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**FY25-01 Southside Regional Jail Authority
Request for Proposals for Inmate Commissary Services
Questions**

1. Who is SRJA's current Jail Management System?
2. What is the Facility's ADP?
3. Can you please provide a copy of your current menu?
4. Can you please provide your total commissionable sales for the past 12 months?
5. Who is SRJA's current phone provider?
6. Does the Facility currently allow inmates to transfer money from their commissary account to their phone account? If not, is this something that interests the Facility?
7. Does the current commissary provider distribute commissary to the inmates? If so, how many people does the current commissary provider supply for this, how many hours does it typically take, and what is the pay rate for the Distributor?
8. What is SRJA's current commission rate?
9. What are the contents of the indigent kits currently used by the SRJA?
10. The Specifications mention a booking kiosk. Is the Facility also interested in a lobby kiosk for the public to add funds via cash or credit card to inmate's accounts?
11. In addition to inmates ordering via the telephone, is the Facility interested in the ability to put a commissary link on current inmate phone provider tablets/kiosks to allow for additional ordering options?
12. Will RFP responses be opened publicly?
13. Specifications state that "The attached anti-collusion/nondiscrimination form incorporated herein must be executed and returned with Request for Proposal documents to receive consideration. ATTACH FORM IF REQUIRED". This form was not included in the RFP documents. Is this required? If so, can you please provide the form?
14. Does the Facility currently release inmates with debit cards instead of checks when being released to the public?
15. Does the Facility currently offer online ordering for family and friends? If not, is this something the Facility would be interested in?
16. Does the Facility currently offer on-site snackpacks for in between commissary orders? If not, is this something the Facility would be interested in?

RFP FY25-01

Addendum 1

November 4, 2024

We have received questions from a prospective Vendor in reference to the RFP FY25-01

1. SRJA's current Management System is the Offender Management Systems (Evolution).
 2. The Facility's ADP for the past 12 months is 168.
 3. A copy of the current menu is attached.
 4. The Total commissionable sales for the past 12 months are \$194,500.60
 5. SRJA's current phone provider is Via Path
 6. Yes
 7. The commissary provider does distribute commissary to the inmates. The rate of pay is unknown, the provider handles it. It takes between 8 to 10 hours.
 8. SRJA's commission rate is 43%.
 9. The contents of the indigent kit: 5 envelopes, 10 sheets of paper, short handle toothbrush, 0.5-ounce deodorant, 2 ounces shampoo/body wash, 2 ounces body lotion, 0.6-ounce toothpaste, 1 bar antibacterial soap, 1 flex pen.
 10. Yes
 11. Yes
 12. No
 13. This form is not required
 14. Yes
 15. Yes
 16. No, No
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