



Fingerprint Submission Partnership Project

Request for Qualifications

RFQ#-- 2014AB0728

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Request To: Livescan Fingerprint Service Companies

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1. Overview of the Requirement

1) *Objective of the RFQ*

As a contracted fingerprint Channeler with the Federal Bureau of Investigations (FBI), Accurate Biometrics is seeking to partner with livescan fingerprint service companies for the submission of fingerprints relating to Authorized Recipients and the FBI Departmental Order 556-73.

2) *Partners Sought*

Accurate Biometrics is seeking highly qualified Livescan fingerprint service companies interested in engaging in a partnership for the submission of fingerprints relating to Authorized Recipients and the FBI Departmental Order 556-73.

3) *Statement about Accurate Biometrics, Inc.*

Accurate Biometrics is a Federally Certified Woman Owned Small Business (WOSB). Headquartered in Chicago, Illinois, Accurate Biometrics is a livescan and identity services company. We specialize in providing Livescan fingerprint capture service networks for fingerprint submission to State and FBI Automated Fingerprint Identification System (AFIS) fingerprint databases. We are certified to submit fingerprints electronically to the states of Illinois, California, and the FBI.

4) *Project Background*

This project has developed out of a need for authorized entities and individuals to submit in electronic form, to the FBI, fingerprint images for purposes of conducting a search of the FBI criminal history record information (CHRI) database and obtaining an FBI CHRI response in a timely manner. We intend to engage existing Livescan service providers throughout the US that are interested in expanding their fingerprint services to entities and individuals requiring the service of an FBI contracted Channeler. Accurate Biometrics provides a secure, electronic transmission method for submission to the FBI and the dissemination of CHRI within 48 hours of electronic receipt of the fingerprint record. While the FBI allows for mailed submission of limited types of fingerprint cards, electronic submission provides for the return of CHRI typically within 24 hours of submission, versus the FBI response time which is currently at 22 calendar days.

Accurate Biometrics has developed a robust, customer friendly process for Authorized Recipients, which includes authorized agencies and individuals to receive and review FBI CHRI. This process consists of secure, direct, high speed connectivity to the FBI CJIS Division, system record logging, response processing, using a variety of secure methodologies for the dissemination of CHRI to Authorized Recipients.

2. Request for Qualifications Definitions

FBI-approved Channeler – A contractor, such as Accurate Biometrics, who has been approved by the FBI to electronically submit noncriminal fingerprint records directly to and the receipt of CHRI from the FBI for processing to Authorized Recipients.

FBI CJIS – The FBI Criminal Justice Information Services (CJIS) is the division of the FBI responsible for the processing of criminal and noncriminal fingerprint records.

Authorized Recipient -- means (1) a nongovernmental entity authorized by federal statute or federal executive order to receive CHRI for noncriminal justice purposes, or (2) a government agency authorized by federal statute, federal executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice

purposes. (3) An Individual authorized to receive an Identity History Summary pursuant to Departmental Order 556-73.

Departmental Order 556-73 – The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an Identity History Summary to obtain a copy of his or her own Criminal History Summary for review. Though not part of the formal definition for Departmental Order, general purposes for which use of the Departmental Order are allowed include:

- To make sure your FBI record is complete, accurate, and up-to-date
- To review or to request a correction or update
- To challenge information on your record
- To satisfy certain legal requirements, such as a requirement for adopting a child
- To satisfy a requirement to live in a foreign country
- To satisfy a requirement to work in a foreign country
- To satisfy a requirement to travel in a foreign country
- Other court related matters

FBI Criminal History Record Information (CHRI) – *CHRI*, as referred to in Article I(4) of the Compact, means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, or release; but does not include identification information such as fingerprint records if such information does not indicate involvement of the individual with the criminal justice system.

FBI Management and Control Outsourcing Standard for Non Channelers – This is a document authored by the FBI that defines the policy for the proper handling of FBI CHRI for noncriminal justice administrative purpose(s). The complete document can be found at the following link: Security and [Management Control Outsourcing Standard for Non-Channelers](#).

3. Request for Qualifications

3.1 Inquiries

All inquiries related to this RFQ are to be directed, in writing, to: Marikay Hegarty, Vice President of Business Development, mhegarty@accuratebiometrics.com. All questions are to be sent via email and will be answered via email. Information obtained from any other source is not official and should not be relied upon.

3.2 Closing Date

One electronic copy of each response must be received before 2 pm CST, on Friday, July 25, 2014 at the email address – rfqresponses@accuratebiometrics.com. Please indicate the project title “Fingerprint Submission Partnership Project” in the subject line of the email.

3.3 Late Responses

Late responses will only be accepted if an extension is provided 24 hours in advance. The request for an extension must be sent to mhegarty@accuratebiometrics.com.

3.4 Qualifications Review Committee

All RFQ responses received will be reviewed by a committee consisting of the following:

Executive Vice President
VP of Business Development
VP of Information Technology
VP of Operations

3.5 Review and Selection

The qualifications review committee will review responses to determine if the proposer is qualified to perform the services listed in Section 4 and thereby represents a desired partnership opportunity for Accurate Biometrics. Responses deemed not qualified will not be considered for a partnership opportunity.

Responses determined to be qualified will be notified of such and asked to participate in a conference call where additional information will be gathered and the details of the partnership will be discussed.

Evaluation criteria can be found in section 6 of this RFQ.

3.6 Signed Responses

The electronic response must be submitted by an individual within the company who has the authority to represent the company within the second phase of the partnership selection process.

3.7 Acceptance of Responses

This RFQ is not a binding agreement to purchase goods or services. Responses to this RFQ are assessed in light of the qualification review criteria and, if chosen for the shortlist, will be contacted to participate in the conference call phase of the selection process.

4. Services

Please provide a response to each of the items contained in the following scope of services. Proposers will be required to perform the following fingerprint and documentation services:

Operations:

- Provide fixed and or mobile fingerprint locations. Describe fingerprint locations and provide physical address of fingerprint location(s). Locations should be easily accessible to customers and present a professional image. Staff need to be knowledgeable and provide a high level of customer service.
- Capture high quality, FBI acceptable, fingerprint images from Authorized Recipients requesting fingerprint capture services using Livescan technology. Helpful information regarding taking legible fingerprints can be found at the following link: [Taking Legible Fingerprints](#).
- Transmit fingerprint images to Accurate Biometrics using defined VPN connectivity.
- Complete all required paperwork – i.e. obtain applicant signature on fingerprint authorization form (where applicable).
- Verify identification in accordance with FBI policies and guidelines.
- Provide one point of contact (POC) from your company to interact with AB POC to address customer inquiries and customer service issues.

- Facilitate the completion of FBI required paperwork and permissions as it relates to establishing an Authorized Recipient customer.

Technical:

Proposers will be responsible for the purchase, installation and configuration of livescan hardware. Accurate Biometrics will coordinate with proposers technical POC to recommend the appropriate livescan equipment. For those proposers with existing livescan equipment AB will work with proposers technical POC to evaluate the viability of the equipment for use during this partnership program.

Proposers will also be responsible for all costs associated with the connectivity into the AB Channeling network.

For RFQ respondents deemed qualified for a partnership, based on the Services and Evaluation Sections of this RFQ, will be required to complete the following technology survey. Respondents are not required to complete this information in the RFQ response but should be prepared to present information in phase 2 of the partnership selection process.

-Total number of livescan devices:

Make and Model of LS:

-Are livescan devices in fixed or mobile locations?

-Physical location of livescan devices:

-Connection protocols supported:

-IT contact information (name, phone, email):

-IP address:

Special Note re: Processing authorized recipients for Departmental Order 556-73

- Partners are not allowed to process Departmental Order 556-73 fingerprint request if the applicant is not a US citizen or US permanent resident. In these cases, applicant will be referred to FBI CJIS website for further direction on requesting a Departmental Order using the FBI manual submission process.
- Partners will need to ensure only allowable uses of the Departmental Order 556-73 are submitted. Applicants presenting a Departmental Order application for purposes of employment or licensing are not permitted to use the Departmental Order 556-73 process.

Company Background and Experience:

Proposers are to provide a brief company background narrative sufficient for the evaluation committee to assess the company's experience in fingerprint capture. Please provide a contract POC and technical POC along with a brief professional background of experience that is relevant to this partnership program. The Technical POC may be the technical contact that supports existing livescan equipment. Please explain if you currently have a dedicated Technical Computer/Technical Resource and if that resource is an employee or a contractor.

Provide two professional or customer references that can be contacted by the evaluation committee. Include the customer name, contact information including email address and project description.

5. Pricing

Proposers will be responsible for establishing fingerprint capture pricing. Fingerprint capture pricing is not a component of this RFQ. Accurate Biometrics will charge a onetime account and technical setup fee which will range from \$300 - \$500 depending on technical effort needed.

Fingerprint Channeling Fees: The proposer will collect all required fees from the authorized recipient or the applicant at the time of fingerprinting. Accurate Biometrics will invoice Partner Company monthly for fingerprint records processed the previous month. Invoices will reflect two fingerprint transaction types:

Fingerprint Record Type	FBI Processing Fee	Accurate Biometrics Channeling/Processing Fee	Total Fingerprint Fee
Authorized Recipient	\$14.50	Pricing to be negotiated based on a number of factors	TBD
Departmental Order	\$18.00	Pricing to be negotiated based on a number of factors	TBD

The FBI Processing fee is set by Federal Law and is billed to AB monthly.

6. Evaluation Criteria

The review committee will evaluate proposals using the following criteria:

- A. Extent to which proposal meets with desired RFQ scope of services.
- B. Experience with the livescan fingerprint capture.
- C. Proven capacity to deliver high quality fingerprint capture and transmission services.
- D. Customer References.

7. Submission Requirements

All responses must contain the following:

- A. A completed Respondent Information Form (Appendix A)
- B. A statement of interest
- C. Response to items described in the Services Section of the RFQ
- D. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- E. Two professional/customer references

8. Conflict of Interest

Accurate Biometrics defines a Conflict of Interest as:

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position with the company. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

Appendix A

Respondent Information Form (Please complete and Return with Response)

Company Name	
Company Contact	
Street Address	
City State Zip	
Contact Phone	
Contact Email	