



COUNTY OF LOS ANGELES

REQUEST FOR INFORMATION

RFI No. 344-SH

**CASHLESS VENDING MACHINE SERVICES -
INMATES ONLY**

**COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT**

**Request for Information (RFI) – Project No. 344-SH
Cashless Vending Machine Services – Inmates Only**

The Los Angeles County Sheriff's Department (LASD), Inmate Services Unit (ISU) is seeking information from vendors about **CASHLESS** vending machine services. These CASHLESS vending machines are for the use of **inmates only** who are being held in an LASD detention facility.

BACKGROUND

LASD currently uses a CASHLESS vending machine service that requires the use of a set price vending card. These machines are utilized at 8 facilities located throughout the County of Los Angeles. Each facilities inmate population may vary from 1,000 to 6,000 inmates per location with a total current inmate population of 21,000. These machines are sturdy and tamper proof for security reasons. The current vendor pays LASD a commission on the gross vending machine sales.

The types of "Brand Name" products that are included in our current contract are as follows:

- Snack items which include, but are not limited to, candy, chips, cookies trail mixes, etc.;
- Beverages, which include, but are not limited to, cold plastic bottles of sodas, water, sports drinks, fruit juices and tea;
- Ice cream products which are available in plastic cups, ice cream sandwiches and other pre-packaged varieties;
- Over-the-counter medications, which are available in individual packets;
- No items will be packaged in glass, can, metal or hard plastic;
- Any item is subject to final approval to ensure it meets security requirements.

In an effort to enhance the vending machine services to the LASD, ISU has requested this RFI to identify leading edge technology in cashless vending machine services.

SYSTEM OVERVIEW

LASD is looking for vending machine services for **inmates only**, that can provide cashless machines capable of interfacing with our Jail Information Management System (JIMS) system. This interface must provide the capability to interface (real time or batch) with current commercially available off- the-shelf (COTS) JIMS software

programs for managing inmate trust accounts. The interface must be capable of validating the inmate, validating the inmate's trust account balance, and forwarding an XML formatted message for debit/credit processing. Standard error handling, message logging and security encrypting for all transactions are required to activate LASD JIMS Interface Engine.

REQUEST FOR INFORMATION

This RFI invites input on cashless vending machine services as currently available and also any emergent technology planned for implementation within the next year. Responses should contain the following information, as appropriate:

Responding party information

- Name of company, address, phone number and fax number.
- Name of contact person, address, phone number, cell number, fax number and e-mail address.

Description of business experience with cashless vending machines

- Number of years in service;
- Hours of operation;
- Describe your process and procedure for addressing problems (e.g., machine failed to provide consumer with selected item, etc.);
- List the type of reports available;
- Describe your distribution and delivery system;
- Describe method for ensuring consistent product availability and freshness;
- List any third party agreements, including application software or operating systems.

Description of vending machines

- Describe how your cashless machine works (e.g., card, chip, etc.);
- Describe the interfacing requirements needed;
- List items that you currently sell, including brand names;
- List the dimensions of your machines;
- List the item capacity of your machines;
- List the security features of your machines and products.

RESPONSES

Responses and questions regarding this Request for Information (RFI) should be

labeled as “**Response to RFI No. 344-SH For Cashless Vending Machine Services – Inmates Only**” and addressed to:

Los Angeles County Sheriff's Department
Contracts Unit
4700 Ramona Boulevard
Monterey Park, California 91754
Attn.: Irma Santana

Phone: (323) 526-5072
E-Mail: isantan@lasd.org

Responses to this RFI will be accepted in person, by private messenger, delivery service and US Postal Service through **Friday, June 20, 2008, 3:00 pm (Pacific Time)** at the address listed above.

LASD invites interested parties to submit their responses on current cashless vending machine services as well as any futuristic cashless vending machines services.

Responding parties must provide two (2) hard copies of their response.

OTHER INFORMATION

Responses to this RFI shall become the exclusive property of the County. Responders should be aware that the information provided will be analyzed and may appear in various reports and/or request, with the exception of those parts of each submission which meet the definition of “Trade Secret” in California, Evidence Code section 1061 and which are plainly marked as “Trade Secret” or “Proprietary.”

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the submission as confidential shall not be deemed sufficient notice of exception. The Responders must specifically label only those provisions of the submission which are “Trade Secrets” or “Proprietary” in nature.

LASD will review the response to this RFI which may subsequently lead to further investigation. **This is a request for information ONLY; this is not a solicitation.** Information received in response to this RFI may be used in the preparation of a Request For Proposals (RFP), an Invitation For Bids (IFB), or another County method for solicitation of services. Respondents to this RFI may be notified by the County of Los Angeles of a future Request for Proposal (RFP).