

QUESTIONS AND ANSWERS

NYS DIVISION OF CRIMINAL JUSTICE SERVICES 2015 LIVESCAN EQUIPMENT PROGRAM- REQUEST FOR PROPOSALS

Questions and Answers

As stated in Section VI of the Request for Proposals (RFP), and in the interest of fairness to all prospective applicants, DCJS is posting the following answers to substantive questions received through Friday February 20, 2015 regarding this RFP.

Q. What criteria were used to determine the list of eligible agencies? Our agency performs over 400 arrests per year but is not listed as eligible to apply.

A. The list of eligible applicants was compiled using arrest data submitted to DCJS' Computerized Criminal History (CCH) file. All law enforcement agencies (excluding NYC Police Department and New York State Police) averaging over 400 arrests per year (as submitted to CCH) over the three year period from 2011- 2013 are eligible. DCJS has reviewed the data for each agency that questioned their eligibility status and confirmed that the list of eligible agencies is correct based on CCH data. **Please be advised that additional funding is expected to be made available at a later date for agencies averaging fewer than 400 arrests per year.**

Q. Although our agency averaged less than 400 arrests per year, we submit fingerprint data for several other local agencies. When the arrest totals for those agencies are added to our own, the average number of arrests per year is greater than 400. Is our agency therefore eligible to apply for funding?

A. No. Agencies that do not individually meet the 400 arrest threshold are not eligible to apply for this funding, even if they submit additional fingerprint data for other agencies. Agencies averaging less than 400 arrests per year are only eligible for funding if they are included in an application by an eligible applicant that acts as a regional server host agency for their fingerprint submissions.

Q. Our department currently does not have Livescan equipment. We either transport defendants to a neighboring jurisdiction or direct them to report to the neighboring jurisdiction by appointment to submit fingerprints. This arrangement is time-consuming and unreliable. Can

our department obtain scanning equipment that interfaces with the Livescan equipment maintained by another jurisdiction?

A. This funding opportunity is available only to the eligible agencies in Addendum A for the replacement or upgrade of existing equipment.

Q. Our department has been using the Livescan system but it is in need of upgrades. Can this grant funding be used to cover required upgrades?

A. As described in Part C of Section II of the RFP, funding is for the purchase and installation of equipment (including accompanying software) to replace or upgrade existing Livescan or Cardscan equipment. Upgrades to the system that are not related to the purchase of new equipment are not eligible.

Q. What is the total cost of the new Livescan equipment?

A. Applicants are responsible for identifying vendors and researching costs. Costs can vary based on type of equipment purchased, or installation and software needs. In this RFP, grant funding is limited to one Livescan device, at a cap of \$10,000 in grant funds, per agency. All grant funds must be matched by the applicant as described in the RFP.

Q. Within the last year, our department purchased a new Livescan system to upgrade our previous system, which was no longer functioning properly. Can we apply for these grant funds for the reimbursement of our previous purchases?

A. No. These funds are only available for new purchases and cannot be used to reimburse previous Livescan purchases.

Q. Will there be a way for an agency that is not currently on the list of eligible agencies to apply for these funds if a portion of the funds are still available after all eligible agencies have submitted their applications?

A. The current funding is for the eligible agencies only. It is anticipated that additional funding will be made available through a future RFP process for agencies that are not eligible under this RFP. Any funds not awarded under this RFP could potentially be included in that future funding opportunity.

Q. Our agency submits fingerprints through a host agency, and still plans on doing so. Can we apply for grant funding ourselves, or do we have to file under the joint application with the host agency?

A. If your agency is on the list of eligible agencies, you can apply on your own. If you are not an eligible agency, you would have to be included on the host agency's application. If you intend to continue submitting through a host agency, you should confirm that any new equipment you intend to purchase is compatible with that agency's system.

Q. Can an agency that hosts a regional server apply for funds for any of its hosted agencies regardless of whether those agencies are listed in Addendum A?

A. If the host agency is an eligible agency (listed in Addendum A), they can apply for equipment for the agencies that they host regardless of the eligibility status of the hosted agencies.

Q. Would DCJS consider incentivizing eligible respondent agencies, possibly with a lower match requirement or other encouragement, for innovative solutions that might also assist lower volume arrest agencies to meet their Livescan needs?

A. The 50% match requirement cannot be lowered, and no provisions were included in this RFP for such incentives for such solutions. DCJS encourages such solutions and will explore including incentives to eligible agencies for sharing equipment and capabilities with ineligible agencies in future grant solicitations.

Q. Knowing that these Livescan units will be in the field for several years, will DCJS be introducing any new biometrics or biometric functionality that should, or can be planned for in this RFP Response? For example:

Palm capture functionality; Facial identification; Fast identification functionality; Mobile capture devices; Scars, marks, and tattoos

A. Palm capture functionality will be mandatory and should be planned for; and scars, marks and tattoos are highly recommended. DCJS currently has no plans for facial identification or fast identification functionality and costs for such are not covered under this RFP. Costs for mobile capture devices are not covered by this RFP.

Q. Does DCJS recommend or require that digital signature capture functionality be included in the Livescan configuration?

A. Digital signature capture functionality is highly recommended, but not required.

Q. Are there specific Types of Transactions (TOTs) that DCJS is requiring or recommending in the Livescan configuration? Are there specific TOTs that will not be funded?

A. The required TOTs are as follows: CARAAR for arrest submissions, CARJDR for juvenile arrests, CARCIR for criminal inquiries (ID purposes only). Recommended TOTs (depending on agency needs) include: CARSOR if the agency submits sex offender updates, DEUDEC for dead submissions, CARSUP if Parole or Probation share your Livescan, FBICRM for resubmissions to the FBI, and CARADM for correction admissions.

Q. Does DCJS require or recommend any specific quality check functionality in the Livescan units?

A. Roll to roll and roll to slap checks are required, along with a setting for finger slipping during the Livescan process.

Q. Does DCJS recommend or require a minimum capture or transmit resolution (PPI) that should be included in the Livescan configuration?

A. DCJS requires a minimum resolution of 500 PPI, but 1000 will be required in the future, so agencies may choose to plan for that requirement.

Q. Section II. C. and Section II. E. of the RFP indicate that funding is limited to the purchase of equipment to replace or upgrade existing Livescan or Cardscan Equipment. Was the intent of this language to exclude an agency that already has a Livescan or Cardscan from purchasing an additional Livescan with this funding?

A. The intent of this program is to replace aging or failing Livescan equipment, or upgrade from Cardscan to Livescan. The intent is not to add additional equipment to equipment that is not in need of replacement.

Q. Would a regional server and related software and installation be considered eligible costs for this grant?

A. No.

Q. If an eligible agency already has a Livescan unit and simply wants to upgrade the unit, would the following items be considered eligible costs: Additional TOTs, Interface software to communicate with a regional server, Interface software to communicate with a Records Management System (RMS) or Jail Management System (JMS)?

A. No. Funding is for replacement equipment (and associated software) only. The upgrade language refers to agencies planning to upgrade from Cardscan equipment to Livescan equipment.