

New York State Department of Corrections and Community Supervision

RFI 2024-05 – Cloud-based Funds Management System

Questions and Answers Posted 5-14-24

All responses are incorporated into RFI 2024-05

Question #	Corresponding RFI Section	Bidder's Question	Answer
1		<p><i>The RFI mentions the proposed system is required to provide support for approximately 200 bank accounts with thirteen different banks across its 44 facilities.</i></p> <p>Could you please help us understand how 200 bank accounts are used to manage trust accounts at 44 facilities, a mapping of type of funds to bank account would be most helpful.</p>	<p>Each individual facility would have 3-5 bank accounts used for specific purposes. Typically, each individual DOCCS facility has all of its bank accounts in the same bank, though occasionally they may utilize 2. The Incarcerated Individual Account is by far the largest account with most activity. Basic breakdown is below.</p> <ul style="list-style-type: none"> • Incarcerated Individual Accounts – to maintain funds belonging to Incarcerated Individuals • Occupational Therapy Accounts (funds used for the benefit of the incarcerated population) – These facility checking accounts are maintained at Correctional Facilities to manage funds related to various Incarcerated Individual (I/I) Groups, Organizations, Events, and Sales Tax Collected from the I/I organization photo ticket sales program. • Advance Account – to maintain advanced funds provided by the Office of the New York State

			<p>Comptroller (OSC) to be used, then replenished, for Cash to Outgoing Incarcerated Individuals without minimum required release money, Petty Cash, Employee Travel, Work Release Advances for Incarcerated Individuals</p> <ul style="list-style-type: none"> • Employee Benefit Fund – to maintain funds raised by employee fundraisers for employee events or donations • Miscellaneous Revenue Account – Outside receipts of funds to be forwarded to OSC Treasury (ex: Payment for FOIL copies, Staff Dining Room Sales, Payment for Lost ID, etc.)
2		<p>Could you also please elaborate on the accounting functionality needed as regards Food Production Center, Central Pharmacy and Central Office.</p>	<p>The Food Production Center and Central Pharmacy currently only have one bank account each, it is expected that their functionality requirements would be minimal in comparison to the facilities.</p> <ul style="list-style-type: none"> • Central Pharmacy – Agency Advance Account – to maintain advanced funds provided by OSC to be used, then replenished, for Petty Cash and Employee Travel • Food Production – Misc. Revenue Account – Outside receipts of funds to be forwarded to OSC Treasury (example: funds received from local municipalities) <p>Central Office has six different accounts, with two different banking institutions. Although Central Office has</p>

			<p>slightly different purposes for our accounts, the functionality needed would be similar to the facilities. Sub account/subledger functionality would be required, with ability to create new sub accounts as needed.</p> <p>Here is a basic breakdown of the Central Office Accounts:</p> <ul style="list-style-type: none"> • Agency Advance Account to maintain advanced funds provided by OSC to be used, then replenished, for Petty Cash and Employee Travel • Employee Benefit Fund – to maintain funds raised by employee fundraisers for employee events or donations • Miscellaneous Revenue Account – Outside receipts of funds to be forwarded to OSC Treasury • Holding Accounts (2 accounts/different banking institutions) – funds held according to Special Operations/Litigation
3		<p><i>The Trust accounting system manages funds associated to the offender including receipts, disbursements and bank interfaces both during incarceration and community supervision.</i></p> <p>What additional support is needed for the other business office activity/financial needs mentioned in the RFI?</p>	<p>Sub account functionality would be desired for other accounts, with ability to create new sub accounts as needed.</p> <ul style="list-style-type: none"> • Occ Therapy Account – Sub Accounts for each individual organization at facility, which would total to the overall checking account holding all funds. Total of all sub accounts must equal overall checking account balance at all times. Ability for auto posting to

			<p>subaccounts when writing checks or posting deposits would be desired to avoid need for duplicate posting. Note: often a Deposit will contain funds to be applied to multiple sub account ledgers. Also, monthly statements for all sub accounts need to be printed showing beginning balance, all activity, ending balance.</p> <ul style="list-style-type: none">• Advance Account – Similar to above, sub account reporting capabilities, with total of each sub account matching to overall checking account balance.• EBF – Similar to above, with sub account capability to ensure funds can be managed by purpose.• Miscellaneous - Similar to above. <p>Searching Capability for internal needs and for Annual reporting requirements such as;</p> <ul style="list-style-type: none">• tracking of all payments or deposit of funds between checking accounts• tracking of all payments to OSC Commissioner of Tax and Finance by fund code (category code or other type of tracking)• ACH payments received from OSC Treasury• Searching 'all fields' for a specific Name, Din#, amount, etc.
--	--	--	---