



**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts  
SMALL PROCUREMENT**

**Baltimore City District Court Alcohol Monitoring Service & Equipment  
Project 13549**

**Issued: 5/6/2021**

This procurement is being conducted as a Category II Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$50,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement to procure one (1) Contractor to provide alcohol monitoring equipment and services for the Drug Treatment Court participants.

**1. Scope of Work**

The contractor shall provide transdermal and breath alcohol monitoring equipment and services.

**A. Transdermal Equipment and Service**

1. Equipment must provide alcohol monitoring that samples an individual client's transdermal alcohol concentration and measures for confirmable alcohol consumption on a 24/7 basis.
2. Equipment must be lightweight, pose no health hazard and not unduly restrict the activities of the client at home or at work.
3. Equipment shall be, at a minimum, shock, water and tamper resistant.
4. The equipment shall monitor for ingested alcohol in the human body using transdermal testing technology.
5. The equipment shall have ethernet connection capability and be able to communicate data over any ethernet-enabled internet source.

6. The equipment must be able to distinguish between ingested alcohol, environmental exposure to alcohol and have the capability to determine if a sample is inconsistent with human breath.
7. The Offeror must perform transdermal alcohol concentration confirmation data analysis on all alcohol and tamper events prior to notification.
8. The equipment shall have ability to determine equipment proximity to the body of the offender being monitored, including detection of obstructions and changes in body temperature.
9. The equipment must utilize a commercially available and proven fuel cell technology that tests a controlled sample of perspiration of the client.
10. The technology shall have single source admissibility, meaning the continuous alcohol monitoring device does not require agency staff to issue a secondary testing methodology to verify consumption on an alcohol alert.
11. Continuous alcohol monitoring devices and service must have at least four years of experience demonstrating the ability to provide continuous alcohol monitoring for a criminal justice community-based population. Reference must be from an entity other than the manufacturer itself.
12. Continuous alcohol monitoring devices and service must have demonstrated a history of independent research or published studies by users of the equipment and service other than the manufacturer itself, highlighting the validity of the product or establishing general acceptance in the scientific community. (References of outside research studies published on the proposed solution should be provided).
13. The continuous alcohol monitoring device shall have the ability to perform optional Radio Frequency home curfew monitoring in addition to continuous alcohol monitoring when needed.
14. The systems must collect, transfer, and store historical client information (alcohol consumption and tamper information) 24x7, days per year in an encrypted manner and retrievable upon request.
15. The bracelet must be capable of storing at least 30 days of time stamped client data regarding alcohol consumption and tamper information with the ability to download data via standard telephone line, Ethernet, or wirelessly, and also have ability for agency staff to directly download bracelet data to agency computers via a direct USB data transfer on clients where land line and cellular coverage is not available or is not the preferred communication method by agency personnel.
16. Provides a centralized and controlled data center and support staff that monitors client information received via the internet and provides analysis of and notifications to agency staff of alcohol readings, tamper alerts, communication failures, equipment issues, maintenance needs and/or malfunctions. The monitoring center should be available on a 24/7 basis, 7 days per week, 365 days per year.

17. The monitoring system should be web accessible and provide secured username and password access to appropriate court staff.
18. The system shall provide for easy web-based administration of clients with multiple reporting functions.
19. The system shall include inventory tracking and management features.
20. The Offeror shall archive and retain archived data for a period of five years from the date the offender is enrolled in the system.
21. Provides date and time stamped readings once every 30 minutes or less of transdermal alcohol concentration, body temperature and attempts to obstruct readings of the device.
22. A daily summary or action plan shall be provided daily, which reports the status of any offenders in violation of the program or in need of technical maintenance.
23. The system shall provide easy-to-read non-compliance reports that include detailed information outlining any presence of alcohol displayed graphically and numerically to indicate the time of ingestion and the transdermal alcohol concentration present in the system over the time of the event.
24. Summary management reports regarding individual clients, dates of system use, agency wide equipment inventory status, and billing details provided upon request in an easy-to-read format.

#### **B. Breath Monitoring**

1. Device must be handheld and provide mobile cellular communication capabilities. It must work both in the client's home and away from the client's home in remote locations, such as work or school.
2. Device must have a secondary method of communication for when cell coverage is not available, such as ethernet or Wi-Fi.
3. Device must provide a picture of the client or facial recognition with each test performed.
4. Device must have onboard memory and processor to store the client's test schedule and enable tests at the correct times even when there is no cell coverage.
5. Device must pass the military standard-810 drop test. Vender must provide documentation of testing procedures and outcomes.
6. Device must have the ability to store test results when in poor or no cell coverage and be able to forward those results when coverage is regained. Please describe the devices ability to store and forward results, as well as its storage capacity.
7. Device must have at least 24 hours of battery life when in use. Upon receipt battery must be at full shelf life (ex: 5-year battery should expire in 5 years upon receipt) Please describe the device's battery life under normal conditions.
8. Device must be easy for clients to recharge daily with standard AC wall outlets.
9. It is preferred the device have an automated method of client identification, such as automated facial recognition, to reduce agency workload associated with manually

reviewing thousands of client test results. Please describe the method in which device confirms client identity with each test.

10. The equipment must be able to distinguish between ingested alcohol, environmental exposure to alcohol and the capability to determine if a sample is inconsistent with human breath.
11. Device should be able to provide GPS locations, when available, with all tests, whether taken or missed.
12. Device should be able to provide secondary location if satellite GPS is unavailable, such as cell tower triangulation.
13. The device should allow for up to twelve scheduled breath tests per day and for unlimited on-demand tests to be sent per day.
14. Tests should have the ability to be scheduled at fixed, random, or on-demand intervals.
15. Device should also have on-device schedule storage to “wake up” and prompt the client when it is time to test.
16. Device should provide text message reminders to the client’s personal cell phone.
17. Notification indicating it is time for a client to take a test should be audible to the client and visible on the device itself. Please describe how your device notifies the client when it is time to test.
18. Device should display audio and visual cues to the client to ensure quality enrollment and proper testing.
19. Device should use fuel cell technology that has been proven in evidential breath testing equipment and interlock devices.
20. Device should follow industry standards for calibration and should allow calibration to be performed in the office and in the field.

### **Offeror Minimum Requirements**

- The Offeror must have at minimum 4 years’ experience in providing Alcohol Monitoring for similar entities.
- A Representative from company must be available via Zoom or in person should an attorney challenge the equipment or validity of reports in court.
- Provide a list of functionalities of all proposed software, equipment, hardware & other associated components needed to meet the requirements.

2. **A Pre-Proposal Conference** will be held on May 11<sup>th</sup> at 2:30pm through Microsoft Teams.

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 443-833-0155,174558196#](tel:+14438330155174558196) United States, Baltimore

Phone Conference ID: 174 558 196#

**3. Contract Type**

The resulting contract shall be for Fixed Price.

**4. Contract Term**

The Contract resulting from this Small Procurement shall begin **June 1, 2021** and extend for a period of one (1) year. The Judiciary shall have the sole right to exercise up to three (3) one-year renewal options at its discretion.

**5. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Valerie L. Mitchell**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-3591

Email: [Valerie.l.mitchell@mdcourts.gov](mailto:Valerie.l.mitchell@mdcourts.gov)

**6. Form of Response**

Proposals must be in writing and include the following:

- a. Written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services.
- b. Price Proposal (must include the fully loaded fixed prices for the services using Attachment A)

**7. Question Submission Deadline**

The Procurement Officer shall accept written questions regarding the project by email at the email address listed in section Number 6, **no later than 2:00pm EST on May 13<sup>th</sup>, 2021.**

Answers to all substantive questions will be posted on the Judiciary's procurement website and eMaryland Marketplace Advantage.

**8. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 4:30 pm (local time) on May 18<sup>th</sup>, 2021** in order to be considered.

**9. Award Determination**

The Contract resulting from this Small Procurement will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

## **Attachment A - Price Proposal Form**

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Offeror's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote. Offerors shall add additional line items as necessary to complete the project as outlined in the solicitation.

<b>Equipment Type/ Service</b>	<b>Price per Unit</b>	<b>Service Fee per Unit, per day</b>
Transdermal Alcohol Monitoring Device		
Monitoring Service Daily Rate (transdermal alcohol monitoring)		
Breath Monitoring Device		
Monitoring Service Daily Rate (breath monitoring)		
Lost/Damaged/Stolen Equipment Replacement		

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	

Telephone	
Federal Tax Identification No.	

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. There is no provision for additional travel reimbursement.