



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  
**DPS0808**

PAGE  
**1**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

**WEST VIRGINIA STATE POLICE  
 725 JEFFERSON ROAD  
 SOUTH CHARLESTON, WV  
 25309-1698**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/20/2007				

BID OPENING DATE: **11/15/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		680-48		
<p><b>FINGERPRINTING EQUIP. AND SUPPLIES (INCLUDING LASER)</b></p> <p><b>BLANKET OPEN-END CONTRACT TO PROVIDE AN AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) AND RELATED ACCESSORIES, PER THE ATTACHED SPECIFICATIONS.</b></p> <p><b>EXHIBIT 4</b></p> <p><b>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</b></p> <p><b>MANDATORY PRE-BID: WV STATE POLICE HEADQUARTERS            725 JEFFERSON ROAD            S. CHARLESTON, WV 25309</b></p> <p><b>DATE: 10/17/2007; 1:30 PM</b></p> <p><b>QUESTIONS DUE AND EMAIL TO: JOHN ABBOTT(304) 558-2544            JABBOTT@WVADMIN.GOV            BY 10/05/2007; 12:00 NOON</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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.

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**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



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<p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN</p>						

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<p>MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p>						

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<p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p>						

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<p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED</p>						

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**25309-1698**

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<p>THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".            (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15</p>						

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				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>RFQ. NO.: DPS0808-----</p> <p>BID OPENING DATE: 11/15/2007-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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***** THIS IS THE END OF RFQ      DPS0808 ***** TOTAL:						

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## DPS0808 Specifications

The West Virginia State Police is seeking a vendor to replace the Automated Fingerprint Identification System (AFIS). The West Virginia State Police is mandated by law to serve as the criminal fingerprint repository for West Virginia. The primary goal and objective of the AFIS is to provide immediate and positive fingerprint identification results to West Virginia law enforcement agencies.

The current AFIS infrastructure is aging and becoming increasingly unsupportable. This RFQ seeks to acquire the necessary hardware, software, and services to modernize the existing AFIS infrastructure. The contract shall be available for use by all other entities of State Government as well as counties and municipalities as it relates to live-scan devices including all hardware/software, options and maintenance costs and price breaks for each.

The current West Virginia AFIS environment, provided by Lockheed-Martin, provides mission critical applications that support both criminal and non-criminal justice stakeholders. Criminal justice-related stakeholders utilize AFIS as an important subject identification tool that ultimately ensures the identity of criminals at multiple stages of the criminal justice life cycle, including booking, prosecution, and adjudication. Additionally, non-criminal justice fingerprint based background checks are mandated by West Virginia Statutes in the areas of applications for employment, licenses, and permits. The successful vendor must provide an AFIS solution capable of meeting the needs for criminal justice and non-criminal justice agencies.

**The West Virginia State Police are accepting bids for a Motorola Printrak System and components thereof or equivalent, and vendors must meet or exceed the specifications contained herein.**

**This contract may be utilized by all authorized State, county and city agencies within West Virginia.**

### **Description of Current AFIS Operation**

Responsibilities of the WVSP include the following:

To roll, process, and file fingerprint and palmprint records and to conduct fingerprint searches of the card file to identify individuals.

To lift, process, and compare latent fingerprints and latent palmprints found at crime scenes against the fingerprint and palmprint record files.

To cooperate with other Law Enforcement Agencies, Regional Jail Authority, State Corrections, Lottery Commission, and the State School system in identification of individuals based on the need to conduct fingerprint based criminal background checks.

The present system is not equipped to perform all of the above functions in an efficient manner. Therefore, WVSP intends to acquire a state-of-the-art system which uses the latest information technology advances, accompanied by advances in fingerprint and palmprint analysis and computerization, to accomplish the tasks above.

### **Current Operations**

WVSP operations currently include services performed for all of West Virginia's law enforcement agencies. Tenprint and palmprint records are forwarded from the participating police agencies in paper format for processing, comparison, and filing at the WVSP central site. Unsolved latent prints are forwarded for comparison and filing at the WVSP central site, but latent palmprint searches are seldom performed due to time and staff limitations and lack of a central repository. Currently, the central site is staffed by 11 fingerprint technicians utilizing 9 workstations and 3 latent technician personnel utilizing 3 workstations.

### **Participating Agencies**

Currently, the WVSP has connectivity and accepts electronic submissions for applicant purposes from the West Virginia Lottery and accepts electronic submissions from the card scanning service of the West Virginia Department of Education. Current connectivity must continue as part of the quoted system. There are currently live scan devices at law enforcement agencies throughout West Virginia as well as the Regional Jail Locations, however, none of these locations submit in electronic format due to current AFIS limitations. It is expected that more agencies will participate as a more robust AFIS is implemented in West Virginia.

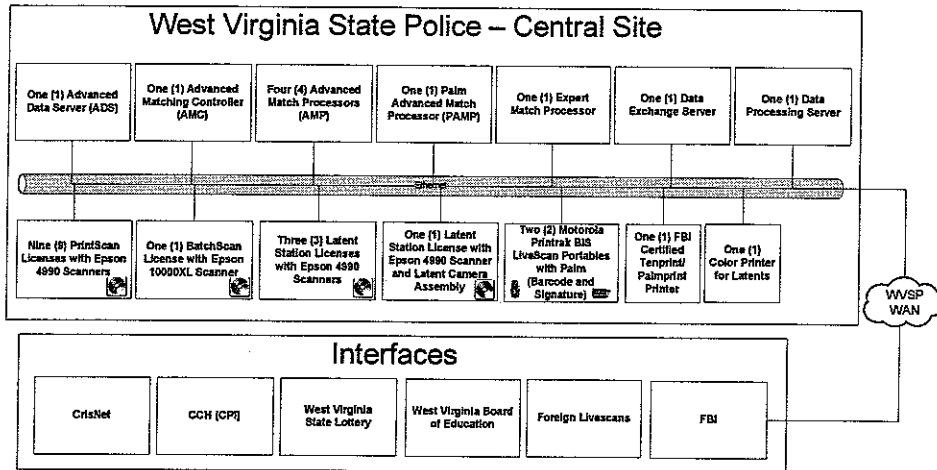
### **Objectives of Modernization**

By implementing an integrated AFIS/palmprint system, the WVSP intends to automate tenprint and palmprint record entry, apply optional automation and enhancement techniques to latent fingerprint and palmprint entry, automate print comparison, allow optional automation of print comparisons, hit/no-hit determinations, and store all applicable record data including optional mug shots. Use of an integrated, computerized system with advanced features to perform fingerprint and palmprint tasks is expected to significantly increase productivity and accuracy over the present system.

The proposed AFIS will also centralize data storage and file maintenance activities, making fingerprint and palmprint information available for search by all participating agencies in the most expeditious manner possible. All proposed equipment must meet published current standards for image capture, compression, and exchange, as listed below.

The WVSP expects to implement inkless live-capture of prints for fingerprint/palmprint card creation and AFIS database storage. The live-scan devices shall be fully integrated with the AFIS. They shall support image and text validation before submission, allow direct electronic search request and data transfer, and allow printout of one or more print cards when desired. In addition, the livescan stations must provide optional capability of submitting mug shots.

The proposed configuration is as illustrated with minimum component requirements but may be modified to provide additional functionality in the submitted proposal:



Functionality shall be provided as stated below; submitted bids failing to meet the mandatory specifications will be automatically disqualified.

TECHNICAL SPECIFICATIONS		YES	NO
1.0	<b>Compliance to Standards</b>		
1.1	FBI WSQ Gray-Scale Image Compression Specification (IAFIS-IC-001v2, February 16, 1993).		
1.2	ANSI Standard, Data Format for the Interchange of Fingerprint, Facial, and Scar-Mark-and-Tattoo (SMT) Information (ANSI/NIST-ITL 1-2000).		
1.3	The most current FBI Electronic Fingerprint Transmission Specification (EFTS), including Appendix F image quality specifications.		
1.4	FBI NCIC CJIS WAN Protocol Specification and IAFIS telecommunications standards that specify use of TCP/IP, availability of FTP, and X.25 capability.		
1.5	Data format for the Interchange of Fingerprint, Facial & SMT information, Interpol Implementation, Version 4.22b, October 2005.		
1.6	Ten-finger live-scan devices, as well as the server subsystem, shall support the transmission of an EFTS CAR transaction.		

1.7	Ten-finger live-scan devices, as well as the server subsystem, shall support the transmission of an EFTS MAP transaction.		
1.8	Ten-finger live-scan devices, as well as the server subsystem, shall support the transmission of an EFTS NFUF transaction.		
1.9	Ten-finger live-scan devices, as well as the server subsystem, shall support the transmission of an EFTS CNA transaction.		
1.10	The server subsystem shall support the transmission of EFTS FIS, LFFS, LFS, IRQ, and ULD transactions.		
1.11	Ten-finger live-scan devices, as well as the server subsystem shall support the reception of EFTS SRE and ERRT transactions.		
1.12	The server subsystem shall support the reception of EFTS SRL, LSR, ACKT, ACKL, FISR, IRR, ULDR, ERRL, and ERRI transactions.		
1.13	The system shall have the ability to add additional transaction types as developed and implemented or required by the WVSP.		

<b>2.0</b>	<b>Architecture</b>		
2.1	WVSP requires a multi-tier architecture that supports a "business logic" layer that is separate from the data and presentation (client) layers. In addition, the WVSP requires the use of web browsers for access to centrally-stored data.		

<b>3.0</b>	<b>Tenprint and Palmprint Capabilities</b>		
3.1	Tenprint and palmprint capabilities shall include entry from tenprint/palmprint cards or live-scanned tenprint and palm data, fully automated processing of data following image capture and descriptor entry, search initiation and hit/no-hit determination, and WVSP-optional review of search results.		
3.2	System can support tenprint work at the central site being performed on a minimum of 9 workstations in a separate area from latent work. (PC Hardware provided by WVSP)		

4.0	<b>Tenprint and Palmprint Card Entry</b>		
4.1	At the point of print capture, the equipment must support the following capabilities:		
4.1.1	Use of high resolution 500 or optional 1000 ppi capable FBI-certified flatbed scanners for tenprint/palmprint card entry, accommodating a wide variety of tenprint card formats and paper stocks.		
4.1.2	Capability for the scanners to interpret bar code labels on fingerprint/palmprint cards to create an identification number for each card.		
4.1.3	Capture of rolled finger images, slap (plain) finger images, lower palm images, upper palm images, writer's palm images, and/or facial images. The user shall not be required to divide lower palms into smaller segments; submission of complete, unsegmented lower palms allows latent searches against the entire lower palm and thus increases accuracy.		
4.1.4	Capture of larger rolled image areas (greater than 1" x 1") and other print areas in compliance with international standards for fingerprint capture.		
4.1.5	Automatic centering of fingerprint capture areas.		
4.1.6	Ability to review capture areas and to correct for improperly captured fingerprint/palmprint images by adjusting the location and angle of the capture boxes.		
4.1.7	Simple, straightforward pre-programming of multiple card formats.		
4.1.8	Automated print processing, including determination of minutiae location, ridge direction, and any other features that may be automatically derived from the fingerprint or palmprint.		
4.1.9	Keyboard entry of descriptors as defined in this RFQ and capability for on-line download of descriptive data in NIST format from a WVSP internal system for AFIS record creation and/or search.		
4.1.10	Fully automatic comparison of each rolled image against the corresponding "plain" impression, to ensure proper finger placement and no erroneous capture. To support twenty-four hour per day print submissions, this procedure will also be automated.		

4.1.11	Automatic identification of individual rolled/slap fingerprint or palmprint print quality.		
4.1.12	Ability for the WVSP system manager to set parameters to determine which records must undergo quality control before search, and which records may bypass quality control. The WVSP system manager shall be able to set parameters for print quality (e.g. records with prints below a certain print quality must go to quality control), roll-slap mismatches, number of minutiae, and inability to classify.		
4.1.13	Complete entry of a minimum of 1000 cards per day, or 200 cards in a peak hour, with sufficient capacity to complete the specified daily workload averaged over the stated workday.		
4.1.14	On-line help facility with 24/7 support.		

5.0	<b>Live-Scan Entry</b> WVSP intends to purchase new, modern live-scan entry devices with the features described below.		
5.1	The system shall support direct interface of local or remote live-scan devices to the AFIS. Connectivity from the live-scan shall be the responsibility of the submitting agency. The vendor shall quote three types of remote live-scan devices (ruggedized ten-finger/palmprint for law enforcement environments designed for 500 or optional 1000 ppi capture, ten-finger non-ruggedized for primarily applicant purposes designed for 500 ppi capture and 500 ppi two-finger capture), with the capabilities described below.		
5.2	The vendor will provide quotes for the devices and peripherals and all options including maintenance/warranty costs and make the devices available for purchase via State contract for any and all West Virginia State Agencies.		

6.0	<b>Livescan Capabilities</b>		
6.1	Scan, output, and forward images consistent with NIST rolled print image specifications. All images must be captured at 500 or optional 1000 ppi resolution.		
6.2	Local quality assurance of data entry must check for proper completion of form fields within recognized data entry parameters as established by the WVSP.		
6.3	Capture of ten rolled finger images, slap (plain) finger images, lower palm images, upper palm images, and/or writer's palm images within one integrated scanning unit.		
6.4	Workstation must compare the upper palm inter-digital with lower palm inter-digital to ensure that the lower palm matches the same hand's upper palm.		
6.5	Local quality check that verifies print quality using both image contrast and minutiae analysis. It must immediately prompt the operator for rescan of any substandard images, and provide a final quality assurance screen that clearly indicates print quality.		
6.6	Local sequence check that verifies each rolled image against the corresponding "plain" impression, to ensure proper finger sequence. It must immediately and clearly indicate any sequence check failure following the capture of a rolled print and provide a final quality assurance screen that clearly indicates sequence check errors.		
6.7	Immediately prompt the operator for rescan when a blank image or a non-verifiable image is captured.		
6.8	Livescan must have the option to force the operator to capture fingerprints up to a configurable amount of times until the administrator-specified quality is reached.		
6.9	Compression of images at the workstation, prior to transfer to AFIS, allowing more efficient use of the AFIS network. Compression must conform to Federal required algorithms and workflows.		
6.10	Capability to launch a search from the livescan entry device and receive search results messages after search results review has been completed.		



6.11	Capability to complete input and local processing of a minimum of 350 subjects per day, or 15 cards in a peak hour, with sufficient capacity to complete the specified daily workload averaged over the stated workday.		
6.12	Ability to store a minimum of 1000 compressed print bookings in local storage.		
6.13	Case manager that allows the operator to open previously booked case, perform descriptor editing if necessary, and reprint or resubmit (if permitted) when desired.		
6.14	Print FBI Criminal and Applicant ten-print cards to a FBI certified duplex card printer.		
6.15	Print FBI palm cards to a FBI certified duplex card printer.		
6.16	Submit transactions to an Automated Fingerprint Identification System (AFIS).		
6.17	On-line help facility with 24/7 support.		
6.18	Livescan must include a CD-ROM training video on the operation of the unit.		
6.19	Device must have optional capability to add electronic signature capture device.		
6.20	Device must have optional capability to add bar code scanning device to capture data from West Virginia government issued operator's licenses or non-operator photo identification cards.		
6.21	Device must have configurability to collect and submit only slap prints for Applicant criminal background check purposes. (The WVSP desires to collect and compare only slap prints for Applicant purposes.)		
6.22	Device must be capable of routing captured information based upon purpose and ORI to the appropriate destination and process (e.g. EFCS will route applicant submissions to either the WVSP Criminal Record repository or the FBI or to both agencies based upon ORI and assigned by system manager and to criminal submissions to the State repository.)		

6.23	Device must have ability to be configured for other functionality than only criminal or applicant processing. (e.g. Device must have ability to be set up to capture data required pursuant to sex offender registration and child abuser registration pursuant to West Virginia State Law and submit electronically to the State Repository).		
6.24	Capability to add optional photo capture at the live-scan site.		

<b>7.0</b>	<b>LiveScan Connection Capabilities</b>		
7.1	The system must have the capability to download data from the existing Computerized Criminal History system, or another text-based system and, via CJIS interface, to incorporate descriptive data on all tenprint/palmprint card printouts.		

<b>8.0</b>	<b>Two-Finger Live-Scan Entry</b>		
8.1	The two-finger live-scan entry station must provide the following capabilities:		
8.2	Scan and forward "plain" or "flat" images at 500 ppi resolution, consistent with IAFIS image specifications.		
8.3	Perform immediate quality check and request rescans of any substandard images before data is forwarded to AFIS.		
8.4	Compress images at the workstation, prior to transfer to AFIS, allowing use of standard data line connections. Compression shall use an FBI-certified methodology.		
8.5	Provide capability to enter an ID number and one to two flat prints for immediate comparison to a specific record in the AFIS database, with a yes/no response to verify a person's identity.		
8.6	Provide capability to enter two flat prints for comparison against the full AFIS tenprint database and to receive a search results message after results are reviewed at the central site.		
8.7	Provide capability to connect locally or remotely to AFIS using the same type of connection as other AFIS workstations.		
8.8	On-line help facility with 24/7 support.		

9.0	Tenprint and Palmprint Search Initiation		
9.1	Tenprint and palmprint search initiation shall support the following functions regardless of whether the record was entered from an inked card or submitted via live-scan:		
9.2	Automated search of the unsolved latent file, and (for tenprint searches) the tenprint file, using the best rolled or slap/plain fingers for fingerprint searches, and use of lower, upper, and/or writer's palm segments for reverse palmprint:latent searches.		
9.3	Automatic rotation of search prints during print comparison.		
9.4	The system must have data fields available that can be set for pre-search filtering.		
9.5	Pre-defined search priorities, set by the system manager, which can be modified by the user at search initiation.		
9.6	Storage of search record, including both rolled and plain/slap images, protecting data and supporting the capability to recall and modify the record without re-entering data.		
9.7	Ability to launch multiple searches with varying parameters without re-entering print(s), by recalling the record and modifying descriptive and/or fingerprint data.		
9.8	Forwarding of compressed images for data storage; compression using FBI standard compression algorithms.		
9.9	For tenprint:tenprint searches, initial automatic hit/no-hit determination by the system, and support for optional review of hit/no-hit determinations as described below.		
9.10	For slap:slap searches, initial automatic hit/no-hit determination by the system, and support for optional review of hit/no-hit determinations as described below.		

10.0	Tenprint, Slap and Palmprint Search Results Review		
10.1	The WVSP system manager shall be able to specify whether clear hits and/or clear no-hits require search results review. For those cases in which tenprint/slap/palmprint search review is performed, search review shall support the following functions:		
10.2	Ability for a user to review search results from any supported workstation via a web browser.		
10.3	Recall of computer-generated hit/no-hit determinations for confirmation or override of the results.		
10.4	On-screen side-by-side review of gray-scale rolled and slap/plain images, including the search print and prints from the potential matching file records.		
10.5	On-screen viewing of the search results list.		
10.6	Presentation of potentially matching file records in descending order of match probability.		
10.7	Opportunity for user to chart points of similarity for the matching prints in evidence presentation format, including use of lines and text. This screen must be printable in color with fingerprint images output in gray-scale.		
10.8	Automatic retention of all search records.		
10.9	Opportunity for user to recall and modify the search record to re-initiate a search without re-entry.		
10.10	On-line help facility with 24/7 support.		

11.0	Latent Capabilities		
11.1	Latent capabilities shall include image capture directly from lifts, photographs, or small objects; user-directed or automated encoding; descriptor entry; automated search initiation; and automated review of search results. Latent work at the central site may be performed in a separate area from tenprint work.		

<b>12.0</b>	<b>Latent Entry</b>		
12.1	Latent print entry shall be performed in a separate latent work area. The system must support the following capabilities:		
12.2	Ability to capture latents from lifts or photographs using a stationary camera capable of capturing 1000 x 1000 (minimum) pixel images. User-directed, adjustable latent lighting shall be available. This capability is required on 3 central site latent workstations. (PC Hardware provided by WVSP)		
12.3	Ability to capture latents from lifts or photographs using 1000 ppi FBI-certified flatbed scanners. This capability is required on the 3 central site latent workstations.		
12.4	Ability to capture latents from lifts, photographs, or small objects using a movable camera capable of capturing 1000 x 1000 pixel images. This capability is required on 1 of the 3 central site latent workstations.		
12.5	Ability to import images in TIF, JPG, or BMP formats. This capability is required on all latent capture workstations.		
12.6	Ability to process prints captured at another workstation. This capability is required on the 3 central site latent workstations.		
12.7	Ability to specify the image resolution of captured images.		
12.8	Option for user-governed identification of minutiae using a mouse, trackball or other pointing device.		
12.9	Option for automated latent encoding available at any time. Based on the data available on the subject print, this function shall include placement of minutiae points.		
12.10	User-directed on-screen image enhancement.		
12.11	Keyboard entry of descriptors as defined in this RFQ.		
12.12	Designation of a latent as a finger latent (with optional specification of the possible finger number(s)), or a palm latent (with optional specification of the applicable palm area).		
12.13	Complete entry of a latent print by a trained latent examiner within an average of 10 minutes or less.		

12.14	Ability to continue latent entry even if central processing equipment is temporarily unavailable.		
12.15	On-line help facility with 24/7 support.		

<b>13.0</b>	<b>Latent Image Enhancement</b>		
13.1	The following image enhancement capabilities shall be available during the entry of latent prints:		
13.1.1	Brightness.		
13.1.2	Contrast.		
13.1.3	Invert.		
13.1.4	Reverse.		
13.1.5	Histogram Equalization.		
13.1.6	Pattern Removal.		
13.1.7	Gabor Filter.		
13.1.8	Emboss.		
13.1.9	Despeckle.		
13.1.10	Gamma.		
13.1.11	Gradient.		
13.1.12	Sharpen.		
13.1.13	Intensity Detect.		
13.1.14	Laplacian.		
13.1.15	Line Segment Detect.		
13.1.16	Prewitt.		
13.1.17	Shift Differential.		
13.1.18	Sobel.		

13.1.19	Stretch.		
13.1.20	3D.		
13.1.21	Integration between the latent entry application and Adobe Photoshop. Once the latent print is captured, the user shall have the ability to launch and import the print into Adobe Photoshop.		

<b>14.0</b>	<b>Latent Case Management</b>		
14.1	A centralized latent case management facility is required. Access to case management facilities shall be required for all latent capture workstations.		
14.2	The case management facility shall store textual, image, and feature information for cases that have been submitted to AFIS, and shall also be capable of storing non-AFIS quality impressions and other images.		

<b>15.0</b>	<b>Latent Search Initiation</b>		
15.1	Latent search initiation shall support the following functions:		
15.1.1	Automated search of the tenprint, palmprint, and/or the unsolved latent files.		
15.1.2	Ability to initiate a search with or without descriptive information (e.g., age, sex, race, etc.).		
15.1.3	Pre-defined search priorities, set by the system manager, which can be modified by the user at search initiation.		
15.1.4	Ability to perform an end-to-end cold single latent search of the entire database (using no descriptors, no core or delta, no finger number, and no classification), from search initiation to beginning transmission of the verification packet to the workstation, in 20 minutes (assuming highest search priority).		
15.1.5	Storage of search records, supporting the capability to recall and modify the record and resubmit the search without re-entering the record. Workstations must provide local storage capacity for at least one day's work, including searches submitted and search results awaiting review.		

16.0	<b>Review of Latent Search Results</b>		
16.1	Latent search review shall support the following functions:		
16.2	Ability for a user to review search results from any supported workstation via a web browser.		
16.3	Availability of potentially matching candidates for review of the results.		
16.4	On-screen side-by-side review of gray-scale images, including the search print and prints from the potential matching file records.		
16.5	On-screen viewing of the search results list.		
16.6	Presentation of potentially matching file records in descending order of match probability.		
16.7	For latent vs. tenprint searches, presentation of thumbnail images for individual matching tenprint images on the same screen. This will allow a latent examiner to bypass candidates that obviously do not match the latent (e.g., candidate images with different classifications). Vendor shall state the number of candidate images that can be viewed on one screen (e.g. the ability to view images for five candidates).		
16.8	For latent vs. palmprint searches, ability to either focus upon the palmprint region of interest, or to show the entire palm.		
16.9	For latent vs. tenprint searches, ability to use a separate match analysis application to re-encode the search latent on the match report and automatically re-calculate all matching scores for file records on the match report.		
16.10	Opportunity for charting of points of similarity for the matching prints in evidence presentation format, including use of lines and text. This screen must be printable in color with the images output in gray-scale. Vendor shall describe how charting is performed.		
16.11	Opportunity for user to determine whether search record is retained in system databases or deleted.		



16.12	Opportunity for user to recall and modify the search record and re-initiate a search. The modified search record may be immediately compared against the recalled file data, or it may be re-sent to the AFIS for a search against the entire database.		
16.13	Availability of search results at any workstation via a web browser.		
16.14	On-line help facility with 24/7 support.		

<b>17.0</b>	<b>Record Comparison</b>		
17.1	The software shall allow the operator to retrieve two individual images for manual comparison and to apply same to existing record.		

<b>18.0</b>	<b>System Entry and Search Workloads</b>		
18.1	The System shall support a workload of 150,000 transactions per year with a growth expectancy of 10% per year. (Approximately 40% of transactions are Applicant submissions and all submissions are retained by the system.)		

<b>19.0</b>	<b>System Databases</b>		
19.1	Relational database software shall support flexible definition of descriptor data, database queries, and sophisticated statistical report generation.		
19.2	The Oracle relational database is preferred.		

<b>20.0</b>	<b>Database Capacities</b>		
20.1	The system must be designed to support initial requirements plus growth through the end of Year 4 after system installation for a total of 5 years.		

21.0	<b>Database Fields</b>		
21.1	The system must use the available descriptors (indicated in tables below) as filters whenever possible to limit the scope of a search.		
21.2	At the time a fingerprint is entered, the user must be able to enter and review the descriptors for each record.		
21.3	The vendor must have field descriptors at a minimum of 512 characters per line with the ability to append to additional lines if necessary.		
21.4	The system must use ANSI/NIST as standard descriptors with the ability to add local data fields.		

## Tenprint/Palmprint Descriptor Elements

Descriptor Data Field	Desired Field Size	Type (alpha &/ numeric)	Pre-Search Filter?	Post-Search Score Boost?
Person Identification Number	10 chars	numeric	No	No
Social Security Number	9 chars	numeric	Yes	Yes
Case Identification Number	20 chars	alphanumeric	No	No
Sex	1 chars	alpha	Yes	Yes
Race	1 chars	alpha	Yes	Yes
Date of Birth	8 chars	numeric	Yes	Yes
Classification (Fingerprint Type)	3 chars	1 alpha, 2 numeric	No	Yes
Crime Type	1 chars	alpha	No	Yes
Date of Activity	8 chars	numeric	No	Yes
Height	3 chars	numeric	No	Yes
Area	20 chars	alphanumeric	No	Yes
Subarea	20 chars	alphanumeric	No	Yes
Geographical Coordinates	2 chars	alphanumeric	No	Yes
Date of Entry	8 chars	numeric	No	Yes
Nationality	2 chars	alpha	No	Yes
Agency ORI	9 chars	alphanumeric	No	No
Agency CRI	9 chars	alphanumeric	No	No

## Unsolved Latent Descriptor Elements

Descriptor Data Field	Desired Field Size	Type (alpha &/ numeric)	Pre-Search Filter?	Post-Search Score Boost?
Case Reference Number	20 chars	alphanumeric	No	No
Sequence Number	7 chars	numeric	No	No
Sex	1 chars	alpha	Yes	Yes
Race	1 chars	alpha	Yes	Yes
Date of Birth	8 chars	numeric	Yes	Yes
Classification (Fingerprint Type)	3 chars	1 alpha, 2 numeric	No	Yes
Crime Type	1 chars	alpha	No	Yes
Date of Activity	8 chars	numeric	No	Yes
Height	3 chars	numeric	No	Yes
Area	20 chars	alphanumeric	No	Yes
Subarea	20 chars	alphanumeric	No	Yes
Geographical Coordinates	2 chars	alphanumeric	No	Yes
Date of Entry	8 chars	numeric	No	Yes
Nationality	2 chars	alpha	No	Yes
Forensic Lab Case #	16 chars	alphanumeric	No	No

22.0

Image Storage Requirements

22.1	All images shall be captured in 256 shades of gray.		
22.2	Two-finger submissions shall be captured at 500 ppi resolution.		
22.3	All tenprint, latent fingerprint, and palmprint data shall be captured at 500 or optional 1000 ppi resolution.		
22.4	Tenprint and Palmprint Databases: WSQ 15:1 compression for 500 ppi data.		
22.5	Tenprint and Palmprint Databases: JPEG 2000 15:1 compression for 1000 ppi data.		
22.6	Latent Database: no compression		
22.7	Individual images or image records shall be retrievable by identification number or case number.		
22.8	Image records shall also be retrieved in response to search results review requests and provided to the requesting workstation as part of a search results data packet.		
22.9	The vendor shall propose highly available magnetic disk arrays for data storage and specify same.		
22.10	To maximize database security and synchronization, the WVSP requires that vendors shall store all images within the database (rather than having the database store pointers to images that are outside of the database).		

<b>23.0</b>	<b>Print Comparison Requirements</b>		
23.1	The system uses fingerprint friction ridge flow (patterns) in the proposed matching solution.		
23.2	The system uses friction ridge events (bifurcations, ending ridges, dots) in the proposed matching solution.		
23.3	The system uses friction ridge dimensional attributes (width, edge shapes, pores) in the proposed matching solution.		
23.4	The system must use 20 finger (flats and rolls) for matching in the proposed matching solution.		
23.5	The system must use minutiae and image for matching in the proposed matching solution.		

23.6	The system must reduce manual intervention while using all available fingerprint data (rolled and plain).		
23.7	The system is able to implement other types of searches (e.g., tenprint:tenprint search when only two fingers of data are available).		
23.8	The system includes the ability to enhance the application by implementing improved search algorithms, use of additional feature data, accessing secondary databases, etc.		
23.9	Average time to complete tenprint:tenprint comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <60 seconds.		
23.10	Average time to complete tenprint:latent comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <30 seconds.		
23.11	Average time to complete latent:tenprint comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <5 minutes.		
23.12	Average time to complete latent:latent comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <1 minute.		
23.13	Average time to complete latent:palmprint comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <15 minutes.		
23.14	Average time to complete palmprint:latent comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other searches of the same or higher priority are active must be <10 minutes.		
23.15	Average time to complete slap:slap comparison tasks (measured from receipt of search request to completion of print comparison, excluding data transmission or image retrieval) assuming no other		

	searches of the same or higher priority are active must be <1 second.		
23.16	Average accuracy projections for tenprint:tenprint print comparison tasks must be >99.5 percent.		
23.17	Average accuracy projections for tenprint:latent print comparison tasks must be >70 percent when subject is not known.		
23.18	Average accuracy projections for latent:tenprint print comparison tasks must be >70 percent when subject is not known and >90 percent when subject is known.		
23.19	Average accuracy projections for latent:latent print comparison tasks must be >70 percent.		
23.20	Average accuracy projections for latent:palmprint print comparison tasks must be >70 percent.		
23.21	Average accuracy projections for palmprint:latent print comparison tasks must be >50 percent.		
23.22	Average accuracy projections for slap:slap print comparison tasks must be >99.999 percent.		

<b>24.0</b>	<b>Review of In-Process Transactions</b>		
24.1	A system manager shall be able to log in to a workstation and view the status of all in-process transactions, preferably in a graphical format.		
24.2	The system manager shall be able to view the number of transactions at different workflow queues identified by readily recognized username and process point (i.e. the number of transactions awaiting quality control, the number of transactions awaiting tenprint verification, etc.).		
24.3	The software shall use visual cues to alert the system manager if one or more of the queues has an inordinately large number of transactions; this will allow the system manager to divert resources as necessary (for example, if too many cases are awaiting quality control, the system manager can assign more operators to quality		

	control, or shall allow more high-quality submissions to bypass quality control).		
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<b>25.0</b>	<b>Manual and Automated Operation</b>		
25.1	For tenprint submissions, the system shall offer the ability for the WVSP system manager to set parameters to determine which records must undergo quality control before search, and which records may bypass quality control.		
25.2	The WVSP system manager shall be able to set parameters for print quality (e.g. records with prints below a certain print quality must go to quality control), roll-slap mismatches, number of minutiae, and inability to classify.		
25.3	For tenprint:tenprint searches, the WVSP system manager shall be able to specify whether clear hits and/or clear no-hits require search results review (verification).		
25.4	For slap:slap searches, the WVSP system manager shall be able to specify whether clear hits and/or clear no-hits require search results review (verification).		
25.5	If the system makes a "clear hit" determination, and if the system administrator allows verification to be bypassed for clear hits, then verification of clear hits shall not be required.		
25.6	If the system makes a "clear no-hit" determination, and if the system administrator allows verification to be bypassed for clear no-hits, then verification of clear no-hits shall not be required.		

<b>26.0</b>	<b>Expired Records Management</b>		
26.1	The proposed system shall allow privileged system administrators to automate the deletion process for expired records.		

<b>27.0</b>	<b>System Redundancy</b>		
27.1	The proposed system shall include two separate server subsystems offering redundant storage and matching capabilities*.		



27.2	If one of the server subsystems becomes unavailable, all work shall automatically be routed to the other server subsystem.		
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\*The redundant server subsystems shall be hosted at two separate locations at least 50 mi and no more than 200 mi from each other.

28.0	System Security		
28.1	The proposed system shall provide a multi-level access control system using user names and passwords.		
28.2	The system shall include password expiration and user lockout if a workstation is idle for a period of time.		
28.3	The system shall support one time passwords for administrative access to servers, and shall also support one time passwords for vendor system access.		
28.4	The system manager shall be able to limit the tasks available to a particular user.		
28.5	The proposed system shall record and report identifying information (such as user ID and IP address and identifiable common name) for persons that log in to the system.		
28.6	The proposed system shall provide reports for administrator use that show active accounts and their assigned roles.		
28.7	The proposed system shall provide the ability for operations personnel to monitor the system and to stop and restart services.		
28.8	The proposed system shall incorporate "strong encryption" software that protects the confidentiality of the communications between the system and an authorized user, and between the system and an authorized administrator.		
28.9	The proposed system shall detect loss of data integrity (e.g. unauthorized file modifications) affecting security functions.		
28.10	The proposed system shall include certification capabilities to support system trust mechanisms. The proposed system will not have access to an external certificate authority.		
28.11	To provide improved compatibility with standard network logging system, the system shall provide the ability to export audit logs to a standard network logging service.		
28.12	Vendor shall support current anti-virus software. WVSP currently		

	uses Trend Micro Office Scan.		
28.13	The system shall log all activity.		

<b>29.0</b>	<b>System Reports</b>		
29.1	The system shall generate a pre-defined set of reports on system database makeup, usage statistics, and hit rates.		
29.2	The system shall include reports that provide information on user roles and/or privileges, including creation/deletion of users and changes to roles.		
29.3	The system shall include reports that provide information on database records, including deletion of records.		
29.4	The system shall include reports that provide information on the data repository, including the sizes of the various databases.		
29.5	The system shall include match reports.		
29.6	The system shall include error log reports.		
29.7	The system shall include audit log reports.		
29.8	The system shall also provide a WVSP-definable report generation capability. This report ability must provide support for tracking transactions (minimum requirements: name, DOB, group, ORI, date, type of background) utilized to support billing functions in Applicant transactions.		

<b>30.0</b>	<b>Hardware</b>		
30.1	All system processors shall be open systems compliant and shall maximize use of commercial off-the-shelf hardware as well as operating and applications software packages.		
30.2	The base configuration must include commercial-off-the-shelf hardware only.		

<b>31.0</b>	<b>Implementation</b>		
31.1	The vendor shall have nine months from contract signing for final program implementation and system acceptance.		

<b>32.0</b>	<b>Fingerprint Conversion</b>		
32.1	The vendor must transfer all the WVSP's existing electronic tenprint records to its system*. These current electronic tenprint records are compliant with current NIST/EFTS standards and are compressed at a ratio of 15:1 in accordance with those standards.		

- \* **ISRE Size (Disk Space):** 466 GB (466,139,072,000)  
**CMF Size:** 1,120,000 subjects. (Figures are in whole numbers not disk space).  
**ULF: capacity:** 25,000 subjects.

<b>33.0</b>	<b>Installation and Acceptance Support</b>		
33.1	The vendor must install all system hardware and software and perform functionality and performance monitoring prior to system acceptance. Vendor personnel must be available as needed throughout the functionality testing period.		

<b>34.0</b>	<b>Post-Installation Acceptance Testing</b>		
34.1	Following system installation, the successful vendor and the WVSP will conduct a 2-3 day functional demonstration designed to exercise all capabilities of the installed hardware and software and the converted databases.		
34.2	In parallel with and continuing beyond completion of the functional demonstration, the vendor and the WVSP will monitor performance and collect statistics on system uptime for a 30 working day period.		
34.3	At the completion of the monitoring period (which shall include the 2-3 day functional demonstration), system uptime must meet or exceed 97% excluding scheduled maintenance and the WVSP shall complete an acceptance certificate.		
34.4	If the system does not meet the uptime requirement, the vendor shall have up to 60 additional days to meet the 97% uptime requirement.		

<b>35.0</b>	<b>Warranty and Maintenance</b>		
35.1	Vendor shall be responsible for the system during manufacture, shipment, installation, and until title passes to the WVSP, which shall occur upon completion of the acceptance certificate.		
35.2	Warranty shall include the following guarantees for a 12-month period commencing at signature of the acceptance certificate.		
35.3	Guarantee against any manufacturing failures or faults in hardware. Any and all spare/replacement parts needed to repair any defects occurring during the warranty period are the responsibility of the vendor.		
35.4	Guarantee regarding failures or faults in hardware. Failed hardware must be repaired or replaced within 24 hours of discovery of failed or faulty hardware.		
35.5	Guarantee against any software defects. Provision of any and all custom programming services needed to repair any defects occurring during the warranty period.		
35.6	During the warranty period the vendor shall guarantee preventive and remedial maintenance at no charge. At the completion of the warranty period, a separate maintenance agreement shall take effect, providing continuing support at the same level as during warranty.		

<b>36.0</b>	<b>Documentation and Training Services</b>		
36.1	The vendor must provide documentation with the proposed system, including user and system manager manuals (and the degree to which this documentation reflects the proposed configuration).		
36.2	The vendor must define the number of copies of each type of documentation that will be provided, including whether materials are hardcopy and/or software such as CD-ROMs.		
36.3	Vendor shall provide 5 copies of all documentation.		
36.4	The vendor shall give the cost of purchase for additional copies of media or paper documentation.		

37.0	General Training Requirements		
37.1	The vendor shall provide training materials to include product manuals for both operator/end-user and System administrator/manager.		
37.2	The vendor training materials will consist of hard copy; CD with right to reproduce.		
37.3	The vendor shall provide the WVSP with a draft training plan to be reviewed by agency for approval, to be submitted to agency no less than 30 days prior to first course delivery.		
37.4	The vendor will offer train the trainer training for operator/end-user and shall include all course materials and presentations to be used by agency in their training delivery.		
37.5	The vendor will provide for hands-on and lab instruction for all training delivery to include workshops to allow for 1 to 1 instruction		
37.6	The vendor will provide AFIS System Admin/Manager training delivered over a period of no less than 4 days period for up to 5 students.		

38.0	Operator Training Requirements		
38.1	The latent station training will be delivered over a 3 day period for up to 5 students.		
38.2	The batch scan training will be delivered over a 1 day period for up to 5 students.		
38.3	The print scan station will be delivered over a 2 day period for up to 5 students.		
38.4	The livescan training will be conducted at 4 hours for up to 5 students per livescan device.		
38.5	The vendor must conduct the training on-site at the agency facility.		
38.6	The vendor must provide a training summary report, to be provided within 7 days following completion of training to include trainer observations forms and trainer recommendations for trainee.		

<b>39.0</b>	<b>On-Going Training Requirements</b>		
39.1	The vendor must provide annual ongoing training for both system users and administrators.		
39.2	The vendor must make available advanced training.		
39.3	The vendor must provide training when software updates are provided.		

<b>40.0</b>	<b>Preventive and Remedial Maintenance</b>		
40.1	The vendor shall provide all necessary support services and shall assume primary responsibility for these tasks.		
40.2	Preventive maintenance shall include all tasks necessary to keep the system in good operating condition with minimal downtime.		
40.3	Remedial maintenance shall include performance of any and all tasks necessary to restore the system or any of its components to good operating condition, including exchange of parts, repair of hardware or software, or any other tasks needed to remedy defects in operation.		

<b>41.0</b>	<b>During Warranty</b>		
41.1	During the warranty period the vendor shall provide, free of charge, a customer support staff that shall be available to perform preventive and remedial maintenance and provide assistance to AFIS personnel.		
41.2	Staff shall be available via pager around the clock and shall respond to service calls within two hours for a call-back and four-hours on-site as required.		
41.3	To manage its customer support operations, vendor shall maintain a customer support center that is staffed 24/7.		
41.4	Vendor shall also employ a customer support tracking system to track customer service requests.		
41.5	The vendor shall provide quotes describing available support programs and support capabilities, fully describing any options that the WVSP may choose to elect.		

41.6	The vendor must meet the WVSP requirement of response time on-site of 4 hours.		
41.7	Applicable software upgrades released by the vendor during the warranty period shall be provided and loaded as mutually agreed.		
41.8	Spare parts shall be supplied free of charge during the warranty period. A complement of critical spare parts shall be available to remediate the majority of system problems.		
41.9	The successful vendor shall also provide a telephone support line and/or an electronic mail address for rapid response to customer inquiries and trouble calls.		

<b>42.0</b>	<b>After Warranty</b>		
42.1	After completion of the 12-month warranty period, the WVSP will enter into a separate maintenance contract for system support and quotes for maintenance. Quotes must be provided for four one-year renewals years after the initial 12-month warranty period.		
42.2	The bid for maintenance shall offer the same level of support as supplied during the warranty period.		

<b>43.0</b>	<b>Interfaces for AFIS</b>		
43.1	The AFIS shall provide a modular architecture that supports links to the WVSP's computerized Criminal History Information System and the FBI's CJIS infrastructure.		
43.2	The vendor will be responsible for establishing connectivity and data transfer into existing criminal history system provided by Computer Projects of Illinois (CPI) and FBI systems.		
43.3	The architecture shall also offer the possibility for access to future new technologies, such as NCIC 2000, AFIS/FBI, NAFIS, or other related developments.		
43.4	Supported communications protocols shall include Ethernet and TCP/IP.		
43.5	The system must have the ability to interface with the Motorola		

	CrisNet UCR software/hardware.		
43.6	The system shall connect to the following table of existing EFCS locations if the EFCS location is fully functional and up-to-date with necessary hardware and software releases.(Actual data path connectivity is the responsibility of the submitting agency) Should the EFCS location require third-party intervention in order to obtain current versions or releases of the necessary hardware or software in order to provide full functionality of the EFCS station to obtain connectivity and/or data transfer, then that responsibility shall fall upon the EFCS location agency.		

Location	Equipment	NIST Format	EFTS Version
WV Lottery	The WV Lottery currently utilizes 8 Cross-Match ID 1000 live scan devices that are connected to the current AFIS through a FIS (Fingerprint Interface Server) – a store and forward type server developed by Lockheed Martin Corporation. This system utilizes SMTP for data transmission. This location only submits Applicant (NFUF) transactions.	Yes	7.0
WV Dept. of Education	The WV Department of Education currently utilizes a card scanner and submits to the current AFIS. This system utilizes SMTP for data transmission. This location only submits Applicant (NFUF) transactions.	Yes	7.0
WV Regional Jail Authority	The WV Regional Jail Authority currently utilizes 10 Cross-Match ID 1000 live scan devices. There is no current connectivity to the AFIS system. This location will submit Applicant and Criminal (MAP, CAR) transactions.	Yes	7.0
Charleston PD	The Charleston PD currently utilizes a Cross-Match ID 1000 live scan device. There is no current connectivity to the AFIS system. This location will submit Applicant and Criminal (MAP, CAR) transactions.	Yes	7.0
Parkersburg PD	The Parkersburg PD currently utilizes a Cross-Match ID 1000 live scan device. There is no current connectivity to the AFIS system. This location will submit Applicant and Criminal (MAP, CAR) transactions.	Yes	7.0

<b>44.0</b>	<b>AFIS Location/Connectivity</b>		
44.1	Remote locations shall connect to the central site as specified by the		



	WVSP.		
44.2	Line speed shall be recommended by the vendor for each site based on their analysis of workload and expected data traffic (minimum speed 1.5 mbs).		
44.3	The WVSP is responsible for all other necessary communications equipment and software, including routers, firewalls, and electronic mail servers.		
44.4	The WVSP is responsible for obtaining and maintaining the recommended communications lines and for obtaining authorizing agreements with any network locations.		
44.5	The WVSP is responsible for providing the network domain.		
44.6	Vendors shall state equipment dimensions for all workstations and server components, and shall also specify needed space for any required spares storage or office area at the central site. Equipment will be placed in the available 14 feet by 20 feet area shown in Diagram #3.		
44.7	Vendors shall state all equipment environmental requirements, including heat, power, and weight, for each location based on their proposed hardware. Vendors shall provide general recommendations for installation as well as specific requirements for the proposed configurations.		

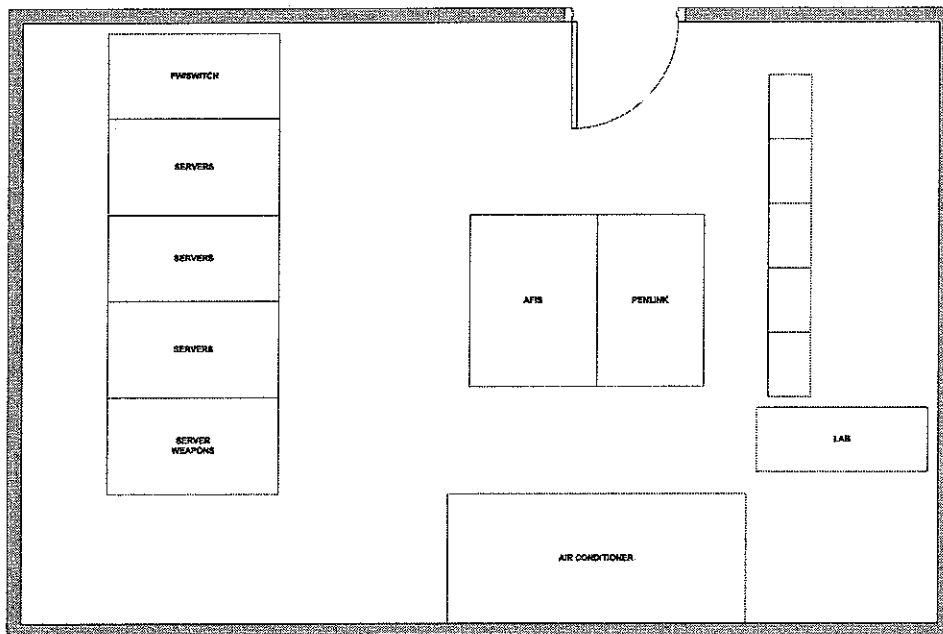


Diagram #3

45.0	Networking		
45.1	<p>The proposed AFIS must connect through a single interface to the WVSP Criminal History System known as WEAPON and IAFIS.</p> <p>The Criminal History System utilizes:</p> <p>Computer Platform: IBM F265 Server utilizing AIX 5.0 with a TCP/IP Ethernet networking environment.</p> <p>Software: Computer Projects of Illinois (CPI) OpenFox Messenger</p> <p>Available Protocols: TCP/IP, ETHERNET and FTP</p>		
45.2	<p>The proposed system will enable CJIS to send NIST Type 2/4/9 and/or XML format data to the Live-Scan AFIS Workstation for every CJIS entry.</p>		
45.3	<p>The proposed system will allow the live-scan operator to select the desired ID number from a list of CJIS data transfer files.</p>		
45.4	<p>The data is used to populate the live-scan data entry screen and may be edited by the live-scan operator if desired. Only the ID number may not be changed.</p>		
45.5	<p>The system will allow the data to be incorporated in the tenprint record for transfer to AFIS and/or card printout. It is also used to develop NIST Type 1/2/4 and/or XML format data for transmittal to other devices (e.g., IAFIS or NCIC) in a format defined by the receiving agency.</p>		
45.6	<p>The system will permit an AFIS search to be initiated and, after review, search results are returned to the live-scan site where the operator may initiate printout of one or more cards before deleting the record from local live-scan storage.</p>		
45.7	<p>The system will allow modified data to be returned to the CJIS automatically and is used to update the CJIS record. Returned data may include the results of the AFIS search and the assigned AFIS record number. All data will automatically be used to update CJIS records.</p>		

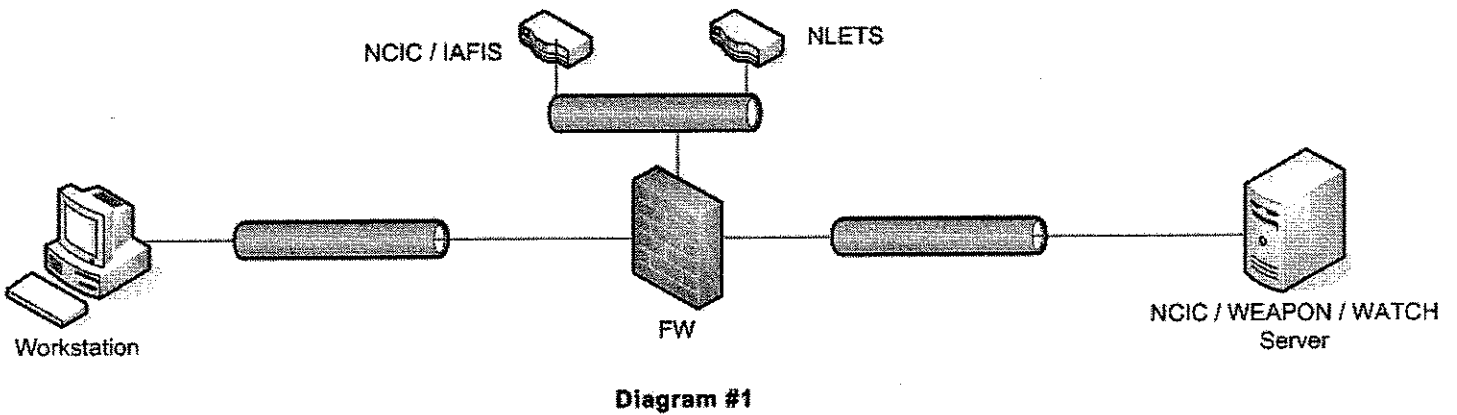


Diagram #1 is a simple network diagram on the current system.

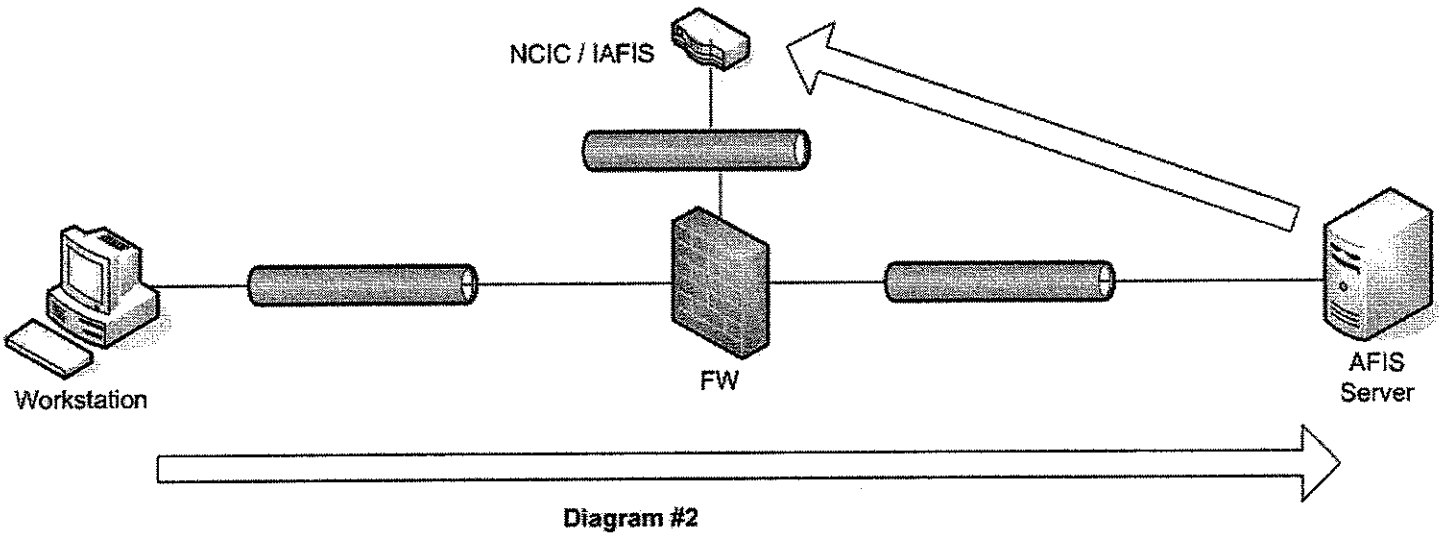


Diagram #2 shows the workflow for Fingerprint information through the AFIS system to IAFIS.

<b>46.0</b>	<b>Company Qualifications</b>	
46.1	The vendor shall have previously installed a minimum of five successful complete AFIS systems of comparable size, level and complexity.	
<b>47.0</b>	<b>Company Background</b>	
47.1	The vendor shall have experience in related criminal government records systems, including live-scan systems, corrections	

	management systems, and records management systems and provide supporting documentation.		
47.2	The vendor shall have experience in related civil government records systems, including live-scan systems, document storage systems, and other civil systems and provide supporting documentation.		
47.3	Vendor shall provide information on its current user base, listing the worldwide number of central AFIS sites (i.e. installations with storage and matching capability).		
47.4	Vendor shall provide a list of five reference sites.		
47.5	At least three of the reference sites must use the same generation of software that is proposed in response to this RFQ.		
47.6	Vendor shall provide a general history of the company.		
47.7	Vendor shall provide an account of the company's experience in fingerprint and palmprint system implementations.		

<b>48.0</b>	<b>Payment Schedule</b>		
48.1	<p>The vendor shall agree to the following payment schedule:</p> <p>Four separate payments will be made to the successful vendor as follows:</p> <p>Within the first 3 months following award of contact – One quarter of the total contract award will be paid upon documentation that one-third of the project has been completed.</p> <p>Within the first 6 months following award of contact – One quarter of the total contract award will be paid upon documentation that two-thirds of the project has been completed.</p> <p>Within the first 9 months following award of contact – One quarter of the total contract award will be paid upon documentation that the project has been completed and is fully operational.</p> <p>The final quarter payment shall be retained until signing of the acceptance certificate.</p>		

# Vendor Bid Sheet

## Base System\*

\$ \_\_\_\_\_

\*Includes all mandatory system specifications, installation, data conversion and first year warranty/maintenance.

Year 2 Maintenance: \$ \_\_\_\_\_

Year 3 Maintenance: \$ \_\_\_\_\_

Year 4 Maintenance: \$ \_\_\_\_\_

Year 5 Maintenance: \$ \_\_\_\_\_

## **System Options:**

1000 ppi Functionality \$ \_\_\_\_\_

Mug Shot Functionality/Database \$ \_\_\_\_\_

Additional Workstations (PC Hardware Not Included):

Latent: \$ \_\_\_\_\_

Ten-Print/Palmprint: \$ \_\_\_\_\_

## Live Scan Devices:

Ruggedized Live Scan Base \$ \_\_\_\_\_

Annual maintenance \$ \_\_\_\_\_

Options: 1000 ppi Capture \$ \_\_\_\_\_

Bar Code Reader \$ \_\_\_\_\_

Signature Pad \$ \_\_\_\_\_

Camera \$ \_\_\_\_\_

Normal Environment/Portable Live Scan Base \$ \_\_\_\_\_

Annual maintenance \$ \_\_\_\_\_

Options: 1000 ppi Capture \$ \_\_\_\_\_

Bar Code Reader \$ \_\_\_\_\_

Signature Pad \$ \_\_\_\_\_

Two-Finger ID Base: \$ \_\_\_\_\_

Annual maintenance \$ \_\_\_\_\_

Remote Batch Scan \$ \_\_\_\_\_

Annual maintenance \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. ARBITRATION - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. HOLD HARMLESS - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. GOVERNING LAW - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. TAXES - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. PAYMENT - Any references to prepayment are deleted. Payment will be in arrears.
6. INTEREST - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. RECOUPMENT - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. FISCAL YEAR FUNDING - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. STATUTE OF LIMITATION - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. SIMILAR SERVICES - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. ATTORNEY FEES - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. ASSIGNMENT - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. LIMITATION OF LIABILITY - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. RIGHT TO TERMINATE - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. TERMINATION CHARGES - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. RENEWAL - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. INSURANCE - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. RIGHT TO NOTICE - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. ACCELERATION - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. AMENDMENTS - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:  
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. “Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. “Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State’s Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_