



pennsylvania

OFFICE OF ADMINISTRATION

INFORMATION TECHNOLOGY

RECOMMENDATION FOR CONTRACTOR SELECTION

Date: January 22, 2013

To: Tony Encinias
Chief Information Officer
Office for Information Technology

From: Jeffery Wright
Issuing Officer

RE: Evaluation of Proposals Submitted in Response to
Pennsylvania Department of Correction's Kiosk and Kiosk Services RFP
RFP # 6100021729

PART I.

The Issuing Office designated to conduct the **Kiosk and Kiosk Services** procurement has completed its evaluation in accordance with Commonwealth policies and procedures. As further described below, **Global Tel* Link** is recommended for selection for contract negotiations for RFP #6100021729. This memorandum also documents that all necessary steps were taken in conducting the procurement in accordance with the provisions of the Commonwealth Procurement Code. To the extent that written determinations are required under the Code for any of the following steps and no attached record exists, this memorandum shall serve as written confirmation that such step occurred.

PART II.

- A. **PUBLIC NOTICE:** Public notice of the RFP was posted on the DGS website on **July 25, 2012.**
- B. **EVALUATION COMMITTEE:** An evaluation committee was established consisting of agency representatives from the Department of Corrections and Office of Administration. Representatives from the Comptroller's Office were invited and participated in the committee.
- C. **PRE-PROPOSAL CONFERENCE:** The Issuing Office held a pre-proposal conference on August 8, 2012 at 10:00 AM.

D. ADDENDA TO THE RFP: Potential offerors were given the opportunity in accordance with Section I-9 of the RFP to submit questions concerning the procurement to the Issuing Office. The official responses to the questions were incorporated into the RFP by addenda per Section I-10 of the RFP.

PART III.

A. EVALUATION CRITERIA: The Issuing Office established the relative importance of the major evaluation criteria prior to opening the proposals, consisting of technical **50%**, cost **30%** and small diverse business participation **20%**. Up to three percent (3%) bonus points were also available for committing to Domestic Workforce Utilization (DW).

B. PROPOSAL OPENING: Proposals were opened in a manner to avoid disclosure of their contents to competing offerors. The sealed technical proposals were distributed to the evaluation committee and the Small Diverse Business (“SDB”) participation submittals were forwarded to the Bureau of Small Business Opportunities (BSBO) for its review and scoring. The Issuing Office retained the sealed cost proposals until the evaluation committee completed its technical evaluation.

1. Offerors were afforded approximately five (5) weeks and one (1) day to respond to the RFP. **Three (3)** proposals were received in total on or before the due date of **August 30, 2013**. No companies responded by stating that they would not be submitting proposals. No proposals were submitted late or otherwise disqualified as non-responsive.

C. RESULTS OF EVALUATION:

1. The evaluation committee reported the results of its technical evaluation to the Issuing Office.
2. As indicated in the Overall Scoring, one (1) offeror’s technical submittal (Keefe Group) failed to receive 70% of the available technical points required to be considered for selection for best and final offers or selection for contract negotiations.
3. The Issuing Office evaluated and scored the cost proposals and combined the technical scores, cost scores, bonus points and the SDB scores received from BSBO.
4. **Two (2)** offerors’ proposals (Global Tel* Link and JPay Inc.) achieved initial overall scores placing them within the top competitive range of proposals determined to be reasonably susceptible of being selected for award.
5. BEST AND FINAL OFFERS PHASE: As authorized by Section I-19 of the RFP, these offerors were selected to proceed to a “Best and Final Offers” phase of the evaluation process. All offerors were accorded fair and equal treatment during discussions and revisions of their proposals. There was no disclosure of any information derived from proposals submitted by competing offerors. Global Tel* Link and JPay Inc. were asked to make oral presentations and submit a “Best and Final Offer” for their Technical, Cost, and SDB submittals.

6. **OVERALL SCORING:** Based on the Best and Final Offer phase, the overall scoring for this procurement concluded as follows:

<i>Offeror</i>	<i>Technical Score</i>	<i>SDB Score</i>	<i>Price Score</i>	<i>DW Bonus</i>	<i>Overall Score</i>
Global Tel* Link	500.00	100.00	300.00	30	930.00
JPay Inc.	475.42	47.39	158.14	30	710.95
Keefe Group	270.07	n/a	n/a	n/a	n/a
		n/a	n/a	n/a	n/a

7. **HIGHEST OVERALL SCORES:** After combining the final technical scores, small diverse business participation scores, cost scores and bonus points in accordance with the relative weights assigned to these areas and fixed prior to the opening of the proposals, the proposal submitted by **Global Tel* Link** received the highest overall score.
8. **SMALL DIVERSE BUSINESS COMMITMENTS:** As part of its proposal, **Global Tel* Link** has committed to subcontracting with **Mid-Atlantic Consultants**, a small diverse business, for products and project services over the entire project timeframe. **Global Tel* Link** is committing 21% of the total value of its offering to **Mid-Atlantic Consultants**.
9. **DOMESTIC WORKFORCE:** As part of its proposal, **Global Tel* Link** has certified that 100% of the work for this project will be performed in the United States or member WTO countries.
10. **CONTRACTOR RESPONSIBILITY:** Global Tel* Link and subcontractors required to be disclosed or approved by the Commonwealth have been verified as responsible contractors in accordance with management directives, the Procurement Hand Book and the Procurement Code, as applicable.

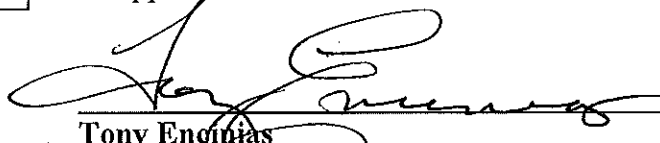
PART IV.

RECOMMENDATION: As the Issuing Officer, I recommend that **Global Tel* Link** be selected for contract negotiations. This recommended selection is based upon the results of the evaluation and review of the proposals as summarized above. Based on the transaction fees proposed by **Global Tel* Link** in its cost submittal and the estimated volumes provided by the Commonwealth, the value of the contract is estimated to be **\$22,350,000** for the base term. The transactions fees will be charged to institutionalized offenders for use of the kiosk system. **Global Tel* Link** has proposed a 30.5% rebate of all transaction fees. The rebate will be paid to the Department of Corrections each month. **The term of the contract will be five (5) years with five (5) one-year renewals.**

PART V.

CONTRACTING OFFICER DETERMINATION:

- Based upon the results of the evaluation and the above recommendation, I have determined the proposal submitted by **Global Tel* Link** is the most advantageous to the Commonwealth.
- I disapprove the recommendation.

 23 Jan 2013
Date

Tony Encinas
Chief Information Officer
Office for Information Technology