

W.3.D.1.

**AGENDA COVER MEMORANDUM**

Memorandum Date: 27 February 2008  
Order Date: 19 March 2008

TO: Board of County Commissioners

DEPARTMENT: Lane County Sheriff's Office

PRESENTED BY: Judy Simpson

**AGENDA ITEM TITLE: IN THE MATTER OF ACCEPTING A PROPOSAL FOR LCP 2008-01 FOR INMATE TELEPHONE SERVICES FOR COUNTY CORRECTIONS FACILITIES AND AWARDED A THREE YEAR REVENUE CONTRACT TO FSH COMMUNICATIONS**

**I. MOTION**

MOVE TO APPROVE AWARDED THE CORRECTIONS INMATE TELEPHONE SERVICES CONTRACT TO FSH COMMUNICATIONS AND AUTHORIZING EXECUTION BY THE COUNTY ADMINISTRATOR

**II. AGENDA ITEM SUMMARY**

The current contract for Inmate Telephone Services at the Lane County Adult Corrections Facility expires February 2008. A Request for Proposal was prepared and advertised in order to competitively select a new vendor. The process is complete, the proposal should be accepted and a contract executed.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

Lane County's primary interests are in providing a telephone system that offers reliable service at the lowest reasonable cost to the users of the telephone system. Rates charged are to be comparable to or lower than those currently charged by the dominant carriers in this area.

There is no charge to Lane County for the inmate or public telephone services. The provider of the telephone service is responsible for the installation and maintenance of equipment, line fees and billing/collection fees.

An invitation to submit Proposals for the Inmate Telephone Services for Lane County Corrections Facilities was prepared and advertised online at the Lane County internet website and the Sheriff's Office, Corrections Division internet website beginning 8 January 2008.

In response to the Request for Proposal, seven proposals were received, as listed on the proposal recap sheet.

B. Policy Issues

Per Lane Manual 21.107(5), depending upon the authority to execute a contract per LM 21.145, the recommendation for award of the contract shall be considered and finally decided by either the Board or the County Administrator.

Per Lane Manual 21.145, contracts exceeding \$100,000 and/or 3 years in length require board approval.

C. Board Goals

Relevant strategic plan goals are:

Revenue Development – Lane County Government supports generating revenue for the general fund while providing a service to the inmates and their families.

D. Financial and/or Resource Considerations

FSH Communications will pay Lane County an effective rate of 50% commission on gross revenue. It is estimated the annual revenue for telephone service will be \$200,000.

E. Analysis

All proposals were evaluated by Lane County Adult Corrections staff and the Lane County interim purchasing manager for conformance to request for proposal specifications and requirements.

The proposal submitted by FSH Communications was determined to best meet the request for proposal specifications.

Evaluation criteria placed emphasis on proposer qualification; technical requirements; system features and options; installation maintenance; rates, billing and commissions and cultural competency.

The contract will be a three-year revenue contract with an estimated value of \$600,000.

F. Alternatives/Options

Option 1. Adopt the order to award a three-year revenue contract to FSH Communications and authorize its execution.

Option 2. Do not approve the order to award the contract and thereby not provide telephone services to Lane County inmates and not receive the benefit of additional revenue.

V. TIMING/IMPLEMENTATION

Upon approval by the Board, Sheriff's Office will proceed with contract processing.

D. RECOMMENDATION

Staff recommends option 1.

Contracting inmate telephone services has proven to provide a service to the inmates and their families while also generating additional revenue for the general fund.

III. FOLLOW-UP

Following Board action, a contract will be executed between FSH Communications and Lane County.

IV. ATTACHMENTS

1. Board Order.
2. Proposal Opening Recap Sheet
3. Request for Proposal Cover Sheet

**IN THE BOARD OF COUNTY COMMISSIONERS OF Lane County, OREGON**

**ORDER NO.**                    **)IN THE MATTER OF ACCEPTING A PROPOSAL FOR  
)LCP 2008-01 FOR INMATE TELEPHONE SERVICES  
)FOR COUNTY CORRECTIONS FACILITIES AND  
)AWARDING A THREE YEAR REVENUE CONTRACT  
)TO FSH COMMUNICATIONS**

**WHEREAS**, at the duly authorized time and place on 5 February 2008, Michael Barnhart, Department of Management Services, under authority of Lane Manual Chapter 21, opened proposals on the following:

**LCP 2008-01 for Inmate Telephone Services for County Corrections Facilities**

**WHEREAS**, all responses were evaluated by Department of Management Services and Sheriff's Office staff for conformance to RFP specifications; it is hereby

**ORDERED** that the proposal received from FSH Communications be accepted as recommended; FSH Communications be awarded a contract; that a three year revenue contract be executed in accordance with RFP specifications; and that the County Administrator be authorized to sign the contract.

Signed this                 day of                                 2008

\_\_\_\_\_  
Chair, Board of County Commissioners

APPROVED AS TO FORM

Date 3/10/08 lane county

[Signature]  
OFFICE OF LEGAL COUNSEL

**INMATE TELEPHONE SERVICE FOR COUTNY CORRECTIONS FACILITIES  
LCP 2008-01  
PROPOSAL RECAP SHEET**

<b>Proposer</b>	<b>Total Points</b>	<b>Average Score</b>	<b>Final Ranking</b>
AGM Telecom Corporation	1,761	440	7
FSH Communications	2,344	586	1
Globel Tel*Link	2,093	523	2
Pinnacle Public Services	1,817	454	4
Securus Technologies	1,769	442	6
Synergy Telecom Service	1,940	485	3
Teletrust/CTC	1,781	445	5

**LANE COUNTY REQUEST FOR PROPOSAL COVER SHEET**

1. PROJECT TITLE: Inmate Telephone Services  
 FOR Lt. Dennis Ewing  
 DEPARTMENT: Sheriff's Office DIVISION: Adult Corrections

2. PREPARED BY: *Mgbal* x4199 12/07/2007  
 Signature Phone Date

<u><i>my</i></u> Initial	<u><i>my</i></u> Initial
<u><i>my</i></u> a. Instructions to Vendors	<u><i>my</i></u> e. Evaluation Committee
<u><i>my</i></u> b. Specifications	<u><i>my</i></u> f. Evaluation Matrix
<u><i>my</i></u> c. Proposal Form	<u><i>my</i></u> g. Appeal
<u><i>my</i></u> d. Contract Form	<u><i>my</i></u> h. Other (See LM 21.118)

3. LEGAL NOTICE PREPARED BY: *Tackie Over* x4193 12-14-07  
 Signature Phone Date

NAME OF PAPER	DATE(S) OF NOTICE
<u>online Advertising Only</u>	
a. <del>REGISTER GUARD</del>	<u>January 9, 2008</u>
b. <del>DAILY JOURNAL OF COMMERCE</del>	

4. LEGAL COUNSEL APPROVAL: *J. Seidman* 3725 12/20/07  
 Signature Phone Date

5. RISK MANAGER APPROVAL: *Samy Clark* 4392 12/21/07  
 Signature Phone Date

6. OPENED BY: *Michelle Burt* 4199 2/5/08  
 Signature Phone Date

7. DEPARTMENT REVIEW AND APPROVAL (The above items are required in the operation of this Department and the expenditure they represent is an approved budget charge)

Budget Code: Revenue \$ \_\_\_\_\_  
 Fund-Dept/Div-Object-Prog-Grant Amount

APPROVED BY: \_\_\_\_\_  
 Signature Title Date

8. PREPARATION OF AWARD (Initial Below)

\_\_\_\_\_ a. Recap Sheet Prepared and Attached  
 \_\_\_\_\_ b. Proposal Forms Complete and Agenda Item Prepared  
*my* c. Recommendation sent to all Proposers 2-19-08

REMARKS ON ANY DEVIATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RECOMMENDATION BY: \_\_\_\_\_  
 Signature Phone Date