

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. RFP647-2(3)

☐ Contract ☐ Re-Bid ☒ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQCR1400001 TERM OF CONTRACT 3 YEAR(S) WITH 10 YEAR(S) OTR

Requisition /Project Title: ELECTRONIC MONITORING OF OFFENDERS

Description: See attached.

Issuing Department: ISD / PMS Contact Person: MELISSA ADAMES Phone: 3053754029

Estimate Cost: \$3,180,000 Funding Source: GENERAL 90% FEDERAL 5% OTHER

ANALYSIS

Commodity Codes:	<u>46560</u>		
Contract/Project History of previous purchases three (3) years Check here ☐ if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	<u>SENTINEL OFFENDER :</u>	<u>SAME</u>	<u>SAME</u>
Small Business Enterprise:	<u>N/A</u>		
Contract Value:	<u>\$1,440,000.00</u>	<u>\$</u>	<u>\$</u>

Comments:

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>Melissa Adames</u>	Date sent to SBD: <u>11/19/13</u>
	Date returned to DPM: <u></u>

RECEIVED DEV.
 DEPT. BUS. DEV.
 2013 NOV 20 AM 9:49

☐ Bid No.	Other ☒ Contract No. 00212	OTR: ☐ YES ☒ NO
Title: Electronic Monitoring of Offenders		Current OTR Year : N/A Expiration Date: N/A
Procurement Contracting Manager: Melissa Adames		Recommendation: Exercise OTR ☐ Proceed with Non-Competitive Bid ☐ Solicit Bids ☐ Access of other Entity Agreement ☒

Research Findings:

The Miami-Dade Corrections and Rehabilitation Department (MDCR) have a continued need to obtain electronic monitoring services for offenders within the Monitored Release Unit (MRU) House Arrest Confinement Program. Currently, these services are provided under Contract no. RFP647-2(3) expiring May 19, 2014 and awarded to Sentinel Offender Services, LLC. To assist in evaluating the best course of action for MDCR, an industry day was held for interested vendors to showcase their equipment and technology offerings. The following companies participated in the industry day presentations: BI, Inc., Satellite Tracking of People, Sentinel Offender Services, SecureAlert, 3M, and Gryphex. The presentations yielded some marginal differences among competitive vendors; however no real advancements in technology were demonstrated that exceeded the services currently being provided by Sentinel.

Additionally, a cost analysis was conducted comparing the current County contract pricing versus other state agencies and competitive cooperative agreements. It was confirmed that the most cost effective contract identified was the Western States Contracting Alliance/National Association of State Procurement Officials Contract No. 00212 for Electronic Monitoring of Offenders. The contract was issued as a Request for Proposals and awarded via a cooperative agreement to multiple vendors through the State of Washington on behalf of the WSCA/NASPO cooperative. The Contract provides for the lease of electronic monitoring devices and related services. The Contract was awarded under five groups to multiple vendors based on various qualifications. The contract will provide the MRU within MDCR with access to various electronic monitoring technologies that will allow for flexibility and scalability within the program as technologies advance as well as provided secondary devices as an additional option for judges' consideration in the placement of participants in the program.

Based on the market research conducted and the industry day held with the major manufacturers and dealers for electronic monitoring devices, it is recommended that the County proceed with accessing the WSCA/NASPO contract for continued electronic monitoring services with Sentinel Offender Services, LCC. Based on the savings analysis (attached) the County will potentially save an average of \$114,478 annually due to the competitive pricing offered versus the County pricing currently established under Contract no. RFP647-2(3). Additionally, use of this contract will allow MDCR to receive volume based pricing and the flexibility to monitor the industry for new technological developments.

Procurement Contracting Manager: Melissa Adames

Savings Analysis – Electronic Monitoring of Offenders

	MDCR Oct 2013 In-Use Volumes	MDC Contract #647 Oct 2013		Sentinel / WSCA- NASPO Contract #00212		Unit/Day \$ Savings via		Unit/Day % Savings via		Monthly Savings via		Annual Savings via	
		Volume Pricing		Volume Pricing		Contract #00212		Contract #00212		Contract #00212		Contract #00212	
Active GPS:	1	\$ 8.99	\$ 3.75	\$ 5.24	\$ 157.20	\$ 1,912.60							
"Passive GPS" on Contract #647 =	527	\$ 4.09	\$ 3.55	\$ 0.54	\$ 8,537.40	\$ 103,871.70							
"Hybrid GPS" on Contract #00212:													
Subtotal:					\$ 8,694.60	\$ 105,784.30							
TOTAL SAVINGS:						\$ 114,478.90							

Onsite Spare Equipment Included:

15%

Lost/Damaged/Stolen Equipment
Replacements Included:

20%

5%

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. RFP647-2(3)

☐ Contract ☐ Re-Bid ☒ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQCR1400001 TERM OF CONTRACT 3 YEAR(S) WITH 10 YEAR(S) OTR

Requisition /Project Title: ELECTRONIC MONITORING OF OFFENDERS

Description: See attached.

Issuing Department: ISD / PMS Contact Person: MELISSA ADAMES Phone: 3053754029

Estimate Cost: \$3,180,000 GENERAL FEDERAL OTHER

Funding Source: 90% 5%

ANALYSIS

Commodity Codes:	<u>46560</u>		
Contract/Project History of previous purchases three (3) years			
Check here ☐ if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	<u>SENTINEL OFFENDER :</u>	<u>SAME</u>	<u>SAME</u>
Small Business Enterprise:	<u>N/A</u>		
Contract Value:	<u>\$1,440,000.00</u>	<u>\$</u>	<u>\$</u>

Comments:

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	<u></u>	<u></u>	<u></u>	<u></u>

Basis of recommendation:

Signed: Melissa Adames Date sent to SBD: 11/19/13

Date returned to DPM:

☐ Bid No.	Other ☒ Contract No. 00212	OTR: ☐ YES ☒ NO
Title: Electronic Monitoring of Offenders		Current OTR Year : N/A Expiration Date: N/A
Procurement Contracting Manager: Melissa Adames		Recommendation: Exercise OTR ☐ Proceed with Non-Competitive Bid ☐ Solicit Bids ☐ Access of other Entity Agreement ☒

Research Findings:

The Miami-Dade Corrections and Rehabilitation Department (MDCR) have a continued need to obtain electronic monitoring services for offenders within the Monitored Release Unit (MRU) House Arrest Confinement Program. Currently, these services are provided under Contract no. RFP647-2(3) expiring May 19, 2014 and awarded to Sentinel Offender Services, LLC. To assist in evaluating the best course of action for MDCR, an industry day was held for interested vendors to showcase their equipment and technology offerings. The following companies participated in the industry day presentations: BI, Inc., Satellite Tracking of People, Sentinel Offender Services, SecureAlert, 3M, and Gryphex. The presentations yielded some marginal differences among competitive vendors; however no real advancements in technology were demonstrated that exceeded the services currently being provided by Sentinel.

Additionally, a cost analysis was conducted comparing the current County contract pricing versus other state agencies and competitive cooperative agreements. It was confirmed that the most cost effective contract identified was the Western States Contracting Alliance/National Association of State Procurement Officials Contract No. 00212 for Electronic Monitoring of Offenders. The contract was issued as a Request for Proposals and awarded via a cooperative agreement to multiple vendors through the State of Washington on behalf of the WSCA/NASPO cooperative. The Contract provides for the lease of electronic monitoring devices and related services. The Contract was awarded under five groups to multiple vendors based on various qualifications. The contract will provide the MRU within MDCR with access to various electronic monitoring technologies that will allow for flexibility and scalability within the program as technologies advance as well as provided secondary devices as an additional option for judges' consideration in the placement of participants in the program.

Based on the market research conducted and the industry day held with the major manufacturers and dealers for electronic monitoring devices, it is recommended that the County proceed with accessing the WSCA/NASPO contract for continued electronic monitoring services with Sentinel Offender Services, LCC. Based on the savings analysis (attached) the County will potentially save an average of \$114,478 annually due to the competitive pricing offered versus the County pricing currently established under Contract no. RFP647-2(3). Additionally, use of this contract will allow MDCR to receive volume based pricing and the flexibility to monitor the industry for new technological developments.

Procurement Contracting Manager: Melissa Adames

Savings Analysis – Electronic Monitoring of Offenders

MDCR	MDC Contract #647	Sentinel / WSCA- NASPO	Unit/Day	Unit/Day	Monthly	Annual
Oct 2013	Oct 2013	Contract #00212	\$ Savings via	% Savings via	Savings via	Savings via
In-Use						
Volumes	Volume Pricing	Volume Pricing	Contract #00212	Contract #00212	Contract #00212	Contract #00212
1	\$ 8.99	\$ 3.75	\$ 5.24	58%	\$ 157.20	\$ 1,912.60
527	\$ 4.09	\$ 3.55	\$ 0.54	13%	\$ 8,537.40	\$ 103,871.70
Active GPS:						
"Passive GPS" on Contract #647 =						
"Hybrid GPS" on Contract #00212:						
Subtotal:						
TOTAL SAVINGS:						

Onsite Spare Equipment Included:

Lost/Damaged/Stolen Equipment Replacements Included:

20%

15%

15%

5%

Walters, Vivian (RER)

From: Adames, Melissa (ISD)
Sent: Tuesday, November 19, 2013 5:46 PM
To: Walters, Vivian (ISD)
Subject: Access of WSCA/NASPO Contract No. 00212 - Electronic Monitoring Offender Services
Attachments: SBD INPUT - Electronic Monitoring.docx

Hello Vivian,

Please find attached the SBD Input doc for the access of the WSCA/NASPO Contract No. 00212, for Electronic Monitoring Offender Services. This contract is to be established for the Miami-Dade Corrections and Rehabilitation Department and Juvenile Services Department for electronic monitoring of offenders. The contract file is over 8MB so I did not attach it, however information pertaining to the contract and award information may be located at the below link. The award value is \$3,180,000 of which \$300k is being allocated to JSD and is federally funded.

Link: <http://www.aboutwsca.org/contract.cfm/contract/w6-2013>

Thank you,

Melissa Adames, CPPB

Procurement Contracting Manager

Procurement Management Services

Internal Services Department

P: (305) 375-4029 F: (305) 375-5688

Visit us online: <http://www.miamidade.gov/procurement/>

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and are subject to disclosure.



Save our resources, please do not print this e-mail unless absolutely necessary.



NASPO >> CURRENT COOPERATIVE CONTRACTS

Electronic Monitoring (WA)

w6-2013

BASIC CONTACT INFORMATION - LEAD STATE

Participating States:

Affiliation:	WSCA
Lead State:	Washington
Lead State Contract Number:	00212
Contact person:	Robert Paulson, Jr.
Phone:	(360) 407-9430
Fax:	
Email:	robert.paulson@des.wa.gov

LINK TO LEAD STATE WEBSITE

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=00212>

INCEPTION & EXPIRATION

Award Date - June 4, 2013

Expiration Date - Dec. 31, 2016

Final Expiration (if all extensions utilized) - Dec. 31, 2023

OVERVIEW/SUMMARY

The purpose of this master agreement/contract is to provide electronic monitoring of offender services - radio frequency (RF) monitoring, alcohol monitoring, and satellite monitoring and remote tracking (GPS) - to WSCA-NASPO participating entities - states and authorized political subdivisions, and to

Washington state agencies and local political subdivisions.

Category 1 - Radio Frequency (RF) Electronic Monitoring

- Satellite Tracking to People
- Sentinel Offender Services
- 3M Electronic Monitoring

Category 2 - Alcohol Electronic Monitoring (Home Unit)

- Sentinel Offender Services
- 3M Electronic Monitoring
- BI Incorporated

Category 2 - Alcohol Electronic Monitoring (Transdermal)

- BI Incorporated
- Sentinel Offender Services
- Alcohol Monitorin Systems, Inc.

Category 3 - Satellite (GPS) Tracking - One-Piece Electronic Monitoring

- Satellite Tracking to People
- 3M Electronic Monitoring
- Sentinel Offender Services

Category 3 - Satellite (GPS) Tracking - Multi-Piece Electronic Monitoring

- 3M Electronic Monitoring
- Sentinel Offender Services
- BI Incorporated

CONTRACTOR INFORMATION

- 3M Electronic Monitoring, Inc.
- Alcohol Monitoring Systems, Inc.
- BI Incorporated
- Satellite Tracking of People, LLC
- Sentinel Offender Services, LLC

UPDATES & OTHER PARTICIPATION

Access to July 18, 2013 Electronic Monitoring contract [CLICK HERE](#)

- [Webinar Power Point Presentation](#)

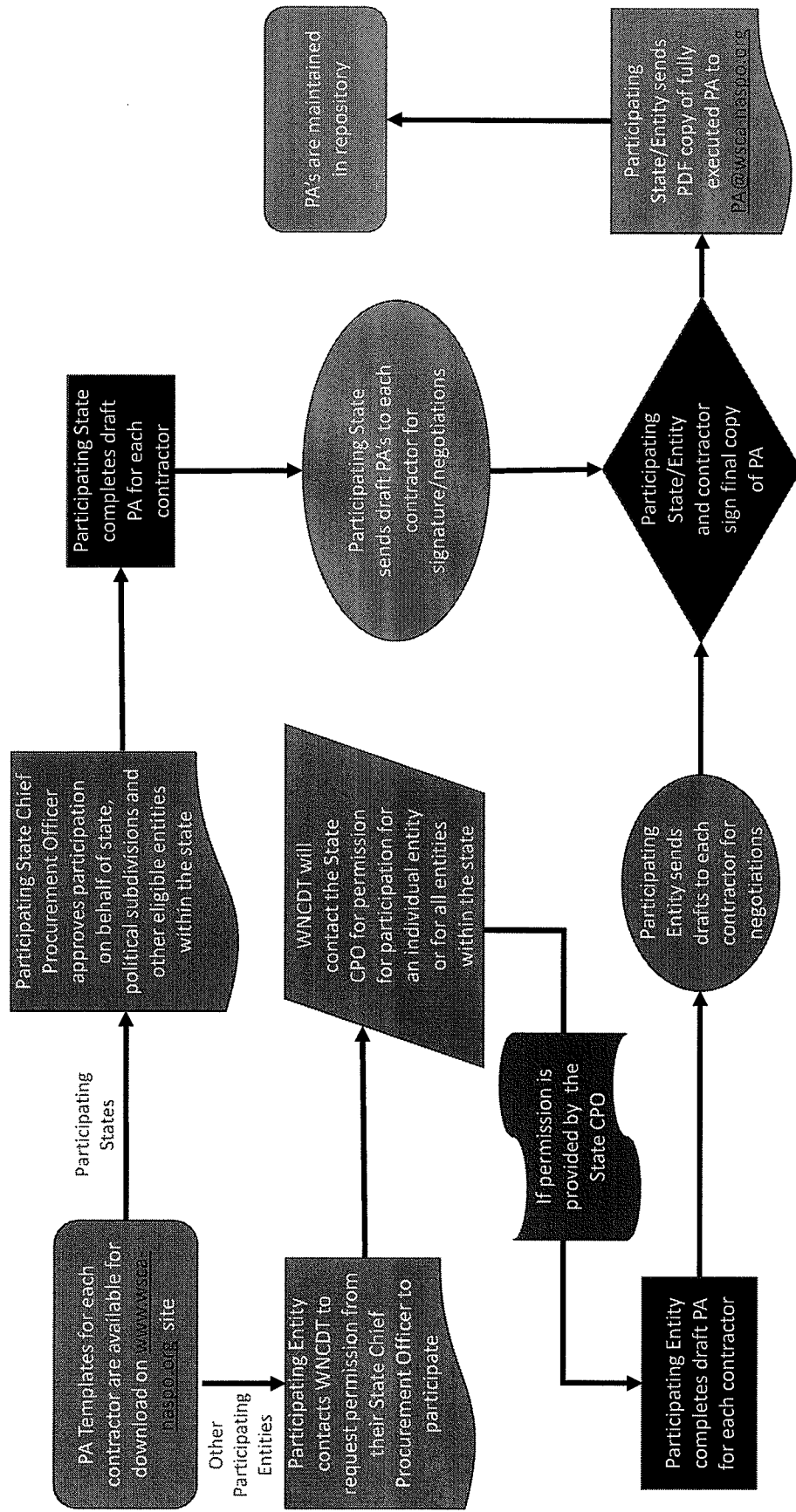
PARTICIPATION

- [3M Electronic Monitoring, Inc. Participating Addendum](#)
- [Alcohol Monitoring Systems, Inc. Participating Addendum](#)
- [BI Incorporated Participating Addendum](#)
- [Satellite Tracking of People, LLC Participating Addendum](#)
- [Sentinel Offender Services, LLC Participating Addendum](#)

PA Process Overview

To participate in this Master Agreement, download, negotiate and complete a Participating Addendum with the selected contractor(s). After Participating Addendum execution, email a PDF copy of the completed Participating Addendum (signed with both signatures) to the WSCA-NASPO point of contact identified on the Participating Addendum. If no WSCA-NASPO point of contact is identified, email a copy of the completed Participating Addendum to the WSCA-NASPO general email at wncoopdt@gmail.com.

Participating Addendum Process Flow Chart





Electronic Monitoring of Offenders

Webinar July 18, 2013

Robert Paulson, Jr., C.P.M.

Contract Administrator

Lead State - Washington



Electronic Monitoring of Offenders

Lead State - Washington

- **Overview of previous contract 14600**
 - Awarded in January 2002.
 - Extended thru October 31, 2013 as requested by several states to facilitate transition to new replacement contract.
 - Provided electronic monitoring services for 3 categories – radio frequency, alcohol and GPS satellite tracking.
 - Contracts were awarded to 2 vendors:
 - Sentinel Offender Services for radio frequency and alcohol monitoring
 - 3M Electronic Monitoring for GPS satellite tracking
 - Vendors reported sales to 28 participating states/local governmental entities.
 - 2012 usage was \$9.3 million.



Electronic Monitoring of Offenders

Lead State - Washington

- **Sourcing team members**

- Doug Richins and Richard Carlson, WSCA-NASPO
- Robert Paulson and Cathy Moxley, Washington – Lead State
- Beverly Walters, Dept. of Corrections, Mississippi
- Laura Bybee then Gerald Elrod, Central Purchasing Division, Oklahoma
- Ann Toyer, Dept. of Corrections, Oklahoma
- Captain Mark Smith then Lt. David Holgerman, Division of Parole & Probation, Nevada
- Denise Milano, Dept. of Corrections, California



Electronic Monitoring of Offenders

Lead State - Washington

- **Overview of new contract 00212**

- Initial term is award date thru December 31, 2016.
- Provided electronic monitoring services for 5 categories – radio frequency, alcohol (home unit and transdermal) and GPS satellite tracking (1 piece and multi-piece systems).
- Contracts were awarded to 3 vendors for each monitoring category offering customers choice of vendor, equipment, monitoring program and price.
- Participating Entities may contact one or more vendors to demonstrate their equipment and propose a customer specific monitoring program within the framework of the contract.
- Estimated initial term usage is \$20 million.



Electronic Monitoring of Offenders

Lead State - Washington

- **New RFP Objectives**

- Optimize competition by category.
- Vendor provided equipment and electronic monitoring service.
- Expand from 3 to 5 service categories - add transdermal alcohol, 1 and multi-piece satellite tracking (GPS) devices.
- Include cost and non-cost evaluation factors.
- Allow customer choice through multiple awards.
- Identify base level of equipment/service requirement with available optional services.



Electronic Monitoring of Offenders

Lead State - Washington

- **Monitoring Service –**

- **Radio frequency (RF)** electronic monitoring service is used for home detention. The offender wears a vendor-provided body-attached ankle bracelet transmitter that communicates by radio frequency with a home receiver. The home receiver transmits data to the vendor's monitoring center by landline telephone of by cellular communication. Monitoring center reports curfew violations and equipment status alerts to the designated agency officer or program manager by email, text message, or manual voice message pursuant to established protocols.



Electronic Monitoring of Offenders

Lead State - Washington

- **Monitoring Service –**

- **Alcohol monitoring service** - Is performed through a vendor-provided home breath analysis unit connected by landline or cellular network to the vendor's monitoring center. The participant's identity is confirmed through a voice or imaging recognition system and test results are transmitted to the vendor's monitoring center by landline or cellular communication. Test results and equipment status alerts are sent to the designated agency officer or program manager by email, text message, or manual voice message pursuant to established protocols.



Electronic Monitoring of Offenders

Lead State - Washington

- **Monitoring Service –**

- **Transdermal alcohol monitoring** – Is performed through a body-attached device that provides “through the skin” continuous alcohol monitoring. The bracelet transmits data via a wireless radio-frequency (RF) signal to a base station unit where the data is collected, analyzed, and maintained until transmitted by landline or cellular communication to the vendor’s monitoring center. The supervising authority is notified by email, text message, or manual voice message of any alcohol readings, tamper alerts, or equipment malfunctions so that appropriate action can be taken.



Electronic Monitoring of Offenders

Lead State - Washington

- **Monitoring Service –**

- **GPS satellite tracking** - An electronic monitoring program provided through a body-attached one-piece device or a multi-device system. In active tracking mode a one-piece device uses GPS to track the offender once per minute and communicates this data to the vendor's monitoring center every 15 minutes through a cellular communication network. Monitoring center reports on violations and equipment status alerts are sent to the agency's designated officer or program manager by email, text message, or manual voice message pursuant to established protocols.



Electronic Monitoring of Offenders

Lead State - Washington

- **Monitoring Service –**

- **GPS satellite tracking** – A multi-piece system using a body-attached unit coupled by radio frequency to a body-worn device that provides location tracking and cellular data and voice communication to the vendor's monitoring center. On a scheduled (active, hybrid or passive) basis tracking data is communicated to the vendor's monitoring center who then communicates violations and equipment status alerts via email, text message, or manual voice message to the offender and/or the agency's designated officer or program manager pursuant to established protocols.



Electronic Monitoring of Offenders

Lead State - Washington

- **Intent to Participate:**
 - 19 states submitted “Intent to Participate” forms with estimated aggregated annual spend of \$16 million.
- **RFP evaluation factors for each category:**
 - Customer references – 150 points, self-scored.
 - Specifications – 500 points, evaluated and scored by sourcing team.
 - Price – 350 points, evaluated and scored by procurement coordinator.
- **Pricing Strategy:**
 - A tiered pricing strategy allowed all customers to achieve a significant level of savings for their own volumes within the context of a multi-state WSCA-NASPO contract.



Electronic Monitoring of Offenders

Lead State - Washington

- **Procurement Process:**

- September 7, 2012, RFP posted to Washington's bid website and 68 registered vendors were notified.
- Pre-proposal vendor conference held September 25, 2012. 8 vendors and 2 sourcing team members attended.
- 7 proposals were received January 11, 2013, with each offering from 1 to 5 monitoring services.
- Proposals were evaluated and awards were recommended for 5 vendors each awarded from 1 to 5 monitoring categories, one vendor received no award, and one vendor was rejected for not meeting required specifications.



Electronic Monitoring of Offenders

Lead State - Washington

- **Procurement Process:** (continued)
 - Average savings varied from 20% to 45% depending on type of monitoring service and customer volume.
 - Washington State purchasing management approved proposed awards March 21, 2013.
 - Award recommendation submitted to and approved by WSCA-NASPO Management Board March 22, 2013.
 - Washington announced to bidders on March 25, 2013 its “Intent to Award” to specific vendors by category.
 - Protest from 1 vendor was received April 1, 2013.
 - Protest denied and vendor notified April 30, 2013.



Electronic Monitoring of Offenders

Lead State - Washington

• **Procurement Process:** (continued)

- Contracts were signed with these vendors:
 1. **Sentinel Offender Services** for all 5 monitoring categories.
 2. **3M Electronic Monitoring** for radio frequency, alcohol monitoring (home unit), GPS satellite tracking for both one-piece and multi-piece systems.
 3. **BI Incorporated** for alcohol monitoring (home unit and transdermal) and GPS satellite tracking for multi-piece systems.
 4. **Satellite Tracking of People** for radio frequency monitoring and one-piece GPS satellite tracking.
 5. **Alcohol Monitoring Systems** for transdermal alcohol monitoring.
- Start date June 4, 2013; except 3M start date July 1, 2013.



Electronic Monitoring of Offenders

Lead State - Washington

- **Vendor Contracts Posted on Internet:**

- Size of contracts varied from 75 to 541 pages depending on number of awarded categories and extensiveness of specification detail provided.
- WSCA-NASPO - http://www.aboutwsca.org/content.cfm/id/wsca_current_contracts
- Washington's contract website - www.des.wa.gov or <https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=00212> then under **Contract Documents & Resources** click on "View Current Contract Information (CCI)"

Each master agreement/contract includes:

- General and specific contract terms and conditions
- Appendix A. Standard Definitions
- Appendix B. WSCA-NASPO Master Agreement Standard T's & C's
- Appendix C. Contractor Information and Profile
- Appendix D. Specifications
- Appendix F. Price Sheets



Electronic Monitoring of Offenders

Lead State - Washington

- **Participating Addendum** forms available from WSCA-NASPO contract website or from Washington's contract website.
- **Completed Participating Addendums:**
 - Mississippi
 - Montana
 - California (not state but only local governments)





Participating Addendum Process



Eligibility Process

- Will be processed at two different levels
 - 1st – States that signed an Intent to Participate
 - 2nd – Other states and individual entities in states not participating
- In all cases STATE CHIEF PROCUREMENT OFFICIAL will have the final say on who can and cannot participate
- All 50 states and DC have executed the NASPO Cooperative MOA, so are eligible to use any WCSA or NASPO cooperative contract, at their choice



Who Can Participate?

- Participation at several different levels (can be confusing so we will ask lots of questions, please be patient)
 1. State signs a Participating Addenda for entire state and its cooperative purchasing programs
 - Every legally eligible entity in the state can use
 2. State signs a Participating Addenda **ONLY** for non state entities
 - Every legally eligible entity that is not a STATE agency can use
 3. State does not sign a Participating Addenda
 - Every political subdivision PA within that state must be approved by the state chief procurement official
 - Sometimes individually
 - Sometimes by entity



Process from Intent to Participate

How do we get states signed up?

- 1 – Intent to Participate is the trigger, WNCDT will send all states that executed an Intent to Participate a copy of the draft participating addenda
- 2 – Contractors will be encouraged to contact all the state chief procurement official of all states that executed an Intent to Participate to discuss options and alternatives
- 3 – State chief procurement officials (or designated representative – please let WNCDT know contact information for designated representative) will be WNCDT contact during the rest of the process
- 4 – State completes the draft participating addendum for each contractor supplied by WNCDT and forwards it to the contractor. Negotiations will take place directly between state and contractor. When agreement is reached, the state completes and forwards the participating addendum to contractor for signature.
- 5 – Contract signs participating addendum and forwards back to state for signature. State signs sends signed copy to both contractor and WNCDT.
- 6 - WNCDT will simply annotate date of processing, create a PDF file of the participating addendum
- 7 – WNCDT will forward copies of the PDF file to state, contractor and Contract Lead Administrator

WSCA-NASPO Cooperative Development Team will complete steps 6 and 7.

This process will be done with scanned files and PDF files, unless states require physical signatures (please let WNCDT know this as soon as possible, so we can adjust process)



Then What?

- Participating addenda will be posted on the WSCA-NASPO Website or Lead State Website
- Participation will be indicated on the WSCA website, which also will link to Lead State Website
- Contractors can create and maintain state specific web pages from their main contract web page



Round 2 Participation Process

- In case you determine that you will not enter into a state-level participating addendum, the WNCDT would like to understand how you want to proceed if other potentially eligible entities might want to participate
- The WNCDT will try to handle questions from potentially eligible entities, unless you specifically tell us to do something else
- The following process will be used when other states or entities wish to participate



Round 2 Details

How do we get people signed up?

- 1 – email request from entity (can be through contractor) as long as these details are included: contact individual's name, full name of entity, phone number, email address, physical address
- 2 – WNCDT will email state director and request authorization for participation
- 3 – WNCDT will email back both contractor and entity with authorization to proceed to complete the participating addendum
- 4 – Entity completes the draft participating addendum (from the WNCDT), negotiates signs it and forwards it to contractor for signature [this can be done by scanning signed documents if that is permitted by the entity]
- 5 – Contractor signs participating addendum and forwards back to entity for signature. Entity signs and sends to both contractor and WNCDT at wncoopdt@gmail.com
- 6 – WNCDT will annotate on the participating addendum state authorization, create a PDF file of the participating addendum and the state authorization
- 7 – WNCDT will forward copies of the PDF file to entity, contract providers point of contact and the entity

WCSA/NASPO Cooperative Development Team will complete steps 6 and 7



Thank You

- Please let the WNCDDT know if we can be of any assistance:
 - Tim Hay, WSCA-NASPO Cooperative Development Coordinator
(thay@wsca-naspo.org)
 - Paul Stembler, WSCA-NASPO Cooperative Development Coordinator
(pstembler@wsca-naspo.com)
 - We use wncoopdt@gmail.com to keep traffic about this contract concentrated in one location

Electronic Monitoring of Offenders

Lead State - Washington

Questions?

Robert Paulson, Jr., C.P.M., Contracts Specialist, Washington State Department of Enterprise Services, Contracts & Legal Services Division.
Phone: (360) 407-9430; E-mail: robert.paulson@des.wa.gov

Tim Hay, WSCA-NASPO Cooperative Development Coordinator. Office
Phone: (503) 428-5705; E-mail: thay@wsca-naspo.org

