

**Vendor-Managed Civil Fingerprint Capture System
DCJS NY RFP CJS2008-09
Vendor Questions and Responses - July 10, 2008**

#	Question and Response
1	Section 1.3 Background. Is the NY State Office of Temporary and Disability Assistance (OTDA) office also sending civil prints to DCJS? If so, what is the approximate volume for 2006 and 2007? If not, will the office be encouraged to join the program?
	<i>Answer:</i> No. OTDA does not currently have the statutory authority to submit civil fingerprints to DCJS.
2	In Section 1.3 of the State's RFP, it's mentioned that several State agencies have already procured Applicant Processing Systems (Livescan). Would these agencies join the new Vendor-Managed Civil Fingerprint Capture Systems or continue to work outside the Program?
	<i>Answer:</i> Each agency will be strongly encouraged to join the Vendor-Managed Civil Fingerprint Capture System.
3	In Section 3.0 of the State's RFP, it's stated that the requested Applicant Processing System is for the purpose of capturing fingerprints, photographs, and data from citizens who are required to statutorily have fingerprint background checks. It is the intent of the State to electronically capture applicants' photographs or just simply capture applicants' fingerprints?
	<i>Answer:</i> After capture as noted in the Process Outline of Section 3.2 of the RFP, the vendor system will transmit the fingerprints, photographs, and biographic data to DCJS using existing DCJS "Store and Forward" technology.
4	In the event these agencies (Question 2) participate in the program, would they be required to pay an additional fee assessed by the vendor (Section 3.1)?
	<i>Answer:</i> A vendor assessed fee may be paid by an applicant, a provider or an agency in accordance with the bidder's sliding scale fee schedule. If more agencies begin using the service, the volume may increase and fees charged for applications may change consistent with RFP Section 3.3.7, page 16.
5	Will the State accept alternatives to Applicant Scheduling, e.g., walk-in fingerprinting anywhere/anytime (Section 3.3.1)
	<i>Answer:</i> Please see Section 3.3.1: "Although the majority of applicants will make appointments, the contractor must accept occasional "walk-in" applicants who have a legitimate reason for bypassing the appointment process, such as a same-day fingerprinting requirement from an employer."
6	Section 3.3.1. Applicant Scheduling. Par. 7 What percentage of time would an employer require same-day fingerprinting service? And what other reasons other than an employer requiring same-day service, may be considered legitimate?
	<i>Answer:</i> We do not have definitive information on the percentage of time that an employer would require same-day fingerprinting service and the reasons when same day service may be considered legitimate. However, as noted in the response to Question 5, this situation must be accommodated by the vendor on an occasional basis.
7	Are there any exceptions to the state's minimum fingerprint site hours and days of operation, e.g., if the vendor establishes a relationship with a government office to become a fingerprinting site? (Section 3.3.2).

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	<i>Answer:</i> All office and site arrangements are subject to DCJS approval.
8	Would the State accept utility bills as acceptable supplementary identification document to verify an applicant's address? (Section 3.3.3).
	<i>Answer:</i> No. Please refer to RFP Section 3.3.3 for identification documents.
9	Would the State be willing to waive the requirement for the acceptance of cash at each fingerprinting site? (Section 3.3.5)
	<i>Answer:</i> No.
10	Rather than the required deposit of \$500,000, can a credit memo be utilized to satisfy this requirement? (Section 3.3.5 and Exhibit F)
	<i>Answer:</i> No.
11	Section 3.4.1. Live Scan Requirements. "The RFP states: The initial transaction fingerprint quality rejection rate cannot exceed 2 percent." The historical FBI reject percentage is .08%. Can the state provide detail on which sites are currently submitting fingerprint submissions that fall outside of the RFP's stated quality threshold?
	<i>Answer:</i> No.
12	As stated in Section 3.4.1.5 of the State's RFP, Penalties for Failure to Meet Initial Transaction Fingerprint Quality, does the 2% rejection rate include the rejected transactions that are submitted to vendor on ink-rolled hardcopy cards (manual transaction scanned on cardscan)?
	<i>Answer:</i> No.
13	3.4.2 Biographical info and data collection. Can the vendor collect the demographic information at the time the appointment is scheduled if the applicant chooses to provide it at that time?
	<i>Answer:</i> Yes.
14	Following the first two failed submissions, would the State be willing to accept that a name search or some other alternative to fingerprinting be done instead (i.e., some applicants do not have high enough quality fingerprints to make a fingerprint search possible) (Section 3.4.7)
	<i>Answer:</i> No.
15	Section 6.2.2. Multiple Submissions. The RFP states that the offerer may separately submit more than one proposal for the purpose of alternative solutions. Does this preclude the offerer from submitting "solution options" within a single proposal? If not, what are the requirements for submitting said solution options?
	<i>Answer:</i> As stated in the RFP, "Offerers are cautioned that because of the possibility of any one proposal being deemed non-responsive, that each of any multiple proposals submitted must be complete and must not reference any other submission, and the offerer must provide a summary of the differences between multiple proposals. Multiple proposals received from the same offerer will be separately evaluated by DCJS as if each proposal were the sole submission of the offerer." Since each 'solution option' must meet all requirements, a vendor wishing to submit multiple proposals must submit each "solution option" as a separate proposal which will be separately evaluated.
16	Section 6.2.3. Mandatory Requirements. Please verify that there is no mandatory Pre-Bid Conference required by this RFP.
	<i>Answer:</i> DCJS has determined that it will not exercise its option for a prebidders' conference at this time.

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17	Section 6.2.3. Mandatory Requirements. Please provide a breakdown of the mandatory requirements vs. (non-mandatory requirements) needed for this RFP.
	<i>Answer:</i> This information can be found throughout the RFP. In particular, please see Section 3 for Project requirements, Section 4 for Bidder Eligibility and Qualifications and Section 6 for Terms and Conditions.
18	Section 8.2.3 3rd Level. Technical Proposal Evaluation - 50% of Overall Bid Score. Could the State provide the weights on how Exhibit H of the Technical Response will be evaluated?
	<i>Answer:</i> No.
19	Section 8.2.4 4th Level: Financial Proposal Evaluation - 50% of Overall Bid Score. Part b. Could you give an example on how the 2 points is allocated given the ratio between the Hourly Rate of Low Cost Bidder and the Hourly Rate of Bidder?
	<i>Answer:</i> Yes. If the Hourly Rate of Low Cost Bidder is \$10 and the Hourly Rate of Bidder is \$20, the Bidder would receive one (1) point by the formula of $[(10/20) \text{ times } 2]= 1$.
20	Does the vendor become exclusive electronic 3rd party vendor for DCJS?
	<i>Answer:</i> No.
21	Will applicants continue to be allowed to go to law enforcement and/or submit paper fingerprint cards to DCJS?
	<i>Answer:</i> It is expected that most or all applicants for agencies participating in the Vendor-Management Civil Fingerprint Capture System will utilize this service.
22	Is the Request for Proposal available as a MS Word document?
	<i>Answer:</i> The MS Word version of the Request for Proposal response forms is available on this website.
23.	Can you please confirm that the electronic submission (via email) of the Mandatory filing of the "Intent to Bid" is acceptable? Also, please confirm that the electronic submission (via email) of RFP Questions (also due July 7 th) is acceptable? (answered 7/1)
	<i>Answer:</i> The mandatory filing of the "Intent to Bid" forms will not be accepted in electronic form. Per section 4.3 of the RFP forms must be completed, signed, notarized originals. Please note these forms are due by 7/7/08, by 4pm. However, questions submitted electronically are acceptable. (answered 7/3)

#	RFP Cross Reference Correction
1.	Section 10.8.1a on Attachment H cites "work outlined in section 2" should cite "work outlined in section 3".