**Instructions: Please provide a yes/no (Y/N) in the yellow shaded area, indicating your ability to meet requirements. If an item is left blank, you will be implying that your company cannot meet the requirement(s), and your proposal may be eliminated from evaluation. This document will be used to evaluate respondents as described in Section 3.2 (Evaluation Criteria), Step 1.**

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| **Item** | **Requirement Description** | **Respondent Answer** |
| **Service Requirements** | | |
| 1 | The Respondent shall offer the following service types: Standard Fingerprinting, Hard Copy Fingerprint cards, In-Home Mobile Services, On-Site Mobile Fingerprinting, Emergency Applicant Services, Out-of-State Electronic Fingerprinting. | **Y** |
| 2 | The Respondent shall ensure that all emergency relative placement applicants are processed, which includes scheduled and fingerprinted, within five (5) days of the request, unless a longer period of time is requested by the applicant or agency, all such requests by the applicant shall be reported immediately to the requesting agency | **Y** |
| 3 | The Respondent shall include at no charge the fingerprinting of up to 1,500 Indiana Data and Communication System (IDACS) law enforcement applicants per year. | **Y** |
| **Location Requirements** | | |
| 4 | The Respondent shall submit proposed enrollment center locations to ISP for review and approval prior to establishing operations. Proposals shall include photos of the facility in question, showing, at a minimum, a view of the entrance to the building and a view of the area inside the building where fingerprinting will occur. | **Y** |
| 5 | Urban: Applicants residing in Counties identified as Metropolitan or Micropolitan Statistical Areas, as established by the US Bureau of the Census, shall have a radius of no greater than thirty (30) miles from the residing county seat to the enrollment center location. Urban Areas require a minimum of 2 site locations. | **Y** |
| 6 | Rural: Applicants residing in Counties identified as non-Metropolitan or non-Micropolitan Statistical Areas, as established by the US Bureau of the Census, shall have a radius of no greater than 50 miles from the residing county seat to the enrollment center location. | **Y** |
| 7 | Hours of operation:  a. Urban applicants shall have access to a minimum of seven (7) hours of service per operating day. b. Rural applicants should have access to a minimum of four (4) hours of service per operating day. | **Y** |
| 8 | Should the State require the continuation of DCS partner locations and/or the addition of new partner locations, the Respondent shall have the ability to continue operations at the three (3) existing DCS partner locations and future sites. For each location serving as a Partner enrollment center under this Contract, the Respondent shall provide - at its costs - all equipment, software, scheduling applications and customer service support required. | **Y** |
| **Applicant Scheduling Requirements** | | |
| 9 | The Respondent shall ensure that applicants can schedule appointments by toll free phone or via a secure website. | **Y** |
| 10 | The Respondents website shall guide applicants registering on the Web through the agency-specific data collection process that will ensure the proper background check is conducted and the proper State agency receives the correct information and is billed (as appropriate). | **Y** |
| 11 | The system shall have the ability to validate new appointment registrations against in process applicants to avoid duplicate billings. The system shall identify at the time of appointment scheduling each subject by date of birth, first and last name and ORI number. In the event of a duplicate registration, the appointment shall not be scheduled and the applicant shall be referred to the requested agency. | **Y** |
| 12 | The system shall have the ability to conduct separate evaluations and generate multiple disposition responses for each reason under which a subject is being printed. The system shall also be able to generate a separate status letter for each reason, including for the purposes of waiver actions. | **Y** |
| 13 | The system shall have the ability to include at a minimum the following data in results letters: Applicant Name, Applicate Date of Birth, Applicant Address, Date of Fingerprint Capture, Reason for Capture, Date of Fingerprint Evaluation, Additional Clarifying Text Upon Request. | **Y** |
| 14 | The Respondent shall provide electronic authentication of applicant’s identification either through passport or driver license in compliance with Attachment T: Indiana Identity Verification and the Identity Verification Program Guide https://www.fbi.gov/file-repository/compact-council-identity-verification-program-guide-booklet.pdf/view | **Y** |
| 15 | In the event of a fingerprint rejection the Respondent shall notify the applicant that their prints have been rejected and perform the reprint at no additional cost. | **Y** |
| 16 | Respondent shall have in place a system that verifies the quality of fingerprints and have the capability to resubmit rejected, incomplete or inaccurate prints. | **Y** |
| 17 | Respondent shall transmit fingerprints to ISP within one hour from the time the Applicant’s prints are acquired. Transmissions will be sent in real or near real time, not in batches. | **Y** |
| **Respondent Personnel Requirements** | | |
| 18 | All background checks for initial personnel shall be complete and all training for personnel must be complete no later than thirty (30) days after the effective date of the contract. | **Y** |
| 19 | The Respondent shall ensure fingerprinting personnel are trained and comply with federal and state laws, regulations, and standards, Criminal Justice Information Security (CJIS) and the FBI Security Addendum regarding criminal history background checks and dissemination of records. | **Y** |
| 20 | The Respondents’ employees or other designees performing the Contract shall sign a non-disclosure agreement regarding any information obtained from applicants. | **Y** |
| **Fee Collection and Distribution** | | |
| 21 | The Respondent shall accept, at a minimum, these payment options from the applicant at the time of appointment scheduling: Visa/Mastercard/Discover, Debit Card, E-Check, Cashier’s Check, Money Order | **Y** |
| 22 | The Respondent shall be responsible for duplicate FBI and ISP charges resulting from resubmissions that do not include the required National Institute of Standards and Technology (NIST) standard information for rejected submissions. | **Y** |
| 23 | The Respondent shall absorb any cost associated with a duplicate print being required due to the fault or error of the Respondent or any of the Respondent’s enrollment centers and personnel, or equipment failure. | **Y** |
| **Technology & Systems Requirements** | | |
| 24 | The Respondent shall utilize Live Scan fingerprinting devices that are compliant with the Wavelet Scalar Quantization (WSQ) Gray Scale Fingerprint Image Compression Specifications found at <http://dx.doi.org/10.6028/NIST.SP.500-290e3>. | **Y** |
| 25 | All Live Scan equipment used to support Electronic Fingerprinting shall be certified according to the FBI Image Quality Specifications (IQS), which may be accessed at https://www.fbibiospecs.cjis.gov/EBTS/Approved. | **Y** |
| 26 | All Live Scan equipment shall have software that accommodates the ISP Electronic Fingerprint Transmission Specification (EFTS) which include all FBI requirements for AFIS connection. | **Y** |
| 27 | All Live Scan devices shall meet the FBI calibration requirements. | **Y** |
| 28 | The Respondents application solution, “the system”, shall be based on user ID and login with the capability to assign a level of access by user ID and restrict access to defined levels of data. | **Y** |
| 29 | The State shall have the ability, through the system to search applicant data by: Date of Birth, ORI Number, Card Type, Name, SSN, Transaction Number and any combination of these criteria. | **Y** |
| 30 | The Respondent shall ensure that system up-time shall be a minimum of 99 percent. | **Y** |
| **Programming Requirements** | | |
| 31 | There shall be no charge for changes to the registration or administrative website, as maintained by the Respondent, which are necessary for the Respondent to provide the Services. This specifically refers to changes mandated by law, the addition of new agencies, capture of specific data identifiers for a particular agency (e.g. employee numbers, facility numbers), new ORIs and any other changes identified as such within the scope of the contract. | **Y** |
| **Security Requirements** | | |
| 32 | The Respondent shall refrain from possessing criminal records data from either the State or the FBI at any point in the processing of transactions, and shall agree that any components that may have access to this type of information shall be under the physical control of the Indiana State Police and installed with the approval and configuration required by the State security policy. | **Y** |
| 33 | The Respondent shall sign a CJIS security agreement, as required by the FBI | **Y** |
| 34 | The Respondent shall ensure that all applications and/or systems meet FBI CJIS Security Policy for any information that will be transmitted. FBI CJIS Security Policy FIPS 140-2 encryption standards, applies to all data that is at rest, in transit on all data backup, cloud compute, and cloud storage environments, and two-factor authentication. | **Y** |
| 35 | The Respondent shall ensure that all applications and/or systems meet IRS Publication 1075 standards, as applicable. | **Y** |
| 36 | The Respondent shall ensure that all critical system information, e.g. program files, is stored in off-site backup facilities. For the avoidance of doubt, this requirement does not apply to applicant data and fingerprints. All applicant data and fingerprints shall be stored by the State on the State's equipment. | **Y** |
| **Reporting Requirements** | | |
| 37 | The Respondent shall ensure a secure Web server is available as a platform to access reports. | **Y** |
| 38 | The System shall allow daily access, to all State entity users, of information on system usage and transaction by location to include but not limited to the following information: Name of Applicant, Applicant Type, Requesting Agency/Entity, Date of Service, Location of Service, Applicant Address (City and County only), Transaction Control Number, Fingerprint Acceptance Status. | **Y** |
| 39 | The Respondent shall provide at a minimum the requirement monthly reports as outlined in RFP Section 1.4.3.8.(7).e. | **Y** |

If Respondent is unable to respond YES to all Minimum Requirements but believes they have an alternative solution, please provide Requirement number, Section number, and alternative solution with an explanation. Alternatives will be reviewed and considered by the State as to whether they satisfy the minimum requirements.

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