

**REQUEST FOR PROPOSALS (RFP) NO. 525-SH  
INMATE COMMISSARY AND VENDING SERVICES**

**ATTACHMENT 1 TO BULLETIN #2  
QUESTIONS AND ANSWERS MATRIX**

	<b>Proposer's Question</b>	<b>The County's Answer</b>
1.	Los Angeles County Board of Supervisors voted to close Men's Central Jail. MCJ is the largest revenue producing location of all the inmate facilities accounting for about 30% of total sales. Since the start of the current contract the total inmate population has dropped from 18,614 to the current population of 13,886. Can the contract be amended in the event of major changes in the inmate population, which would adversely affect RFP response offerings?	The County has no plans to close any custody facilities. Please note that the overall jail population is subject to rise and fall over time.
2.	Does the RFP require factory new unused vending machines or are refurbished vending machines acceptable? (SOW 3.2.1.1c)	Refurbished machines that are in good mechanical condition free of defects or safety concerns are acceptable.
3.	Many of the vending locations are subject to repeated vandalism. The RFP does not mention that the machines are required to have cages in these areas. Who will be responsible for the cost of the cages?	The vending machine contractor will be responsible for providing cages, as needed. They will have the option to remove machines from locations where vandalism is an issue.
4.	Does page 37 Part II discount cost of goods apply to vending or just commissary?	Proposer must provide its proposed discounted price percentage to be applied to all commissary and vending items.
5.	What are the new dates for the revised mandatory conference, tour, question submittal date, and the proposal due date since you postponed conference and tour?	TBD.

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6.	This RFP states vending is now to be a sub-contractor to the commissary company. Previously vending has always had a separate contract. If a vending operator does not have a commissary partner, then am I correct in assuming they are disqualified from bidding?	Correct.
7.	Are the commissary and vending commission rates expected to be the same or can they be bid at different rates? Exh-9 states a minimum of 50% commission provided to the Sheriff's Department.	Contractor's proposed revenue split is applicable to commissary and vending sales.
8.	In RFP 4.1.1 Prices equal or lower than local retailers. 4.1.2 Prices are to be firm for three years.  Please clarify that we should submit prices based on anticipated costs over the future three year period?	Proposer is not expected to submit prices as part of their RFP proposal. After contract award, selected contractor will work with the County to determine prices for all master list products. Pricing for all products must be equal or lower than local retailers and must follow the guidelines stated in Paragraph 4.1 (Product Master List) of Exhibit A (Statement of Work) to the RFP. Final pricing for all master list items will be firm and fixed for the first three years of the contract.
9.	Per Bulletin #1 issued by the County, under Section 2, Page 4 – Proposal Submission, the County has requested Sections A – F are completed and submit with the Vendor Response. However, in the RFP provided by the County on under Section 7.6 - Business Proposal Requirements and Evaluation, pages 24 – 34, the last section mentioned is Section E and there is no Section F mentioned. Will the County please clarify if there is a Section F, whether it should be responded to and where this section can be found?	Correct. Bulletin #1 contains a typo, there is no Section F.

	<b>Proposer's Question</b>	<b>The County's Answer</b>
<b>10.</b>	<p>Can the County please confirm that the following Exhibits found in the PDF titled "Exhibits B – H" are for informational purposes and to be completed upon award of a contract?  Can the County confirm these do not need to be turned in with the Vendor's RFP Submission?</p>	<p>Correct.  Sample Contract Exhibits B-H will be requested from selected contractor after contract award.</p>
<b>11.</b>	<p>Per the RFP starting with Section 7.6.4 on page 27, it states that the Proposer must address Section C.1, management approach to fulfilling all requirements in Exhibit A – Statement of Work Exhibit 10 and Appendix B.  Does this mean that the County is requesting that the Proposer complete a response to all items and sections as identified in the 47-page Statement of Work labeled Exhibit A?  In addition, per 7.6.4.2 on page 28 of the RFP, it additionally states the Proposer should also have a response to Appendix A – Sample Contract and Exhibit A.  - Does the County want the Proposer to provide a response to all sections of the Sample Contract as well (page 28)?  Clarification is being requested, because in Section 7.6.2 it states a statement should be provided that the Proposer can meet the requirements of the Sample Contract, and then in various subsections to refer to the Sample Contract language.  Is the Sample Contract more for informational purposes and to agree to, versus answering each section line by line (page 24)?</p>	<p>Proposer's Business Proposal must address each item identified in Sections C.1-C.4 of Paragraph 7.6.4 (Proposer's Approach to Providing Required Services) of the RFP.</p> <p>Proposer must read all RFP documents and either provide a statement offering its acceptance of or exceptions to any language stated in:</p> <ul style="list-style-type: none"> <li>• Appendix A (Statement of Work)</li> <li>• Exhibit A (Statement of Work)</li> <li>• Exhibit 10 (Business and Technical Requirements Response Matrix)</li> </ul> <p>For any exceptions, Proposer must provide the information specified in Paragraphs 7.6.5.2 and 7.6.5.3 of the RFP.</p>

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<b>12.</b>	<p>In Section 7.6.4.2 - subsection iv. Proposer's Proposed Public Website on page 29 of the PDF RFP, it states the Proposer should provide with this section:  A proposed menu of products to be sold on the website.  However, all costs are to be included with the separate Cost Proposal and so can the Proposer reference the Cost Proposal for this section.  In addition, in providing the menu of all items to be provided on the public website, please clarify this is only a menu the packages/items family and friends can purchase online.</p>	<p>Proposer must only provide its proposed web order menu. Prices for web order menu items are not being requested.</p>
<b>13.</b>	<p>Per the RFP, page 35 in the Cost Proposal, Section 2, it states a Proposer must complete the Cost of Goods section with the discounted cost of goods for all items as shown in Attachments 1, 2 and 3 of this RFP for Exhibit 9.  However, in the Statement of Work, Sections 4.1 (pages 14 – 16), 9.1 (pages 24-25) and 10.6 (page 45) all state that a master list of products sold via commissary and vending will be finalized prior to the commence of Work.</p> <ul style="list-style-type: none"> <li>- Can the County clarify if at this time they are looking specifically for a response to Exhibit 9 to be provided in the Cost of Goods section for the items in Attachments 1, 2 and 3 only?</li> </ul> <p>Should the Proposer provide a proposed Commissary Menu and proposed Vending Menu for reference in the Cost Proposal section as well?</p>	<p>As part of its Cost Proposal, Proposer must only provide a response to Part I (Revenue Split) and Part II (Discount on Cost of Goods).</p> <p>For Part II (Discount on Cost of Goods), Proposer must only provide its proposed discounted price percentage. Attachments 1,2,3 are for informational purposes only, and do not require a response.</p>
<b>14.</b>	<p>To validate section 1.1 (page 6) of the RFP, can the County please confirm that vending services are only being offered to inmates?  Is there any additional vending for staff or visitors?</p>	<p>Correct. This RFP is for vending services for inmates only.</p>
<b>15.</b>	<p>The file for Exhibit 1 (Appendix B – page 3) references DBAs. As a point of clarification, is the County asking if the Vendor has used DBAs in California or throughout the country?</p>	<p>Proposer must disclose if its firm is conducting business under one or more DBAs throughout the United States.</p>

<b>Proposer's Question</b>		<b>The County's Answer</b>
<b>16.</b>	RFP Section (FP 525-SH) – Evaluation Criteria for Business and Cost Proposal (page 37 of PDF) -Will vendors be allowed to offer multiple cost proposals?	Proposer must submit only one Cost Proposal which includes its response to Part 1(Revenue Split) and Part II (Discount on Cost of Goods).
<b>17.</b>	<p>Appendix B – Exhibit 9 – The Exhibit Cost Proposal Part 2 (page 15) - Attachment 1 included commissary items and the ounce size were not provided. Please provide the ounce sizes for the items listed below:</p> <ul style="list-style-type: none"> <li>○ Iced Honey Bun</li> <li>○ Halls Cough Drops Menthol</li> <li>○ Dunkin Sticks Each</li> <li>○ Pop Tarts Strawberry 2 pack</li> <li>○ 5 pk Tea Bags</li> <li>○ 5 pk SS Coffee</li> <li>○ Styling Gel</li> <li>○ Flosser</li> <li>○ Generic Kit Stationery (components included with sizes of the items)</li> </ul>	Proposer must provide its best product to be sold via commissary and vending.

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18.	<p>Appendix B – Exhibit 9 – The Exhibit Cost Proposal Part 2 (page 15) - The document states that “The County’s required minimum percentage discount is 2%”. Attachment 2 (pages 20 – 23) includes non-commissionable items.</p> <ul style="list-style-type: none"> <li>- Can the County please clarify the discount percentage would not apply to these items or any additional non-commissionable items?</li> </ul> <p>Can the County please clarify the below are non-commissionable?</p> <ul style="list-style-type: none"> <li>○ Vending Cards \$10</li> <li>○ Vending Cards \$20</li> <li>○ GTL Phone Cards</li> <li>○ Indigent Kit - no Razor</li> <li>○ Indigent Kit - with Razor</li> <li>○ Book of Ten Stamps</li> <li>○ LA County Hygiene - No Razor Kit</li> <li>○ LA County Hygiene - with Razor Kit</li> <li>○ Large Stamped Envelope</li> <li>○ LA County Indigent Kit</li> <li>○ Pro Per Book of Stamps</li> <li>○ Pro Per Pencil</li> </ul>	Correct.

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<b>19.</b>	<p>Exhibit 9 Cost Proposal Part 1 – Revenue Split (page 14)</p> <p>“The contractor shall pay to the County, for the concession and use granted herein of total gross sales from all commissary and vending items.” The County required minimum commission is 50%. Does this apply to the Friends and Family Program (Website)?</p>	<p>Yes, the revenue split applies to all commissary and vending sales.</p>
<b>20.</b>	<p>Exhibit 9 Cost Proposal Part 2 Discount on Cost of Goods – “Contractor shall provide a proposed discounted price percentage for all items listed in Attachment 1 and Attachment 2 to Exhibit 9.” The pricing allowed on the discounted price percentage will be dictated by the retail items purchased within a 12-mile radius of LA County Jail as stated in the Appendix A 4.1.1 “Pricing for all Master list products must be equal to or lower than the average retail pricing of local retailers.”</p> <ul style="list-style-type: none"> <li>- If the average retail pricing of local retailers does not allow the vendor to meet the minimum commission of 50% - how will this be evaluated?</li> </ul> <p>Will the vendor be disqualified if this requirement cannot be met?</p>	<p>Proposer is not required to submit pricing or receipts as part of its Cost Proposal. Cost Proposals will only be evaluated based on Proposer's response to Part I (Revenue Split) and Part II (Discount on Cost of Goods).</p> <p>Proposer's failure to submit a response to Part I (Revenue Split) and Part II (Discount on Cost of Goods), may be rejected as non-responsive without review at the County's sole discretion.</p>

	<b>Proposer's Question</b>	<b>The County's Answer</b>
<b>21.</b>	Exhibit 9 Cost Proposal Part 2 – Discount on Cost of Goods (page 15) “Contractor shall provide a proposed discounted price percentage for all items listed in Attachment 1 and Attachment 2 to Exhibit 9.” Can the County please clarify that the items sold on the Friends and Family Program (Website) will be the items included in Attachment 1 and Attachment 2?	All items sold on Contractor’s website will be derived from the master list, and Contractor’s proposed percentage discount will apply.
<b>22.</b>	Exhibit 9 Attachment 3 – Vending Please provide list of all items offered in the vending machines along with the current vending prices.	Questions regarding the current contract must be made via the Public Records Act request to the Departments at: <a href="mailto:discoveryunitprerequests@lasd.org">discoveryunitprerequests@lasd.org</a> .
<b>23.</b>	For RFP 525-SH (Section 5.21 (pages 19-20 of the PDF) Community Business Enterprise Participation) – The RFP states that “Proposers must document good faith efforts it has taken to assure that CBEs are utilized when possible.” Also, the RFP also mentions that “The final selection will be based on the Proposers ability to provide the best service and value to the County.” - Can the County clarify the way good faith efforts for CBE can be made? Are emails and/or phone calls acceptable?	The County’s expectation is that Proposer will complete Exhibit 5 free of any false, misleading, incomplete, or deceptively unresponsive statements.  Upon the County’s request, Proposer’s will be allowed to provide records of emails and/or phone calls.
<b>24.</b>	Exhibit A – 10.0 Vending Services – Will the County provide an area or room on-site to store vending products at each location? - If so, is there a cost for renting the space at each location? How much is the rent?	No. All products must be stored at Proposer’s warehouse and delivered to Custody Facilities.



	<b>Proposer's Question</b>	<b>The County's Answer</b>
<b>25.</b>	<p>Exhibit 9 - Cost Proposal Part II Discount on Cost of Goods - "Contractor shall provide a discounted price percentage for all items listed in attachment 1 (Perishable Items) and Attachment 2 (Non-Perishable items) to Exhibit 9"</p> <p>The pricing for the items listed in Exhibit 9 Attachment 1 (Perishable Items) and Attachment 2 (Non Perishable items) is determined by 4.1.1 "Pricing for all Master list products must be equal to or lower than the average retail pricing of local retailers."</p> <p>The discount price percentage is applied to the Master list product menu which will consist of products that are equal to or lower than the average retail pricing of local retailers – is this correct?</p>	<p>Yes.</p>
<b>26.</b>	<p>Exhibit 9 - Cost Proposal Part II Discount on Cost of Goods - "Contractor shall provide a discounted price percentage for all items listed in attachment 1 (Perishable Items) and Attachment 2 (Non-Perishable items) to Exhibit 9"</p> <p>The County has provided the current masterlist of items in Attachment 1 and Attachment 2 of Exhibit 9. Vendors are allowed to offer these items and provide new items in our RFP response - is this correct?</p>	<p>Proposers are only required to submit their proposed revenue split (Part I) along with their proposed discounted price percentage for all items to be sold (Part II).</p> <p>After contract award, selected contractor will work with the County to determine final master list products and their prices.</p>