



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
 DPS1115

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 TARA LYLE
 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF PUBLIC SAFETY
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/25/2011				

BID OPENING DATE: 04/06/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. TO MOVE THE BID OPENING FROM 03/31/2011 TO 04/06/2011. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10						
REQUISITION NO.: DPS1115						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 1</p>						
0001	1	JB		680-48		
FINGERPRINTING EQUIP. AND SUPPLIES (INCLUDING LASER)						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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ADDENDUM NO. 1**DPS1115**

Q. Section 2.5.3 of the RFP – Electronic Fingerprint Capture Service – indicates that no applicant should have to travel more than 50 miles (one way) to access fingerprinting services. Can that 50-mile radius include Livescan fingerprint collection sites in neighboring states?

A. No.

Q. Please indicate if any legislation is being considered that may affect the applicant volumes indicated for this project now and in the future.

A. There is always legislation at both the State and Federal levels than can impact volumes; however, the WVSP is not aware of any current pending legislation that will decrease our estimated volume.

Q. Regarding this requirement for automated results processing, does that refer to receiving a response from the AFIS and emailing to the designated recipient? If not, please clarify.

A. No. The WVSP will require the secure return of search results to both public and private agencies as well as to individuals. The method proposed should be described within the submitted proposal.

Q. Is every site required to print FBI cards, or can those be centrally printed and sent to the applicant or designated agency?

A. There is no requirement to have all sites provide copies of electronically captured fingerprints and this may be accomplished via a central print site; however, all sites must have the ability to provide an inked or electronic card for a manual submission if requested.

Q. Please confirm that you want a Store and Forward outside of your facility/network which receives all the applicant submissions and that it sends the submissions to a Central Transaction Switch which is inside your facility/network.

A. No. Please reference diagram on page 80. Batch Server/Store and Forward/Central Transaction Switch is the same device.

Q. Please clarify what functions on the Central Transaction Switch must be customizable by the state.

A. There is no customization to the Central Transaction Switch/Store and Forward.

Does this refer to report formatting and content?

A. Report format and content are to be customizable on the Results Processor.

Q. Approximately what percentage of transactions go through an FBI search?

A. 20 percent.

Q. How will we know if a specific fee, such as the State Authorized Central Abuse Fee, is applicable? If this indicated on the application form?

A. Fees will be explained to the selected vendor. No.

Q. What percentage of transactions require the FBI NCPA/VCA Volunteer fee?

A. Currently, 0.

Q. In order to encourage applicants to show up for enrolment sessions thus making the process more efficient, will WV consider a rescheduling fee for no shows?

A. No.

Q. Please clarify what accreditation and certification must be performed. Is there a formal certification requiring a fee, or do we just run site acceptance tests?

A. West Virginia Office of Technology Enterprise Project Management Office (EPMO) does not currently have a formal filing certification fee. EPMO follows the National Institute of Standards and Technology (NIST) definitions of accreditation and certification (see below). With respect to project management, EPMO confirms that the project plan includes activities related to accreditation (approval) and certification (testing and evaluation) at the appropriate points throughout a project life cycle. Periodically throughout the project and again at closing, a review is done to ensure that these activities were completed throughout the project. Also, accreditation and certification assesses and evaluates the quality of deliverables to ensure that they adhere to formal requirements (e.g. regulatory, security, quality criteria, internal controls and other standards).

At the bidders conference, it was stated by the State Police that the state is encouraging bidders as an option to develop "Community Partnerships" with local school districts, volunteer fire departments, libraries, mail parcel centers etc...where Livescan office locations can be set up.

Q. Question we would like to ask, is it possible to have employees of these locations i.e. school district employees to be the ones operating the Livescan equipment and getting paid to capture the fingerprints so long as they have the appropriate CJIS background screening?

A. The person capturing fingerprints must be an employee/contractor of the vendor. The vendor must have oversight over specific employees/contactors and all employee and contractors must be approved by the WVSP.

Q. Will Vendors be provided with the attendance list from the Pre-bid Conference?

A. To be determined by the Purchasing Division.

Q. References are made to the State AFIS ICD in Appendix A. Can you please provide that document?

A. Beginning on page 32 and through 80 is the WVSP Data Dictionary/ICD which is referenced as Appendix A.

Q. Are Fingerprint Technicians required to be employees of the Vendor?

A. The person capturing fingerprints must be an employee/contractor of the vendor. The vendor must have oversight over specific employees/contactors and all employee and contractors must be approved by the WVSP.

Q. There are references to example result letters. Can you please provide these documents?

A. The WVSP AFIS will provide the vendor with a NIST response and the WVSP will work with the winning vendor to develop an acceptable format for returning the State and/or Federal search results.

Accreditation – The official management decision given by a senior agency official to authorize operation of an information system and to explicitly accept the risk to agency operations (including mission, functions, image, or reputation), agency assets, or individuals, based on the implementation of an agreed-upon set of security controls.

Certification – A comprehensive assessment of the management, operational and technical security controls in an information system, made in support of security accreditation, to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirements for the system.

Q. Would the State be amenable to alternatives to the scheduling system (such as walk-in services)?

A. Walk-in services are permissible in addition to the scheduling requirements.

Q. Considering the risks associated with collecting personal checks at fingerprinting locations, would the State accept money orders/cashier's checks in lieu of personal checks?

A. The vendor will collect all applicable fees and the vendor is required to accept personal checks at the fingerprinting location.

Q. Would the State please clarify whether Type 14 (flat and rolled) or Type 4 (flats) records will be required?

A. Type 14(flat) at 1000 ppi is the only acceptable format from a livescan device.

Q. Since the State is moving to an electronic solution, what is the wisdom for requiring ink rolled cards?

A. If the customer needs to take a completed card for submission to an entity other than the State, this capability is necessary.

Q. Are receipts issued in an electronic format acceptable?

A. Yes.

Q. Would you please provide a list of attendees who were at the pre-bid meeting?

A. To be determined by the Purchasing Division.

Q. Paragraphs 2.5.1 a), b), and c) mention certain mandatory statistical data; however, it is unclear to us if the State is asking for historical data (e.g. prior to contract award) or if the States intent is that "under contract, the vendor will monitor and report on such data annually relative to this specific program"...

A. The WVSP is not requiring data prior to contract award.

Q. Paragraph 2.5.9 (g) mentions "Accreditation and Certification". What formal C&A's are required?

A. Previously answered.

Q. The description on page 18 of the material requested in Attachment A includes "Staff Qualifications" and "Staffing Plan" ; however, the form provided for Attachment A (page 26) does not include sections for this information. Where should we provide information on Staff Qualifications and our proposed Staffing Plan?

A. Add the information to the bottom of page 26 for attachment A in the response.

Q. With regards to the Results Server, our Customer Service Representatives will need to access data which, as described in the RFP, is uniquely stored within the Results Server. Can we assume that we can access this information via a secure internet connection or can we configure our Results Server to send status updates to the Batch Server which can then be accessed by Customer Service Representatives for the purpose of informing applicants on the current status of their application?

A. Yes, either scenario is acceptable.

Q. Are bidders required to submit the Oral Presentation Material with the Proposal or at the time of the presentation?

A. At time of the presentation.

Q. Paragraph 2.5.1 c mentions vendor must accept b) the following forms of payment at the fingerprinting location: personal check, credit card, and money order and c) prepaid and/or credit billing accounts for private agencies and employers and d) credit billing accounts for government agencies. Is the state expecting fingerprints to be collected and processed prior to personal checks clearing?

A. Yes.

Q. Paragraph 2.5.3 c. 5) mentions that the vendor provide a receipt in a format approved by the State to each applicant as evidence of successful completion of the fingerprinting. Can you confirm the format (e.g. physical size) of this receipt? For example, might this be a typical Point of Sale (POS) receipt or an 8 1/2"x 11" letter size computer print out.

A. Receipt size is at the discretion of the vendor.

Q. Paragraph 2.5.2 f) implies that the vendor is to indefinitely store biographic data and fingerprint images in a secure archive that, for one, may be used for future re-licensing purposes. We do not believe this is consistent with FBI guidelines on retention of fingerprint images by third party service providers. In our usual process we purge fingerprint image data within 30 days or after they are retrieved by the state (which ever comes first).

A. The specification is clear in that submissions are to be retained for a minimum of 1 month.

**** Please note: The bid opening has been moved from 03/31/2011 to 04/06/2011.**

SIGN IN SHEET

Request for Proposal No. DPS 1115

Page 1 of 4

PLEASE PRINT

Date: 03/01/2011

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>NATIONAL BACKGROUND CHECK</u>	<u>1486 Bethel Rd.</u>	PHONE <u>614-508-7224</u>
Rep: <u>TINA LAPP</u>	<u>Columbus, OH 43220</u>	TOLL FREE <u>877-932-2430</u>
Email Address: <u>tina@fastfingerprints.com</u>		FAX <u>614-457-8930</u>
Company: <u>National Background check</u>	<u>1486 Bethel Rd.</u>	PHONE <u>614-508-6281</u>
Rep: <u>Leslie Rowe</u>	<u>Columbus, OH 43220</u>	TOLL FREE <u>877-932-2435</u>
Email Address: <u>Leslie@fastfingerprints.com</u>		FAX <u>614-457-8930</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE _____
Email Address: _____	_____	FAX _____

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Page 2 of 4

Date: 03/01/2011

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FIRM & REPRESENTATIVE NAME		MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company:	<u>INQUIRIES, INC</u>	<u>129 N. West Street</u>	PHONE <u>410-739-4959</u>
Rep:	<u>JUSTIN CARTER</u>	<u>BASTON, MD 21001</u>	TOLL FREE
Email Address:	<u>JCARTER@INQUIRIESINC.COM</u>		FAX <u>8106-887-3767</u>
Company:	<u>Texas ID</u>	<u>19886 Ashbuen Rd</u>	PHONE <u>703 724-3626</u>
Rep:	<u>Thomas Ayers</u>	<u>Ashbuen VA 20147</u>	TOLL FREE
Email Address:	<u>Tom.ayers@Texas.com</u>		FAX <u>703 724-3867</u>
Company:	<u>DAON</u>	<u>11955 Freedom Dr.</u>	PHONE <u>703-625-1124</u>
Rep:	<u>BRIAN O'CONNOR</u>	<u>Reston VA 20190</u>	TOLL FREE
Email Address:	<u>BRIAN.OCONNOR@DAON.COM</u>		FAX <u>703-984-4099</u>
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX

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Page 3 of 4

Date: 03/01/2011

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>L-1 Enrollment Services</u>	<u>1650 Wabash Ave, Ste D</u>	PHONE <u>217-547-2130</u>
Rep: <u>Diana Smith</u>	<u>Springfield, IL 62704</u>	TOLL FREE
Email Address: <u>dksmith@L1id.com</u>		FAX <u>217-793-7393</u>
Company: <u>SM Cogent</u>	<u>5450 Frantz Rd. Ste 250</u>	PHONE <u>614-718-9691</u>
Rep: <u>Rachel Heitz</u>	<u>Dublin, OH 43016</u>	TOLL FREE
Email Address: <u>rheitz@coagentsystems.com</u>		FAX <u>614-718-9694</u>
Company: <u>FIELD PRINT INC</u>	<u>400 Lippencott Drive Marlton, NJ</u>	PHONE <u>888-472-8918 x2192</u>
Rep: <u>Thomas Harrison</u>	<u>Suite 115 08053</u>	TOLL FREE
Email Address: <u>tharrison@fieldprint.com</u>		FAX <u>856-446-2707</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>MorphoTrak, Inc.</u>	<u>1145 Broadway, Suite 200, Tacoma, WA</u>	PHONE <u>512-921-9436</u> TOLL FREE
Rep: <u>Cindy Alexander</u>	<u>Washington 98402</u>	FAX <u>253-591-8856</u>
Email Address: <u>cindy.alexander@morphotrak.com</u>		
Company: <u>ACCURATE BIOMETRICS</u>	<u>4849 NORTH MILWAUKEE AVE SUITE 101 CHICAGO, IL 60630</u>	PHONE <u>773-685-5699</u> TOLL FREE
Rep: <u>KEVIN BUHLER</u>	<u>CS: SWITCHFIELD@ACCURATEBIOMETRICS.COM</u>	FAX
Email Address: <u>KBULKE@WDMWRK.COM</u>		
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX