



Solicitation

1. **Solicitation#:** 3080000346

2. **Solicitation Issue Date:** Feb. 11, 2016

3. **Brief Description of Requirement:**

The State of Oklahoma Office of Management and Enterprise Services on behalf of the Oklahoma State Bureau of Investigation (OSBI) is seeking bids for the upgrade and replacement of its second generation Automated Fingerprint Identification System (AFIS) with the latest version of software and hardware, fully integrated that will fulfill over 90% of the custom requirements out of the box with no need of software changes. In addition the third generation AFIS will be designed to build on the current functionality and meet the OSBI business needs without lengthy development and extensive maintenance requirement afterwards. Furthermore, the AFIS will be compliant with state and national standards for fingerprint data exchanges.

4. **Response Due Date:** March 17, 2016

Time: 3 p.m. Central Time

5. **Issued By and Return Sealed Bid To:**

Office of Management and Enterprise Services
Central Purchasing
ATTN: 3080000346 / Ernest Graham
5005 N. Lincoln Blvd., Suite 300 Oklahoma City, OK 73105

6. **Contracting Officer:**

Name: Ernest Graham

Email: ernest.graham@omes.ok.gov

Communications Concerning Solicitation

The contracting officer listed on the cover page of this solicitation is the only individual in which the bidder should be in contact with concerning any issues with this solicitation. Failure to comply with this requirement may result in the bidder response being considered non-responsive and not considered for further evaluation.



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A. GENERAL PROVISIONS

The following provisions shall apply where and as applicable to this Solicitation.

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1.** "Acquisition" means items, products, materials, supplies, services and equipment acquired by purchase, lease purchase, lease with option to purchase, or rental pursuant to applicable state law.
- A.1.2.** "Amendment" means a written restatement of or modification to a Contract Document executed by both parties.
- A.1.3.** "Bid" means an offer in the form of a bid, proposal or quote a Bidder submits in response to this Solicitation.
- A.1.4.** "Bidder" means an individual or Business Entity that submits a Bid in response to this Solicitation.
- A.1.5.** "Business Entity" means any individual, business, partnership, joint venture, corporation, S-corporation, limited liability corporation, limited liability partnership, limited liability limited partnership, sole proprietorship, joint stock company, consortium, or other legal entity recognized by statute.
- A.1.6.** "COTS" means software that is commercial off the shelf.
- A.1.7.** "Contract" means this Solicitation, which together with other Contract Documents, as may be amended from time to time, evidences the final agreement between the parties with respect to the contract awarded pursuant to this Solicitation.
- A.1.8.** "Contract Document" means, when executed by all applicable parties as necessary, this Solicitation, the Bid of the awarded Supplier, any statement of work, work order, rider or similar document related hereto, any purchase order related hereto, other statutorily required or mutually agreed documents related hereto, and any Amendment to any of the foregoing.
- A.1.9.** "Closing Date and Time" is 3:00 P.M. Central Time on the date this Solicitation closes.
- A.1.10.** "Interlocal Entity" means, with respect to any state other than Oklahoma, any authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of such state government, any political subdivision of such state, and any organization related to any of the foregoing.
- A.1.11.** "OMES - ISD" means the Office of Management and Enterprise Services, Information Services Division, on behalf of the State of Oklahoma.
- A.1.12.** "Procuring Agency" means the State of Oklahoma Agency initiating the procurement.
- A.1.13.** "Request for Information or RFI" means a non-binding procurement practice used to obtain information, comments, and feedback from interested parties or potential suppliers prior to issuing a solicitation.
- A.1.14.** "State" means the government of the State of Oklahoma, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the State of Oklahoma.
- A.1.15.** "State Entity" means any agency, authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of the State government, any political subdivision of the State, and any organization related to any of the foregoing.
- A.1.16.** "State CIO" is the State Chief Information Officer or designee, in the capacity of the State Purchasing Director for information technology and telecommunications Acquisitions.
- A.1.17.** "Solicitation" means this document inviting Bids for the Acquisition referenced herein.
- A.1.18.** "Supplier" means the Bidder with whom the State enters into the Contract awarded pursuant to this Solicitation.

A.1.19. "Utilities" means a Bidder's reusable or pre-existing proprietary intellectual property that forms the basis for a customized or developed software deliverable for the State and which is specifically identified as such by the Bidder in writing prior to execution of the Contract awarded pursuant to this Solicitation.

A.2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a Bid to this Solicitation:

A.2.1. The Bidder certifies that the Bidder and its principals or participants:

A.2.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal, state or local department or agency;

A.2.1.2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.2.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the foregoing offenses enumerated in this certification; and

A.2.1.4. Have not within a three-year period preceding this Contract had one or more public (federal, state or local) contracts terminated for cause or default.

A.2.2. Where the Bidder is unable to certify to any of the statements in the certification above, Bidder shall attach an explanation to the Bid.

A.3. Bid Public Opening

Sealed Bids may be opened upon public request at the time and date specified herein as the Closing Date and Time.

A.4. Late Bid

Bids received by the State after the Closing Date and Time shall be deemed non-responsive and shall not be considered for any resultant award.

A.5. Legal Contract

By submitting a Bid to this Solicitation:

A.5.1. Submitted Bids are rendered as a legal offer and when accepted by the State, shall constitute a contract.

A.5.2. The Contract Documents resulting from this Solicitation shall have the following order of precedence: this Solicitation, other contract award documents, including but not limited to the Purchase Order, Amendments, required certification statements, change orders, license and other similar agreements; and the successful Bid. In the event there is a conflict between any of the preceding documents, the other contract award documents prevail over this Solicitation, and both the other contract award documents and this Solicitation shall prevail over the successful Bid. If there is a conflict between the terms of any Contract Document and applicable Oklahoma law, rules or regulations, such laws, rules and regulations shall prevail over the conflicting terms of the Contract Document.

A.5.3. Any Contract Document related to this Solicitation shall be legibly written or typed.

A.5.4. All transactions related to this Solicitation, and any Contract Document related hereto, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

A.6. Pricing

A.6.1. Bids shall remain firm for a minimum of one-twenty (120) days after the Closing Date and Time.

A.6.2. Bidders guarantee unit prices to be correct.

A.6.3. In accordance with 74 O.S. §85.40, all travel expenses to be incurred by Supplier in performance of the Contract shall be included in the total Bid price/contract amount.

A.6.4. All costs incurred by the Bidders for Bid preparation and participation in this competitive procurement shall be the sole responsibility of the Bidder. The State of Oklahoma shall not reimburse any Bidder for any such costs.

A.7. Firm Fixed Price

Unless this Solicitation specifies otherwise, a Bidder shall submit a firm, fixed price for the term of the Contract.

A.8. Pricing Requirements

If Bidder pricing does not meet requirements of the section herein titled Price and Cost, the Bid may be considered non-responsive.

A.9. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in this Solicitation, manufacturers' names, brand names, information, and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which it is an authorized representative, which meets or exceeds the specification for any item(s). However, if a Bid is based on equivalent products, indicate on the Bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their Bid. Reference to literature submitted with a previous Bid shall not satisfy this provision. The Bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.10. Rejection of Offer

The State reserves the right to reject any Bids that do not comply with the requirements and specifications of this Solicitation. A Bid may be rejected when the Bidder imposes terms or conditions that would modify requirements of this Solicitation or limit the Bidder's liability to the State. Other possible reasons for rejection of Bids are listed in OAC 260: 115-3-17b

Attempts to impose unacceptable conditions on the State, or impose alternative terms not in the best interest of the State shall not be tolerated. Continued attempts to impose unacceptable conditions or terms on the State shall result in a determination of non-responsiveness of the Bid due to lack of compliance with the terms and conditions of negotiation or this Solicitation.

A.11. Award of Contract

A.11.1. The State may award the contract to more than one Bidder by awarding the contract(s) by item or groups of items, or may award the contract on an all or none basis, whichever is deemed to be in the best interest of the State of Oklahoma.

A.11.2. Contract awards shall be made to the lowest and best Bid(s) unless this Solicitation specifies that best value criteria is being used.

A.11.3. In order to receive an award or payments from the State of Oklahoma, Bidder must be registered. The Bidder registration process can be completed electronically through the website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.11.4. It is the preference of the State to award to a single Bidder. However, the State reserves the right to award to multiple Bidders when it has been determined to be in the best interest of the State.

A.12. Contract Modification

A.12.1. The Contract Documents issued as a result of this Solicitation is under the authority of the State personnel signing the Contract Documents. The Contract may be modified only through a written Amendment, signed by the State.

A.12.2. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by OMES - ISD in writing, or that is made unilaterally by the Supplier, is a material breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including but not limited to any unauthorized written Amendment, shall be void and without effect,

and the Supplier shall not be entitled to any claim under the Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.

A.13. Delivery, Inspection and Acceptance

A.13.1. All deliveries shall be F.O.B. Destination. The Supplier shall prepay all packaging, handling, shipping and delivery charges and prices quoted shall include all such charges. Any products delivered pursuant to this Contract shall be subject to final inspection and acceptance by the procuring entity at destination and the procuring entity has no responsibility for the delivered products prior to acceptance. Title and risk of loss or damage to all items shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance. "Destination" shall mean delivered to the receiving dock or other point specified in the applicable purchase order.

A.13.2. Supplier shall be required to deliver products as offered on or before the required date. Deviations, substitutions, or changes in the products shall not be made unless expressly authorized in writing by the State or Interlocal Entity, as applicable.

A.14. Invoicing and Payment

A.14.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. Payment shall not be considered late until 45 days after the date of the invoice.

A.14.2. State Acquisitions are exempt from sales taxes and federal excise taxes.

A.15. Audit and Records Clause

A.15.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the Supplier agrees any pertinent state or federal agency shall have the right to examine and audit all records relevant to execution and performance of this Contract.

A.15.2. The Supplier is required to retain records relative to this Contract for the duration of this Contract and for a period of seven (7) years following completion and/or termination of this Contract. If an audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.16. Non-Appropriation Clause

The terms of this Contract and any purchase order issued for multiple years under this Contract are contingent upon sufficient appropriations being made by the applicable state legislature, federal government or other appropriate government entity. Notwithstanding any language to the contrary in this Contract, or any other Contract Document, the State Entity or Interlocal Entity may terminate its obligations under this Contract if sufficient appropriations are not made by the Oklahoma Legislature, federal government or other appropriate governing entity to pay amounts that may become due under the terms of multiple year agreements in connection with this Contract. The decision as to whether sufficient appropriations are available shall be accepted by, and be final and binding on, the Supplier.

A.17. Choice of Law and Venue

A.17.1. Any claims, disputes or litigation relating to the Contract Documents, singularly or in the aggregate, or the execution, interpretation, performance, or enforcement thereof shall be governed by the laws of the State of Oklahoma, or in the case of an Interlocal Entity, in the state in which the Interlocal Entity is located, without regard to application of choice of law principles.

A.17.2. Venue for any action, claim, dispute, or litigation relating in any way to the Contract Documents shall be in Oklahoma County, Oklahoma, or in the case of an Interlocal Entity, as agreed to between such Interlocal Entity and Supplier or as otherwise provided by applicable law.

A.18. Termination for Cause

- A.18.1.** The Supplier may terminate this Contract in whole or in part for default with both a thirty (30) day written request and upon written approval from the State. The State may terminate this Contract in whole or in part for default or any other just cause upon a thirty (30) day written notification to the Supplier.
- A.18.2.** The State may terminate this Contract immediately, in whole or in part, without a thirty (30) day written notice to the Supplier, when violations are found to be an impediment to the function of the State and detrimental to the cause of a State Entity, when conditions preclude the thirty (30) day notice, or when the State determines that an administrative error occurred prior to Contract performance. Similarly, an Interlocal Entity may terminate its obligations to Supplier immediately upon any of the foregoing conditions in this subsection.
- A.18.3.** If this Contract or certain obligations hereunder are terminated, the State, State Entity or Interlocal Entity, as applicable, shall be liable only for payment for products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

A.19. Termination for Convenience

- A.19.1.** The State may terminate this Contract, in whole or in part, for convenience if the State Chief Information Officer determines that termination is in the State's best interest. The State shall terminate this Contract by delivering to the Supplier a notice of termination for convenience specifying the terms and effective date of termination. The Contract termination date shall be a minimum of sixty (60) days from the date the notice of termination is issued by the State. Similarly, an Interlocal Entity may terminate its obligations to Supplier upon a determination by the proper authority for such Interlocal Entity that termination is in the Interlocal Entity's best interest and notice of termination by such Interlocal Entity shall be provided in accordance with the foregoing requirements set forth in this subsection.
- A.19.2.** If this Contract or certain obligations hereunder are terminated pursuant to this section, the State, State Entity, or Interlocal Entity, as applicable, shall be liable only for products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

A.20. Insurance

The Supplier shall maintain and promptly provide proof to the State of the following insurance coverage, and any renewals, additions or changes thereto, as long as the Supplier has any obligation under a Contract Document:

- A.20.1.** Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- A.20.2.** Commercial General Liability Insurance on a per occurrence basis with limits of liability not less than \$1,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage;
- A.20.3.** Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence combined single limit including bodily injury and property damage and with coverage, if applicable, for all owned vehicles, all non-owned vehicles, and all hired vehicles;
- A.20.4.** Professional Errors and Omissions Insurance which shall include Consultant's Computer Errors and Omissions Coverage with limits not less than \$1,000,000 per claim and in the aggregate; and
- A.20.5.** Additional coverage required by the State in writing in connection with a particular Acquisition.

A.21. Employment Relationship

This Contract does not create an employment relationship between the parties. Individuals performing services required by this Contract are not employees of the State, a State Entity or an Interlocal Entity and, accordingly, shall not be eligible for rights or benefits accruing to such employees including but not limited to health insurance benefits, workers' compensation insurance, paid vacation or other leave, or any other employee benefit.

A.22. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a Bid to this Solicitation, the Bidder certifies that it is registered and participates in the Status

Verification System, available at www.dhs.gov/E-Verify, as required under applicable State law and is in compliance with applicable federal immigration laws and regulations. The Bidder agrees that compliance with the certification set forth in this section shall be a continuing obligation.

A.23. Compliance with Applicable Laws

A.23.1. In connection with its performance of obligations under the terms of this Contract, the Bidder certifies compliance with and, if awarded the Contract pursuant to this Solicitation, shall continue to comply with all applicable federal, state, and local laws, rules, regulations, ordinances and orders, as amended, including but not limited to the following:

A.23.1.1. Drug-Free Workplace Act of 1988 and as implemented at 45 C.F.R. part 76, Subpart F;

A.23.1.2. If the payments pursuant to the Contract are expected to exceed \$100,000.00, Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use under nonexempt Federal contract, grant or loans of facilities included on the EPA List of Violating Facilities;

A.23.1.3. Prospective participant requirements set forth at 45 C.F.R. part 76 in connection with debarment, suspension and other responsibility matters;

A.23.1.4. 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Executive Orders 11246 and 11375, Americans with Disabilities Act of 1990;

A.23.1.5. For Persons entering into a grant or cooperative agreement over \$100,000.00 (as defined at 45 C.F.R. §93.105 and 93.110), Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;

A.23.1.6. Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Circular A-133 with approval and work paper examination rights of the applicable procuring entity; and

A.23.1.7. Be registered as a business entity licensed to do business in the State, (registration through the Oklahoma Secretary of State at <https://www.sos.ok.gov>), have obtained a sales tax permit and be current on franchise tax payments to the State, as applicable.

A.23.2. The Supplier shall maintain all applicable licenses and permits required in association with its obligations hereunder.

A.23.3. The Supplier shall inform its employees, agents and proposed subcontractors who perform services for the State under this Contract of the Supplier's obligations hereunder and shall require compliance accordingly. At the request of the State, Supplier shall promptly provide adequate evidence that such persons are its employees, agents or approved subcontractors and have been informed of their obligations hereunder.

A.24. Gratuities

The rights of Supplier under the terms of this Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Supplier, its employee, agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to any State or Interlocal Entity employee directly involved in this Contract. In addition, a Supplier determined to be guilty of such a violation may be suspended or debarred.

A.25. Preclusion from Resulting Contracts

Any Bidder that has provided any consulting services or technical assistance that resulted in any specifications or concepts in this Solicitation, either directly or indirectly, is precluded from being awarded the Contract and from securing a sub-contractor that has provided such services.

A.26. Mutual Responsibilities

The State and Supplier agree that:

A.26.1. Neither party grants the other the right to use any trademarks, trade names, or other designations in any promotion or publication without express written consent by the other party.

- A.26.2.** This is a non-exclusive Contract and each party is free to enter into similar agreements with others.
- A.26.3.** Each party grants the other only the licenses and rights specified in the Contract Document and all other rights and interests are expressly reserved.
- A.26.4.** Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by either party is required under this Contract, such action shall not be unreasonably delayed or withheld

A.27. Background Checks and Verifications

At the sole discretion of the State, State Entity or Interlocal Entity, as applicable, employees of the Supplier and any subcontractor of the Supplier may be subject to background checks. If background check information is requested, the Supplier must submit, or cause to be submitted, the required information in a timely manner and the Supplier's access to facilities, data and information may be withheld prior to completion of background verification acceptable to the State, State Entity or Interlocal Entity.

A.28. Confidentiality

- A.28.1.** The Supplier shall maintain strict security of all State data and records entrusted to it or to which the Supplier gains access, in accordance with and subject to applicable federal and state laws, rules, regulations and policies and shall use any such data or records only as needed by Supplier for performance of its obligations hereunder. The Supplier further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or state laws, rules and regulations. If Supplier utilizes a permitted subcontractor, Supplier shall obtain specific written assurance, and provide a copy to the State, that the subcontractor shall maintain this same level of security of all data and records entrusted to or accessed by the subcontractor and agree to the same obligations as Supplier, to the extent applicable. Such written assurance may be set forth in the required subcontractor agreement referenced herein.
- A.28.2.** No State data or records shall be provided or the contents thereof disclosed to a third party unless specifically authorized to do so in writing by the State CIO or in compliance with a valid court order. The Supplier shall immediately forward to the State and the State CIO any request by a third party for data or records in the possession of the Supplier or any subcontractor or to which the Supplier or subcontractor has access and Supplier shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.

A.29. Unauthorized Obligations

At no time during the performance of this Contract shall the Supplier have the authority to obligate any other party hereto for payment of any goods or services over and above those set forth in this Contract. If the need arises for goods or services over and above the products, Supplier shall cease the project and contact the appropriate procuring entity for written approval prior to proceeding.

A.30. Electronic and Information Technology Accessibility

Supplier shall comply with federal and state laws, rules and regulations related to information technology accessibility, as applicable, including but not limited to Oklahoma Information Technology Accessibility Standards ("Standards") set forth at http://www.ok.gov/cio/documents/isd_itas.pdf and Supplier shall provide a Voluntary Product Accessibility Template ("VPAT") describing such compliance, which may be provided via a URL linking to the VPAT. If the products will require development or customization, additional requirements and documentation may be required and compliance shall be necessary by Supplier. Such requirements may be stated in appropriate documents including but not limited to state bids, request for proposals, statements of work, riders, agreements, purchase orders and Amendments. Accordingly, in each statement of work or similar document issued pursuant to this Contract, Supplier shall describe such compliance and identify, if and as applicable, (i) which exception to the Standards applies or (ii) a description of the tasks and estimated cost to make the proposed products and/or services compliant with applicable Standards.

All representations contained in the VPAT provided will be relied upon by the State for accessibility compliance purposes.

A.31. Patents and Copyrights

- A.31.1.** Without exception, the products prices shall include all royalties or costs owed by the Supplier to any third party arising from the use of a patent or copyright.
- A.31.2.** If a third party claims that any portion of the products provided by Supplier under the terms of this Contract infringes that party's patent or copyright, the Supplier shall defend the State against the claim at the Supplier's expense and pay all related costs, damages, and attorneys' fees incurred by, or assessed to, the State, provided the State (i) promptly notifies the Supplier in writing of the claim and (ii) to the extent authorized by the Attorney General of the State, allows the Supplier to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall be granted authorization to equally participate in any proceeding related to this section but Supplier shall remain responsible to indemnify the State for all associated costs, damages and fees incurred by or assessed to the State.
- A.31.3.** If such a claim is made or appears likely to be made, the Supplier shall enable the State to legally continue to use, or modify for use, the portion of products at issue or replace such potential infringing products with at least a functional non-infringing equivalent. If the Supplier determines that none of these alternatives is reasonably available, the State shall return such portion of the products at issue to the Supplier, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund, if applicable, of other products which are rendered materially unusable as intended due to removal of the portion of products at issue.
- A.31.4.** Supplier has no obligation regarding a claim based on any of the following: (i) modification of a product by any party other than Supplier, its employee, agent, representative, permitted subcontractor, or any State employee acting in conjunction with the Supplier; (ii) a program's use in other than its specified operating environment; (iii) the combination, operation, or use of a product with other products not provided by Supplier as a system or (iv) infringement solely by a non-Supplier product that has not been provided to the State by, through or on behalf of the Supplier as opposed to its combination with products Supplier provides to or develops for the State as a system.

A.32. Assignment

Supplier's obligations under a Contract Document may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld in its sole discretion. Rights granted under the terms of this Contract may be assigned or transferred, at no additional cost, to other entities within the State.

A.33. Severability

If any provision for this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

A.34. Paragraph Headings

The headings used in this Contract are for convenience only and do not constitute part of the Contract.

A.35. Failure to Enforce

Failure by the State, as applicable, at any time to enforce a provision of, or exercise a right under, any Contract Document shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract Document, or any part thereof, or the right of the State to enforce any provision of, or exercise any right under, a Contract Document at any time in accordance with its terms. Likewise, a waiver of a breach of any provision in a Contract Document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in a Contract Document.

A.36. Conflict of Interest

- A.36.1.** Bidder must provide immediate disclosure of any contractual relationship or any other relevant contact with any State personnel or another Supplier involved in the development of a Bidder's response to this Solicitation. Any conflict of interest shall, at the sole discretion of the State, be grounds for rejection of the Bid or termination of project involvement.

A.36.2. In addition to any requirement of law or through a professional code of ethics or conduct, the Supplier and the Supplier's employees performing services for the State are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Further, without prior written approval of the State, such employees shall not plan, prepare, or engage in any activity that conflicts or may conflict with the best interest of the State as long as the Supplier has an obligation under this Contract. Prompt disclosure is required under this section if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State.

A.37. Limitation of Liability

Supplier shall be liable for any damages resulting from, arising out of, or relating to the services provided through this agreement. Supplier's liability for all programs, including software products owned or distributed by the Supplier, program documentation, and any program updates acquired through technical support shall be limited to the Supplier's warranty.

To the extent any limitation of liability contained herein is construed by a court of competent jurisdiction to be a limitation of liability in violation of Oklahoma law, such limitation of liability shall be void.

A.38. Media Ownership (Disk Drive and/or Memory Chip Ownership)

A.38.1. In accordance with the State of Oklahoma Information Security Policy, Procedures, Guidelines set forth online at <http://www.ok.gov/cio/documents/InfoSecPPG.pdf> ("Electronic Media Retention Requirements"), any disk drives and memory cards purchased with or included for use in leased or purchased equipment under this Contract remain the property of the State.

A.38.2. Personal Identification Information may be retained within electronic media devices and components; therefore, the State shall not allow the release of electronic media either between State Entities or for the resale of refurbished equipment that has been in use by State Entities, by the Supplier to the general public or other entities. Electronic Media Retention Requirements shall also be applied to replacement devices and components, whether purchased or leased, the Supplier may supply during the downtime (repair) of equipment purchased or leased through this Contract. If a device has to be removed from a location for repairs, the State shall have sole discretion, prior to removal, to determine and enforce sufficient safeguards (such as a record of hard drive serial numbers) to protect Personal Identification Information that may be stored within the hard drive or memory of the device.

A.39. Offshore Services

No offshore services are provided for under this Contract. State data shall not be used or accessed internationally, for troubleshooting or any other use not specifically provided for herein without prior written permission, which may be withheld in the State's sole discretion, from the appropriate authorized representative of the State.

A.40. Failure to Provide

The Supplier's repeated failure to provide defined services, without reasonable basis as determined in the sole discretion of the State CIO, shall constitute a material breach of the Supplier's obligations, which may result in partial or whole cancellation of the Contract.

A.41. Agency Policies

The Supplier's employees and/or sub-contractors must adhere to the applicable State policies including, but not limited to acceptable use of Internet and electronic mail, facility and data security, press releases, and public relations. It is up to the Supplier to review and relay State policies covering the above to the consulting staff.

A.42. Compliance with Technology Policies

The Supplier agrees to adhere to the State of Oklahoma "Information Security Policy, Procedures, and Guidelines" available at:

www.ok.gov/OSF/documents/StateOfOklahomaInfoSecPPG_osf_12012008.pdf

A.43. High Technology System Performance and Upgrades

- A.43.1.** If an Acquisition pursuant to this Contract includes a “high technology system” as defined under Oklahoma law, the Supplier shall provide documentation of the projected schedule of recommended or required system upgrades or improvements to such system for the three (3) year period following the target purchase date. If Supplier does not plan such system upgrades or improvements, the Supplier shall provide documentation that no system upgrades or improvements to the high technology system are planned for the three (3) year period following the target purchase date.
- A.43.2.** Any Acquisition pursuant to this Contract of an upgrade or enhancement to a high technology system shall be conditioned upon the Acquisition being provided at no charge to the State; the Acquisition being provided to the State at no additional charge pursuant to a previous agreement with the Supplier; the Supplier providing documentation that any required or recommended upgrade will enhance or is necessary for performance of the applicable State agency duties and responsibilities; or the Supplier providing documentation that it will no longer supply maintenance assistance to the applicable State agency and the applicable State agency documenting that the functions performed by the high technology system are necessary for performance of the State agency duties and responsibilities.

A.44. Emerging Technologies

The State of Oklahoma reserves the right to modify the terms of this Contract at any time to allow for technologies not identified in this Contract. If there are repeated requests for an “emerging technology” and the State feels it is warranted to add such technologies, the State reserves the right to include such technology hereunder or to issue an Amendment to this Contract.

A.45. Ownership Rights

- A.45.1.** Any software developed by the Supplier is for the sole and exclusive use of the State including but not limited to the right to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. Moreover, except with regard to any deliverable based on the Utilities, the State shall be deemed the sole and exclusive owner of all right, title, and interest therein, including but not limited to all source data, information and materials furnished to the State, together with all plans, system analysis, and design specifications and drawings, completed programs and documentation thereof, reports and listing, all data and test procedures and all other items pertaining to the work and services to be performed pursuant to this Contract including all copyright and proprietary rights relating thereto. With respect to Utilities, the Supplier grants the State, for no additional consideration, a perpetual, irrevocable, royalty-free license, solely for the internal business use of the State, to use, copy, modify, display, perform, transmit and prepare derivative works of Utilities embodied in or delivered to the State in conjunction with the products.
- A.45.2.** Except for any Utilities, all work performed by the Supplier of developing, modifying or customizing software and any related supporting documentation shall be considered as Work for Hire (as defined under the U.S. copyright laws) and, as such, shall be owned by and for the benefit of State.
- A.45.3.** In the event that it should be determined that any portion of such software or related supporting documentation does not qualify as “Work Made for Hire”, Supplier hereby irrevocably grants to the State, for no additional consideration, a non-exclusive, irrevocable, royalty-free license to use, copy, modify, display, perform, transmit and prepare derivative works of any such software and any Utilities embodied in or delivered to the State in conjunction with the products.
- A.45.4.** Supplier shall assist the State and its agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering software developed, modified or customized for the State. Supplier shall sign any such applications, upon request, and deliver them to the State. The State shall bear all expenses that incurred in connection with such copyright, trademark, and/or patent applications.
- A.45.5.** If any Acquisition pursuant to this Contract is funded wholly or in part with federal funds, the source code and all associated software and related documentation owned by the State may be shared with other publicly funded agencies at the discretion of the State without permission from or additional compensation to the Supplier.
- A.45.6.** It is understood and agreed that the Software is being developed by the Supplier for the sole and exclusive use of the State of Oklahoma. Moreover, except with regard to any deliverable based

on Supplier's Utilities, the State of Oklahoma shall be deemed the sole and exclusive owner of all right, title, and interest therein, including all copyright and proprietary rights relating thereto.

A.45.7. Except for any Utilities, all work performed by the Supplier of software and any supporting documentation therefore shall be considered as Works for Hire (as such are defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the benefit of State of Oklahoma.

A.46. Source Code Escrow – Reference Title 62 O.S. § 34.31

If required under applicable Oklahoma law relating to customized computer software developed or modified exclusively for a State Entity, the Supplier shall have a continuing obligation to comply with such law and place the source code for such software and any modifications thereto into escrow with an independent third party escrow agent. Supplier shall pay all fees charged by the escrow agent and enter into an escrow agreement, the terms of which are subject to the prior written approval of the State, with the escrow agent including terms that provide the State receives ownership of all escrowed source code upon the occurrence of any of the following:

- A.46.1.** A bona fide material default of the obligations of the Supplier under the agreement with the agency;
- A.46.2.** An assignment by the Supplier for the benefit of its creditors;
- A.46.3.** A failure by the Supplier to pay, or an admission by the Supplier of its inability to pay, its debts as they mature;
- A.46.4.** The filing of a petition in bankruptcy by or against the Supplier when such petition is not dismissed within sixty (60) days of the filing date;
- A.46.5.** The appointment of a receiver, liquidator or trustee appointed for any substantial part of the Supplier's property;
- A.46.6.** The inability or unwillingness of the Supplier to provide the maintenance and support services in accordance with the agreement with the agency;
- A.46.7.** The ceasing of a Supplier of maintenance and support of the software; or
- A.46.8.** Such other condition as may be statutorily imposed by the future amendment or enactment of applicable Oklahoma law.

A.47. Right to Renegotiate

Prior to exercising the State's right to cancel this Contract, the State may renegotiate the Contract for the purpose of obtaining more favorable terms for the State, provided that the term of the Contract is not modified.

A.48. Used or New Products

Bidder shall offer new items of current design unless this Solicitation specifies used, reconditioned, or remanufactured products are acceptable. Warranties in both cases should be the same.

A.49. Publicity

The award of this Contract to Supplier is not in any way an endorsement by the State of Supplier or the products and shall not be so construed by Supplier in any advertising or publicity materials. Supplier agrees to submit to the State all advertising, sales promotion, and other publicity matters relating to this Contract wherein the State's name is mentioned or language used from which the connection of the State's name therewith may, in the State's judgment, be inferred or implied as an endorsement. Supplier further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Contract without obtaining the prior written approval of the State.

A.50. Mandatory and Non-Mandatory Terms

- A.50.1.** Whenever the terms "shall", "must", "will", or "is required" are used in this Solicitation, the specification being referred to is a mandatory specification of this Solicitation. Failure to meet any mandatory specification may cause rejection of a Bid.
- A.50.2.** Whenever the terms "can", "may", or "should" are used in this Solicitation, the specification being referred to is a desirable item and failure to provide any item so termed shall not be cause for rejection of a Bid.

A.51. Non Tobacco – Smoke Free

By order of the Governor's Executive Order 2012-01, effective August 06, 2012 the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

A.52. OMES - ISD / Agency Relationship

Pursuant to the Oklahoma Information Technology Consolidation and Coordination Act, OMES - ISD is the entity designated to purchase information technology assets on behalf of the State of Oklahoma. The Act directs OMES - ISD to acquire necessary hardware and software, and directs OMES - ISD to authorize the use of these assets by other State agencies. OMES - ISD, as the owner of information technology assets on behalf of the State of Oklahoma, allows other State agencies to use these assets while retaining ownership and the right to reassign them upon written notification to the Supplier.

A.53. Acceptance of Solicitation Content

Unless otherwise provided in Section One of the Bidder's response to this Solicitation, all Bids shall be firm representations that the responding Bidder has carefully investigated and will comply with all terms and conditions contained in this Solicitation. Upon award of any contract to the successful Bidder, the contents of this Solicitation, as may be amended by the Bid, shall become contractual obligations between the parties. Failure to provide all proposed Amendments to the terms and conditions contained in this Solicitation of the Bid may cause the Bid to be rejected from consideration for award.

A.54. Special Provisions

Special Provisions apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Term, Renewal and Extension Option

- B.1.1.** The initial contract period shall begin on the effective date and shall extend through One (1) Year (the "Initial Term") unless renewed, extended, or terminated in accordance with applicable contract provisions. The Supplier shall not commence work, commit funds, incur costs, or in any way act to obligate the State until so notified in writing of the approval of the contract. The authorized State representative is the only individual who can transmit that approval to the Supplier.
- B.1.2.** Under Oklahoma law, the State may not contract for a period longer than one (1) year (the "Initial Term"). By mutual consent of the parties hereto, it is intended that there shall be five (5) options to renew, subject to the terms and conditions set forth herein, each for duration of one (1) year.
- B.1.3.** After the Initial Term, the Agreement may be renewed annually upon mutual written consent of the parties. Prior to each renewal, the State shall subjectively consider the value of this Contract to the State, the Supplier's performance under the Contract and shall review certain other factors, including but not limited to the a) terms and conditions of Contract Documents to determine validity with current State and other applicable statutes and rules; b) then current products pricing and price discounts offered by Supplier; and c) then current products and support offered by Supplier.
- B.1.4.** If the State determines changes to a Contract Document are required as a condition precedent to renewal, the State and Supplier will cooperate in good faith to evidence such required changes in an Amendment.
- B.1.5.** The State, at its sole option, may choose to exercise an extension for ninety (90) days beyond the final renewal option period, at the Contract pricing rate. If this option is exercised, the State shall notify the Supplier in writing prior to contract end date. The State, at its sole option, may choose to exercise subsequent ninety (90) day extensions, by mutual consent and at the Contract pricing rate, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Supplier.
- B.1.6.** In the alternative, the State CIO reserves the right to extend any Contract awarded if it is determined to be in the best interest of the State.

B.2. Indemnification

The supplier shall agree to indemnify and hold the OSBI harmless against any all bodily injury and property damage, deficiencies or liabilities resulting from any negligence on the part of the Supplier or non-fulfillment of any term or condition of this contract. The supplier shall indemnify and hold harmless the OSBI under this contract from any and all assessments, judgments, costs, legal and other reasonable expenses incidental to any of the foregoing.

B.3. Obligations of Permitted Subcontractor

- B.3.1.** If the Supplier is permitted to utilize subcontractors in support of this Contract, the Supplier shall remain solely responsible for its obligations under the terms of this Contract and for its actions and omissions and those of its agents, employees and subcontractors. Any proposed subcontractor shall be identified by entity name and by employee name in the applicable proposal and shall include the nature of the services to be performed. Prior to a subcontractor being utilized by the Supplier in connection with provision of the products, the Supplier shall obtain written approval of the State of such subcontractor and each employee of such subcontractor proposed for use by the Supplier. Such approval is within the sole discretion of the State. As part of the approval request, the Supplier shall provide a copy of a written agreement executed by the Supplier and subcontractor setting forth that such potential subcontractor is bound by and agrees to perform the same covenants and be subject to the same conditions, and make identical certifications to the same facts and criteria, as the Supplier under the terms of all applicable Contract Documents. Supplier agrees that maintaining such agreement with any subcontractor and obtaining prior approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.

- B.3.2.** All payments for products shall be made directly to the Supplier. No payments shall be made to the Supplier for any services performed pursuant to this Contract by unapproved or disapproved employees of the Supplier or a subcontractor.

B.4. Warrants

Supplier warrants and represents that products or deliverables specified and furnished by or through the Supplier shall individually, and where specified by Supplier to perform as a system, be substantially uninterrupted and error-free in operation and guaranteed against faulty material and workmanship for a warranty period of a minimum of ninety (90) days from the date of acceptance or the maximum allowed by the manufacturer. Defects in products or deliverables specified and furnished by or through the Supplier shall be repaired or replaced by Supplier at no cost or expense to the State if such defect occurs during the warranty period.

B.5. Payment Plan

- B.5.1.** Supplier will invoice the Agency upon completion and approval of each completion stage/Milestone of the project. The proposed payment plan is listed below.

B.5.1.1. First Payment of 10% of the agreed upon cost can be invoiced after initial implementation plan, training plan and test plan are approved.

B.5.1.2. Second Payment of 30% of the agreed upon cost can be invoiced after software is installed, hardware is configured, converted data is installed and the application is operational within the stated functional specification.

B.5.1.3. Third Payment of 20% of the agreed upon cost can be invoiced after completion of UAT tests and are satisfactorily accepted.

B.5.1.4. Fourth Payment of 20% of the agreed upon cost can be invoiced after completion of performance testing.

B.5.1.5. Fifth and Final Payment of 20% of the agreed up on cost can be invoiced after successful completion of production testing and successful functionality of the AFIS interfaces.

- B.5.2.** The Supplier will invoice for software maintenance either monthly or quarterly in arrears of services provided. The supplier will send one (1) copy of their invoice bearing the purchase order number and amount due to:

Oklahoma State Bureau of Investigation

Attn: Accounting Department

6600 N. Harvey

Oklahoma City, Oklahoma, 73116

B.6. Proprietary Information

- B.6.1.** Supplier understands and agrees that in the performance of work or services under this agreement, or in contemplation thereof, Supplier may have access to private or confidential information which may be owned or controlled by the OSBI and/or participating agencies, and that such information may contain proprietary details, disclosures, or sensitive information whose disclosure to or use by a third party will be damaging or illegal. Supplier agrees that all information disclosed by the OSBI to Supplier, which is in written form, and which is confidential shall be held in confidence and used only in performance of services under this agreement.

- B.6.2.** Selected supplier understands and agrees that in the performance of work or services under this agreement, OSBI will perform criminal background checks on Supplier personnel that will be working on this project. Further, Supplier may be required to sign a binding non-disclosure agreement before handling OSBI's confidential data.

- B.6.3.** The OSBI understands and agrees that in performance of work or service under this agreement, or in contemplation thereof, the OSBI may have access to private or confidential information which may be owned or controlled by the Supplier, and that such information may contain proprietary details, disclosures, or sensitive information whose disclosure to or use by a third party will be damaging or illegal. Confidentiality of such records shall be maintained to the fullest extent allowed under Oklahoma law (Oklahoma Statutes Title 51, Section 24A.10.).

B.7. Manufacturer Accessibility VPAT Website

The Supplier may provide a URL link for a website maintained by the Supplier or product manufacturer which provides VPAT's for all products offered through the Contract.

B.8. Commercial Off-The-Shelf (Cots) Software

In the event that Supplier specifies terms and conditions or clauses in an electronic license agreement notice that conflict with the terms of this Contract, the additional terms and conditions or conflicting clauses shall not be binding on the State and the provisions of this Contract shall prevail.

B.9. Supplier Services

The State of Oklahoma shall not guarantee any minimum or maximum amount of the Supplier services that may be required under this Contract.

C. SOLICITATION SPECIFICATIONS

C.1. Background

The Oklahoma State Bureau of Investigation (OSBI) is a state government law enforcement agency.

The Oklahoma State Bureau of Investigation (OSBI) AFIS Project organization responsible for this procurement activity is listed as follows:

Title	Role
IT Director	Project Director
Division Director	Project Sponsor
Procurement Supv.	Procurement Guidance
IT Branch Manager	Technical Resource
Identification Services Manager	Stake Holder & SME
Latent Services Manager	Technical Resource
PSD Project Manager	Project Manager

Please note that name and contact information will be provided upon selection and award of contract

C.2. Purpose

The OSBI is planning to upgrade and replace its second generation Automated Fingerprint Identification System (AFIS) with the latest version of software and hardware, fully integrated that will fulfill over 90% of the custom requirements out of the box with no need of software changes. In addition the third generation AFIS will be designed to build on the current functionality and meet the OSBI business needs without lengthy development and extensive maintenance requirement afterwards. Furthermore, the AFIS will be compliant with state and national standards for fingerprint data exchanges.

C.3. Project Description

With their Transmittal Letter, the Supplier shall provide an Executive Summary that provides the Evaluation Committee and the state management with a collective understanding of the contents of the entire Proposal. The Executive Summary shall briefly summarize the strengths of the Supplier and their subcontractors and the key features of its proposed approach to meet the requirements of the RFP by phase/milestone, and its successful prior experience with State or Federal implementation of AFIS projects. This section shall also include a summary of the Supplier's Project Management Plans for each phase of the resulting contract. The Executive Summary Section shall be limited to no more than fifteen (15) pages in length.

C.4. Management Response

C.4.1. The quality and relevance of references.

C.4.1.1. Demonstration of extensive project management expertise utilizing and adhering to industry-accepted project management methodologies and best practices (e.g., PMI) on previous projects.

C.4.1.2. Demonstration of successfully analyzing/understanding the business needs of the customer, offering appropriate solutions to meet/exceed those needs, and extensive experience in designing/configuring a system solution to fulfill the business needs of the customer. The ability to successfully implement the solution, as demonstrated by implementation of comparable public safety solutions in at least two comparable agencies within the past five (5) years. Emphasis is given to the specific capabilities and specifications cited in this solicitation. Demonstration of extensive experience

with projects related to customized AFIS implementation with all standard interfaces in production environments shall be included.

- C.4.1.3.** Demonstration of extensive experience with projects similar in size, scope, and complexity to the OSBI's AFIS solution implementation.
- C.4.1.4.** Demonstration of extensive system implementation, configuration, and support experience. Demonstration of extensive system integration experience.
- C.4.1.5.** Demonstration of completing a project within the timeframe established by the project schedule.

C.4.2. The Supplier shall provide responses to the requested information specified in the Table 2.0 below:

Table 2.0	
Supplier's Implementation History	
1.	Number of years of experience for the Supplier:
	<ul style="list-style-type: none"> • In public sector, state/local government. • In the United States.
2.	Total number of Web/Internet projects that the Supplier has implemented:
	<ul style="list-style-type: none"> • In public sector, state/local government. • In the United States.
3.	Total number of Web/Internet projects that the Supplier is currently undertaking:
	<ul style="list-style-type: none"> • In public sector, state/local government. • In the United States.
Supplier's Certifications / Accreditations	
4.	Described any industry-acknowledged certifications (e.g., Capability Maturity Model Integration [CMMI], International Organization for Standardization [ISO]) that the Supplier's organization have attained or are actively pursuing.

C.4.3. Key Personnel Qualifications / Experience

- C.4.3.1.** For information requested in the Table 3.0 below, the Supplier shall take into consideration the following areas of interest to the evaluators:
- C.4.3.2.** For the Project Manager, demonstration of extensive (five or more years) project management expertise utilizing and adhering to industry-accepted project management methodologies and best practices (e.g., PMI) on previous projects.
- C.4.3.3.** Demonstration of extensive experience with projects related to Automated Fingerprint Identification Systems (AFIS).
- C.4.3.4.** Demonstration of extensive experience with projects similar in size, scope, and complexity to the OSBI's AFIS solution implementation.
- C.4.3.5.** For technical staff, demonstration of extensive system implementation, configuration, and support experience for technical staff, demonstration of extensive system integration experience.

C.4.3.6. Demonstration of comprehensive educational background and attainment of academic degrees.

C.4.4. The quality and relevance of references.

Key Personnel shall include but not be limited to the following type of job classifications –

Table 3.0			
<i>Supplier's Key Personnel Qualifications / Experience</i>			
<p>List the key personnel proposed by the Supplier along with a description of the key personnel's qualifications, duties, and responsibilities by completing the table below (or in a similar / resume format).</p> <p>The Supplier's key project team members shall be clearly identified in the proposal and shall be committed to the project. If awarded the contract, any change in key personnel shall require approval of OSBI.</p>			
Name:		Tenure with the Supplier's Company	(# of Years)
Job Title / Classification:			
Role / Responsibilities:			
Years of Experience in this Role:			
Education:	<i>(Described any training obtained as it relates to the role and responsibilities of the key personnel. Describe any industry-acknowledged certifications (e.g., Certified Information System Security Professional [CISSP], Project Management Professional [PMP], etc. that the proposed key personnel have attained or are actively pursuing.)</i>		
Training / Certifications:			
Technical / Business Experience			
References			

C.4.5. Supplier Strength and Stability

Table 4.0 shall be used to complete the requested reference information. Please use blue colored fonts when completing these forms for readability.

The Supplier shall provide any relevant information as it pertains to the Supplier's organization's strength and stability in the business market especially the requested information specified in Table 4.0

Table 4.0	
Reference	Information Requested
Overview	
1.	Parent company or corporate headquarters.
2.	Address.
3.	Information about any local branch offices or support centers that might serve an account in the mid-western U.S. Number of employees and type(s) of services provided.
4.	Year the Supplier was established and any former Supplier's company names.
5.	Number of years the Supplier has been in the software business.
6.	Type of company (public or private).
7.	Financial Resources/Strength: <ul style="list-style-type: none"> ➤ Provide financial statements and annual reports for the past 3 years. ➤ The Supplier shall describe their organization's financial stability and any other financial resources available to the Supplier to help support any subsequent contract. ➤ Provide a minimum of three (3) financial references (e.g., letters from creditors, letters from banking institutions, Dunn & Bradstreet supplier reports, etc).
8.	Amount/percentage of sales reinvested into research and development.
9.	State and type of incorporation.
Personnel	
10.	Total number of FTEs in the Supplier's company.
	➤ Customer user support.
	➤ Customer technical support.
	➤ Research and development.
	Project management.
11.	Total person years of experience for the Supplier's company's employees (e.g., five support people with 3 years each = 15 person years).
	Customer user support.
	Customer technical support.

12.	<p>Estimated number of personnel resources to be dedicated to OSBI's AFIS project -distinguish between number of the Supplier's personnel and the number of subcontractor's personnel.</p> <ul style="list-style-type: none"> ➤ The Supplier shall document how (the method by which) sufficient resources will be provided to the State of Oklahoma throughout the project lifespan.
Pending Litigations	
13.	<p>Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last five years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.</p>
14.	<p>Provide the number of situations in which the company has been subject to liquidated damages in the past 5 years. Please attach a separate document with the details of each situation (client name, imposed amount, imposed date, collected amount, date collected, and description/cause).</p>

C.4.6. Project Management Plan to include:

C.4.6.1. Project Management: The Supplier shall submit a description of how they will successfully conduct the complex aspects of budget, scope, and aggressive schedule management, as well as the project management methodology to be utilized, including a list of any supporting software. This discussion shall include information about overall project management techniques, issue management approaches, status reporting, meeting facilitation, and staffing. The project management plan shall include the following elements:

C.4.6.1.1. Project Scope Management Plan to include Project Change Management Methodologies

C.4.6.1.2. Project Work Breakdown Structure

C.4.6.1.3. Cost Management Plan

C.4.6.1.4. Quality Management Plan to include Test Plans

C.4.6.1.5. Staffing Management Plan to include identifying subcontractors and partners

C.4.6.1.6. Communication Management Plan

C.4.6.2. Quality Assurance: A description shall be included of the QA process to be utilized for the project tasks, schedule, deliverables, and testing in order to ensure that work related to the production of acceptable deliverables is on track and expectations are met or exceeded. The QA process is expected to be proactive to

ensure not only that the schedule is met, but also that product and service quality is maintained.

C.4.7. Project Schedule:

C.4.7.1. This schedule shall contain a breakdown of all tasks and subtasks required to successfully complete the project. For each identified subtask, the Suppliers shall include the following information:

C.4.7.1.1. Resource assignments (e.g., the Supplier staff, agency staff).

C.4.7.1.2. Milestones.

C.4.7.1.3. Key dates.

C.4.7.1.4. Deliverables.

C.4.7.2. Table 5.0 defines the timeline for the AFIS Project. In addition, the assignment of responsibility (OSBI or Supplier) for each line has also been identified. The numbers correspond to weeks after contract award. Suppliers able to beat this timeline should so indicate in their response and include a revised timeline. The time line below considers multiple parallel tasks being completed during the course of the project. Project funding is time sensitive.

Table 5.0				
Proposed Project Timeline				
Milestone	Start	End	Responsibility	Remarks
Award of project	1	1	OSBI	
Preliminary Functional Sys. Test Plan		2	Supplier	
Preliminary Customization Plan		4	Supplier	
Final Customization Plan		8	OSBI/Supplier	
Prelim. Perform. Sys Test Plan		6	Supplier	
Final Test Plan		8	OSBI/Supplier	
Final Implementation Plan		10	Supplier	
Hardware Integration Complete		14	Supplier	
Software Installation & Configuration		18	OSBI/Supplier	
Data Migration		14	OSBI/Supplier	
Final Training Plan		20	OSBI/Supplier	
System Customization Completed		29	OSBI/Supplier	
2 Finger Search Capability Integration		32	OSBI/Supplier	
OCPD Interface development		34	OSBI/Supplier	

User / Technical Training		36	OSBI/Supplier	
Complete Functional UAT Tests		38	OSBI/Supplier	
Complete Performance Test		40	OSBI/Supplier	
Complete Production Testing		42	OSBI/Supplier	
Complete System Acceptance		44	OSBI/Supplier	

C.4.7.3. For evaluation purposes only, assume a contract award date of *May 1, 2016*. Clearly indicate the total estimated time (# of days) for completion of the project. The Supplier shall state the assumptions they made in developing this schedule / timeline. The Supplier shall also indicate their ability to meet this timeline and/or to discuss any foreseen risks in meeting this timeline.

C.4.8. Risk Management Plan

C.4.8.1. The Supplier shall describe their risk management plan that minimally identifies the risks associated with implementation, the methods proposed to mitigate each risk, the probability each risk will occur (i.e., high, medium, low), and the impact each risk can have on the project (i.e., high, medium, low). Each environment option proposed may have different risks associated with it, and these risks shall be included in the risk management plan.

C.4.8.2. The Supplier shall provide a written description of their understanding of the Oklahoma AFIS Project. In this section, the state is looking for evidence that the Suppliers understand the level of effort, the criticality of (i.e. the impact to OSBI operations and the public that OSBI serves), and the risks associated with the integration effort needed with the current in-house-developed, Computerized Criminal History applications with the new AFIS application software, server hardware, and implementation/support services. In addition, it is expected that Suppliers will identify the risks inherent in each project phase and will identify the strategies that the Supplier will use to mitigate each risk.

C.4.9. Implementation Plan

The Supplier shall include a detailed plan for implementation of the proposed AFIS solution, outlining the steps from the point of contract signing through complete acceptance and go-live of the future infrastructure in the production environment.

C.4.10. Training Plan

C.4.10.1. In providing the information requested below, the Supplier shall take into consideration the following areas of interest to the evaluators:

C.4.10.1.1. The amount and extent of user training offered.

C.4.10.1.2. The quality and extent of the training documentation to be provided.

C.4.10.1.3. The extent of the effort required to perform system administration functions.

C.4.10.2. Suppliers shall provide a training plan that delivers a series of online Web-based Train-the-Trainer technology and training sessions for support staff, as well as for end users.

C.4.10.3. The Proposed Training Plan shall include:

- C.4.10.3.1.** An overview of the training program, including objectives, roles and responsibilities, and facility requirements.
- C.4.10.3.2.** Course descriptions and curriculum outlines for each training course.
- C.4.10.3.3.** A plan for student testing and evaluation.
- C.4.10.3.4.** A detailed training schedule and timeline.
- C.4.10.3.5.** Describe the training provided for new releases, enhancements, or upgrades to the AFIS system.

C.4.11. Staffing Plan

C.4.11.1. When providing the Staffing Plan requested in Table 6.0, the Supplier shall take into consideration the following areas of interest to the evaluators:

- C.4.11.1.1.** For the Project Manager, demonstration of five or more years project management expertise utilizing and adhering to industry-accepted project management methodologies and best practices (e.g., PMI) on previous projects.
- C.4.11.1.2.** Demonstration of experience with projects related to implementation of AFIS products.
- C.4.11.1.3.** Demonstration of experience with projects similar in size, scope, and complexity to the OSBI's AFIS solution implementation.

C.4.11.2. Staffing Plan shall include but not be limited to the following type of job classifications – It is possible one person may play different roles in applicable areas as needed.

Table 6.0			
Staffing Plan Declaration			
Resource	Name	Position Description	Role
1		Project Manager	
2		Contract / Account Manager	
3		Requirement/Business Analyst Lead	
4		Technical/Application Customization Lead	
5		Application Security Analyst	
6		Acceptance Testing Lead	
7		Training Lead	
8		Data Conversion Lead	

C.5. System Documentation

- C.5.1.** Suppliers shall describe their overall approach to providing OSBI with a comprehensive set of user, system, and management documentation. OSBI requires both electronic (online or otherwise) documentation and hard copy documentation volumes. The electronic user documentation shall describe the components, functions, and operations of the solution.
- C.5.2.** Operations descriptions shall include a list and description of all error conditions, as well as the associated error message displayed and the action required of the operator for each error condition.

- C.5.3.** In addition, OSBI requires that electronic documentation shall be maintained and updated throughout the life of the project to reflect hardware/software version updates and modifications. A description of how the Supplier will accomplish this shall be included in the proposal.
- C.5.4.** The Supplier shall provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Oklahomans and/or Oklahoma products. This description shall include the following information:
 - C.5.4.1.** The Supplier shall provide a description of the economic impact returned to the State of Oklahoma through tax revenue obligations.
 - C.5.4.2.** The Supplier shall provide a description of the company's economic presence within the State of Oklahoma (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Oklahoma employee statistics.
 - C.5.4.3.** If any service offered under this RFP are being manufactured or performed at sites outside the continental United States, the Supplier MUST disclose such fact and provide details with the proposal.
- C.5.5.** The evaluator's inability to contact a reference due to incorrect or inaccurate reference information or failure of the reference contact person to respond shall be considered an invalid reference.

Table 7.0					
References of Supplier Name: (not reporting anything that can be evaluated)					
Name of Client Agency					
Application Name				Year Contracted	
Client Address					
Client City		State		ZIP Code	
Client Contact Name				Title	
Contact Telephone			Contact Fax		
Contact E-Mail					
Number of Years Contracted					
Application Modules/ Functions Operational					
Application Modules/ Functions Planned for Implementation					
Total Contract Value					
Number of Users					

C.6. Responsibility of the Successful Supplier

It shall be the responsibility of the successful supplier to install completely and successfully test both the database and application software on the OSBI provided hardware and network infrastructure. The acceptance tests shall include functional and performance testing using agreed upon test plan. Customized reports and workflow changes will be part of the functional test plan. After acceptance of the test results by OSBI technical personnel then a live production test will be scheduled and conducted to achieve final acceptance. A draft acceptance test plan (ATP) shall be submitted as one of the deliverables.

C.7. Functional Response

Suppliers shall describe in detail their overall solution and approach to meet and exceed the OSBI AFIS requirements.

C.8. Functional Requirements

C.8.1. Functional Specifications

Green – standards, **Yellow** – OSBI requirements

Table 8.0					
AFIS STANDARDS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.1	Compliance to NIST_ITL_2011 standard for exchange of fingerprint data				
C.8.1.2	NGI EBTS 10.2.0 compliant				
C.8.1.3	Compliant to web services 2.0 standard for interface implementation				
C.8.1.4.	Compliant to FBI's RISC 2 finger search standard				
C.8.1.5.	Compliant to NGI palm capture specifications				
C.8.1.6.	Compliant to standard SOA features				
C.8.1.7	Compliant to FBI ULW feature set				

Table 9.0

AFIS GENERAL FUNCTIONAL REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.8	On manual 10 print submissions, after processing the cards AFIS shall have capability to route captured card images to an archive storage rather than store manually.				
C.8.1.9.	AFIS shall have a batch scanning transaction to scan and image manual cards and store the images as an archive in OSBI Laser fiche document imaging system and BIOSP.				
C.8.1.10.	Save palm prints submitted with all electronic submissions in AFIS and OSBI Laser fiche document imaging system.				
C.8.1.11.	AFIS 10 print transaction for "Search and Return". AFIS shall be able to receive a transaction and not save all of the information to the AFIS main database. Except the fields listed below that are used for the report. ORI, the name and DOB of the subject searched and the results of the search (ident or non-ident)				
C.8.1.12.	On the main AFIS homepage, descriptive information shall be presented for transactions that are being processed by the system. ie, ORI, Name, SID. Capability to search the homepage screen using ORI, name, SID, shall be available on demand.				
C.8.1.13.	At Fingerprint QC stage, user shall be able to view ORI of submission.				
C.8.1.14.	AFIS shall have capability to auto-center rather than requiring operator assisted centering.				
C.8.1.15	When manual civilian fingerprint cards are rejected, need the ERRT to be sent via email to the contributor.				
C.8.1.16	When electronic criminal fingerprint cards are rejected, need an ERRT to be sent via email to a designated email of the OSBI unit that supports the function.				
C.8.1.17.	When manual criminal fingerprint cards are rejected, need an ERRT to be sent via email to a designated email of the OSBI unit that supports the function.				
C.8.1.18.	On the 10 print transaction workflow, QC function shall be performed after technical search.				
C.8.1.19.	AFIS shall have a management reports utility to create custom reports.				

C.8.1.20.	AFIS shall support an electronic civilian non-keeper transaction to search only the state AFIS repository and return the results by email. (LVBN)				
C.8.1.21.	AFIS DES shall support livescan devices from any supplier as long as they are NIST compliant and meet the standard OSBI type 2 record specification.				
C.8.1.22.	AFIS DES shall support AFIS interfaces for RAPBACK and forward notification of civilian record hits via web services that is fully configurable.				
C.8.1.23.	AFIS Data Exchange Services (DES), this service shall support SOA features and support web services based interface to data exchanges. Shall support Enterprise Service Bus and deploy services compatible to the standard SOA products.				
C.8.1.24.	AFIS DES shall have a fully developed UI to manage transactions that are in Error and capability to resubmit without completely redoing the whole transaction over again.				
C.8.1.25.	AFIS DES shall be designed to support FBI facial recognition interface to submit mugshots, scars, marks and tattoos.				
C.8.1.26.	AFIS DES shall support data exchanges for image based 10 print and latent search from other state AFIS through web services interface across the Internet.				
C.8.1.27.	AFIS DES shall support latent searches from the FBI's ULW V6.3 workstations across the state if available.				
C.8.1.28.	The core AFIS matching subsystem shall be capable to use all 20 images to maximize search accuracy of the system.				
C.8.1.29.	The core AFIS matching subsystem shall be configurable to use transaction priority as needed to perform ten print forward, ten print reverse or latent searching.				
C.8.1.30.	AFIS data migration shall be conducted to maximize search accuracy and portability of data for possible redundancy and or DR capability.				
C.8.1.31	When an ERRT is received from NGI, AFIS shall allow the ability to correct/adjust information/prints and resubmit using the FBI UCN from a non-technical user interface				

C.8.1.32.	AFIS 10 print electronic and manual workflows shall follow the same workflow. Currently, the AFIS workflow for Electronic submissions and manual submissions are different.				
C.8.1.33.	AFIS shall launch a subject/name search via a web service interface from the CCH system of all transactions when a technical search results in a non-ident.				
C.8.1.34.	On all fingerprint QC functions system shall provide capability to correct sequence errors, rotate flat impressions, replace rolls with flats, etc. and the ability to save these changes and submit the changed images to the FBI's NGI system.				
C.8.1.35.	SID consolidations shall be presented to a managed queue before execution for both manual and electronic, BEFORE consolidation. At the consolidation queue a decision box shall be presented for the operator to select which SID to keep.				
C.8.1.36.	Latent workstations software shall demonstrate feature enhancement and image manipulation capability as standard features in addition to the standard search preparation and submission capability.				
C.8.1.37.	Mobile Latent print capture and search capability shall be available on limited base.				
C.8.1.38.	Latent Print submission to the FBI and the state search shall be manageable via UI that is configurable to set threshold as needed.				
C.8.1.39.	Ten print processing workstation software upgrade, full batch capability for manual ten print input. Batch scanners shall be US standard COTS equipment with minimal customization.				
C.8.1.40.	Latent print, reverse search, Ten print verification shall be available from a portal, service type rendering to be controlled by user role.				
C.8.1.41.	The core AFIS shall support full hand palm prints compliant to the latest FBI guidelines regarding capture and submission of palm prints.				
C.8.1.42.	The core AFIS shall support all of the current transaction type the state has that are listed in the "AFIS Transactions document" as part of this RFP. Additional "New" transactions are also listed but no workflow provided, vendors shall propose workflows for each additionally specified transaction.				

C.8.1.43.	The core AFIS matching subsystem shall be hosted on a modern VM environment shall be scalable via hardware capability enhancements.				
C.8.1.44.	The core AFIS matching subsystem shall be hosted on a modern Linux environment for host operating system and shall operate through a high performance enterprise service bus.				
C.8.1.45.	The core AFIS matching subsystem shall match or exceed the specifications listed in ten print and latent accuracy benchmark test plan included in this RFP.				
C.8.1.46.	AFIS shall have algorithm to accept the new FBI number format and have a SID number generator that meets the Oklahoma SID numbering scheme.				
C.8.1.47.	The core AFIS shall meet or exceed the transactional performance required Exhibit A and demonstrate scalability to higher number of metric through VM capacity increases.				
C.8.1.48.	The core AFIS matching subsystem shall be capable to provide lights out Identification service on a 24/7/365 basis.				
C.8.1.49.	The core AFIS system shall be capable to provide remote access to home page to conduct AFIS work via VPN connection for most AFIS functions.				
C.8.1.50.	The core AFIS shall be measured against factors such as Accuracy, Interoperability, Flexibility and scalability. Suppliers shall provide details on how these factors are met.				
C.8.1.51.	The core AFIS shall support the FBI's Universal Control Number features.				
C.8.1.52.	The core AFIS shall support the FBI's Universal Face Workstation (UFW) capability for submission of facial searches.				
C.8.1.53.	The core AFIS shall support the FBI's Universal Latent Workstation (ULW) capability for submission of latent searches.				
C.8.1.54.	The core AFIS shall provide standard reports and Business intelligence dashboards for management of AFIS transaction workload and capacity planning using standard BI tool.				
C.8.1.55.	The core AFIS shall include the ten print and latent workstation licensing listed Exhibit A.				

Table 10.0

AFIS 2 FINGER SEARCH FUNCTIONAL REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.56.	Capability to host 2 finger searches, search to be submitted using any two fingers. Hit results to return descriptor information, SID, FBI#, Photo, flash warning if available on the record.				
C.8.1.57.	Capability to manage mobile devices across secure Internet connection with full capability to activate and deactivate device accounts to use the two finger biometric searching capability statewide.				
C.8.1.58.	Provide a standard NIST compliant two finger gateway with <u>optional</u> MDM capability.				
C.8.1.59.	Capability to support transactions submitted from standard Android, MS Windows 10 and Apple IOS platforms to host mobile application for performing the search and accept AFIS results.				
C.8.1.60.	The mobile gateway will have the necessary AFIS interfaces configured to provide the hit results via secured exchange.				
C.8.1.61.	The mobile gateway will have the capability to allow result and message management to change the disclaimers or format of the XML hit message that will be sent to mobile devices via the mobile gateway.				
C.8.1.62.	Capability to allow mobile devices that may be registered through an accepted contributing agency that accepts the state policy and procedures.				
C.8.1.63.	The mobile gateway shall support two factor authentication before a registered device can be allowed to submit two finger searches to the state AFIS.				
C.8.1.64.	The mobile gateway shall have provisions to store transactional data and produce Business Intelligence reports to show usage statistics and audit logs of utilization.				
C.8.1.65.	The AFIS Supplier shall optionally provide a mobile application that can submit 2 finger and facial searches from an Apple IOS, MS Windows and Google Android device.				
C.8.1.66.	The optional mobile application shall be capable to submit facial recognition searches through the mobile gateway. Optionally the mobile application to have a self-cleaning capability of search results after a given time frame.				

Table 11.0

MAINTENANCE AND LICENSING REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.67.	The AFIS software licensing shall be software based only and shall be able to run on COTS hardware and operating system software that can be purchased through standard state contracts.				
C.8.1.68.	The AFIS software shall be licensed to provide flexibility for allowing to scale up in performance through hardware and memory upgrades.				
C.8.1.69.	The AFIS Supplier will be required to secure the licensed AFIS software to be secured under a software escrow account where the state is listed as the beneficiary.				
C.8.1.70.	The AFIS software shall be based on a site license where the AFIS can be deployed in any part of the state.				
C.8.1.71.	The Supplier shall provide an optional disaster recovery (DR) licensing with full and degraded operational mode presented with full details of functionality and cost.				
C.8.1.72.	The AFIS software licensing shall be designed not to prohibit hardware refresh if needed before a major upgrade.				
C.8.1.73.	The AFIS software licensing shall disclose all integrated third party software licensing cost and maintenance cost.				
C.8.1.74.	The AFIS Supplier shall provide optional cloud hosting licensing model for a full functional system and DR capability.				
C.8.1.75.	The AFIS Supplier shall offer and option of SOA capability with licensing of enterprise service bus (ESB) product from WEB Methods.				

Table 12.0

AFIS SEARCHING FEATURES REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.76.	The AFIS shall have the capability to support all existing transactions and workflows that are identified in the attached AFIS transactions Specification document version 2.0 in addition to the transactions listed on the document labeled OCPD AFIS interface control document version 1.0				
C.8.1.77.	The AFIS shall support 10 print transactions both civilian and criminal from all existing Livescans as well as new future deployments based on the OSBI and NIST standards identified in this RFP.				
C.8.1.78.	The AFIS shall support latent print search transactions from dissimilar AFIS utilizing web services using latent image-only interface for transactions submitted using NIST standard.				
C.8.1.79.	The AFIS shall support a 10 print search from dissimilar AFIS utilizing web services using 10 print image-only interface for transactions submitted using NIST standard.				
C.8.1.80.	The AFIS shall provide capability to search the FBI's NGI system for latent matches using transactions submitted natively from the ULW software. (Both finger and Palm Latents)				
C.8.1.81.	The AFIS shall provide capability to search the FBI's NGI system for facial matches using transactions submitted to the NGI Interstate Photo System (IPS) returning candidates to the device that submitted the search.				
C.8.1.82.	The AFIS shall provide capability to batch scan fingerprint cards submitted by contributing agencies and perform 10 print searches for retaining new and old cards.				
C.8.1.83.	The AFIS shall provide capability to accept 10 print and latent search from portable workstations from crime scenes.				
C.8.1.84.	The AFIS shall provide capability to accept civilian record check 10 print search from third party Suppliers with full transactional logging for the purposes of producing billing records.				

Table 13.0

AFIS INTERFACES REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.85.	The system must support the latest FBI NGI and NIST standards for exchange of fingerprint data.				
C.8.1.86.	The system shall automatically send a transaction to CCH system to delete a record when a record is deleted from AFIS likewise it shall process a message from the CCH system to delete an AFIS record when an SID is purged from the criminal history record.				
C.8.1.87.	The AFIS system shall automatically accept a transmission from CCH to suppress a record when the SID record has been suppressed by disposition or court order.				
C.8.1.88.	The system must provide the ability to convert and send data to CCH based on the AFIS to CCH Interface Specification Document.				
C.8.1.89.	The system shall provide for the ability to interface with an accounting/billing software package for background-check processing fees collected and refunded.				
C.8.1.90.	The system shall provide for the ability to account for applicant fingerprint searches billed by the FBI.				
C.8.1.91.	The system must provide the ability to send electronic FBI-formatted messages and receive responses in FBI format.				
C.8.1.92.	The system must support the use of NIEM 4.1 standard using web services.				
C.8.1.93	The system must support latent and ten print search capability from dissimilar AFIS systems in our region via predefined web services interface and the NIST standard.				
C.8.1.94	The system must provide pricing for 4 web services based interfaces to the state courts and correctional institution.				

Table 14.0

DECISION SUPPORT (REPORTING) REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.95.	The system must provide standardized daily, weekly, and monthly system management and QA reports.				
C.8.1.96.	The system must provide a set of standard system and data reports.				
C.8.1.97.	The system must provide the ability to create/generate custom reports as determined by the user on any of the data elements in the AFIS database.				
C.8.1.98.	The system must provide the ability to screen for duplicate submissions.				
C.8.1.99.	The system must provide the ability to compare FBI records with AFIS data and identify discrepancies.				
C.8.1.100.	The system must provide the ability to generate validation and audit reports on demand.				
C.8.1.101.	The system shall provide the ability to automatically monitor reporting time frames and generate a report that can be sent to reporting entities.				
C.8.1.102.	The system shall provide the ability to automatically produce and print data-quality audit reports.				
C.8.1.103.	The system shall provide statistical analysis of rejected submissions of criminal history information, including sources, methods of submission, date of submission, type of error, and rate of error (relative to overall volume).				
C.8.1.104.	The system shall produce a report that provides a daily count of all AFIS update transactions, including rejected submissions.				
C.8.1.105.	The system shall produce a daily report that provides the number of SID notifications and SID corrections.				
C.8.1.106.	The system shall provide the ability to produce a report of all updates to the system (transaction type and counts).				
C.8.1.107.	The system shall produce a report that provides a count of specified elements of the AFIS system.				
C.8.1.108.	The system shall provide the ability to perform ad hoc queries and receive ad hoc reports for general user needs and QA purposes.				

Table 15.0

SYSTEM LOGGING AND RECOVERY REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.109.	The system must provide the ability to maintain a history of modifications to records and record deletions. This data must be linked to the criminal record element that was modified and provide the last date modified and the ID of the entity performing the modification.				
C.8.1.110.	The system must provide the ability to automatically log all AFIS transactions This log must maintain at least 5 years of data, plus the current year, online and allow for log archiving.				
C.8.1.111.	The system must provide the ability to maintain a history of transactions, including submissions, inquiries, and releases of information.				
C.8.1.112.	The system must log all successful and unsuccessful attempts to access AFIS data.				
C.8.1.113.	The system must produce and print reports of dissemination history, including recipients, record subjects, dissemination dates, and report contents.				
C.8.1.114.	The system must provide the ability to record, store, and display error messages received or produced. In addition, The system must provide the ability to produce these messages in a report or deliver them as an alert message to an analyst monitoring the system.				
C.8.1.115.	The system shall provide the ability to automatically record statistics about the volume and type of activities performed and the volume and type of documents processed by each person using the AFIS.				
C.8.1.116.	The system must provide robust system backup/archiving tools and strategies.				
C.8.1.117.	The system must provide strategy and capability for disaster recovery.				
C.8.1.118.	The system must provide system database rollback tools and strategies				
C.8.1.119.	The system must provide system transaction logging for the purposes of database recovery in the event of system failure.				

Table 16.0

SYSTEM SECURITY AND NETWORK REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.120.	The system must provide the ability to comply with the FBI CJIS Security Policy version 5.0 and above to include 2-factor authentication.				
C.8.1.121.	The system must provide the ability to authenticate all users prior to disseminating information.				
C.8.1.122.	The system must provide the ability to effectively control access to confidential data, as defined by established access policies for authorized users as well as dictated by the nature of the information requested from the system.				
C.8.1.123.	The system must control access to networks, application capabilities, and data by work group, user type, and specific user.				
C.8.1.124.	The system must provide the ability to specify and implement an automatic log-off for user-configurable inactive sessions.				
C.8.1.125.	The system must support authentication of mobile platforms such as phones and tablets in support of 2 finger searches..				
C.8.1.126.	The AFIS system must support secure electronic transmission.				
C.8.1.127.	The system must enable the AFIS system to use the Internet as part of its network infrastructure while maintaining required security policies.				

Table 17.0					
SYSTEM SUPPORT REQUIREMENTS					
Req. ID	Description	Current Capability	Future Release	Custom Dev.	N/A
C.8.1.128.	Supplier shall propose system support plan with full disclosure of on premise support capability.				
C.8.1.129.	Supplier shall propose system support plan with full disclosure of off premise support capability.				
C.8.1.130.	Supplier shall propose system support plan for cloud based hosted AFIS services option.				
C.8.1.131.	Supplier shall make a distinction between hardware support and software only support scope				
C.8.1.132.	Supplier shall propose system support plan for on call basis.				
C.8.1.133.	Supplier shall declare system support escalation plan and related support metrics				

Table 18.0			
Workstation Licensing Requirement			
#	Item Description	QTY	Comments
1	10 print review workstation software	4	
2	Latent print full function workstation	1	
3	Latent print workstation software	11	
4	10 print batch scan workstation software	2	
5	Facial submit/review workstation	2	
6	AFIS Portal software		Site license
7	AFIS BI dashboard software	1	Depending on Supplier offering

C.8.2. Performance Requirement

C.8.2.1. Nominal performance rates and database size workload estimates are listed in the tables listed below. While we understand that AFIS accommodates far more variety of data as is, we would like to provide a minimum database workload estimate that shall be exceeded in the initial delivery setup. These rates consider the minimum response time the application will accommodate within the concurrent licensing required in the specifications. OSBI shall provide hardware that exceeds the specification required for such application. However, the supplier is required to specify the hardware specification needed for each subsystem and declare the hardware and software capacity needed to host the solution the supplier is proposing. The OSBI uses HP hardware and storage to equip their data center and that is the preferred hardware for providing IT services at this time. The hardware list provided by the supplier shall address the following as a minimum:

C.8.2.1.1. Hardware to include compute, memory and storage

C.8.2.1.2. Operating systems licensing

C.8.2.1.3. Third party integrated solutions licensing

C.8.2.2. The exhibit below lists the 10 year projections of AFIS database growth and daily throughput requirements. Supplier shall use the table below to determine the potential size of the AFIS system capability and capacity. However, the cost proposal shall include distinct cost for the 5 year and 10 year intervals. The state plans to refresh hardware potentially every 5 years if budgets and funding allow.

Exhibit A: AFIS 10 Year Transaction and Database Size Projections

Years in Service	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Database Type											
TP / TPLC (CR+CV)	2,080,007	2,212,233	2,357,681	2,517,673	2,693,666	2,887,257	3,100,207	3,334,453	3,592,123	3,875,560	4,187,341
PP	483,298	601,339	731,184	874,014	1,031,126	1,203,950	1,394,056	1,603,173	1,833,202	2,086,233	2,364,568
UL	3,992	8,124	8,936	9,830	10,813	11,894	13,084	14,392	15,831	17,415	19,156
Mugshot	419,247	497,941	584,504	679,724	784,466	899,682	1,026,419	1,165,830	1,319,183	1,487,870	1,673,427
Civilian Records	158,423	288,810	432,236	590,004	763,550	954,449	1,164,439	1,395,428	1,649,516	1,929,012	2,236,458
Civilian Photo	-	288,810	336,619	389,208	447,057	510,690	580,686	657,683	742,378	835,544	938,026
Daily Input Throughput											
Criminal (NR)	200	220	242	266	293	322	354	390	429	472	519
Criminal (Card+LV)	392	431	474	522	574	631	694	764	840	924	1,017
Criminal (Card)	32	29	26	23	21	19	17	15	14	12	11
Applicant	434	476	524	576	634	697	767	844	928	1,021	1,123
Manual	183	201	221	244	268	295	324	357	392	432	475
Electronic	250	275	303	333	366	403	443	487	536	589	648
Daily Search Throughput											
TP/TPLC (Forward)	1,026	1,128	1,240	1,364	1,501	1,651	1,816	1,997	2,197	2,417	2,659
LT/TPLC (Forward)	100	104	108	112	117	122	127	132	137	142	148
TP/UL (Reverse)	1,026	1,128	1,240	1,364	1,501	1,651	1,816	1,997	2,197	2,417	2,659
PP/UP (Reverse)	392	431	474	522	574	631	694	764	840	924	1,017
LP/PP (Forward)	100	104	108	112	117	122	127	132	137	142	148
LP/UP (Forward)	75	75	75	75	75	75	75	75	75	75	75
Two Finger Daily throughput											
Criminal	0	300	500	550	1000	1100	1200	1500	1600	1700	2000
Civilian	TBD										
Tulsa & OCPD Latent Search Daily WKLD											
OCPD	5	6	6	7	7	8	9	10	11	12	13
TPD	5	6	6	7	7	8	9	10	11	12	13

C.8.2.3. Supplier shall provide a test approach for testing concurrent sessions on the application server in an automated fashion. The performance tests will be conducted on network environment that minimizes network latency.

C.8.3. Acceptance Testing.

- C.8.3.1. Functional Testing:** The supplier is responsible for demonstrating the functional requirements that are listed in this RFP as a minimum and further shall demonstrate standard functionality stated in the Product literature of the AFIS if installed and licensed by OSBI.
- C.8.3.2. Performance Testing:** The supplier is responsible for preparing the test plan and conducting the test in conjunction with OSBI IT personnel until satisfaction is achieved. In the event where satisfactory performance as agreed on the ATP is NOT achieved, OSBI may seek other remedies as provided by applicable state laws.
- C.8.3.3. Availability Testing:** The supplier is responsible, in conjunction with OSBI, to conduct this test for a period of 3 weeks while the system is in full production. The results shall document that the deployed software components run with predictable results and uptime while full load of work is being conducted.

C.9. Documentation and Training

- C.9.1.** The objective of the training plan is to provide orientation and training for OSBI personnel at all levels, including management, supervisors, operations staff, programmers and user instructors for tactical and analytical operations. OSBI understands that the success of this project depends on the level of initial training provided to all personnel. Effective methods of training to pass the basic knowledge needed for our investigative personnel to effectively use the system and associated tools is a key measure of successful implementation of the program at OSBI.
- C.9.2.** The Supplier shall prepare a training plan that will consist of at least the following sections:
 - C.9.2.1. Concept description:** defines the general approach for accomplishing the proposed training program. This section shall define the development schedule and the responsibilities of OSBI and the Supplier.
 - C.9.2.2. Course schedule:** defines a schedule for the instruction phase and the "on the job training" phases of the program. The schedule shall identify the starting and completion dates for each classroom course and the date on which all course material will be available for OSBI review.
 - C.9.2.3. Course description:** this part shall include a summary description of each course to be taught during the instructional phase of the program. The description shall include the subject, objectives, course length and number of sessions. In addition, the number of students in each class and the recommended background and skill level necessary for satisfactory completion of the course shall be indicated.
 - C.9.2.4. Course material:** summary of the quantity and type of training material proposed for each course.
- C.9.3.** Supplier shall be responsible for providing technical and functional training to OSBI personnel who will be operating, using and supporting the technical maintenance of AFIS.
 - C.9.3.1. Technical training:** shall consist of providing training to computer programmers; system analysts and computer operations personnel to enable them to operate and support AFIS post turnover tasks.
 - C.9.3.2. Functional training:** shall provide training to those individuals responsible for administrative tasks, those responsible for analytical tasks, and those responsible for data entry and generation of reports. This training must be able to convey to workstation personnel the "man-machine" interfaces, including the requirements for inputting data, edit criteria, specific actions required by the system and the use of the output data.
- C.9.4.** Supplier shall prepare course outlines, training schedule and submit them to for review by OSBI staff no later than 30 days prior to the start of the course.

C.10. Benchmark testing.

The objective of the benchmark testing is to test the search algorithm of the proposed AFIS system. The top two selected Suppliers will be required to perform the test according to the benchmark test plan provided with this RFP.

Suppliers are required to understand and be prepared to conduct the test as planned and complete it within the timeframe prescribed by the OSBI. The following tests are identified in the benchmark test plan.

C.10.1. Ten print search accuracy tests (TPSA)

C.10.2. Latent print search accuracy tests (LPSA)

C.10.3. Palm latent print search accuracy test (PLSA)

C.10.4. Two finder search accuracy tests (TFSA)

C.10.5. Ten print reverse search accuracy tests (TPRSA)

C.10.6. Test system hardware and software setup proposal

D. EVALUATION

D.1. Evaluation and Award

- D.1.1.** Bids shall be evaluated on the “best value” determination.
- D.1.2.** The State reserves the right to request demonstrations and clarifications from any or all-responding Bidders.

D.2. Proposal Clarification Questions

The State reserves the right, at its sole discretion, to request clarifications of technical Bids or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions shall be to ensure full understanding of the Bid. If clarifications are made because of such discussion, the Bidder(s) shall put such clarifications in writing. The clarification shall not alter or supplement the Bid.

D.3. Competitive Negotiations of Offers

The State reserves the right to negotiate with one, selected, all or none of the Bidders responding to this Solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue material to an award decision or that may mitigate the State’s risks. The State shall consider all issues negotiable and will not be artificially constrained by internal corporate policies. Negotiation may be with one or more Bidders, for any and all items in the Bid.

Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

- D.3.1.** Negotiations may be conducted in person, in writing, or by telephone.
- D.3.2.** Negotiations shall only be conducted with potentially acceptable Bids. The State reserves the right to limit negotiations to those Bids that received the highest rankings during the initial evaluation phase.
- D.3.3.** Terms, conditions, prices, methodology, or other features of the Bid may be subject to negotiations and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the Bid.
- D.3.4.** The requirements of this Solicitation shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.
- D.3.5.** BEST and FINAL – The State may request best and final Bids if deemed necessary, and shall determine the scope and subject of any best and final request. However, the Bidder should not expect an opportunity to strengthen its Bid and should submit its best Bid based on the terms and condition set forth in this solicitation.

D.4. Selection Criteria

- D.4.1.** VPAT Note: Accessibility is required to be a part of the selection criteria.
- D.4.2.** Company Information and References
- D.4.3.** Technical Responses
- D.4.4.** Project Management Plan
- D.4.5.** Project Schedule
- D.4.6.** Risk Management Plan
- D.4.7.** Implementation Plan
- D.4.8.** Training Plan

D.4.9. Staffing Plan

D.4.10. Demonstrations (if needed)

D.4.11. Cost/Price

D.5. Evaluation Process

D.5.1. Determination of Solicitation Responsiveness

A responsive Bid is a Bid that meets all the following Solicitation requirements:

- Responding Bidder Information Sheet complete Form 076
- Certification for Competitive Bid and Contract (Non-Collusion Certification) Form 004
- VPAT
- Amendments, if issued, are acknowledged.

Meeting all requirements outlined above allows the offer to proceed in the evaluation process. Failure to meet all of the above may result in the proposal being disqualified from further evaluation.

Note: The following evaluation process is not presented in any sequence as any selection process may overlap the other in the evaluation.

D.5.2. Evaluation of Bid

The technical section of the Bid is evaluated based on the Solicitation specifications.

D.5.3. Evaluation of Cost

Cost comparisons are performed.

D.5.4. Demonstrations

If desired by the evaluation committee, the Bidder may be required to provide product/services demonstrations.

D.5.5. Best Value Evaluation of Product/Services

The award of Contract pursuant to this Solicitation to a Bidder is based upon which Bidder best meets the needs of the State.

The State reserves the right to negotiate with one or more Bidders, at any point during the evaluation and may negotiate any and all content of the Bid.

D.5.6. Each Bidder should be prepared to participate in oral presentations and demonstrations to define the Bid, to introduce the Bidder's team, and to respond to any and all questions regarding the Bid if requested by the State prior to award.

E. INSTRUCTIONS TO BIDDER

E.1. Introduction

Prospective Bidders are urged to read this Solicitation carefully. Failure to do so shall be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, Bids shall be evaluated and any resultant contract(s) shall be administered in accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this Solicitation can be altered only by written Amendment approved by the State and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this Solicitation constitute grounds for a claim after award of the Contract.

E.2. Preparation of Bid

E.2.1. Any usage amounts specified are estimates only and are not guaranteed to be purchased.

E.2.2. Information shall be entered on the form provided or a copy thereof.

E.3. Submission of Bid

E.3.1. All Bids must be submitted to OMES – Central Purchasing to the attention of the Procurement Specialist as identified on the front page of this Solicitation. It is the Bidder's sole responsibility to submit information in the Bid as requested by this Solicitation. The Bidder's failure to submit required information may cause its Bid to be rejected.

E.3.2. The Bid should be paginated and indexed in alpha order with reference to specific sections of this Solicitation. All Bids shall be legibly written or typed. Any corrections to Bids shall be initialed. Penciled Bids and penciled corrections shall not be accepted and shall be rejected as non-responsive. Unnecessarily elaborate brochures or other presentations beyond those necessary to present a complete and effective Bid are not desired.

E.3.3. Each Bidder must submit one (1) original hard-copy of the Bid and six (6) duplicate copies for a total of seven (7) hard-copy documents. In addition, each Bidder must submit two (2) copies of the Bid on CD, DVD, or thumb drive for a total of two (2) electronic documents in a "machine readable" format. One (1) CD, DVD, or thumb drive shall be marked as the original and will be considered the official response in evaluating responses for scoring, Open Records Requests, and protest resolution.

E.3.4. All information relating to price/costs are to be sent in a separate binder/envelope, on a separate CD, DVD, or thumb drive clearly marked as "Price/Cost".

E.3.5. The name and address of the Bidder shall be inserted in the upper left corner of the single sealed envelope, package, or container. The solicitation number and solicitation response due date and time must appear on the face of the single envelope, package, or container.

E.3.6. Bids shall be in strict conformity with the instructions to Bidder, and shall be submitted with a completed "Responding Bidder Information" OMES Form 076, and any other forms completed as required by this Solicitation.

E.3.7. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES Form 004, must be made out in the name of the Bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.

E.3.8. All Bids submitted shall be consistent with the Oklahoma Central Purchasing Act and associated Rules and subject to the Information Services Act and other statutory laws and regulations as applicable.

E.3.9. By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages, because of any misunderstanding or misrepresentation of the specifications or because of any misinformation or lack information.

E.3.10. If a Bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in this Solicitation, known to the Bidder, or an error that reasonably should have been known by the Bidder, the Bidder shall submit a Bid at its own risk; and if awarded the Contract, the Bidder shall not be entitled to additional compensation, relief, or time by reason of the error or its later

correction. If a Bidder takes exception to any requirement or specification contained in this Solicitation, these exceptions must be clearly and prominently stated in the Bid.

- E.3.11.** Bidders should note that this Solicitation reflects changes in the existing operation to increase efficiencies and streamline business environments in the State of Oklahoma. All previous solicitations or resultant contracts should not be either depended upon, perceived or interpreted to have any relevance to this Solicitation.

E.4. Bid Change

If the Bidder needs to change a Bid prior to the Solicitation Closing Date and Time, a new Bid shall be submitted to the State with the following statement: "This Bid supersedes the Bid previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the Bidder shall be inserted in the upper left corner of the single envelope, package, or container. Solicitation number and solicitation closing date and time must appear on the face of the single envelope, package, or container.

E.5. Solicitation Amendments

- E.5.1.** If an "Amendment of Solicitation", OMES Form 011 (or other format as provided), is issued, then the Bidder shall acknowledge agreement with each such Amendment of Solicitation by signing and returning the Solicitation Amendment. An executed Amendment may be submitted with the Bid or may be forwarded separately. If forwarded separately, the executed Amendment must contain this Solicitation number and Closing Date and Time on the front of the envelope. The State must receive the executed Amendment by the Closing Date and Time specified for receipt of bids for the Bid to be deemed responsive. Failure to agree to a Solicitation Amendment may be grounds for rejection.
- E.5.2.** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this Solicitation. All Amendments to this Solicitation shall be made in writing by the State.
- E.5.3.** It is the Bidder's responsibility to check the State's website frequently for any possible Amendments to this Solicitation that may be issued. The State is not responsible for the Bidder's failure to download any amendment documents required to complete its Bid.

E.6. Proprietary and/or Confidential

- E.6.1.** Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a Bidder submits as part of or in connection with a Bid are public records and subject to disclosure. If a Bidder claims any portion of its Bid as financial or proprietary confidential information, the Bidder must specifically identify what documents or portions of documents are considered confidential and identify applicable law supporting the claim of confidentiality. In addition, the Bidder shall submit the information separate and apart from the Bid and mark it Financial or Proprietary and Confidential. Pursuant to the Oklahoma State Finance Act, the State CIO shall make the final decision as to whether the separately submitted information is confidential.
- E.6.2.** If the State CIO does not acknowledge the information as confidential, OMES – ISD will return or destroy the information with proper notice to the Bidder and the information will not be considered in the evaluation. A Bid marked, in total, as financial or proprietary and/or Confidential shall not be considered.

E.7. Oklahoma Open Records Act

Bids are subject to public disclosure in accordance with the Oklahoma Open Records Act. To the extent permitted by such Act, the Bid will not be disclosed, except for purposes of evaluation, prior to approval by the State CIO of the awarded Contract. All material submitted becomes the property of the State. Bids will not be considered confidential after award of the Contract except that information in the Bid determined to be confidential by the State CIO shall continue to be considered confidential.

E.8. Communications Concerning Solicitation

The procurement specialist listed on the cover page of this solicitation is the only individual in which the Bidder should be in contact with concerning any issues with this solicitation. Failure to comply with this requirement may result in

the Bid being considered non-responsive and not considered for further evaluation.

E.9. Administrative Review

- E.9.1.** Bidders who believe solicitation requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the procurement specialist listed herein. To be considered a request for review must be received no later than 3:00 P.M. Central Time on February 18, 2016. The State shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to this Solicitation. Requests for administrative review of technical or contractual requirements shall include the reason for the request, supported by information, and any proposed changes to the requirements.

E.10. General Solicitation Questions

Bidder may submit general questions concerning the specifications of this Solicitation. All questions and answers regarding this Solicitation shall be posted to the IT procurement wiki at:

<https://wiki.ok.gov/display/itprocurement/3080000346>

- E.10.1.** Questions received via any other means will not be addressed. To register with the State of Oklahoma for wiki access, please follow the link below to request access.

<https://wiki.ok.gov/display/itprocurement/Home>

- E.10.2.** In order to guarantee that wiki access is created prior to closing date for submitting questions for a solicitation, please request access at least five (5) business days prior to the closing date for questions. The State of Oklahoma cannot be responsible for a Bidder's lack of access if the request is not made within this timeline.

- E.10.3.** When posing questions, every effort should be made to:

- a) be concise
- b) include section references, when possible; and
- c) avoid use of tables or special formatting (use simple lists).

- E.10.4.** These questions shall be answered directly on the wiki and in the form of an amendment and posted on the OMES - ISD website and linked on the wiki. Bidders are advised that any questions received after 3:00 P.M. Central Time on March 9, 2016 shall not be answered.

E.11. P-Cards

The State of Oklahoma has issued payment cards to most State agencies. The current P-Card contract holder utilizes VISA.

If awarded a contract, will your company accept the State of Oklahoma approved purchase card:

Yes No (check one)

E.12. Electronic Funds Transfer (EFT)

The State of Oklahoma passed legislation in 2012 requiring funds disbursed from the State Treasury be sent electronically.

If awarded a contract will your company accept payment for invoices from the State by EFT:

Yes No (check one)

E.13. Bid Deliverables

Hard copy Bids should be bound, tabbed by section, and clearly marked as Original or Copy.

Note: Bid deliverables are to be submitted in both hard copy and electronic copy on CD, DVD, or thumb drive machine-readable format.

E.13.1. Section One – Introduction

- a) Letter of Introduction

- b) Executive Summary
- c) Completed "Responding Bidder Information" OMES Form 076.
- d) Completed "Certification for Competitive Bid and Contract" OMES Form 004.
- e) Signed Amendment(s), if any.
- f) Any exceptions to solicitation terms and conditions.

E.13.2. Section Two – References

Provide 5 references from customers where similar work was performed. References provided must contain a contact person with full contact information (i.e., current employer, telephone number, mailing address, e-mail address, and fax number).

E.13.3. Section Three – Company Information

Bidder must provide detailed information on its company, including principals involved, number of employees, location, years in existence, a statement of financial stability, and any litigation or pending litigation for the past five years, or a statement indicating there is no litigation activity to report.

E.13.4. Section Four – Response to Specifications/Requirements

Provide detailed response to specifications/requirements in this Solicitation. Responses should be broken down into the following tabs:

Tab 1: Hardware

Tab 2: System Functionality

Tab 3: Connectivity and Communication

Tab 4: Maintenance and Service

E.13.5. Section Five – EITA Compliance

Provide adequate information defining your products level of EITA compliance by providing a Voluntary Product Accessibility Template (VPAT) that indicates compliance of all products offered with the provisions of Section 508 of the Rehabilitation Act Amendments included in the Workforce Investment Act of 1998. Please complete the VPAT & Accessibility - OMES Form that is applicable. Attached for reference is the VPAT Instructions Template.

Supplier may provide a URL link to a website providing VPAT for products deliverables through resulting Contract.

E.13.6. Section Six – Bidder Agreements

Bidder shall provide any required software licenses, maintenance, service agreements and any other similar applicable agreements.

Note: Any such agreements the Bidder requires, should it be the awardee of the Contract, not submitted with Bidder's original Bid shall not be considered

E.13.7. Pricing

All information relating to costs are to be sent in a separate binder/envelope, on a separate CD, DVD, or thumb drive clearly marked as "Price/Cost."

E.14. Awardee Financial Status

Prior to award the State may choose to request information from the Bidder to demonstrate its financial status and performance, in the form of the last three years audited financial statements or the last three years of tax returns. A certified review may be accepted (clarification may be required). If the Bidder is a subsidiary of another entity, the last three years audited financial statements of three years tax returns for the parent company must also be submitted. The State reserves the right to withhold award to a Bidder who is deemed financially weak. The State reserves the right to determine financial status at its sole discretion.

Clarification or additional documents may be requested.

E.15. Notice of Award

A notice of award in the form of a purchase order or other Contract Documents resulting from this Solicitation shall be furnished to the successful Bidder and shall result in a binding Contract.

F. CHECKLIST

No.	Description	Yes	No
1	Signed RFP and RFP Amendment Cover Pages		
2	Transmittal Letter		
3	VPAT		
4	Insurance/Workman's Comp Form		
5	References		
6	Form 004		
7	Form 076		
8	Vendor Payee form		
9	Table of Contents Does the Table of Contents identify all sections, subsections, and corresponding page numbers?		
10	Executive Summary		
11	Are Proposal materials presented in a three-ring binder, or similar manner and <i>page numbered</i> to allow for easy review and removal of documents to facilitate imaging of the document(s)?		
12	Are Proposal materials printed as a two-sided document on 8.5"x11" paper?		
13	Did the Supplier include electronic copies of their entire proposal, including all attachments, with the original proposal and copies? Are the electronic copies provided in Microsoft -compatible format?		
14	Did the Supplier identify any confidential parts of the proposal to allow for special handling of these sections/pages of the document? <u>Did the Supplier provide justification for keeping the referenced areas confidential pursuant to Oklahoma State Statute (RSMo 610.021)?</u>		

G. OTHER

G.1. Value-Added Services

Suppliers are encouraged to provide descriptions of any additional value-added services that are not already referenced by specifications included within this RFP. Any value-added services shall be presented as optional components with any additional costs for these services indicated in Table 23 entitled "Optional Costs". This subsection of the Technical Response section shall provide a comprehensive and written description of the Supplier's approach to all value-added services that may be provided. Each proposed value-added service is to be listed with a detailed explanation.

The Supplier shall identify and propose any other elements necessary to successfully execute the project. Specifically, tasks and deliverables that the Supplier believes are important to the project shall be included in the proposal and highlighted as additional necessary tasks in accordance with this provision.

Table 19.0				
Quantity	Server Type (i.e., Database, Web, etc)	Hardware Requirements	<i>Operating System</i> Software	Minimum Required Software Version, Release

H. PRICE AND COST

Supplier must respond to H.1. with firm, fixed pricing for all applicable costs necessary to satisfy the requirements of this solicitation. All prices quoted shall be firm, fixed for the contract period stated on page one. UNLESS STATED HEREIN, THE STATE SHALL ASSUME ABSOLUTELY NO OTHER COSTS EXIST TO SATISFY THE RFP'S REQUIREMENTS. Therefore, the successful Supplier shall be responsible for any additional costs.

H.1. Cost Tables: Required Costs

Table 20.0				
Professional Services				
Item	Qty	Description	Unit Cost	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Professional Services				

Table 21.0				
Equipment				
Item	Qty	Description	Unit Cost	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Equipment				

Table 22.0				
Maintenance Cost First 5 Years				
Year	Qty	Description	Unit Cost	Total Cost
1				
2				
3				
4				
5				
Total Recurring Cost First 5 Years				

H.2. Cost Table: Other Costs

The Supplier must state below all additional firm, fixed applicable costs necessary to satisfy the mandatory requirements of the RFP that were not addressed in H.1. Required Costs tables

Table 23.0		
OTHER COSTS (Specify below if any)	UNIT OF MEASURE	UNIT PRICE

H.3. The Supplier must indicate below the firm, fixed annual software maintenance costs.

Table 24.0		
Annual Recurring Costs		
Application Software Maintenance (1st contract renewal period / upon expiration of the 2 year warranty period)	Per Year	
Application Software Maintenance (2nd renewal)	Per Year	
Application Software Maintenance (3rd renewal)	Per Year	
Application Software Maintenance (4th renewal)	Per Year	
Application Software Maintenance (5th renewal)	Per Year	

H.4. All other pricing components that are not specifically addressed in Tables in H.1., H.2., and H.3. above but are necessary to satisfy the mandatory requirements of the solicitation must be included in the pricing listed on Table 25.0 (such as the PAQ consultant per hour rates). The Supplier must provide a description and indicate what these other specific costs are (if any) on this table. In addition, the Supplier must describe whether the items listed are one-time costs or on-going costs required each month, quarter, or year of the contract life. With the exception of the software maintenance costs specified in

Table 24.0, the on-going costs after the initial contract period (as stated on the RFP cover page) shall be calculated against the renewal option percentages specified in Table 23.0.

Table 25.0		
DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE
Project Assessment Quotation (PAQ) consulting rates: <i>Please list consultant job classification titles and their corresponding per hour consulting rate on separate rows below:</i>	----	----
	Per Hour	

H.5. Optional Costs

The Supplier may provide firm, fixed pricing for optional/ desirable features, expansion options, and/or enhancements for the proposed solution. Please include other system options that are not included with the system license, but sold and maintained separately. Also list any pricing discounts.

H.6. Pricing for optional services, expansion options, and/or enhancements, for the proposed products/services shall be included in the pricing listed on Table 26.0. For desirable functional/technical system specifications, if there is an associated cost for the custom development and costs for its on-going maintenance support - such costs must be stated in this cost table.

Table 26.0		
DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE
Supplemental Training	Each Session	\$ -
Additional workstation Licensing	Per license	
Additional latent software license	Per license	
Additional 10 print review software license	Per license	
Additional batch scan software license	Per license	

H.7. Renewal Options

Table 27.0			
Renewal Period	Maximum Increase	OR	Minimum Decrease
1 st Renewal Period:	original price +		original price -
2 nd Renewal Period:	original price +		original price -
3 rd Renewal Period:	original price +		original price -
4 th Renewal Period:	original price +		original price -
5 th Renewal Period:	original price +		original price -

H.8. Milestone/Installment Payment Plan

H.8.1. The Supplier shall provide a milestone/installment payment provisions for the AFIS based on the following milestones. The payment plan shall fit the payment plan breakdown that is provided in section B.5. of this RFP.

Table 28.0				
Project Timeline (milestone timeline in weeks)				
Milestone	Start	End	Responsibility	Remarks
Award of project	1	1	OSBI	
Preliminary Functional Sys. Test Plan		2	Supplier	
Preliminary Customization Plan		4	Supplier	
Final Customization Plan		8	OSBI/Supplier	
Prelim. Perform. Sys Test Plan		6	Supplier	
Final Test Plan		8	OSBI/Supplier	
Final Implementation Plan		10	Supplier	
Hardware Integration Complete		14	Supplier	
Software Installation & Configuration		18	OSBI/Supplier	
Data Migration		14	OSBI/Supplier	
Final Training Plan		20	OSBI/Supplier	
System Customization Completed		29	OSBI/Supplier	
2 Finger Search Capability Integration		32	OSBI/Supplier	
OCPD Interface development		34	OSBI/Supplier	

User / Technical Training		36	OSBI/Supplier	
Complete Functional UAT Tests		38	OSBI/Supplier	
Complete Performance Test		40	OSBI/Supplier	
Complete Production Testing		42	OSBI/Supplier	
Complete System Acceptance		44	OSBI/Supplier	

Table 29.0			
OSBI Supplier's Response Form			
Contact Name:		Phone:	
Email:		Cell:	
Company Name:		Phone:	
Address 1:		Fax:	
Address 2:			
City:		State:	
Zip+4:			
URL:			
Total Turnkey cost including one year's maintenance			\$
Maintenance Cost for 5 Years			
Year	Description of services provided	Annual Cost	
2			
3			
4			
5			
6			
Total Recurring Cost for 5 Years			

Attachments

- **Attachment A:** Benchmark Test Plan
- **Attachment B:** AFIS Transaction Document (version 2.0)
- **Attachment C:** OSBI Interface Control Document
- **Attachment D:** OSBI NIST Type-2 specifications document v4.1



Responding Bidder Information

"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.

1. **RE: Solicitation #** _____

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit¹:**

YES – Permit #: _____

NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

YES - Filing Number: _____

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – include a certificate of insurance with the bid

NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/fagbussales.html>
² For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/fags.html#c221>



Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number



Voluntary Product Accessibility Template Instructions

The Voluntary Product Accessibility Template is a tool to assist in making preliminary assessments regarding the availability of electronic and information technology products and services with features that support accessibility.

The VPAT provides a summary view of criteria specific to various types of technologies identified in the Oklahoma Information Technology Accessibility Standards. There are three sections in each table. Section one of the Summary Table describes each section of the Standards. The second section describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third section contains any additional remarks and explanations regarding the product.

Oklahoma EITA Procurement Clause:

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing/index.html or http://www.ok.gov/OSF/documents/isd_itas.doc.

- 1) For Information Technology or Communications Products, Systems and Applications not requiring development and/or customization. The Contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request.

The Contractor shall indemnify and hold harmless the State of Oklahoma and any Oklahoma Government entity purchasing the products, systems, or applications not requiring development and/or customized by the Contractor from any claim arising out of the Contractor's failure to comply with applicable Oklahoma Information Technology Accessibility Standards subsequent to providing certification of compliance to such Standards.

- 2) For Information Technology or Communications Products, Systems or Applications requiring development and/or customization. The Contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system, or application developed and/or customized by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request. Additional requirements and documentation may be required and compliance will be necessary on the Contractor's part. Such requirements will be stated in documents such as State Bids, Request for Proposals, Contracts, Agreements, Purchase Orders, and Amendments.

The Contractor shall indemnify and hold harmless the State of Oklahoma and any Oklahoma Government entity purchasing the products, systems, or applications from the Contractor, from any claim arising out of the Contractor's failure to comply with applicable Oklahoma Information Technology Accessibility Standards subsequent to providing certification of compliance to such Standards. However, the Contractor shall no longer have an obligation to indemnify the State for liability resulting from products, systems or applications developed and/or customized that are not in compliance with applicable Oklahoma Information Technology Accessibility Standards ("Standards") after the State has tested and confirmed that the product, system or application meets the accessibility requirements in the Standards.

How to Get Started - Begin with your product's specification or a list of its known features:

1. Determine which subsection(s) of the Oklahoma Information Technology Accessibility Standards (IT Standards) apply to your product. Document the product's ability to meet the standards in the applicable areas, such as software, operating system, and so on.
2. For each standard in the applicable area(s), determine if the product meets or supports the standard.
 - If the product appears to meet or support the standard, then you have the option of providing examples of features that are accessible or of specific accessibility features that exist.
 - If the product appears to not meet the standard, remember that the OK Information Technology Accessibility Standards allow for alternative products provided that they result in substantially equivalent or greater access. The product can meet the standard as long as the feature performs in the same manner as it does for any other user. This is called "functional equivalency."

3. When the VPAT draft is complete, translate the technical language into language that will be understood by a state agency procurement officer. We encourage use of suggested language noted in the section "Suggested Language for Filling out the VPAT".
4. **Suggested Language for filling out the VPAT**
Suggested language below has been developed for use when filling out a VPAT. All or some of the language may be used. You are encouraged to use consistent language in VPATs throughout the form.

<u>Supporting Features</u>	
Supports	Use this language when you determine the product fully meets the letter and intent of the criteria.
Supports with Exceptions	Use this language when you determine the product does not fully meet the letter and intent of the criteria, but provides some level of access relative to the criteria.
Supports through Equivalent Facilitation	Use this language when you have identified an alternate way to meet the intent of the criteria or when the product does not fully meet the intent of the criteria.
Supports when combined with Compatible AT	Use this language when you determine the product fully meets the letter and intent of the criteria when used in combination with compatible AT. For example, many software programs can provide speech output when combined with a compatible screen reader (commonly used assistive technology for people who are blind).
Does not Support	Use this language when you determine the product does not meet the letter or intent of the criteria.
Not Applicable	Use this language when you determine that the criteria do not apply to the specific product.
Not Applicable - Fundamental Alteration Exception Applies	Use this language when you determine a fundamental alteration of the product would be required to meet the criteria (see the IT Standards for the definition of "fundamental alteration").

Remarks & Explanations (third section on VPAT)

Providing further explanation regarding features and exceptions is especially helpful. Use this section to detail how the product addresses the standard or criteria by:

- Listing accessibility features or features that are accessible;
- Detailing where in the product an exception occurs; and
- Explaining equivalent methods of facilitation (See Section 3.5 of the IT Standards for definition of "equivalent facilitation").



Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use OMES Form OSF_GARNVEND located at: http://www.ok.gov/OSF/documents/osf_garnvend.pdf.
- **State Employees:** Use OMES FORM ADD/CHANGES FOR EMPLOYEES/BOARD MEMBERS located at: http://www.ok.gov/OSF/documents/ap_emp_vend.pdf.
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency **MUST** first register online with the state unless exempt per statute. For additional information, please refer to Central Purchasing Vendor Registration located at: http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html.

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

Agency Name		Contact Name	
Phone #		Fax #	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID	_____
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address #	_____ PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 - Prizes & Awards
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.					
Name		Contact Name			
<i>Payee Legal Name for Business, Individual or Government Entity as filed with IRS</i>		Contact Title			
DBA Name		Phone #			
<i>Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name</i>		Fax #			
Tax Identification Number (TIN) and Type:		<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)			
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service					
Address			City		
State	Zip+4	Remittance Email			
Optional Addresses – Please select address type as applicable					
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing		
	<input type="checkbox"/> Returning	<input type="checkbox"/> Mailing	<input type="checkbox"/> Other:		
Address 1			City		
State	Zip+4	Remittance Email			
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.					
Name			Email		
	Title				

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 1 – RENTS (cont.) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 533170 Royalties	<input type="checkbox"/> 3 - PRIZES AND AWARDS 552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553220 Indemnities, Restitution & Settlements
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)	
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consulting Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair – Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Land Improvements 546210 Buildings and Other Structures – Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense – Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation – Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Legal Settlements Reportable to the IRS 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney		