

Office of Statewide Pretrial Services
State of Illinois Judicial Branch
Electronic Monitoring System
Request for Proposal

Due December 2, 2022, no later than 5:00 P.M. CST

I. BACKGROUND INFORMATION

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services, serving as the designated pretrial service agency under the Pretrial Services Act, 725 ILCS 185. The Office implements pretrial services throughout Illinois by employing direct service pretrial staff who conduct pretrial investigations and provide various levels of pretrial supervision. By January 1, 2023, OSPS will provide pretrial services in at least 69 of 102 counties in Illinois. (See Attachment G for a map of counties where OSPS will provide pretrial services.)

During calendar year 2023, OSPS projects it will provide electronic monitoring to an estimated 500-750 criminal defendants who are released during the pretrial phase. OSPS anticipates using three types of electronic monitoring: global positioning system (GPS), radio frequency (RF), and alcohol monitoring. The alcohol monitoring can take one of two forms: remote breath or continuous alcohol monitoring. OSPS will consider proposals for both types of alcohol monitoring.

The Office invites submissions of proposals for electronic monitoring systems to provide remote location monitoring, confinement monitoring and alcohol monitoring in accordance with the conditions set forth in this request for proposal (RFP), accompanying documents, and in accordance with the law. With this request for proposal, OSPS is soliciting proposals for all three types of electronic monitoring. While OSPS does not require a single vendor to provide all three types of electronic monitoring, it is preferred to have one vendor provide all three. A vendor who is only able to provide one or two types of the electronic monitoring is not disqualified and is encouraged to submit a bid. OSPS reserves the right to select one, two or three of the electronic monitoring technologies from a single or multiple vendors.

II. DIRECTIONS

OSPS is seeking competitive proposals from interested and qualified vendors with a proven track record providing electronic monitoring services. As outlined below, vendors shall submit proposals to pretrialservices@illinoiscourts.gov no later than 5:00 p.m. CST on **December 2, 2022**. All vendors who are deemed to have submitted responsive proposals will be asked to provide a 90-minute demonstration to the Evaluation Committee.

The proposal must be submitted as two separate packets. The first packet will include the completed documents and attachments of the vendor's proposal including how it will deliver the services required. It must not include any pricing information. The pricing information must be presented on the attached Budget Template (see Attachment C) and submitted separately. Each document will be evaluated separately.

Section I: Statement of Interest: Each bid must include a statement of interest. The statement of interest must be signed by an individual authorized to bind the vendor contractually, indicating the signer's title position. The Statement of Interest must state the offer will remain in full force and effect for 90 days beyond the deadline for submittal and the offer may be accepted by OSPS at any time during those 90 days. An unsigned Statement of Interest will result in rejection of the bid.

Section II: Bid Form (Attachment A)

Section III: A Scope of work, which includes a (1) Bid Narrative (10 pages max) (2) the completed Excel file entitled "OSPS Electronic Monitoring System Requirements" (Attachment F); and (3) training plan.

Section IV: Implementation Plan: Please provide an estimated timeframe for the implementation and OSPS access to the electronic monitoring system.

It is recognized the timeline to provide all functionality may depend on certain variables and enhancements to the electronic monitoring systems, but it is important to know a timeline based upon the resources assigned to the project, the vendor's experience, ability to meet OSPS's electronic monitoring requirements, and ability to timely manage expected necessary changes to the electronic monitoring system. Please indicate what variables impact the timeline and each variable's impact to the timeline.

Section V: References: A minimum of at least three (3) business references from prior engagements of similar size and scope of the services being requested by OSPS. Please list and describe the most significant engagements performed in the last three (3) years that are similar to the engagement listed in this RFP. Reference checks will be conducted for each finalist.

Section VI: Company Organization and Diversity Questionnaire (Attachment B)

Section VII: Price Proposal (completed budget template, Attachment C)

Section VIII: Vendor Bid Certification Form (Attachment D)

OSPS will evaluate the proposals and may make one or more awards for each type of electronic monitoring solicited. These awards may be with a single or multiple vendors. The selected

vendor(s) must be able to execute the AOIC's Standard Vendor Agreement for Goods and Services (Attachment E) and fulfill all required services. If subcontractors will be engaged, the vendor must include a complete list of all subcontractors intended to be used, their address, and a description of the work each subcontractor will perform.

The OSPS anticipates executing a multi-year term with the initial contract, (i.e., 5 years), with the OSPS' option to renew the contract for an additional period (i.e., 5 years). The price proposal should detail all additional costs (including hourly rates) anticipated to fully implement and maintain the electronic monitoring system.

OSPS will respond to all submitted questions on this proposal by **November 14, 2022, at 5:00 P.M. CST**. All questions must be submitted to pretrialservices@illinoiscourts.gov no later than **October 28, 2022, at 5:00 P.M. CST**. A list of all questions/answers will be posted on the "Procurement Opportunities" page of the illinoiscourts.gov website as part of this RFP.

This RFP is neither a contract nor meant to serve as a contract and does not create any obligation on the Office to affirmatively engage with any particular firm, product or applicant. It is anticipated that one of the proposals submitted in response to this RFP may be selected as the basis for negotiation of a contract with the vendor. Such a contract is presently contemplated to contain, at minimum, the terms of the proposal submitted, as finally negotiated, and approved by OSPS. OSPS reserves the right to negotiate additions, deletions or modifications to the terms of proposals submitted. The Office's Standard Vendor Agreement for Goods and Services can be found as Attachment E.

Data, reports, and information in the electronic monitoring software system procured under this RFP will be exclusively owned by the Administrative Office of Illinois Courts/Office of Statewide Pretrial Services and is not to be duplicated, shared, or retained without prior written approval. The AOIC/OSPS will retain all rights and ownership to documents, data, metadata, and information within the electronic monitoring software system under the scope of the agreement.

The Office reserves the right to award to the vendor that has the best overall proposal within the OSPS's timelines and to issue supplemental solicitations as warranted.

III. KEY DATES

October 7, 2022	Request for Proposal issued
October 28, 2022	All vendor questions submitted via email to pretrialservices@illinoiscourts.gov
November 14, 2022	Answers to all vendor questions released
December 2, 2022	Proposal submission deadline not later than 5:00 PM CST via email to pretrialservices@illinoiscourts.gov

IV. SCOPE OF WORK

The central piece of the vendor's proposal will be the scope of work. It must include three components: A bid narrative, the specifications of vendor's electronic monitoring system (detailed in the excel file entitled "OSPS Electronic Monitoring System Requirements" - Attachment F), and a training plan.

First, the scope of work must include a bid narrative that describes the vendor's electronic monitoring system and services offered in the proposal. The bid narrative should be no longer than 10 pages and should serve as a summary of the types of services and training the vendor can provide OSPS. It should address the previous experience of the vendor and similar scale projects. The bid narrative should highlight which mandatory components the vendor's electronic monitoring system can accomplish and which it cannot. If the vendor can accomplish the mandatory elements in an innovative or unique way, the vendor should explain in the bid narrative. The vendor should also explain how the desired elements are accomplished and identify any noteworthy elements of the vendor's electronic monitoring system OSPS did not list as either mandatory or desired.

Second, the scope of work must contain the vendor's completion of the excel file entitled "OSPS Electronic Monitoring System Requirements." The vendor must use the Microsoft Excel template provided in Attachment F and complete all items in each worksheet. For each element, proposers must fill in column E "Vendor Response" with one of the choices below. If the proposer wishes to provide any explanatory details, they should be included in column F "Vendor Comments".

The following answer key should be used when responding to the elements in column E of the excel file:

3 This feature is supported in the current version of the system.

2 The feature is not supported in the current version of the system, but the feature is currently in development or testing and is planned for release within 3-6 months. Include and note anticipated release date.

1 The feature is not supported in the current version of the system, but the vendor plans to support the requirement in its system or as part of this procurement within 1 year. Include and note anticipated release date.

0 The feature is not supported, and the vendor has no plan to support it.

Note: Vendors must answer each element with only one of the above keys. Any element that is answered in any other way will be treated as a negative/non-response.

Third, the scope of work must include a training plan setting forth how the vendor will provide training on the use and capabilities of the electronic monitoring systems to all OSPS users on an

as needed basis. The vendor shall provide training to OSPS staff in all aspects of the electronic monitoring system and equipment. Training shall minimally include the following: installation and removal of equipment, procedures for enrollment and changes, troubleshooting monitoring problems, use of monitoring software, notifications of violations/alerts from the monitoring system to OSPS and/or law enforcement, and any other training as needed to keep current on monitoring equipment and software. The vendor shall offer training sessions and provide manuals for all equipment and system operation as part of its per diem cost on as needed basis. The vendor's training plan shall elaborate on how all pretrial services staff (estimated to be around 120 employees) located in the various counties identified in Attachment G will be trained before January 1, 2023. The training plan shall also identify the training material provided to OSPS staff as well as the materials used to instruct the defendants and their families on the use and care of the equipment.

Overview of System Requirements

The successful electronic monitoring vendor will support the Office's statewide pretrial operations which includes various levels of localized supervision strategies across at least 69 counties (See Attachment G). The system must be secure and steadfast. The successful vendor shall provide support and maintenance of the electronic monitoring system. Each system must provide immediate alerts to OSPS of all defendant noncompliance (i.e., device tampers, curfew violations, and entry into exclusion zones, etc.). The electronic monitoring system must be an inclusive package, be innovative, and easy to use.

The electronic monitoring vendor shall provide technologies that demonstrate current knowledge through research concerning the effective use of electronic monitoring and have the ability to guide the successful implementation of electronic monitoring technologies.

Definitions used in this document:

- Global Positioning System (GPS): Designed to monitor the whereabouts of an individual 24/7 in real-time; includes inclusion and exclusion zones
- Radio Frequency/Curfew Technology (RF): Designed to monitor the departure and return of an individual from their residence; RF allows for daily schedules and curfews to be set
- Remote Breath Alcohol Testing: Handheld, portable breath alcohol monitoring with automated facial verification
- Continuous Alcohol Monitoring: Provides 24/7 transdermal alcohol testing
- Device Tampers: Occurs when the defendant attempts to remove or tampers with the strap that secures the device around the leg of the defendant
- Exclusion Zone: The restricted area as outlined in an Order of Protection and/or an area defined by the court in a release order
- Jamming: The intentional blocking, jamming or interference with an electronic monitoring device with the intent of disguising the user's location
- Shielding: Use of any type of device or instrument with the intent to disguise the user's location

Summary of System Requirements

Global Positioning System (GPS):

- The Office of Statewide Pretrial Services seeks to utilize the best available technology for electronic monitoring. This technology must have real-time and interactive capabilities that facilitate the following objectives: (1) immediate notification to OSPS and/or law enforcement of a breach of a court ordered exclusion zone; (2) notification of the breach to the defendant; and (3) communication between the OSPS, law enforcement, and the victim, regarding the breach.
- Vendor's proposal shall include all associated equipment and accessories necessary for implementation that are rechargeable, shock resistant, water resistant, and functional in a normal atmosphere and environmental conditions.
- Vendor must provide orientation and training to OSPS staff across the State of Illinois on an ad hoc basis.
- Vendor will provide, install, remove, troubleshoot and maintain all required equipment.
- The system will continuously track individuals on equipment 24/7 and inform law enforcement and/or OSPS of specified violations such as exclusion zone entry immediately, in real-time. It shall also inform OSPS of other violation or noncompliance (including but not limited to defendant strap tampers, curfew compliance, jamming/shielding, unable to connect, etc.) in real time.
- The GPS electronic monitoring system must:
 - allow for the swift adjustment to exclusion/inclusion zones.
 - provide technical support, at no additional cost.
 - allow exclusion zones to extend at least 2500 feet around the protected zone.
 - alert the alleged victim directly when a defendant breaches an exclusion zone.

Radio Frequency (RF):

- The vendor's proposal must include all associated equipment and accessories necessary for implementation that are rechargeable, shock resistant, water resistant, and functional in a normal atmosphere and environmental conditions.
- The vendor must provide, install, remove, troubleshoot and maintain all equipment.
- The RF electronic monitoring system must:
 - monitor defendant's departure and return from their residence 24/7 using radio frequency technology.
 - allow for curfews to be set, and swift adjustments to be made.
 - alert law enforcement and/or OSPS staff members of all noncompliance issues (including, but not limited to battery monitoring, defendant strap tampers, device failures, and curfew compliance).

Alcohol Monitoring (AM):

- The vendor's proposal must include all associated equipment and accessories necessary for implementation that are rechargeable, shock resistant, water resistant, and functional in a normal atmosphere and environmental conditions.
- The vendor shall provide, install, remove, troubleshoot and maintain all equipment.

- The alcohol monitoring system must:
 - monitor for ingested alcohol in the human body using either continuous alcohol monitoring or remote breath alcohol technology
 - distinguish between ingested alcohol and environmental exposure to alcohol.
 - have instantaneous results.
 - alert OSPS staff members of all noncompliance issues (including, but not limited to alcohol use, device tampers, battery monitoring, and device failures).

Computer System Requirements:

- The electronic monitoring system is to include a perpetual use license agreement for 100-200 users.
- The electronic monitoring system must allow access to OSPS staff through common internet web browsers, have standard internet security protocols, and be fully capable of functioning on a variety of different operating systems.
- The electronic monitoring system must be able to capture and store multiple counties' data within the same database.
- The electronic monitoring system must have the ability to be configured to restrict access to data based on a person's position within OSPS management structure.
- The vendor must provide OSPS staff members with secured log-in credentials and allow users to modify, delete, or adjust information contained within the system, including schedules and zones for GPS.
- The system shall be expandable to accommodate additional users and capable of transferring cases between OSPS staff members.
- The system must have the ability to pull information contained in the database and allow the development of custom reports to be printed by OSPS staff members in a common file format.
- The system must have the ability to integrate with OSPS's case management software.
- OSPS staff must be able to view their entire caseload of defendants on electronic monitoring on one screen and have the ability to download information onto their computers.
- Data must be transmitted securely to safeguard personal information. The vendor must demonstrate experience in implementing secure protocols for the protection of sensitive information.

Other Vendor Requirements

- The vendor shall have technical and operational telephone support available on a toll-free basis 24 hours per day, seven days per week, during the entire contract period. The vendor shall include a statement of their proposal of the support services offered in the Bid Narrative.
- The vendor shall also provide onsite technical support when required including, but not limited to periodic overview of system changes and education to OSPS staff and/or system stakeholders.

- The vendors' central computer system with all associated equipment and services shall be in a secure, environmentally controlled access facility and provide 24 hours, seven days per week monitoring.
- Vendor will provide redundancy for electrical power to prevent the loss of information and data. This can be using generator and/or UPS.
- The vendor will provide an automatic backup of data on magnetic media for any power loss. (This backup procedure shall also be performed at least daily to prevent data loss due to a system failure and be retained for at least one year.)
- The vendor shall maintain accurate and complete records of each defendant's participation in the monitoring services for a minimum of 5 years.
- The vendor shall be able to testify in court regarding technology, accuracy and any other matters of expertise related to the system.

V. IMPLEMENTATION PLAN

OSPS requires a vendor with substantial experience for a complex project such as this. Therefore, a detailed implementation plan, including timeline including setup of the initial test and production of the electronic monitoring package is required. The implementation plan will also include customizations needed to meet the needs of OSPS and a corresponding timeline detailing their delivery and training. The selected vendor will work with OSPS to identify, develop, test, and implement all changes to the electronic monitoring components prior to implementation. The system shall be operational 24/7, include backup procedures and disaster recovery services. The implementation plan must also include timelines for training of OSPS staff.

VI. ADDITIONAL INFORMATION

Any alterations to the proposals made by the vendor may be grounds for rejection of proposal and cancellation of any subsequent award. Proposals may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to the same general terms and requirements. OSPS will require the awarded vendor to provide a Certificate of Insurance issued by an insurance company licensed or authorized to provide insurance in the State of Illinois. Each Certificate of Insurance shall indicate current insurance coverages meeting minimum requirements as may be specified by this RFP. A failure to provide a current, Certificate of Insurance will be considered a material breach and grounds for contract termination.

VII. EVALUATION OF BIDS

The Office will review all bids and make an award based on the comprehensiveness of the solution across several criteria including but not limited to the following:

- The number of mandatory requirements the vendor can fulfill, how the vendor will fulfill the requirements and the vendor's explanation contained within the Bid Narrative.

- Identification of which desired elements the vendor can fulfill and the explanation of how the vendor will fulfill the desired element.
- An estimated timeline, as this system needs to be fully implemented and operational as soon as possible.
- A description of the most significant engagements performed in the last three years that are like the engagement listed in this RFP.
- Diversity of the Vendor.
- Explanation of whether any services will be subcontracted to a third party.
- Cost.