



Commonwealth of Pennsylvania

Date: **July 29, 2011**
Subject: **Digital Fingerprinting & Electronic Federal Criminal Background Check Services**
Solicitation Number: **6100019123**
Opening Date/Time: **August 15, 2011 1:30 PM**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

1. Official answers to questions along with the Pre-Proposal Conference sign-in sheet are attached to this Addendum #1 to the RFP.
2. In accordance with Question #37 and regarding Part IV-4, Section 2.c of the RFP, a sample of the paper copies report to applicants is attached to this Addendum #1 to the RFP.
3. Appendix D – Electronic Fingerprint Submissions for Applicant Processing Technical Specifications has been replaced with the most recent version dated 4/22/2011, and is attached to this Addendum #1 to the RFP.
4. Appendix E – Print Specifications, has been revised and replaced due to being improperly named and is attached to this Addendum #1 to the RFP.
5. Part I-13 of the RFP is amended by deleting in its entirety Section C –
DELETE: *"Businesses that BMWBO determines meet the Small Business Administration criteria for designation as a small disadvantaged business."*
6. Part II-9 of the RFP is amended by deleting in its entirety Section A, #1, c) –
DELETE: *"Businesses, which assert that they meet the U.S. Small Business Administration criteria for designation as a small disadvantaged business, must submit: a) self-certification that the business meets the Small Business Administration criteria and b) documentary proof to support the self-certification. The owners of such businesses must also submit proof of United States citizenship, and provide any relevant small disadvantaged business certifications by other certifying entities."*
7. Part II-9, Section A, #1, d) of the RFP is amended by deleting the following language:
DELETE: *"or self-certification as a U.S. Small Business Administration"*.
8. Part II-9, Section A, #1, e) of the RFP is amended by deleting the following language:
DELETE: *"or self-certification as a U.S. Small Business Administration"*.
9. Part IV-3, Number 8) of the RFP is amended by deleting the last sentence:
DELETE: *"The Contractor must be bonded for handling money."*
10. Part V of the RFP is amended by adding the following provision:



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V.46 CONTRACT-048.1b Contract Performance Security (December 2006)

The Contractor is required, no later than ten (10) days after the Contract Effective Date, to submit performance security in an amount equal to the value of the proposed annual contract cost. Performance security must be in the form of a specific performance bond, an irrevocable letter of credit or a certificate of deposit, all in a form acceptable to the Commonwealth, or a certified check or a bank cashier's check drawn to the order of the "Commonwealth of Pennsylvania." If the Contractor elects to submit a specific performance bond, the Commonwealth standard specific performance bond, GSPUR-55 may be used: <http://www.dgsweb.state.pa.us/comod/CurrentForms/gspur55.doc> All performance security shall be conditioned for faithful performance of the contract or purchase order(s). Failure to provide performance security within ten (10) days after the Contract Effective Date shall be considered an event of default.

Where the Contractor does not comply with the Contract or a purchase order, the amount of the Commonwealth's damages shall be liquidated to the amount of the proceeds of the check, performance bond, letter of credit, certificate of deposit, or escrow account or the Commonwealth may, at its option, bring legal action against the Contractor or its surety for the damages it has suffered for any default, in which case security held by the Commonwealth shall be applied as a credit in such suit for damages. Checks deposited with the Commonwealth as security shall be placed in authorized state depositories by the Treasury Department as required by the Fiscal Code, 72 P.S. Section 301. Checks shall be returned to contractors upon completion of the performance of their obligations under the Contract or purchase order. If an irrevocable letter of credit, certificate of deposit, or escrow account is submitted, the document must require the financial institution to pay to the Commonwealth, upon written notice, the amount demanded by the Commonwealth up to the amount of the irrevocable letter of credit, escrow account, or certificate of deposit.

11. The following provisions of Part IV-3, Section 3, subsection k) of the RFP are amended to read as follows:

(2) In the event that the FBI rejects the transmitted transaction due to quality, the FBI electronically transmits a Rejection Message to PSP **for those applicants who register with Commonwealth Agencies that are restricted by CHRIA**. PSP then relays the message to Contractor and the Agency. The FBI rejection message contains an IAFIS Control Number ("ICN"). Using the ICN entitles the applicant to a second transmission at no additional charge. **The Contractor will directly receive the FBI's electronically transmitted Rejection Message for all other agencies' applicants for whom the Contractor channels fingerprints directly to the FBI.**

(5) At the completion of the second fingerprinting, Contractor electronically transmits the fingerprint record to PSP **for those applicants who register with Commonwealth Agencies that are restricted by CHRIA**. PSP then electronically relays the record to FBI for a second processing. **The Contractor will directly receive the FBI's electronically transmitted Rejection Message for all other agencies' applicants for whom the Contractor channels fingerprints directly to the FBI and will be responsible for submitting the second set of fingerprints back to the FBI using the same ICN and TCN numbers.**

(6) In the event that the FBI rejects the second transmission, an electronic message is transmitted to PSP **for those applicants who register with Commonwealth Agencies that are restricted by CHRIA**. PSP then relays the message electronically to the Agency. **The Contractor will directly receive the FBI's second electronically transmitted Rejection Message for all other agencies' applicants for whom the Contractor channels fingerprints directly to the FBI.**

12. The following provision of Part IV-3 of the RFP is amended to read as follows:

9) **For those applicants who register with Commonwealth Agencies that are restricted by CHRIA**, the Contractor will forward monthly via an Electronic Funds Transfer protocol to the appropriate Commonwealth Budget Office or Agency the FBI, PSP and Agency portions of the entire applicant fees collected during the previous month from each Agency's applicants. PSP will invoice each Agency monthly for the FBI and PSP charges associated with each Agency's applicants for which the Contractor provided Services during the previous month, unless stated otherwise in Individual Agency Requirements.

The Contractor will be billed directly by the FBI for all other agencies' applicants for whom the



Commonwealth of Pennsylvania

Contractor channels fingerprints directly to the FBI, and will be responsible for paying said fees directly to the FBI. The Contractor will forward the PSP and Agency portions of the fee collected from these applicants in the monthly payment to the appropriate Commonwealth Budget Office.

IMPORTANT:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

PA Department of General Services
Bureau of Procurement
Attn: Syline Shingara / RFP 6100019123
555 Walnut Street, Forum Place, 6th Floor
Harrisburg, PA 17101

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Syline Shingara
Title: Commodity Specialist
Phone: 717-346-3833
Email: sshingara@state.pa.us

DIGITAL FINGERPRINTING & ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
PRE-PROPOSAL CONFERENCE - 6100019123

July 21, 2011, 1:00pm

DGS - Procurement

555 Walnut Street, Forum Place 6th Floor, Conference Room 1
 Harrisburg, PA 17101

SIGN-IN SHEET

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2. Inquiries	129 N. West St.	John Martin	414-819-3711	johnm@inquiriesinc.com
3. FBC Innovative Business Concepts	Hbs PA	Tom Holloway	717 514 5069	Tholloway@innovative-bc.com
4. Dasher Inc WBE/Enterprise Zone	1665 Cameron St Harrisburg PA	Amy Fox	717 234-3274	afox@dasherinc.com
5. Texas ID	19886 Ashburn Rd Ashburn VA 20147	Thomas Ayers	703 724 3626	tom.ayers@telos.com
6. INQ, INC	ERTON, MD	Justin Carr	410 739 4959	justin@inquiriesinc.com
7. National Background Check	1486 Bethel Columbus OH	Leslie Krome	614-457 8900	Leslie@fastfingerprints.com
8. NBCI	1486 Bethel Col. OH	Anna Maria		gginn@hondos.edu
9. L-A	1650 Wahook Ave Sparksfield IL	Joe Migonico	845-360 2405	JMIGONICO@CIA.SOL

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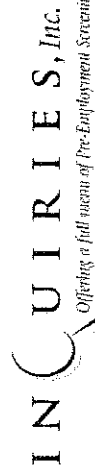
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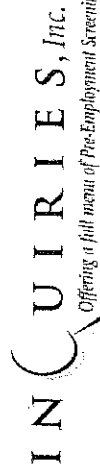


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QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
1	Current Contract - Previous Procurement Solicitation	An RFP for Digital Fingerprinting Services was led in August 2009, by DGS (RFP-6100012582) and awarded in August 2010, after a long protest process. This award's initial length was supposed to have run until June 30, 2015, so why is a very similar solicitation being offered now after less than one year? Please be specific as to the reasons for this action.	<p>An unsuccessful offeror filed a bid protest challenging the procurement. On appeal, Commonwealth Court declared the awarded contract void. Accordingly, the Commonwealth is issuing this RFP for a new contract at this time. The parties with court approval have agreed that the current contract will remain in place until the contractor selected from this RFP can commence services.</p> <p>The RFP documents have changed from the prior RFP, including the statement of work which now reflects the current operational and expected future requirements for this project.</p>
2	Additional Agencies	Other than the initial agencies, will the selected contractor be reimbursed for setting up new websites and workflows for agencies that are added to the program after award?	No; all costs must be covered in the proposed applicant fee.
3		<p>It appears that many of the Intermediate Units and several other commonwealth facilities currently operate fingerprinting stations. Will they continue to do this in the future? If yes, please answer the following questions.</p> <p>a. Does the commonwealth have any plans or desire to open additional commonwealth-operated fingerprinting sites OR is the intention to phase-out and/or eliminate these sites entirely?</p> <p>b. Are these sites operated by Commonwealth employees? If so, is the contractor in any way responsible for the training, background check and certification of these "commonwealth fingerprinting clerks"?</p> <p>c. Does the Commonwealth own the equipment or will the new contractor be required to supply new equipment?</p> <p>d. What are the annual volumes of fingerprints collected from these Commonwealth operated sites?</p> <p>e. What financial arrangements currently exist between Cogent and the commonwealth relative to the commonwealth operated sites? That is, we understand Cogent receives \$12 for each CHRC channeled. Does that apply regardless if the prints are collected at a Commonwealth Site or a Cogent Site? Does Cogent reimburse the commonwealth for prints collected at a commonwealth site? If so, how much?</p>	<p>Response is for all questions within this question #3 (a-e).</p> <p>The successful offeror (contractor) will be responsible for establishing their own fingerprinting sites - they may negotiate with the IU's to continue this service. The contractor will own all of the equipment. Individual site volume is not known. The financial arrangement is between the contractor and the sites. The Commonwealth has no interest in or responsibility for the sites.</p>
4		The RFP states "in order to submit a proposal, the supplier must currently be an approved and certified FBI channeler". Is it DGS's intent that a team member be an FBI channeler, or does the prime contractor need to be the actual channeler?	The offeror submitting the proposal must be approved and certified by the FBI. The prime contractor must be the actual channeler.

QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
5		<p>For a non-SDAB prime, is there an SDAB % goal for subcontracting work that DGS is expecting the awarded contractor to meet? If so, what is it?</p> <p>Does this percentage apply to the total contract value, or to the total of all subcontracts?</p>	<p>There is no "desired target" or minimum commitment that must be made to disadvantaged businesses. Per section III-C of the RFP, each DB participation submittal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance to Section III priority ranking. Subcontracting commitments (Priority Rank 3) are scored in proportion to the highest total <u>percentage commitment offered</u>.</p>
6		<p>How many phone based enrollments can be anticipated?</p>	<p>Unknown.</p>
7	Part IV Work Statement, IV2.	<p>The SOW states: "Additionally, about 5,000 fingerprint cards are manually processed...". Is the 5,000 number an annual figure?</p>	<p>Yes.</p>
8	Appendix C	<p>Part II, II-10 references Appendix C. The PDF file we received contains Appendix A and Appendix B; but, no Appendix C. Could the Commonwealth please provide Appendix C? Rather than PDF, could the file be provided in either MS-Word or Excel Format?</p>	<p>All documents, including appendices, regarding this solicitation are posted on www.eMarketplace.state.pa.us under solicitation number 6100019123. Appendix C is an Excel format.</p>
9		<p>Are we able to use collection sites in adjacent states, provided they meet all of the Commonwealth's program requirements?</p>	<p>Contractor should designate sites solely within Pennsylvania. However, with Commonwealth approval, a limited number of sites in adjacent states may be authorized that would provide additional coverage. Those sites must be within the 25 mile radius requirements, the location must be able to transmit fingerprints directly to PSP and meet all the requirements within the scope of this RFP.</p>
10		<p>The contractor is required to be bonded for handling money. Could you explain the intent of this requirement?</p> <p>a. What does this process entail?</p> <p>b. Is it required for each collection location or just for the prime contractor?</p> <p>c. Does this include the IU's and other governmental locations?</p>	<p>No separate PA licensure or bonding requirement applies to these services. The successful offeror must provide a performance bond equal to the value of the proposed annual contract cost within ten (10) days of the contract effective date.</p>
11		<p>Are criminal background checks or any other approvals required for personnel collecting fingerprints?</p>	<p>Yes. Refer to Part IV Statement of Work, Section IV-3, #21 (Page 27)</p>
12	Part IV Statement of Work, Section IV-3, #6 (Page 25)	<p>There are varying levels of security on "shadowed, watermarked paper" available on the market. Can you please provide more details on the paper required?</p>	<p>Refer to Section IV-4, A, #2, c, x, for a description of the paper required by the PA Department of Education.</p>

QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
13	Part IV Statement of Work, Section IV-3, #2 (g) General Requirements (Page 22)	<p>The SOW states: <i>"Contractor shall conduct and report to DGS the results of a monthly quality control audit of five percent (5%) of the sites."</i></p> <p>Question: Does the monthly quality control audit have to be a physical audit at the Livescan location or can the monthly quality control audits be a review of the activity reports from the Livescan sites?</p>	The 5% must be an on-site audit to ensure the provisions of section IV-3 #2 are met as well as ensure the prints are being taken in the correct manner.
14	Part IV Statement of Work, Section IV-3, #3 (k-2) General Requirements (Page 24)	<p>The SOW states: <i>"In the event that the FBI rejects the transmitted transaction due to quality, the FBI electronically transmits a Rejection Message to PSP. PSP then relays the message to Contractor and the Agency."</i></p> <p>Question: Is it correct to assume that the FBI's electronically transmitted Rejection Message to PSP is only for those applicants who register with Commonwealth Agencies that are restricted by CHRIA (PennDOT, Aging)? The contractor will directly receive the FBI's electronically transmitted Rejection Message for all other agencies' applicants who the contractor channels fingerprints directly to the FBI.</p>	Yes, that would be a correct assumption.
15	Part IV Statement of Work, Section IV-3, #3 (k-5) General Requirements (Page 24)	<p>The SOW states: <i>"At the completion of the second fingerprinting, Contractor electronically transmits the fingerprint record to PSP. PSP then electronically relays the record to FBI for a second processing"</i>.</p> <p>Question: Is it correct to assume that the contractor would only transmit the second fingerprint record to PSP after the first set of fingerprints is rejected by the FBI for those applicants who register with Commonwealth Agencies that are restricted by CHRIA (PennDOT, Aging)? The contractor will receive the FBI's electronically transmitted Rejection Message for all other agencies' applicants who the contractor channels fingerprints directly to the FBI, and would be responsible for submitting the second set of fingerprints back to the FBI using the same ICN and TCN numbers.</p>	Yes, that would be a correct assumption.
16	Part IV Statement of Work, Section IV-3, #3 (k-6) General Requirements (Page 24)	<p>The SOW states: <i>"In the event that the FBI rejects the second transmission, an electronic message is transmitted to PSP. PSP then relays the message electronically to the Agency"</i>.</p> <p>Question: Is it correct to assume that the FBI's electronically transmitted second Rejection Message to PSP is only for those applicants who register with Commonwealth Agencies that are restricted by CHRIA (PennDOT, Aging)? The contractor will receive the FBI's second electronically transmitted Rejection Message for all other agencies' applicants who the contractor channels fingerprints directly to the FBI.</p>	Yes, that would be a correct assumption.

QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
17	Part IV Statement of Work, Section IV-3, #9 General Requirements (Page 25)	<p>The SOW states: <i>"The Contractor will forward monthly via an Electronic Funds Transfer protocol to the appropriate Commonwealth Budget Office or Agency the FBI, PSP and Agency portions of the entire applicant fees collected during the previous month from each Agency's applicants".</i> <i>PSP will invoice each Agency monthly for the FBI and PSP charges associated with each Agency's applicants for which the Contractor provided Services during the previous month, unless stated otherwise in Individual Agency Requirements.</i></p> <p>Question: Is it correct to assume that the inclusion of the FBI fee in the electronic funds transfer to the appropriate Commonwealth Budget Office or Agency is only for those applicants who register with Commonwealth Agencies that are restricted by CHRIA (PennDOT, Aging)? And that PSP will only invoice each Agency that is restricted by CHRIA (PennDOT, Aging) for the FBI fee and PSP charges? The contractor will be billed directly by the FBI for all other agencies' applicants who the contractor channels fingerprints directly to the FBI, and will be responsible for paying said fees directly to the FBI. The contractor will collect the PSP fee from the other agencies' applicants and include the fee in the monthly payment to the appropriate Commonwealth Budget Office.</p>	Yes, that would be a correct assumption.
18	Part IV Statement of Work, Section IV-3, #22 General Requirements (Page 27)	<p>The SOW states: <i>"Contractor personnel must provide in-person training to all Livescan operators at the Contractor's fingerprinting sites and maintain documentation of such training".</i></p> <p>Question: Would DGS agree to consent to the industry standard for training utilizing Contractor personnel to provide the Livescan site operators printed training materials and facilitating the training through the use of online tutorials for the initial training, and test profiles for any future retraining requirements?</p>	No.
19		Would DGS entertain a proposal to capture and submit fingerprints as well as handle adjudication of the returned CHRI data for the respective agencies?	No.
20		What is the expected number of end users per website for each of the departmental websites?	Unknown.
21	Request for Proposal, Section II-10 - Cost Submittal	What fee does the incumbent charge for card scanning?	\$7.00 (Total charge to the applicant = \$40.00)
22	Request for Proposal, Section III.4	Will the Commonwealth award extra points if an offeror is an American-owned company and/or a Pennsylvania-based company?	No.
23	Statement of Work, Section IV-3, #2-c	In addition to collection sites being ADA compliant, should the offeror's website also be compliant with Section 508 of the 1998 Rehabilitation Act for people with disabilities?	<p>The successful offeror must comply with Commonwealth Information Technology Bulletin ITB-ACC001 IT Accessibility Policy, hereby incorporated into the RFP:</p> <p>http://www.portal.state.pa.us/portal/server.pt?open=512&objID=416&PageID=200500&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/itbs/domain/access/itbs/itb_acc001.html</p>
24	Statement of Work, Section IV-3, #2-e	In regards to mobile fingerprinting, would the Commonwealth please define what comprises "large group fingerprinting services"?	The Commonwealth will inform the Contractor when such a need occurs.

QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
25	Statement of Work, Section IV-3, #3 (k) (3)	To expedite the re-fingerprinting process, can the applicant be contacted via phone or e-mail when providing notification that they must be re-fingerprinted?	No.
26	Statement of Work, Section IV-3, #3-k,-22	May the Offeror hold area training sessions for Livescan operators in heavily populated urban areas, rather than at individual sites?	Yes.
27	Statement of Work, Section IV-4 A 2) ii	What obligation does the incumbent contractor have to provide the new contractor with the resources required for a seamless transition including data exports, data dictionaries, system documentation and user accounts?	None. The incumbent must provide to the Commonwealth of Pennsylvania the necessary history data in a useable format.
28		As a part of the technical response do we need to address how we will meet the specifications of each state department?	Yes. Refer to Part IV Statement of Work, Section IV-5, F.
29		What are the current pain points with the existing system?	The revised statement of work reflects adjustments to current operational requirements.
30		Are we permitted to contact the State Agencies named in the RFP to find out if there offices throughout the state would be willing to act as a service site?	Yes, for that specific purpose only. Offerors are reminded that all other communications concerning this RFP must be with the Issuing Officer.
31		Can some of the 80 locations expected by the Commonwealth be serviced through mobile services?	No.
32		If we set up locations and they are not profitable, can we close those locations and service them with a mobile unit (weekly, bi-weekly, monthly)?	No.
33		Outside of the 80 locations, is there also an expectation to have equipment at each of the state agencies' service sites?	No.
34		Do you require a Small Disadvantaged Business to be certified? If yes, under what association or agency? Or do you simply require the Small Disadvantaged Business to meet the requirements as stated in this RFP?	<p>Yes, companies must be certified, per section I-13 of the RFP, Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:</p> <p>A. Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and</p> <p>B. United States Small Business Administration certified 8(a) small disadvantaged business concerns.</p> <p>DB sections of the RFP will be revised with the publication of the formal Q&A responses.</p>

QUESTIONS / ANSWERS
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RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
35		Regarding the BP Co-Location Charge, does each location require a circuit or would the network of locations be connected to the state via one central circuit?	<p>1. As a single or redundant frame relay circuit(s) up to a T1 that connect(s) directly to one or both of our BP/DMZ Core Routers located in Harrisburg and Philadelphia. Connectivity of this nature must be ordered by the sponsoring Commonwealth Agency and provisioned under the Commonwealth's Telecommunication's contract and billed back to the Business Partner for the cost of billing, the circuit, port charge, and any other related costs.</p> <p>2. As a single or redundant circuit(s) of the Business Partner's specifications and choice of Carrier, sufficient to meet their connection requirements to the Commonwealth. This connectivity is a Business Partner Co-Location connection where the Business Partner provisions a router, any additional network equipment and a circuit or circuits of sufficient capacity to fulfill their obligations to the Commonwealth. The connectivity may be provisioned and managed by the Business Partner or secured as a Managed Service by a Carrier. CoPA has two Business Partner Co-Location facilities that allow for single or split-site installations. The Business Partner incurs all connection and equipment costs in addition to a Business Partner Co-Location Charge per primary data circuit. If a Business Partner has a single primary data circuit connection, the Business Partner will be assessed a single Business Partner Co-Location Charge.</p> <p>If a Business Partner has multiple primary data circuits in one facility, then the Business Partner will be charged for the number of primary data circuits installed. If a Business Partner elects to implement a split-site installation, then the Business Partner will be charged a Business Partner Co-Location Charge per the number of primary data circuits per site.</p> <p>Business Partner Co-Location connections may be a single data connection at a single site, multiple data connections at a single site, split-site configurations with single or multiple circuits per split-site. Redundant, geographically diverse network paths are offered. Various implementation strategies are supported by CoPA. The CoPA Business Partner Co-Location Network is fully meshed with dynamic failover via BGP. OSPF is enabled facing the CoPA Business Partner/DMZ Network and Firewalls. BGP is enabled facing Business Partners for split-site installations.</p>

QUESTIONS / ANSWERS
DIGITAL FINGERPRINTING ELECTRONIC FEDERAL CRIMINAL BACKGROUND CHECK SERVICES
RFP 6100019123

Question Number	RFP Section Reference	Potential Offeror Question	Commonwealth Response
			<p>BGP Primary/Secondary configurations are enabled; BGP load-balanced configurations are enabled; HSRP is enabled for single-site, multiple router/circuit configurations, and etc.. Single router/circuit configurations with multiple PVC/EVC paths back to multiple Business Partner facilities/Data Centers are in effect. Single or multiple path entry to CoPA for a Business Partner from a single site or from multiple Business Partner Data Centers supporting fully meshed, dynamic failover solutions are operational. Authorized Business Partner users/functions may source from the Business Partner's corporate network via a single/primary or multiple, redundant implementation. Business Partners may route their authorized users/functions from within their corporate networks to CoPA in order to fulfill their contractual requirements with CoPA Agencies.</p>
36		<p>Can you explain how you assign points during evaluation. For example, does the leading vendor get all the points for a specific category?</p>	<p>See http://www.dgs.state.pa.us/portal/server.pt/community/rfp_scoring_formulas_overview/20124</p>
37	Part IV-4, 2-c (page 29)	<p>Can we be provided a sample of the "paper copies report to applicants"?</p>	<p>Yes. A sample will be provided as an attachment to Addendum 1 to this RFP.</p>



Pennsylvania State Police

Electronic Fingerprint Submissions for Applicant Processing

Technical Specifications Version 2.0

April 22, 2011

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Document Revision History

CHANGE LOG				
REV	DATE	AUTHOR	PAGES AFFECTED	REMARKS
1.0	10/16/2007	M. Onavage		Initial Release
1.1	5/8/2008	M. Onavage	10, 16, 17	Updated Hair Color Codes Added ADAM WALSH ACT to RFP List
			11	Modified TCN Field Description
1.2	10/15/2009	M. Onavage	17	Modified Special Rules for ACC (2.238)
2.0	4/22/2011	M. Onavage	Various	Made minor clarifications / corrections throughout the document

Introduction

The purpose of this document is to provide detailed specifications and standards for the electronic submission of applicant fingerprint data to the Pennsylvania State Police (PSP) Automated Fingerprint Identification System (AFIS). All electronic submissions must conform to the standards outlined in this document.

Before connection of any LiveScan device to AFIS can be completed, the device will need to be tested and certified by PSP at PSP's Department Headquarters facility, located at 1800 Elmerton Avenue, Harrisburg, Pennsylvania, to ensure that it conforms to the standards outlined in this document. The vendor will be required to sign an evaluation agreement prior to commencement of testing.

Document Owner: The primary contact for questions regarding this document is:

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Network Connectivity

A Business Partner connection is an interface for connecting business partners to the Commonwealth of Pennsylvania (CoPA) network. All business partners, for security purposes, are required to access the Commonwealth data network through the designated Business Partner network provided by the Commonwealth, and will be logically routed by Commonwealth assigned IP addresses to the enterprise business partner routers and firewalls.*

Business partners are to be sponsored by the Commonwealth Agency with which they are identified by statute, regulation, or contract as being an agent of the Commonwealth of Pennsylvania. A description of the business partner's service requirements is to be submitted to the Office of Administration / Office of Information Technology / Bureau of Infrastructure and Operations (OA / OIT / BIO) Enterprise Network Services for review and approval. This submission is normally handled through the sponsoring Agency's IT staff.

Because the cost and complexity of a Business Partner connection vary, affecting the language of a Request for Information (RFI), Request for Proposal (RFP), and the contract process, Agency Business Unit and IT staff, in conjunction with Enterprise Network Services, must work together in a timely manner to care for all of the details of establishing a Business Partner connection. Legislatively mandated implementation dates must be factored into the process as it may take three months to establish a Business Partner connection. It is, therefore, imperative that Enterprise Network Services be engaged at the beginning of any potential consideration or at the outset of negotiations pertaining to establishing a Business Partner relationship or connection.

LiveScan devices must submit National Institute of Standards and Technology (NIST) format text and images to AFIS using the File Transfer Protocol (FTP). Before a LiveScan device can connect to AFIS, it will be provided with the following data items:

- Device ID
- Group ID
- Password
- TCP/IP address
- Name of the host to access
- Name of the "common" directory to access

Files being submitted from multiple LiveScan locations must be sent to a single "store and forward" server for transmission to the PSP AFIS. This server must have the capability to queue files and transmit them to the PSP AFIS at specified times, as determined by PSP.

More detailed information regarding data transfer procedures and directory structures will be provided to the vendor prior to connectivity to the system.

* Business partner firewall additions, changes, and deletions are subject to a five-business day turnaround and are to be submitted by authorized agency security personnel to enterprise security. Business partner routing additions, changes, and deletions require a three-business day turnaround and are to be submitted by authorized agency network personnel to Enterprise Network Services.

LiveScan Fingerprint System Requirements

1. The vendor must provide product recommendations. Items should include, but are not limited to, software, disk storage devices, and printers. For each item, vendor should state:

Model, type and number.

Brief description, including operational speeds or capacities.

Quantities required.

Weight and dimensions.

Power requirements.

Permissible variation in voltage and frequencies.

Cooling requirements.

Permissible ambient temperature and humidity range for operation and storage.

Heat dissipation.

Filtered air requirements.

Effects of operations when equipment is placed in proximity to high voltage wires.

Any other special requirement.

NOTE: All hardware, software, and storage capacity must be equal throughout the network.

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2. If the vendor's equipment is subject to damage from utility fluctuations (spikes or dips), the vendor should specify all power backup hardware and software to ensure equipment operation during such occurrences and be able to provide these items if awarded the contract.
3. The proposed LiveScan system must be certified under the National Institute of Standards and Technology (NIST) Image Quality Standard (IQS), Appendix F.
4. The proposed LiveScan system must support data transmission in compliance with the most current Federal Bureau of Investigation (FBI) Electronic Fingerprint Transmission Specifications (EFTS) in an ANSI/NIST-ITL 1a-1997 specified format.
5. The proposed LiveScan system must have the ability to capture roll and slap images at 500 dpi, upgradeable to 1000 dpi, and to transmit images at 500 dpi or 1000 dpi.
6. The proposed LiveScan system must be based on a modular design to allow for upgrade as future requirements develop and to meet existing fingerprint requirements.
7. FBI-accredited Wavelet Scalar Quantization processing shall be employed on 500 dpi images. JPEG 2000 compression shall be employed on 1000 dpi images.
8. In order to eliminate lost records, the LiveScan system must provide guaranteed delivery of the completed record to any and all destinations and two-way communications between the local device and the central site.
9. The proposed LiveScan system must include quality control software to assess images and provide real-time operator feedback (pass/fail alerts) to ensure quality of images being captured and transmitted.
10. The proposed LiveScan system must include adequate local storage of prints.
11. The proposed LiveScan system must meet a 98% submission performance rate, meaning that 98% of files transmitted to AFIS must pass through the system without requiring editing by PSP AFIS personnel due to poor image quality or demographic errors.

Field Edits / Record Formats

Any and all data transmitted to the PSP AFIS must conform to the specifications outlined below with respect to data type, field length, and content. It is the responsibility of the LiveScan system to validate and include all mandatory fields in the record prior to transmission.

TABLE #1

RECORD RETENTION

BOOKING TYPE	=	Retention Code (2.005)
Applicant Card	=	Y or N

TABLE #2

NAME FORMAT

- | |
|--|
| 1. Name Format – LAST, FIRST space MIDDLE space SUFFIX |
| 2. Only special characters permitted are a mandatory COMMA between LAST and FIRST names and a HYPHEN between hyphenated last names. Example: SMITH-JONES, SAM A JR |
| 3. LAST and FIRST names are mandatory and must have a minimum of one character each. MIDDLE name and SUFFIX are optional. |
| 4. No Numeric Digits are allowed. |
| 5. Total length can not exceed 30 characters. |
| 6. Only UPPER CASE characters are allowed. |

ALIAS FORMAT

- | |
|--|
| 1. ALIAS format is the same as NAME |
| 2. Each entry in the AKA field must be unique. |

TABLE #3

DATE FORMAT AND EDIT

- | |
|---|
| 1. Date entered can be equal to but not greater than the current date. |
| 2. All dates must be entered in the CCYYMMDD format. <ul style="list-style-type: none"> ➤ Century = 19 or 20 ➤ Year = 00 through 99 ➤ Month = 01 through 12 ➤ Day = 01 through 31 <p>Month and Day Combinations:</p> <p>APRIL, JUNE, SEPT, NOV - Cannot be greater than 30. FEB cannot be greater than 28, except leap year, when 29 is acceptable.</p> |

TABLE #4

HEIGHT EDIT (2.027)

Feet	=	4 through 7
Inches	=	0 through 11

TABLE #5

WEIGHT EDIT (2.029)

- | |
|--|
| 1. Weight must be greater than 49 and less than 500. |
| 2. Use zeros to fill in on left to make 3 characters. If unknown, enter 000. |
| Example of Weight: 099 |

TABLE #6

RACE EDIT CODES (2.025)

WHITE	=	W
BLACK	=	B
INDIAN	=	I
ASIAN OR PACIFIC ILSLANDER	=	A
UNKNOWN	=	U

TABLE #7

HAIR COLOR EDIT CODES (2.032)

BLACK	=	BLK
GREY	=	GRY
RED	=	RED
BLONDE	=	BLN
BROWN	=	BRO
BALD	=	BAL
SANDY	=	SDY
WHITE	=	WHI
BLUE	=	BLU
GREEN	=	GRN
ORANGE	=	ONG
PURPLE	=	PLE
PINK	=	PNK
UNKNOWN	=	XXX

TABLE #8

EYE COLOR EDIT CODES (2.031)

BLACK	=	BLK
GREY	=	GRY
BLUE	=	BLU
GREEN	=	GRN
BROWN	=	BRO
HAZEL	=	HAZ
MAROON	=	MAR

PINK	=	PNK
MULTICOLORED	=	MUL
UNKNOWN	=	XXX

TABLE #9

SEX EDIT CODES

MALE	=	M
FEMALE	=	F

TABLE #10

**PSP GTC
FINGERPRINT PATTERN TYPE TABLE**

FINGERPRINT PATTERN TYPE	=	PATTERN TYPE CODE
Right Slant Loop	=	RS
Left Slant Loop	=	LS
Plain and Tented Arches	=	AA
All Whorls	=	WW
Amputated or Missing	=	XX
Scarred Patterns	=	SR

Transaction Control Number (TCN) FIELD

This is a Type 1 record identified as field 1.09

There are a total of ten (10) numbers.

_ _ _ _ _

The **first three digits** are the unique Device ID assigned to each individual LiveScan device.

The **next two digits** are the last two numbers of the year (YY)

The **last five digits** create a unique number at each LiveScan Unit. It is generated by the Unit (by adding one to the number each time a booking occurs on the system).

**FIELD EDITS, SPECIAL RULES, AND
PRINTING REQUIREMENTS FOR LIVESCAN**

Type 1 Record

FIELD IDENTIFIER	FIELD NUMBER	SPECIAL RULES	FINGERPRINT CARD PRINTING CRITERIA
LEN	1.01	As defined by FBI	
VER	1.02	As defined by FBI	
CNT	1.03	As defined by FBI	
TOT	1.04	As defined by FBI	
DAT	1.05	Refer to Table #3 above.	
PRY	1.06	As defined by FBI Applicant submissions should be transmitted as Priority 4.	
DAI	1.07	As defined by FBI	
ORI	1.08	Must be a valid ORI from the State ORI Table.	Must be printed on card in designated area. Example: PA0210600 Lower Allen Township PD Camp Hill, PA 17011
TCN	1.09	As defined by FBI	
TCR	1.10	As defined by FBI	
NSR	1.11	As defined by FBI	
NTR	1.12	As defined by FBI	

**FIELD EDITS, SPECIAL RULES, AND
PRINTING REQUIREMENTS FOR LIVSCAN**

Type 2 Record

FIELD IDENTIFIER	FIELD NUMBER	SPECIAL RULES	FINGERPRINT CARD PRINTING CRITERIA
RET	2.005	Can only be "Y" or "N". Refer to Table #1 above.	
FBI	2.014	Can be Alpha/Numeric 1-9 characters.	Print in designated area on card.
SID	2.015	Numeric	Print in designated area on card as NNN-NN-NN-N
SOC	2.016	Numeric	Print in designated area on card as NNN-NN-NNNN
NAM	2.018	<p>Must be UPPER CASE only. Only special characters permitted are a comma between LAST and FIRST names and a hyphen in the last name part only. LAST and FIRST are mandatory and must have a minimum of one character each. MIDDLE name and SUFFIX are optional. Total length not to exceed 30 characters. Format is as follows:</p> <p>LAST comma FIRST space MIDDLE space SUFFIX</p> <p>Refer to Table #2 above.</p>	Print in designated area on card as SMITH,HARRY A III
AKA	2.019	Same as 2.018. Each	Print in designated area on card,

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		entry must be unique. Refer to Table #2 above.	the first 3 AKA's sent
POB	2.020	Use Country Code Table. Refer to State and Country Code Table.	Print in designated area on card the 2 character code
CTZ	2.021	Must be valid code from Country Code Table. See 2.238 for particulars. If 2.238 = N, then 2.021 must appear for optional input.	Print in designated area on card the 2 character code
DOB	2.022	Must be verified against AGE Field (2.264). DOB cannot be equal to or greater than the current date. Refer to Table #3 above.	Print in designated area on card as: MM_DD_CCYY. Print on card with separators.
SEX	2.024	Must be a valid code from the Sex Edit Codes Table. Refer to Table #9 above.	Print in designated area on card.
RAC	2.025	Must be a valid code from the Race Edit Codes Table. Refer to Table #6 above.	Print the appropriate code in the designated area on the card.
SMT	2.026	Use the standard NCIC Table.	Print as many as possible in designated area on card.
HGT	2.027	Refer to Table #4 above.	Print in designated area on card. Example: 510 would represent 5' 10"
WGT	2.029	Refer to Table #5 above.	Print in designated area on card. Example: 099

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EYE	2.031	<p>Must be a valid code from the Eye Color Edit Codes Table.</p> <p>Refer to Table #8 above.</p>	<p>Print the appropriate Eye Color Code in the designated area on the card. Example: BLU</p>																		
HAI	2.032	<p>Must be a valid code from the Hair Color Edit Codes Table.</p> <p>Refer to Table #7 above.</p>	<p>Print the appropriate Hair Color Code in the designated area on the card. Example: GRY</p>																		
PAT	2.034	<p>GTC use field. GTC will assign pattern types in this field.</p> <p>Fingerprint Pattern Type Table.</p> <table style="margin-left: 20px;"> <thead> <tr> <th><u>Pattern Type</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Right Slant Loop</td> <td>= RS</td> </tr> <tr> <td>Left Slant Loop</td> <td>= LS</td> </tr> <tr> <td>Plain and Tented</td> <td></td> </tr> <tr> <td>Arches</td> <td>= AA</td> </tr> <tr> <td>All Whorls</td> <td>= WW</td> </tr> <tr> <td>Amputated or Missing</td> <td>= XX</td> </tr> <tr> <td>Complete Scar</td> <td>= SR</td> </tr> <tr> <td>Unable to print</td> <td>= UP</td> </tr> </tbody> </table> <p>Refer to Table #10 above.</p>	<u>Pattern Type</u>	<u>Code</u>	Right Slant Loop	= RS	Left Slant Loop	= LS	Plain and Tented		Arches	= AA	All Whorls	= WW	Amputated or Missing	= XX	Complete Scar	= SR	Unable to print	= UP	<p>Pattern type codes will be sent from GTC to Print Server for printing in designated area on card at PSP Central Site.</p>
<u>Pattern Type</u>	<u>Code</u>																				
Right Slant Loop	= RS																				
Left Slant Loop	= LS																				
Plain and Tented																					
Arches	= AA																				
All Whorls	= WW																				
Amputated or Missing	= XX																				
Complete Scar	= SR																				
Unable to print	= UP																				
PPA	2.035	<p>Use "Y" for YES. If no input is made, default to "N" or leave blank.</p>	<p>Print X in "YES" block when "Y" is input.</p>																		
PHT	2.036	<p>Same as 2.035</p>	<p>Same as 2.035</p>																		
RFP	2.037	<p><u>Card Type</u> Must be all UPPER CASE only.</p> <ul style="list-style-type: none"> ▪ LWTA ▪ MPT ▪ PRIVATE DETECTIVE ▪ PRIVATE DETECTIVE EMPLOYE ▪ STATE POLICE CADET 	<p>Print card type on card in designated area. Example: LWTA</p> <p>NOTE: "OTHER" will equal spaces on the card.</p>																		

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		<ul style="list-style-type: none"> ▪ LC ENFORCEMENT ▪ LICENSING-SECTION 1012-HAZMAT ▪ WALSH ACT – SCHOOLS SAFE ▪ ADAM WALSH ACT ▪ PA HORSE RACING COMMISSION ▪ PA HARNESS RACING COMMISSION ▪ 4PACA1802 GAMING CONTROL BOARD ▪ INSURANCE LICENSE 40PS3105A2 ▪ OTHER 	
DPR	2.038	Refer to Table #3 above.	Print in designated area on card as MM_DD_CCYY. Print separators.
EAD	2.039	Free Form Text	Print in designated area on card.
RES	2.041	Same as 2.039	Same as 2.039
IMA	2.067	Equipment Make, Model and Serial Number	Print in designated area on card.
IPA	2.084 (2.124)	Amputated or bandaged finger annotation must be captured.	Print XX or UP in appropriate box on card.
LSI	2.235	LiveScan Identification	Print 4 character LSI in designated area on card.
OTP	2.236	Must be captured by officer logging onto LiveScan device.	Print in designated area on card.
ACC	2.238	Use “Y” or “N”. If “Y” input, then bypass 2.239 and 2.021.	Print “X” in appropriate box on card.
ARN	2.239	If 2.238 input is “N”, then 2.239 must appear for optional input. First left most position must be an Alpha character; the remaining nine characters must be numeric.	Print in designated area on card.

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REJ	2.248	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
EDT	2.249	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
IV1	2.260	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
IV2	2.261	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
CV	2.262	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
PV	2.263	GTC USE FIELD ONLY	GTC field inputs must be printed in designated areas on card.
AGE	2.264	Cannot be entered by operator. Must be created using 2.022 (DOB field). Age = current system date less date of birth. If age is under 18, 2.237 JUV is mandatory.	Print in designated area on card. Example: 50
PRQ	2.266	Print service for LiveScan vendor/GTC use.	
NSID	2.267	GTC USE FIELD. (GTC will assign SID numbers in this field.) Numeric	Print in designated area on card. Example: 1-23-45-67-8
ORI-2	2.269	Free Form up to 30 Characters (Alpha or Numeric)	Print in designated area on card.
ORI-3	2.270	Free Form up to 30 Characters (Alpha or Numeric)	Print in designated area on card.

**FIELD LENGTHS, CHARACTER TYPES,
AND FIELD REQUIREMENT (Mandatory vs. Optional)**

Type 1 Record

	Field Identifier	Field Number	Character Type	Field size per Occurrence	Occurrence	Example Transmit Data	Required M or O
Logical Record Length	LEN	1.01	N	Min 2 – Max 3	1	G 1.01:230S	M
Version	VER	1.02	N	4	1	G 1.02:0200S	M
File Content	CNT	1.03	N	7-48	1	U R U R U G 1.03:1S15S2S00S4S14S	M
Type of Transaction	TOT	1.04	A	3-5	1	G 1.04:CNAS	M
Date	DAT	1.05	N	8	1	G 1.05:20061206S	M
Priority	PRY	1.06	N	1	1	G 1.06:1S	O
Dest Agency Identification	DAI	1.07	AN	9 or 10	1	G 1.07:DCFBWA6ZS	M
Originating Agency	ORI	1.08	AN	9	1	G 1.08:NY0303000S	M
Transaction Control #	TCN	1.09	N	10	1	G 1.09:1234567890S	M
Transaction Control Ref.	TCR	1.10	AN	10-40	1	G 1.10:123456789S	O
Native Scanning Res	NSR	1.11	NS	5	1	G 1.11:20.00S	M
Nominal Transmit Res.	NTR	1.12	NS	5	1	F 1.12:20.00S	M

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Type 2 Record

	Field Identifier	Field Number	Character Type	Field size per Occurrence	Occurrence	Example Transmit Data	Required M or O
Logical Record Length	LEN	2.001	N	Min 2 – Max 7	1	G 2.001:909S	M
Image Designation Char	IDC	2.002	N	2	1	G 2.002:00S	M
Retention Code	RET	2.005	Y or N	1	1	G 2.005:YS	M
Attention Indicator	ATN	2.006	ANS	3-30	1	G 2.006:PUBLIC,JOHN QS	O
Send Copy To	SCO	2.007	ANS	9-19	0-9	G 2.007:PA0022020S	O
Fed Bur of Investigation	FBI	2.014	AN	1-9	1	G 2.014:62760NY12S	O
State Ident Number	SID	2.015	N	0-8	1	G 2.015:12345678S	O
Social Security Number	SOC	2.016	N	9	0-4	G 2.016:22222222S	O
Misc ID Number	MNU	2.017	ANS	15	1	G 2.017:PP-1234567890PS	O
Name	NAM	2.018	AS	3-30	1	G 2.018:SMITH,JOHN A S	M
Alias	AKA	2.019	AS	3-30	0-3	G 2.019:JONES,BOB S	O
Place of Birth	POB	2.020	A	2	1	G 2.020:PAS	O

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Country of Citizenship	CTZ	2.021	A	2	1	G 2.021:AFS	O
Date of Birth	DOB	2.022	N	8	1-5	G 2.022:19550308S	M
Sex	SEX	2.024	A	1	1	G 2.024:MS	M
Race	RAC	2.025	A	1	1	G 2.025:BS	M
Scars/Marks/Tattoos	SMT	2.026	AS	3-10	0-10	G 2.026:MISS L TOESTAT	O
Height	HGT	2.027	N	3	1	G 2.027:601S	M
Weight	WGT	2.029	N	3	1	G 2.029:210S	M
Eyes	EYE	2.031	A	3	1	G 2.031:BROS	M
Hair	HAI	2.032	A	3	1	G 2.032:BROS	M
Pattern level Classification	PAT	2.034	A	30-60	1	G *See Example Below	O
Palm Available	PPA	2.035	Y or N	1	1	G 2.035:YS	O
Photo Available	PHT	2.036	Y or N	1	1	G 2.036:NS	O
Reason Printed	RFP	2.037	ANS	1-75	1	G 2.037:EMPLOYMENTS	M
Date Printed	DPR	2.038	N	8	1	G 2.038:20061206S	M
Employer and Address	EAD	2.039	ANS	1-120	1	G 2.039:CONST CO.,PAS	O
Residence	RES	2.041	ANS	1-120	1	G 2.041:132OAKDR,HBGS	O

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Search Result Findings	SRF	2.059	A	1	1	G 2.059:NS	M
Status/Error Messages	MSG	2.060	ANS	1-300	1	G 2.060:FPTPATT NOT DIS	O
Image Capture Equip	IMA	2.067	ANS	make 25 model 25 Ser No 50	1 1 1	U U G 2.067:IDENTIXSTP3800S	O
Controlling Agency ID	CRI	2.073	AN	9	1	G 2.073:PAPSPAF00S	M
Image Pattern/Ann Set	IPA	2.124 (2.084)	A	1-4	0-10	U R G 2.124:01SDEFS068S	O
Live Scan ID	LSI	2.235	AN	4	1	G 2.235:ABGOS	M
Official Taking Prints	OTP	2.236	AS	0-30	1	G 2.236:SMITHS	M
United States Citizen	ACC	2.238	Y or N	1	1	G 2.238:YS	O
Alien Reg Number	ARN	2.239	AN	10	1	G 2.239:A123456789S	O
Reject	REJ	2.248	AN	0-30	1	G 2.248:REJ Dup SidS	O
EDIT	EDIT	2.249	N	4	1	G 2.249:0129S	O
Image Verification 1	1V1	2.260	N	4	1	G 2.260:0129S	O
Image Verification 2	1V2	2.261	N	4	1	G 2.261:0129S	O
Consolidation Verification	CV	2.262	N	4	1	G 2.262:0129S	O
Problem Verification	PV	2.263	N	4	1	G 2.263:0129S	O
						G	

Electronic Fingerprint Submissions
for
Applicant Processing
Technical Specifications
Version 2.0

Age	AGE	2.264	N	1-3	1	2.264:23S	M
Print Service	PRQ	2.266	A	3-20	1	2.266:REGS	M
GTC SID Number	N-SID	2.267	N	0-8	1	2.267:12345678S	O
Event Number	EVT	2.268	AN	0-9	1	2.268:123456789S	O
ORI Contributor	ORI-2	2.269	AN	0-30	1	2.269:LOALLENTWPS	O
ORI Address	ORI-3	2.270	AN	0-30	1	2.270:CAMPHILLS	O
Additional Inform.	AD-INF	2.272	Free Form ANS	0-48 Per Line	5 Lines	2.272:A7DM6948395S	O
FBI Submit	FBIS	2.275	Y or N	1	1	2.275:YS	O
Archive File	ARCH	2.278	Y or N	1	1	12/28/20062.278.YS	O
ORI-Phone Number	ORI-TEL	2.998	N	10	1	Note: applies to JNET	N/A
AOPC OTN File Type	OTN-TYP	2.999	N	1	1	Note applies to AOPC file transfer	N/A

* U R U R U R U R U R U R U R U R U R U R U R U G
2.034:01SWUS02SLSS03SLSS04SLSS05SLSS06SRSS07SRSS08SLSS09SRSS10SRSS

Appendix E

Print Specifications (Format of the file to be sent to LPD for Central print)

RFP 6100019123

Sample and format of Batch Print file which will be sent through lpr onto the central printer is as follows.

Sample

```
%XRXbegin: 001.0300
%XRXaccount:
%XRXtitle: AdamWalsh
%XRXmessage: Please Ship to mail room
%XRXend
%!
%%DocumentMedia: safety 612 792 20 blue safety
XGF
[(projects) (AdamWalsh)] SETPROJECT
(awletter.jdt)SETJDT
(awletter.dbm)STARTDBM
Letter_Type^Print_Date^App_First_Name^App_MI^App_Last_Name^App_Address_1^App_Address_2^App_City^App_State^App_ZIP^Agency_Name^Contact_First_Name^Contact_Last_Name^Contact_Title^Agency_Address_1^Agency_Address_2^Agency_Address_3^Agency_City^Agency_State^Agency_ZIP^TCN^SSN^Disposition^FBIdate
1^2/25/2008^CHARLOTTE^K^ABBOTT^5436 N. 2ND
STREET^^PHILADELPHIA^PA^19120^^^^^^^^^^^^2294802635^XXX-XX-
5214^0^2/22/2008
1^6/5/2008^GREGORY^M^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^^^^^^^^^^2294104096^XXX-XX-1381^2^4/1/2008
1^6/4/2008^JULIE^A^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^^^^^^^^^^2294104095^XXX-XX-6753^1^3/7/2008
2^2/25/2008^CHARLOTTE^K^ABBOTT^5436 N. 2ND
STREET^^PHILADELPHIA^PA^19120^^^^^^^^^^^^2294802635^XXX-XX-
5214^0^2/22/2008
2^6/5/2008^GREGORY^M^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^^^^^^^^^^2294104096^XXX-XX-1381^2^4/1/2008
2^6/4/2008^JULIE^A^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^^^^^^^^^^2294104095^XXX-XX-6753^1^3/7/2008
3^4/16/2008^GREGORY^M^ELLIOTT^^^^^^A PRECIOUS GIFT ADOPTION
RESOURCE CENTER^^^^227 BEAR BROOK ACRES^^MADISON
TOWNSHIP^PA^18444^2294104096^XXX-XX-1381^2^4/1/2008
3^3/7/2008^JULIE^A^ELLIOTT^^^^^^A PRECIOUS GIFT ADOPTION RESOURCE
CENTER^^^^227 BEAR BROOK ACRES^^MADISON
TOWNSHIP^PA^18444^2294104095^XXX-XX-6753^1^3/7/2008
```

4^4/16/2008^GREGORY^M^ELLIOTT^A PRECIOUS GIFT ADOPTION
RESOURCE CENTER^^^227 BEAR BROOK ACRES^^MADISON
TOWNSHIP^PA^18444^2294104096^XXX-XX-1381^2^4/1/2008
4^3/7/2008^JULIE^A^ELLIOTT^A PRECIOUS GIFT ADOPTION RESOURCE
CENTER^^^227 BEAR BROOK ACRES^^MADISON
TOWNSHIP^PA^18444^2294104095^XXX-XX-6753^1^3/7/2008

The section in bold is the header and below that header are the details of the letters which contains the fields that have to be ^ delimited.

Printer Daemon Meta Data

The section above the header is static data which specifies printer daemon specific information and will remain as it is.

```
%XRXbegin: 001.0300
%XRXaccount:
%XRXtitle: AdamWalsh
%XRXmessage: Please Ship to mail room
%XRXend
%!
%%DocumentMedia: safety 612 792 20 blue safety
XGF
[(projects) (AdamWalsh)] SETPROJECT
(awletter.jdt)SETJDT
(awletter.dbm)STARTDBM
```

Letter Details

The letter details header should be present before the details and is shown below.

```
Letter_Type^Print_Date^App_First_Name^App_MI^App_Last_Name^App_Address_1^
App_Address_2^App_City^App_State^App_ZIP^Agency_Name^Contact_First_Name^
Contact_Last_Name^Contact_Title^Agency_Address_1^Agency_Address_2^Agency_A
ddress_3^Agency_City^Agency_State^Agency_ZIP^TCN^SSN^Disposition^FBIdate
```

The section below the header is the details of the letters. There will be one row for each letter. Each row will contain the fields specified in the header. The data in this section will be ordered by the letter type. All the fields specified in the header should be present in the details. Depending on letter type a few fields are mandatory fields and the others can be blank. All fields are ^ separated as shown below.

```
1^2/25/2008^CHARLOTTE^K^ABBOTT^5436 N. 2ND
STREET^^PHILADELPHIA^PA^19120^^^2294802635^XXX-XX-
5214^0^2/22/2008
1^6/5/2008^GREGORY^M^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^2294104096^XXX-XX-1381^2^4/1/2008
1^6/4/2008^JULIE^A^ELLIOTT^2 WOODVIEW
RD.^MALVERN^PA^19355^^^2294104095^XXX-XX-6753^1^3/7/2008
```

Even though the names of the fields are self explanatory here are the details.

Letter_type: This field specifies what type of letter or certificate is to be printed.

- 1 Applicant Finger Print
- 2 Applicant Name Check
- 3 Agency letter for Applicant Finger Print
- 4 Agency letter for Applicant Name Check.

Print_Date: This field specifies the date the letter was first printed.

App_First_Name: Applicant First Name
App_MI: Applicant Middle Initial
App_Last_Name: Applicant Last name
App_Address_1: Applicant mailing Address line 1
App_Address_2: Applicant mailing Address line 2
App_City: Applicant City
App_ZIP: Applicant Zip Code
Agency_Name: Name of agency which relates to the applicant.
Contact_First_Name: First Name of Contact person of the Agency
Contact_Last_Name: Last Name of Contact person of the Agency
Contact_Title: Title of Contact person of the Agency
Agency_address_1: Agency mailing address line 1
Agency_address_2: Agency mailing address line 2
Agency_address_3: Agency mailing address line 3
Agency_City: Agency City
Agency_State: Agency State
Agency_ZIP: Agency Zip
TCN: TCN specific to the applicant record
SSN: Social Security Number of the applicant
Disposition: The result which was returned by FBI.
0 - No record exists
1 - Record exists but conviction(s) does not prohibit hire
2 - Record exists but no conviction(s) is shown and does not prohibit hire
3 - Disqualification
FBIdate: Date result received from FBI.

Mandatory fields for Letter_Type 1 and 2 are as follow

- a) Print_Date
- b) App_First_Name
- c) App_MI
- d) App_Last_Name
- e) App_Address_1
- f) App_Address_2
- g) App_City
- h) App_ZIP
- i) TCN
- j) SSN
- k) Disposition
- l) FBIdate

The other fields can be blank.

Mandatory fields for Letter_Type 3 and 4 are as follow

- a) Print_Date
- b) App_First_Name
- c) App_MI
- d) App_Last_Name
- e) Agency_Name
- f) Contact_First_Name (can be blank if there is no information)
- g) Contact_Last_Name (can be blank if there is no information)
- h) Contact_Title (can be blank if there is no information)
- i) Agency_addtess_1
- j) Agency_addtess_2 (can be blank if there is no information)
- k) Agency_addtess_3 (can be blank if there is no information)
- l) Agency_City
- m) Agency_ZIP
- n) TCN
- o) SSN
- p) Disposition
- q) FBIDate

The other fields can be blank.

Pennsylvania Department of Education
School Services Unit
333 Market Street
Harrisburg, PA 17126-0333

Registration ID:

Dear Applicant,

Enclosed is the unofficial copy of the results of your federal criminal history background check, your Federal Criminal History Record Information (CHRI). You requested this copy when you registered to be fingerprinted. This copy is for your use only and cannot be used as the official copy that is to be reviewed by your prospective employer.

Pennsylvania law, Act 114 of 2006, requires prospective employees of all public and private schools and their contractors, who will have contact with children, to obtain a federal background check prior to employment. The applicant must provide a report that is no more than one year old to their employer. The report must be provided in a manner prescribed by the Department of Education (PDE). PDE established an all-electronic system for obtaining federal background checks, effective December 1, 2008. The new system enables Administrators of public and private schools and Teacher Training Institutions to review the official CHRI online. Under this new system, applications and results are being processed much more efficiently.

Applicants for employment to any public school or private school or their contractor (s) must include their Registration ID number with their employment application. The Administrator of the public or private school will use your Registration ID number to locate your CHRI in the secure, online system. Under Act 114 and Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of the CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college / university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted 12 months from the date you were fingerprinted.

Information on Act 114 of 2006 and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: www.pde.state.pa.us. The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolServices@state.pa.us.

CIVIL APPLICANT RESPONSE

ICN
MNU
FPC

CIDN

OCA

SOC

SEX

API

CAC0G009Z COGENT SYSTEMS INC DATE FP
PASADENA CA 2009/05/28
A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST
DATA. CJIS DIVISION
2009/05/29 FEDERAL BUREAU OF INVESTIGATION



pennsylvania
DEPARTMENT OF EDUCATION