

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

December 17, 2024

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Revenue Contract with Keefe Commissary Network, LLC, for Commissary Services in County Detention Facilities

RECOMMENDATION(S)

Approve **Revenue Contract No. 24-1297** with Keefe Commissary Network, LLC, to provide commissary services to County detention facilities, at a minimum revenue amount of \$3,300,000 or 43% of commissionable revenue, whichever is higher, for the period of December 17, 2024, through March 17, 2030, with the option to extend the term for one two-year period or two one-year periods.

(Presenter: Kelly Welty, Chief Deputy Director, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The commissary services are provided at no cost to the County. Revenue generated by commissary sales will fund Keefe Commissary Network, LLC.'s (Keefe) costs to provide the services and includes a Minimum Annual Guarantee of \$3,300,000 or 43% of commissionable revenue to the Inmate Welfare Fund, whichever is higher. In accordance with Penal Code section 4025, commissions from sales are deposited into the Inmate Welfare Trust Fund (4420005167). The Sheriff/Coroner/Public Administrator (Department) estimates total revenue over the five-year, three-month term to be \$16,500,000.

BACKGROUND INFORMATION

Penal Code section 4025 authorizes the Department to provide commissary services to inmates housed at the County's detention facilities. These services allow inmates to purchase personal care and food items. A percentage of the sales are deposited into the Inmate Welfare Fund to provide educational, vocational, and life skills programs to County inmates.

Under the terms of the proposed contract, Keefe will be required to provide new equipment, including 12 X-ray machines and up to 386 inmate self-service kiosks, and associated EDGE Exchange (EDGE) software. The new EDGE system will be technologically advanced and offers web-based self-services to inmates such as ordering commissary items, requesting medical appointments (through the self-service kiosks), and allowing their families and friends (through their own personal computer or mobile device) to place orders of commissary items to be

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Commissary Services in County Detention Facilities
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delivered to confined individuals. The required transition of the commissary services from the current contractor to Keefe necessitates a longer contract term.

PROCUREMENT

On August 30, 2023, Request for Proposal (RFP) No. SHR123-ADMSR-4897 was approved and released for the provision of detention facility commissary services. The RFP was submitted to the County's Electronic Procurement Network (ePro) website and registered vendors were contacted via email notifications. The Department received the following two responses by the submission deadline:

Vendor	City/State
Aramark Correction Services, Inc.	Downers Grove, IL
Keefe Commissary Network	Fontana, CA

The evaluation committee consisted of representatives from the Sheriff's Detentions Bureau, Community Service and Reentry Division, Inmate Welfare Committee, and Bureau of Administration who reviewed and evaluated the two proposals received. The evaluation was based on the proposers' qualifications and experience, technical review, cost, ability to provide services, procedures and systems, guarantees, financial stability, and references. No protests or appeals were received.

Keefe is recommended for a five-year, three-month contract to provide commissary services for the period of December 17, 2024, through March 17, 2030, allowing 90 days for set-up and transition of services from the current provider, with the option to extend the term by one two-year extension or two one-year extensions. The contract may be terminated by either party upon 180 days' advance written notice.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Grace B. Parsons, Deputy County Counsel, 387-5455) on December 3, 2024; Purchasing (Jason Cloninger, Lead Buyer, 387-0321) on November 26, 2024; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on December 9, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 13, 2024.

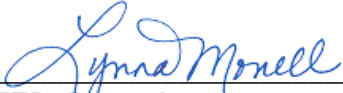
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 17, 2024



cc: Sheriff/Coroner - Welty w/agree
Contractor - c/o Sheriff w/agree
File - w/agree
MBA 12/19/2024