

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
(703) 228-3410**

REQUEST FOR INFORMATION NO. 20-243-RFI

REQUEST FOR INFORMATION (RFI) WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 2:00 P.M. ON THE 20TH DAY OF MAY 2020 FOR: INMATE TELECOMMUNICATIONS SYSTEM

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR INFORMATION. NO RESPONSES WILL BE ACCEPTED AFTER THE (RFI) DUE DATE.

NOTICE: FOR ANY FUTURE SOLICITATION RELATING TO THIS RFI, OFFERORS ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA PRIOR TO SUBMITTING A RESPONSE

Arlington County, Virginia
Office of the Purchasing Agent

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Procurement Officer
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I. INTRODUCTION AND PURPOSE

Arlington County, Virginia, is soliciting information for: Inmate Telecommunications System with a priority on education programs for inmates at the Arlington County Detention Center. This is to gather information on reliable, cost effective inmate telecommunications services (ITS) which meets the requirements described in this RFI. No award will be made as a result of any response to this request and information submitted shall not be withdrawn. Any procurement by Arlington will be subject to a separate solicitation process and annual budget appropriation.

Project Location: Arlington, VA

Information realized as a result of this RFI may be used as part of a competitive process for the selection of such goods and services and may be used to construct a list of prospective vendors. There is no commitment, implied or otherwise by Arlington County to continue with a procurement process.

It is not the intent to restrict the competitive process. Those vendors not responding to this RFI may be able to respond to an RFP if an RFP is issued.

II. INFORMATION FOR OFFERORS

1. QUESTIONS AND ADDENDA

BIDDERS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR INFORMATION.

QUESTIONS REGARDING THE REQUEST FOR INFORMATION. MUST BE SUBMITTED BY May 13, 2020 AT 3:00 PM EASTERN TIME TO BE CONSIDERED FOR AN ADDENDUM. ALL ADDENDUMS WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL BIDDERS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.

If any questions or responses require revisions to this RFI, such revisions will be by formal Addendum only. Bidders are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County's technical contact, that appear to change any portion of the solicitation unless the change is subsequently ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

• TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information that an Offeror submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act ("VFOIA"). However, the Offeror must invoke VFOIA protection clearly and in writing on the Proposal Form for County review. The Response Form must include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the Offeror's sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

III. INFORMATION TO BE PROVIDED FOR REQUEST FOR INFORMATION NO. 20-243-RFI

Arlington County, Virginia, is soliciting information for: Inmate Telecommunications System with a priority on education programs for inmates for the Arlington County Detention Center.

INMATE PHONE, VIDEO VISITATION AND TABLET SOLUTION

PURPOSE & HIGH-LEVEL REQUIREMENTS

The purpose of this Request for Information (RFI) is to gather information on reliable, cost-effective inmate telecommunications services (ITS) which meet the requirements described in this RFI.

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IV. RESPONSE REQUIREMENTS

1. GENERAL

Request for Information must be submitted in electronic copy and must be fully executed. Please submit the RFI using the form provided in this RFI.

The County will not accept responses submitted by fax or e-mail.

The RFI and all documents related to this solicitation become the property of the County upon receipt.

2. PROPOSAL SUBMISSION

The respondent should submit one electronic copy of the Request for Information (RFI). The Offeror

Timely submission of the **Request for Information form (RFI)** is the responsibility of the Offeror.

3. OFFEROR'S RESPONSIBILITY FOR ERRORS OR OMISSIONS IN DOCUMENTS

Each Offeror is responsible for having determined the accuracy and/or completeness of the documents, including electronic documents, upon which it relied in making its proposal and has an affirmative obligation to notify the Arlington County Purchasing Agent immediately upon discovery of an apparent inaccuracy or error in or omission from the solicitation documents.

4. PROPOSAL SUBMISSION

The Offeror must submit one electronic copy of the **(RFI)**.

If the successful Offeror is aware of such an error or omission and has not notified the County Purchasing Agent, the Offeror must perform any work described in such incomplete or missing documents at no additional cost to the County.

5. UNNECESSARILY ELABORATE RESPONSES

The County may view unnecessarily elaborate brochures or other presentations, including elaborate or expensive artwork, paper, bindings, and visual and other presentations, as an indication of the Offeror's lack of cost consciousness.

6. COST PROPOSALS

The Offerors should submit a Cost Proposal for services under this **Request for Information (RFI)**.

7. PROPOSAL SUBMITTAL ELEMENTS

The County requests the following information to be submitted:

1. OBJECTIVE

Arlington County Detention Center, hereinafter referred to as the “ACDC”, is seeking information about Inmate Telecommunications System with a priority on education programs for inmates for the Arlington County. This is to gather information on reliable, cost effective inmate telecommunications services (ITS) which meets the requirements described in this RFI. No award will be made as a result of any response to this request and information submitted shall not be withdrawn. Any procurement by Arlington will be subject to a separate solicitation process and annual budget appropriation.

2. REQUEST FOR INFORMATION (RFI)

The County welcomes responses that include answers to all or any of the questions.

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V. ATTACHMENTS AND FORMS