



Frank Sadeghi, Director
Jennifer Bacchione, Deputy Director
Robert S. Arace, Commissioner
Sam Ellenbogen, Commissioner
Ray Gormley, Commissioner

Jennifer L. Bowens, Qualified Purchasing Agent

County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754

BID
INMATE COMMISSARY AND BANKING SERVICES

2026

ADVERTISEMENT DATE: January 14, 2026
OPENING: February 3, 2026, 11:00 am

Bid Category: 18- Miscellaneous Commodities and Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **INMATE COMMISSARY AND BANKING SERVICES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, February 3, 2026 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

Pre-Bid Meeting: A voluntary pre-bid meeting will be held on **Wednesday, January 21, 2026** at 10:00A.M., prevailing time. The meeting will be held at the Ocean County Jail, 114 Hooper Ave., Toms River, NJ. Bidders interested in attending the meeting **MUST** call Sgt. Pushkal at 732-929-2043 x2258 or Kevin McLafferty at 732-288-7631 for details regarding obtaining clearance for the meeting. This meeting is not a prerequisite to bidding but is to aid all bidders in understanding the project.

Electronic Submission Site: <https://procurement.opengov.com/portal/oceancounty/>

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

FRANK SADEGHI, Director

JENNIFER L. BOWENS, Qualified Purchasing Agent

Contact Information and Project Timeline

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Assistant Purchasing Agent

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: jhannold@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:7329292103)

Department:

Corrections

Timeline

Advertising Date	January 14, 2026
Pre-Bid Meeting (Non-Mandatory)	January 21, 2026, 10:00am A voluntary pre-bid meeting will be held on Wednesday, January 21, 2026 at 10:00A.M., prevailing time. The meeting will be held at the Ocean County Jail, 114 Hooper Ave., Toms River, NJ. Bidders interested in attending the meeting MUST call Sgt. Pushkal at 732-929-2043 x2258 or Kevin McLafferty at 732-288-7631 for details regarding obtaining clearance for the meeting. This meeting is not a prerequisite to bidding but is to aid all bidders in understanding the project.
Bid Opening Date	February 3, 2026, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, February 3, 2026.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response". Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

Evaluation

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

BUY AMERICAN PROVISION - FOOD RELATED CONTRACTS

In accordance with 7 CFR 210.21(d) and USDA Memo SP 38-2017, all food and food service products provided under this contract must be domestic. Products must be either 100% domestic or contain more than 51% domestic agricultural components by weight or volume. Exceptions are permitted only when the item is not available domestically in sufficient quantity/quality or when competitive pricing shows domestic products are significantly higher in cost. Any exception requests must be submitted in writing and approved by the SFA prior to purchase.

No Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

Special Surety Bid Requirements for Certain Construction Projects

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

Open Public Records Act (OPRA)

**** ATTENTION ****

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the

solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

Award Method

Contract will be awarded on a line item basis. Contract will be awarded to the bidder who will provide to the Ocean County Department of Corrections the highest percentage of the gross revenues from all commissary sales. Award of Items 2 and 3 shall go to the vendor who receives the award for Item 1.

Specifications and Scope of Work

SCOPE of WORK

Please see “Attachments”, “Project Documents” for detailed project specifications.

Intent

CONTRACT TERMS

The contract shall be three (3) years from date of award, beginning April 21, 2026 through April 20, 2029, or until delivery is complete unless otherwise stated. The County reserves the right to extend the contract for two (2) additional one (1) year periods by mutual agreement between the County and the Contractor with no increase in base price. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply Inmate Commissary and Banking Services for the Ocean County Department of Corrections.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

WARRANTY

Manufacturer's warranty shall apply.

MODEL INFORMATION REQUIRED

The manufacturer, make or exact models proposed as substitutes shall also be submitted on bidder's letterhead with any proposal contended to be "equivalent."

AVAILABILITY AND DELIVERY

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

COMPLIANCE TO MINIMUM BID REQUIREMENTS / EQUIVALENT PROPOSALS

These specifications intend to describe and govern the purchase of a new and unused INMATE COMMISSARY AND BANKING SERVICES with all accessories as noted herein. The products shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.

All compliance pages must be completed in full if required within the specifications. A general exception cannot be taken for any paragraph or item. Suppose a bidder is basing his proposal on equipment other than what is specified in these bid documents and wishes the equipment he proposes to be considered as an "approved equal". In that case, he shall submit on a separate sheet, in the exact format of the technical specifications contained herein, an item-by-item description of that which he proposes to substitute including all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in the rejection of the bid.

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Mandatory Equal Employment Opportunity

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Security Clearance Form

The Contractor shall be required to submit Department of Corrections Security Clearance Application for each employee and subcontractor's employee prior to being admitted to the site. Security Form is available in the attachments for download, or can be accessed by the following link:

<https://co.ocean.nj.us/OC/Corrections/frnContact.aspx>. Please be advised that no one will be allowed access to the site without prior approval using the Security Clearance Application.

Contractor's access to the premises will be restricted and regulated by the owner, since the facility partially serves as an active county correctional facility. Contractor's staff must wear photo identification displaying the company name and employee on their person when performing work at any County building. All personnel or agent or the Contractor must observe all rules and regulation in effect at the buildings. Employees or agents of the Contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees, or agents of the County.

Contractor must have personnel capable of passing security screening by County Department of Corrections. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County department of Corrections performs State and Municipal criminal and motor vehicle background checks and requires a copy of photo ID/ photo driver's license and social security card. Such security requirements pertain to all jail and detention facilities. Clearance authorizations expire one year from the date of submission of form. Contractors must track date and update their security clearance prior to its expiration.

Vendor Questionnaire

OpenGov Vendor Account Verification*

I hereby confirm that I am logged into OpenGov using an account directly associated with the **Business Name (and corresponding Tax ID number)** as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

☐ Please confirm

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the **contact name, contact phone number and the physical mailing address** where the contract documents should be mailed. *(no email addresses, please!)*

*Response required

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER

[Click here to go to the form](#)

*Response required

Vendor Forms

In order to conduct business with the County, your company must be built as a vendor in our financial system. Please download the below documents, complete and upload.

- [Blank_W9.pdf](#)

Emergency Hotline*

Please provide the vendor's required 1-800 Emergency Hotline phone number, which shall be available 7 days per week, 24 hours per day, 365 days per year.

*Response required

Banking System Demonstration Contact*

Please provide the contact name and phone number to be contacted by the Department of Corrections to make arrangements for the vendor's banking system demonstration, to take place within seven (7) business days of the bid opening.

*Response required

Commissary Product Pricing Lists*

Please upload the following commissary product lists:

1. vendor's suggested list of commissary products, services and systems proposed, including suggested selling prices with applicable sales tax, as specified on page 12 of the Scope of Work. The prices shall be "market prices" generally charged for the commodities included in the contract, when sold with a similar level of service in this general area.
2. vendor's current list of items available to purchase in bulk.

*Response required

Compliance Pages*

Please download the attached Compliance Pages. Complete each compliance line by placing a check mark in the box for YES or NO. Upload the completed document here. If you are taking any exceptions to any of the compliance lines, please list and explain each exception in detail on company letterhead. Please upload the exceptions letter with the completed compliance pages.

- [COMPLIANCE PAGES - INMATE C...](#)

*Response required

Contractor's Data Sheet*

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS_DATA_SHEET_and_...](#)

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.

(c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Qualifications*

Bidder acknowledges their ability to meet the Qualifications detailed on pages 1 and 2 of the Scope of Work document. Any supporting documentation may be uploaded under ADDITIONAL DOCUMENTATION.

☐ Please confirm

*Response required

ADDITIONAL DOCUMENTATION

Please add any additional documentation you wish to be considered here.

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement](#)?

☐ Yes

☐ No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions](#)?

☐ Yes

☐ No

*Response required

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

☐ Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

☐ Please confirm

*Response required

Pricing Proposal

INMATE COMMISSARY AND BANKING SERVICES

Line Item	Description	Unit of Measure	Percentage Offered (NOT LESS THAN)	Start-Up Lead Time (# of days)
1	The successful bidder shall pay to the Ocean County Department of Corrections the following percentage of Gross Revenues from all commissary sales.	%		
2	Percentage Discount Offered for Items Purchased by the County. This line item shall cover any items purchased from the Catalog for inmates.	%		

WELFARE KITS

*Costs of Welfare Kits may increase over the course of this contract due to changes in the Federal Postage Rate. If the price of the Welfare Kit increases, the contractor shall notify the County in writing, and the County will allow a price increase to accommodate the increase in postage.

Line Item	Description	Est. Qty.	Unit of Meas.	Unit Price	Total Price
3	Welfare Kits, Price Per Kit	40,000	KIT		

INMATE COMMISSARY AND BANKING SERVICES**GENERAL INFORMATION**

The County of Ocean is soliciting proposals from experienced Commissary Services Contractors to provide to the Ocean County Department of Corrections a full range of commissary services for its inmates and an inmate banking system to account for inmate personal funds. The following objectives MUST be met:

1. To deliver high quality commissary services to the inmates of the jail.
2. To provide the jail with a computerized inmate banking system that meets this specification.
3. To operate the commissary service program and the inmate banking system in a cost-effective manner.
4. To maintain a market price philosophy with regard to the retail-selling price of the commissary items to the inmates.

REASON FOR PROCUREMENT

It is the County's primary objective that its commissary operate in an efficient and effective manner in order to maintain the security of the institution. Also needed is a quality computerized inmate banking system.

It is the County's desire to have the cost related to the commissary operation, which will be completely performed by the successful bidder, and the inmate banking system, to be covered in the prices of the commissary products sold to the inmates. Additionally, the County desires a return of profit to the Ocean County Inmate Welfare Fund. The County also desires to have prices of all commissary items fall within a reasonable market price.

QUALIFICATIONS

The successful bidder MUST demonstrate, to the satisfaction of the County, the bidder's capabilities to perform this contract. Bidders MUST submit evidence and documentation of their ability to fulfill the requirements as specified. Therefore, the following MUST be submitted with the bid:

1. Evidence of experience and proven capabilities to handle a contract the size and complexity of Ocean County, which includes:
 - a. Reference from at least two (2) correctional facilities where the bidder has installed three (3) or more computer work stations (software included) that are networked and operated for at least two (2) years.
 - b. Proof of a same day delivery from an off-site warehouse MUST be included with the references.
 - c. Information on company history which shows a minimum of five (5) years experience in the Corrections Industry. (*see Vendor Questionnaire, Contract Data sheet*)
2. Evidence of the ability of the bidder to comply with an inmate banking system as specified in the bid Compliance Pages, including both hardware and software, and as follows:
 - a. A minimum of eight (8) networked workstations will be required to perform this contract, twenty eight (28) self service dorm touch screen kiosks machines along with two (2) standalone touch screen kiosks machines for both in our main Front Jail Lobby and Public Information Office located in the back of the building to accept cash, and credit cards.
 - b. The right of the County to have a live demo.
 - c. Software evaluation MUST be completed prior to the award. All bidders MUST arrange with Ocean County Department of Corrections staff to successfully demonstrate the capabilities of their software as part of the review process.
 - d. Documentation of ownership of the software.

QUALIFICATIONS (CONT'D)

3. Evidence of the ability of the bidder to comply with commissary operations of the bid, which includes:
 - a. The resumes and job descriptions of key personnel
 - a. Proof of the ability to meet “No Substitution” and 98% order fill rate
4. All vendors MUST have a functioning 1-800 emergency hotline available 7 days a week, 24 hours a day, and 365 days a year, to be provided in the Vendor Questionnaire.
5. All bidding vendors MUST own their own software and provide the technical support for the software with their own employees. Software MUST have the ability to make modifications to reports which can be stored and run on a daily, weekly, monthly and yearly basis.
6. The software provided should have several levels of security to ensure the integrity of the information placed in the system. Security should be on an individual and group basis if there are multiple users on the system. Each transaction should have the ability to be traced to an individual and workstation at the touch of a button for auditing purposes.
7. At end of contract the County of Ocean reserves the right to retain all inmate data the awarded vendor has on software or paper. At end of contract, all current and past individual inmate balances entered on the commissary software awarded MUST be able to be printed out for future commissary company. This information will be provided by the current vendor at no cost to the County.
8. The Commissary software provided by successful bidder shall have commissary restriction capabilities, on line crediting and bank reconciliation capabilities, along with check registry and payroll capabilities.
9. The successful bidder shall be responsible for transferring current individual inmates' balances (both positive and negative) from the old inmate commissary software to the newly installed software.
10. The Inmate Banking System MUST meet the specifications outlined in the Compliance Pages.

SCOPE OF SERVICES

The successful bidder shall:

- be responsible for furnishing all stock, supplies, labor, supervision, packaging, printed materials, equipment, software and delivery necessary to satisfactorily provide services as specified to bidders.
- maintain all equipment and be responsible for training all individuals designated by the Ocean County Department of Corrections to operate such equipment at no cost to the County of Ocean.
- supply to the Ocean County Department of Corrections any reports or information upon request during the duration of the contract and shall be available for a site inspection upon request.
- employ three (3) persons to deliver commissary packages to the inmates at the Ocean County Department of Corrections.

All persons employed by the successful bidder shall be subject to background checks conducted by the Ocean County Department of Corrections.

INVENTORY REQUIREMENTS OF COMMISSARY SYSTEM

The successful bidder and County are to meet to mutually agree upon all items to be carried in the commissary program.

The successful bidder shall make available for purchase by all male and female inmates commissary items including, but not limited to, hygiene products, writing materials, games, snacks and candies, clothing and shoes. A change in brand, packaging, or sizes MUST be approved by the County. No glass or metal containers may be used.

The successful bidder shall maintain sufficient stock levels in order to limit shortages. The successful bidder shall not substitute and shall have an order fill rate in excess of 98%.

PRODUCT PRICING

As part of the bid process, the successful bidder will submit a suggested list of products with suggested selling prices (including applicable sales tax) that includes all services and systems proposed. The prices shall be “market prices” generally charged for the commodities included in the contract, when sold with a similar level of service, in this general area.

The successful bidder agrees, in the event of a request for adjustment in any contract unit price, that it shall notify the County in writing of the adjustment in any of the contract unit prices and the effective date with documentation justifying the said increase (see price adjustment).

All prices of items available shall include all applicable taxes. Payment of these taxes and any fees for various licenses shall be the sole responsibility of the successful bidder. The commissary item list may be changed when:

1. new items are added, or
2. items are deleted with the consent of the Warden or when a tax increase is instituted by other jurisdiction, or
3. prices drastically increase with current market climate.

PRICE ADJUSTMENTS

The contractor’s price list will be effective for twelve (12) months from the date the contract is executed. Price increases on items may be negotiated at the request of the successful bidder but will not exceed the annual Consumer Price Index (CPI) published by the U.S. Department of Labor. This request MUST be submitted in writing with documented reasons for the increase. A new price list shall be supplied to the Ocean County Department of Corrections at the beginning of every contract year.

All changes shall be made only upon approval of the Ocean County Department of Corrections.

The vendor MUST demonstrate its ability to create and support a variety of interfaces to its Inmate Banking and Commissary System and list customers and inmate populations served by, at minimum, each of the following types of interfaces:

- Read-only flows of Intake, Release, and Housing information from the Offender Management System (OMS)
 - File Based
 - Real Time

PRICE ADJUSTMENTS (CONT'D)

- Read-Only flows of Inmate identification, funds balance, housing and privilege level information from the OMS system to the Commissary system. In turn the Commissary system forwards inmate purchase and refund transaction information to the Offender Management System (OMS) inmate banking system.
 - File Based
 - Real Time
- Centralized Secure flows of information from the Inmate Banking System to on-line depositors for inmate lookup. In turn secure flows of deposit information from the Centralized service to the Inmate banking system for both individual deposits and Automated Clearing House (ACH) transfers.
- Interactive Voice Response (IVR) phone interface/connection between premise-based or centralized phone system and commissary order entry system
- Phone debit interface/connection between premise-based or centralized phone system and Inmate Banking System
- Sales export/import interface between commissary system and the inmate phone funding system.

ADDITIONAL SCOPE OF WORK

The successful bidder shall provide commissary services to each inmate at least once per week with an option for twice a week delivery if the Warden deems it necessary.

The successful bidder shall provide Inmate Commissary orders to be filled out on both order forms provided by the vendor and self-service pod touch screen kiosks provided by the vendor. Successful bidder shall be responsible for the installation of the self-service pod touch screen kiosks.

The successful bidder shall be responsible for the transferring of all data from the present banking and commissary system to the new system.

Inmate order information will be transmitted via modem to the **Vendor** and decoded.

Information will be immediately entered into the inmate banking system.

Commissary orders will be processed in a secure off-site environment, provided by the successful bidder, by its staff.

Commissary orders will normally be delivered directly to the inmate the day after they are entered into the inmate banking system.

Commissary orders are to be delivered by the vendor's staff no later than 8:00 AM in sealed clear bags with three (3) copies of the order receipt sealed within the bag. The receipt should contain the following information:

1. Inmate information
2. Inmate location
3. Inmate ID number
4. Items and quantity included
5. Total of the order and sales
6. Balance of the account after the order

ADDITIONAL SCOPE OF WORK (CONT'D)

After delivering commissary, all inmate credits **MUST** be entered into the system immediately, by Vendor's staff at OCDC. This **MUST** not interfere with OCDC's daily operation. A receipt of credit **MUST** be generated for each inmate.

Inmates receiving credits will receive a copy for the issued credit, highlighted and readied for distribution. This **MUST** not interfere with OCDC's daily operation.

Upon receipt of an order, each inmate shall sign for his/her merchandise and receive one (1) copy as a receipt. The other two (2) copies will be returned to the facility representative. One (1) copy will be retained at the facility, and the other copy will be returned to the successful bidder for record-keeping.

1. Commissary days which fall on National, State or County holidays shall be pushed forward or back one day to align with the date of observance.
2. During the Thanksgiving Day Holiday, orders shall be given to the successful bidder on the Wednesday prior to Thanksgiving Day for delivery on Friday.

Should the successful bidder not be able to deliver on a scheduled delivery date due to inclement weather, delivery shall be made as soon as possible. Bidder shall notify the County of all delivery schedule changes as soon as possible.

The successful bidder shall submit an invoice on a weekly basis that will detail and total the amount of sales for the week. This amount will balance with the jail's program monitor's total. A check will be issued for the agreed upon total on a monthly basis (see schedule of payment).

All breakage, spoilage or outdated etc. items, resulting in returns, shall be the responsibility of the successful bidder.

Orders that cannot be delivered to an inmate for any reason shall be returned to the facility representative, who shall determine if the inmate has been released or moved to another location. If the inmate has been released, the package shall be returned to the successful bidder, and the inmate shall receive proper credit.

Only the inmate whose name appears on the order may receive and sign for a package. Packages shall **not** be left with another inmate.

The Ocean County Department of Corrections shall be responsible for providing admission kits to all new inmates.

All inmates' accounts shall remain under the control and supervision of the Ocean County Department of Corrections.

SYSTEM FEATURES AND PLATFORM

The Commissary system software will maintain an inmate banking system and track every aspect of inmate cash activity. In addition, it will track inmate location, facility fees, medical status, and indigent inmates.

It is crucial that every successful bidder's banking system is able to provide all of the features and hardware specified in this section and meet the specifications in the Compliance Pages located in the Vendor Questionnaire.

SYSTEM FEATURES AND PLATFORM (CONT'D)**Banking System Demonstration**

Ocean County will require a demonstration of all features before awarding this contract. This demonstration MUST take place within five (5) business days of the bid opening. The Department of Corrections will call the contact person designated in the Vendor Questionnaire to make arrangements for demonstration.

Platform Elements:

1. Vendor MUST be capable of a Hosted Server network.
2. Vendor MUST supply all systems with security upgrades as provided by Microsoft.
3. Eight (8) Intel Core i5 (or greater) network computers with 8 GB Ram 500 GB Hard Drive Windows 10 Pro, 19" Monitor with speakers, along with keyboards and Optical Mouse. All computers shall have been installed with latest version of Microsoft Office Pro Edition
4. Four (4) laser printers
5. One (1) Laser Check printer
6. Six (6) receipt printers
7. One (1) 56K modem with remote support software
8. CAT 5 (or higher) cabling for network installed by the **Vendor**.
9. One (1) booking kiosk, installed by vendor
10. Twenty-Eight (28) inmate housing dorm touch screen unit kiosks, installed by Vendor
11. Two (2) Stand-alone floor model deposit touch screen kiosk machines. Fees to deposit funds using kiosk machines may vary, but should not be more than \$15.00 for transactions up to \$300.00.
12. One (1) Lap Top Intel Core i7 with 8 GB 500 GB Hard Drive WINDOWS 11 installed.
13. All kiosk systems installed MUST be compatible with successful bidder's inmate software.

The system MUST carry out the following functions with the following features:

Booking

1. Accept inmate information (summoning historical data if available)
2. Open inmate trust fund account
3. Apply and process applicable inmate facility fees
4. Identity and apply any outstanding debits
5. Make housing assignment
6. Add inmate information to control commissary purchases, i.e.: medical restrictions, gender restrictions, age restrictions, disciplinary controls
7. Levels of security: every activity should have the capability of multiple levels of password with tracking by individual and station
8. The system MUST have a full set of booking reports including statistical breakdowns of activities

Commissary Tracking

1. Inmate orders placed through **Vendor** provided Kiosks
2. Order information transmitted via modem to **Vendor**
3. Inmate charges applied immediately
4. Order confirmation and charge adjustment received within minutes from the Vendor
5. Printed order receipt and balance information with delivery
6. Full range of commissary reports
7. Identification and tracking of indigent inmates and indigent inmate packages

SYSTEM FEATURES AND PLATFORM (CONT'D)**Banking System**

The computerized inmate banking system will adhere to generally accepted accounting principles and be capable of being audited by the County. The inmate banking system MUST include the following components:

1. Open an account on booking with full tracking of inmate and account information
2. Accept inmate funds at the time of booking
3. Receive funds from outside sources via telephone, website or kiosk.
4. Close an account with detailed statement if desired and pay by debit card or check
5. Automatically deduct and track:
 - Commissary charges
 - Facility fees
 - Medical fees and co-pays
 - Sick calls
 - Prescription co-pays
 - All medical co-pays
 - Full reporting capability
 - Miscellaneous fees, i.e.: haircuts
6. Allow for cash (check) dispersals by inmates
7. Full system reporting
8. Shift or daily reconciliation
9. The system MUST provide a complete audit trail on all transactions and MUST allow for scheduled and unannounced audits of inmate accounts by the County to insure the integrity and accuracy of the accounts
10. Password protection and activity tracking by officer

BOOKING KIOSK**Housing Unit Kiosk Specifications**

The Vendor MUST supply twenty-eight (28) housing unit kiosks for commissary ordering.

The housing unit kiosks MUST accomplish the following:

1. Account history look up
2. Commissary order entry
3. Facility information look up
4. Inmate calendar/request appointment

An inmate MUST be able to logon to the kiosk using one of two ways:

1. Displayed to the inmate MUST be a logon screen that will allow them to enter their identifying number, i.e. booking number, facility number etc. The inmate MUST be asked to enter his PIN#. This number MUST be assigned to them at book in and then changed by the inmate at first logon. The facility MUST be able to change this at any time back to a default and then prompt the inmate to change the PIN# at next logon.
2. The inmate MUST be able to present a barcode to the attached scanner. This scanner then read the barcode and determine the information to identify the inmate. The facility MUST have the option of having the inmate enter the PIN# again or allowing access after the presentation of the barcode.

Account history – All debit and credit transactional information MUST be displayed to the inmate for the life of their account.

BOOKING KIOSK (CONT'D)**Housing Unit Kiosk Specifications (Cont'd)**

Commissary order entry – Each inmate MUST be able to create a “grocery list” using the kiosk. An inmate MUST be assigned a facility approved order form which is displayed to them as their choices. Each order form may be displayed in category sections. The inmate will simply touch the category that will then display the items to be added to the grocery list. The kiosk MUST display pictures of all the products to the inmates allowing them to understand fully what items they are requesting. This module MUST apply all restrictions at the time the order is created. Those restrictions MUST be as follows:

- Order form assignment
- Order form spending group limit
- Order form maximum spending limit
- Item category maximum spending limit
- Item maximum time quantity
- Item maximum quantity
- Resident indigence status
- Item indigence status
- Resident age
- Resident available balance

Regardless of the method of order entry all commissary controls specified in the Compliance Pages MUST be available.

- Facility Information – Each Housing kiosk MUST be able to provide to the inmates free data, such as but not limited to, FAQ's, meal menus, inmate handbook, other information.
- Inmate calendar/request appointment – This feature MUST give the facility the ability to allow the inmates to submit their requests electronically. Once the facility configures the type(s) of requests that the inmate is allowed to submit the inmate MUST be able to logon to the kiosk and submit the requests. The inmate MUST also be able to view their calendar. The facility MUST be able to post static calendar information as well as all approved inmate appointments that are a direct result of an electronic request.
- Inmate Rulebook – This feature should be available on the Kiosk for inmate reference.
- PREA Information Buttons – Inmates shall be able to access security memos issued.
- All features should be able to be updated or maintained by Ocean County Corrections Department

Facility Fee Tracking and Charging

The user MUST be able to define facility fees which will be applied automatically or on demand, i.e.: a processing fee may be charged to the inmate at booking (currently not being charged, subject to change per Board of Commissioners' policy).

VCCO Fund

Pursuant to NJSA 30:4-15.1, every commissary in a County correctional facility operated for the sale of commodities shall collect a surcharge of 10% of the sale price of every item sold. The tracking and deduction of the collection of the Victims of Crime Compensation Office (VCCO) shall be the responsibility of the **Vendor**. This surcharge shall be collected by the **Vendor** and forwarded monthly to the County. It will be the responsibility of the County to forward these funds to the State Treasurer for deposit into the Victims of Crime Compensation Office (VCCO) account.

Indigent Tracking Module

1. Ability to define indigent criteria
2. Full reporting on indigents and indigent package dispersal

WELFARE PACKS

The successful bidder shall make available to the County of Ocean welfare packs. These welfare packs will be billed to the County of Ocean on a separate invoice.

These welfare packs MUST include the following:

1. Three (3) Stamped #10 Envelopes.

The envelopes with the welfare packs should state the following:

**This Address is a County Jail. Addressor
is an Inmate. The County is not Responsible
for Debts Incurred by Inmates.**

Name _____
**114 Hooper Avenue
PO Box 2191
Toms River, NJ 08754-2191**

- *Stamp price will increase with Federal Price Changes*

2. One (1) Flexible Security Pen. MUST be water based ink. Black ink only.
3. One (1) Trial Sized Shampoo.
4. One (1) Trial Sized Roll-on Deodorant.

Contents above shall be placed in clear sealed plastic bag.

****Costs of welfare packs may increase over the course of this contract due to changes in the Federal Postage Rate. If the price of the welfare pack increases, the contractor shall notify the County in writing, and the County will allow a price increase to accommodate the increase in postage.***

Additional VENDOR Responsibilities

1. Install and train OCDC staff on site before Commissary products are sold.
2. Provide user documentation.
3. Provide 24-hour telephone technical support line and 24-hour response time for on-site technical support.
4. Software MUST be an X-based program to facilitate in house data searches.
5. System MUST facilitate archiving of data.
6. **Vendor** MUST support data conversion from prior system to new successful bidder with existing current balances from prior software system.
7. System will be Microsoft Windows 11 (or newer) compatible.
8. **Vendor** will be responsible for interface with New Jersey State County Corrections Information System and other information systems as required. The interface MUST be non-proprietary (open architecture).

INSTALLATION & INTEGRATION

All housing kiosks are to be hooked up within ninety (90) days of the County's notification to the successful bidder that all drop lines with CAT-5 (or higher) capabilities have been installed.

Awarded bidder shall be able to successfully integrate the current system with any future inmate tablet systems that the County chooses at no cost to the County.

SCHEDULE OF PAYMENT

The successful bidder shall provide an invoice with every order to be forwarded to an employee designated by the Ocean County Department of Corrections. This employee shall review all invoices and statements for accuracy.

All invoices shall include the following:

1. Inmate's name and classification number
2. Total amount of inmate's purchase charged to his/her account
3. Total amount of the entire day's purchases
4. An itemized list of and amounts of items purchased by inmates (population total, not individual)
5. A list of commissions due to the Ocean County Department of Corrections less sales tax

The Ocean County Department of Corrections shall make payment to the successful bidder on a monthly basis.

Invoices shall be submitted by the successful bidder following each delivery for verification by the Ocean County Department of Corrections.

The successful bidder shall provide monthly statements showing all receipts from all sales. This statement **MUST** be received by the Ocean County Department of Corrections before the tenth day of each month following the month for which the statement is made.

The successful bidder shall be responsible for payment of all applicable state and federal sales taxes.

COMMISSIONS

Commissions paid to the County of Ocean shall be paid directly out of the Commissary Inmate Trust Account on a monthly basis. This commission is the percentage of the Gross revenues from all sales as specified in the bid less welfare packs which will be paid on a separate invoice. Payment to successful bidder for inmate purchases will not include the County of Ocean's commission.

RECORD OF ACCOUNTS

The successful bidder shall maintain adequate ledgers and records of accounts and shall permit the Ocean County Department of Corrections to inspect such ledgers and records at any reasonable time during normal business hours upon seven (7) days' notice.

The successful bidder shall permit the County of Ocean to conduct an annual audit of the vendor's ledgers and records at any reasonable time during normal business hours upon seven (7) days' notice.

TRUST FUND ACCOUNTING

The successful bidder shall have the following software capacity for Inmate Trust Fund Accounting:

1. Inmate's last, first and middle names
2. Inmate's birth date
3. Inmate's location
4. Inmate's jail number
5. Inmate's status
6. Validation limit
7. Arrival date
8. Departure date
9. Comments
10. Inmate balance reports
11. Inmate statements
12. Inmate list
13. Last activity date report
14. Transaction input
15. Post outstanding checks
16. Inmate file inquiry
17. Held transactions
18. Transaction coding
19. Property tracking and inventory
20. Receipt tracking system

CURRENT 2026 BASE YEAR COMMISSARY CATEGORIES

The successful bidder shall submit a suggested list of products with suggested selling prices (including applicable sales tax) that includes all services and products for sale to inmates. Product/Service lists submitted MUST include, at minimum the following categories:

- Face & Body Products
- Shaving Products
- Deodorant Products
- Hair & Care Products
- Soap Products
- Dental Products
- Greeting Cards
- Female Products
- Batteries & Radios
- Games
- Sports Bra & Panties
- Sweatshirts & Sweatpants
- Men's Briefs, Boxers & Underwear
- Men's Thermal Shirts & Pants
- Sneakers & Socks
- Assorted Candies
- Assorted Soups
- Cough Drops
- Cookies, Pies, Etc.
- Assorted Drinks
- Assorted Snacks
- Sugar Free- Dietetic Candy
- Personal Products
- Miscellaneous – Legal Stamped Envelopes with return address on top left corner of envelope.

MUST READ:

**This Address is a County Jail. Addressor
is an Inmate. The County is not Responsible
for Debts Incurred by Inmates.**

**NAME: _____
114 Hooper Avenue
PO Box 2191
Toms River, NJ 08754-2191**

The County reserves the right to approve all items submitted in commissary lists. The items shall be sold at "Market Prices" generally charged for the commodities included in the contract when sold with a similar level of service in this general area. Price level will remain in effect for twelve (12) months at minimum, from the date contract is executed.

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:

COMPLIANCE
YES **NO**

AUTHORIZATION CONTROLS:

- | | | |
|--|--------------------------|--------------------------|
| 1. More than one-hundred separately authorizable functions ranging from access to smart icons to groups of accounting transactions to cash management and General Ledger functions to inmate property controls | ☐ | ☐ |
| 2. Independent user authorization IDs that can be added to user-defined groups for ease of management and change control | ☐ | ☐ |
| 3. Application idle timeouts with automated logoff | ☐ | ☐ |
| 4. Independent workstation authorizations that can be added to workstation groups to limit activities in sensitive areas such as cash handling, check writing | ☐ | ☐ |
| 5. Inquiry only modes to prevent unauthorized updates to inmate and/or General Ledger Accounts | ☐ | ☐ |
| 6. Each financial transaction retains the user id, station id, timestamp, and unique numeric record key. | ☐ | ☐ |

CAST MANAGEMENT:

- | | | |
|--|--------------------------|--------------------------|
| 1. Enforced Drawer Counts | ☐ | ☐ |
| 2. Automated drawer closing and transfer procedures | | |
| 3. Lockout of Cash transactions if drawer is not opened | ☐ | ☐ |
| 4. Cash drawer approval workflow including recount, over & short investigation, supervisory adjustment, pooling of approved drawers into a single bank deposit, on-line review of all drawer activities including counts, changes, approvals, deposits | ☐ | ☐ |

ACTIVE REAL TIME GENERAL LEDGER:

- | | | |
|---|--------------------------|--------------------------|
| 1. Access controlled by user ID and station ID | ☐ | ☐ |
| 2. Enforced Dual Entry Accounting | ☐ | ☐ |
| 3. Summarization of transaction amounts by month, year | ☐ | ☐ |
| 4. Trial Balance from any date to any date | ☐ | ☐ |
| 5. Context sensitive transaction codes, authorized by account, user, and workstation | ☐ | ☐ |
| 6. The software MUST provide an unlimited number of user defined accounting transactions and an unlimited number of user defined General Ledger Accounts. This enables the establishment of both a Chart of Accounts and standardized transaction events that affect these accounts, including adjusting and closing entries, transfers from subsidiary ledger accounts to General Ledger Accounts, clearing accounts that can accept closing entries at the end of an accounting period. | ☐ | ☐ |

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:

	<u>COMPLIANCE</u>	
	<u>YES</u>	<u>NO</u>
<u>CHECK REGISTER AND BANK RECONCILIATION:</u>		
1. Ability to use pre-numbered or blank check stock	☐	☐
2. Ability to record bank account, routing, and check ID with magnetic ink printing technologies to ensure that all checks recorded to the system are printed from the system	☐	☐
3. Simple and Advanced on-line query capabilities including dollar ranges, date ranges, check number ranges, payee wild card search, inmate issuing check, and transaction type	☐	☐
4. Ability to update status to cleared, voided, expired	☐	☐
5. Automated Bank to Book Reconciliation with the ability to record and retain bank opening and closing balances and dates, documents cleared, bank charges and credits.	☐	☐
6. Positive pay check issue transfer to allow bank to flag possibly fraudulent checks	☐	☐
7. Automated bank reconciliation capabilities to receive check and deposit status in electronic format from bank	☐	☐
<u>TRANSACTION CONTROLS:</u>		
1. Ability to set out of range transaction warnings	☐	☐
2. Ability to apply holds to suspect deposits	☐	☐
3. Ability to limit the transaction types viewable from data entry panels based on user ID and station ID	☐	☐
4. Automated account close features to avoid errors in applying closing amounts	☐	☐
5. Ability to encumber funds for Release Aid	☐	☐
6. Pending commissary order amounts reserved to avoid over-spending the inmate's balance	☐	☐
<u>INTEGRITY AND AUDIT TRAIL:</u>		
Each financial transaction relating to an inmate account MUST include at minimum the following:		
1. inmate's account code		
2. date		
3. amount		
4. timestamp (to the millisecond)		
5. workstation ID		
6. officer ID		
7. description		
8. receipt number		
9. cross-reference to related transactions (e.g. recoverable, bank reconciliation, general journal, etc)		
10. transaction code (e.g. DEPCASH, DEPMO money order, EPR electronic commissary purchase, ERF refund, CHECK, etc. [these transaction codes MUST be both unlimited and 100 percent user definable])	☐	☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:**COMPLIANCE**
YES **NO****JOURNAL STRUCTURE AND FISCAL PERIODS:**

- | | | |
|--|--------------------------|--------------------------|
| 1. Transactions related to inmate accounts MUST be summarized in the General Journal under a single master account, viewable and printable at various user screens throughout the Inmate Accounts module and subject to ad hoc query capabilities. | ☐ | ☐ |
| 2. General Journal transactions MUST be grouped by Account in the General Journal and summarized by month and year. | ☐ | ☐ |
| 3. Using the trial balance feature of the General Journal, transactions MUST be capable of being grouped and reported on for any time span, including accounting periods asynchronous to common calendar spans such as months and years. | ☐ | ☐ |
| 4. For example, the GL Trial Balance Feature may be employed to group transactions by a Fiscal year such as October 01, 2025 - September 30, 2026, or into smaller accounting periods such as five-week 'months' for reporting purposes. | ☐ | ☐ |
| 5. General Journal reporting MUST also be context sensitive, such that users can produce reports based on multi-selected line items in summary or detail amounts at the General Journal View. | ☐ | ☐ |

ENCUMBERED FUNDS FOR RELEASE:

- | | | |
|--|--------------------------|--------------------------|
| 1. The Banking system MUST allow the facility to create and fund one or more encumbered funds pools for reserving monies per inmate to be disbursed either at time of release or for other future financial obligations. | ☐ | ☐ |
| 2. Encumbering of Funds MUST be available as a percentage of incoming deposits | ☐ | ☐ |
| 3. Encumbering and Releasing of funds MUST also have a manual override to allow for on-demand encumbrances and payments from encumbered funds | ☐ | ☐ |

FINANCIAL RESPONSIBILITY FOR COURT ORDERED PAYMENTS:

- | | | |
|--|--------------------------|--------------------------|
| 1. The Banking system MUST allow the facility to create financial responsibility contracts and assign them to inmate accounts for the purpose of charging the inmate for recurring financial obligations | ☐ | ☐ |
|--|--------------------------|--------------------------|

RECOVERABLE TRANSACTIONS AND INMATE DEBTS:

- | | | |
|---|--------------------------|--------------------------|
| 1. The Banking system MUST allow the facility to charge any number of user-defined recoverable transactions (including but not limited to Indigent Purchases) to an inmates account when the inmate does not have the funds to make payment for the charge. | ☐ | ☐ |
| 2. The Banking system MUST create a receivable account for each inmate and track this account until full payment is made. | ☐ | ☐ |

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:**COMPLIANCE****YES****NO****RECOVERABLE TRANSACTIONS AND INMATE DEBTS: (CONT'D)**

3. The Banking System MUST recover based on the facility's rules, any funds that are owed to the facility at various points as transactions occur:

Payment at Charge Time – Any given recoverable type may be enabled to collect all or part of the amount assessed at the time of the assessment. If the inmate has no money in his or her personal account, the amount of the assessment will be stored as a recoverable amount. If only a portion of the assessment was collected, the uncollected portion will remain as a recoverable amount.

Future Collection of Unpaid Amounts - Amounts uncollected at charge time may be recovered from future deposits based on a percentage of the deposit, prioritized by assessment type or by a percentage allocation to various assessment types. The user may also set a minimum balance to be retained to allow for commissary or other purchases and disbursements.

On-Demand Collection – The Inmate Banking System will allow the authorized user to selectively recover unpaid amounts from the current inmate account balance.

Collection at Time of release – Remaining uncollected recoverable amounts may be collected during the account closeout process, also prioritized by charge type.

Collection at Time of Reinstatement – Remaining uncollected recoverable amounts may be collected during reinstatement should the inmate return to the facility at a future date. Recovered amounts MUST be accumulated in a real time General Ledger account. From the collected GL account(s) users of the system may disburse a check to clear the balance owed to the State or other service providers or authorities.

☐☐**BANKING SYSTEM SERVICES - DEPOSIT SERVICES**

1. Deposit Kiosk-vendor MUST provide two (2) standalone floor model touch screen kiosks to the county at no cost. ☐ ☐
2. The kiosk MUST accept cash and credit card deposits by friends and family members of inmates to be located in the Jail's Front Lobby and the PIO office located in back of the building. ☐ ☐
3. The deposits MUST post in the Jail's Inmate Accounting system in real time. ☐ ☐
4. The successful bidder is responsible for any interface fees charged to create a real time interface with the Jail's current inmate accounting system and OMS. ☐ ☐
5. All costs of the hardware and installation are the successful bidder's responsibility. The Jail will be responsible for the electrical and data drop cost. ☐ ☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:**COMPLIANCE**
YES **NO****BANKING SYSTEM SERVICES – DEPOSIT SERVICES (CONT'D)**

6. Alternative service deposit points-vendor MUST provide alternate service deposit points for family and friends of inmates to post monies to inmate account by the following or other suggested ways:
- a) **Phone:** A call center using a 1-800 number in which family and friends can use a credit card to deposit funds into an inmate's account. The call center MUST be bilingual (English & Spanish).
 - b) **Internet:** Designated website for family and friends to use a credit or debit card to deposit funds directly to an inmate's account.
 - c) **Walk up Kiosk:** Family and friends can use the Kiosks located in the lobby or public information office at the jail to deposit funds into the inmate's account.

☐☐**BANKING SYSTEM SERVICES – DEBIT RELEASE CARD SERVICES**

1. Debit release card MUST be from a bank that is FDIC insured.
2. Service MUST provide immediate access to funds.
3. Release cards MUST provide the ability to make both pin based and signature based transactions.
4. Pin based and signature based transactions MUST be free of charge to the cardholder for first transaction only.
5. Release cards MUST allow for the FIRST ATM withdrawal to be free of charge to the cardholder (from provider).
6. Release card may have the option to be converted to a permanent re-loadable card by the cardholder.
7. Release cards MUST have a toll-free customer service number located on the card. Customer service MUST be bi-lingual (English and Spanish) and accessible 24 hours a day/7 days a week/365 days a year.
8. Release cards MUST have 24/7/365 account access.
9. Facility staff MUST be able to access a secure website for the purpose of loading the inmate funds onto a debit release card.
10. Vendor MUST provide a handheld scanner that will allow the facility staff to populate the debit card number on the website to reduce human error.
11. Facility MUST have access to reporting needs 24/7/365 via the secure website.
12. The debit release card program MUST be offered at no cost to the Agency.
13. Release cards MUST be able to load a maximum of \$9,999.00.
14. Inmates MUST be able to activate the cards by a toll-free phone number and a secure website. Both to be free of charge to the inmate.
15. Inmates MUST have the option to register their cards with the provider upon activation. If reported lost, the provider can de-activate card and send the remaining balance at time of deactivation to the inmate.

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:

	<u>COMPLIANCE</u>	
	<u>YES</u>	<u>NO</u>
<u>BANKING SYSTEM SERVICES – SECURE MAIL REQUIREMENTS - SENDER</u>		
1. The Electronic Message system MUST allow family and friends ("User") to send Electronic message system via a secure website.	☐	☐
2. The vendor provided secure website MUST require the User to create an account and log-in.	☐	☐
3. The membership to the vendor website MUST be free to the User.	☐	☐
4. Once an account is established, the User MUST have the ability to review sent and received messages.	☐	☐
5. Users MUST be allowed to purchase message credits on the secure website via credit or debit card.	☐	☐
6. For the same fee to send a message, the User MUST have the option to pay for the inmate to reply to messages.	☐	☐
7. Users should have the ability to see how many credits are remaining in their account every time they are logged in.	☐	☐
8. Users MUST be able to access their account 24/7/365.	☐	☐
9. Users MUST be able to contact Customer Service via the secure website.	☐	☐
10. Users MUST be made aware via the secure website that any messages sent to the facility will be reviewed and approved or rejected based on content.	☐	☐
11. A “Frequently Asked Questions” page MUST be available on the secure website to assist with any questions Users may have.	☐	☐
12. The vendor-provided Secure website MUST not allow family/friends to type special characters and bold/italicize words.	☐	☐
13. The Secure website for family/friends MUST be available in English and Spanish.	☐	☐
<u>BANKING SYSTEM SERVICES – SECURE MAIL REQUIREMENTS - FACILITY</u>		
1. Vendor MUST provide a secure website and log in for authorized facility staff.	☐	☐
2. Authorized facility staff MUST have the ability to review all messages.	☐	☐
3. Authorized facility staff MUST have the ability to sort all messages from the To, From, and/or Subject fields.	☐	☐
4. Authorized facility staff MUST have the ability to open each message to review and approve or deny the message.	☐	☐
5. A software program MUST be provided that detects words or phrases predefined by the facility.	☐	☐
6. The facility MUST have the ability to edit the word list and assign levels of security to each word identified.	☐	☐
7. The software program MUST detect specific words in both incoming and outgoing emails (if applicable).	☐	☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:**COMPLIANCE****YES****NO****BANKING SYSTEM SERVICES – SECURE MAIL REQUIREMENTS – FACILITY (CONT'D)**

- | | | |
|---|--------------------------|--------------------------|
| 8. Authorized facility staff MUST have the ability to select groups of messages for approval without having to read each message. | ☐ | ☐ |
| 9. Authorized facility staff MUST have the ability to review and approve or deny all photos sent through the secure website. | ☐ | ☐ |
| 10. Vendor MUST provide the ability for authorized staff to see connections between inmates and senders and transaction history (i.e. how many messages). | ☐ | ☐ |
| 11. Vendor MUST provide all marketing materials for the email program. | ☐ | ☐ |
| 12. The software for approving photos should allow up to 32 photos to come up on the approval screen at one time allowing officers the ability to approve/deny photos for multiple inmates very quickly. | ☐ | ☐ |
| 13. The software MUST score each message-based word search database and provide a rating “red, yellow, green” for each message to allow officers the ability to quickly see what messages contain more of the words they requested it to search. The rating thresholds MUST be programmable by each facility. | ☐ | ☐ |
| 14. The software MUST have the ability to route the message to the correct facility in the case of an inmate transfer from one facility to another within the state. | ☐ | ☐ |
| 15. The software MUST allow officers the ability to program certain messages from specific inmates or family/friends to be automatically escalated to a separate review screen. | ☐ | ☐ |
| 16. The software MUST have the ability to set up routing of approved messages automatically to different print queue in their facility. | ☐ | ☐ |
| 17. The software MUST have the ability to translate the scanned message from Spanish to English in the review mode. The original Spanish message should be shown with a translation in English below the message. | ☐ | ☐ |

BOOKING KIOSK – COMMISSARY CONTROLS

Regardless of the method of order entry all of the following commissary controls MUST be available:

Type of Restriction	Description	Example	Scope
Quantity per order	Any Item may be restricted to any quantity.	For instance, any inmate may be restricted to no more than two (2) 2-pack Tylenols per order	Per inmate, per order
Quantity per time span	In addition to the quantity per order restriction, any item may be restricted to any quantity over any time span in days.	For instance, any inmate may be restricted to no more than four (4) 2-pack Tylenols over a 60-day period	Per inmate, per item, per time span

☐☐☐☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:**COMPLIANCE**
YES NO**BOOKING KIOSK – COMMISSARY CONTROLS (CONT'D)**

Type of Restriction	Description	Example	Scope
Orders per time span	Any inmate may be restricted from placing any number of commissary orders over any time span in days.	For instance, any inmate may be restricted to no more than four orders in thirty days.	Per inmate, per time span
Disallowed item	Any item may be restricted entirely from a given inmate.	For instance, any inmate may have smoked sausage restricted entirely so that none may be ordered.	Per inmate, per item
Category Quantity Restriction	Any inmate may be restricted to a given quantity of a collection of related items.	For instance, any inmate may be restricted to ordering up to seven (7) candy items.	Per inmate, per category
Category Age Restriction	Any inmate may be completely restricted from ordering a class of items on account of age.	For instance, any inmate less than nineteen (19) years of age may be restricted entirely from purchasing tobacco products.	Per inmate, per category
Spending Limit Restriction	Any inmate may be restricted to a maximum dollar amount to be spent per order.	For instance, any inmate may be limited to spending no more than \$50 per order.	Per inmate, per order
Spending Limit over timespan	Any inmate may be restricted to a maximum dollar amount to be spent per week or month.	For instance, any inmate may be limited to spending no more than \$50 per order and no more than \$150 per month.	Per inmate, per timespan
Spending Limit Override	Any inmate may be granted a spending limit override to order a given item.	For instance, any inmate may be allowed to spend up to \$40 on sneakers, which amount does not contribute to the spending limit for the rest of the items ordered.	Per inmate, per item

☐☐☐☐☐☐☐☐☐☐☐☐☐☐

THE INMATE BANKING SYSTEM – MUST have at minimum the following features and controls:

COMPLIANCE
YES **NO**

BOOKING KIOSK – COMMISSARY CONTROLS (CONT'D)

Type of Restriction	Description	Example	Scope
Restriction Grid by Housing Location, Gender and / or Age	Entire restriction grids including combinations of any of the above restrictions can be applied automatically during the scan process based upon an inmate's location in the facility, gender or age.	For example, an inmate in a female only pod can be automatically assigned to a female restriction profile without user intervention.	Per inmate, per grid
Indigent Items	Indigent purchasing requires both the item and the inmate to be classified as indigent. Commissary indigent inmate classification is determined instantaneously at time of order based on the current balance, indigent item purchasing may be controlled both at time of order and over a timespan.	For example, an inmate with a current balance of \$0 may be classified as indigent at time of order, but the indigent items desired may be restricted to one (1) per order or one (1) every fourteen (14) days, etc.	Per inmate, per grid, per item

☐☐☐☐