



Inmate Food & Commissary Services RFP Informational Meeting & Facility Tour

March 14, 2017, 2:00 pm

Attendees:

Lt. Brook Van Der Zwiep, DCSO
Sgt. Dan Marsh, DCSO
Denise Senner, DCSO
Julie Lovrien, DCSO
Courtney Rosales, DCSO
Shawn Nielsen, DC Juvenile

Evan Shuster, Aramark
Bill Brady, Aramark
Meg McGraw, Aramark
April Lee, Summit
Barry Goold, Summit/ABL
Ted Hanby, Summit/CFM

Art Marshall, OCB
Jake Watson, Keefe Group
Mark Horneffer, Trinity Services
Don Lee, Trinity Services

Introductions:

Lt. Van Der Zwiep opened the meeting promptly at 2:00 pm. All attendees had the opportunity to introduce themselves. Representatives from Deschutes County, Aramark, Summit/ABL, Summit/CFM, Trinity Services, the Oregon Commission for the Blind, and Keefe Group were present.

Facility Tour:

Lt. Van Der Zwiep led a tour through the jail housing areas, the expanded housing in the south wing, the kitchen and storage areas, the receiving areas, the work center dormitory and auxiliary kitchen, and staff dining area.

Questions, Answers, Information & Discussion:

Q. Why is the point-of-sale method used for commissary services?

A. Lt. Van Der Zwiep indicated that DCAJ has used various methods of commissary services in the past. Currently, point-of-sale is utilized as it minimizes the impact on inmate movement within the facility and a procedure has been established using the current JMS to determine available inmate funds prior to service. DCAJ is open to all proposed methods, but there are limitations surrounding payment because third-party vendors are not permitted to use Deschutes County's secured servers. Currently commissary is offered two times a week. Delivery times of commissary services in the DCAJ must be flexible.

Q. What JMS does the DCAJ currently use and when does your contract expire?

A. DCAJ currently uses JailTracker (InterAct 911/Caliber Public Safety) for its Jail Management System (JMS). The current contract with JailTracker expires December 19, 2017.

- Q. What is the ADP at the Juvenile Facility?**
- A.** Shawn Nielsen stated that the current ADP is around 12 juveniles.
- Q. Do vendors have to provide the resume for the person they intend to hire in the proposal as stated in 4.3.1 and 6.14.6 of the RFP, or can vendors provide a sample resume and qualifications of staff that would assume the positions once the Notice of Intent to Award has been issued?**
- A.** Vendors may provide sample resumes showing desired qualifications for the purpose of the proposal. Vendors do not need to provide specific names and qualifications of candidates until the contract is awarded.
- Q. Please clarify Deschutes County's role in hiring a Food Services Manager for the facility.**
- A.** Lt. Van der Zwiep emphasized the values of the Sheriff's Office and stressed the importance of good relationships with food services personnel. The Food Services Manager selected by the awarded vendor will not only need to have desired qualifications, but must be a good "fit" in the DCAJ. Sheriff's Office members will interview the potential Food Services Manager to verify that they are appropriate for our facility.
- Q. Can more questions regarding the RFP and facility be emailed, or do they have to be submitted in writing as stated in section 3.2 of the RFP document?**
- A.** To facilitate the ease of submitting questions, inquiries may be emailed to Denise Senner. Deschutes County will prepare an Addendum to the RFP to answer all questions received by vendors present at this meeting by April 10, 2017.
- Q. Please clarify the desired relationship between the selected contractor for food services and their subcontractor or partner for commissary services, sections 3.5.1 and 6.20 of the RFP.**
- A.** If a food services contractor utilizes another vendor for commissary services, the relationship and responsibilities of each vendor should be clearly identified in the RFP. The partnerships or subcontracts between the two companies will not be managed by the Sheriff's Office. Vendors are to submit one RFP for both services. Only one company will be awarded the contract.
- Q. Does Deschutes County currently use jail care packaging and delivery services?**
- A.** Yes, DCAJ uses iCare and Fresh Favorites services through their current food services contractor, Aramark.
- Q. Can commissary funds be loaded to the inmate account through the Telmate kiosks used by DCAJ?**
- A.** Funds can be loaded to an inmate account via kiosk in the DCAJ lobby, online, or in person at the DCAJ front lobby.

Closing:

Vendors thanked DCAJ for the “good” schedule of events, which allowed them adequate time to compose proposals. Vendors were instructed to send any follow-up questions to Denise. All questions must be submitted by 5:00 pm (PST), April 3, 2017. Meeting concluded at 3:17 pm.