

REQUEST FOR PROPOSALS

CORRECTIONAL COMMISSARY SERVICE FOR SCOTT COUNTY

Due on

February 10, 2016



SCOTT COUNTY SHERIFF'S OFFICE
REQUEST FOR PROPOSALS

THIS REQUEST IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY SCOTT COUNTY
WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH THE ACCOMPANYING
SPECIFICATIONS.

SPECIFICATIONS FOR: CORRECTIONAL COMMISSARY SERVICE

DUE DATE: **February 10, 2016**

CONTRACT PERIOD: 3 Years

**SUBMIT PROPOSALS BEFORE
PROPOSAL OPENING TIME TO:** Cassie Koch, Accounting & Contracts
Scott County, Sheriff's Office
301 Fuller Street South
Shakopee, MN 55379-1220

**ACCOUNTING & CONTRACTS
MANAGEMENT COORDINATOR
NAME & PHONE:** Cassie Koch; 952.496.8946

**STANDARD TERMS
AND CONDITIONS:** Enclosed in Proposal

**SPECIAL TERMS
AND CONDITIONS:** The successful vendor shall be required to sign a
Scott County standard contract (see exhibit A)

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REQUEST FOR PROPOSALS

1.0 GENERAL INTENT OF THE REQUEST FOR PROPOSALS

- 1.1 This request for proposals (RFP) outlines the nature and scope for a CORRECTIONAL COMMISSARY SERVICE for Scott County Jail, 301 Fuller Street South, Shakopee, Minnesota. Scott County is seeking a vendor that can provide a turnkey process and system, as well as any value added aspects at no cost along with a commission rate based on the sale of commissary items.
- 1.2 Pursuant to Minn. Stat. §§ 382.18; 471.87 and 10A.07, no county official, deputy, clerk or employee may be directly or indirectly interested in any contract or business in which the county is a party and no public officer may have a personal financial interest in a contract, or benefit financially from a county contract.
- 1.3 Thus any vendor or vendor with principals, spouses of principals, or any other stakeholders who are also employed by Scott County, shall be deemed not eligible to submit proposals on this project. The County reserves the right to disqualify any proposal that it determines does not comply with the law, policies of the County or creates a conflict, or the appearance of a conflict, of interest for the County.

2.0 PROJECT BACKGROUND

2.1 Background

Pursuant to the Minnesota Department of Corrections Rules Governing Adult Detention Facilities (Minn. Rules 2911.4800), Scott County Jail is required to operate a canteen in its County Jail. Since September 1, 2008, the County has contracted with a vendor to provide commissary services.

Facility Information:

- There are eight (8) total housing units – four (4) general, three (3) special housing units, and one (1) currently vacant.
- There are 264 beds, 204 are currently open and operating.
- Space is available for on-site commissary storage in the Scott County Jail.

Over the past twelve months, the average daily population of the facility has been 130. To accommodate the needs of this population, the present contractor is currently providing:

- 5 touch screen kiosks (1 mobile)
- 7 snack vending machines with smart card readers (currently utilized in 4 housing units, with potential for a fifth (5th) if the currently vacant housing unit is operated)
- 4 beverage machines (plastic bottles only) with smart card readers

- 4 microwave ovens
- 1 Booking kiosk for depositing cash funds (lockbox)
- 1 Visitor lobby kiosk for depositing cash funds (lockbox)
- 1 printer for issuance of checks from inmate accounts
- Web-based inmate account management software to support the system.

Scott County Jail is currently receiving a 19% commission rate. Commissions received from the vendor in 2015 were:

- January \$4,534.64
- February \$4,535.51
- March \$4,034.79
- April \$3,911.37
- May \$4,682.78
- June \$3,848.31
- July \$4,371.57
- August \$3,948.60
- September \$4,123.25
- October \$4,483.23
- November \$3,717.99

A list of items currently sold in the Scott County Jail can be found in **EXHIBIT D**.

Technical Environment:

Scott County currently operates the following:

- Windows 7 Enterprise
- Internet Explorer 11

For On-Premise Solutions:

- Microsoft 2012 Server
- Microsoft SQL 2015
- 100/1000 Mbps Ethernet Standard Networking
- Microsoft Forefront Endpoint Protection (Antivirus)
- Tiboli Storage Manager (Backup)

3.0 SCOPE OF WORK

3.1 PROJECT SCOPE

Scott County Jail is interested in exploring two options for inmate commissary: 1) an on-site Provider-operated and managed brown bag commissary system or 2) a combined on-site system consisting of vending machines in the housing units supplemented by on-site brown bag commissary services. Scott County Jail prefers very limited jail staff involvement in the commissary service.

The successful Provider must provide all installation, equipment, maintenance and de-installation necessary to provide a method of commissary for the inmate population of the Scott County Jail. The Provider will be expected to provide several elements to make a complete commissary system that integrates with existing systems and applications.

4.0 PROPOSAL CONTENT

NOTE: It is to our mutual advantage for a vendor's proposals to be as thorough and detailed as possible so that the County may properly evaluate capabilities to provide the required services. Any additional information, services, or refinement of work efforts that will assist in the completion of this initiative can be added to any submittal.

4.1 Required Information

The proposal should consist of the following information in the outline indicated.

4.1.1 General Information

Identify the following information about your company:

Company Name
Address
Telephone Number
Fax Number
E-mail Address
Name of Single Point of Contact
Name of person with binding authority to enter into contracts

4.1.2 Background

4.1.2.1 Provide a history of your company and the proposed service(s), including size and organizational structure.

4.1.3 Personnel

4.1.3.1 Describe the professional staff available for development, training, implementation, and support services. Include their qualifications and experience.

4.1.3.2 Provide a list of the intended on-site staff and a schedule of days and hours providing commissary service.

4.1.4 Qualifications Statement

4.1.4.1 Describe your overall approach or solution to provide Commissary Service to the Scott County Jail. Include general characteristics that differentiate your company from others in the industry, along with any special advantages your service(s) provides. Describe how they support streamlining of tasks and error reduction, to create staff efficiencies and support a more productive service.

4.1.5 Customer Base

4.1.5.1 Describe your functioning base of customers and provide a complete customer list.

4.1.6 Examples of Related Work Experience/References

4.1.6.1 Provide a list of five (5) sites similar to Scott County where services are currently utilized, with preference to those in relatively close proximity to our location. Include contact information as described in **Attachment A**.

4.1.6.2 Describe a current successful operation you are executing in a facility similar in size and needs to that of Scott County's.

4.1.7 General Specifications of Products and Services

Within their proposal, Proposers shall acknowledge (non)compliance with each specification in this section.

4.1.7.1 General Requirements

- a. Provide a turnkey, coinless commissary service to the Scott County Jail inmates.
- b. Provide all stock, supplies, labor, supervision, packaging, equipment and delivery personnel necessary to provide the services required in the specifications.
- c. The proposed system shall include any specialty hardware unique to your commissary system and any system software necessary to support inmate trust fund accounting and allow facility personnel to query, display, and print inmate commissary activity. Scott County will supply standard computer and printer equipment.
- d. Provide an accurate, economical and efficient means to process commissary orders.
- e. Provide the ability for inmates to receive funds and/or packages of preapproved commissary items from families and friends, remotely in the form of a web-based service.

4.1.7.2 Equipment

- a. Provide non-coin, commissary services composed of durable, tamper-free equipment suitable for jail environments, including a shatter-proof front display and ability to be secured to the wall.
- b. The proposed equipment and system shall be scalable to meet the County's growing needs.

- c. The proposed equipment shall be new and unused unless otherwise specified. Any used equipment supplied shall be warranted to perform as new.
- d. The proposed equipment must not contain any removable parts.
- e. Proposers must have the ability to install vending machines and kiosks that are suitable for a corrections environment. These machines must interface with the proposed system software.
- f. Provide or contract all routine and necessary maintenance plans for all proposed equipment, at no cost to the County.

4.1.7.3 Delivery

- a. Each inmate shall have access to on-site commissary services at least three (3), jail-specified times per week. Brown bag orders must be delivered within eight (8) hours of arriving on site, during jail-specified delivery times.
- b. Under the supervision of Jail staff, delivery personnel shall deliver the commissary orders to the inmates in a manner agreed upon by Scott County Jail Administration and the Provider. The Provider will provide a receipt for the inmate upon delivery of the commissary as well as a method to indicate acceptance of commissary and an ability to indicate any issues and/or shortages. Merchandise cannot be left with another inmate.

4.1.7.4 Commissary Items

- a. Provide retail/market brand hygiene products, writing materials, games, food items, candies, and a limited clothing selection.
- b. A sufficient variety of commissary items shall be provided to accommodate the different ethnic, gender, and regional preferences that make up the inmate population. Items should be offered at a cost not to exceed the average cost paid at a local convenience or grocery store.
- c. The specific items to be offered for purchase identified in this RFP solicitation, and the pricing for each, are set by the Provider with approval from Scott County Jail Administration. No items may be added, deleted, or changed in brands, packaging, or sizing without the agreement of the facility and the Provider.
- d. The following personal hygiene items, writing and mailing supplies (collectively referred to as "Indigent Items") will be provided at no charge to eligible inmates:
 - Stubby Toothbrush
 - Toothpaste (.85oz/24g)
 - Deodorant (.5 oz)

- Comb
 - Golf Pencil
 - 2 Stamped Envelopes
 - Soap (.35 oz/24g)
- e. Food items shall be wrapped/packaged and dated for individual consumption. All dated items must be removed when the expiration date has passed. If an expired food item remains available or is delivered past the expiration date by error, the Provider will be required to replace the item(s) with fresh item(s) within twenty-four (24) hours of notification, at no additional expense to the County or inmate. If not replaced, inmates will be refunded for the outdated/expired commissary products. Recurring delivery of product that is past the expiration date may be cause for contract termination.
 - f. The Provider is responsible for all inventory control and shall maintain sufficient inventory levels in order to avoid shortages.
 - g. Items unavailable at the time the order is filled shall not be substituted by the Provider.
 - h. Provide a method of handling restocking and repayment of returned bag orders for those that were ordered by an inmate who was released prior to receiving the product.

4.1.7.5 Technical Guidelines

- a. Scott County will give preference to SaaS (Service as a Software) solutions.
- b. On-premise solutions shall be compatible with the technical environment attributes listed in 2.0 Project Background.

4.1.7.5.1 Integration with Existing Systems

- a. Develop and/or provide and maintain an electronic software interface capable of exchanging related information between the current Jail Management System (JMS), LETG and the proposed commissary system. Related information includes but is not limited to admission data, inmate identification, demographics, population movement, housing location, inmate status, and release information as the Scott County Jail deems necessary to maintain. This interface shall allow both systems to have current information required for managing the inmate accounts and eliminate duplicate entry in both systems.
- b. Develop and/or provide and maintain an electronic software interface with the current inmate phone system provider, Securus Technologies, to exchange related

information including but not limited to phone card minutes purchased by inmate or friends/family online, and PIN numbers.

- c. Develop and/or provide and maintain an electronic software interface with the current inmate Electronic Medical Record (EMR) system, Archonix (Securus Technologies), to exchange related information including but not limited to admission data, inmate identification, demographics, population movement, housing location, inmate status, release information, medical status or alerts.
- d. Provider shall be able to or open to exploring interface capabilities for transferring information gathered through the kiosks to LETG, such as Policy Acknowledgement, Visiting Lists, Program Participation, etc.

4.1.7.5.2 System Security

- a. The proposed system must be programmed for auto shut-off at times designated by the County.
- b. The County personnel must be able to manually shut down the system in case of emergency.
- c. The proposed system shall have safeguards in place to prevent fraudulent activity.
- d. The proposed system shall be password protected to permit only appropriate facility personnel access to the system.
- e. The system must allow for a discipline function that allows features to be turned off and on for all, groups of, or specific inmates.

4.1.7.6 Software System

- a. Provide a comprehensive web-based inmate account management system to operate in conjunction with the commissary service, including any vending machines. The minimum functions desired are listed below in Sections 4.1.7.6.1-4.1.7.6.3.
- b. Provide a system that allows the Scott County Jail to be able to operate the commissary program with current Jail staff, and without Provider assistance.

- c. Provide a Quality Assurance process to assure accurate entries to inmate accounts when orders are placed.

4.1.7.6.1 Accounting Functions

- b. Provide a comprehensive management of inmate accounts, including checkbook and reconciliation functions.
- c. Track/contain the following:
 - i. Inmate Identification & Demographics
 - ii. Housing Information
 - iii. Deposits (Cash, Check, Credit Card, etc.)
 - iv. Withdrawals (Cash, Check, Bail, etc.)
 - v. Transfers (Trust to Bail, Between Accounts)
 - vi. Fees (automatic and manual)
 - vii. Check Issuance & Maintenance
 - 1. Voids
 - 2. Stale Date
 - 3. Positive Pay File for Banking Authorization
 - viii. Transaction Numbers, Dates, Times, & Notes
 - ix. User Identification and/or Location
 - x. Transaction Receipts
 - xi. Inmate Debt & Application of Funds
 - xii. Inmate Debt Collection Module
 - xiii. Tracking & Reconciliation of Cash Drawer(s)
 - xiv. Bank Statement Reconciliation
 - xv. Account Merge
 - xvi. Correction Wizard for All Transactions

4.1.7.6.2 Additional Functions

- a. Provide kiosk options to include inmate to staff, staff to inmate communication regarding but not limited to financial, sick calls, grievance tracker, Law Library and commissary, as well as other technological advances, as part of the overall proposal.
- b. Provide a system that allows for restrictions on the inmate's ability to order and receive specific or all commissary items (i.e. medical, disciplinary controls, monetary, etc.).

4.1.7.6.3 Reporting Functions

- a. Provide the capability for Scott County Jail staff to view and track commissary activity and commission information from practically any location on-demand via a secured web accessible site. These reports shall

contain a variety of commissary information and be customizable to suit the County's needs.

- b. Provide the capability for Scott County Jail staff to view and track inmate account detail from practically any location on-demand via a secured web accessible site. These reports shall contain a variety of inmate account information and be customizable to suit the County's needs.
- c. Provide the capability for Scott County Jail staff to view and track checking account detail from practically any location on-demand via a secured web accessible site. These reports shall contain a variety of checking account information and be customizable to suit the County's needs.

4.1.7.7 Service & Maintenance

- a. The Provider shall be available 24 hours/day, 7 days/week for service calls to maintain the software system. The Provider shall respond to calls within one hour of call placement. If a hardware problem occurs, the Provider or designated repair agency shall be on-site within four (4) hours to repair the problem.
- b. The Provider shall be available Monday through Friday, between the hours of 7:00a.m. and 7:00p.m. for service calls to maintain the kiosk(s) and vending machine(s). The Provider shall respond to assistance calls within one hour of call placement.
- c. The Provider shall develop a procedure to handle disputed complaints related to the commissary program. Any complaint process must include the ability to be tracked by the inmate. The procedure shall include provisions for Provider's staff to receive the complaint and resolve it to the satisfaction of the inmate prior to the next scheduled ordering date. Scott County Jail Administration shall receive a monthly summary of all inmate complaints and the resulting resolutions.
- d. The Provider shall be available to stock machines during nighttime hours. Depleted items should be restocked within two (2) business days.
- e. It is solely the Provider's responsibility to provide installation and maintenance which includes all wiring at the facility as well as any additional wiring required to facilitate use or operation of the proposed commissary services. The Provider shall maintain

all their owned/leased equipment on a routine schedule and on notification by Scott County Jail staff.

- f. The Provider shall provide written documentation to Scott County Jail Administration as to the nature of any system outages or equipment malfunctions and the expected time for the repair(s).

4.1.7.8 Jail Security & Requirements

- a. The successful Provider will be required to provide a list of employees to the Jail for approval prior to commencement of work. Included in this list must be those who will deliver bagged commissary items, service kiosks, and stock and service any vending machines. Such employees will be subject to background checks. In addition, the employees must wear uniforms displaying the successful Provider's company name and approved name badge. The Jail may issue each employee a facility authorized ID card.
- b. Jail staff reserves the right to restrict access or require immediate removal of any of the Provider's personnel from the Jail facility, without prior notification.
- c. Provider staff, vendors, or inspection professionals, not previously screened for admittance, shall not be admitted to the Jail facility without proper notification to and authorization by the County. Request for pre-approval and authorization will be in writing and submitted to the County on proper forms, provided by the County.
- d. All Provider employees may be subject to passing through a metal detector upon entering and leaving the building. In addition, all persons and their belongings may be subject to search upon entry and exit. No cigarettes, prescription medicines, or personal items such as handbags, storage bags, boxes, packages, cell phones, other entertainment electronics, etc. may be brought into the secure area of the facility.
- e. The Provider may be required to provide medical documentation that assigned on-site staff are free of TB disease. Medical documentation of a negative two-step TB skin test (TST), or a negative QuantiFeron (QFT) test, will be accepted for all persons without a previous reactive/positive TB test. Persons with previous reactive/positive TB test, either TST or QFT, must provide medical documentation of a recent, within 3 months, chest X-ray; or successful treatment for TB disease.
- f. Employees with a criminal record shall not enter any Scott County facility, nor shall any employee with a criminal record be involved in the packaging or delivery of items to the Scott

County Jail. Failure to comply may result in immediate termination of the resulting agreement. Any subcontractors, if authorized, must also pass a background check as described.

- g. The Provider shall be fully responsible to Scott County Jail for all work performed pursuant to the resulting agreement by the Provider's employees, sub-contractors, or others who may be retained by the successful contractor with the approval of the Scott County Jail.
- h. The Provider and its employees will comply with all rules and regulations, policies and procedures, as well as any directives and/or orders by the Scott County Jail Administration and staff.
- i. All Provider employees working regularly in the Jail will be required to complete PREA training. Certification of completeness must be provided to the Jail. All expenses for this training shall be the Provider's responsibility.

4.1.7.9 Training & Documentation

- a. On-site system training for the commissary system shall be provided to County Staff for:
 - i. system administration
 - ii. operation, and
 - iii. reporting
- b. System administration training shall be provided to a minimum of three (3) Scott County Jail staff. General functionality training shall be provided for a minimum of six (6) Scott County Jail staff. All documentation and training materials delivered to the County shall be provided in Microsoft Office formats. Copies may be printed by the County for the County's own internal use.
- c. Training material shall be imbedded in the software, which County can utilize for remedial training as needed for either current or new staff.

4.1.7.10 Fees, Rates, & Facility Commissions

- a. The successful Provider shall submit a monthly invoice to an employee designated by the Scott County Jail. All invoices shall include:
 - i. The monthly total of what the Scott County Jail owes the Provider for sales.
 - ii. Amount of refunds credited by the Provider.
 - iii. Quantity and amount owed to Provider for indigent hygiene kits.

- iv. Amount of commission owed to the Inmate Commissary Account.
- b. System shall have the ability for authorized Scott County Jail staff to generate itemized reports to verify the invoice submitted for payment.
- c. The commission rate shall be based on gross revenue. Gross revenues shall be defined as sales without any allowances or deduction for fraud, line charges, and equipment charges, other collectible or uncollectible charges, and any other expenses. Providers shall include a detailed analysis as to how they determine gross revenue and commission to County.
- d. Commissions are payable to the Scott County Jail.
- e. Under no circumstances will the commission rate be adjusted lower than the rate agreed to at contract award.
- f. The Provider shall be responsible for the collection of charges for fraudulent or otherwise uncollectible commissary sales.
- g. The Provider shall be responsible for any and all billing disputes, claims, or liabilities that may arise in regards to its provisions of this contract.

4.1.7.11 Implementation

- a. Provider shall submit an implementation plan including all tasks. For each task listed, identify:
 - i. Key Project staff to be involved, and their roles and responsibilities.
 - ii. County responsibilities.
 - iii. Timeline.

4.1.7.12 Requested Material in Proposal

In addition to acknowledging (non)compliance with all specifications outlined in this RFP, please include explanations and/or samples of the following:

- a. Equipment to be used and location, (i.e. computer, vending machines, kiosks; new or used and life expectancy) (See 4.1.7.2)
- b. Maintenance plan(s) for all equipment (See 4.1.7.2.f)
- c. Delivery and receiving method of commissary items to the Scott County Jail (See 4.1.7.3)
- d. List of available commissary items with item description, manufacturer, product size, weight and the proposed cost to

- the inmate. (See 4.1.7.4)
- e. A sample order form and/or kiosk screen-shot.
- f. Product Return policy and procedure (for in-custody inmates and those who've been released prior to delivery of ordered items) (See 4.1.7.4.h)
- g. Quality Assurance Process (See 4.1.7.6.c)
- h. Ability to Restrict Ordering (i.e., medical, disciplinary controls, monetary, etc.) (See 4.1.7.6.2.b)
- i. System Manual (one complete set of user and system administration manuals)
- j. Copy of Provider's Software License Agreement.
- k. Samples of Most Common or Robust Reports (at minimum):
 - i. Explain ability to customize reports.
(See 4.1.7.6.3)
- l. Technical Architecture and Compatibility (See 4.1.7.5)
- m. Summary of Your Ability to Integrate with:
 - i. LETG (JMS) (See 4.1.7.5.1.a)
 - ii. Securus (Phone) (See 4.1.7.5.1.b)
 - iii. Archonix (EMR) (See 4.1.7.5.1.c)
- n. Safeguards to prevent fraudulent activity (See 4.1.7.5.2)
- o. Customer Service & Support (See 4.1.7.7)
- p. Procedure for addressing and resolving inmate complaints (See 4.1.7.7.c)
- q. Training Program (See 4.1.7.9)
- r. Sample Monthly Invoice to County (See 4.1.7.10.1)
- s. Commission Structure – Proposed Rate & Calculation Method (See 4.1.7.10)
- t. Implementation Plan - For each task listed, identify:
 - i. Key Project staff to be involved, and their roles and responsibilities
 - ii. County responsibilities
 - iii. Timeline
(See 4.1.7.11)
- u. Intended use of onsite facilities

5.0 CONDITIONS FOR PROPOSAL SUBMITTAL

5.1 Proposal Format

The proposal should be submitted on 8-1/2" x 11" soft bound sheets. **Include one (1) original and six (6) copies.**

5.2 Pre-Submission Meeting

A pre-submission meeting will be held on **Tuesday, January 19, 2016 at 2:00 p.m.** at the following location:

Scott County Law Enforcement Center
301 Fuller Street South
Shakopee, MN
Room: EOC

Attendance at the pre-submission meeting is **mandatory** to submit a proposal. All vendor representatives attending the pre-submission meeting **MUST** complete Attachment C and return to Cassie Koch at ckoch@co.scott.mn.us no later than **Thursday, January 14, 2015 by 10:00 a.m.** Vendors not completing and returning Attachment C prior to this date will not be able to attend the mandatory pre-submission meeting.

5.3 Questions

Vendors are asked to submit questions related to the specific project requirements and contents of proposal **in writing by 4:30 p.m. on January 27, 2016 to:**

Cassie Koch
Accounting & Contracts Management Coordinator
Scott County Sheriff's Office
301 Fuller Street South
Shakopee, MN 55379
ckoch@co.scott.mn.us

Questions may be faxed: **(952) 496-8732** or emailed to ckoch@co.scott.mn.us. Written responses to all questions received will be furnished through an addendum to all vendors by **February 3, 2016 by 4:30 p.m.** Written addendum to the RFP addressing questions will be posted on the Scott County website at www.co.scott.mn.us. No oral questions will be entertained prior to or after the deadline for written questions specified above. **Vendors are cautioned not to contact any Scott County staff directly. Evidence of such contact may be cause for rejection of proposal.**

5.4 Proposal Submission/Deadline

Vendors are required to submit seven copies of their proposal (one (1) original and six (6) copies) **by February 10, 2016 by 2:00 p.m. to the following address:**

Cassie Koch
Accounting & Contracts Management Coordinator
Scott County Sheriff's Office
301 Fuller Street South
Shakopee, MN 55379
(952)496-8946

Late proposals will not be accepted and will be returned to the Vendor unopened.

Proposals must be endorsed with the signature of a responsible official having the authority to bind the offer or to the execution of the proposal. Each proposal must be submitted in a sealed envelope prominently marked on the lower left side as follows:

SCOTT COUNTY CORRECTIONAL COMMISSARY SERVICE

*PROPOSAL DUE DATE: no later than **February 10, 2016 at 2:00 p.m.***

COMPANY NAME:

Failure to do so may result in a premature opening of, post-opening of, or failure to open that proposal. Facsimile, oral, telephone, or telegraphic proposals are invalid and will not receive consideration.

5.5 Retention of Proposals

Upon submission, all proposals become the property of Scott County, which has the right to use any ideas presented in any proposal submitted in response to this RFP, whether or not the proposal is accepted.

6.0 PROPOSAL EVALUATION

6.1 Method of Award

The County of Scott considers the subject matter of this proposal to be a professional service. As a professional service it is not subject to the provisions of the County Local Government Budget/Purchasing Act and the award, if made, will not be subject to the provisions of that statute.

Although cost and commission will be considered in the award process, emphasis will also be placed upon the quality of the service offered, experience factors, the competency of the prospective vendor, and outside references.

6.2 Cancellation of Award

The County reserves the right, without any liability, to cancel the award of any proposals, at any time before the execution of the agreement documents by all parties.

6.3 Evaluation Procedures

It is the intent of the County to review all proposals and judge the merit of those proposals in accordance with the general criteria outlined in **6.4 Criteria for Evaluation** in this request. The Correctional Team will select a vendor which will result in an award and contract to provide the County with a Correctional Commissary Service.

Failure of the vendor to provide in the proposal any information requested in this RFP may result in disqualification of that proposal.

6.4 Criteria for Evaluation

The decision on selecting a vendor for the project will be based on the following criteria:

6.4.1 Service Experience

- 6.4.1.1 Experience & Qualifications of Vendor & Key Staff
- 6.4.1.2 Reference & Reliability of Vendor

6.4.2 Ability/Compatibility

- 6.4.2.1 Project Understanding & Approach
- 6.4.2.2 Meeting all RFP Specifications
- 6.4.2.3 Additional Kiosk Options & Services Offered
- 6.4.2.4 Technical Architecture of Software Solution
- 6.4.2.5 Compatibility with existing Scott County Systems & Jail Facility

6.4.3 Cost/Commission

- 6.4.3.1 Cost of Commissary Items
- 6.4.3.2 Commission from Net Gross Generated

6.5 Review/Selection Schedule

The following selection schedule has been established:

Distribution of RFP	January 6, 2016
Mandatory Pre-Proposal Meeting	January 19, 2016 at 2:00 p.m.
Deadline for written questions	January 27, 2016 by 4:30 p.m.
Response to written questions	February 3, 2016 by 4:30 p.m.
Proposal Due	February 10, 2016
Proposal Evaluation	Due date through February 19, 2016
Oral Presentations as Requested	Tentatively week of February 22, 2016
Selection of Vendor	Tentatively end of March 14, 2016

6.6 Negotiation Procedures

The Scott County Correctional Team will evaluate each proposal based on the information furnished by the vendor and will make a recommendation. In responding to the Request for Proposals, the vendor is cautioned to address each of the evaluation factors in as much detail as possible and in the order that the factors are listed under *Section 5.1, Proposal Organization*.

6.7 Oral Presentation

Vendors may be required to give an oral presentation of their proposal to the Scott County Correctional Team. This will provide an opportunity for the vendor to clarify or elaborate on specifics within their proposal.

6.8 Rejection of Proposals

Scott County reserves the right to reject any (or all) proposal(s) based on the evaluation criteria contained in this RFP. The County also reserves the right to cancel or amend this RFP at any time. Any changes in the status of the RFP will be brought to the attention of all parties that have received the same.

7.0 MISCELLANEOUS PROVISIONS

7.1 Contract Terms

Proposals submitted in response to the RFP may become a part of any subsequent contract. If for any reason the selected vendor deviates in any way from previous proposed services, the County may reject the proposal and begin negotiations with another vendor.

7.2 Provisions for Joint Venture

Provisions for joint venture will be considered; however, a statement of such an arrangement should be contained in the proposal with qualifications shown for all participating vendors.

7.3 Provisions for Sub-contract

Vendor shall not subcontract any portion of the work to be performed under this contract nor assign this contract without the prior written approval of the authorized agent of the County. Vendor shall provide the identity of any subcontractor(s) it intends to contract with and the services to be performed by said subcontractor(s). Vendor shall ensure and require that any subcontractor agrees to and complies with all of the terms of this contract and meets all requirements as if they were the primary contractor. Any subcontractor of Vendor used to perform any portion of this contract shall report to and bill Vendor directly. Vendor shall be solely responsible for the breach, performance, or non-performance of any subcontractor.

7.4 Non-Discrimination

The responding vendor must demonstrate that it has agreed not to discriminate in hiring practices on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation.

7.5 Funding Restrictions

The County reserves the right to reduce estimated or actual amount of services in whatever amount necessary without prejudice or liability to the County if funding is not available or if legal restrictions are placed upon the expenditure of monies for this category of service.

7.6 Lobbying

Any attempt to contact members of the various Divisions, County Board, or department heads involved or affected by the project, including second party contact, will result in immediate rejection of your proposal. Questions regarding this RFP must be forwarded in writing via e-mail, fax, or written letter to Cassie Koch, Accounting & Contracts Management Coordinator, Scott County Sheriff's Office, 301 Fuller Street South, Shakopee, MN 55379-1220, ckoch@co.scott.mn.us

7.7 Limitations

Scott County will not be responsible for any costs incurred by applicants in preparing proposals.

EXHIBIT A: SAMPLE CONTRACT

THIS AGREEMENT, by and between Scott County, having its principal office for the transaction of business at 200 Fourth Avenue West, Shakopee, Minnesota 55379-1220, hereinafter referred to as "County", and [Vendor Name], having its principal office for the transaction of business at [Address], [City], [State] [Zip Code], hereinafter referred to as the "VENDOR".

Recitals:

1. The County has approved the concept of XXXX for Scott County, and desires to retain the services of a competent XXXXX Vendor; and
2. Vendor desires to provide this contract for services to the County according to the terms and conditions stated herein.

NOW THEREFORE, in consideration of the mutual undertakings and agreements contained within this contract, the County and Vendor hereby agree as follows:

1.0 Scope of Services

Vendor agrees to furnish _____ which are listed on Proposal Form, during the term of the contract. These prices will be vendor throughout the term of this contract.

2.0 Compensation and Terms of Payment

2.1 Compensation:

Provider shall be compensated at a rate of _____.

Total compensation under this agreement shall not exceed _____.

- 2.2 Provider shall submit duplicate invoices on a [weekly/monthly/quarterly] basis to the authorized agent of the County for payment of work completed. The authorized agent shall have the authority to review the invoices, and no payment shall be made without the approval of the authorized agent. Payments shall be made within thirty (30) days after receipt of invoices for services performed and acceptance of such services by the authorized agent of the County.

3.0 Condition of Payment

All services provided by Vendor pursuant to this agreement shall be performed to the satisfaction of the County, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment shall be withheld for all work found by the County to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules or regulations.

4.0 Effective Date of Contract

This contract shall be effective Month X, 20xx, notwithstanding the date of signature by the parties.

5.0 Term of Contract

This contract shall remain in effect until all obligations set forth in this contract have been satisfactorily fulfilled, or unless earlier terminated as provided, whichever occurs first. The contract period shall be a term of one year commencing [Start Date] , 20xx, and ending [End Date] 20xx. The contract period may be extended for an additional three (3) one-year periods with the mutual consent of the County and the Vendor. If the County desires to extend the contract the authorized agent of the County will advise the Vendor before expiration of the contract or any extension period.

6.0 Authorized Agents

6.1 Scott County shall appoint an authorized agent for the purpose of administration of this contract. Vendor is notified that the authorized agent of Scott County is:

[Name], [Title]
Scott County
[Street Address]
[City], [State] [Zip Code]
Phone: [Number]
Fax: [Number]

6.2 Vendor shall appoint an authorized agent for the purpose of administration of this contract.

[Name], [Title]
[Vendor Name]
[Street Address]
[City], [State] [Zip Code]
Phone: [Number]
Fax: [Number]

7.0 Records - Availability and Retention

Pursuant to Minn. Stat. Section 16C.05, Subd. 5 (2007), the books, records, documents, and accounting procedures and practices of Vendor relative to this agreement shall be subject to examination by the County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement, shall be kept by Vendor for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County of Scott regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County notifies Vendor in writing that the records need no longer be kept.

8.0 Indemnity

Vendor agrees to defend, indemnify, and hold the County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any act or omission on the part of Vendor, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by the Vendor or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement.

Vendor shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Vendor under this agreement. Vendor shall, without additional compensation, correct or revise any errors or deficiencies in Vendor's final reports and services.

9.0 Insurance

Vendor shall not commence work under this agreement until it has obtained at its own cost and expense all insurance required herein. All insurance coverage is subject to approval of the County and shall be maintained by Provider until final completion of the work.

9.1 Workers' Compensation

9.1.1 State: Minnesota – Statutory

9.1.2 Employer's Liability with minimum limits of:

Bodily Injury by Accident: \$100,000 each Accident

Bodily Injury by Disease: \$100,000 each Employee

Bodily Injury by Disease: \$500,000 policy limit

9.1.3. Benefits required by union labor contracts: As applicable

In the event Provider is a sole proprietor and has not elected to provide workers' compensation insurance, Provider shall be required to execute and submit an affidavit of sole proprietorship in a form satisfactory to the County before entering into the agreement.

9.2 Commercial General Liability

Including Premises, Operations, Products, Completed Operations, Advertising and Personal Injury Liability, with the following minimum limits of liability:

\$2,000,000 Aggregate

\$2,000,000 Products & Completed Operations Aggregate

\$1,000,000 Personal Injury & Advertising Injury

\$1,000,000 Occurrence

\$ 100,000 Fire Damage Limit

\$ 5,000 Medical Expense

Policy should be written on an occurrence basis and include explosion, collapse and underground.

9.3 Professional Liability (Malpractice)

\$1,000,000 per Claimant
\$2,000,000 Aggregate per Year

9.4 Commercial Auto Liability

Automobile liability should include Hired and Non-Owned, and the County should be named as an additional insured.

Minimum limits of liability shall be:

If split limits: \$1,000,000 each person/\$1,000,000 each occurrence

If combined single limit: \$1,000,000 per occurrence

9.5 Proof of Insurance

Insurance certificates evidencing that the above insurance is in force with companies acceptable to County and in the amounts required shall be submitted to County for examination and approval prior to the execution of the agreement, after which they shall be filed with County. **The insurance certificate shall name the County as an additional insured and specifically provide that a certificate shall not be materially changed, canceled or non-renewed except upon sixty (60) days prior written notice to County.** Neither County's failure to require or insist upon certificates, nor other evidence of a variance from the specified coverage requirements, amends Provider's responsibility to comply with the insurance specifications.

10.0 Standards and Licenses

The [Service] shall maintain proper certification or licensure as required by the State during the term of this Agreement. The County will only pay for Scott County Fleet management software provided pursuant to such requirement. The [Service] shall comply with all applicable Federal and State statutes, regulation, rules and ordinances now in force or as hereafter enacted.

11.0 Health Insurance Portability and Accountability Act of 1996

The County and Provider mutually agree to incorporate the terms of **Exhibit B** to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information.

12.0 Subcontracts

Vendor shall not subcontract any portion of the work to be performed under this contract nor assign this contract without the prior written approval of the authorized agent of the County. Vendor shall ensure and require that any subcontractor agrees to and complies with all of the terms of this contract. Any subcontractor of Vendor used to

perform any portion of this contract shall report to and bill Vendor directly. Vendor shall be solely responsible for the breach, performance, or non-performance of any subcontractor.

13.0 Force Majeure

County and Vendor agree that Vendor shall not be liable for any delay or inability to perform this contract, directly or indirectly caused by or resulting from strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other causes beyond reasonable control of Vendor and the County.

14.0 Data Practices

Vendor, its agents, employees and any subcontractors of Vendor in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to Ch. 13. The Vendor agrees to hold the County, its officers, department heads and employees harmless from any claims resulting from Vendor's unlawful disclosure, failure to disclose or use of data protected under state and federal laws.

15.0 Access to Premises

The County shall arrange access as necessary to work sites for Vendor for the purpose of performing the work described in this agreement.

16.0 Termination

This contract may be terminated by either party, with or without cause, upon thirty (30) days written notice to the Authorized Agents of the parties.

17.0 Independent Contractor

It is agreed that nothing contained in this contract is intended or should be construed as creating the relationship of partnership, joint ventures, or an association with the County and Vendor. Vendor is an independent contractor and neither it, its employees, agents, subcontractors, nor representatives, shall be considered employees, agent, or representatives of the County.

Except as otherwise provided herein, Vendor shall maintain, in all respects, its present control over the means and personnel by which this contract is performed. From any amounts due Vendor, there shall be no deduction for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of Federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of the Vendor.

18.0 Notices

Any notices to be given under this contract shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal

Service, addressed to the authorized agent of the Vendor at the address stated herein, and to the authorized agent of the County at the address stated herein.

19.0 Controlling Law

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Scott, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

20.0 Successors and Assigns

The County and Vendor, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this contract and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this contract. Neither the County nor Vendor shall assign, sublet, or transfer any interest in this contract without the prior written consent of the other.

21.0 Equal Employment and Americans With Disabilities

In connection with the work performed under this contract, Vendor agrees to comply with the applicable provisions of the state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this contract, Vendor certifies that it has been made fully aware of Scott County's Equal Employment Opportunity and Americans With Disabilities Act Policy, attached hereto and incorporated herein as Exhibit B, through both oral and written communications, that it supports this policy and that it will conduct its own employment practices and business operations in accordance therewith. Failure on the part of Vendor to conduct its own employment practices and business operations in accordance with the policy may result in the withholding of all or part of regular payments by the County due under this contract unless or until Vendor complies with the policy, and/or suspension or termination of this contract.

22.0 Changes

The parties agree that no change or modification to this contract, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this contract. The execution of the change shall be authorized and signed in the same manner as for this contract.

23.0 Severability

In the event any provision of this contract shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the contract to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

24.0 Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein, and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreement presently in effect between the County and Vendor relating to the subject matter hereof.

25.0 Exhibits

The Exhibits attached to this agreement are considered a material part of this agreement and are incorporated herein by reference as if fully set forth herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates written below.

COUNTY OF SCOTT

By: _____ Date: _____
Chair, Scott County Board of Commissioners

Attest:

By: _____ Date: _____
Gary Shelton, County Administrator

Approved as to form and execution:

By: _____ Date: _____
Jeanne Andersen, Assistant Scott County Attorney

[COMPANY NAME]

By: _____ Date: _____
(authorized signature)

(typed name)

(title)

**EXHIBIT
"B"**

POLICY STATEMENT

It is the policy of Scott County Government to provide Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives, and regulations of Federal, State, and local governing bodies or agencies thereof, including Minnesota Statutes, Chapter 363A.

Scott County will not engage in any employment practices which discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Further, Scott County fully supports incorporation of nondiscrimination rules and regulations into contracts and will commit the necessary time and resources to achieve the goals of Equal Employment Opportunity.

Any employee of the County who does not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and Plan will be subject to disciplinary action. Any subcontractor of the County not complying with all applicable Equal Employment Opportunity laws, directives, and regulations of Federal, State, and local governing bodies or agencies thereof, including Minnesota Statutes, Chapter 363A, will be subject to appropriate contractual sanctions.

Scott County has designated the Employee Relations Director as the manager of the Equal Opportunity Program. These responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this program, as required by Federal, State, and local agencies. The Scott County Administrator will receive and review reports on the progress of the program. If any employee or applicant for employment believes he or she has been discriminated against, please contact the Scott County Employee Relations Director, Scott County Employee Relations, Government Center Room 201, 200 Fourth Avenue West, Shakopee, Minnesota 55379-1220, or call (952) 496-8103.



Gary L. Shelton
Scott County Administrator

1-20-15

Date



Jonathan K. Ulrich
Chair, Board of Commissioners

1-20-15

Date

EXHIBIT “D”
Current Commissary Items Sold at Scott County Jail

Bag Candies

Atomic Fireballs
 Butterscotch Buttons
 Jolly Ranchers
 Lemon Heads
 Starlite Mints

Candy

Almond Joy
 Baby Ruth
 Butterfinger
 Caramello Bar
 Honey Granola Bars
 Kit Kat-Large
 M&M Peanut
 M&M Peanut Butter
 M&M Plain
 Milky Way
 Protein Bar Chocolate/PB
 Reeses Peanut Butter Cups
 Rolo
 Salted Nut Rolls
 Skittles Regular
 Skittles Tropical
 Skittles Wild Berry
 Snickers Bar
 Starburst Tropical
 Three Musketeers Bar
 Tube of Peanuts 2oz
 Twix Caramel
 Twix Peanut Butter
 Chips
 Cheetos Crunchy
 Cheetos Flamin Hots
 Cheetos Jalapeno Cheddar
 Doritos Nacho Cheese
 Earl's Caramel Corn
 Earl's Cheesy Corn
 Fritos Chili Cheese

Karrs Energy Mix

Lays BBQ 1/5 oz
 Lays Sour Cream & Onion
 Snyders Honey Mustard Pieces
 Snyders Hot Buffalo Wing Pieces
 Snyders Jalapeno Pieces

Coffee

Coffee Caribbean 11 GRAM
 Coffee Premium Roast 2oz
 Nescafe Decaf Stick

Condiments

Jalapeno Cheese Squeezer

Cookies

Fudge Strip Mini Cookies
 Grandmas Peanut Butter Cookies

Drink Mixes

Cappuccino Mix
 Fruit Punch Drink Mix
 Hot Cocoa Mix
 Iced Tea Drink Mix
 Lemonade Drink Mix

Tea Earl Grey

Electronics

AAA Battery
 Alarm Clock (Requires 2AAA not included)

Entertainment

Crossword Puzzle Books
 Economy Playing Cards
 Sudoku Numeric Puzzles
 Word Search

Hygiene

Blue Magic Conditioner
 Clear Hinged Soap Dish
 Deodorant - Mennen - Solid Gel
 Deodorant Suave Anti-Perspirant
 Hair Brush Vented
 Hair Pick
 Lip Ex Lip Balm



Lotion Eucerine 1oz
Ponytail Holder (1)
Shampoo Suave
Shampoo, Dandruff, 14.2 oz
Skin Care Lotion
Soap Bar Dial
Soap Bar Dove 4 oz. Unscented
Soap Bar Lever 2000
Suave Conditioner
Tampon
Toothbrush Long Handled
Toothbrush Stubby
Toothpaste Colgate .85 oz

Meals

Chili No Beans
Chili With Beans
Chili With Beans Western Hot
Easy Mac
Oatmeal Maple and Brown Sugar
Salisbury Steak
Tortilla Shells
Tuna in a Pouch
Turkey and Dressing

Meats

Obriens Dbl Barrel Hot Shots
Obriens Double Barrel Salami
Obriens Hickory Smoked Beef Sticks

Medical

Acne Treatment
Denture Cleanser Tablet
Halls Cough Drops

Microwaveable

Popcorn Act II
Popcorn Jalapeno
Popcorn Kettle Corn
Red Beans and Rice with Chili

Pastries

Big Texas Cinnamon Roll
Cup Cakes Chocolate
Danish Strawberry Cheese Claw

Honey Bun Glazed
Honey Bun Iced Jumbo
Nutty Bar
Pop Tart Frosted Brown Sugar
Pop Tart Frosted Strawberry

Plateware

Thermal Special Cup

Postage

Stamped Envelope

Ramen Noodles

Ramen Beef
Ramen Chicken
Ramen Chili
Ramen Lime Chili Shrimp
Ramen Oriental
Ramen Picante Beef
Ramen Picante Chicken

Shoes

Canvas, Velcro Orange Sz10
Canvas, Velcro Orange Sz11
Canvas, Velcro Orange Sz12
Canvas, Velcro Orange Sz9

Stationary

9x12 Catalog Envelope 2 Stamps
Anniversary Card with Stamp
Birthday Card with Stamp
Christmas Card with Stamp
Colored Pencil Short
Eraser Tip
Inmate Postcard
Love You Card with Stamp
Miss You Card with Stamp
Paper Crayola Doodle Pad
Paper Crayola Writing Pad
Paper Lined Writing Pad
Pencil Golf
Thank You Card with Stamp
Thanksgiving Card with Stamp
Thanking of You Card with Stamp

**Attachment A
References**

NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS:	ADDRESS:
PHONE #:	PHONE #:
DATE OF MOST RECENT WORK:	DATE OF MOST RECENT WORK:

NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS:	ADDRESS:
PHONE #:	PHONE #:
DATE OF MOST RECENT WORK:	DATE OF MOST RECENT WORK:

NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS:	ADDRESS:
PHONE #:	PHONE #:
DATE OF MOST RECENT WORK:	DATE OF MOST RECENT WORK:

NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS:	ADDRESS:
PHONE #:	PHONE #:
DATE OF MOST RECENT WORK:	DATE OF MOST RECENT WORK:

NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS:	ADRESS:
PHONE #:	PHONE #:
DATE OF MOST RECENT WORK:	DATE OF MOST RECENT WORK:

Attachment B
SCOTT COUNTY REQUEST FOR PROPOSALS

1. Name/address of applicant agency:

Name: _____

Address: _____

Director: _____

Phone: _____

2. Please check one of the following:

- Incorporated for Profit
- Incorporated for Non-Profit (501-C-3)
- Partnership
- Proprietorship
- Governmental Unit
- Other, Please describe

3. Contact Person, if other than Director:

Name: _____ Title: _____ Phone: _____

4. Names of Persons authorized to sign contracts:

Name	Title	Phone
_____	_____	_____
_____	_____	_____

5. Please indicate tax identification numbers as applicable to your organization:

MN Tax I.D. Number: _____

Federal Employer I.D. Number: _____

Please attach the following items to your proposal:

- Annotated Board of Directors roster
- Organizational Chart
- Provide a minimum of five references including name, address, telephone number and business relationship
- Identify any government contracts you currently hold in the State of Minnesota or surrounding States
- Brochures, annual report or other information about your organization to aid us in making a decision

