



NYS Division of Criminal Justice Services (DCJS) FY2020 Livescan Request for Proposals

Questions and Answers Received through October 2, 2020 Proposals Due Wednesday, October 28, 2020

The following questions were sent via email to DCJS through Friday, October 2, 2020. Some language has been edited for grammar, clarity and to consolidate similar questions.

1. Question: The RFP says 25% cash match and up to \$15,000 per unit replaced. If we were to replace one unit, I am not aware of any vendors that have a machine for \$15,000.

Answer: Applicants submitting a budget for a Livescan Unit(s) would be reimbursed for 75% of the cost of the equipment, up to a maximum of \$15,000 per unit, and the grantee agency/department is responsible for the other 25%.

Example: Livescan unit is purchased for \$20,000. In this instance, the grant funds would be \$15,000 and the match (grantee share) would be \$5,000.

2. Question: The Sheriff's Office was awarded grant funds through the previous RFP awarded in February 2020. That RFP included a 50% match. requirement. The new RFP opportunity requires only a 25% match. Is the Sheriff's Office eligible to apply for this 2nd project and count the 50% match toward both grants?

Answer: The Sheriff's office may apply for the new round of funding and have two concurrent awards. If the Sheriff's office expends the funds from the first round of funding, they will be held to the 50% match against those funds. If they apply for and are awarded funds under this RFP, the match would be 25%, but this must be new, additional local match funds independent of the prior match. The Sheriff's Office may, if they choose, formally turn back their existing award and apply for the new grant cycle. However, submitting an application does not guarantee new award funding, even though the department was awarded in the previous grant cycle. In addition, only items ordered, purchased and received within the anticipated contract period of 12/1/20 – 11/30/21 will be eligible for reimbursement. Therefore, if you have already ordered a unit within the current grant cycle—even if you have not yet paid for it-- the unit would still not be eligible for reimbursement under a grant awarded through this RFP.

3. **Question:** We currently use equipment purchased under the 2019-2020 Livescan program, and we are not in need of upgrading/replacement at this time. Would we be able to participate in the SFY 2020-21 grant program in order to seek reimbursement for the cost involved?



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Answer: *Previously purchased Livescan units are not eligible for reimbursement under this grant opportunity. Only items ordered, purchased and received within the anticipated grant contract period of 12/1/20 – 11/30/21 will be eligible for reimbursement.*

4. **Question:** If a grantee is awarded funds based on a quote for a Livescan system, but subsequently decides to purchase from a different vendor with a less expensive product, will NYS allow the grantee to purchase a product of their choice if it still meets the requirements?

Answer: *Yes. Awarded grantees will have the discretion to purchase from any vendor they identify either in their application or during the contract development process after receiving an award. In the event a less expensive unit is purchased than was originally quoted and described in the application, DCJS would reimburse 75% of the cost for the purchased equipment. Please see answer to Question #1 above for additional clarification.*

5. **Question:** Our County is upgrading its Records Management system that is not scheduled to go live until July 2021. As a result, the Police Department does not know precisely what kind of Livescan equipment to purchase with its existing grant that would be compatible with the new system. Given that the 2019 contract will expire prior to the new records management system being installed, would the Department be able to cancel its existing contract and/or apply again for Livescan equipment to replace its current system within the 2020-2021 grant cycle?

Answer: *The Police Department may, if they choose, formally tumb back their existing award and apply for the new grant cycle. However, submitting an application does not guarantee funding even though the department was awarded in the previous grant cycle.*

6. **Question:** Are SUNY Police Departments eligible to apply for the SFY 2020-21 Livescan equipment program?

Answer: *No. Only accredited local law enforcement agencies are eligible to apply for these funds. State agencies are not eligible to apply.*

7. **Question:** We currently have an order placed to replace our current system. Can we use this grant to pay for the cost of this machine?



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Answer: *To be eligible for funding and reimbursement under this grant program, units must be ordered, purchased, received and installed within the proposed contract dates of December 1, 2020 through November 30, 2021.*

8. **Question:** Is it permissible under the terms of this RFP to replace aging Cardscan equipment with Livescan?

Answer: *Yes. Permissible use of grant funds shall be strictly limited to the purchase and installation of Livescan equipment to replace outdated/end-of-life Livescan or Cardscan equipment, including software. See Section II. (C). and (D) of the RFP for additional information.*

9. **Question:** We are a not-for-profit Community Center. Both, our victims of violence program and childcare program, conduct fingerprint background checks. Does this grant opportunity allow us to use these funds to purchase the equipment to be used by both programs?

Answer: *No. This grant opportunity limits eligibility only to accredited local law enforcement agencies.*

10. **Question:** Is there a list established of DCJS certified vendors that have been approved to supply this equipment so that I can secure quotes?

Answer: *DCJS does not have a list of certified vendors for equipment. However, the NYS Office of General Services does have a state contract for such equipment. This information can be found at https://online.ogs.ny.gov/purchase/snt/awardnotes/7720123150_Matrix.xlsx*

11. **Question:** The County has a unique situation whereby it is replacing the fingerprint system software – a customized RIC1. As such, the devices need to be replaced as well. Therefore, can the County Sheriff's Office apply for the grant for devices to be used at local (town/village) police departments on the system? If we are able to do so, it would be much easier administratively to apply and process one grant instead of approximately 10 separate ones, if each police department applied on their own. Please advise if this is acceptable, and if so, do we 'total' the number of data submissions for each agency on whose behalf we are applying?



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Answer: *The Sheriff's Office may apply for the units that will be utilized by local law enforcement agencies if they choose. If the Sheriff submits a joint application, the questions must be answered for each agency independently. In the event an award is made, the Sheriff's office would bear the sole responsibility for fulfillment of the required funding match .*

- 12. Question:** The Jail Division is considered a separate entity than the Patrol Division . Can the Sheriff's office apply as a whole, or should we apply individually?

Answer: *The Sheriff's office may **submit** either an individual or a shared application if the Jail Division and Patrol Division share the same EIN and/or same State Financial System (SFS) Vendor ID number. If they are separate entities and have their own unique EIN and/or SFS number, then each division should submit its own application.*

- 13. Question:** If a police department received funding in the last round for replacement equipment at the 50% cash match requirement but they have not yet purchased the equipment, can they apply again for that same equipment at the 25% cash match ?

Answer: *The Police Department may, if they choose, formally turnback their existing award and apply for the new grant cycle. However, submitting an application does not guarantee funding even though the department was awarded in the previous grant cycle. In addition, only items ordered, purchased and received within the anticipated **contract** period of 12/1/20 – 11/30/21 **will be** eligible for reimbursement. Therefore, if you have already ordered within the current grant cycle but not purchased the unit, it would not be eligible for reimbursement if awarded a grant under this RFP.*

- 14. Question:** Can training or anything other than equipment purchase be submitted as a project cost?

Answer: *As per the RFP, permissible uses of grant funds shall be strictly limited to the purchase and installation of Livescan equipment to replace outdated/end of life Livescan or Cardscan equipment, including software). Any other costs not related to the purchase of replacement equipment, including upgrades related to functionality of units being retained, are ineligible. (See Section II of the RFP). Any training beyond what may be included with the initial purchase and installation is not permitted.*



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15. Question: Will the State address any system hardware and software compatibility issues?

Answer: *The purpose of this grant is to address these issues by replacing existing outdated/end-of life units. Any technical support needed should be provided by the manufacturer and/or vendor of the unit(s) purchased.*

16. Question: If the grant award is a one-time grant; what future hardware and software upgrades (features) may be required?

Answer: *While it is possible that equipment will require upgrades in the future, DCJS does not currently have any knowledge of what upgrades may be necessary or when they will be needed. Any expenses beyond the first-year warranty period are ineligible for support from this one-time grant. Please see Section II of the RFP for additional information.*

17. Question: If we receive a quote of 23k can we request \$17,250 from DCJS or is there a cap on the request of 15K per unit?

Answer: There is a cap of \$15,000 per unit on the funding request and a 25% match requirement on the total award. Please see answer to question #1 above.