

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. FB-00625  
Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: EVN0000204   
 TERM OF CONTRACT 5 YEAR(S) WITH      YEAR(S) OTR

Requisition /Project Title: Legal Research Services for Inmates

Description: The purpose of this solicitation is to establish a contract for the purchase of legal research services by the Miami-Dade Correction and Rehabilitation Department (MDCR). See Section 2 and Section 3 for more details (all enclosed in this request).

Issuing Department: SPD   
 Contact Person: Prisca Tomasi   
 Phone: (305) 375-1075  
 Estimate Cost: \$570,000  
 Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

**ANALYSIS**

**Commodity Codes:** 990-41                                

Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>	<u>Prison Solutions, Inc.</u>	<u>    </u>	<u>    </u>
<b>Small Business Enterprise:</b>	<u>    </u>	<u>    </u>	<u>    </u>
<b>Contract Value:</b>	<u>\$618,500</u>	<u>    </u>	<u>    </u>
<b>Comments:</b>	<u>N/A</u>		

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>

Basis of Recommendation:     

Signed: Prisca Tomasi   
 Date sent to SBD: 10/07/2022  
 Date returned to SPD:

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 BACKGROUND**

The fundamental constitutional right of access to the courts requires prison authorities to assist inmates in the preparation and filing of meaningful legal documents by providing them with adequate law libraries or assistance from persons trained in law. Miami-Dade Corrections and Rehabilitation (MDCR) requires the services of a legal service provider to provide access to the courts by conducting legal research for inmates incarcerated in its correctional facilities.

Pursuant to Section 9.09 of the Florida Model Jail Standards (2021), Pro se inmates are to be provided reasonable access to legal materials to assist them in filing any type of action cognizable in Florida courts. Therefore, these services shall be afforded to the inmate population to allow inmates to have legal research access on a continuous basis. Currently, MDCR has an inmate population of approximately 5,000 inmates.

MDCR requires services from a company which can offer legal research findings pursuant to inmates' requests. The selected bidder must have the qualifications and capacity to provide comprehensive research findings to a high volume of requests. The County reserves the right to hold pre-award qualification hearings to determine the bidders' capability of performance, as required by MDCR.

### **3.2 SCOPE OF SERVICES**

The following services are required of the selected bidder :

1. Provide legal research services to inmates incarcerated at MDCR's correctional facilities on an "as needed" basis. Research must be conducted by staff with expertise in legal and criminal matters.
2. Provide the MDCR with an original form to be copied and used by inmates when they seek to request legal assistance ("Legal Assistance Request Form" or "Form"). This form will be two-sided and copies will be provided to the inmates by MDCR's staff. The Form should request, at a minimum, the following information from inmates:
  - a. Inmate Name
  - b. Inmate Number
  - c. Housing Unit/ Correctional Facility
  - d. Information/ Research Requested

The front page will contain space for the inmates to provide the aforementioned required information and the reverse side will comprise instructions to help inmates complete the Form (see Attachment A, titled Legal Information Request, for sample form).

3. Upon receipt of the Form, the selected bidder shall diligently process the request and shall respond within the time set forth herein with the information that best satisfies the request. Should the selected bidder require additional information or clarification from the inmate, the selected bidder must then respond to the inmate in the form of a letter within three (3) business days, as per Section 3, Paragraph 3.4. The letter must include the information or clarification required by the selected bidder, in order to adequately complete the research.
4. The selected bidder shall perform legal research on an as-needed basis at the selected bidder's location. The County will not allow the selected bidder to use the County's correctional facilities to render services.
5. The selected bidder shall maintain and be able to perform up to date case law research.

6. The selected bidder shall ensure diligent and reasonable efforts in conducting the required research and providing the inmate with comprehensive research findings.
7. Responses shall be shipped (UPS, Fed Ex, U.S. Postal Services, etc.) by the selected bidder, at the bidder's expense, to the correctional facility at which the inmate seeking legal assistance resides. MDCR staff will distribute the responses accordingly.
8. The selected bidder shall submit a log to the County as to the services rendered to inmates. Report/ log shall be provided when requested by MDCR or any authorized County representative. The report/ log shall consist of the inmate's name, inmate number, date of request, date research provided and number of pages for the research findings. The report/ log shall be submitted to the County no later than fifteen (15) calendar days after written request by MDCR or any authorized County representative to the selected bidder. The selected bidder shall maintain a log tracking all inmates' legal requests for accountability and billing purposes.
9. The selected bidder shall have the capability to provide the inmate with their court case docket for local cases, all state cases in the United States, and for Federal cases.
10. The selected bidder shall have a minimum of one (1) year of experience of legal research service provision through tablets provided by jails or prisons for inmate use. This may also include receiving forms electronically from the inmate.
11. The selected bidder shall have the ability to limit the number of items requested by the inmate based on contractual limits.
12. The selected bidder shall have the ability to process requests for legal research whether received from the inmate in electronic or paper format.
13. The selected bidder shall be able to demonstrate a pattern of good performance as substantiated by current customers (jail agencies) with which they are contracted.

### **3.3 ADDITIONAL RELATED SERVICES REQUIREMENTS**

1. The selected bidder shall perform the additional requirements stated below, as needed, at no additional cost to the County shall: (i) respond to all inmate grievances regarding their research, (ii) appear in court, and/ or (iii) attend meetings with MDCR staff or inmate, as needed, to explain and support their research findings.
2. Must provide and maintain all court-related forms required for inmate court access.

### **3.4 RESPONSE TIME**

1. The selected bidder must respond to each inmate with either the research findings pertaining to their Legal Assistance Request as set forth in the Form or a letter requesting additional information/clarification within three (3) business days, excluding weekends and County holidays, from the date the Form is submitted to the selected bidder ("Required Response Time").
2. Should the selected bidder expect to exceed the Required Response Time, the bidder shall provide a letter to the inmate within the Required Response Time explaining the need for a delayed response. The letter must also provide a reasonable estimate as to the date that the research findings will be provided to the

inmate, and such time shall not exceed an additional three (3) business days beyond the Required Response Time. The letter may be sent to MDCR electronically or via fax to County staff as designated by MDCR.

3. The selected bidder shall provide the legal research findings within the Required Response Time for at least 98% of the Legal Assistance Requests, for any one (1) month period. Failure to meet this percentage for any given month may result in the selected bidder being found in default of the contract, per Section 1, General Terms and Conditions, Paragraph 1.26, Termination for default.

### **3.5 COUNTY RESPONSIBILITIES**

The following services will be performed by the County:

1. Department officers and/ or counselors in the housing units will advise inmates requesting law library access of the availability of the selected bidder's services and will provide the Form to interested inmates.
2. Completed Forms will be time-date stamped and then sent by facsimile, email, or other such means to the selected bidder by a MDCR representative.
3. Inmates will be allowed to include up to three (3) items to be researched ("Legal Assistance Request") in each Form (cases, statutes, packets, or any combination). It is MDCR's practice to allow inmates one Form (3 items) per month for non-pro se inmates and one Form (3 items) per week for pro se inmates.

### **3.6 CORRECTIONAL FACILITIES REQUIRING SERVICES**

The following list of facilities, located throughout Miami-Dade County, contain inmates that require legal research services:

1. Pre-Trial Detention Center  
1321 NW 13 St.  
Miami, FL 33125
2. Turner Guilford Knight Center  
7000 NW 41 St.  
Miami, FL 33166
3. Metro West Detention Center  
13850 NW 41 St.  
Miami, FL 33178
4. Boot Camp Program  
6950 NW 41 St.  
Miami, FL 33166

NOTE: Facilities house a combined average of 5,000 inmates on any given day.

**SECTION 4 – BID RESPONSE FORM**

**NAME OF BIDDER:** \_\_\_\_\_

**SECTION 2.5 SUBMITTAL REQUIREMENTS**

**2.5.1 REFERENCES**

Provide three (3) references for which your firm has completed the services described in this ITB, within the last five (5) years.

Reference No. 1	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	
Scope of Work	
Inmate Population	

Reference No. 2	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	
Scope of Work	
Inmate Population	

Reference No. 3	
Organization/Individual Name	
Organization/Individual Address	
Contract/Project Title	
Contract/Project Dates (Start – Completion)	
Contact Name and Title	
Contact Telephone	
Contact Email	
Scope of Work	
Inmate Population	

**2.5.2 KEY PERSONNEL**

Provide a list of key personnel who will perform the services outlined in the ITB. Research must be provided by staff with expertise in legal and criminal matters.

Name	Title/Description of Expertise	Experience in proposed role (years) and name of at least two similar project(s)/contract(s) performed in a similar role

**2.5.3 SUPPORTING DOCUMENTS**

Documentation that the key personnel are licensed members in good standing with the Florida Bar.

Initial to confirm attachment to submittal:
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