

DIVISION OF ADULT INSTITUTIONS

P.O. Box 942883
Sacramento, CA 94283-0001

**ANNOUNCEMENT FOR THE INMATE VENDOR PACKAGE PROGRAM****APPLICATION DEADLINE**

Prospective Vendors must call to request a Vendor Application Package. For inquiries regarding obtaining a Vendor Application Package, please contact Lynele Holland, Office Technician (OT), Standardized Procedures Unit at (916) 322-0312 or via email at Lynele.Holland@cdcr.ca.gov.

Application packages must be postmarked no later **than July 31, 2009**.

SUBMIT APPLICATION BY MAIL TO:

California Department of Corrections and Rehabilitation
Division of Adult Institutions – Standardized Procedures Unit
P.O. Box 942883, Sacramento, CA 94283-0001
Attention: Lynele Holland, Room 344-N.

INMATE VENDOR PACKAGE PROGRAM APPLICATION PROCESS

The California Department of Corrections and Rehabilitation (CDCR) is accepting applications from vendors seeking authorization to provide packages of approved personal property items to inmates. The California Code of Regulations (CCR), Title 15, Section 3138(d)(1) allows inmates placed in the custody of the CDCR to receive packages of food, clothing and other items of personal property through approved vendors. These packages are subject to restrictions identified in the CCR and the Department Operations Manual (DOM). This approval process is not complete until the prospective vendor receives approval by appropriate authorized CDCR headquarters personnel.

The open application period will begin on July 1, 2009, with a deadline for submission of July 31, 2009. **All prospective vendor application packages must be postmarked no later than July 31, 2009 in order to be approved for the 2010 departmental vendor list.**

A department list will be generated identifying approved vendors on December 1, 2009. Prospective vendors not approved by the December 1, 2009, date will be required to resubmit during the July 2010 application process. **Prospective vendors excluded in this manner may resubmit during the 2010 application period for inclusion on the 2011 departmental vendor list.**

INMATE VENDOR PACKAGE PROGRAM

The purpose of the Inmate/Vendor Package Program is to create a pool of vendors that will comply with CDCR's security requirements and provide approved merchandise at a fair price to inmates and their families. Implementation of a business by a vendor must result in no expense incurred by CDCR. Vendors must be capable of supplying packages to inmates within 10 days of the receipt of a paid order.

CDCR will provide verification of receipt of complete or incomplete orders; however, order disputes are solely between the purchaser and the vendor. The vendor is not employed by CDCR and approval as a departmental inmate package vendor does not constitute a contractual agreement between CDCR and the vendor. The vendor approval process is based solely upon the prospective vendor meeting all vendor criteria. Once approved, the vendor is permitted to place the CDCR approval statement on the cover of catalogs and on Web sites. The CDCR approval statement indicates only that the vendor has received CDCR approval to provide packages to inmates and does not constitute any type of endorsement. An example of the CDCR approval statement is provided with the Vendor Criteria which can be found on the Department of Corrections and Rehabilitation Web site at www.cdcr.ca.gov in the Department Operational Manual (DOM, Chapter 5, Article 43, Inmate Property, Section 54030.9.1 Personal Property Package Vendor Criteria and Section 54030.9.2 Shipping Security requirements.

To view the DOM for Inmate Property, please follow the instructions below:

1. At the CDCR Home Page select the top tab marked "Visitation"
2. On right hand side column scroll down to "Related Links" and click on "DOM Article 43 - Inmate Property"
3. Click on the "click here" option.
4. A pdf file will open, select Edit, Find, Type – 54030.1
5. Header: Article 43, Inmate Property, Revised February 2008
6. Start at Section 54030.1 – Policy

Please note that the Web site may or may not have the latest version of the DOM. If the revision date on the DOM does not indicate February 1, 2008, please contact Lynele Holland, OT, at (916) 322-0312 to request a copy.

PROSPECTIVE VENDORS ARE REQUIRED TO PROVIDE THE BELOW NOTED INFORMATION AS PART OF THE APPLICATION PACKAGE:

- Vendor must provide a self-certified Inventory Report showing that they possess a minimum of \$250,000 (advertised retail value) of merchandise on the premises (this merchandise is subject to physical verification by CDCR). The *minimum \$250,000 value of merchandise* must be maintained by the vendor *on premises at all times* (subject to unannounced inspections by CDCR).

- Vendor shall maintain insurance with a Commercial General Liability insurance policy with Warehouse Legal Liability policy for a minimum of \$1,000,000 per occurrence. A copy of Certification of Insurance will be required.
- Vendor shall possess a valid California city or county business license (if applicable), incorporation documents if the corporation is located within the state of California, a letter from the Secretary of State or, if not a California business, an affidavit that business is in good standing with the state, province, or country in which business is headquartered. A copy of business license and resale permit will be required.
- Vendors must provide names and identification information including date of hire and position title for all staff providing services for the inmate package program. Current state driver's licenses are accepted as valid identification.
- Vendors must conduct *pre-employment urinalysis testing* for employees hired after the application period and provide evidence of such on demand. *Existing employees are subject to urinalysis testing as of the date of the acceptance of the vendor's application by the CDCR.* All employees responsible for processing, receiving orders, packaging and sending vendor packages are subject to this requirement. The vendor must provide evidence of such from an approved laboratory. CDCR will provide a certified listing of approved laboratories.
- Vendors must conduct background checks for employees hired after the application period and provide evidence of such on demand. *Existing employees are subject to background checks as of the date of acceptance of the vendor's application by the CDCR.* All employees responsible for processing, receiving orders, packaging and sending vendor packages are subject to this requirement. The vendor must provide evidence of such from a business certified to conduct such checks. CDCR will provide an Internet link to information about how to obtain these checks.

Prospective vendors are responsible for ensuring that all employees meet the background requirement, which restricts the hiring of staff with the following:

- felony convictions less than 7 years old and
- drug related arrests or convictions less than 5 years old

Vendors employing staff possessing felony convictions less than 7 years old and drug-related arrests or convictions less than 5 years old *shall be disqualified*. This requirement applies only to staff providing services to the inmate package program.

All vendors are subject to surprise inspections by CDCR staff. As such vendors must be willing to comply with the following:

- Vendors must be willing to submit to, and cooperate with, frequent CDCR inspections without notice.
- Vendors must provide names and identification information including date of hire and position title for all staff providing services to inmates for the inmate package program, on demand. Current state driver's licenses are accepted as valid identification.
- Prospective vendors must provide proof of *urinalysis testing and completed background investigation*.

A list of pre-screened background check companies is provided below:

- GRIFFIN PERSONNEL GROUP
Website: www.gpg-inc.net
- MCSS, LTD
Website: www.mcssltd.com
- ADP
Website: www.adp.com
- IMI DATA DEARCH, INC
Website: www.imidatasearch.com

For inquiries regarding this Vendor Application Package, please contact Lynele Holland, OT, Standardized Procedures Unit at (916) 322-0312. Please insure that all fax information is addressed to Ms. Lynele Holland, at (916) 324-0945.