



# Corrections and Community Supervision

ANDREW M. CUOMO  
Governor

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Acting Commissioner

## **Addendum II to RFP 2016-02, Inmate Telephone System**

### **Amended Language and Amended Cost Proposal Form (Appendix H)**

The NYS Department of Corrections and Community Supervision (DOCCS), is amending the sections of the Request for Proposals (RFP) 2016-02, *Inmate Telephone System*, as noted below. In addition, based on the changes to the language in the following sections and the *Official Responses to Questions*, DOCCS is amending the Appendix H, *Cost Proposal Form*.

Bidders must sign the acknowledgement at the end of this Addendum II to illustrate their understanding of, and agreement with, the changes represented herein and agreement to use the attached Appendix H, Amended Proposal Cost Form, to complete the requisite Cost Proposal for this RFP solicitation.

The following RFP subsections are hereby replaced by the specific language below:

#### **3.10 INFORMATION OWNERSHIP**

DOCCS shall own all inmate data and call recordings and DOCCS' information developed, stored or used in the ITS. Vendor shall provide DOCCS access to customer account records excluding private financial data.

#### **3.12 PHASE-OUT PLAN**

The vendor shall provide DOCCS with a full explanation of how it will handle a transition to a succeeding vendor at the end of the contract period. The plan must describe how the vendor will 1) provide any and all data including call recordings to the succeeding vendor or DOCCS in a manner that will allow DOCCS to access individual recordings using the succeeding vendor's system; or 2) a mechanism that will allow DOCCS to search for and access individual recordings for up to one year after the transition is complete. The plan must also describe how "Flagged" call recordings, which are retained indefinitely, will be provided and/or made accessible to DOCCS following the transition to the succeeding vendor. The plan must also describe how the proposed transition plan will maintain the chain of custody of individual recordings, whether Flagged or not, should they be needed as evidence following the transition to the new system. Any DOCCS-owned equipment located outside DOCCS' sites, such as recording equipment and software, must be provided to the next contractor or DOCCS at no cost. DOCCS shall own all premised-based equipment installed and all data.

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**7.2.1 Domestic**

The rate proposed and charged by the vendor shall be a single, per minute rate inclusive of all vendor fees, connect charges or other costs for all calls within the United States, its territories and protectorates, and Canada. The rate shall be the same for pre-paid and collect calls. Call rates may not exceed \$0.050.

**7.2.2 International**

Although DOCCS does not allow international calls currently, the vendor shall propose a rate structure for international calls detailing rates by country. The rates for international calls shall be a single per minute rate by country inclusive of all vendor fees, connect charges or other costs. DOCCS reserves the right to implement any alternative international calling services and does not guarantee minimum international calling volume. Any location not within the area defined as covered by the domestic rate as detailed above shall be treated as international. The rate for each country shall be the same rate for pre-paid and collect calls. Also, please propose a blended rate that would be applicable for all countries at a per-minute rate.

In addition, based on the changes to the RFP 2016-02 language above, please use the attached Appendix H, *Amended Cost Proposal Form*, attached to this Addendum II.

As provided in the response to Question 47 in the *Official Responses to Questions*, please note that DOCCS will not entertain bids with a vendor as a prime on one bid and a subcontractor to another bid. Additionally, each vendor may only be part of one submission.”

**“Accepted and Agreed To”**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Name Title Date

STATE OF NEW YORK )

) SS:

County of \_\_\_\_\_ )

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_, to me known, who being by me duly sworn, \_\_\_\_\_, that he/she is the \_\_\_\_\_, of the \_\_\_\_\_, the corporation described herein which executed the foregoing instrument; and that he/she signed his/her name thereto by order of the board of directors of said corporation.

\_\_\_\_\_

NOTARY PUBLIC

## **Amended Appendix H Cost Proposal Form**

Prime Contractor Name: \_\_\_\_\_

Subcontractor Name(s) if applicable: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Instructions:** Complete the Amended Cost Proposal Form showing the costs for the Contract Services requested. The costs shall be considered to be inclusive of all travel, overhead, profit, and administrative expenses. The cost proposal form shall be submitted in a separate self-addressed stamped envelope in the event the Bidder is disqualified and the Cost Proposal is unopened and returned.

Vendor shall provide rates based on three decimal places (e.g. \$0.000). Rates shall apply only from the called party's acceptance of a call until the call is terminated rounded to the **nearest** whole minute (calls lasting up to and including 29 seconds over a whole minute shall be rounded down, calls greater than or equal to 30 seconds over a whole minute shall be rounded up.) There shall be no charge for the time for prompts, rate information or other functions. There shall be no additional charges or fees added to the cost of a call.

**Domestic Rate:** The rate proposed and charged by the vendor shall be a single, per-minute rate inclusive of all vendor fees, connect charges and/or other costs for all calls within the United States, its territories and protectorates, and Canada. **Call rates may not exceed \$0.050.**

Domestic per Minute Rate	Total Cost per Minute (including vendor fees, & surcharges)

**International Rates:**

The vendor shall propose a rate structure for international calls detailing rates by country. The rates for international calls shall be single, per-minute rates by country inclusive of all vendor fees, connect charges and/or other costs. DOCCS reserves the right to implement any alternative international calling services and does not guarantee minimum international calling volume. Any location not within the area defined as covered by the domestic rate as detailed above shall be treated as international.

Country	Total Cost per Minute (including vendor fees, & surcharges)

**Account Holder Fees:**

Itemize any fees below that may be incurred by account holders throughout the entire use and closure of the account:

Account Fees	Amount Charged Account Holders
Example: <i>Automated payment fees</i> <sup>1</sup>	\$3.00
Total of all fees:	

**Federal and State Surcharges and Taxes:**

Identify all federal and state surcharges and taxes that will be applied to the proposed rates for direct-billed and prepaid calls (**do not include amount of tax or surcharge**):

Taxes and Surcharges

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<sup>1</sup> Automated payments include payments by interactive voice response (IVR).