or services,
- (c) Not award a contract for the requested services,
- (d) Waive any irregularities or informalities,
- (e) Accept the proposal which the County deems to be the most beneficial to the public and Grays Harbor County,
- (f) Negotiate with any proposer to further amend, modify, redefine, or delineate its proposal,
- (g) Negotiate and accept, without re-advertising, the proposal of the next highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which may occur prior to the time a final recommendation for award is made for executive approval, and
- (h) Further question any proposer to substantiate claims of experience, background knowledge, and ability.

5.3 Mistakes in Proposals

Minor informalities may be waived. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted. The County reserves the right to waive technical defects, discrepancies, and minor irregularities, and to not award a contract when it finds such action to be in the public interest.

5.4 Notice of Award

The County will provide written notice of its intent to award to a given proposer or proposers at least seven (7) days before the award, unless the County determines that a shorter notice period is more practicable.

5.5 Protest of Intent to Award

Any proposer that has submitted a proposal for an RFP and is not recommended for award by the evaluation committee may protest the recommendation to the decision maker, either the Board or the County Administrator, depending upon which has authority to execute the contract. To be considered, a protest must be submitted in writing within seven (7) calendar days after notice of intent to award is given and contain the grounds for the protest.

5.6 Rejection of Proposals

The County reserves the right to cancel a solicitation or reject any or all proposals in whole or in part when the cancellation or rejection is in the County's best interests as determined by the County. This includes rejecting any proposal not in compliance with all prescribed public solicitation procedures and requirements, and for good cause, rejecting all proposals upon a finding that it is in the public interest to do so. If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with opportunity for supplemental submission. If there is partial rejection, the County may solicit supplemental information only from those proposers who submitted proposals, on the condition that it is unlikely that re-advertising would lead to greater competition. The public officer is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

6.0 PURPOSE, DESIRED FEATURES, AND BACKGROUND

6.1 Purpose of RFP

The purpose of this RFP is to solicit proposals from qualified Proposers to provide the Grays Harbor County Sheriff's Office (GHSO) with a solution that interfaces with the current Jail Management Software (Spillman) that incorporates Radio Frequency Identification (RFID) technology in the tracking, identification, documentation of, but not limited to, the items listed in Section 6.2 (Desired and Required Features).

With the ever-changing advancements in technology and services vendors can provide using technology, the County seeks progressive vendors who value providing exceptional customer service not only to the Jail, but the community in which the Sheriff's Office serves. The desired RFID Solution should provide comprehensive tracking capabilities, efficient data management, and robust security features. With the desired RFID Solution, the GHSO expects to achieve the following goals:

- (a) Reduce the risk of damaged, lost, altered, or destroyed documentation.
- (b) Enhance efficiency by improving inmate identification, and the documentation of inmate movement, supplies issued, services provided, headcounts, meals, and statistical reporting.
- (c) Reduce the effort on jail staff to perform inmate movement documentation. This will free up time for staff to perform other tasks.
- (d) Leverage existing technologies and resources of the GHSO as much as possible.
- (e) Provide greater visibility to Command Staff on the movement and location of inmates throughout the jail.
- (f) Reduce risk of release errors.

6.2 Desired Features

The GHSO has identified the features below as being critical to achieving the goals listed above.

- **Inmate Identification** (Available to a Deputy either by scanning RFID device issued to an inmate or by scanning RFID device permanently affixed to a location)
 - Name Number and Current Booking Number
 - Image (Front and Side thumbnail)
 - Full Name & DOB
 - Assigned Location
 - Charges and Bail
 - Scheduled Release Date

- **Inmate Movement** (the ability to capture in real-time or near real-time the movement of an individual or a group of individuals from one location to another either by scanning RFID device issued to an inmate or by scanning RFID device permanently affixed to a location) – Desired solution will allow for movements to be scheduled in advanced from either Spillman’s Event Table or proposer’s application and pending movements will display on proposer’s application as a pending task and will allow staff to quickly document if the inmate refused or accepted the movement, in addition to being able to capture notes regarding the movement.
 - Court (Video and In-Person)
 - Attorney Visits
 - Recreation
 - Medical
 - Mental Health
 - Shower
 - Programming
 - Telephone

- **Supplies Issued/Provided** (the ability to capture in real-time or near real-time items issued to an individual or group of individuals either by scanning RFID device issued to an inmate or by scanning RFID device permanently affixed to a location) – Desired solution will allow for certain supplies to be scheduled in advanced from either Spillman’s Event Table or proposer’s application and will display on proposer’s application as a pending task and will allow staff to quickly document if the inmate refused or accepted the supplies, in addition to being able to capture notes regarding the supplies issued/provided.
 - Cleaning Gear
 - Indigent Supplies
 - Legal Envelopes & Paper
 - Razors
 - Hair Clippers
 - Medical Equipment
 - Entertainment Device/Games
 - OTC Meds

- **Services Provided** (the ability to capture in real-time services or near real-time provided to an individual or group of individuals either by scanning RFID device issued to an inmate or by scanning RFID device permanently affixed to a location) – Desired solution will allow for certain services to be scheduled in advanced from either Spillman’s Event Table or proposer’s application and will display on proposer’s application as a pending task and will allow staff to quickly document if the inmate refused or accepted the service, in addition to being able to capture notes regarding the services provided.
 - Notary
 - Mail
 - Legal Mail
 - Court Paperwork
 - Laundry

- **Facility Tours and Head Counts** (the ability to capture in real-time or near real-time tours and headcounts by scanning RFID device issued to an inmate or by scanning RFID device permanently affixed to a location) – Desired solution will allow for certain tours to be scheduled in advanced from either Spillman’s Event Table or proposer’s application and will display on proposer’s application as a pending task and will allow staff to quickly document tours, headcounts, and inmate behavioral concerns/issues, in addition to being able to capture notes regarding these activities.
 - Security Tours
 - Meals (Formal Head Count)
 - Informal Head Counts
 - Maintenance Issues (the ability to send an email or other type of notification)
 - Medical/Mental Health Concerns/Issues (the ability to send an email or other type of notification)
 - Behavioral/Disciplinary Concerns/Issues

- **Business Intelligence**
 - Customizable Dashboard
 - Data Analytics

6.3 Background

The Grays Harbor County Jail was built in 1972 and has been remodeled a couple times since then. The Jail has 23 housing units with a total of 172 beds. The Jail also has 7 rooms that are used for professional visits, video court, recreation, and programming. The table below lists the number of admissions (bookings), the Average Daily Population (ADP), and the Average Length of Stay (ALOS) for the last ten years (2014 – 2023).

	ADMISSIONS	ADP	ALOS
2014	2,102	144.90	27.53
2015	1,863	141.38	30.97
2016	1,832	137.21	29.26
2017	1,822	159.61	33.67
2018	1,882	152.15	32.87
2019	1,921	156.79	33.38
2020	1,187	103.77	37.60

2021	975	101.75	43.08
2022	947	110.87	47.79
2023	1,008	104.06	44.71

Although the above table reflects a significant decrease in admissions and ADP since 2019, it is anticipated that these numbers will return to numbers reflected in 2016 starting in late 2024 or early 2025 as staffing returns to pre-COVID levels.

The Jail is currently in the process of installing a secured WIFI network throughout the jail and the installation is scheduled to be completed on or before June 30, 2024.

7.0 REQUIRED ELEMENTS FOR PROPOSALS

7.1 Proposer's Statement

Proposers must submit a written document, providing with detail the following information and attachments, in the same order as requested below.

- (a) A statement of whether the vendor can interface with the jail management system (Spillman), including, if applicable, a list of facilities in which the Proposer currently provides services that use such interface. Include whether Proposer requires file transfers, a real-time interface, or other means of interface.
- (b) A statement on how the proposer's solution will assist the GHSO in achieving the goals identified above (see Section 6.1).
- (c) A statement if the proposer's solution is currently capable of providing/capturing each of the desired features (see Section 6.2). If the solution is not currently capable, but feature is currently in development, a statement that identifies the phase of development and the anticipated release date. If the solution is not currently capable and not currently in development, a statement indicating if proposer is willing to work with GHSO in getting the feature added to the proposed solution.
- (d) A brief schedule and plan for installation of equipment and to train staff, from the date of a signed contract.
- (e) A description of the proposed system's security measures.
- (f) A description of how system updates are performed, and how they are communicated to the County.
- (g) A list of Proposer's on-site infrastructure requirements, including servers, software, etc.
- (h) A description of the system's ability to minimize downtime and recover from system failure(s).
- (i) A list of three (3) references, preferably in Oregon, Washington, California, Idaho, or Montana, where Proposer has provided similar RFID Solutions for jails. Include the following information for each reference:
 - a. Agency name and Contact person
 - b. Agency address

- c. Agency phone and fax numbers
 - d. Description of services provided
 - e. Dates of services provided
- (j) A description of any additional services related to the work of this contract, if any, which the Proposer will offer to the County that relate to the work of this contract but are not specifically required under this RFP.

7.2 Price Proposal and Certification Form

The Proposer must complete and submit the Proposer's Certification Form included with this RFP in addition to the required written statement.

CONTINUED ON NEXT PAGE

PRICE PROPOSAL AND CERTIFICATION FORM – PAGE 1 OF 3

Proposer offers to provide the required services in accordance with the requirements of the Request for Proposals for Radio Frequency Identification (RFID) Solutions for Identification, Tracking, and Documentation of Individuals Incarcerated in the Grays Harbor County Jail, and the enclosed Proposer's Statement.

CERTIFICATIONS

The undersigned Proposer declares that the Proposer has carefully examined the Request for Proposals for Radio Frequency Identification (RFID) Solutions for Identification, Tracking, and Documentation of Individuals Incarcerated in the Grays Harbor County Jail, and that, if this proposal is accepted, Proposer will execute a contract with the County to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

By signing here, the undersigned accepts on behalf of Proposer all terms and conditions of this Request for Proposals, except as modified in writing in the proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of sixty (60) days from the date proposals are due.

Proposer acknowledges receipt of the following Addenda, if any, and has included the provisions in its Proposal:

By signing this Proposer's Certifications form, Proposer certifies that:

This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services and is in all respects fair and free from collusion or collaboration with any other proposer.

CONTINUED ON NEXT PAGE

PRICE PROPOSAL AND CERTIFICATION FORM – PAGE 2 OF 3

Name of Entity Bidding: _____
Address: _____
Telephone Number: _____
Fax Number: _____
WA State Contractor's License Number: _____
Federal Tax Identification Number: _____
WA State UBI Number: _____
Name of Person Preparing Response: _____
Title of Person Preparing Response: _____
Name of Insurance Company: _____
Name of Insurance Agent: _____
Address: _____
Telephone Number: _____
Name of Bonding Company (if required): _____
Name of Bonding Agent: _____
Address: _____
Telephone Number: _____

CONTINUED ON NEXT PAGE

PRICE PROPOSAL AND CERTIFICATION FORM – PAGE 3 OF 3

General Qualifications

The following statements of experience, personnel, equipment, and other qualifications of the Bidder are submitted with the assurance that such information is accurate and truthful. If more space is required for your answers, please attach a continuation sheet(s) to this page.

1. The company has been in business continuously from (month and year): _____
2. The company has had the same experience at a government facility that is the same as required under this Request for Proposal:

Name of Facility and Year(s) of Contract

At a government facility in Washington State:	
At any government facility:	

3. The following is a partial list (at least 5) of work completed at a government facility that was an order of magnitude equal to or greater in scope and complexity than is required in this proposal:

4. The County is interested in learning about how you have handled past projects and in your capabilities and experience. Submit a short concise written narrative describing any past or current experiences like the services described in this RFP, specialized experience and abilities to perform within time/budget limits. Maximum number of allowed pages on this question is four.

All submissions will be retained by the County and will not be returned to the Proposer.

Proposer's Legal Name

Authorized Signature

Date

Name and Title of Authorized Signer

8.0 SELECTION CRITERIA AND SCORING

8.1 Selection Committee

The Selection Committee will be comprised of the following persons:

Grays Harbor County Sheriff's Office – Chief Corrections Deputy
Grays Harbor County Sheriff's Office – Medical Director
Grays Harbor County Sheriff's Office – Corrections Division Lieutenant
Grays Harbor County Central Services Representative

8.2 Criteria and Scoring

Phase 1 Scoring (See Section 5.2 for additional information)

Grays Harbor County will evaluate proposals according to the following criteria. A maximum of 100 points may be awarded based upon the below listed criteria. Evaluators will utilize your responses to questions along with information from references to determine point value awards. Proposals will be scored, and points awarded as follows:

Proposer Qualifications - 10 points
System Features and Options - 60 points
Installation and Maintenance - 10 points
References - 10 points
Annual Costs - 10 points

Total 100 points

Phase 2 Scoring (See Section 5.2 for additional information)

Depending on the total number of proposals evaluated in the 1st Tier, the Selection Committee will contact individual Proposers to schedule interviews and or presentations. A maximum of 20 points may be awarded based upon the criteria listed below. Below is a breakdown of how many Proposers will be contacted to schedule an interview/presentation:

Number of Proposals Evaluated in Phase 1	Number of Proposals to be Evaluated in Phase 2
1	1
2 to 4	Top 2
5 to 7	Top 3
8 to 9	Top 4
10 to 11	Top 5
12 to 13	Top 6
14 to 15	Top 7
15 to 30	Top 8
31 to 45	Top 9
46+	Top 10

Software GUI and Customization – 10 points
Interview & Presentation – 10 points