

## **VTDOC/Keefe Commissary Contract:**

### **Keefe Contract Background:**

A Request for Proposals (RFP) was released in 2024 for the current commissary contract. The Department reviewed responses from multiple vendors and awarded the contract to Keefe, whose responses aligned most closely with the needs of the Department. The contract was awarded in 2025 and ends in 2029. Under the contract, there are two 24-month renewal options.

### **Commissary Prices:**

Commissary prices were submitted during the RFP process and approved by the Department. Keefe's pricing model is structured at fair market value averages. Prices are compared to convenience stores in the local areas and price increases are only allowed once a year. Any price increase must be approved by the Department.

Keefe submits a commission of 32% to the Department on a monthly basis based on the sales of commissary and Securepak products.

### **Commissary Items:**

The Department also maintains discretion over items sold on the commissary menu, to include compliance with security requirements. Glass and metal items, and any item in opaque packaging, present significant security concerns. This requires many commissary items to be specifically tailored to a correctional setting.

Currently, the commissary menu contains 400 items to choose from for weekly purchases. If DOC were to operate its own commissary, the number of items would be reduced by roughly 250 to account for storage space available to DOC.

### **State-Run Commissary:**

There is no statute preventing DOC from operating its own commissary. This would require creating several new full-time positions responsible for commissary. Other costs to operate the commissary include, but are not limited to, materials (bags, boxes, carts), labor, transport, and software to manage commissary operations.