



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DPS0725

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/08/2007				

BID OPENING DATE: **04/26/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01 THIS ADDENDUM IS ISSUED TO CLARIFY, MODIFY, ADD TO, AND/OR DELETE REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION; AND TO EXTEND THE BID OPENING DATE. ATTACHMENTS: 1. QUESTIONS AND ANSWERS/CLARIFICATIONS 2. ADDENDUM ACKNOWLEDGEMENT NEW BID OPENING DATE: 4/26/2007; 1:30 PM						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

MEMORANDUM

TO: 1/Sgt. R. L. Pursley
FROM: 1/Lt. G. E. McCabe
DATE: March 26, 2007
RE: Questions regarding RFP DPS0725

I have reviewed the questions regarding RFP DPS0725 and provide the following answers to said questions.

1. What solutions have been evaluated other than OnBase to develop specifications?
On-Base system is one of the systems looked at as to a possible system solution to our needs. The requirements as set fourth in the RFP are base requirements and all system solutions bid will be evaluated as per the RFP.
2. How and when will data structure and record formats to link to Oracle and other systems be provided?
As to the concerns for the security of information, the data structure and record formats will be provided to the wining vendor.
3. Does the WVSP already own the Centera Drive system or will it be expected to be included as part of the project?
The WVSP currently owns a Centera drive system, however another one may be obtained. As per the RFP, vendors must include the centera as requested under attachment A.
4. Will all 180 sites input scanned images or electronic documents? Will scanners, etc. need to be provided as part of this project for all locations?
It is possible for all 180 sites to input scanned images and/or electronic documents. Vendors need to provide the pricing for all items as requested in attachment A.
5. Does the WVSP expect to provide all staffing for day to day processing?
Yes.
6. Will details of Oracle tables, existing database structures be provided prior to bid opening?
No. There are concerns for security reasons which will prohibit this from occurring.
7. Will servers be provided by WVSP or do they need to be provided by vendor as part of the project?
As per the RFP, vendors must include the Centera as requested under attachment A.
8. What are the specifications for state mainframe referenced in section 3.2.34?
The response to this question merely needs to state if the solution being bid can communicate with a mainframe computer. We currently have an IBM server.
9. When will a list of existing hardware referenced in section 3.2.38 be available?
A Centera is already at our location and the server and scanners will be purchased.
10. What is the expected completion date for the project after contract award?
The exact completion date will be agreed upon between the winning vendor and the WVSP after contract award in order to determine all resources which will be needed, as it is expected the project be a priority of the winning vendor.

1.2 Stated that WVSP is looking for an imaging system to house image data rather than routing originals. Are you seeking at this time, a workflow solution that will allow routing based on business rules as part of the implementation effort. Or does this refer to the ability for users throughout the organization to retrieve and view documents? If you are looking for a workflow implementation, can you please provide more details on the associated business processes so that we may scope our services pricing according to those requirements.

We are looking for a document imaging system, if that system has workflow it's a plus but not required.

2.2 You list the Departments where the system will be initially implemented. Can you provide more detail to the specific document types that will be stored in the System?

They will be provided at the pre bid conference.

Can you also provide any information you may have already collected about how these documents will be indexed. Or, is the intention to define these details during the requirements gathering phase of the project?

The system will provide the main index however we want at least 7 more assignable indexes.

2.2.3 Lab section is currently storing all records in the paper and electronic format. Can you please elaborate on the format of the electronic files. Are these scanned images, electronic files created in another application, electronic reports, etc.

They are paper and electronic files generated from multiple database applications.

3.1.3 You mention Transcripts. Are you referring to transcripts for application to the Police Academy?

No, we are not talking about the Police Academy. We are talking about all documents and proving to a court that they are original and true copies of the paper document. Can you please clarify this question?

3.1.10 Fully integrated components, but it appears from the phrasing that a word is missing. Can you please clarify this question?

We are looking for a system that uses modules that are completely integrated with the application. We do not want any 3rd party modules that the vendor does not completely support. We don't want to contact a scanner vendor for a driver problem with the application and the scanner.

3.1.20 You refer to a "Bulk Feed". Can you please elaborate on what you mean by bulk feed?

Bulk feed is the ability to place a stack of documents in the scanner and have them auto-indexed to the proper department from a bar code or other identifying mark. Please also confirm that you are seeking a template based OCR solution that will extract data from standards forms.

Yes.

Would this requirement also call for reading of both machine print and hand print?

Yes.

If possible, could you indicate which sample documents in the RFQ package would be read using the OCR solution?

All of them is a possibility.

If other forms apply, could you provide those as well.

3.1.21 In this question you refer to the ability to associate existing files to a record.

Are you requesting the ability to cross-reference a document to another document stored in the system, or are you asking for a reference to another document that may be sorted outside of the system, perhaps still in paper form?

Both inside the system and outside.

3.2.2.5 You reference notification abilities. Is this a reference to notifications from a technical. Or system monitoring point of view, or is this asking about the user notifications for status changes, or activities in the system?

This applies to your notification for upgrades to the current software.

3.2.6.11 In this question you ask about versioning mechanisms. Are you asking about software versions (ie. major and minor versions of the software) or is the question about document versioning capabilities?

This applies to System Software versioning.

3.2.10.5 You mention integration with SunGard SCT Banner products. Can you please provide more background on how WVSP is using these products today?

This question is simple, do you or do you not integrate with SunGard SCT systems and if you do then explain how and which product.

3.2.2.7 You request information on our ability interface with CENTERA with the governance module. Would you like us to include this capability in the system pricing, or is this just informational?

This is a mandatory for this RFP. You must interface with a CENTERA with the governance module and provide information on how you do this with your application.

MANDATORY PRE BID MEETING RE RFP# DPS0XXX – 03/29/07

All Vendors were provided with packets of sample forms/documents to be considered for this project. There are some additional documents (similar to those provided) which contain historical information that the vendors will not see unless they are the winning vendor, as these documents contain historical information the West Virginia State Police (WVSP) does not have copies of other than the original documents themselves. These historical documents contain information such as criminal information which the winning vendor will not have access to until such time as their employees pass a ten-print fingerprint based background check. The winning vendor for this project will have to have all personnel working directly with this project to submit to and pass a background check through the State and FBI criminal history systems. If a vendor has a problem with this mandatory criminal history check or have employees that can not pass this process, they need not bid.

When proposals are submitted vendors are to make sure their cost proposal is in a separate envelope and sealed. Vendors are to make sure the proposals are labeled and that every page of the RFQ, not the spec, has this information at the bottom. We only ask you to fill that in at the bottom of page one. Page 4 says bidder, put your company's name in and date it, sign it, title is optional, and whoever is authorized to sign needs to sign it. On Page 5 provide a fax number, and the contact person for which may be reached for any bid verification. This information is to be printed or typed.

All questions previously submitted and those asked during the pre-bid are covered in this addendum. On the vendor preference, if you are an in state vendor, check what applies to you. If you are not an in-state vendor, you do not have to sign page 4 or 5, only at the bottom of page 1 as your signature for the bid.

Q: Could you give a spec on the super hi quality scanner for fingerprints as to what is wanted as super high quality is not enough, so a 1200 dpi or what?

A: At least a 1000.

Q: As to your volumes - the proposal says "provide storage for 300,000 pages on average per year", because when totaled up the volume given individually for CIB, Traffic and lab, totals to more than 8 million pages a year and then extrapolate that out over three years would be 26 million pages.

A: Right, but the storage you're going to provide is temporary storage. The permanent storage is going to be on our Centerra server. And you're going to store to the temporary storage of whatever you provide, prior to writing to the Centerra, which is 16 terrabyte.

Q: So you only need storage for 300 hundred thousand images temporarily?

A: Yes, just a temporary area to be able to write while they're imputing the files. And then permanent storage will be to the Centerra.

Q: How long, what is the time frame for temporary storage? One year, two years, three years?

A: Temporary storage is till whatever drive size that you put in fills up. Once they're done with the files it will be written to permanent storage. It could be a day, it could be thirty days, we don't know.

Q: But the actual retrieval of the document will be from the temporary storage? It will not be directed from the Centerra?

A: Retrieval of document will be from the Centerra.

Q: Now if I'm not mistaken you write directly to the Centerra there will be, you cannot modify documents in the Centerra can you?

A: You can't modify them but you can change it and it will save it again so the authenticity will be there. Once you scan the image, we have to have the ability to say this image has never been modified. And that's why we have the Centerra with governance and that's why we suggest you write to the temporary storage first. To be able to verify quality of the image, once you're satisfied with quality of the image you write to the Centerra and at that point it's permanent.

Q: What if the user wants to delete a document?

A: Users cannot delete documents ever.

Q: How about administrators - No one?

A: No one.

Q: Can you clarify what's meant by the term interface and what you expect from that, from those questions specifically in 3.14 and 3.15 and 3.2.34?

A: 3.14 and 3.15 is the ability to write to that data base. The word interface means you can write to that type of database. You can use it for storage.

Q: In Section 3.1.20. Can you explain the bulk field?

A: Okay. You know how you store images in a database in a glob, that's what I mean.

Q: So you want to store images in the database?

A: Some of them yes. From the perspective of the laboratory's, all of the images will be stored in the database.

- Q: The image themselves and not a link to the image.
- A: The image itself.
- Q: Could you explain it one more time please.
- A: A bulk field in this case is described as a glob in a database. We want to be able to put whatever the image is inside the database. So if they scan ten pictures of a bullet, they want to be able to put that bullet photo in the database. Not as a file attached, in the database as a field.
- Q: Can we just submit these to you in like in writing again?
- A: No. Whatever questions you're going to ask need to be asked here today. We will address them and they will be covered in an addendum.
- Q: But the written questions already submitted will be answered, correct?
- A: Yes. The written questions already submitted will be answered. The questions that are asked here today will be answered. No further questions submitted will be accepted after today.
- Q: In Section 2.2.5 you mention a hundred and eighty locations. Do you expect full functionality at every one of these sites and if so define what full functionality is.
- A: It is possible for all 180 sites to input scanned images in or electronic images. Vendors need to provide the pricing for all items as requested in Attachment A. In other words, any site that we connect to the imaging system will have the ability to scan remotely and write to the central server here and retrieve documents from the central server here, preferably by web interface.
- Q: This question is for John. Is the RFP available in electronic, like a Word format?
- A: Yes, we'll try. State Police will have to forward it to us. We can e-mail you the specification part. This part obviously is not in Word. But the specifications are. We can e-mail it out to everyone.
- Q: Can you tell us how many users will have access to the system? Generally we're talking about a hundred and eighty locations or sites? How many users per site?
- A: As for users scanning about two hundred or at least one per site, and as for retrieving documents that would be unlimited. In other words, anybody that has access to it should be able to view the record.

Q: But you want us to provide information on 1, 5, 20 and 50 users, right?

A: Yes.

Q: Meaning concurrent connection that you can give access to a million people?

A: Correct.

Q: When you say unlimited users, is that unlimited users looking at the temporary storage or unlimited users looking at your system in the Centerra?

A: That would be unlimited users looking at the permanent storage.

Q: So they wouldn't need access to the temporary storage, correct?

A: No. You are correct. The goal is to immediately archive, so our anticipation is that documents will not stay very long on the temporary storage.

Q: In 3.2.24 talking about the temporary redaction, can you explain how you envision the management and control of this?

A: I say that all depends on the application that you're providing. We have to have the ability to black line classified information or to have the ability to purge information. Occasionally WVSP gets court orders to go back and purge names from case investigation and we basically have to make them disappear from our system. We have to have the ability to do that so we can go in whenever that record is printed or viewed it basically no longer exists as far as that record is concerned.

Q: So you're doing this on a record by record basis?

A: Actually it's a page by page sometimes. So it may be on the face of a report, it may be on a submission form, or it may be something that's actually contained in the records themselves. So if somebody's name has been a part of a DNA analysis project then we would have gotten the names on the original form when it came in. Their name would be on the report and their name would also be in the data. And so we have to purge that name in all of those places.

Q: So you're not necessarily looking for like a group of users when they pull up a page that it would be automatically struck out?

A: It just is supposed to disappear, at least from our perspective. No one can see it again ever.

Q: But you specifically will go in and take care of that?

A: Yes. That's the only way we can do that.

Q: I'm confused because just a few moments ago you were saying that you have to be able to never delete anything from the Centerra.

A: That's correct.

Q: You're going to delete it.

A: We're not going to delete it; we're just going to make it so we can't read it any longer. There's going to portions of a document or maybe some documents in whole when we get a court order that a record has been expunged that we have to remove the specified information. We still have to show that it was there or parts of that document as other information in that file relating to that court case may still be active that we're going to have to have it for. However, certain information may have to be removed as per the court order as if they were never there. There's also going to be occasions when we don't want to modify our original document but we have to block portions of the record so we don't release out to the public information that has to be redacted. For example; if we release a criminal investigative report that may have juvenile information contained in that report, we would have to strike that juvenile information in order to release it; however, we can't take that out of our original investigative report because we still have to maintain that.

Q: When you ask about performance management software, are you referring to work flow performance, system performance, or imaging capturing scanning performance?

A: Imaging capturing scanning performance. Basically we're looking for an electronic file cabinet.

Q: Is this supposed to be a full web based system? Would it be okay to have such things as a scan module being client service based or were you looking for that to be web based also?

A: We're not looking for the scanner application to be web based at all. The only thing we're looking for web based is a retriever. In other words in the case of CIB records where they are looking up the record by specific index number; When you image those records, we need to go to add indexes to it so that we can add his number so the people in his system can go in your system and pull up all the information associated with that number.

Q: In 4.1.12 single manufacture. When you talk about a single manufacture a lot of times software may use third party tools. And in other places in the document you talk about third party tools but yet it says only a single manufacture. Are you looking to us as the manufacturer or?

A: Basically we're looking at you as a single point of contact. In other words if you provide a scanner with a Cofax interface in it and an IBM computer, if we need to call reference the IBM computer, we're not calling IBM, we're calling you. If we have a problem with the Cofax scanner interface we're calling you.

Q: So manufacture in this sense is actually the vendor?

A: Yes, the bidding vendor, however you need to be certified on the equipment. You need to be a valid dealer for whatever you're providing. And if you are the winning bidder and we request verification, you must provide proof that you are certified on the product.

Q: You said you were not looking for work flow but in 3.2.7.11 you said 'describe your system's ability to implement customer defined work flow, data flow, one process to another for example.

A: If it has the ability, we want to know what it is.

Q: So you're looking for the ability?

A: Yes. If we have asked for it and you have the ability to do it then you may have a plus up on somebody else that doesn't.

Q: There's a lot of things in here where you've asked for the capability and I guess the question is do you want the software, do you want it priced? Do you want the capability built in or do you want the capability from the solution? Do you understand the difference?

A: Your asking is your software module based?

Q: That's the question.

A: If it's module based and available you need to tell us about it.

Q: Do you need, do you want it priced?

A: For a module, yes.

Q: So put the pricing in for modular as defined in each of these questions?

A: Yes.

Q: With regards to work flow, we can easily provide the price per module for work flow capability for however many users we're going to specify in the options in there. But you know the biggest piece, the biggest expense to work flow is actually the professional services required to number one to know exactly what you want as a end result. And then build the work flow. So I think you really ought to tell us up front are we going to do work flow or are we not. Or do you want us to just say yeah we do have it as a module and the module costs this and there will be additional expense to deploy it should you should State Police decide.

A: Price it as an option.

Q: In 3.2.11 having to do with standards, specifically the ADA standards and web application dealing with Section 508. Are you looking for the application to be Section 508 compliant and additionally the documents, perhaps the PDF documents to be ah if there are those to be compliant also?

A: If you have the ability to comply with this, this is what we're asking if you can or cannot do. It's not a mandatory that you be ADA compliant, as I don't see how you can be ADA compliant on all the evidence because of what it is, so if you can be then tell us.

Q: In 3.2.15 you say you'd like to have the ability to include electronic documents from other applications, Word Excel, Word Perfect, Oracle and Sequel Server, what are you referring to under Oracle and Sequel Server? Are you talking about forms or just the data within or what?

A: Data within.

Q: In 3.2.16 you're asking about electronic documents associated with hard copies, is that actually a record management need or you just want, what are you referring to when you say associated there?

A: That is more in reference to having multiple indexes to be able to point to other systems for the hard copy. We want to be able to search this in multiple ways. And having multiple indexes will meet that requirement.

Q: Are we allowed if we want to, can we submit two different options for you to review as one vendor?

A: I don't see why not.

- Q: —You want us to do two separate proposals or you want it all rolled into one proposal?
- A: Two options definitely in two proposals.
- Q: In 3.2.5.4 dealing with the database versions for the databases, it says to specify the version of MSSQL but then in another section 3.2.6.3 it asks what back end data bases are supported. Are you telling us that you want us to use MSSQL?
- A: No.
- A: In 3.2.18 the only question I have there is it looks like there was potentially some data missing at the end of the questions and I just want to make sure that we got that right. It says at a minimum the agency needs to have files indexed by client name, number, address comma blank.
- A: The rest of that should be etcetera. We just want to know how many indexes you can provide for the record.
- Q: Your pricing that you've asked for in Section 3.2.44 down through there doesn't really match up with the pricing maps that's in the pricing tables later on. It's not an exact match, let me put it that way. And we're just trying to make sure which one we want to follow as our guideline.
- A: The difference that we're seeing is small station and volume station. Is that the difference that you're seeing?
- Q: Yes, that is it.
- A: I want you to fill out the Attachment A because it breaks out the maintenance and everything down in there. However, I want both of those covered, small station and volume station.
- Q: In Section 4, what are you looking for in the way of a response there? There's some requirements that we can speak to and then it kind of starts to talk a little bit more about, what are you looking for in that area for response?
- A: Are you talking about on security?
- Q: Well, if you go 4.1, 4.2 it says, at the top it says you cannot say you can meet the requirements, explain it.
- A: Explain how you meet it. We just don't want a yes I meet this, provide how you meet it.

- Q: So when you get down to 4.1:8-it's kind of for-example the agency requires the request for internet request a vendor to provide a fully functional test system. I mean the question kind of changes over from less of a requirement to more of a request. You want us to try and respond to each one of those the best we can? In other words, you are expecting a response on all?
- A: Yes, in all areas.
- Q: Twenty-one or whatever it is there?
- A: Yes.
- Q: Do you currently have an imaging system in place?
- A: No.
- Q: So you have the Centerra system or you don't have a Centerra system?
- A: We have a Centerra system.
- Q: Are you currently using it to store something? Store documents?
- A: It is for this project.
- Q: So there's no existing database you have to merge with as far as doing the permanent storage?
- A: The permanent storage is going to be in whatever format you choose. But it will be on a Centerra system that will govern it. But the format is going to be up to you.
- Q: So is there other indexes that needs to coincide with the images being scanned from this point forward?
- A: There will be other indexes that will be provided to your system as the document or whatever, file is scanned for retrieval off of the Centerra. But there isn't anything that you need to match with this system and one of our current systems other than the index we assign to it when you scan your document. For example our cases are related to a number, and we need to be able to go find that number and get all the data that's associated with that number on this storage device.
- Q: Out of the hundred and eighty locations around the state, are they all using the same fields up to fifteen or twenty fields or are there different fields for different departments?

- A: No, there are different fields for different departments.
- Q: Do you have a number of how many departments you currently have?
- A: At this point we're worried about the three that are listed in the RFP.
- Q: And it might grow?
- A: Yes, the possibility is there.
- Q: Where are you going to store your database at?
- A: Are you referring to the permanent storage database?
- Q: Just the database, yes.
- A: On the Centerra.
- Q: The database?
- A: Yes, the database for the indexes.
- Q: We have a database that keeps track of all the relation of all the information pertaining to all the documents as far as users and indexes that are used, work load, it store everything. Then you have your repository where you have your images.
- A: Correct.
- Q: Now I'm assuming that you want your images on Centerra and your database?
- A: It will be on whatever you tell us you're going to provide as part of the solution.
- Q: In that case you do not want your images as a glob inside your database?
- A: Yes.
- Q: Ideally you have all your index information in a pointer that aims to whatever image you are looking for. Usual on the amount of speed required they do have one document with other data, one record attached to fifty images. You want all those in your database? If you keep all those outside your Centerra; then that's modifiable.

- A: We understand where you're coming from with your question. My question to you is if you store it in a database outside the Centerra, can you guarantee me it's not modified and prove it in court.
- Q: If you put your database in the Centerra then you cannot require entries, you cannot delete users, you cannot delete fields, you can't do anything.
- A: Correct, that's why the database cannot be in the Centerra, but the database you're talking about is what stores the indexes.
- Q: It stores all the information for the imaging application?
- A: Everything. An example of the difficulty we deal with in the laboratory is that we will have an image of a piece of evidence that actually becomes the evidence itself. We may have a fingerprint that the only way that we can capture that image is through some digital printing. Currently we have software in place that basically that once that's captured it takes it directly from however it was captured and monitors it from that point on. It can't be changed and it can't be altered, nothing can happen.
- Q: And that will be in the Centerra?
- A: Yes, our goal is to maintain that image in some place, in some location where it meets the same criteria. And that's why we're looking at it doing it on the Centerra is because that way we will know it has not been tampered with, not a pixel. We have to tell them that not a pixel has been changed in that image. So that's why we're saying we need certain images to be stored so that we can guarantee the fact that they haven't been altered.
- Q: It's not a requirement that you want your images as a glob in your database. Assuming we have a pointer on the database that when you go to your imaging of your paging modification you're saying I'm looking for case number such and such for these dates and it will tell you these are the possible ones. You choose which one, all your data is in your database assuming you click that one it will go to your Centerra, pick that file and show it to you.
- A: Yes, that's correct.
- Q: So you don't want it stored in the database? You don't want the index?
- A: Not the index database. The index database and the actual data are going to be two separate entities because I really don't see how you can put an index database on a permanent storage base solution like a Centerra. Because once you write it to the Centerra you cannot modify it; therefore you would never make

a change to your database. It would be a permanent copy from the time that you wrote it to the Centerra.

Q: Would there be a need to add documents to the system?

A: Yes.

Q: To add additional pages.

A: Absolutely.

Q: Without modifying your original document?

A: Correct. All you're doing is making an addition to the current folder. If we have an ongoing case and things were submitted to the lab on that case and as evidence continues to be gathered it will continue to be submitted, so it's going to continue to build to that file and nothing in that file can ever be modified. To give you a good example right now we're working on a case that we started thirty years ago. And we're generating new data now on that original case. So theoretically some cases come through our doors today and thirty years from now we will generate additional information that needs to be attached to that case file. If it ever gets adjudicated, when we get discovery we will have to give them everything from thirty years ago to today to ten years from now. All those files, we have to give them all up for discovery. Actually what you're talking about is probably one of the biggest application the system will do for example with an individual's criminal record, we're going to have all those documents associated with one criminal in the State of West Virginia. Every day we're getting new activity on certain criminals and we'll be appending that record every single day so every time we retrieve that all information has to come out on that person.

Q: Now when you retrieve that particular case on that individual, do you want multiple entries for that individual? Suppose you scan fingerprints and tomorrow you scan another set and next year from now you scan another set, you want all these as one document or you want to have the three sets of fingerprints taken at different times? I would say they would have to be all different.

A: You would have three different files. They're all going to have the same index applied with the case number and file. When they do a search on a case number, it doesn't matter whether it's from one folder or three folders, everything needs to come up.

Q: Can you tell me on these documents to be scanned, I think I heard the question you read, can you tell us are you going to want to do data capture or is everything going to have to be manually keyed?

- A: Data capture. In other words we want to be able to put bar codes on with the index number on it in a certain place on the document, which they do now and identify it and automatically attach whatever is being scanned to that record.
- Q: In that case you're going to have one document, one key word or one value which is your case number. That's the only way you're going to retrieve a document by the case number?
- A: Right. When they look up an item in any of the system here, it's done by case number only.
- Q: That's the only way it's done, is by case number.
- A: If anything is in the database currently and it does not have a case number, it's an invalid record.
- Q: So all of these documents will be indexed by case number whether it's an invoice or whether it's a fingerprint, all of them will, and ideally you will have the bar code on each document and the system will recognize the bar code.
- A: Ideally, yes. Our goal is for example to be able in any case file we might generate, let's say three thousand pages. Some of them may come from firearms, some of them may come from biology, and some may come from latent fingerprints. They will all have the same identifying case number on those papers. So all we're looking for is to be able to put that number on that page. That page goes into the system and when we call up that number it spits out every page that has that particular number on it or image that's associated with it or anything along those lines.
- Q: So you're not going to need name, last name, date, or anything?
- A: We have existing database that tracks all that and identifies all that. However, we're still going to associate index number with it for every agency, every billing location. You're going to have an ID number.
- Q: How about specification of documents? Are all of them going to be scanned as one particular document type? Or are they going to be classified as documents like fingerprint imaging, invoice, record sales, initial report?
- A: Hopefully they'll be classified by document type.
- Q: By document type?

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
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Requisition No.: _____

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Signature

Company

Date