



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
DPS0810

PAGE
1

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

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
10/18/2007				
BID OPENING DATE: 11/28/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
1001	1	LS		205-41		
DIGITAL IMAGING & ELECTRONIC DOCUMENT SYSTEM CONTRACT TO PROVIDE A DIGITAL IMAGING & ELECTRONIC DOCUMENT MANAGEMENT SOLUTION SYSTEM FOR THE WEST VIRGINIA STATE POLICE, PER THE SPECIFICATIONS. MANDATORY PRE-BID: NOVEMBER 1, 2007; 1:30 PM 725 JEFFERSON ROAD S. CHARLESTON, WV 25309 BID SCHEDULE: QUESTIONS DUE: 10/29/07; 2:00 PM 2ND QUESTION PD.: 11/06/07; 2:00 PM ATTACHMENTS WILL BE VIEWED AND/OR PROVIDED AT THE PRE-BID MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING WILL RESULT IN AUTOMATIC DISQUALIFICATION. VENDOR PREFERENCE CERTIFICATE CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS). A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: () BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
FILE	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 may be deemed null and void, and 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



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<p>(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> <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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>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 & 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 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</p>						

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<p>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 style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <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>						

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BUYER:				JOHN ABBOTT-----		
RFQ. NO.:				DPS0810-----		
BID OPENING DATE:				11/28/2007; 1:30 PM-----		
BID OPENING TIME:				1:30 PM-----		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DPS0810 ***** TOTAL: _____						

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REQUEST FOR QUOTATION
West Virginia State Police
WEB Based Digital Imaging and
Electronic Document Management Solution

Purpose:

The purpose of these specifications is to establish a minimum standard of quality for a comprehensive Digital Imaging and Electronic Documents Solution, hereinafter system. The West Virginia State Police, hereinafter WVSP, intends on building a web-based records system that will need to extract images, data and authorization information from the purchased imaging system as well as other systems on site. To facilitate the development of this web-based system, WVSP requires an imaging system to house image data rather than routing originals and copies of these items around the departments. All paper and electronic records will be scanned by the WVSP departments.

All vendors bidding on this system are required to submit in writing using the outline as provided, an indication as to if the product(s) being bid meets each specification as set forth. You CAN NOT just say that you meet a requirement; you must provide a description of how you meet this requirement. Specifications requiring details and/or information to be provided shall be as such, as it is not acceptable for an answer to a specification to refer to another specification even though it was previously answered.

Prior to bid award, vendors are required to submit a product sheet for the system and for each scanner bid, which is to include at a minimum: picture, manufacturer, model number, and general specifications for the item.

The system shall be configured and bid to include all mandatory requirements of this specification. The quoted cost for the system shall include all mandatory requirements. Therefore if any of these specifications are normally options the vendor offers, they must be included in the system bid and not listed as an optional feature. Vendors may list optional features as noted in the specifications, as well as those they have to offer that are not mentioned in this RFQ.

The contract will be awarded to the vendor meeting the specifications set forth in this RFQ and containing the lowest total cost of the complete specified system including all hardware, software, and installation as outlined in these specifications. Vendors are encouraged to submit a list complete with costs of optional items (ie: Disaster Recovery System, Ability to Convert Images to Microfilm and vice versa - if not a standard feature of product, etc.) available for their system; however these will not be used in the calculations or consideration for bid award, but may be utilized for future reference for system upgrade. While the initial phase of the installation of the system may not require the installation of all listed components, the availability is mandatory to attend demands of the WVSP. The awarded contract shall be available for use by this agency as well as all other entities of state government, and all counties and municipalities within the State Of West Virginia.

There will be a mandatory pre-bid conference conducted at West Virginia State Police Headquarters, 725 Jefferson Road, South Charleston, WV on **November 1, 2007 at 1:30 P.M.**

All interested bidders are required to be present at this meeting. Failure to attend the

7 mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.

Scope:

The agency is located at 725 Jefferson Road, South Charleston, WV 25309, West Virginia State Police Headquarters. It is the intent of the agency to initially utilize the system in the CIB Criminal Records Section, the Traffic Records Section, and the Forensic Laboratory. A brief background for each Section is as follows:

The CIB Criminal Records Section of the WVSP is currently storing all records in a paper format in rotating file cabinets. As most of the files are stored permanently the agency is seeking an easier retrieval system for the records. Listed below is a synopsis of those records.

Volume of Transactions:

Records per Year: 100,000
Peak (month): 20,000
Pages of Paper Documents per Record: 25

Retention of Transactions:

All records are retained indefinitely.
Court Orders can SEAL the record from the system viewing but the record is retained. Users must have the ability to view the record if the court order is lifted. This can be achieved with use of assigned rights and permissions and also a password.

Staffing:

Full-Time employees: 38

Data entry operations:

38 data entry stations
13 technician stations

Paper Formats:

Business card to legal paper in size
Card stock to tissue paper in weight

Current Database/Server Environment:

Database Management Services: ORACLE 10g
Application Server: ORACLE 10g
Operating System: HP UNIX

The Traffic Records section of the WVSP is currently storing all records in a paper format in rotating file cabinets. As most of the files are stored permanently the agency is seeking an easier retrieval system for the records.

Volume of Transactions:

Records per Year: 11,000
Peak (month): 2,000
Pages of Paper Documents per Record: 6

Retention of Transactions:

All fatality records are retained indefinitely.
Accident Records are kept for 10 years.
Inspection Records are kept 4 years.

Staffing:

Full-Time employees: 9

Data entry operations:

5 data entry stations
3 technician stations

Paper Formats:

Business card to legal paper in size
Card stock to tissue paper in weight

Current Database/Server Environment:

Database Management Services: Access
Application Server: Access
Operating System: Windows XP

The Forensic Laboratory Section of the WVSP is currently storing all records in a paper and electronic format. As most of the files are stored permanently we are looking for an easier retrieval system for the records.

Volume of Transactions:

Records per Year: 50,000
Peak (month): 20,000
Pages of Paper Documents per Record: 125

Retention of Transactions:

All records are retained indefinitely
Court Orders can SEAL the record from the system viewing but the record is retained.

Staffing:

Full-Time employees: 30

Data entry operations:

15 data entry stations
3 technician stations

Paper Formats:

Business card to legal paper in size
Card stock to tissue paper in weight

Current Database/Server Environment:

Database Management Services: ORACLE 8i
Application Server: ORACLE 8i
Operating System: Windows

The WVSP network consists of Gigabit Ethernet, Fast Ethernet, and Ethernet sub-networks. Speeds range from 10M at half-duplex to 1000M full duplex. Several protocols are supported, but the primary protocols of the network are, in order of importance, TCP/IP, and IPX.

The WVSP network is remotely connected via frame relay, DSL and cable modem access over VPN for 180 sites throughout the state.

GENERAL SPECIFICATIONS:

1. <u>General Requirements</u>	Comply?	
	Yes	No
1.1 The successful vendor must have successfully implemented an imaging system of comparable size and scope to this system for the West Virginia State Police. The software solution proposed must be equal to or greater to the solutions offered by OnBase digital imaging and document management software.	_____	_____
1.2 The system must comply with FERPA guidelines as it relates to electronic records. See http://www.ed.gov/policy/gen/guid/fpco/ferpa/	_____	_____
1.3 The system must deal with document anti-forgery mechanisms such as those used on transcripts and checks.	_____	_____
1.4 The system must interface with MySQL and ORACLE running in a UNIX HP environment.	_____	_____
1.5 The system must interface with MSSQL running in a WINDOWS environment.	_____	_____
1.6 The system must have the ability to run in MSOL or MSSQL running in a WINDOWS environment.	_____	_____
1.7 The system must write permanent storage to a CENTERA Drive system with the governance module from EMC.	_____	_____
1.8 The system must interface with the current system in CIB records. This application is in Oracle Forms with an Oracle 10g database. The interface will allow the Oracle Forms system to retrieve the records using the index number (SID).	_____	_____
1.9 The system shall utilize a Web compatible image format, either exclusively or in addition to a TIFF formatted image, which is consistent with industry standards.	_____	_____
1.10 The system shall support all currently supported releases of MSSQL and MySQL.	_____	_____
1.11 The system shall fully integrate components for maximum efficiency and sharing of data and functionality across Divisions.	_____	_____

1.12	The system shall have a component for Security Administration and for auditing purposes, both with a secure, easy to use administrative interface.	_____	_____
1.13	The system shall have Clients that are flexible and easily configurable. The scanning clients must be native and integral to the document management software and available for Windows platforms.	_____	_____
1.14	The system shall have accessibility over the LAN/WAN network from any location.	_____	_____
1.15	The system shall have full support and maintenance services and user documentation to ensure maximum functionality.	_____	_____
1.16	The system shall be a robust client-server system, with the server using MSSQL on a Windows platform.	_____	_____
1.17	The system shall have flexible and comprehensive user generated reports.	_____	_____
1.18	The system shall have comprehensive security and system administration functions for deploying software capabilities to end users. The system must perform these functions without the use of scripting and/or programming of any kind.	_____	_____
1.19	The system shall associate the scanned information with the agencies existing data within ORACLE tables as needed.	_____	_____
1.20	The system shall have the capabilities to OCR scan each document, and shall be capable of allowing indexes to be built from the OCR data.	_____	_____
1.21	Indexing shall allow for documents to be converted into a bulk field, and shall allow for documents on established forms to be zone recognized.	_____	_____
1.22	System shall have the ability to associate existing files (PDF, text, etc) to a record.	_____	_____
1.23	System shall have an audit trail to capture, at a minimum, user id and date/time stamp for each data insert, update, or delete.	_____	_____
1.24	System shall have the ability to create unlimited group, type and index fields. Index fields may include document type, department ID number, permanent ID number, date/time, SID, etc.	_____	_____
1.25	System shall have the ability to query the WVSP data store (MSSQL, or ORACLE database) to retrieve ID numbers at the time of indexing/batch processing.	_____	_____
1.26	System shall have the ability to disregard blank pages.	_____	_____

1.27	System shall have the ability to perform duplex scanning, which shall be included.	_____	_____
1.28	There will be a web-based client interface included with the system.	_____	_____
2. <u>System Architecture</u>			
2.1	System shall be built on a Client / Server architecture.	_____	_____
2.2	System shall be developed and provided to assure future scalability.	_____	_____
2.3	The vendor shall provide documentation describing their quality assurance procedures.	_____	_____
2.4	System shall be capable of and shall include notification capabilities to include sending notifications to supervisors when a document changes status.	_____	_____
2.5	System's notification capabilities shall be capable of utilizing email alerts as well as an embedded real time instant notification messaging system to assure accurate notifications.	_____	_____
2.6	Vendor must describe your 'near-line', archiving and storage capabilities.	_____	_____
2.7	System must be capable of interfacing with a CENTERA system with governance.	_____	_____
3. <u>Security</u>			
3.1	System shall have security capabilities with multiple levels. This shall include at a minimum password management, encryption, and control of access to staff functions, audit trails, and encrypted communications.	_____	_____
3.2	System shall be capable of various levels of access; which shall include at a minimum read-only, edit/delete images, and add/modify index fields.	_____	_____
3.3	System shall have varying levels of database permissions for individuals or groups of individuals at a minimum the document level, section level, type of document (Finger print card, letters, etc.), and groups of documents (department, agency, etc.).	_____	_____
3.4	System (client and server software) must avoid the SANS top 20 security vulnerabilities for the UNIX and Windows platforms listed at http://www.sans.org/top20 .	_____	_____
3.5	System shall include authentication and authorization for at a minimum the user, user groups, document type, security policy, security keyword, security group and workflow role.	_____	_____

3.6	System shall support the use of Active Directory for authentication and authorization as a standard feature.	_____	_____
3.7	System shall be capable of integration to third party authentication products as a standard feature.	_____	_____
3.8	System shall be capable of integrating with WVSP LDAP and Portal services as a standard feature.	_____	_____
3.9	System shall provide a means for a secure binding process between software and databases.	_____	_____
3.10	System shall utilize SSL to encrypt traffic between client and server hardware, and between scanner hardware and client workstations.	_____	_____
3.11	System shall include user interface and tools for administering the system, which shall also include a command line interface.	_____	_____
3.12	This system must include an Audit Trail detailing every single action performed in the system from access, to document usage and editing, by all users, on all documents.	_____	_____
3.13	The Audit Trail must provide at a minimum date/time stamp and user ID for each system event.	_____	_____
3.14	The Audit system must have the flexibility to generate reports based on specific selectable system functions, and must be able to capture the actual keystrokes and parameters used to do a document search.	_____	_____
3.15	The system's security must control users, groups, keywords and allow for the creating of customized security policies to be applied for document editing. It should be fully integrated with MS Active Directory.	_____	_____
4. <u>System Operation and Functionality</u>			
4.1	System must include ability for both simplex and duplex scanning.	_____	_____
4.2	System shall be capable of simultaneously running multiple scanning jobs from local and/or remote locations. The jobs may only be accessed by authorized users.	_____	_____
4.3	System shall be capable of running distributed processes moving documents automatically from queue to queue by internal workflow for processing by authorized operators.	_____	_____
4.4	System shall be capable of using any low volume, medium volume or high volume scanner including Multi-Function Printers (MFPs) without requiring third party products.	_____	_____

4.5	There shall not be any limitations to the system software as to the size of images handled. The limitations shall only be that of the hardware.	_____	_____
4.6	System shall be capable of processing and storing information from various types of documents. A sample list of documents is attached in Appendix-A. This list is not to be construed as a total list of documents, just samples.	_____	_____
4.7	System shall include the ability to rotate images on the screen, ability to zoom, pan, flip and invert images.	_____	_____
4.8	System shall include the minimum correction capabilities of de-skewing, de-speckling, de-shading, rotation, removal of horizontal and/or vertical lines, repair broken characters, repair/removal/border of individual pages or on a group of pages. Once this setting is saved is shall be available to be applied to any job scanning.	_____	_____
4.9	System shall be able to read hand-printed data without the use of third party software.	_____	_____
4.10	System shall have a minimum OCR conversion average of at least 80%.	_____	_____
4.11	System shall be able to automatically capture and index faxes as images.	_____	_____
4.12	System shall be able to print, fax and/or forward documents via email.	_____	_____
4.13	System shall be able to integrate with POP, IMAP and MAPI so that email messages or email attachments can be directly loaded into the imaging database.	_____	_____
4.14	System shall be able to import other electronic formats, both as individual files and as batch files. At a minimum MS Word, MS Excel, audio files, video files, CAD files, and text files.	_____	_____
4.15	System shall be able to import, store and export PDF files.	_____	_____
4.16	System must be capable of having the ability to convert images to microfilm and vice versa. If this is not a standard feature, the vendor is encouraged to list this feature as an option.	_____	_____
4.17	System must have ability of customizable search options to find, retrieve and display documents at a minimum using a variety of criteria.	_____	_____
4.18	System must be capable of performing searches directly from the client screen without the use of search templates, query builders, or other ancillary methods.	_____	_____
4.19	System must provide ability to create and modify the index structure with a user friendly point and click GUI interface without any programming or scripting being required.	_____	_____

<p>4.20 System must provide ability to add annotations to documents and capture date, time individual user and department who added them (audit trail) at a minimum.</p>	<p>_____</p>	<p>_____</p>
<p>4.21 System must have ability during searching to retrieve and display documents using a variety of criteria including at a minimum Boolean logic, fuzzy logic and proximity searches.</p>	<p>_____</p>	<p>_____</p>
<p>4.22 System shall provide non-programming tools for reorganizing and back-up of indices.</p>	<p>_____</p>	<p>_____</p>
<p>4.23 System must have the means to monitor and track phases of the workflow process on-line.</p>	<p>_____</p>	<p>_____</p>
<p>4.24 System must have a means to easily define, add or adjust workflow via a point and click GUI interface without any programming and/or scripting required to develop basic workflow processes.</p>	<p>_____</p>	<p>_____</p>
<p>4.25 System must provide a means to create reports for all transaction events, items in queue, backlog, item age and throughput of each queue.</p>	<p>_____</p>	<p>_____</p>
<p>4.26 System shall incorporate and support a development, testing, and training environment in which records can be created, deleted, and updated without affecting the performance or data in the production database.</p>	<p>_____</p>	<p>_____</p>
<p>4.27 Vendor shall detail hardware and software requirements for a test system.</p>	<p>_____</p>	<p>_____</p>
<p>4.28 Vendor shall specify any additional licenses and costs required to operate a test system.</p>	<p>_____</p>	<p>_____</p>
<p>5. <u>Application Programming Interface and Systems Integration</u></p>		
<p>5.1 System must have an Application Programming Interface (API) to allow custom developed web applications access, including programming language and development software for accessing API and available documentation and training to support the API.</p>	<p>_____</p>	<p>_____</p>
<p>5.2 A description of the underlying languages used for system development must be provided.</p>	<p>_____</p>	<p>_____</p>
<p>5.3 System must have the ability to be customized, as opposed to just configuring the software. Documentation on how this is handled must be provided.</p>	<p>_____</p>	<p>_____</p>
<p>5.4 System must have integration capabilities with third party products.</p>	<p>_____</p>	<p>_____</p>
<p>5.5 A comprehensive list of third party products that have been integrated with the system being bid must be provided.</p>	<p>_____</p>	<p>_____</p>

15	5.6	System must have data import and export capabilities. Documentation for these procedures shall be included.	_____	_____
	5.7	Customer enhancements using published APIs shall be migrated to later software versions.	_____	_____
	5.8	System must be able to query external databases including ORACLE and MSSQL in, at a minimum, advanced scanning, fax management and workflow management features.	_____	_____
	5.9	Vendor shall describe the industry standards enacted within the system, including version and degree of compliance.	_____	_____
	5.10	Vendor shall describe the system's compliance with ADA standards for hardware and software.	_____	_____
	6. <u>Hardware and Software Requirements</u>			
	6.1	Vendor shall specify all server hardware and provide costs for same that they recommend for the system as per the information listed in the "Scope" section of this RFQ; which shall include make, model, operating system, CPU requirements, memory, disk space, etc., sufficient to manage system growth over the next three years or longer. (This equipment may or may not be purchased as it may already be owned by the agency or may be required to be purchased from other existing state contracts.)	_____	_____
	6.2	System software shall support the required Windows platform. Vendors shall list any additional server platforms supported.	_____	_____
	6.3	All system processors shall be open systems compliant and shall maximize use of commercial off-the-shelf hardware.		
	6.4	Vendor should provide a quote as an option for a limited disaster recovery system.		
	6.5	The base configuration must include commercial-off-the-shelf hardware only.		
	6.6	All servers shall be rack mounts with rails.		
	6.7	All scanners must have auto-document feeders for batch scanning.		
	7. <u>Contractor Consulting, Support and Professional Services</u>			
	7.1	Specify goals and estimated time for all preparatory tasks necessary before the system is functional.	_____	_____
	7.2	Provide a typical implementation project plan for an application of this size and magnitude documenting all tasks undertaken to meet stated goals.	_____	_____

7.3	Provide a rapid deployment implementation plan for an application of this size and magnitude.	_____
7.4	Vendor will correct, without additional charge, all problems and system issues preventing implementation and use of product as advertised or documented by vendor/contractor.	_____
7.5	Specify how price estimates are developed and what steps are taken to ensure charges for work performed do not exceed estimates.	_____
7.6	Provide details on your company's support plans and service level agreements (SLAs), including problem reporting procedures, initial maximum response time, and escalation procedures.	_____
7.7	Describe and give examples of professional services available from your company.	_____
7.8	Describe technical and functional training provided with your product; any additional training recommended for systems administrators and faculty/staff that interact with your product; and the documentation available, including online resources and users' groups.	_____
7.9	System shall accommodate the requirements for a basic startup system to a multi-user system, be scalable for future expansions, and include web-based applications and document management.	_____
7.10	System shall have the ability to include electronic documents from other applications such as Word, Excel, Word Perfect, Oracle and SQL Server; and be stored in their native formats and retain all of their native characteristics.	_____
7.11	Vendor shall describe the method by which electronic documents are associated with hard copies.	_____
7.12	System shall be able to accommodate batch scanning and indexing as a native imbedded function or native module.	_____
7.13	The vendor shall quote a batch scanning and indexing solution which utilizes bar coding, auto fill from a user or Line of Business database, barcode generation from a user or Line of Business database or some other automated means of data entry. There will be no practical limits to the number of usable barcodes or indexes.	_____
7.14	System shall have the ability for workflows to be defined and routed by the agency. The system shall also be flexible, allowing the user to add additional index fields or other parameters as required. This shall be part of the initial system and shall have the workflow to be defined and routed by the agency without the need of additional programming.	_____

7.15	System shall allow the agency to design and develop decision trees and reports in a windows based GUI environment without programming and/or scripting using a user friendly point and click GUI interface.	_____
7.16	System shall be capable of allowing the agency to assign and create users and the user rights and permissions.	_____
7.17	System shall be capable of being used by a multitude of users from different sections and automatically recognize and route the images to the correct data base. This will be based on the Users predefined login information.	_____
7.18	System shall have the ability to apply temporary redaction of any portion of the document, e.g. strike sensitive information. Strike will mean to totally hide or remove from view information that the user is not authorized to view. This does not mean to delete the information.	_____
7.19	System must have a method of dealing with the long term archival of records once they are no longer being actively referenced, e.g. conversion to optical storage.	_____
7.20	System shall include all hardware required to supplement agency inventory to implement a multi-user system.	_____
7.21	System shall include all hardware required for a storage solution which is appropriate to the volume of documents anticipated over the next five year period, as per information contained in the Scope Section of this RFQ. At a minimum this shall include consideration of adding additional hard drives to the server without additional modifications.	_____
7.22	A backup system for the system's temporary storage (prior to writing to the CENTERA Server) of both data and indexes shall be quoted. The vendor shall describe how the system will meet this requirement.	_____
7.23	System shall be capable of providing print on demand functionality for selection as well as full record printing. This functionality shall have the ability to print from any document or file within the client application.	_____
7.24	System shall have the ability to print, fax, or email full documents or any selected portion of a document upon request.	_____
7.25	System shall have the ability to select a page or pages from one or more documents for the purpose of creating a new document that also may be printed, faxed, saved, or emailed.	_____
7.26	System bid shall include all software licenses required for the system implementation. This shall include all required application licenses.	_____

7.27 The vendor shall indicate the preferable database software and number of licenses required for the Electronic Document Management System (EDMS) implementation. These licenses may be obtained through a separate process.	_____	_____
7.28 The vendor shall propose necessary services required for the installation of the EDMS system. This shall include a minimum of six (6) hours of end user training.	_____	_____
7.29 The system shall have web-based capabilities so that documents may be generated electronically from remote locations and accessed later by the proper assigned personnel to prevent the further proliferation of paperwork.	_____	_____
7.30 The system shall be capable of having documents scanned in simplex or duplex mode.	_____	_____
7.31 There shall be no unforeseen costs associated with the system or hardware. The system will be bid as turnkey and the vendor will include all additional hardware, software and other costs associated with completing the system.	_____	_____
7.32 The vendor shall ensure that the software is compatible and configurable with our existing hardware.	_____	_____
7.33 The division network administrators must have full control of security. They must be able to assign security by user, group, document type, and keyword index.	_____	_____
7.34 The vendor shall ensure their software will work with all currently manufactured AFIS systems (automated fingerprint imaging system) meeting NIST standards (National Institute of Standards and Technology).	_____	_____
7.35 Vendor must provide a list of other items not noted elsewhere that are required or may be useful for implementation or maintenance of your system as well as an explanation of their benefits.	_____	_____
8. <u>Warranty</u>		
8.1 System shall be warranted to be 100% functional during the time the Agency is current with the yearly and renewable maintenance agreement.	_____	_____
8.2 All hardware provided will be provided with maintenance and support, which shall include replacement of the hardware if needed.	_____	_____
8.3 All software updates shall be provided at no cost during the time the Agency is current with the yearly and renewable maintenance agreement.	_____	_____

8.4	A representative of the vendor shall be assigned to the Agency for keeping close relations and to maintain communication and exchange information about system performance, improvements requested by the Agency as well as other customers, new developments, and versions, etc.	_____	_____
8.5	A toll-free telephone number shall be provided for a helpdesk (Tech Support), which shall work with the Agency on functionality issues of the system until the issue is resolved. If the problem has to be handed off to a more technical individual than is available at the helpdesk, and that technician has to return the call to the Agency, the call must be returned within two (2) hours.	_____	_____
8.6	Vendor shall provide pricing for warranty that will apply to their bid offer over the period of the contract for the below listed items:		
8.6.1	Base Software.	_____	_____
8.6.2	Optional added modules.	_____	_____
8.6.3	Software Licenses per server.	_____	_____
8.6.4	Software Licenses per client small station.	_____	_____
8.6.5	Software Licenses per client volume station.	_____	_____
8.6.6	Professional services base implementation.	_____	_____
8.6.7	Professional services hourly rates for other services.	_____	_____
8.6.8	Training cost.	_____	_____
8.6.9	Maintenance cost.	_____	_____
9. <u>Special Considerations</u>			
9.1	The agency reserves the right to request a vendor provide a fully functional test system using agency forms, so that the agency can confirm compliance with the mandatory specifications. The vendor shall comply with this section either via the web or by providing hardware and software to the agency to test the functionality and compliance with specifications. This will be provided at no charge to the agency.		
9.2	Vendors shall provide a minimum of three references for similar projects that have been completed in the past three years. References shall include at a minimum; the name and address of the business the work was completed for; a brief description of the services provided; and a current contact person including phone number and email address.		
9.3	All vendors shall use the attached specifications format to respond to the RFQ.		

9.4 Vendors will offer only solutions in which they are authorized resellers of all software offered, and in which they are certified to support. This shall be interpreted to mean the vendor shall be the sole point of contact for all issues relating to the system.		
9.5 Services shall include a breakdown for the hours required and the quoted hourly rates.		
9.6 In any conflict between the detailed unit pricing and the cost extension, the detailed unit pricing shall prevail.		
9.7 Costs quoted shall be all-inclusive. No separate reimbursement will be made to the vendor for travel or any other expense.		
9.8 This agency reserves the right to procure additional and/or required hardware under separate procurement, if found to be more cost effective to do so.		
9.9 The WVSP reserves the right to terminate the contract for non-compliance with specifications; lack of vendor support in software or hardware areas.		
9.10 The WVSP reserves the right to withhold payment of the annual Maintenance fee for non-compliance of specifications or inadequate or total lack of support by the vendor up to and including but not exceeding the total annual fee if the vendor does not respond and resolve the non-compliance of specifications or support issues within a timely manner. A timely manner will be considered to be two (2) days. The cost calculation will be based on the hourly rate with benefits of the employee(s) not able to perform their specific job functions due to the system being down and non-operational.		
9.11 All annual maintenance costs will be based on the original quote/purchase price. Annual maintenance costs will include all upgrades, patches, new releases. The Vendor shall include the maintenance costs for each year of maintenance based on a one (1) year contract with a minimum of three (3) one year renewals.		
9.12 The WVSP reserves the right to accept the annual maintenance costs at time of award or when the renewals come due.		
9.13 The Vendor shall state how they will facilitate any and all changes and upgrades that may occur with all applications, software and hardware due to new and developing technologies and require the WVSP to change or procure new equipment.		
9.14 The Vendor shall disclose all software applications and hardware that their solution does not work or function with. This is so that the WVSP may make informed Best interest decisions when upgrading, replacing and improving current systems.		

21	9.15 Vendor shall provide all pricing that will apply to your offer over the period of the contract for the following items:		
	9.15.1 Software.		
	9.15.2 The system shall include licenses needed for the following number of users:		
	9.15.2.1 LAN: 50 (Includes full time employees, data entry stations, technicians workstations, supervisors and Administrators)		
	9.15.2.2 WAN: 200 (concurrent users)		

PRICE QUOTATION:**Hardware & Software**

<u>Product Name</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Comments about pricing</u>
Core Basic Component	1			
Access Client (With Full Access) 50 Concurrent users pack	1			
Access Client (With Limited Access) 50 Concurrent users pack	2			
Production Scanning Component	6			
MS Services for 200 users	1			
WEB Server including licenses for 200 WEB clients	1			
System Auditing component	1			
OCR Module	1			
Batch Import Component	1			
Component for Integration with 3rd party applications based on Screen Scraping Technology (Integration with up to 10 applications)	1			
Centera Integration Module	1			
High Speed Production Scanner	3			
High Resolution Scanner	2			
Backup System	2			
Hardware & Software TOTAL COST:				

Detail any additional software components, additional licenses or other factor not included in this table but it is required for the system to perform as outlined in specifications. Detail respective pricing.

23 Maintenance and Support

<u>Service</u>	<u>Price</u>	<u>Description of the Service</u>
Annual Maintenance for:		
Hardware Provided		
Base Software		
Optional added modules		
Software licenses per server		
Software licenses per client small station		
Software licenses per client volume station		
Professional services base implementation		
Professional services hourly rates for other services		
Training Costs		
Maintenance costs		
TOTAL: MAINTENANCE & SUPPORT		

Professional Services

<u>Service</u>	<u>Price</u>	<u>Description of the Service</u>
On-site Installation Services (It should include all working sessions, configurations, travel and lodging and any other related expense)		
Onsite End User Training for (4 groups of users). The pricing should include training materials and Travel expenses		
Onsite training for 8 Scanners Operators (Job settings, run scanning jobs and scanner maintenance)		
Onsite training for System Administrator (Up to 3 Administrators). Pricing should include training materials and related expenses		
TOTAL: PROFESSIONAL SERVICES		

Please detail any additional required services not included in this table but are critical to have properly implemented and running the system. Detail respective pricing.

EXPLANATION OF ATTACHMENTS

24

Attachment A	Court Disposition Report (CDR), multi-page self-carboned
Attachment B	Criminal Fingerprint Card side one. Card Stock
Attachment C	Criminal Fingerprint Card side two. Card Stock
Attachment D	Case Submission Report
Attachment E	Request for Background Check
Attachment F	Sex Offender Registration
Attachment G	Notification of Sex Offender Responsibility
Attachment H	Sex Offender Update
Attachment I	Child Abuser Registration
Attachment J	Notification of Child Abuser Responsibility
Attachment K	Child Abuser Update
Attachment L	Applicant fingerprint card, card stock.

Attachments A –L are a portion of the forms used by the WVSP and this list is not all inclusive of the forms used by the Department. This is a **PARTIAL SAMPLE** of the forms maintained and used by the WVSP

Originals of **ALL** forms will be provided to vendors upon request and this will included those listed above as well as those not listed.

**ATTACHMENT A
SAMPLE COURT DISPOSITION REPORT FORM
MULTI-PAGE SELF CARBONED**

DYNAMIC GRAPHICS LLC SOUTH CHARLESTON WV 25303 22 036 011-17

1713752

		State of West Virginia COURT DISPOSITION REPORTING											
Court Case Number		FOR C.L.B. USE ONLY											
WVSP Form 29 Revised 5/99		TYPE OR PRINT LEGIBLY TO BE COMPLETED BY THE ARRESTING OFFICER AT TIME OF ARREST											
FULL NAME		Last Name		First Name		Middle Name		Alias		Adult		Juv.	
Address								Weight lbs.		Height ft. in.			
Date of Arrest Mo. Da. Yr.		Date of Birth Mo. Da. Yr.		Social Security Number		Sex		Race		Arresting Officer ORI No.			
Arresting Officer						Unit No.		Law Enforcement Agency					
Court of Jurisdiction: CIRCLE ONE										County			
MAGISTRATE MUNICIPAL CIRCUIT													
TO BE COMPLETED BY OFFICER						TO BE COMPLETED BY COURT OF JURISDICTION							
INITIAL CHARGE						CHARGE CHANGED/REDUCED TO			FELONY (Circle One)		Date of Disposition		
1.									Y	N	Mo	Da	Yr
2.									Y	N	Mo	Da	Yr
3.									Y	N	Mo	Da	Yr
4.									Y	N	Mo	Da	Yr
5.									Y	N	Mo	Da	Yr
C H A R G E	NO CONTEST PLEA OF GUILTY FOUND GUILTY FOUND NOT GUILTY DISMISSED WITHDRAWN ASSESSED FINE & COST PAID FINE & COST											<input type="checkbox"/> (Completed by Officer) DISPOSITION ON FINGERPRINT CARD. DESTROY THIS FORM AFTER APPEAL PERIOD.	
	SENTENCE IMPOSED												
	1.												
	2.												
	3.												
	4.												
5.													

ATTACHMENT B SAMPLE FINGERPRINT CARD SIDE 1 CARD STOCK

LEAVE BLANK

CRIMINAL

(STAMP HERE)

LEAVE BLANK

STATE USAGE

NEW YORK

CHIEF CLERK

APPROXIMATE DATE

TYPE PRINT

INDEX

LEFT INDEX, LEFT MIDDLE, LEFT RING, LEFT PINKY

FINGER IDENTIFICATION

LEAVE BLANK

NAME AND TITLE OF AGENCY OR OFFICE

DATE OF FINGERPRINTING

NAME

CRIMINAL RECORD SECTION

IDENTIFICATION UNIT

NYC

NYC

NYC

NYC

NYC

NYC

NYC

NYC

1. INDEX

2. MIDDLE

3. RING

4. PINKY

5. INDEX

6. INDEX

7. MIDDLE

8. RING

9. PINKY

10. INDEX

LEFT INDEX FINGER PRINT CARD STOCK IDENTIFICATION

INDEX: 01 Labels

10 LEFT INDEX FINGER PRINT CARD STOCK IDENTIFICATION

ATTACHMENT C
SAMPLE FINGERPRINT CARD
SIDE 2 CARD STOCK

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537

ADVISE YOU OF 1974 F.I. 2, OTHER RECORDS FROM FEDERAL STATE, OR LOCAL AGENCIES CONCERNING INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS BEING USED WHETHER OR NOT SUCH INDIVIDUAL IS A MEMBER OF THE MILITARY OR NAVAL RESERVE, BASIS OF CITIZENSHIP, AND OTHER DATA, AND LISTED HEREON AS BEING MADE OF IT

IDENTIFICATION PROGRAM		DATE OF BIRTH		FBI	
JANUARY	1944	MAY	10	1944	WVWSP4600
WEAR AS ADULT	TVV	ADDRESS		SPOL SOUTH CHARLESTON, WV	
INDUSTRY (C)		HELP	YES	DESIGNATION	
ENTER OFF		DATE OF DEPART	PLACE OF BIRTH (STATE OR COUNTRY)	CITY OF CITIZENSHIP	
		MAY	05	1944	
DEALS, MARKS, TATTOOS AND AMPUTATIONS					
RESIDENCE (COMPLETE ADDRESS)				CITY	STATE
LOCAL IDENTIFICATION (OFFICE)				PHOTO AVAILABLE	YES <input type="checkbox"/>
				PALM PRINTS TAKEN	YES <input type="checkbox"/>

AGENCY (IF FEDERAL GOVERNMENT INTEREST AGENCY, OR STATE SUB BRANCH OF FEDERAL AND SUPERVISE)		ORGANIZATION
ORGANIZATION		ORGANIZATION
ADDITIONAL		ADDITIONAL
ADDITIONAL INFORMATION (FOR OFFICE USE ONLY)		STATE MUNICIPAL CLERK

ATTACHMENT D
SAMPLE CASE SUBMISSION FORM WVSP 53
MULTI-PAGE SELF CARBONED



Forensic Laboratory
Case Submission Form

WVSP Form 53
Revised 01/04

PLEASE TYPE OR PRINT LEGIBLY

Agency Case No. _____

Submitting Agency: _____ Date: ____/____/20____

Mailing Address: _____ City: _____ Zip: _____ Phone: _____

Investigator (Last, First, MI) _____ Title: _____

Criminal Offense: _____ Crime Date: _____ Time: _____

Brief Description of Crime: _____

List Items Submitted:	List Section(s) and Examinations(s) Requested:
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____

(use additional sheets if necessary)

1) Victim (Last, First, MI) _____ Race: _____ DOB: ____/____/____ SSN: ____-____-____

2) Victim (Last, First, MI) _____ Race: _____ DOB: ____/____/____ SSN: ____-____-____

1) Suspect (Last, First, MI) _____ DOB: ____/____/____ SSN: ____-____-____

S. I. D. No. _____ FBI No. _____ Race: _____ Sex: _____ Ht: _____ ft. _____ in. Wt: _____ lbs.

2) Suspect (Last, First, MI) _____ DOB: ____/____/____ SSN: ____-____-____

S. I. D. No. _____ FBI No. _____ Race: _____ Sex: _____ Ht: _____ ft. _____ in. Wt: _____ lbs.

SUPPLEMENTAL INFORMATION FOR DRUG SUBMISSIONS ONLY

COURT: Federal State Circuit State Magistrate
TYPE: Juvenile Grand Jury Preliminary Hearing Trial

PROJECTED COURT DATE: ____/____/20____

Submission of Evidence Approved By: _____, State Prosecutor or ASUA (circle one)

Phone #: _____ (signature)

FOR LABORATORY PERSONNEL USE ONLY - DO NOT WRITE IN THIS BLOCK

Received via: Evidence Locker U.S. Mail Certified Mail _____ Personal Delivery _____

Date: ____/____/20____ Other _____ (Signature)

Laboratory Case No. _____ Section ID No. _____

White copy - submit with evidence
Canary copy - submit with evidence
Pink copy - retained by submitting officer

ATTACHMENT E
SAMPLE REQUEST FOR BACKGROUND CHECK WVSP 40

WVSP 40
89804



WEST VIRGINIA STATE POLICE
Criminal Records Section
725 Jefferson Road
South Charleston, West Virginia 25309-1698

Records Use Only	
<input type="checkbox"/>	\$20.00 - Criminal History
<input type="checkbox"/>	\$10.00 - Central Abuse
Facility #: _____	
Check #: _____	
(No Personal Checks Accepted)	

Fingerprint Data & Authorization Form:

All fields are mandatory and are required to be completed. If not applicable, note N/A.
(Please print clearly in Blue or Black ink.)

Full Name: _____
Last First Middle

SSN: _____ Date of Birth: _____
YYYY / MM / DD

Place of Birth: _____ City, State, Country
Citizenship(s): _____

Maiden Name: _____ Alias(es): _____

Home Address: _____
Street Address

City State Zip Code

Employer: _____
Name Street Address

City State Zip Code

Please check the box that applies.

- Race:** Asian/ Pacific Islander
 Black
 Caucasian/ Latino
 Native American (American Indian, Eskimo, Alaskan Native)
 Race Other _____

- Gender:** Male
 Female

- Hair Color:** Black White Brown
 Blue Red Bald
 Blonde Purple Sandy
 Green Pink Gray
 Orange

- Eye Color:** Black Green Maroon
 Brown Gray Multi-color
 Blue Hazel Pink

Height: _____ Feet/inches
Weight: _____ Pounds

Certification: I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System.

I certify that this is for official business and I am authorizing the person or agency named below to obtain any record found.

Forward the results to: _____
Name
Street Address
City, State, Zip Code

Please sign and date as indicated.

I attest that all information written on this form is true and correct: _____
Signature Date

Official Taking Prints: _____
Print Name Signature Date

ATTACHMENT F
SAMPLE SEX OFFENDER REGISTRATION VERIFICATION
WVSP 170

WVSP 170
Revised 10/2006

SEX OFFENDER REGISTRATION
AND VERIFICATION
§15-12

COUNTY: _____
DETACHMENT: _____

Registration Type: Annual Initial

NAME _____ DOB _____ SSN _____
Last First Middle

ALIAS(ES)/NICKNAME(S) _____

SEX _____ RACE _____ HEIGHT _____ WEIGHT _____ EYE _____ HAIR _____

Current Address (include mailing address if different) _____

All Phone/Cell/Pager Number(s) _____

Previous address / Date of address change (Complete ONLY for change of address) _____

If registrant has; vehicle, employer, school, training facility, internet account, conviction or information that will not fit in the space provided - list the information on a supplemental form. Print the name, DOB, and SSN at the top of the supplemental. The supplemental form must be signed and verified with a thumbprint and should be attached to the completed initial registration.

Habitable Real Property _____

Complete Address _____ County _____

Vehicle Make _____ Model _____ Year _____ Color _____ License # _____ State _____

Employer _____

Complete Address _____ County _____

School or Training Facility _____

Complete Address _____ County _____

Internet Provider(s) and Account(s) _____

Internet Screen Names, User Names or Aliases and E-mail _____

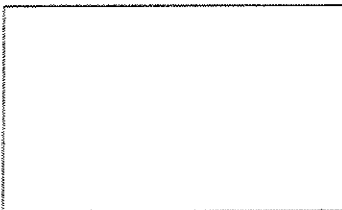
Jurisdiction (County/State of Conviction) _____ Conviction date _____

Date released from incarceration or placed on probation _____

Conviction Offense _____

Parole or Probation Officer _____ Phone Number _____

The information contained herein is compiled pursuant to the authority granted to the WEST VIRGINIA STATE POLICE in §15-12 of the Code of West Virginia as amended. This information is confidential and shall not be open to inspection by the public or to any other person with exception of those named in §15-12-5.



Right Thumbprint

Signature of Registrant Date

Signature of Member WVSP/ Permanent ID Date

Signature of Supervisor/ Permanent ID Date

Post Office Contacted _____
(Date)

Address Physically Verified _____
(Date)

ATTACHMENT G
SAMPLE NOTIFICATION OF SEX OFFENDER RESPONSIBILITY
WVSP 170-N

WVSP 170-N
10/2006

COUNTY: _____
DETACHMENT: _____

NOTIFICATION OF SEX OFFENDER
RESPONSIBILITY

NAME _____ DOB _____ SSN _____
Last First Middle

I have this date read and acknowledge that I must register as a Sex Offender with the West Virginia State Police Detachment in the county in which I reside, own or lease habitable real property I visit regularly, work, attend school or training. I must register within three (3) days of release from an institution. I understand any person required to register must do so for a period of ten (10) years after release from prison or from the date of conviction if given probation, **unless**; convicted of a sexually violent offense, have one or more prior sexual convictions, convicted of a qualifying offense and the victim was a minor, convicted of a qualifying offense and the sentencing judge determined that it involved multiple victims or multiple violations of the qualifying offense or has been determined to be a sexually violent predator. Such persons must register for life.

I understand that I must report to the local Detachment of the West Virginia State Police within ten (10) days of any change in any of my registration information. This change of information must be reported in person. If this change in address or residence is to another county in West Virginia I understand that I must advise the State Police in person of the new address ten (10) days prior to the move and I must register with the State Police in that county within ten (10) days. If this change in address or residence is to another state I understand that I must advise the West Virginia State Police of the new address ten (10) days prior to the move and I must register in that state and comply with the laws of that state.

I understand that if I am a resident of another state and am required to register in that state and I am employed, carry on a vocation, a student in this state or a visitor to this state for more than fifteen (15) continuous days that I must register and comply with the laws of this State. I understand that if I am required to register as a resident of West Virginia and I am employed, carry on a vocation, attend school or training or am a visitor in another state, I must register with that state and comply with the laws of that state.

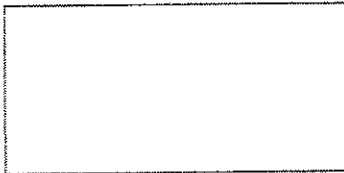
I understand that if I change residence to this State from another state, federal or military jurisdiction and am required to register in that state I shall be required to register in this State.

I understand that failure to comply with my responsibilities as defined here as well as my failure to comply with West Virginia Code §15-12, et seq. are criminal violations of West Virginia Law, for which I may be criminally prosecuted.

I have read the Notification of Sex Offender Responsibility: _____
Signature of Registrant

Date

Registrant unable to read; therefore this notification was read to the registrant by the undersigned



Right Thumbprint

Signature of Member WVSP? Permanent ID Date

Signature of Supervisor? Permanent ID Date

ATTACHMENT H
SAMPLE SEX OFFENDER UPDATE
WVSP 170-U

WVSP 170-U
Revised 10/2006

SEX OFFENDER UPDATE
§15-12

COUNTY:
DETACHMENT:

This form is to be used when a sex offender currently registered in your county provides any changes to his/her sex offender registration information.

NAME _____ DOB _____ SSN _____
Last First Middle

Complete only the area(s) below that have changed since previous registration.

Changed Address Type: Residence Employer School/Training Facility Habitable Real Property

New Address (include Mailing Address if Different) _____
(Effective Date) _____ County _____ State _____ Zip _____

Post Office Contacted (in State Only) _____ Address Physically Verified (in State Only) _____
(Date) _____ (Date) _____

Previous Address _____
County _____ State _____ Zip _____

Telephone Number(s): Home _____ Work _____ Other _____
(Effective Date) _____

Vehicle Make _____ Model _____ Year _____ Color _____ License/State _____
(Effective Date) Additional Vehicle Replacement Vehicle Remove Vehicle (Sold, Titled, Etc.)

Employer Name _____
(Effective Date) _____

Internet Provider(s) and Account(s) _____
(Effective Date) _____

Internet Screen Names, User Names or Aliases and E-mail _____
(Effective Date) _____

Parole/Probation Officer _____ Phone Number _____
(Effective Date) _____

For Detachment Use Only

Officer Certification:

Printed Name of Member WVSP Permanent ID

(Initial) Most recent WVSP 170 reviewed with offender and no violation of §15-12 is believed to have occurred

(Initial) Offender compared with file copy of photograph and no significant changes are noted in appearance

Reviewed by Supervisor:

Signature Permanent ID



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SIGNATURE OF REGISTRANT DATE

SIGNATURE OF MEMBER WVSP DATE

ATTACHMENT I
SAMPLE CHILD ABUSER REGISTRATION
WVSP 171

WVSP 171
10/2006

CHILD ABUSER REGISTRATION
§15-13

COUNTY: _____
DETACHMENT: _____

NAME _____ DOB _____ SSN _____
Last First Middle

ALIAS(ES)/NICKNAME(S) _____

SEX _____ RACE _____ HEIGHT _____ WEIGHT _____ EYE _____ HAIR _____

Current Address (include mailing address if different) _____

Previous address / Date of address change (Complete ONLY for change of address) _____

If registrant has; employer, school, training facility, conviction or information that will not fit in the space provided - list the information on a supplemental form. Print the name, DOB, and SSN at the top of the supplemental. The supplemental form must be signed and verified with a thumbprint and should be attached to the completed initial registration.

Children residing in household of the Registrant:

Name _____ Age _____ Relationship to Registrant _____

Name _____ Age _____ Relationship to Registrant _____

Name _____ Age _____ Relationship to Registrant _____

Name _____ Age _____ Relationship to Registrant _____

Name _____ Age _____ Relationship to Registrant _____

Employer _____

Complete Address _____ County _____

School or Training Facility _____

Complete Address _____ County _____

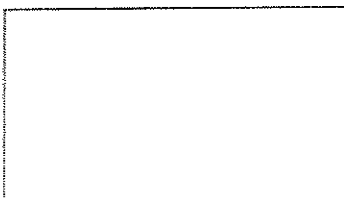
Jurisdiction (County/State of Conviction) _____ Conviction date _____

Date released from incarceration or placed on probation _____

Conviction Offense _____

Parole or Probation Officer _____ Phone Number _____

The information contained herein is compiled pursuant to the authority granted to the WEST VIRGINIA STATE POLICE in §15-13 of the Code of West Virginia as amended. This information is confidential and shall not be open to inspection by the public or to any other person with exception of those named in §15-13-5.



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Signature of Registrant Date

Signature of Member WVSP/ Permanent ID Date

Signature of Supervisor/ Permanent ID Date

ATTACHMENT J
SAMPL NOTIFICATION OF CHILD ABUSER RESPONSIBILITY
WVSP 171-N

WVSP 171-N
10/2006

COUNTY: _____
DETACHMENT: _____

**NOTIFICATION OF CHILD ABUSER
RESPONSIBILITY**

NAME _____ DOB _____ SSN _____
Last First Middle

I have this date read and acknowledge that I must register as a Child Abuser with the West Virginia State Police Detachment in the county in which I reside, work, attend school or training. I must register within three (3) days of release from an institution. I understand any person required to register must do so for a period of ten (10) years, except during ensuing periods of incarceration or confinement, after release from prison, jail or a mental health facility or from the date I was placed on probation, parole or supervised or conditional release.

I understand that I must report to the local Detachment of the West Virginia State Police within ten (10) days of any change in any of my registration information. This change of information must be reported in person. If this change in address or residence is to another county in West Virginia I understand that I must advise the State Police in person of the new address ten (10) days prior to the move and I must register with the State Police in that county within ten (10) days. If this change in address or residence is to another state I understand that I must advise the West Virginia State Police of the new address ten (10) days prior to the move and I must register in that state and comply with the laws of that state.

I understand that if I am a resident of another state and am required to register in that state and I am employed, carry on a vocation, a student in this state or a visitor to this state for more than fifteen (15) continuous days that I must register and comply with the laws of this State. I understand that if I am required to register as a resident of West Virginia and I am employed, carry on a vocation, attend school or training or am a visitor in another state, I must register with that state and comply with the laws of that state.

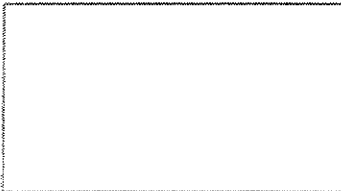
I understand that if I change residence to this State from another state, federal or military jurisdiction and am required to register in that state I shall be required to register in this State.

I understand that failure to comply with my responsibilities as defined here as well as my failure to comply with West Virginia Code §15-13, et seq. are criminal violations of West Virginia Law, for which I may be criminally prosecuted.

I have read the Notification of Child Abuser Responsibility: _____
Signature of Registrant

_____ Date

Registrant unable to read; therefore this notification was read to the registrant by the undersigned



Right Thumbprint

_____ Signature of Member WVSP/ Permanent ID Date

_____ Signature of Supervisor/ Permanent ID Date

ATTACHMENT K
SAMPLE CHILD ABUSER UPDATE
WVSP 171-U

WVSP 171-U
10/2006

CHILD ABUSER UPDATE
§15-13

COUNTY: _____
DETACHMENT: _____

This form is to be used when a child abuser currently registered in your county provides any changes to his/her child abuser registration information.

NAME _____ DOB _____ SSN _____
Last First Middle

Complete only the area(s) below that have changed since previous registration.

Changed Address Type: Residence Employer School/Training Facility

New Address (Include Mailing Address if Different) _____
(Effective Date) _____ County _____ State _____ Zip _____

Previous Address _____
County _____ State _____ Zip _____

Employer Name _____
(Effective Date) _____

Parole/Probation Officer _____ Phone Number _____
(Effective Date) _____

Children residing in household of the Registrant:
(Effective Date) _____
Name _____ Age _____ Relationship to Registrant _____
 Add Remove
Name _____ Age _____ Relationship to Registrant _____
 Add Remove
Name _____ Age _____ Relationship to Registrant _____
 Add Remove
Name _____ Age _____ Relationship to Registrant _____
 Add Remove
Name _____ Age _____ Relationship to Registrant _____
 Add Remove

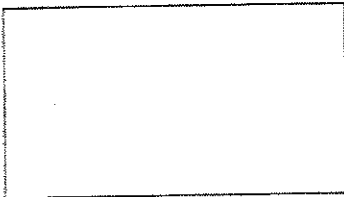
For Detachment Use Only

Officer Certification:

Printed Name of Member WVSP Permanent ID
Most recent WVSP 171 reviewed with offender and no violation of §15-13 is believed to have occurred
(Initial)

Reviewed by Supervisor:

Signature Permanent ID



Right Thumbprint

SIGNATURE OF REGISTRANT DATE

SIGNATURE OF MEMBER WVSP 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 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: _____