



Division of Criminal Justice Services

Office of Program Development and Funding

REQUEST FOR PROPOSAL

To All Interested Parties:

KEY DATES AND NOTICES

Livescan Equipment Program SFY 2014-2015 Request for Proposals

1. The application deadline is Noon on Monday, March 16, 2015. Applications submitted after the deadline will not be considered for funding.
2. Questions regarding this Request for Proposals may be emailed to funding@dcjs.ny.gov until 5 PM on Friday, February 20, 2015. Responses to questions will be posted on the DCJS website on Friday, February 27, 2015.
3. Applications must be submitted on-line via the New York State Division of Criminal Justice Services (NYS DCJS) Grants Management System (GMS). **If applicants are not registered to access GMS, it should be a priority to obtain user access. Instructions for obtaining GMS access are included in this Request for Proposals (RFP).**
4. Applicants approved for funding will be advised via a letter of notification on or about Friday, May 1, 2015 with an anticipated contract start date of July 1, 2015.
5. This is a competitive process.
6. There is a 50% cash match requirement for this program.
7. This is a one-time grant. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any ongoing training and/or equipment maintenance and warranty costs.

**New York State Division of Criminal Justice Services
Office of Program Development & Funding**

***Livescan Equipment Program
SFY 2014 - 2015 Request for Proposals***

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I. INTRODUCTION

In previous years, the Division of Criminal Justice Services (DCJS) provided grant funding to county and local law enforcement agencies for the purchase of Livescan fingerprint processing equipment. Funds are again being offered for the upgrade or replacement of existing Livescan/Cardscan or upgrade of Livescan equipment in recognition this equipment may now be outdated or no longer functioning property.

DCJS is requiring a 50% match for this Request for Proposals (RFP). The match requirement was set high in acknowledgement of the shared responsibility local agencies have in supporting this critical law enforcement function.

This is an RFP for Livescan Equipment Program funds. A grant award requested under this program is for **the acquisition of Livescan equipment only**. A list of localities **eligible** to apply for these funds can be found in **Addendum A**.

Applicants will be selected based on eligibility, the quality of the proposed project, the applicant's ability to administer the project, and the appropriateness of budget.

II. FUNDING GUIDELINES

A. Appropriation and Availability of Funds

Approximately **\$1,000,000** in old year General Fund money which was re-appropriated in the SFY 2014-2015 budget is available for competitive award to law enforcement agencies identified in **Addendum A** or jurisdictions which they represent.

B. Eligibility

Local and county law enforcement agencies averaging 400 or more arrests per year over the three year period of 2011-2013 are eligible to apply (See Addendum A). Eligible applicants may apply as follows:

1. Individual agencies which currently submit fingerprint data directly to DCJS, or intend to do so going forward and **DO NOT** host a server through which other departments submit fingerprint data.
2. Agencies which **DO** host regional servers through which other departments submit fingerprint data. These agencies can file a joint application that includes ALL departments that submit through the regional server. If ALL departments that utilize the regional server are not included in the application, the host agency must commit to continue hosting the current regional server for one year from the date of contract execution to be considered for funding.

All applicants must be current with their Uniform Crime Reports (UCR) or Incident-Based Reports (IBR).

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the initiative will be **one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional funding**. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any ongoing training and/or equipment maintenance and warranty costs.

C. Eligible Costs

This program is strictly limited to the purchase and installation of **Livescan** equipment to replace or upgrade **Livescan or Cardscan equipment**. Applicants may seek up to \$10,000 in grant funds *per Livescan unit* (request may include software and installation).

For individual applicants, funding is limited to one device per applicant. For applicants who currently host regional servers and intend to apply for all local agencies using the server, funding is limited to one device per agency included in the application.

Equipment purchases must meet all procurement guidelines of federal, state, and local governments.

D. Matching Funds

DCJS is requiring a 50% match for this RFP. The match requirement was set high in acknowledgement of the shared responsibility local agencies have in supporting this critical law enforcement function.

This means applicants requesting \$10,000 must identify in the application budget and be prepared to spend an additional \$10,000. The total of the application budget should include BOTH the requested grant funds plus the 50% match amount.

Applicants must identify the source of the match and how match funds will be used in the budget. Match funds are subject to the same requirements as funds allocated under the Livescan grant and must be documented in the same manner as grant funds.

E. Ineligible Costs

This program is strictly limited to the purchase and installation of Livescan equipment (including software) to replace or upgrade Livescan or Cardscan equipment. Any other costs are ineligible.

III. APPLICATION SUBMISSIONS

Applications must be submitted via the DCJS GMS on-line system. No other format of application will be accepted. Applicants who do not currently have access to GMS must first submit a GMS Registration Form. (See Attachment A) It is strongly suggested that the GMS User Manual be downloaded from the following web address:
<http://criminaljustice.state.ny.us/ofpa/gms.htm>.

Additionally, the authorized signatory of contracts for any agency must submit a separate GMS eSignature registration form. This allows general access to GMS, as well as for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. **Failure by an applicant to have an authorized signatory with eSignature rights will prevent submission of the application.** Both GMS registration forms can be e-mailed to funding@dcjs.ny.gov or faxed to (518) 457-1186.

A simplified set of instructions for submitting the application within GMS can be found at Attachment A.

For technical assistance with the GMS (Grants Management System), please call the Office of Program Development & Funding at (518) 457-9787. Technical assistance with GMS will be available during business hours through the due date for applications.

NOTE: Alternative applications **will not** be accepted.
Faxes **will not** be accepted.
Applications by e-mail **will not** be accepted.
Any applications received **after the due date will not** be considered as valid for review.

IV. TIMETABLE OF EVENTS

Request for Proposal Issued:	Monday, February 2, 2015
Deadline for Applications:	Noon on Monday, March 16, 2015
Award Announcements:	on or about May 1, 2015

V. APPLICATION REQUIREMENTS & AWARD DETERMINATIONS

Each application will consist of the following components that must be completed using GMS: general information on the general tab; participant name(s) and related contact information for all participating agencies per application; project budget; and certification of all Award Conditions (if applicable). Applicants must enter "To Be Determined" in the GMS work plan module for Project Goal, Objective, Task, and Performance Measure. A work plan will be developed after grant awards are made as part of the contracting process. In addition, applicants must attach a Microsoft Word; Excel document; or 'pdf' file (as required) that addresses the two questions in Section V, A, and the requirements outlined in Sections V (C) and V (D).

Subsequent to staff review, the Commissioner of the NYS Division of Criminal Justice Services will review the scored staff evaluations and make the final decision regarding the individual award amounts based upon factors which may include the appropriateness of the applicant's proposed project, as well as budgetary considerations and the overall cost effectiveness of the proposed project.

A. Numerical Rating of Applications

A numerical rating will be awarded based on the **completeness** of the response to each of the following questions, as well as completion of the budget module in GMS. Applications can score a **maximum of 50 points**. **Answer the two questions outlined below in full in Microsoft Word and upload as an attachment in GMS.**

Question #1. Describe the project that will be supported by the grant proposal.

0-20 points

- ***What is the goal of the project?***
- ***Where will the project operate?*** Describe the physical location of the project.
- ***When will the project operate?*** Provide time line for identifying equipment, ordering, installation and operation.
 - ***Include a plan*** to assure the institutionalization of the project once funds are no longer available such as on-going training, equipment maintenance, and warranty issues.
- ***Describe the status of current Livescan/Cardscan Equipment***
 - Provide the number and types of equipment in use in your agency.
 - Provide a description of any malfunctioning or outdated equipment and how those issues impact your ability to submit fingerprint data efficiently.
 - Regional server host agencies should provide a list of all departments that currently submit fingerprint data through their server and indicate a commitment to continue hosting for one year from the date of contract execution.

Question #2. Implementing Agency Profile – Answer the following parts of these questions. 0-10 points

- ***Briefly describe your agency including:***
 - organizational structure and operational units or divisions
 - the overall annual operating budget with number of employees (full-time and part-time) and hours of operation
- ***Identify from which part of the agency the project will be operated.***

Complete the budget in the GMS budget module. 0-20 points

What funds are needed to support the project in this grant proposal? Provide an overall budget in GMS that supports the project presented. The detailed budget lines are to be directly related to project implementation and must be sufficiently justified. Please describe the source of matching funds (i.e., seized asset account; local budget)

The total of the application budget should include BOTH the requested grant funds plus the 50% match amount. This means applicants requesting \$10,000 must identify \$10,000 in the application budget which will be provided by the applicant.

For regional server host agencies submitting a joint application on behalf of all departments who submit data through their server, the budget should include a budget line under the All Other Expenses category for each department supported by the grant application.

Nothing herein requires DCJS to approve funding for any applicant.

B. Final Award Determinations

Applicants who are eligible for funding must receive **a score of at least 35** on this RFP. The actual award amount will be dependent upon the soundness of the proposed project and its relation to the requested budget.

C. M/WBE Requirements

The New York State Division of Criminal Justice Services (DCJS) recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts. All DCJS grant contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women. Accordingly, applicants requesting in excess of \$25,000 must submit a M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300), a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301) and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) as instructed in RFA Attachment B. (Note: Upload Word and/or Excel document as attachments in GMS)

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet and advise the applicant of DCJS' acceptance once an award determination is made. There are no points attributable to this component of the application.

D. Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract resulting from this RFP. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles.

To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract, all applicants must complete the form provided in RFP Attachment C (Encouraging Use of NYS Businesses in Contract Performance) and submit the completed form as an attachment to their GMS application. There are no points attributable to this component of the application.

VI. RFP QUESTIONS & TECHNICAL ASSISTANCE

Requests for technical assistance or with accessing and using GMS may be directed to the DCJS Office of Program Development & Funding at (518) 457-9787. Technical assistance is available during business hours through the application deadline.

Non-GMS questions regarding this RFP may be e-mailed to funding@dcjs.ny.gov through **Friday, February 20, 2015**. Please reference “**Livescan Equipment Program**” in the subject line of your e-mail. On **Friday, February 27, 2015**, DCJS will post answers to submitted questions on our website at <http://criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners.

VII. NOTIFICATION OF AWARDS

Successful applicants will be advised by DCJS, through a letter of notification on or about May 1, 2015, that funds will be awarded and a contract will be negotiated. Unsuccessful applicants will also be advised by letter.

VIII. ADMINISTRATION OF CONTRACTS

A. New York State Standard Contract Requirements

Contract approval – All contracts in excess of \$50,000 are subject to the approval of the Attorney General and the Office of the State Comptroller of the State of New York, and until said approval has been received and indicated thereon, the contract shall be of no force and effect.

Contract period - DCJS will enter into contracts with grantees as specified generally for one-year with a start date of July 1, 2015.

Contract activities - All activities must have prior approval from DCJS and meet guidelines established by the State of New York.

Contract changes - The contracts resulting from this RFP may be executed, extended, increased, decreased, terminated, renewed, amended, or renegotiated at the discretion of the Commissioner of the Division of Criminal Justice Services.

Records - Grantees will keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and guidelines.

Liability - Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York or DCJS for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

Payments - Payments will be made pursuant to a schedule specified in the contract between DCJS and the grant award recipients. Funds will not be available until approved by State control agencies, where applicable. Generally, payments are made quarterly.

Reports - A progress report of the grantee's activities under this contract will be due quarterly pursuant to a schedule specified in the contract between DCJS and the grantee. Data concerning key performance measures identified by Division of Criminal Justice Services in the grant award agreement shall be collected and included in each report.

Any law enforcement jurisdiction involved in the grant must submit crime reports to DCJS monthly within 30 calendar days following the end of each month. These reports may be submitted either under the Uniform Crime Reporting System (UCR) or under the Incident-Based Reporting Program (IBR).

Review - The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS. Monitoring activities will take the form of site visits, records inspections, written and telephone communication, or other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of allocations - DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of funds - Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the award date may be revoked and reallocated to another applicant at the discretion of the Commissioner of the Division of Criminal Justice Services.

Mandatory contract provisions - Any contracts negotiated as a result of this Program Announcement shall be subject to the provisions of Appendix A and Appendix A-1, which contain the standard clauses for all New York State contracts and other DCJS agency specific clauses, respectively. Copies of these appendices are available upon request and on the DCJS website at <http://criminaljustice.ny.gov/ofpa/forms.htm> .

IX. FINAL APPLICATION CHECKLIST

Applicants must submit their applications electronically through the DCJS Grants Management System (GMS). Before submitting your application, ensure that you have:

- Provided complete and updated contact information.
- Answered Program Specific Questions (1 – 2) (Attached in GMS as a Microsoft Word document)
- Completed a line item budget in the GMS budget module, including narrative justification for requested items. Be sure to include 50% matching funds and identify the source of those funds.
- Completed the GMS Workplan module, noting “To Be Determined” as instructed.
- Completed and attached: 1) the Local Assistance MWBE Equality Employment Opportunity Staffing Plan (DCJS-3300); 2) the Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301); and 3) the Local Assistance MWBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) as instructed in Attachment B (if applicable – if requested funds exceed \$25,000).
- Completed and attached the form “Encouraging Use of New York State Businesses in Contract Performance” (RFP Attachment C) as outlined in Section V.
- All applications must be received by Noon on Monday, March 16, 2015.**

NOTE: Alternative applications will NOT be accepted.
Faxes will NOT be accepted.
Applications by e-mail will NOT be accepted.

ADDENDUM A

List of Eligible Agencies

Arresting Agency ORI / NAME	Arrest Year			Total	3 yr Avg
	2011	2012	2013		
NY0510100 Suffolk County Police Department	20,934	21,165	19,169	61,268	20,423
NY0290000 Nassau County Police Department	14,108	14,434	13,781	42,323	14,108
NY0140100 Buffalo City Police Department	12,868	12,590	12,831	38,289	12,763
NY0270100 Rochester City Police Department	10,666	9,778	8,922	29,366	9,789
NY0330100 Syracuse City Police Department	5,930	6,011	5,569	17,510	5,837
NY0590700 Yonkers City Police Department	5,070	5,267	5,443	15,780	5,260
NY0010100 Albany City Police Department	3,092	3,545	3,782	10,419	3,473
NY0145500 Cheektowaga Town Police Department	3,079	3,345	3,579	10,003	3,334
NY0460100 Schenectady City Police Department	2,652	2,876	2,881	8,409	2,803
NY0270000 Monroe County Sheriff Department	2,692	2,500	2,670	7,862	2,621
NY0330000 Onondaga County Sheriffs Office	2,408	2,796	2,657	7,861	2,620
NY0320200 Utica City Police Department	2,200	2,591	2,132	6,923	2,308
NY0310200 Niagara Falls City Police Department	2,304	2,183	2,286	6,773	2,258
NY0145100 Amherst Town Police Department	2,003	2,214	2,233	6,450	2,150
NY0590300 Mount Vernon City Police Department	1,945	2,025	1,973	5,943	1,981
NY0030100 Binghamton City Police Department	1,779	1,909	2,114	5,802	1,934
NY0275400 Greece Town Police Department	1,767	1,912	1,815	5,494	1,831
NY0590200 White Plains City Police Department	1,998	1,672	1,623	5,293	1,764
NY0015300 Colonie Town Police Department	1,782	1,761	1,703	5,246	1,749
NY0140000 Erie County Sheriff Department	1,789	1,760	1,606	5,155	1,718
NY0410201 Troy City Police Department	1,513	1,677	1,668	4,858	1,619
NY0060200 Jamestown City Police Department	1,489	1,455	1,423	4,367	1,456
NY0307000 Port Authority NY-NJ Police Department	1,518	1,519	1,302	4,339	1,446
NY0350100 Middletown City Police Department	1,231	1,414	1,280	3,925	1,308
NY0070100 Elmira City Police Department	1,125	1,401	1,340	3,866	1,289
NY0220100 Watertown City Police Department	1,297	1,284	1,124	3,705	1,235
NY0340000 Ontario County Sheriff Department	1,187	1,263	1,251	3,701	1,234
NY0136300 Poughkeepsie Town Police Department	1,195	1,139	1,117	3,451	1,150
NY0350200 Newburgh City Police Department	1,219	990	1,078	3,287	1,096
NY0435000 Clarkstown Town Police Department	1,068	1,033	1,052	3,153	1,051

Arresting Agency ORI / NAME	Arrest Year			Total	3 yr Avg
NY0590000 Westchester County Department of Public Safety	1,061	1,028	1,041	3,130	1,043
NY0310000 Niagara County Sheriff Department	1,092	954	1,035	3,081	1,027
NY0560000 Warren County Sheriff Department	1,057	1,071	937	3,065	1,022
NY0450000 Saratoga County Sheriff Department	1,005	981	1,056	3,042	1,014
NY0146500 Hamburg Town Police Department	968	972	1,092	3,032	1,011
NY0130000 Dutchess County Sheriff Department	876	1,035	983	2,894	965
NY0130200 Poughkeepsie City Police Department	969	998	925	2,892	964
NY0147200 Tonawanda Town Police Department	967	907	957	2,831	944
NY0356300 Newburgh Town Police Department	882	903	932	2,717	906
NY0290600 Hempstead Village Police Department	850	932	885	2,667	889
NY0050100 Auburn City Police Department	848	911	866	2,625	875
NY0590400 New Rochelle City Police Department	977	854	789	2,620	873
NY0275300 Gates Town Police Department	871	936	798	2,605	868
NY0270200 Irondequoit Town Police Department	936	848	793	2,577	859
NY0450100 Saratoga Springs City Police Department	786	782	1,002	2,570	857
NY0515800 Southampton Town Police Department	857	864	807	2,528	843
NY0550100 Kingston City Police Department	805	826	795	2,426	809
NY0432800 Spring Valley Village Police Department	755	777	809	2,341	780
NY0110100 Cortland City Police Department	757	783	758	2,298	766
NY0030000 Broome County Sheriff	779	759	739	2,277	759
NY0310100 Lockport City Police Department	741	771	743	2,255	752
NY0180000 Genesee County Sheriff Department	781	712	712	2,205	735
NY0030300 Johnson City Village Police Department	668	709	794	2,171	724
NY0370200 Oswego City Police Department	734	690	746	2,170	723
NY0540100 Ithaca City Police Department	685	729	735	2,149	716
NY0140200 Lackawanna City Police Department	622	709	806	2,137	712
NY0510000 Suffolk County Sheriff Office	786	750	592	2,128	709
NY0390000 Putnam County Sheriff Department	672	731	723	2,126	709
NY0320000 Oneida County Sheriff Department	710	733	669	2,112	704
NY0320100 Rome City Police Department	590	697	799	2,086	695
NY0515500 Riverhead Town Police Department	743	651	677	2,071	690

Arresting Agency ORI / NAME	Arrest Year			Total	3 yr Avg
NY0147400 West Seneca Town Police Department	727	661	682	2,070	690
NY0308300 Metropolitan Transportation Authority Police Department	686	676	693	2,055	685
NY0015200 Guilderland Town Police Department	760	612	659	2,031	677
NY0465400 Rotterdam Town Police Department	643	714	575	1,932	644
NY0040000 Cattaraugus County Sheriff	678	637	583	1,898	633
NY0060000 Chautauqua County Office of the Sheriff	672	568	629	1,869	623
NY0324100 New Hartford Town Police Department	628	656	569	1,853	618
NY0070000 Chemung County Sheriff Department	485	677	679	1,841	614
NY0090100 Plattsburgh City Police Department	635	572	602	1,809	603
NY0435300 Ramapo Town Police Department	663	620	512	1,795	598
NY0370100 Fulton City Police Department	597	636	557	1,790	597
NY0370000 Oswego County Sheriff Department	609	643	531	1,783	594
NY0520000 Sullivan County Sheriff Department	630	563	554	1,747	582
NY0560100 Glens Falls City Police Department	609	598	533	1,740	580
NY0590600 Port Chester Village Police Department	591	579	560	1,730	577
NY0559500 Ulster Town Police Department	585	602	526	1,713	571
NY0036400 Vestal Town Police Department	584	586	536	1,706	569
NY0310300 North Tonawanda City Police Department	553	563	583	1,699	566
NY0435100 Haverstraw Town Police Department	603	490	538	1,631	544
NY0220000 Jefferson County Sheriff Department	579	544	482	1,605	535
NY0580000 Wayne County Sheriff Department	503	491	555	1,549	516
NY0357800 Wallkill Town Police Department	499	579	460	1,538	513
NY0250000 Livingston County Sheriff Department	448	556	515	1,519	506
NY0030200 Endicott Village Police Department	596	465	452	1,513	504
NY0550000 Ulster County Sheriff Department	466	513	527	1,506	502
NY0110000 Cortland County Sheriff Department	474	521	450	1,445	482
NY0040100 Olean City Police Department	432	458	535	1,425	475
NY0146700 Lancaster Town Police Department	439	504	482	1,425	475
NY0540000 Tompkins County Sheriff Department	433	519	461	1,413	471
NY0170100 Gloversville City Police	367	500	544	1,411	470

Arresting Agency ORI / NAME	Arrest Year			Total	3 yr Avg
Department					
NY0522200 Monticello Village Police Department	545	422	429	1,396	465
NY0415200 East Greenbush Town Police Department	485	475	421	1,381	460
NY0590100 Peekskill City Police Department	393	505	470	1,368	456
NY0595300 Greenburgh Town Police Department	481	431	447	1,359	453
NY0335300 DeWitt Town Police Department	517	373	465	1,355	452
NY0290400 Freeport Village Police Department	449	461	409	1,319	440
NY0010000 Albany County Sheriff Department	453	421	437	1,311	437
NY0010200 Cohoes City Police Department	448	470	368	1,286	429
NY0280000 Montgomery County Sheriff Department	410	410	457	1,277	426
NY0332900 Manlius Town Police Department	460	422	391	1,273	424
NY0140300 Tonawanda City Police Department	427	455	387	1,269	423
NY0380100 Oneonta City Police Department	406	471	386	1,263	421
NY0440000 St Lawrence County Sheriff Department	502	441	319	1,262	421
NY0335000 Camillus Town Police Department	414	379	459	1,252	417
NY0080000 Chenango County Sheriff Department	415	423	413	1,251	417
NY0212400 Herkimer Village Police Department	397	444	403	1,244	415
NY0290200 Long Beach City Police Department	458	372	388	1,218	406
NY0280100 Amsterdam City Police Department	432	372	408	1,212	404
NY0356700 New Windsor Town Police Department	410	379	412	1,201	400
NY0515200 East Hampton Town Police Department	354	457	390	1,201	400

Attachment A

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS



GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form – and an IRS W-9 form –via e-mail attachment to dcjsfunding@dcjs.ny.gov . When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://criminaljustice.ny.gov/ofpa/gms.htm> .

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

NYS Vendor ID (required):

*If you do not have a Vendor ID, or are unsure whether you have one, access the [OSC Vendor Guide](#) for guidance.

Registrant:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

Are you replacing a prior User? If yes, please give name:

NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://criminaljustice.ny.gov/ofpa/gms.htm> . Fax to (518) 457-1186.

Indicate here that form W-9 has been completed and faxed:



GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via e-mail attachment to dcjsfunding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://criminaljustice.ny.gov/ofpa/gms.htm> .

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

NYS Vendor ID (required):

*If you do not have a Vendor ID, or are unsure whether you have one, access the [OSC Vendor Guide](#) for guidance.

Authorized Signing Official:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

NOTE: If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at <http://criminaljustice.ny.gov/ofpa/gms.htm> . Fax to (518) 485-2728.

Helpful Hints

First time GMS users should download the GMS User Manual located at <http://criminaljustice.ny.gov/ofpa/gms.htm>

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline:

The following instructions apply **ONLY** to the *Livescan Equipment Program Request for Proposals (RFP) applications* as previously described.

- Sign on to GMS.
- Go to project grid. Click the “**New**” button at the top of the project grid.
- This will take you to a screen that says “Select a Program Office” in a drop-down box format, find and highlight “**Livescan Equipment Program**”
- Then click “**Create Project**”

In the newly created project, complete following modules:

> **General**

Complete the text screens and press save.

> **Participants/Contacts**

Click on “**Add Participant**” and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to “Grantee”. Click Add.

Click on “**Add Contact**” and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to “Primary”. Ensure you do this until you have added a **minimum of three contacts: Primary, Signatory and Fiscal**.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

> **Budget**

Click “**Create a budget version for your agency (grantee)**”.

> **Questions**

For purposes of this RFP only, when entering applications into GMS, attach a Microsoft Word document that addresses the questions outlined in Section V (A) of the RFP.

> **Acceptance**

Click in the blue lettering anywhere under “**Assurances**”. This will bring you to a list of Certified Assurances. Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “**Certify**” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

> **Attachments**

For the *required* document GMS will accept this as an uploaded attachment. You may click on “**Attachment**” (and upload it there). **Note:** Follow the instructions in the GMS User’s Manual for Attachments.

Remember: ***Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, click the “**Submit**” button.

ATTACHMENT B

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR BUSINESS PARTICIPATION OPPORTUNITIES FOR NYS CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A, DCJS recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of DCJS contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DCJS establishes goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Equal Employment Opportunity Requirements

Pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DCJS hereby establishes an overall goal of 30% for MWBE participation, 25% for Minority-Owned Business Enterprises ("MBE") participation and 5% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DCJS may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at: <http://www.esd.ny.gov/mwbe.html>.

Contractors shall attempt to utilize, in good faith, any MBE or WBE identified within its Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form, during the performance of

the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to DCJS.

For guidance on how DCJS will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8. Contractors must document "good faith efforts" to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers in the performance of this contract. Criteria for demonstrating "good faith efforts" include but are not limited to any of the following and should be maintained by the contractor for audit purposes:

1. A completed, acceptable Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form
2. Copies of relevant plans provided to MWBEs specifying terms and conditions of contract
3. Copies of advertisements for solicitations which should be placed in appropriate general circulation, trade and minority & women oriented publications
4. Written solicitations made to certified MWBEs listed in the directory
5. Documented evidence that the contractor has contacted all MWBE's who have expressed interest

In accordance with 5 NYCRR §142.13, Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and DCJS may withhold payment from the Contractor as liquidated damages and/or provide for other appropriate remedies.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract ("Bidder") agrees to submit the following documents and information as evidence of compliance. These forms may be found on the DCJS public website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Document Type	Planning Document and Instructions	Reporting Document and Instructions
Staffing Documents	Submit <i>Local Assistance MWBE Equal Employment Opportunity Staffing Plan</i> with application	Submit <i>Local Assistance MWBE Workforce Employment Utilization Report</i> with final claim
Subcontractor Utilization Documents	Submit <i>Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form</i> with application	Submit appropriate <i>Detailed Itemization Forms</i> quarterly, with claim

DCJS will review the submitted Local Assistance MWBE Equal Employment Opportunity Staffing Plan and the Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form and advise the Bidder of DCJS acceptance once an award determination is made.

If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within (7) seven business days of receipt, by submitting a written remedy in response to the notice of deficiency, via mail to DCJS, Alfred E. Smith Office Building, Finance Office, 10th Floor, 80 South Swan Street, Albany, NY 12210 or by facsimile to (518) 457-1186. If the written remedy that is submitted is not timely or is found by DCJS to be inadequate, DCJS shall notify the Bidder and direct the Bidder to submit within (5) five business days a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

DCJS may disqualify a Bidder as being non-responsive under the following circumstances:

- a) If a Bidder fails to submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan;
- b) If a Bidder fails to submit a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form;
- c) If a Bidder fails to submit a written remedy to a notice of deficiency; or
- d) If DCJS determines that the Bidder has failed to document good faith efforts.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

ATTACHMENT C

Encouraging Use of NYS Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this contract?

Yes No

If yes, identify New York State businesses that will be used and attach identifying information.

**PLEASE PRINT THIS PAGE, INDICATE YOUR ANSWER, SCAN, AND ATTACH
TO YOUR GMS RECORD PRIOR TO SUBMITTING YOUR APPLICATION**