



## **REQUEST FOR PROPOSALS (RFP)**

### **SFY 2020-21 LIVESCAN Equipment Program – Issued September 2020**

#### **KEY DATES AND NOTICES:**

<b>Release Date of RFP:</b>	<b>Wednesday, September 23, 2020</b>
<b>Submission Deadline:</b>	<b>Wednesday, October 28, 2020 by Noon</b>
<b>Estimated Total Program Funding:</b>	<b>\$2.8 million</b>
<b>Deadline for Final Submission of Questions Regarding this RFP:</b>	<b>Friday, October 2, 2020</b>
<b>Response to Questions Regarding this RFP Posted:</b>	<b>On or about October 9, 2020</b>
<b>Notification of Award(s):</b>	<b>On or about November 18, 2020</b>
<b>Anticipated Contract Start Date:</b>	<b>December 1, 2020</b>

1. Proposals must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov), with Livescan as the subject. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by the applicant in GMS. Applicants not receiving an award will receive notification emailed to the address provided by the applicant in GMS. A debriefing is available to any entity that submitted an application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. There is a 25% cash match requirement for this program.
5. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be 12 months, starting no earlier than December 1, 2020.

**SFY 2020-21 LIVESCAN Equipment Program – Issued September 2020  
Request for Proposals (RFP)**

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## I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals for grants to fund the purchase of Livescan fingerprint processing equipment. Approximately \$2.8 million in federal funds will be made available to law enforcement agencies as described below. There is a required 25% match for grants funded through this Request for Proposals (RFP), which acknowledges the shared benefit and responsibility local agencies have related to this critical law enforcement function.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecutorial communities.

DCJS is committed to providing programs that improve the effectiveness of New York's justice system. Proposals will be rated and selected for funding consistent with the best interests of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

## II. ELIGIBILITY AND FUNDING GUIDELINES

### A. Eligibility

All local law enforcement agencies from jurisdictions with populations of less than two million are eligible to apply. Prior applicants and awardees may apply. Please see Section II (C) on of this RFP for additional eligibility information.

### B. Availability of Funds

DCJS expects to make approximately \$2.8 million in federal funds available for grants to support the purchase of Livescan fingerprint processing equipment by eligible applicants. Applicants may seek up to \$15,000 in grant funds per Livescan unit to be purchased, which may include reasonable software and installation expenses.

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

### C. Eligible Costs and Equipment Requirements

Permissible uses of grant funds shall be strictly limited to:

- Any agency that utilizes a host server, shares a Livescan with another agency or physically mails in fingerprint cards may apply for the purchase and installation of replacement or new Livescan equipment (including software) intended to be used to transmit prints directly to DCJS moving forward.
- Any agency that currently transmits directly to DCJS may apply for replacement equipment, software and/or mechanical upgrades or the purchase of additional Types of Transactions (TOTS).
- Any agency may apply for the purchase of new equipment if they currently do not possess a Livescan or the purchase of additional new units to augment their existing pool of Livescan equipment. However, significant justification as to how the addition of equipment will enhance the overall public safety of their jurisdiction, must clearly be articulated in the application. Funding priority will be given to replacement equipment.

### D. Funding Priorities

Due to the limited availability of funds, awards will be prioritized by the applicant's demonstration of need for the equipment requested and by the average number of data submissions per unit requested and/or for which software and/or mechanical upgrades are requested. The average number of data submissions shall be calculated by dividing the total number of data submissions by the applicant agency between April 1, 2019 and March 31, 2020, by the total number of Livescan units the agency will have after receiving award.

Priority for these funds will be given in the following order:

1. Replacement units
2. Equipment upgrades
3. New units

The average number of data submissions per unit shall be calculated by dividing the total number of data submissions by the applicant agency between April 1, 2019 and March 31, 2020, by the total number of Livescan units the agency will have after receiving award. For example:

*Agency #1 presently has two Livescan units and requests funding for the replacement of both, but no additional equipment. Agency #1 has a total data submission of 120, therefore has an average number of 60 submissions.*

*Agency #2 presently has two Livescan units and requests funding for two replacement units and one additional Livescan unit. Agency #2 has a total data submission of 120, therefore has an average of 40 submissions.*

*Agency #3 presently has no Livescan units and requests two new units. Agency #3 has 120 data submissions, therefore an average number of 60 Submissions.*

*In this example, Agency #1 would most likely, depending on final score, receive funding priority over both Agency #2 and Agency #3. However, Agency #2 would most likely, depending on final score, receive funding for the two replacement units and, if funds remain after all successful applicants receive awards, Agency #2 and Agency #3 requests for new units will be prioritized for funding in the same manner as replacement units.*

The Livescan units requested are required to include Palm Capture functionality. Functionality for scars, marks, and tattoos; as well as digital signature capture is highly recommended, but not required. DCJS requires inclusion of the following Types of Transactions (TOTs) in the Livescan configuration: CARAAR for arrest submissions, CARJDR for juvenile arrests, CARCIR for criminal inquiries (ID purposes only), CARSOR for the agency to submit sex offender updates and FBICRM for resubmissions to the FBI. In addition, the following TOTs are recommended, depending on applicant needs, DEUDEC for dead submissions, CARSUP if Parole or Probation share your Livescan(s). and CARADM for correction admissions. (For additional information including definitions of these Types of Transactions, please see the New York State Criminal Justice Electronic Biometric Transmission Standard, Section 3.1, at <http://www.criminaljustice.ny.gov/advtech/ebts.pdf>.)

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

#### **E. Matching Funds**

There is a 25% cash match requirement for grants awarded through this RFP. The match requirement was established to acknowledge the shared responsibility and benefit local agencies have in supporting this critical law enforcement function. Applicants must identify the source of the match and describe how match funds will be used in the budget. An example is as follows:

*An applicant submitting a proposal with a total budget of \$20,000 must identify the source of the 25% match, which is \$5,000. The total of the application budget must include the grant funds requested by the applicant and the 25% cash match amount. DCJS grant funds cannot account for more than 75% of the cost of equipment purchases (including software and installation).*

Match funds are subject to the same documentation and reporting requirements as grant funds provided through the Livescan grant program.

#### **F. Ineligible Costs**

Any use of grant funds not directly related to the purchase and installation of Livescan equipment to replace outdated equipment, mechanical or software upgrades, upgrade from Cardscan equipment, or purchase additional new equipment for agencies who demonstrate a significant need (including software) shall not be eligible for grant support.

Any ongoing service, maintenance, repair and/or system management expenses beyond the first-year warranty period are also ineligible for grant support.

### **III. EVALUATION AND SELECTION**

#### **Tier I Evaluation – Threshold Pass/Fail**

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- Proposal was received by the published deadline;
- Applicant is eligible as defined by this solicitation;
- The submitted proposals shall include:
  - Answers to all questions as presented;
  - Budget detail is provided in GMS itemizing operating expenses in support of the program;
  - Completed Program Work Plan, according to instructions provided; and
  - All attachments and required documents.

Tier I Evaluation criteria will receive pass/fail ratings. Any proposal that does not meet each of the above conditions may be subject to disqualification from further review.

#### **Tier II Evaluation – Evaluation and Scoring**

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standardized rating tool will be used to score responses to questions provided in the RFP (see *Questions* section for additional information). The maximum score will be 100 points. Each response will be scored by a minimum of two reviewers, and the average of their scores shall represent an overall score.

In the event of:

- a substantial scoring disparity of 10 or more points of primary reviewers' scores, an additional reviewer may rate the affected proposal and that score will be averaged with the original scores to determine the overall final score.
- a tie score among applicants with the same average number of submissions and/or where both applicants cannot be selected for funding, an additional reviewer will rate each affected proposal and that score will be averaged with original scores to determine the overall final score.

As deemed necessary, DCJS may, at its discretion, request additional information from the applicant.

### Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will select applicants for funding and determine award amounts through consideration of the Tier II Evaluation scoring, comments and criteria; the quality of proposed projects in relation to the requested budget amounts and the demonstration of need for the quantity of units requested; available funding and the best overall interests of New York State.

Nothing herein requires DCJS to approve funding for any applicant.

The DCJS Executive Deputy Commissioner or his or her designee will make the final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation, and geographic balance (if applicable).

## IV. RFP REQUIRED QUESTIONS

The following questions must be answered in full and submitted as an attachment, as instructed, in the DCJS Grants Management System (GMS). Please prepare the answers to the following questions in a Microsoft Word Document using Arial, 11-point font, 1.5 spacing, and attach in GMS using the *Attachments* module. GMS instructions are in Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints* of this RFP.

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. The maximum score is **100 points**. A minimum score of **70** percent is necessary to be eligible for funding. Any and all sub-sections must be answered.

**Program Narrative - Questions 1 & 2: (0-80 points)**

**1. Describe the project that will be supported with the funding request. Include all subsections below in your description (0-60 points):**

**a) *Where will the project operate? (0-10 points)***

Describe the physical location of each Livescan/Cardscan to be replaced. If requesting new additional units, please include a detailed justification for the new location of the equipment requested.

**b) *When will the project operate? (0-20 points)***

Provide a timeline for equipment ordering, delivery/installation and operation including any correlated training requirements. Please include within the timeline any time needed for local legislative or town/village council approval. (0-10 points)

- Include a plan to ensure the institutionalization of the project once funds are no longer available such as on-going training, equipment maintenance, and warranty issues. (0-10 points)

**c) *Describe the status of current Livescan Equipment. (0-30 points)***

Provide the number and type(s) of equipment currently in use at your department/agency and the number of units requested. (0-5 points)

- Provide the average number of data submissions generated per unit to be replaced. (Note: Please refer to: *Agency Data Submission April 1, 2019 through March 31, 2020* for the total number of data submissions to DCJS between April 1, 2019 and March 1, 2020, and then divide by the number of units for which funding is requested.) (0-5 points)
- Provide a detailed justification, emphasizing a demonstration of need, for the number of devices requested in the application. (0-15 points)
- Provide the number of persons trained at each location to operate Livescan equipment. If there is not a trained Livescan operator at the location, please include a plan to obtain training. (0-5 points)

**2. Implementing Agency Profile (0-20 points) – Answer all sub-sections within the following question:**

**a) *How do you currently transmit your fingerprints to DCJS? e.g. Directly, through a host server, etc., (0-5 points)***

***b) Briefly describe your department/agency including:(0-15 points)***

- organizational structure and operational units or divisions (0-5 points)
- the overall annual operating budget with number of employees (full-time and part-time) and hours of operation. (0-5 points)
- identify within the department/agency where the project will be managed. (0-5 points)

**Budget - Question 3: (0-20 points)**

**3. Complete the budget in the GMS budget module.**

***a) Provide an overall budget in GMS that supports the project presented.***

- The detailed budget lines should 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) In the justification box enter see “Justification in Question 1”. (0-10 points)
- The total of the application budget must include the grant funds requested by the applicant and the 25% cash match amount. Any cash match must clearly identify the source of the funds. For example, applicants requesting \$20,000 through the grant must include \$5,000 match in the proposal budget which will be provided by the applicant. (0-10 points)

**Program Work Plan - Question 4: (0 points)**

**4. Complete the GMS Work Plan module.**

***a) Enter the Standardized Work Plan found in Appendix: Livescan Standardized Work Plan.***

***b) The Work Plan will be the same for all applicants. Accordingly, there are no points attributed to this component of your application.***

**V. NOTIFICATION OF AWARDS**

Applicants approved for funding will be notified in writing to the email address provided in the GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be emailed to the contact provided in the Grants Management System.

A debriefing is available to any entity that submitted an application in response to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing (LIVESCAN)**. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon after that time as feasible.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as telephone, video conferencing, or any combination thereof may occur.

## VI. REPORTING REQUIREMENTS

Reporting requirements that are applicable to this funding are provided below:

### ***GMS Progress Reporting***

All DCJS-funded programs are required to submit progress reports on a quarterly basis via GMS. Reports should describe performance and activities in support of the project work plan entered in GMS. For the purposes of this RFP, resulting contracts may submit a one-time "Equipment Only" report in GMS.

### ***Fiscal Reporting***

All DCJS funded grantees are required to submit fiscal reports and fiscal claims for payment on the same schedule as they submit progress reports in GMS. For the purposes of this RFP a one-time set of vouchers after all equipment is ordered, received and paid for is sufficient.

### **Reporting Due Dates:**

If reporting quarterly, GMS Progress Reports and Fiscal Claims for Payment and other reports as described are due to DCJS by the following dates:

GMS Progress Reports, Case-specific Reports (if applicable) and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

## **VII. ADMINISTRATION OF CONTRACTS**

DCJS will negotiate and develop a contract with each successful applicant. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

### **Contract Approval**

A grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may be disbursed. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received and indicated thereon.

### **Contract Term**

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

### **Contract Activities**

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

### **Contract Changes**

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

### **Record**

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

### **Liability**

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

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone

performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), or by email at [epayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us). Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

### **To enroll in e-Payments:**

1. Log in to the [Vendor Self-Service Portal](#)
2. Select the "Enroll in e-Payments (Direct Deposit)" link
3. Follow the prompts to complete your enrollment

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

### **Update or add additional bank accounts**

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email [ePayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us)

### **Reports**

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Progress reports may include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

### **Performance Review**

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

### **Disposition of Allocations**

DCJS reserves the right to reject Proposals, deny awards, or defer Proposals 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 contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

### **Encouraging Use of New York State 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, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. 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(s), all applicants must complete the form provided on the DCJS website entitled: [Encouraging Use of New York State Businesses in Contract Performance](#) and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

### **Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance**

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the [directory of certified businesses](#).

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 of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide

maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located [here](#) and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

### **Standard Contract Provisions**

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, Appendix C and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/applcngmntfrms.html> .

### **Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements**

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.

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 be prepared to submit 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). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <https://www.criminaljustice.ny.gov/ofpa/applcngmntfrms.html> There are no points attributable to this component of the application.

### **Sexual Harassment Prevention Certification**

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing

sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Proposals (RFPs), must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFPs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all their employees.

Therefore, all applicants to this RFP must complete the certification provided on the DCJS website at

[https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual\\_harassment\\_prevention\\_policy\\_training\\_cert.pdf](https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_cert.pdf) (please copy/paste the link into your browser) and submit the completed certification as an attachment to the application in GMS.

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

## **VIII. PROPOSAL SUBMISSION**

### **A. Grants Management System (GMS)**

**Proposals must be submitted via the DCJS GMS on-line system. No other format of proposal will be accepted.** First time GMS users should download the GMS User Manual located at <https://www.criminaljustice.ny.gov/ofpa/applicantgrntfrms.html> to complete the GMS Registration Form and GMS Signatory Registration Form. Proposals must be complete for the

GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. Technical assistance with GMS will be available during business hours through the application due date.

**Applicants are encouraged to complete the GMS Registration early to avoid any delays caused by potential issues with this automated system.**

Faxed and/or email submissions will not be accepted. Also, any Proposals received after the due date and time deadline are subject to disqualification and further review.

## **B. Specific GMS Instructions for this RFP**

The following information is specific to this Livescan Equipment Program RFP. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

### **Accessing the Application on GMS to submit a Proposal:**

- ✓ To access a new application in GMS, log on to the system and click on “Project.”
- ✓ Click the “New” button at the top of the project grid.
- ✓ This will take you to a screen that says, “Select a Program Office.”
- ✓ Using the drop-down box, find and select “**Livescan Equipment Program 2020.**”
- ✓ Click “Create Project.” Your application will now be ready to complete.

### **Completing the Application on GMS:**

***Each application requires completion of the following on GMS:***

- ✓ General information on the general tab. Please Enter in Project Title - Livescan Equipment Program 2020-21 – Issued September 2020
- ✓ Participant name(s) and related contact information for all participating agencies per application
- ✓ Project budget – provide complete budget (including match amount)
- ✓ Certification of Federal Award Assurance(s), where applicable.
- ✓ Questions: Prepare the answers to the questions provided in this RFP, Section IV in a Microsoft Word document using Arial, 11 point font, 1.5 spacing, and attach to GMS using the *Attachments* module. Save and attach the Word document to your application in GMS.
- ✓ Additionally, in the GMS work plan module, enter the Standardized Livescan Work Plan located in the Appendix.

**When all of the above requirements and other indicated GMS application components are completed, click the “Submit” button.** GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed.

Once all fields are complete and the application is submitted successfully, GMS will display a screen that says, “*Your application has been submitted.*”

## IX. PROPOSAL CHECKLIST

Applicants must submit Proposals electronically through the DCJS Grants Management System (GMS). Before submitting the application, ensure completion of the following:

- ✓ Provided complete and updated contact information in GMS.
- ✓ Answered Program Specific Questions #1 and #2 in GMS **and** attached in GMS as a Microsoft Word document.
- ✓ Completed a line item budget in the GMS budget module, Question 3. Be sure to include 25% matching funds and identify the source.
- ✓ Completed the GMS work plan module as instructed.
- ✓ Completed all necessary contract requirements as outlined in section: ADMINISTRATION OF CONTRACTS.
- ✓ **All Proposals must be received by Noon on Wednesday, October 28, 2020**

## Appendix: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

See Proposal for additional specific GMS directions.

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

Persons familiar with GMS can use the following simplified guidelines:

**Getting Started:** Sign on to GMS.

Click "Project" to 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 "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. **Note that GMS will time out after 30 minutes of inactivity.** That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project complete the following modules which are listed across the top of the screen:

**General** - Complete the text screens and press save.

**Participants/Contacts** - Complete the text screens and press save.

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." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. 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. If the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

**Note:** If the signatory you attempt 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. Please refer to <http://www.criminaljustice.ny.gov/ofpa/gms.htm> to add a signatory for your agency.

**Budget - See Application for additional specific instructions.**

**Work plan** - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation, unless otherwise instructed within the solicitation.

- ✓ Fill in the “Project Goal” text box and click “Save.”
- ✓ Click “Create New Objective” and fill in the text box and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in the text box and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in the text box and click “Save.”

**Questions-**

Answer all required program narrative and budget information questions.

**Hint: Answers should be developed in Word. GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.**

**Attachments -**

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

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

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says, “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

## Appendix: Agency Data Submissions from April 1, 2019 to March 31, 2020

Data for Police and Sheriff Departments was sourced through arrests reported to DCJS by the arresting agency. <sup>1</sup>

Data for Probation and Jails was sourced through fingerprint submissions reported to DCJS through the Contributor ORI. <sup>2</sup>

If there was no data available and/or not reported to DCJS, this will be designated as “NDA” in the submission column below. Any questions about your agency’s submissions should be directed to DCJS at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov).

ORI	Agency Name	Data Submissions
NY0222000	Adams Village Police Department	1
NY0502000	Addison Village Police Department	2
NY0082000	Afton Village Police Department	2
NY0143200	Akron Village Police Department	3
NY0010100	Albany City Police Department	1582
NY001023C	Albany County Jail	3778
NY001013G	Albany County Probation	27
NY0010000	Albany County Sheriff's Office	311
NY0362000	Albion Village Police Department	188
NY0222100	Alexandria Bay Village Police Department	4
NY0022000	Alfred Village Police Department	76
NY002013C	Allegany County Jail	518
NY002013G	Allegany County Probation	5
NY0020000	Allegany County Sheriff's Office	35
NY0042000	Allegany Village Police Department	18
NY0012100	Altamont Village Police Department	7
NY0145100	Amherst Town Police Department	1398
NY0512000	Amityville Village Police Department	107
NY0280100	Amsterdam City Police Department	373
NY0022200	Andover Village Police Department	NDA
NY0022300	Angelica Village Police Department	6
NY0224300	Antwerp Village Police Department	NDA
NY0602000	Arcade Village Police Department	75
NY0592400	Ardasley Village Police Department	27
NY0514400	Asharoken Village Police Department	NDA
NY0192000	Athens Village Police Department	NDA

<sup>1</sup> In the event a Sheriff’s Department has an entry for both road patrol and Jail divisions, the data may be combined if you are requesting replacement equipment for both divisions.

<sup>2</sup> In the event a Sheriff’s department submits jail admissions and arrests fingerprints under the same ORI, the fingerprint submission counts provided are for both the jail and road patrol divisions.

ORI	Agency Name	Data Submissions
NY0602100	Attica Village Police Department	31
NY0050100	Auburn City Police Department	636
NY0252000	Avon Village Police Department	29
NY0082100	Bainbridge Village Police Department	NDA
NY0332700	Baldwinsville Village Police Department	54
NY0452000	Ballston Spa Village Police Department	30
NY0312500	Barker Village Police Department	1
NY0180100	Batavia City Police Department	367
NY0502200	Bath Village Police Department	256
NY0130100	Beacon City Police Department	174
NY0595000	Bedford Town Police Department	52
NY0022100	Belmont Village Police Department	2
NY0015100	Bethlehem Town Police Department	335
NY0030100	Binghamton City Police Department	1822
NY0223400	Black River Village Police Department	2
NY0142900	Blasdell Village Police Department	53
NY0357300	Blooming Grove Town Police Department	32
NY0022400	Bolivar Village Police Department	15
NY0565000	Bolton Town Police Department	1
NY0322100	Boonville Village Police Department	1
NY0145400	Brant Town Police Department	19
NY0392200	Brewster Village Police Department	7
NY0593100	Briarcliff Manor Village Police Department	43
NY0275000	Brighton Town Police Department	309
NY0172300	Broadalbin Village Police Department	NDA
NY0272800	Brockport Village Police Department	106
NY0592200	Bronxville Village Police Department	41
NY003013G	Broome County Probation	19
NY0030000	Broome County Sheriff's Office	3921
NY0222300	Brownville Village Police Department	NDA
NY0594100	Buchanan Village Police Department	4
NY0140100	Buffalo City Police Department	7924
NY0195200	Cairo Town Police Department	12
NY0252100	Caledonia Village Police Department	3
NY0572100	Cambridge Village Police Department	59
NY0322300	Camden Village Police Department	23
NY0335000	Camillus Town Police Department	231
NY0282200	Canajoharie Village Police Department	33
NY0342900	Canandaigua City Police Department	235
NY0262600	Canastota Village Police Department	81
NY0532100	Candor Village Police Department	NDA
NY0502400	Canisteo Village Police Department	39

ORI	Agency Name	Data Submissions
NY0442000	Canton Village Police Department	59
NY0222600	Cape Vincent Village Police Department	NDA
NY0395000	Carmel Town Police Department	179
NY0065200	Carroll Town Police Department	4
NY0223800	Carthage Village Police Department	51
NY0503600	Caton Town Police Department	NDA
NY0192100	Catskill Village Police Department	159
NY004013C	Cattaraugus County Jail	966
NY004013G	Cattaraugus County Probation	7
NY0040000	Cattaraugus County Sheriff's Office	383
NY0042600	Cattaraugus Village Police Department	NDA
NY005013C	Cayuga County Jail	1315
NY005013G	Cayuga County Probation Department	NDA
NY0050000	Cayuga County Sheriff's Office	217
NY0542500	Cayuga Heights Village Police Department	19
NY0262100	Cazenovia Village Police Department	14
NY0372300	Central Square Village Police Department	51
NY0294700	Centre Island Village Police Department	NDA
NY0102000	Chatham Village Police Department	4
NY0223500	Chaumont Village Police Department	NDA
NY006013C	Chautauqua County Jail	649
NY006013G	Chautauqua County Probation	25
NY0060000	Chautauqua County Sheriff's Office	686
NY0145500	Cheektowaga Town Police Department	2656
NY007013C	Chemung County Jail	1668
NY007013G	Chemung County Probation	11
NY0070000	Chemung County Sheriff's Office	435
NY008013C	Chenango County Jail	739
NY008013G	Chenango County Probation	7
NY0080000	Chenango County Sheriff's Office	307
NY0357700	Chester Town Police Department	50
NY0352100	Chester Village Police Department	34
NY0262900	Chittenango Village Police Department	60
NY0335100	Cicero Town Police Department	156
NY0435000	Clarkstown Town Police Department	584
NY0222800	Clayton Village Police Department	15
NY0342100	Clifton Springs Village Police Department	NDA
NY009013C	Clinton County Jail	115
NY009013G	Clinton County Probation	318
NY0090000	Clinton County Sheriff's Office	141
NY0582200	Clyde Village Police Department	16
NY0472000	Cobleskill Village Police Department	65

ORI	Agency Name	Data Submissions
NY0015800	Coeymans Town Police Department	60
NY0502500	Cohocton Town Police Department	2
NY0010200	Cohoes City Police Department	250
NY0124200	Colchester Town Police Department	33
NY0392000	Cold Spring Village Police Department	7
NY0015300	Colonie Town Police Department	1220
NY010013C	Columbia County Jail	462
NY010013G	Columbia County Probation	5
NY0100000	Columbia County Sheriff's Office	259
NY0382400	Cooperstown Village Police Department	3
NY0182500	Corfu Village Police Department	6
NY0500100	Corning City Police Department	310
NY0352200	Cornwall on Hudson Village Police Department	10
NY0355200	Cornwall Town Police Department	35
NY0110100	Cortland City Police Department	486
NY011013C	Cortland County Jail	13
NY011013G	Cortland County Probation	1
NY0110000	Cortland County Sheriff's Office	957
NY0192200	Coxsackie Village Police Department	16
NY0357600	Crawford Town Police Department	65
NY0592100	Croton on Hudson Village Police Department	55
NY0022600	Cuba Town Police Department	58
NY0252700	Dansville Village Police Department	156
NY0357100	Deerpark Town Police Department	41
NY012013C	Delaware County Jail	561
NY012013G	Delaware County Probation Department	NDA
NY0120000	Delaware County Sheriff's Office	111
NY0122100	Delhi Village Police Department	76
NY0142400	Depew Village Police Department	208
NY0032200	Deposit Village Police Department	15
NY0335300	DeWitt Town Police Department	501
NY0222400	Dexter Village Police Department	NDA
NY0592500	Dobbs Ferry Village Police Department	63
NY0212500	Dolgeville Village Police Department	15
NY0542000	Dryden Village Police Department	34
NY0060100	Dunkirk City Police Department	266
NY0195100	Durham Town Police Department	NDA
NY013013C	Dutchess County Jail	466
NY013013G	Dutchess County Probation	24
NY0130000	Dutchess County Sheriff's Office	574
NY0142200	East Aurora/Town of Aurora Police Department	119
NY0136600	East Fishkill Town Police Department	98

ORI	Agency Name	Data Submissions
NY0415200	East Greenbush Town Police Department	363
NY0515200	East Hampton Town Police Department	220
NY0513200	East Hampton Village Police Department	27
NY0272400	East Rochester Village Police Department	106
NY0595200	Eastchester Town Police Department	102
NY0146100	Eden Town Police Department	64
NY0552600	Ellenville Village Police Department	102
NY0065900	Ellicott Town Police Department	183
NY0042300	Ellicottville Town Police Department	24
NY0070100	Elmira City Police Department	998
NY0072100	Elmira Heights Village Police Department	97
NY0072500	Elmira Town Police Department	27
NY0593900	Elmsford Village Police Department	51
NY0030200	Endicott Village Police Department	338
NY014013C	Erie County Correctional Facility	711
NY014013G	Erie County Probation	36
NY0140000	Erie County Sheriff's Office	808
NY015013G	Essex County Probation Department	NDA
NY0150000	Essex County Sheriff's Office	563
NY0146300	Evans Town Police Department	140
NY0272500	Fairport Village Police Department	33
NY0525400	Fallsburg Town Police Department	74
NY0136400	Fishkill Town Police Department	141
NY0132000	Fishkill Village Police Department	19
NY0290300	Floral Park Village Police Department	25
NY0353400	Florida Village Police Department	7
NY0572400	Fort Edward Village Police Department	63
NY0282400	Fort Plain Village Police Department	47
NY0216800	Frankfort Town Police Department	34
NY0212100	Frankfort Village Police Department	18
NY016013C	Franklin County Jail	194
NY016013G	Franklin County Probation	44
NY0160000	Franklin County Sheriff's Office	14
NY0042400	Franklinville Village Police Department	11
NY0062900	Fredonia Village Police Department	154
NY0290400	Freeport Village Police Department	508
NY0025000	Friendship Town Police Department	16
NY0370100	Fulton City Police Department	340
NY017013C	Fulton County Jail	809
NY017013G	Fulton County Probation	5
NY0170000	Fulton County Sheriff's Office	274
NY0456900	Galway Village Police Department	NDA

ORI	Agency Name	Data Submissions
NY0290500	Garden City Village Police Department	181
NY0275300	Gates Town Police Department	694
NY0335600	Geddes Town Police Department	124
NY018013G	Genesee County Probation Department	NDA
NY0180000	Genesee County Sheriff's Office	1132
NY0252200	Geneseo Village Police Department	71
NY0340200	Geneva City Police Department	284
NY0290100	Glen Cove City Police Department	243
NY0222500	Glen Park Village Police Department	1
NY0560100	Glens Falls City Police Department	307
NY0465100	Glenville Town Police Department	296
NY0170100	Gloversville City Police Department	315
NY0358100	Goshen Town Police Department	16
NY0352300	Goshen Village Police Department	115
NY0442300	Gouverneur Village Police Department	101
NY0142600	Gowanda Village Police Department	41
NY0146400	Grand Island Town Police Department	NDA
NY0572500	Granville Village Police Department	18
NY0293300	Great Neck Estates Village Police Department	1
NY0275400	Greece Town Police Department	1279
NY0012000	Green Island Village Police Department	33
NY0595300	Greenburgh Town Police Department	418
NY019013C	Greene County Jail	2
NY019013G	Greene County Probation	3
NY0190000	Greene County Sheriff's Office	122
NY0082200	Greene Village Police Department	3
NY0100300	Greenport Town Police Department	53
NY0572200	Greenwich Village Police Department	3
NY0353300	Greenwood Lake Village Police Department	37
NY0542200	Groton Village Police Department	26
NY0015200	Guilderland Town Police Department	616
NY0146500	Hamburg Town Police Department	916
NY0143000	Hamburg Village Police Department	102
NY020013G	Hamilton County Probation Department	NDA
NY0200000	Hamilton County Sheriff's Office	13
NY0262500	Hamilton Village Police Department	12
NY0502800	Hammondsport Village Police Department	NDA
NY0122400	Hancock Village Police Department	20
NY0353700	Harriman Village Police Department	12
NY0595400	Harrison Town Police Department	200
NY0592600	Hastings on Hudson Village Police Department	35
NY0435100	Haverstraw Town Police Department	307

ORI	Agency Name	Data Submissions
NY0514600	Head of the Harbor Village Police Department	NDA
NY0290600	Hempstead Village Police Department	578
NY021013C	Herkimer County Jail	427
NY021013G	Herkimer County Probation	1
NY0210000	Herkimer County Sheriff's Office	29
NY0212400	Herkimer Village Police Department	245
NY0352400	Highland Falls Village Police Department	33
NY0355800	Highlands Town Police Department	12
NY0362100	Holley Village Police Department	6
NY0112000	Homer Village Police Department	16
NY0412000	Hoosick Falls Village Police Department	74
NY0500200	Hornell City Police Department	356
NY0072200	Horseheads Village Police Department	121
NY0100100	Hudson City Police Department	125
NY0572600	Hudson Falls Village Police Department	181
NY0195000	Hunter Town Police Department	12
NY0513600	Huntington Bay Village Police Department	NDA
NY0136500	Hyde Park Town Police Department	136
NY0212200	Ilion Village Police Department	131
NY0027000	Independence Town Police Department	6
NY0205000	Inlet Town Police Department	3
NY0492000	Interlaken Village Police Department	NDA
NY0270200	Irondequoit Town Police Department	693
NY0592700	Irvington Village Police Department	25
NY0540100	Ithaca City Police Department	428
NY0060200	Jamestown City Police Department	1731
NY022013C	Jefferson County Jail	852
NY022013G	Jefferson County Probation	18
NY0220000	Jefferson County Sheriff's Office	375
NY0030300	Johnson City Village Police Department	751
NY0170200	Johnstown City Police Department	150
NY0332400	Jordan Village Police Department	5
NY0140400	Kenmore Village Police Department	143
NY0294100	Kensington Village Police Department	NDA
NY0395100	Kent Town Police Department	119
	Kings Point Village Police Department	4
NY0550100	Kingston City Police Department	484
NY0325100	Kirkland Town Police Department	32
NY0140200	Lackawanna City Police Department	387
NY0152300	Lake Placid Village Police Department	111
NY0296300	Lake Success Village Police Department	59
NY0062000	Lakewood Busti Village Police Department	189

ORI	Agency Name	Data Submissions
NY0146700	Lancaster Town Police Department	463
NY0592900	Larchmont Village Police Department	60
NY0182300	LeRoy Village Police Department	71
NY024013C	Lewis County Jail	23
NY024013G	Lewis County Probation	1
NY0240000	Lewis County Sheriff's Office	169
NY0595500	Lewisboro Town Police Department	4
NY0315400	Lewiston Police Department	111
NY0522000	Liberty Village Police Department	176
NY0212900	Little Falls City Police Department	99
NY0333100	Liverpool Village Police Department	74
NY025013C	Livingston County Jail	1506
NY025013G	Livingston County Probation Department	NDA
NY0250000	Livingston County Sheriff's Office	529
NY0513700	Lloyd Harbor Village Police Department	4
NY0555600	Lloyd Town Police Department	163
NY0310100	Lockport City Police Department	545
NY0290200	Long Beach City Police Department	323
NY0242400	Lowville Village Police Department	42
NY0290700	Lynbrook Village Police Department	130
NY0362300	Lyndonville Village Police Department	1
NY0583000	Macedon Police Department	107
NY026013C	Madison County Jail	690
NY026013G	Madison County Probation Department	NDA
NY0260000	Madison County Sheriff's Office	249
NY0162400	Malone Village Police Department	191
NY0293900	Malverne Village Police Department	14
NY0595600	Mamaroneck Town Police Department	17
NY0590900	Mamaroneck Village Police Department	200
NY0342200	Manchester Village Police Department	NDA
NY0332900	Manlius Town Police Department	349
NY0333000	Marcellus Village Police Department	2
NY0555800	Marlborough Town Police Department	73
NY0440200	Massena Village Police Department	248
NY0353200	Maybrook Village Police Department	6
NY0452300	Mechanicville City Police Department	161
NY0362200	Medina Village Police Department	172
NY0012500	Menands Village Police Department	70
NY0312000	Middleport Village Police Department	49
NY0350100	Middletown City Police Department	608
NY0132800	Millbrook Village Police Department	8
NY0132100	Millerton Village Police Department	20

ORI	Agency Name	Data Submissions
NY0212300	Mohawk Village Police Department	23
NY027023C	Monroe County Jail	37
NY027013G	Monroe County Probation	43
NY0270000	Monroe County Sheriff's Office	2064
NY0352600	Monroe Village Police Department	126
NY028013C	Montgomery County Jail	713
NY028013G	Montgomery County Probation	2
NY0280000	Montgomery County Sheriff's Office	338
NY0357400	Montgomery Town Police Department	92
NY0352700	Montgomery Village Police Department	13
NY0522200	Monticello Village Police Department	217
NY0052600	Moravia Village Police Department	6
NY0155100	Moriah Town Police Department	7
NY0355000	Mount Hope Town Police Department	14
NY0592000	Mount Kisco Village Police Department	NDA
NY0252600	Mount Morris Village Police Department	57
NY0595700	Mount Pleasant Town Police Department	163
NY0590300	Mount Vernon City Police Department	1750
NY0299700	Muttontown Village Police Department	NDA
NY0290000	Nassau Co PD - Communication Bureau	11645
NY029013C	Nassau County Jail Correctional Center	4015
NY029013G	Nassau County Probation	42
NY0412100	Nassau Village Police Department	3
NY0082800	New Berlin Town Police Department	10
NY0595800	New Castle Town Police Department	31
NY0324100	New Hartford Town Police Department	389
NY0552700	New Paltz Police Department	152
NY0590400	New Rochelle City Police Department	958
NY0356700	New Windsor Town Police Department	374
NY0324000	New York Mills Village Police Department	29
NY0582000	Newark Village Police Department	194
NY0350200	Newburgh City Police Department	770
NY0356300	Newburgh Town Police Department	724
NY031013C	Niagara County Jail	201
NY031013G	Niagara County Probation	2
NY0310000	Niagara County Sheriff's Office	805
NY0310200	Niagara Falls City Police Department	1827
NY0315500	Niagara Town Police Department	224
NY0465200	Niskayuna Town Police Department	155
NY0514100	Nissequogue Village Police Department	2
NY0445100	Norfolk Town Police Department	14
NY0595900	North Castle Town Police Department	32

ORI	Agency Name	Data Submissions
NY0143400	North Collins Village Police Departmen	NDA
NY0415300	North Greenbush Town Police Department	149
NY0597100	North Salem Town Police Department	NDA
NY0333500	North Syracuse Village Police Department	116
NY0310300	North Tonawanda City Police Department	402
NY0512500	Northport Village Police Department	82
NY0172100	Northville Village Police Department	NDA
NY0082400	Norwich City Police Department	236
NY0442800	Norwood Village Police Department	10
NY0256000	Nunda Town Police Department	16
NY0513300	Ocean Beach Village Police Department	9
NY0275900	Ogden Town Police Department	129
NY0440100	Ogdensburg City Police Department	269
NY0297200	Old Brookville Village Police Department	7
NY0294300	Old Westbury Village Police Department	38
NY0040100	Olean City Police Department	377
NY0555000	Olive Town Police Department	4
NY0260100	Oneida City Police Department	389
NY032013C	Oneida County Jail	2799
NY032013G	Oneida County Probation	11
NY0320000	Oneida County Sheriff's Office	366
NY0380100	Oneonta City Police Department	312
NY033013C	Onondaga County - Department of Corrections	1108
NY033023C	Onondaga County Jail	3993
NY033013G	Onondaga County Probation	27
NY0330000	Onondaga County Sheriff's Office	1683
NY034013G	Ontario County Probation Department	NDA
NY0340000	Ontario County Sheriff's Office	2572
NY035013C	Orange County Jail	2886
NY035013G	Orange County Probation	48
NY0350000	Orange County Sheriff's Office	229
NY0435200	Orangetown Town Police Department	252
NY0146000	Orchard Park Town Police Department	306
NY0323900	Oriskany Village Police Department	5
NY036013C	Orleans County Jail	38
NY036013G	Orleans County Probation	1
NY0360000	Orleans County Sheriff's Office	201
NY0597300	Ossining Town Police Department	NDA
NY0590500	Ossining Village Police Department	235
NY0370200	Oswego City Police Department	790
NY037013C	Oswego County Jail	1368
NY037013G	Oswego County Probation	8

ORI	Agency Name	Data Submissions
NY0370000	Oswego County Sheriff's Office	409
NY038013C	Otsego County Jail	385
NY038013G	Otsego County Probation	2
NY0380000	Otsego County Sheriff's Office	109
NY0532400	Owego Village Police Department	77
NY0082500	Oxford Village Police Department	11
NY0298800	Oyster Bay Cove Village Police Department	NDA
NY0502600	Painted Post Village Police Department	27
NY0582500	Palmyra Village Police Department	33
NY0590100	Peekskill City Police Department	391
NY0593700	Pelham Manor Village Police Department	120
NY0593500	Pelham Village Police Department	44
NY0612000	Penn Yan Village Police Department	138
NY0602300	Perry Village Police Department	74
NY0342500	Phelps Village Police Department	NDA
NY0223600	Philadelphia Village Police Department	NDA
NY0100200	Philmont Village Police Department	5
NY0372900	Phoenix Village Police Department	18
NY0432500	Piermont Village Police Department	23
NY0135000	Pine Plains Town Police Department	7
NY0556100	Plattekill Town Police Department	2
NY0090100	Plattsburgh City Police Department	393
NY0593300	Pleasantville Village Police Department	26
NY0052200	Port Byron Village Police Department	NDA
NY0590600	Port Chester Village Police Department	377
NY0032000	Port Dickinson Village Police Department	1
NY0353500	Port Jervis City Police Department	367
NY0295500	Port Washington Police District	80
NY0042800	Portville Village Police Department	NDA
NY0442900	Potsdam Village Police Department	104
NY0130200	Poughkeepsie City Police Department	594
NY0136300	Poughkeepsie Town Police Department	715
NY0596300	Pound Ridge Town Police Department	12
NY0372600	Pulaski Village Police Department	23
NY039013C	Putnam County Jail	386
NY039013G	Putnam County Probation	10
NY0390000	Putnam County Sheriff's Office	406
NY0513900	Quogue Village Police Department	34
NY0435300	Ramapo Town Police Department	478
NY0132500	Red Hook Village Police Department	78
NY0410100	Rensselaer City Police Department	126
NY041013C	Rensselaer County Jail	1309

ORI	Agency Name	Data Submissions
NY041013G	Rensselaer County Probation	9
NY0410000	Rensselaer County Sheriff's Office	384
NY0132700	Rhinebeck Village Police Department	10
NY0515500	Riverhead Town Police Department	493
NY0270100	Rochester City Police Department	5291
NY043013C	Rockland County Jail	301
NY043013G	Rockland County Probation	23
NY0430000	Rockland County Sheriff's Office	210
NY0290900	Rockville Centre Police Department	93
NY0320100	Rome City Police Department	540
NY0559000	Rosendale Town Police Department	50
NY0465400	Rotterdam Town Police Department	401
NY0597200	Rye Brook Village Police Department	51
NY0590800	Rye City Police Department	46
NY0223300	Sackets Harbor Village Police Department	2
NY0512400	Sag Harbor Village Police Department	37
NY0043300	Salamanca City Police Department	299
NY0293500	Sands Point Village Police Department	1
NY0162300	Saranac Lake Village Police Department	76
NY045013C	Saratoga County Jail	1494
NY045013G	Saratoga County Probation	5
NY0450000	Saratoga County Sheriff's Office	1080
NY0450100	Saratoga Springs City Police Department	612
NY0558000	Saugerties Town Police Department	217
NY0591000	Scarsdale Village Police Department	39
NY0460100	Schenectady City Police Department	1969
NY046013C	Schenectady County Jail	1824
NY046013G	Schenectady County Probation	5
NY0460000	Schenectady County Sheriff's Office	125
NY0415400	Schodack Town Police Department	58
NY047013C	Schoharie County Jail	54
NY047013G	Schoharie County Probation	2
NY0470000	Schoharie County Sheriff's Office	98
NY0472400	Schoharie Village Police Department	NDA
NY048013G	Schuyler County Probation	2
NY0480000	Schuyler County Sheriff's Office	306
NY0462000	Scotia Village Police Department	119
NY049013C	Seneca County Jail	19
NY049013G	Seneca County Probation Department	NDA
NY0490000	Seneca County Sheriff's Office	187
NY0490100	Seneca Falls Town Police Department	266
NY0558100	Shandaken Town Police Department	17

ORI	Agency Name	Data Submissions
NY0559900	Shawangunk Town Police Department	16
NY0515600	Shelter Island Town Police Department	36
NY0082700	Sherburne Village Police Department	NDA
NY0322400	Sherrill City Police Department	7
NY0122700	Sidney Village Police Department	143
NY0333200	Skaneateles Village Police Department	9
NY0593200	Sleepy Hollow Village Police Department	92
NY0582800	Sodus Village Police Department	NDA
NY0332600	Solvay Village Police Department	112
NY0594200	Somers Town Police Department	NDA
NY0315900	Somerset Town Police Department	4
NY0452400	South Glens Falls Village Police Department	47
NY0432600	South Nyack/Grandview on Hudson Village Police Department	13
NY0515800	Southampton Town Police Department	560
NY0512600	Southampton Village Police Department	69
NY0515900	Southold Town Police Department	129
NY0532500	Spencer Village Police Department	1
NY0432800	Spring Valley Village Police Department	629
NY0142700	Springville Village Police Department	NDA
NY0282800	St Johnsville Village Police Department	25
NY044013C	St Lawrence County Jail	653
NY044013G	St Lawrence County Probation	8
NY0440000	St Lawrence County Sheriff's Office	240
NY050013C	Steuben County Jail	1
NY050013G	Steuben County Probation Department	NDA
NY0500000	Steuben County Sheriff's Office	322
NY0457000	Stillwater Town Police Department	35
NY0100500	Stockport Town Police Department	1
NY0435400	Stony Point Town Police Department	99
NY0432900	Suffern Village Police Department	64
NY051013C	Suffolk County Jail	991
NY0510100	Suffolk County Police Department- Headquarters	14469
NY051013G	Suffolk County Probation	66
NY0510000	Suffolk County Sheriff's Office	396
NY052013C	Sullivan County Jail	864
NY052013G	Sullivan County Probation	15
NY0520000	Sullivan County Sheriff's Office	412
NY0330100	Syracuse City Police Department	4639
NY0592800	Tarrytown Village Police Department	117
NY0223700	Theresa Village Police Department	NDA
NY0152700	Ticonderoga Town Police Department	147

ORI	Agency Name	Data Submissions
NY053013G	Tioga County Probation	13
NY0530000	Tioga County Sheriff's Office	675
NY054013C	Tompkins County Jail	37
NY054013G	Tompkins County Probation	5
NY0540000	Tompkins County Sheriff's Office	268
NY0140300	Tonawanda City Police Department	355
NY0147200	Tonawanda Town Police Department	655
NY0410200	Troy City Police Department	3
NY0410201	Troy City Police Department- 2nd Terminal	1320
NY0542400	Trumansburg Village Police Department	10
NY0592300	Tuckahoe Village Police Department	48
NY0162000	Tupper Lake Village Police Department	58
NY0353600	Tuxedo Park Village Police Department	NDA
NY0356500	Tuxedo Town Police Department	16
NY055013C	Ulster County Jail	1394
NY055013G	Ulster County Probation	16
NY0550000	Ulster County Sheriff's Office	318
NY0559500	Ulster Town Police Department	327
NY0320200	Utica City Police Department	2085
NY0323100	Vernon Village Police Department	3
NY0036400	Vestal Town Police Department	432
NY0352800	Walden Village Police Department	58
NY0357800	Walkkill Town Police Department	749
NY0122900	Walton Village Police Department	99
NY0132400	Wappingers Falls Village Police Department	48
NY056013C	Warren County Jail	927
NY056013G	Warren County Probation	7
NY0560000	Warren County Sheriff's Office	499
NY0602700	Warsaw Village Police Department	147
NY0357000	Warwick Town Police Department	141
NY057013C	Washington County Jail	478
NY057013G	Washington County Probation	2
NY0570000	Washington County Sheriff's Office	295
NY0352000	Washingtonville Village Police Department	29
NY0456800	Waterford Town Police Department	43
NY0492100	Waterloo Village Police Department	44
NY0220100	Watertown City Police Department	803
NY0010300	Watervliet City Police Department	257
NY0482100	Watkins Glen Village Police Department	56
NY0532000	Waverly Village Police Department	122
NY0502900	Wayland Village Police Department	8
NY058013G	Wayne County Probation	3

ORI	Agency Name	Data Submissions
NY0580000	Wayne County Sheriff's Office	1267
NY0216700	Webb Town Police Department	22
NY0276700	Webster Town Police Department	301
NY0052100	Weedsport Village Police Department	6
NY0022800	Wellsville Village Police Department	155
NY0222700	West Carthage Village Police Department	5
NY0147400	West Seneca Town Police Department	550
NY0590000	Westchester County Department of Public Safety	888
NY059023C	Westchester County Dept of Correction Jail Division	1884
NY059013G	Westchester County Probation	85
NY0063200	Westfield Village Police Department	51
NY0514000	Westhampton Beach Village Police Department	43
NY0590200	White Plains City Police Department	1244
NY0572800	Whitehall Village Police Department	42
NY0323700	Whitesboro Village Police Department	51
NY0325000	Whitestown Town Police Department	26
NY0025600	Willing Town Police Department	NDA
NY0192500	Windham Town Police Department	5
NY0582100	Wolcott Village Police Department	9
NY0356900	Woodbury Town Police Department	218
NY0522300	Woodridge Village Police Department	1
NY0556600	Woodstock Town Police Department	67
NY060013G	Wyoming County Probation	2
NY0600000	Wyoming County Sheriff's Office	993
NY061013G	Yates County Probation	1
NY0610000	Yates County Sheriff's Office	325
NY0590700	Yonkers City Police Department Communications Division	3088
NY0596800	Yorktown Town Police Department	218
NY0323800	Yorkville Village Police Department	77
NY0312300	Youngstown Village Police Department	NDA

## Appendix: Standardized Work Plan

**Goal:** To enhance the [Insert Agency Name] response to the needs of the community through the acquisition of Livescan equipment.

**Objective #1 –** Reflective of the award purpose, the [Insert Agency Name] will identify the Livescan equipment to be acquired, research costs, purchase, receive and install the Livescan(s) or upgrades by the end of the contract period.

**Task #1 –** Within the first three months of the contract period, the grantee will obtain quotes and identify a vendor based upon appropriate procurement policies and procedures.

**Performance Measure #1 –** Provide the accepted quote for the Livescan(s) or upgrades to be ordered by upload as an attachment in GMS.

**Task #2 –** On or before the end of the second quarter, the grantee will work with the chosen vendor to order the selected equipment.

**Performance Measure #1 –** Provide the description of the Livescan(s) or upgrades to be ordered, outlining how it meets DCSJ standards.

**Performance Measure #2 –** Provide the date the Livescan(s) or upgrades were ordered.

**Task #3 –** By the end of the contract period, the grantee will have all Livescan(s) or upgrades installed and operational.

**Performance Measure #1 –** Provide the date(s) and location(s) of installation for each Livescan unit or upgrade.

**Performance Measure #2 –** Indicate the date the Equipment Inventory Report (EIR) module was completed in GMS.

**Performance Measure #3 –** Provide a brief narrative describing your agencies plan to institutionalize the Livescan program when DCJS funds are no longer available.

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End of RFP