

## **SOUTH CAROLINA BUSINESS OPPORTUNITIES REQUEST FOR QUALIFICATIONS**

Resumes from firms interested in providing professional services for the following proposed project will be received until the date and at the location indicated on page # 4.

The agency selection committee shall evaluate each of the persons or firms interviewed in view of their (a) proven ability to deliver products in the scope of project, (b) training, (c) support, and (d) ability to meet functional requirements. Based upon these evaluations, the agency selection committee shall select all or at least three (3) which, in its judgment, are the most qualified, ranking them in priority order. When it is determined that the ranking report is final by the agency, written notification of the selection and order of preference shall be immediately sent to all of those that responded to the agency selection committee's invitation to submit information. The Committee may interview some or all of the prospective firms to finalize the ranking report.

**PROJECT NAME: BIOMETRICS SYSTEM**

**PROJECT NUMBER: PQ10006-11/23/09S**

**LOCATION: LEXINGTON COUNTY**

**PROJECT DESCRIPTION:**

The County of Lexington, South Carolina, hereinafter referred to as the County, seeks to prequalify firms to provide systems, software, support, and training necessary for the implementation a Biometrics System for our Lexington County Sheriff's Department.

**GENERAL INFORMATION:**

The first step in the County's bidding process is this RFQ, which seeks to obtain information in order to prequalify system/software vendors for participation and consideration in subsequent steps of a bid. In order to be considered for prequalification, the respondent to this RFQ must be the provider of biometrics software, support, and training.

**COUNTY CONTACTS:**

From the issuance date of this RFQ until a vendor(s) is selected and the selection is announced, vendors are not allowed to communicate with any County of Lexington staff or officials regarding this procurement, other than Reggie Murphy, Procurement Manager or Angela Seymour, Procurement Officer. Any unauthorized contact may disqualify the vendor from further consideration.

**RECEIPT OF PROPOSALS AND PUBLIC INSPECTION:**

Upon receipt of qualifications, all marked trade secrets and company financial information will be removed from the responses and provided only to the evaluation committee members or persons participating in the contracting process. All remaining qualification materials will be available for public inspection after the final award process.

**CLAIMS TO KEEP INFORMATION CONFIDENTIAL:**

Qualifications may be considered public record after opening pursuant to County ordinance and the Freedom of Information Act. The County will notify the vendor of any request for disclosure and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to South Carolina law. A vendor shall notify the County within 24 hours of notification by County of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under South Carolina law. Any proprietary or otherwise sensitive information contained in or with any response is subject to potential disclosure. Submitting it waives any recourse in respect to disclosure and indemnifies the County for any charges directly related to the County's disclosure.

**INITIAL CLASSIFICATION:**

All qualifications will be initially classified as being responsive or non-responsive based upon the requirements in Section 4 (Vendor Qualifications). If a response is found to be non-responsive, it will not be considered further.

**EVALUATION:**

All responsive qualifications will be evaluated based on stated evaluation criteria. Submitted qualifications must be complete at the time of submission and may not include references to information located elsewhere, such as Internet

websites or libraries, unless specifically requested in the County's RFQ document.

**PREQUALIFICATION:**

Prequalification will be made to the vendors whose responsive qualifications are determined to best meet the evaluation criteria and therefore the most advantageous to the County. The County may prequalify as many system vendors as it feels serves its best interest.

**LATE SUBMISSIONS**

Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be the vendor's sole risk to assure delivery at the designated office by the designated time. Late qualifications will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

**PREPARING A RESPONSE**

This RFQ contains the instructions governing the qualifications to be submitted and a description of the mandatory requirements. To be eligible for consideration, a vendor must meet the intent of all mandatory requirements. Compliance with the intent of all requirements will be determined by the County's evaluation committee. Responses that do not meet the full intent of all requirements listed in this RFQ may be subject to point reductions during the evaluation process or may be deemed non-responsive.

Vendors must organize qualifications into sections following the format of this RFQ. If no exception, explanation, or clarification is required in the vendor's response to a specific subsection, the vendor shall indicate so in the point-by-point response with the following: "(Vendor's Name)", understands and will comply.

Points may be subtracted for non-compliance with specified qualification format requests. The County may also choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any qualifications that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

A vendor responding to a question with a response similar to, "Refer to our literature..." or "Please see www.....com" may be deemed non-responsive or receive point deductions. All materials related to a response must be submitted to the County in the RFQ response and not just referenced. Any references in an answer to another location in the RFQ materials shall have specific page numbers and sections stated in the reference. Each question is scored independently of one another and the scoring is based solely on the information provided in the response to the specific question.

**DISCUSSION/NEGOTIATION:**

Although vendors may be prequalified without discussion, the County may initiate discussions with one or more vendors should clarification be necessary. Vendors should be prepared to send qualified personnel to Lexington, to discuss technical and contractual aspects of their proposal.

**VENDOR RESPONSIBILITIES:**

Each Vendor who submits qualifications represents that:

- The qualifications are based upon an understanding of the specifications and requirements described in this RFQ.
- Costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the County are entirely the responsibility of the vendor. The County is not liable for any expense incurred by the vendor in the preparation and presentation of their qualifications.
- All materials submitted in response to this RFQ become the property of the County and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the County and the vendor resulting from this RFP process.
- An individual authorized to legally bind the business submitting the qualifications must sign the qualifications in ink.

**RIGHTS RESERVED:**

While the County has every intention to award a contract as a result of the bid, issuance of the bid in no way constitutes a commitment by the County to award a contract. Upon a determination such actions would be in its best interests, the County in its sole discretion reserves the right to:

- waive any formality;
- cancel or terminate this RFQ or the bid;
- reject any or all qualifications received in response to this document;
- waive any undesirable, inconsequential, or inconsistent provisions of this document, which would not have

significant impact on any qualifications;

- not award, or if awarded, terminate any contract if the County determines adequate funds are not available.

**VENDOR INTERVIEW / PRODUCT DEMONSTRATION:**

After receipt of all qualifications and prior to the release of the next step in the bid process, respondents may be required to make an oral presentation and product demonstration at the County Administration Building in Lexington, South Carolina, to clarify their response or to further define their qualifications. Oral presentations and product demonstrations, if requested, shall be at the vendor's expense.

**VENDOR QUALIFICATIONS:**

The County may make such investigations as deemed necessary to determine the ability of the Vendor to supply the products and perform the services specified. The County reserves the right to reject any qualifications if the evidence submitted by, or investigation of, the vendor fails to satisfy the County that the vendor is properly qualified to carry out the obligations of the project. In determining the capabilities of a Vendor to provide the systems and perform the services specified herein, the following informational requirements must be met by the vendor and will be weighed by the County.

- 4.1 Vendor shall provide a complete list of clients served over the course of the past five years. Included with the list are the contact name(s), phone number(s), email address(es), mailing address(es), and physical locations of each client.
- 4.2 Vendor shall demonstrate the ability to provide the attached list of system/software requirements.
- 4.3 The County desires that the vendor provide application training for end users as well as support training for IT staff. It is important to the County's success that the successful vendor supply the comprehensive and convenient training necessary to allow the County to maintain and continually improve its system and its business processes and implement future phases. Vendors must provide:
  - a. Detailed description of training methodologies.
- 4.4 The County requires that the vendor provide the County with technical support of the system(s).

**REFERENCES:**

Vendor shall provide a minimum of five (5) references that are using systems of the type the vendor provides in an environment similar to the environment of the County. The references should fall within the categories identified below. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the vendor to perform. Negative references may be grounds for disqualification. Vendors who are unable to provide a minimum of five (5) references meeting the categories identified below will be disqualified. Included with the references are the contact name(s), phone number(s), email address(es), mailing address(es), and physical locations of each reference.

- a. All five references must be United States public sector entities with populations greater than 200,000 and/or greater than 500 public safety and corrections employees.
- b. To be considered, all five references must have been in an operational production environment with a biometrics system for at least one (1) year.

**EVALUATION:**

**Evaluation Procedure**

The evaluation committee will separate proposals into "responsive" and "non-responsive" proposals. Nonresponsive proposals will be eliminated from further consideration. The evaluation committee will then evaluate the remaining proposals and determine which vendors prequalify. Only prequalified vendors will be allowed to participate in subsequent steps of this bid process.

**Evaluation Criteria**

The evaluation committee will review and evaluate the offers according to the following criteria:

- Quality and relevance of references.
- Proven ability to deliver products in the scope of project.
- Training.
- Support.
- Ability to meet functional requirements

**ADDITIONAL REQUIRED DOCUMENTATION:**

*PROVIDE ONE (1) ORIGINAL & FOUR (4) COPIES OF YOUR SUBMISSION.*

**QUESTIONS DEADLINE:** NOVEMBER 16, 2009 @ 11:00 AM EST

**SUBMISSION DEADLINE:** NOVEMBER 23, 2009 @ 3:00 PM EST

**AGENCY OWNER:** COUNTY OF LEXINGTON

**NAME OF AGENCY COORDINATOR:** ANGELA M. SEYMOUR

**TITLE OF AGENCY COORDINATOR:** PROCUREMENT OFFICER

**ADDRESS:** 212 SOUTH LAKE DRIVE, SUITE 503, LEXINGTON, SC 29072

**PHONE:** 803-785-8319 / **FASIMILE:** 803-785-2240

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ANGELA M. SEYMOUR  
PROCUREMENT OFFICER

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REGGIE MURPHY  
PROCUREMENT MANAGER

Category #	Specification	Response
Information	The term "biometrics" as used in the following specifications shall refer specifically to fingerprint-based identification technology.	
A-1	The biometrics solution must integrate with Sungard OSSI RMS/JMS software.	
A-2	The solution must utilize SQL server 2005 (or newer) for database storage.	
A-3	The solution must be compatible with a Microsoft Windows operating environment. Compatibility with XP Professional is mandatory. Please explain development plans related to Windows 7 compatability.	
A-4	The solution provided must include stationary fingerprint reading hardware devices for use in areas such as Booking as well as devices which are completely untethered (such as WLAN enabled). Due to distance limitations and dependency on specific host computers, Bluetooth devices would be considered tethered.	
A-5	The biometrics solution must store and support the use of flat file impressions of all ten fingers.	
F-1	The biometrics solution must integrate with inmate intake, release, and movement processes.	
F-2	The biometrics solution must provide software and hardware functionality that would allow officers in the field the to perform rapid identification checks and field booking/releases.	
F-3	The solution must support the use of search filters such as race and gender prior to or after a scan is captured.	
F-4	The system must provide some scoring method on resulting matches that would indicate a confidence level.	
F-5	Software for mobile and fixed applications should provide identical functionality.	
F-6	The solution must include support for high resolution image capture of inmate property at intake.	
F-7	The system must include the capability of searching existing fingerprint data associated with the master name index file for previous entries of persons being booked into the facility. This search should be as timely (within two (2) seconds at peak activity given optimal hardware/network configurations) to prevent duplicate name entries. If a match or possible match is found, the system must allow for verification of personal information and allow changes as required.	
F-8	The solution must support the use of biometrics for tracking the movement of special sentenced/special classification inmates into and out of the detention facility.	
F-9	<p>The biometric solution provided must perform at least the following functions:</p> <ul style="list-style-type: none"> <li>-- Find and enroll (one-to-many search)</li> <li>-- Verify (one-to-one search)</li> <li>-- Intake (one-to-many search with built in work flow for inmate property, aliases, criminal codes. etc to take the user to the appropriate next step in the process)</li> <li>-- Release (One-to-one search with built in work flow for release processing. This should inform the user of any medications necessary to supply the inmate, property pictures, etc. )</li> <li>-- Head Count (One-to-One search with workflow to improve speed and accuracy of inmate validation)</li> </ul>	

Category #	Specification	Response
F-10	The biometric solution provided must support use of any number of fingers (1-10) for identification purposes.	
F-11	<p>The system must display, at a minimum, the following information when a verification attempt is made:</p> <ul style="list-style-type: none"> <li>-- Full name</li> <li>-- Identifying number/numbers</li> <li>-- Full physical identifiers (scars, marks, tattoos)</li> <li>-- Full demographic identifiers</li> <li>-- Associates and multiple housing locations</li> <li>-- Notes for gang related activity or special notices</li> <li>-- Individual's mug shot</li> </ul>	
O-1	The system must utilize a one-to-one search for verification during release, medication, transport and warrant service.	
O-2	The system must use a one-to-many search with a progressive print elimination process.	
O-3	The system must use a rapid progressive print elimination process to quickly validate a positive hit.	
O-4	The system must allow enrollment of new fingerprint records through its own enrollment process as well as through integration of the local AFIS system through Printrak LiveScan.	
O-5	The system must support the use of rolled impressions as well as four finger slap impressions captured from an AFIS device through Printrak LiveScan.	

