



**STATE OF TENNESSEE
TENNESSEE CORRECTIONS INSTITUTE**

**REQUEST FOR INFORMATION
FOR
STATEWIDE JAIL DATA CLEARINGHOUSE**

RFI #31609-27902

April 26, 2023

Updated 5/15/2023 (in yellow)

1. STATEMENT OF PURPOSE:

The State of Tennessee, TENNESSEE CORRECTIONS INSTITUTE (TCI) issues this Request for Information ("RFI") for the purpose of identifying vendors with experience and expertise in performing consulting work related to correctional technology systems and jail data management processes. The information obtained from responses to this request will be used by TCI to plan the future procurement strategy for TCI's management of a future statewide jail data clearinghouse and/or solutions related to a unified jail management system for Tennessee and/or integrating existing jail management systems for the retrieval of raw data or sharing of information. We appreciate your input and participation in this process.

2. BACKGROUND:

TCI is the state agency responsible for inspecting local adult correctional facilities (i.e. jails and workhouses, henceforth referred to as "jails"), providing training to staff of those facilities, and providing technical assistance. Gathering data from 126 jails across the State of Tennessee is a manual and laborious process. COVID-19 exacerbated the need for real-time, accurate, and adequate data. Examples of data needed include:

- a. Number of inmates in a facility by gender
- b. Number of inmates in a facility by classification (including COVID-19 infection status)
- c. Number of inmates that are convicted of misdemeanors
- d. Number of inmates that are convicted local felons
- e. Number of inmates that are on a federal hold or other detainees
- f. Number of inmates that are pretrial and charged with a misdemeanor (and what misdemeanors)
- g. Number of inmates that are pretrial and charged with a felony (and what felonies)
- h. Number of TDOC sentenced inmates in jail/workhouse (male and female)
- i. Number of inmates participating in programming and what programming they are in
- j. List of programs available in the facility
- k. Number of inmate-on-inmate assaults

- l. Number of inmate-on-staff assaults
- m. Current staffing level and current number of positions
- n. Staff turnover
- o. Active Warrants
- p. Total Recidivism
- q. Length of Stay by Gender
- r. Male to Female Inmate Ratio
- s. Age of inmate (and volume of inmates under age 18 / over 65)
- t. Average Daily Population Past 3 months
- u. Daily Population

Currently, TCI must call each facility separately to pull this data. This data is used for a variety of reasons, and the manual process of pulling the data and analyzing it is slow and inefficient. "Jails" have Jail Management Systems (JMS) as part of a suite of software options at their disposal to track their inmate populations. These JMS are provided by a large number of vendors (believed to number between 14 – 20 separate companies). Each county or facility is responsible for paying for and maintaining its own JMS. The State does not offer this service. It is unknown if a separate JMS across the state could share data between them or between a state-hosted clearinghouse.

3. SCOPE OF WORK:

TCI believes the manual process of pulling jail records could be automated through a clearinghouse hosted by the State in the "cloud. Multiple state agencies would benefit from the data provided by this clearinghouse. Alternatively, perhaps a unified jail management system would be a better solution, or a combination of multiple jail management systems which are capable of being integrated. There are approximately seven US states that provide a unified jail management system for all facilities in the state. TCI does not have the manpower to perform a study of this magnitude solo. A potential vendor would be responsible to:

A.	Survey the stakeholders (Sheriffs, State Agencies, City/County Mayors) to determine their interest in participating in a clearinghouse or unified JMS; determine their current JMS costs.
B.	Speak with each JMS vendor currently providing service in Tennessee to find out if they could connect to a clearinghouse, and if so what an estimated setup cost would be for each county
C.	Identify any laws (state or federal) that would prohibit Tennessee from implementing a clearinghouse or JMS, and recommend a solution
D.	Identify obstacles to implementing a clearinghouse or JMS (technology, fiscal, legal, logistical, etc.) and provide a comprehensive recommendation on how to resolve each obstacle.

E.	Survey Tennessee's Strategic Technology Solutions division to determine any state policies or procedures that would need to change from a technical perspective, and determine security requirements needed for any jail management system or integration platform which would collect sensitive information.
F.	Work with TCI to determine any changes in this agency's policies and procedures that would need to change to accommodate a clearinghouse or unified JMS.
G.	Survey our non-governmental organizational partners such as the Tennessee Sheriff's Association for input and feedback.
H.	Survey staff from the Tennessee Bureau of Investigation, Tennessee Department of Correction, County and Municipal Technical Advisory Services, and other governmental agencies that would be impacted by the clearinghouse or unified JMS.
I.	Suggest funding sources for implementing the project (e.g. federal grants, user fees, cost-sharing)
J.	Make recommendations related to vendors that should be approached for future RFPs
K.	Make recommendations on whether the proposed solution interacts with other parts of the jail's software. For example, most Sheriff's Offices also have software for handling dispatch, court appearances, and jails. Any opportunity to streamline or connect to other types of software to share data could be helpful.

4. RFI REQUIREMENTS

Background and experience would be necessary, including but not limited to:

- a. Expertise and capabilities in correctional technology and information technology
- b. Knowledge of jail operations and inmate population management
- c. Familiarity with government rules and regulations

Due to the nature of this project, and the chance for conflicts of interest to occur, TCI will not consider any responses from companies that are currently contracted to provide a jail management system, jail management software, or technology solution to any of the 120+ jails currently overseen by TCI. TCI prefers an independent third party for this project so that the answers and responses from our stakeholders can be open and forthcoming.

5. COMMUNICATIONS:

5.1. Please submit your response to this RFI to:
Jason Smith, Director of Administration
Tennessee Corrections Institute
279D Stewarts Ferry Pike, Nashville, TN 37214
615-770-5303

5.2. Please feel free to contact the Tennessee Corrections Institute with any questions regarding this RFI. The main point of contact will be:

Jason Smith, Director of Administration
Tennessee Corrections Institute
279D Stewarts Ferry Pike, Nashville, TN 37214
615-770-5303
TCI.Operations@tn.gov

5.3. Please reference RFI # 31609-27902 with all communications to this RFI.

6. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		04/26/2023
2.	Optional Pre-Conference Webinar	10:00 AM	05/10/2023
3.	RFI Response Deadline	11:59 PM	05/30/2023

Update: RFI was recorded – video can be assessed here: [Grants/RFI/RFP \(tn.gov\)](#)

7. GENERAL INFORMATION:

7.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

7.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

7.3. The State will not pay for any costs associated with responding to this RFI.

8. Pre-Response Conference - A Pre-Response Conference will be held at the time and date detailed in the RFI § 4, Schedule of Events. Please contact the main point of contact, referenced in RFI § 3.2., to RSVP for the Pre-Response Conference. Your response is necessary to ensure that there is adequate space to accommodate overall attendance. The Conference will be held virtually by either calling 629-209-4396 (conference ID 851 355 878#) OR you can join virtually at:

MS Teams Meeting

9. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

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TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:
2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3. Brief description of experience providing consulting and research work related to corrections-based information technology needs or technology needs in general.
4. Brief description of experience working with government entities. Please include the name of the project, the length of the project, and a contact person at the agency.
5. Projected staffing plan detailing the number of employees a research project of this nature would need.
6. Please provide a timeline of how long you believe this project would take.
7. Please describe any certifications, training, or knowledge your team has in information technology.
8. Describe potential problems that should be considered, and any other important considerations that you recommend our agency consider.
9. Please briefly describe how you envision your agency might complete this type of consulting contract.
10. Does your company now, or in the past 5 years, provide or provided a Jail Management System to a government agency in Tennessee?

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services
3. Please provide a justification for all proposed pricing.

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State:
2. Additional Comments