SECTION FIVE – SUBMISSION OF REPLIES

Proposal Format

A Respondent shall submit their reply according to the following format. Begin the reply with an introductory cover letter, signed by an authorized representative of your firm. Cover letter should disclose who the primary contact person is for the solicitation process, their title, address, phone, fax and email address. Include a table of contents outlining your complete submittal. This will provide the evaluation and negotiation teams easy and consistent replies to review. Each major provision of this ITN is required to be included in the respondent's reply. Respondents shall provide a reply for each provision by inserting their reply directly below the ITN provision.

Respondent's three-ring binders shall be divided into sections/tabs containing the following:

VOLUME ONE:

TAB A. **FDLE Acknowledgement Form and Addenda Acknowledgement Form(s)**

TAB B. **Cover Letter with Contact Information, and Executive Summary**

TAB B shall contain a cover letter on the Vendor's letterhead with contact information and the name and signature of the person of the representative of the responding organization authorized to legally obligate the Vendor to provide the Equipment and Software. The cover letter must state that the Vendor agrees to provide the Equipment and Software as described in the ITN. Also, **TAB B** shall contain an Executive Summary of the Vendor's reply. The Executive Summary will be limited to two pages total and will describe the technical methodology the vendor proposes in concise and meaningful manner. *No pricing information is to be included in the Executive Summary.*

TAB C. **Experience and Ability to Provide Services**

TAB C shall include the following information

I. **Company profile summary to include the following:**

a. Describe why your company would be the best Contractor for this Contract and why the State of Florida should select your firm.

b. Provide information regarding any innovative concepts you are proposing (optional) that may enhance value and quality if implemented by an agency.

c. Describe any significant past projects or sales with the State's agencies, cities, counties, etc. that demonstrates your company's ability to meet this solicitations requirements.

d. Describe any additional resources (optional) your firm has at its disposal that would be used if awarded this Contract.

e. What was your company's total revenue in 2013-14? How much of that is with the State of Florida?

II. **References.**

a. For each reference listed, Vendors shall provide a separate **Attachment I** - Business Corporate Reference from the entity providing the reference that describes in detail the quality of the services provided by the Vendor and how effective the Vendor was in meeting its obligations under the contract. These references must be completed and sealed by the entity providing the reference in accordance or emailed to the Procurement Officer as provided by the instructions. References shall be signed by the person providing the reference. The Procurement Officer reserves the right to contact the Vendor's references to verify the information provided by the reference and the evaluation or negotiation team may elect to contact the references to obtain further information regarding the Vendor's performance. Additionally, the evaluation or negotiation team reserves the right to use references other than those provided by the Vendor when making its best value determination.

Firms that are currently parent or subsidiary companies to the Vendor will not be accepted as Past Performance references under this solicitation. ~~In the event that a Vendor has had a name change since the time services were provided for a listed reference, the name under which the Vendor operated at the time the work was performed must be given at the end of the project description provided on Attachment J.~~

FDLE will review its records to identify any contracts that the Vendor has undertaken directly with FDLE, where the Vendor was the prime contractor, during this period.

b. Past performance references **Attachment H** – Vendor References. The Vendor must list a minimum of three (3) separate and verifiable clients. Confidential clients must not be included.

III. Similar Contracts and Services.

a. State the number of years your company has provided the equipment, software, services and warranties specified in Section Eight, to other federal, state, county and city municipalities?

b. Identify names and qualifications of key individuals, including identifying who will be Contract Manager, who will be assigned to the Contract and services each individual will provide, if this Contract is awarded to your company.

IV. Disputes.

a. List any past and/or pending litigation or disputes relating to the services described herein, that your firm has been involved in within the last five (5) years. List shall include company name, project name, and nature of litigation and current status of dispute.

b. List any past disputes where your company has been terminated from an awarded contract. List company/agency name, term of contract and an explanation as to why you were terminated.

~~**Tab A. Company Information**~~

~~i. Briefly describe your company's organization, structure, philosophy.~~

ii. ~~Describe why your company would be the best Contractor for this Contract and why the State of Florida should select your firm.~~

iii. ~~Describe any significant past projects or sales with the State's agencies, cities, counties, etc. that demonstrates your company's ability to meet this solicitations requirements.~~

iv. ~~State the number of years your company has provided the equipment, software, services and warranties specified in Section Eight, to other federal, state, county and city municipalities?~~

v. ~~What was your company's total revenue in 2013-14? How much of that is with the State of Florida?~~

vi. ~~Identify names and qualifications of key individuals, including identifying who will be Contract Manager, who will be assigned to the Contract and services each individual will provide, if this Contract is awarded to your company.~~

vii. ~~Past Performance References~~

~~In Attachment H – Vendor References, the Vendor must list a minimum of three (3) separate and verifiable clients. Confidential clients must not be included.~~

~~For each reference listed, Vendors shall provide a separate Attachment I - Business Corporate Reference from the entity providing the reference that describes in detail the quality of the services provided by the Vendor and how effective the Vendor was in meeting its obligations under the contract. These references must be completed and sealed by the entity providing the reference in accordance or emailed to the Procurement Officer as provided by the instructions. References shall be signed by the person providing the reference. The Procurement Officer reserves the right to contact the Vendor's references to verify the information provided by the reference and the evaluation or negotiation team may elect to contact the references to obtain further information regarding the Vendor's performance. In addition, the evaluation or negotiation team reserves the right to use references other than those provided by the Vendor when making its best value determination.~~

~~Firms that are currently parent or subsidiary companies to the Vendor will not be accepted as Past Performance references under this solicitation. In the event that a Vendor has had a name change since the time services were provided for a listed reference, the name under which the Vendor operated at the time the work was performed must be given at the end of the project description provided on Attachment J.~~

~~FDLE will review its records to identify any contracts that the Vendor has undertaken directly with FDLE, where the Vendor was the prime contractor, during this period.~~

viii. ~~List any past and/or pending litigation or disputes relating to the services described herein, that your firm has been involved in within the last five (5) years. List shall include company name, project name, and nature of litigation and current status of dispute.~~

ix. ~~List any past disputes where your company has been terminated from an awarded contract. List company/agency name, term of contract and an explanation as to why you were terminated.~~

x. ~~Describe any additional resources (optional) your firm has at its disposal that would be used if awarded this Contract.~~

xi. ~~Provide information regarding any innovative concepts you are proposing (optional) that may enhance value and quality if implemented by an agency.~~

TAB D.   TECHNICAL SPECIFICATIONS

Respondents are required to review and respond to each provision listed in Section Eight of the Technical Specifications by inserting their response immediately below the text of each numbered section (see example below). The Respondent must clearly indicate their equipment/software meets the required provision with a detailed explanation.

See example:

> **1. TENPRINT CAPTURE DEVICES**
>   A. Compliance B.
>   Standards C.
>   Usability
>
> *Response: Vendor Name, has read, understands and complies.*
> *Explanation: Detailed explanation clearly indicating equipment/software meets the required provision.*

VOLUME ONE:

1. Tab A, Company Information
2. Tab B Technical Specifications

VOLUME TWO

1. Administrative Qualification Documents shall be packaged and sealed separately from VOLUME THREE:

VOLUME TWO - ADMINISTRATIVE QUALIFICATION DOCUMENTS

I.   Administrative Qualification Documents shall be packaged and sealed separately from VOLUME THREE:

VOLUME THREE – COST REPLY

I.   Price Reply Attachment K – Cost Reply Sheet for Live Scan Equipment and Software

The Vendor's Cost Reply **(VOLUME THREE)** shall be packaged and sealed separately from its Technical Reply **(VOLUME ONE)** and Administrative Qualification Documents **(VOLUME TWO)**. Failure by the Vendor to submit the Cost Reply sealed separately from the Technical Reply and Administrative Qualification Documents may result in the Reply being deemed non- responsive and therefore rejected.

Purchase pricing and associated accessories shall be submitted in the location and format provided in the Live Scan Equipment and Software Pricing Worksheet of the ITN (Attachment K). There are individual worksheets (tabs) within the Microsoft Excel Price Sheet workbook, one for each Product Group requested. Respondents shall bid all items they offer applicable to that specific product group.

Miscellaneous

Respondents may include other information relevant to this ITN including, but not limited to, promotional material, brochures or supporting documentation not otherwise requested herein. Please clearly designate this section in your reply.

Respondent is responsible for submission of all requested information specified within this solicitation including all ITN on-line responses, hardcopies of proposals, all applicable attachments/forms and submittals (i.e. MSRP lists, government book price lists, technical documents, etc.); all completed and properly executed.   Replies that do not meet all requirements of this ITN or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. FDLE reserves the right to determine which offers meet the Contract requirements of this ITN, and which Respondents are responsive and responsible.

Reply Format

FDLE discourages overly lengthy and costly Replies; however, in order for the FDLE to evaluate Replies fairly and completely, Respondents are required to follow the format set out in this ITN and provide all information requested. Emphasis should be on the completeness and clarity of content.

Each Respondent's Technical Reply and Administrative Qualification document submission must be in a sealed container(s) and must be identified as the Respondent's Technical Reply and Administrative Qualification Documents. The exterior of each container should contain the following information:

Attention: **Sonya Avant**
Florida Department of Law Enforcement
Office of General Services
2331 Phillips Road
Tallahassee, FL 32308

Responding Vendor's Name

Volume One: TECHNICAL REPLY

Volume Two: ADMINISTRATIVE QUALIFICATION DOCUMENTS

Volume Three: ~~PRICE~~ COST REPLY (SEPARATE FROM VOLUME ONE AND TWO)

Solicitation Number: FDLE ITN 1531
Title: Live Scan Equipment and Software
Reply Opening: Date / Time

Each separately sealed Technical Reply and Administrative Qualification Documents be submitted in the same shipping package; however, contents of this package **must** be separately sealed as per these instructions.

Copies of Replies

Respondents shall deliver the original and seven (7) printed copies of their Volume One: Technical Reply; an original and seven (7) copies of Volume Two: Administrative Qualification Documents; ==and one (1) copy of Volume Three: Cost Reply Sheet== no later than the date and time set forth in the schedule of events. In addition, the original and each copy of the Technical Reply should contain an electronic version of the Technical Reply in a single Adobe .pdf file format on portable media. An original Reply must contain originals of all documents required to be submitted by Respondents, Subcontractors and/or Authorized Dealers, if any.

Should Respondent claim confidentiality in its Reply pursuant to section three, then a redacted electronic version on portable media must be submitted with its Reply, and labeled as a redacted version. This redacted version will be used to fulfill public records requests as well as posting on State of Florida websites established for transparency and reporting purposes. All electronic submissions must have been scanned and certified to be malware free by the Respondent.

Volume Reply Format

The objective of the Reply is to demonstrate the Respondent's qualifications and ability to provide the commodities and services required. By submission of a Reply, the Respondent is certifying that it is capable of providing the equipment, software and services solution that meets or exceeds the requirements set forth in Section Eight, Specifications and Requirements, and that the Respondent is capable of providing the deliverables and managing the Contract in a manner that is conducive and beneficial to FDLE's operations and mission.

In order to expedite the evaluation of the Reply, Respondents should follow the below format and Instructions:

- Replies should be submitted in 8.5" by 11" format.

- Replies should be in 3 ring binders and each should be identified, as applicable, **Volume One**, **Volume Two**; "**Original**" or "**Copy**" (copies should be numbered sequentially). Removable items such as CDs should be marked and show the corresponding number of the binder they are submitted in, e.g., original, copy 1/10, etc. Removable items should also be secured within their respective binder.

- Reply binders should be clearly labeled on the front cover and spine.

- All pages should be consecutively numbered.

All major sections should have a divider page with a tab. The name of the section should be printed on the tab.

The Reply organization should be formatted as follows:

==**VOLUME ONE – TECHNICAL REPLY**==

==**Table of Contents**==

==**TAB A**   **FDLE Acknowledgement Form and Addenda Acknowledgement Form(s)**==

==**TAB B**   **Cover Letter with Contact Information, and Executive Summary**==

TAB C   **Experience and Ability to Provide Services**
     I.   Company profile summary
     II.   References
         Attachment I - Business Corporate Reference
         Attachment H - Business References
     III.   Similar Contracts and Services
     IV.   Disputes

TAB D   **Technical Specifications**

     I.   Acknowledgement and detailed explanation of Tenprint Capture Devices specifications
     II.   Acknowledgement and detailed explanation of Template Configurations
     III.   Acknowledgement and detailed explanation of Fewer Than Tenprint Search/Capture Devices Fixed/Desktop specifications
     IV.   Acknowledgement and detailed explanation of Fewer Than Tenprint Search/Capture Devices Mobile specifications

VOLUME TWO - ADMINISTRATIVE QUALIFICATION DOCUMENTS

     I.   Attachment B – FDLE Contract Document
     II.   Attachment C – Pass / Fail Requirements
     III.   Attachment D – List of Subcontractors
     IV.   Attachment E – Drug Free Workplace Certification
     V.   Attachment F – Conflict of Interest Disclosure
     VI.   Attachment G – Vendor Certification Regarding Scrutinized Companies List
     VII.   Attachment J – In State Preference Form
     VIII.   MyFloridaMarketPlace Registration Form
     IX.   W9 Electronic Substitute Form

VOLUME THREE – COST REPLY

     A.   Attachment K – Cost Reply Sheet for Live Scan Equipment and Software

~~VOLUME ONE - TECHNICAL REPLY~~

~~Table of Contents~~

~~I.~~   ~~TAB A~~   ~~COMPANY INFORMATION~~
     ~~A.~~   ~~FDLE Acknowledgement Form~~
     ~~B.~~   ~~Cover letter with contact information~~
     ~~C.~~   ~~Executive Overview~~
     ~~D.~~   ~~Company Profile~~
     ~~E.~~   ~~Relevant Experience~~
     ~~F.~~   ~~Attachment I – Business Corporate Reference~~
     ~~G.~~   ~~Attachment D - List of Subcontractors / Authorized Dealers~~

~~II.~~   ~~TAB B~~   ~~TECHNICAL SPECIFICATIONS~~
     ~~A.~~   ~~Acknowledgement and detailed explanation of Tenprint Capture Devices~~

specifications

B.   Acknowledgement and detailed explanation of Template Configurations

C.   Acknowledgement and detailed explanation of Fewer Than Tenprint Search/Capture Devices Fixed/Desktop specifications

D.   Acknowledgement and detailed explanation of Fewer Than Tenprint Search/Capture Devices Mobile specifications

VOLUME TWO - ADMINISTRATIVE QUALIFICATION DOCUMENTS

A.   Attachment B – FDLE Contract Document
B.   Attachment C – Pass / Fail Requirements
C.   Attachment D – List of Subcontractors
D.   Attachment E – Drug Free Workplace Certification
E.   Attachment F – Conflict of Interest Disclosure
F.   Attachment G – Vendor Certification Regarding Scrutinized Companies List
G.   Attachment H – Vendor References
H.   Attachment I – Business Corporate References
I.   Attachment J – In State Preference Form
J.   Addenda Acknowledgement Form(s)
K.   MyFloridaMarketPlace Registration Form
L.   W9 Electronic Substitute Form

VOLUME THREE – COST REPLY

Attachment K – Cost Reply Sheet for Live Scan Equipment and Software

xxix.   The system must perform pre-validation edit checks on data elements to ensure

SECTION SIX – EVALUATION PROCESS

Reply scoring, as described in this section, is designed to determine which Reply or Replies offer the best apparent solution and greatest overall benefits to the State. FDLE will evaluate Replies in two (2) phases after a contract qualification review is completed. The two (2) phases are:

PHASE I: Technical Reply   170 points maximum

PHASE II: Presentation / Demonstration   30 points maximum

FDLE will determine a natural break in Phase I scoring as defined in section seven.   These Respondents shall make a formal presentation of their response with demonstrations of their proposed equipment and software.

Evaluation Criteria

EVALUATION CRITERIA	MAXIMUM POINTS AVAILABLE
PHASE I Technical Reply	180
Company Information	30
Technical Specifications	120
Template Configurations	30
Tenprint (Device), If Applicable	30
Fewer than tenprint fixed (Device), If Applicable	30
Fewer than tenprint mobile (Device), If Applicable	30
Pricing	30
Tenprint (Device), If Applicable	10
Fewer than tenprint fixed (Device), If Applicable	10
Fewer than tenprint mobile (Device), If Applicable	10
PHASE II Presentation / Demonstration	30
RESPONDENT TOTAL REPLY POINTS	210

Respondents have the option to respond to tenprint, fewer than tenprint fixed and/or fewer than ten print mobile using with one or more solutions within each device. A maximum of 30 points will be scored based on the percent average for each device template. For multiple solutions within one device template an average of the total cost will be used. A maximum of 30 points will be awarded for template configurations. Cost reply for each Respondent will be awarded at10 points relative to the

xxix.   The system must perform pre-validation edit checks on data elements to ensure ==lowest total cost of each device template.==

Except for Pricing, all categories above will be scored with each response having the opportunity to achieve the maximum total point allocation for the respective category.

<u>Pricing:</u>

Price scores will be based on a scale of 0 to ~~20~~ 30 points. The Respondent with the lowest ==average== ~~grand total~~ cost per device as calculated in Live Scan Pricing Worksheet (Attachment K) will receive a score of ~~20~~10 points per device. Each additional Respondent will be awarded a percentage of the ==10== ~~20~~ points relative to the lowest average ~~total~~ cost.

[(Lowest Respondent ~~Total~~ Cost) / (Respondents ~~Total~~ Cost)] X ==10== ~~20~~ = Points

xxix.   The system must perform pre-validation edit checks on data elements to ensure

SECTION EIGHT – TECHNICAL SPECIFICATIONS

The specifications contained in this section are meant to be descriptive as opposed to restrictive.

Vendors are required to review and respond to each provision listed in this section by inserting their response for each numbered section. These technical specifications and general requirements address minimum specifications. The Vendor must clearly indicate how their equipment, software and/or services meet the required provisions with an explanation.

Template Configurations

Vendors are to include complete Template Options for each unit. Each option must be available for selection by FDLE as needed.

List of Templates:

- Criminal Arrest with Notice to Appear
- Criminal Arrest with Booking (in the Jail)
- Criminal Registrant
- Federal Hold (search w/o add – no FL charges)
- Remand/Hold
- Department of Corrections Incarceration
- Identification Only via Rapid ID
- ~~Criminal Justice~~ Applicant (Criminal and Non-Criminal)
- Non-Criminal Justice Applicant

A.   Criminal Arrest with Notice to Appear - Desktop configuration

Criminal Arrest with Notice to Appear workflow must:

i.   Assign Transaction Control Number (TCN) & Offender Based Tracking System (OBTS) number.

ii.   Collect plain impressions – slaps and thumbs.

iii.   Segment fingers 2,3,7,8 and submit to Rapid ID.

iv.   Capture a mugshot via digital camera or configurable folder via standalone mugshot system.

v.   Parse Rapid ID response to display demographics and configurable trigger events from Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), Computerized Criminal History (CCH) response such as Warrants, Sex Offender, Probation, Gang, Known or Suspected Terrorist (KST), and Violent Felony Offender Statuses.

vi.   Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

vii.   Indicators must represent via colors action required versus warning (e.g. Violent Felony Offender = Red, Wants/Warrants = Yellow).

If the subject is identified by Rapid ID and the offense is a misdemeanor or ordinance violation the system must:

i.   Provide an entry screen for updating demographics, entering of charge information and additional required data elements for a Notice to Appear.

ii.   Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iii.   The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS).

iv.   Transmit the plain impressions, mugshot, updated demographics and charge information to the Florida Department of Law Enforcement (FDLE) BIS.

v.   Print a Notice to Appear that conforms to the Florida Rules of Criminal Procedure (Rule 3.125. Notice To Appear), July 10, 2013 in quadruplicate.

If the subject is not identified by the Rapid ID search and the officer will enter the statute number/offense then if the offense is a misdemeanor or ordinance violation the system must:

i.   Prompt the officer to collect a full Tenprint and Palm prints before proceeding to enter required data elements.

ii.   Provide an entry screen for entering full demographics, charge information and additional required data elements for a Notice to Appear.

iii.   Transmit the tenprints, palm prints, mugshot, demographics and charge information to the FDLE BIS.

iv.   Print a Notice to Appear that conforms to the Florida Rules of Criminal Procedure (Rule 3.125. Notice To Appear), July 10, 2013 in quadruplicate.

If the subject is identified by Rapid ID and upon review of the information the offense is a felony the system must:

i.   Prompt the officer to transport the subject to a booking facility.

ii.   Provide an option to fill out charge information to transmit to the booking facility's fingerprint system for pre-processing prior to arrival.

B.   Criminal Arrest Booking

Criminal Arrest Booking workflow must:

i.   Assign TCN & OBTS number.

ii.   Collect plain impressions – slaps and thumbs.

iii.   Segment fingers 2,3,7,8 and submit to Rapid ID.

iv.   Capture a mugshot via digital camera or configurable folder via standalone mugshot system.

v.   Parse Rapid ID response to display demographics and configurable trigger events from Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), Computerized Criminal History (CCH) response such as Warrants, Sex Offender, Probation, Gang, Known or Suspected Terrorist (KST), and Violent Felony Offender Statuses

vi.   Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

vii.   Indications must represent via colors action required versus warning, e.g. Violent Felony Offender = Red, Wants/Warrants = Yellow.

If the subject is identified by Rapid ID the system must:

i.   Provide an entry screen for updating demographics, entering of charge information and additional required data elements for a booking.

ii.   Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iii.   The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS).

iv.   Transmit the plain impressions, mugshot, updated demographics and charge information to the FDLE BIS.

v.   The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

    1. Prompt the officer to collect a DNA sample.
    2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
    3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
    4. Print the DNA submission form that accompanies the DNA sample.

If the subject is not identified by the Rapid ID search the system must:

i.   Prompt the officer to collect a full tenprint and palm prints before proceeding to enter required data elements.

ii.   Provide an entry screen for entering full demographics, charge information and additional required data elements for a booking.

iii.   Transmit the tenprints, palm prints, mugshot, demographics and charge information to the FDLE BIS.

iv.   The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

vi.   The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

    1. Prompt the officer to collect a DNA sample.
    2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
    3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
    4. Print the DNA submission form that accompanies the DNA sample.

C.   Criminal Registrant

Criminal Registrant workflow must:

i.   Assign TCN & OBTS number.

ii.   Collect plain impressions – slaps and thumbs.

iii.   Segment fingers 2,3,7,8 and submit to Rapid ID.

iv.   Capture a mugshot via digital camera or configurable folder via standalone mugshot system.

v.   Parse Rapid ID response to display demographics and configurable trigger events from Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), Computerized Criminal History (CCH) response such as Warrants, Sex Offender, Probation, Gang, Known or Suspected Terrorist (KST), and Violent Felony Offender Statuses

vi.   Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

vii.   Indicators must represent via colors action required versus warning, e.g. Violent Felony Offender = Red, Wants/Warrants = Yellow.

If the subject is identified by Rapid ID the system must:

i.   Provide an entry screen for updating demographics, entering of registration information.

ii.   Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iii.   The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS).

vii.   The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

        1. Prompt the officer to collect a DNA sample.
        2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
        3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
        4. Print the DNA submission form that accompanies the DNA sample.

iv.   Transmit the plain impressions, mugshot, updated demographics and registration information to the FDLE BIS.

If the subject is <u>not</u> identified by the Rapid ID search the system must:

i.   Prompt the officer to collect a full tenprint and palm prints before proceeding to enter required data elements.

ii. Provide an entry screen for entering full demographics, registration information and additional required data elements for a criminal registration.

viii. The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

1. Prompt the officer to collect a DNA sample.
2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
4. Print the DNA submission form that accompanies the DNA sample.

iii. Transmit the tenprints, palm prints, mugshot, demographics and registration information to the FDLE BIS.

D.   Federal Hold

Federal Hold workflow must:

i. Assign TCN.

ii. Collect plain impressions – slaps and thumbs.

iii. Segment fingers 2,3,7,8 and submit to Rapid ID.

iv. Capture a mugshot via digital camera or configurable folder via standalone mugshot system.

v. Parse Rapid ID response to display demographics and configurable trigger events from Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), Computerized Criminal History (CCH) response such as Warrants, Sex Offender, Probation, Gang, Known or Suspected Terrorist (KST), and Violent Felony Offender Statuses

vi. Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

vii. Indicators must represent via colors required versus warning, e.g. Violent Felony Offender = Red, Wants/Warrants = Yellow.

If the subject is identified by Rapid ID the system must:

i. Provide an entry screen for updating demographics, entering of Federal Hold information.

ii. Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iii. The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS).

iv. Transmit the plain impressions, mugshot, updated demographics and Federal Hold information to the FDLE BIS.

If the subject is not identified by the Rapid ID search the system must:

i. Prompt the officer to collect a full tenprint and Palm prints before proceeding to enter required data elements.

ii. Provide an entry screen for entering full demographics, Federal Hold information and additional required data elements.

iii. Transmit the tenprints, palm prints, mugshot, demographics and charge information to the local repository if required.

E. **Non-reportable charges (i.e. Remand, county ordinance, sentence from court:**

Remand workflow must:

i. Assign TCN.

ii. Collect plain impressions – slaps and thumbs.

iii. Segment fingers 2,3,7,8 and submit to Rapid ID.

iv. Capture a mugshot via digital camera or configurable folder.

v. Parse Rapid ID response to display demographics and configurable trigger events.

vi. Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

If the subject is identified by Rapid ID the system must:

i. Provide an entry screen for updating demographics, entering of remand information.

ii. Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iii. The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS).

iv. Transmit the plain impressions, mugshot, updated demographics and Federal Hold information to the FDLE BIS.

If the subject is not identified by the Rapid ID search the system must:

i. Prompt the officer to collect a full tenprint before proceeding to enter required data elements.

ii. Provide an entry screen for entering full demographics, charge information and additional required data elements for a booking.

iii. Provide an Application Programming Interface (API) for exchanging demographic and charge information via the Records Management System and/or Jail Management System.

iv. The API for exchanging information with a Records Management System and/or Jail Management System must conform to the National Information Exchange Model (NIEM) version of the Electronic Biometric Transmission Specification (EBTS)

v. Transmit the tenprints, mugshot, demographics and charge information to the FDLE BIS to perform a search without add transaction.

F.   Department of Corrections Incarceration:

Department of Corrections Incarceration workflow must:

i. Assign TCN & OBTS number.

ii. Collect plain impressions – slaps and thumbs.

iii. Segment fingers 2,3,7,8 and submit to Rapid ID.

iv. Capture a mugshot via digital camera or configurable folder via standalone mugshot system.

v. Parse Rapid ID response to display demographics and configurable trigger events from Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC), Computerized Criminal History (CCH) response such as Warrants, Sex Offender, Probation, Gang, Known or Suspected Terrorist (KST), and Violent Felony Offender Statuses.

vi. Display mugshot with available demographics and significant indicators (Warrants, Sex Offender, Probation, Gang, KST, and Violent Felony Offender Statuses).

vii. Indicators must represent via colors required versus warning, e.g. Violent Felony Offender = Red, Wants/Warrants = Yellow.

If the subject is identified by Rapid ID the system must:

i. Provide an entry screen for updating demographics, entering of incarceration information.

ii. Transmit the plain impressions, mugshot, updated demographics and incarceration information to the FDLE BIS.

ix. The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

 1. Prompt the officer to collect a DNA sample.
 2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
 3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
 4. Print the DNA submission form that accompanies the DNA sample.

If the subject is <u>not</u> identified by the Rapid ID search the system must:

i. Prompt the officer to collect a full tenprint and Palm prints before proceeding to enter required data elements.

ii. Provide an entry screen for entering full demographics, incarceration information and additional required data elements for a booking.

iii. The DNA indicator will state if DNA is on file; if the officer determines that the charge requires the collection of a DNA sample the system must have a selection to process a DNA sample and:

 1. Prompt the officer to collect a DNA sample.
 2. Provide fields for the minimum data elements required to submit a DNA sample to the DNA database.
 3. Print a label for affixing to the DNA oral swab kit with the required information and barcode for DNA sample submission.
 4. Print the DNA submission form that accompanies the DNA sample.

iv. Transmit the tenprints, palm prints, mugshot, demographics and incarceration information to the FDLE BIS.

G. **Criminal Justice Applicant:**

Criminal Justice Applicant workflow must:

i. Assign TCN.

ii. Collect full tenprint.

iii. Capture a portrait via digital camera or configurable folder.

iv. Provide an entry screen to input demographic and applicant information

v. Provide an XML export of demographic information in a standard format for inclusion in a human resource system

vi. Transmit the tenprint and portrait to the FDLE Civil Workflow Control System (CWCS)

3. **Fewer than tenprint search / capture devices (fixed/desktop)**

A. **Compliance**

i. Equipment / Software must be compliant with Wavelet Scalar Quantization (WSQ) Grayscale Fingerprint Image Compression Specifications (IAFIS-IC-0110 v3.1 October 1, 2010) for 500ppi images.

ii. Equipment / Software must be compliant with Joint Photographic Experts Group (JPEG) JPEG-2000 10:1 lossy compression in accordance with the National Institute of Standards and Technology Interagency Report "Effects of JPEG 2000 Lossy Image Compression on 1000ppi Fingerprint Imagery" (NISTIR 7780, July 2013) for 1000ppi images.

iii. Equipment / Software must be compliant with the Gaussian filter strategy for downsampling of 1000ppi to 500ppi for legacy pathway processing in accordance with National Institute of Standards and Technology Interagency Report "Examination of Downsampling Strategies for Converting 1000ppi Fingerprint Imagery to 500ppi" (NISTIR 7839, January 2013) for 1000ppi images that are stored or transmitted at 500ppi.

iv. Equipment / Software must be compliant with American National Standard for Information Systems (ANSI) Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information (ANSI/NIST-ITL I-2011). Additionally, considerations for bandaged, amputated, and/or deformed digits must be in compliance with the ANSI/NIST standard.

v. System must conform to the NIST Fingerprint Image Quality (NFIQ) 2.0 standard.

vi. Equipment / Software must meet the Federal Bureau of Investigation's (FBI) Electronic Biometric Transmission Specification (EBTS) (NGI-DOC-01078-10.0 July 2, 2013) including Appendix F image quality specifications.

vii. Equipment / Software must communicate via TCP/IP. The FDLE's preference is for common services to communicate on their commonly accepted ports. For applications to communicate to a remote vehicle (e.g., a patrol car), the application must have the ability to transmit its packets through a proxy. This

proxy capability must be native to the application. All transmissions must comply with a fully qualified ANSI/NIST data formatted packet.

viii.   Equipment / Software must be compliant with FALCON Interface Control document (ICD) specifications for Rapid ID transactions.

B.   Standards

System equipment, software and warranty must be integrated into a single unit and include the following:

i.   Must provide on-screen prompts that indicate the appropriate finger to be captured for each type of transaction.

ii.   The system will have the ability to determine the NFIQ score for each fingerprint collected.

iii.   The minimum NFIQ score for an acceptable transmission will be user configurable.

iv.   Must provide immediate quality control feedback to the operator. An indicator must appear on-screen to classify the image as acceptable or unacceptable, prior to the capture of the next finger.

v.   Must support the compression of images at the workstation prior to transfer to the FDLE BIS, allowing for more efficient use of the local area bandwidth. Compression must use an FBI-certified WSQ algorithm to meet the FBI-certified compression ratio.

vi.   The system must display the transmission status of completed captures. Internal storage must be incorporated to store captured images and data if transmission is delayed.

vii.   The system must meet the FBI CJIS Security Policy regulating Access Control, Identification and Authentication.

viii.   The system must have a security system to prevent unauthorized operator access.

ix.   The system must provide an interface to a directory service for user access. i.e. Microsoft Active Directory or Lightweight Directory Access Protocol (LDAP).

x.   The system must incorporate role based access with privileges assigned based on a configurable user profile.

xi.   The system must have a timeout feature that will not leave the system in a "logged on" state for more than thirty minutes if the operator leaves the area.

xii.   The system must allow for the printing of transactions and responses.

xiii.   The system must allow for the printing of transactions and responses to be selectable, e.g. only Criminal History or only Wants and Warrants.

xiv.   The system must be capable of performing automatic calibrations at programmed intervals and then logging the results of those calibrations. Contractor must list calibration elements.

xv.   The system must have remote diagnostic capability.

xvi.   Contractor must provide documentation on the system's capability to produce data for management reports showing system usage, operators using the system, calibration and other functionalities.

C.   Usability

i.   Must have a user interface designed for ease of use with minimal need for mouse or keyboard.

ii.   Fingerprint capture plate must be easily cleaned and disinfected between print capture sessions. Both the capture plate life with regular disinfecting and the procedure for replacing coated prisms, if applicable, must be stated by Contractor.

iii.   Must be of compact design to permit countertop-placement in a booking area, or be portable.

4.   Fewer Than Tenprint Search / Capture Devices (Mobile)

System equipment, software, service and warranties must be integrated into a single unit and include the following:

A.   Compliance

i.   Equipment / Software must be compliant with Wavelet Scalar Quantization (WSQ) Grayscale Fingerprint Image Compression Specifications (IAFIS-IC-0110 v3.1 October 1, 2010) for 500ppi images.

ii.   Equipment / Software must be compliant with Joint Photographic Experts Group (JPEG) JPEG-2000 10:1 lossy compression in accordance with the National Institute of Standards and Technology Interagency Report "Effects of JPEG 2000 Lossy Image Compression on 1000ppi Fingerprint Imagery" (NISTIR 7780, July 2013) for 1000ppi images.

iii.   Equipment / Software must be compliant with the Gaussian filter strategy for downsampling of 1000ppi to 500ppi for legacy pathway processing in accordance with National Institute of Standards and Technology Interagency Report "Examination of Downsampling Strategies for Converting 1000ppi Fingerprint Imagery to 500ppi" (NISTIR 7839, January 2013) for 1000ppi images that are stored or transmitted at 500ppi.

iv.   System must conform to the NIST Fingerprint Image Quality (NFIQ) 2.0 standard.

v. Equipment / Software must be compliant with American National Standard for Information Systems (ANSI) Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information (ANSI/NIST-ITL I-2011). Additionally, considerations for bandaged, amputated, and/or deformed digits must be in compliance with the ANSI/NIST standard.

vi. Equipment/Software must meet the Federal Bureau of Investigation's (FBI) Electronic Biometric Transmission Specification (EBTS) (NGI-DOC-01078-10.0 July 2, 2013) including Appendix F image quality specifications.

vii. Equipment/Software must communicate via TCP/IP. The FDLE's preference is for common services to communicate on their commonly accepted ports. For applications to communicate to a remote vehicle, e.g., a patrol car, the application must have the ability to transmit its packets through a proxy. This proxy capability must be native to the application. All transmissions must comply with a fully qualified ANSI/NIST data formatted packet.

viii. Equipment/Software must be compliant with FALCON ICD specifications for Rapid ID transactions

B.   Standards

i. The system must support wireless communications
   a. Cellular (e.g., GSM, GPRS/EDGE, and CDMA
   b. Wi-Fi (802.11x)

ii. Must feature on-screen or hand-held system prompts that indicate the appropriate finger to be captured for each type of transaction

iii. The system must operate in a temperature range of 32º – 104º F (0º - 40º C) and a relative humidity range of 10% - 90%

iv. The unit must be of a compact design weighing less than 2.5 pounds.

v. The system will have the ability to determine the NFIQ score for each fingerprint collected.

vi. The minimum NFIQ score for an acceptable transmission will be user configurable.

vii. Must provide immediate quality control feedback to the operator. An indicator must appear on-screen to classify the image as acceptable or unacceptable, prior to the capture of the next finger.

viii. The system must be able to run on rechargeable lithium-ion batteries that allow for no less than 8 hours of operation, with a minimum of 5 hours of continuous operation.

ix.   Must support the compression of images at the workstation prior to transfer to the FDLE BIS, allowing for more efficient use of the local area bandwidth. Compression must use an FBI-certified WSQ algorithm to meet the FBI-certified compression ratio.

x.   The system must display the transmission status of completed captures. Internal storage must be incorporated to store captured images and data if transmission is delayed.

xi.   The system must provide a mechanism that enables an administrator to periodically delete stored records.

xii.   The system must provide a preview of the fingerprint image and data as it will be printed on a fingerprint card, and allow the operator to view a zoomed image.

xiii.   The system must meet the FBI CJIS Security Policy regulating Access Control, Identification and Authentication.

xiv.   The system must have a security system to prevent unauthorized operator access. Password protection must be used and must not leave the system in a "logged on" state for more than thirty minutes if the operator leaves the area. Preference must be given to biometric log-on.

xv.   The system must be capable of performing automatic calibrations at programmed intervals and then logging the results of those calibrations. Contractor must list calibration elements.

xvi.   The system must have remote diagnostic capability.

xvii.   Contractor must provide documentation on the system's capability to produce data for management reports showing system usage, operators using the system, calibration, etc.

C.   Usability

i.   Must have a user interface designed for ease of use with minimal need for mouse or keyboard, e.g., touch screen features.

ii.   Rugged design appropriate for field environments: waterproof, dust-resistant and shock-resistant (must remain intact after a 4 ft. drop to concrete).

iii.   Fingerprint capture plate must be easily cleaned and disinfected between print capture sessions. Both the capture plate life with regular disinfecting and the procedure for replacing coated prisms, if applicable, must be stated by Contractor.