



MEMORANDUM
REGINALD B. SCANDRETT, SHERIFF
April 25, 2025

**TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSAL NO. 25-01
TO PROVIDE AN INMATE COMMISSARY SERVICES PROGRAM AT
THE HENRY COUNTY JAIL AND RESTORATIVE CENTER**

FROM: Chandra D. Brown, Director of Legal Affairs

SUBJECT: ADDENDUM NO. 2

Question 1:

Commission rate was listed as 35%, but according to the invoices provided the commission dropped to 17% in the middle of 2024. Can the County provide information on what caused the drop-in commission rate?

Answer 1:

35% is strictly for E-mail/SMS/Picture mail/MP3.

The commission rate originally was 22% of Gross sales of all products purchased and we negotiated the decrease to 17% with the vendor for a reduction in the price of employee meals.

Question 2:

In the invoices provided, are the package program sales included in the commissary sales totals?

Answer 2:

Yes.

Question 3:

What banking software does the County currently use?

Answer 3:

Team Three

Question 4:

In the Technical Proposal, can the vendor provide additional information that is not required in Sections 1-6 as an attachment such as value-added services, sample reports etc.?

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Answer:

Yes.

Question 5:

Does the Certificate of Corporate Resolution as provided in the RFP on page 35 need to be signed and returned with the response? Or does the County just want to make the vendor aware this Resolution will be required upon award of the contract?

Answer 5:

Resolution will be required upon award of contract.

Question 6:

Is there currently a lobby kiosk and housing unit kiosk in the Jail Annex?

Answer 6:

There is no lobby kiosk at the Restorative Center.

Question 7:

In the RFP, O.C.G.A. is referenced in multiple sections. Can the county please provide a copy of the O.C.G.A?

Answer 7:

Unfortunately, no. The Official Code of Georgia Annotated (O.C.G.A.) is the compendium of all laws in the State of Georgia.

Question 8 :

With this RFP being due on Friday, May 2nd, it will have to ship on Wednesday, April 30th at a minimum to arrive on time, can the County please extend this RFP due date, by a minimum of a week, to allow time for vendors to receive questions/answers back and prepare the best possible response for Henry County?

Answer 8:

We will extend the due date to Monday May 5, 2025.

All questions related to this project must be addressed to Chandra D. Brown **in writing no later than 4:00 P.M. EST on Friday, April 25, 2025** to the following email address: cdbrown@co.henry.ga.us. Questions received after this date and time will not receive a response.