





1250 N. Tustin Ave.  
Anaheim, CA 92807  
Tel: (714) 238-2000  
Fax: (714) 238-2078

April 14, 2015

Lisa Burlingame  
Department of Corrections  
440 South Houston, Suite 202  
Tulsa, OK 74127

RE: Sole Source

Dear Lisa,

MorphoTrak, Inc. is the leader in AFIS Worldwide. Our equipment is manufactured and integrated at 1250 North Tustin Avenue Anaheim, CA 92807. The systems we manufacture are a combination of commercial off-the-shelf products and proprietary hardware and software components, which combine to make up the Live Scan systems we sell and deliver to law enforcement agencies. Such is the case with the systems located at the Oklahoma State Department of Corrections.

By nature of the proprietary hardware and software components and the overall system design, there are currently no other companies authorized to perform maintenance services on our systems. Therefore, our support contracts must be considered a sole source item of procurement for the Oklahoma State Department of Corrections and any other agency that requires support services to be performed on their Live Scan products.

Thank you for your continued support of MorphoTrak. We look forward to a long partnership with you.

Sincerely,

Signature on File

David OTTO  
Sr. Program Manager  
Criminal Justice Public Security Business Unit (CJPS BU)



# Purchase Order

Dispatch via Print

**Department of Corrections**  
DEPARTMENT OF CORRECTIONS  
3400 MARTIN LUTHER KING AVE  
OKLAHOMA CITY OK 731360400

**Supplier:** 0000069002  
SAGEM MORPHO  
MORPHO TRAK INC  
1250 N TUSTIN AVE  
ANAHEIM CA 92807-1617

<b>Purchase Order</b> 1319061267	<b>Date</b> 07/01/2015	<b>Revision</b> 1	<b>Page</b> 1
<b>Payment Terms</b> 0 Days	<b>Freight Terms</b> Free on board at Destination	<b>Ship Via</b> Common	
<b>Buyer</b> David Williams	<b>Phone</b> 405/425-2636	<b>Currency</b> USD	

**Ship To:** DEPARTMENT OF CORRECTIONS  
INFORMATION TECHNOLOGY UNIT  
3400 N. MARTIN LUTHER KING AVE  
OKLAHOMA CITY OK 73111-4298

**Bill To:** DEPARTMENT OF CORRECTIONS  
INFORMATION TECHNOLOGY UNIT  
PO BOX 11400  
OKLAHOMA CITY OK 731360400

**Tax Exempt?** Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1-	1	81112301 /	1.0000	EA	8,013.6000	8,013.60	05/08/2015
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SERVICE: HARDWARE/SOFTWARE  
MAINTENANCE - INFORMATION  
TECHNOLOGY

HARDWARE AND SOFTWARE MAINTENANCE SUPPORT -- 07-01-15 THRU 06-30-16  
MAINTENANCE AND SUPPORT AGREEMENT #: SA 005881-000

PRODUCT: LIVESCAN  
DESCRIPTION: RUGGEDIZED CLASS 1 LIVESCAN WORKSTATION  
NODE: OKLP01 (MABEL BASSETT CORRECTIONAL)  
QTY: 1

PRODUCT: LIVESCAN  
DESCRIPTION: RUGGEDIZED CLASS 1 LIVESCAN WORKSTATION  
NODE: OKLP07 (LEXINGTON A&R CENTER)  
QTY: 1

ADVANTAGE - SOFTWARE SUPPORT  
- 8 A.M. - 5 P.M., MONDAY TO FRIDAY PPM  
- UNLIMITED TELEPHONE SUPPORT  
- REMOTE DIAL-IN ANALYSIS  
- SUPPLEMENTAL RELEASES AND UPDATES  
- STANDARD RELEASES AND UPDATES  
- AUTOMATIC CALL ESCALATION  
- SOFTWARE CUSTOMER ALERT BULLETINS  
- TELEPHONE RESPONSE: 2 HOURS

ON-SITE HARDWARE SUPPORT  
- 8 A.M. - 5 P.M., MONDAY TO FRIDAY PPM  
- NEXT DAY PPM ON-SITE RESPONSE  
- HARDWARE VENDOR LIAISON  
- DEFECTIVE PARTS REPLACEMENT  
- ESCALATION SUPPORT  
- HARDWARE CUSTOMER ALERT BULLETINS  
- HARDWARE SERVICE REPORTING  
- PRODUCT REPAIR  
- EQUIPMENT INVENTORY DETAIL MANAGEMENT

PARTS SUPPORT  
- PARTS ORDERED AND SHIPPED NEXT BUSINESS DAY  
- PARTS CUSTOMER ALERT BULLETINS

2-	1	81112301 /					
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SERVICE: HARDWARE/SOFTWARE  
MAINTENANCE - INFORMATION

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			TECHNOLOGY	1.0000	EA	480.0000	480.00	05/08/2015
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CURRENT BILLABLE RATES (OUTSIDE THE SCOPE OF THE CURRENT MAINTENANCE AND SUPPORT AGREEMENT) PER EXHIBIT D:

- 8 A.M - 5 P.M., MONDAY TO FRIDAY -- \$160.00 PER HOUR, 2 HOUR MINIMUM
- AFTER 5 P.M., SATURDAY, SUNDAY, SELLER HOLIDAYS -- \$240.00 PER HOUR, 2 HOUR MINIMUM

**Total PO Amount** 8,493.60

**COMMENTS:**

\*\*\*\*\* OPEN-MARKET SOLE SOURCE / ORIGINAL VENDOR \*\*\*\*\*

CONTRACT PERIOD: 07-01-2015 THRU 06-30-2016

VENDOR ID #: 0000069002  
LOCATION #: 0005

AGENCY ACCOUNTING CONTACTS: DEBRA D. LEISTNER OR DEREK STEPHENS  
PHONE #: (405) 425-2671 / FAX #: (405) 425-7154 / E-MAIL: debra.leistner@doc.state.ok.us  
PHONE #: (405) 425-2742 / FAX #: (405) 425-7154 / E-MAIL: derek.stephens@doc.state.ok.us

AGENCY DIVISION CONTACT: LISA BURLINGAME  
PHONE #: (918) 581-2465 / E-MAIL: lisa.burlingame@doc.state.ok.us

FUNDING: 13100 533150 1000 19630 8800882 16 -- INFORMATION TECHNOLOGY

**JUSTIFICATION:**

1. Definition of the Requirement: What are we buying? RENEWAL OF HARDWARE AND SOFTWARE MAINTENANCE SUPPORT FOR LIVESCAN MACHINES.
2. Analysis of existing Agency Resources: Is the requirement available elsewhere in the agency? NO
3. Objective of the acquisition: Why do we need to buy this? THIS EQUIPMENT WAS ORIGINALLY ACQUIRED BY THE OSBI, WHICH TRANSFERRED OWNERSHIP OF THE EQUIPMENT TO THE DOC EFFECTIVE 07-01-15. THIS PURCHASE IS FOR MAINTENANCE AND SUPPORT OF THE EQUIPMENT THAT IS ALREADY OWNED. NO OTHER COMPANY CAN SUPPORT OR MAINTAIN THE PROPRIETARY EQUIPMENT AND SOFTWARE.
4. Evaluation of the procurement method: THIS IS A SOLE SOURCE ACQUISITION.
5. Development of Specifications: If bidding, are specs non-restrictive to maximize reasonable competition? N/A
6. Pertinent information: List any other information needed to support the acquisition. NONE
7. Labor: Describe any labor that will be involved with the acquisition including who will be doing

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the labor (i.e. installation, start up, inspection). SUPPORT WILL BE PROVIDED BY THE VENDOR.

8. Total project: If this acquisition is part of a project, what is the estimated total project amount? N/A

How much has been spent to date and thru what procurement method the money was spent (i.e. statewide contract - purchase order release or super p-card transaction; inter/intra-agency; open market bids; local p-card) undetermined amount. N/A

**TERMINATION FOR CAUSE:** The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from DOC. The State may terminate the Contract for default or any other just cause upon a 30- day written notification to the supplier. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when DOC determines that an administrative error occurred prior to Contract performance. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

**TERMINATION FOR CONVENIENCE:** The State may terminate the Contract, in whole or in part, for convenience if DOC determines that termination is in the State's best interest. The agency shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the agency. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

**FUNDING:** Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this contract. In the event funds to finance this contract become unavailable, either in full or in part, due to such reductions in appropriations, the Department may terminate or reduce the contract in consideration and upon notice in writing to the Vendor. The Department shall be the final authority as to the availability of funds. In the event of non-appropriation or discontinuance of funding for this contract, the Vendor will be paid for products and/or services provided up to the effective date of termination.

##### NOTICE TO VENDORS #####

**SECURITY:** Contractors employees, agents, and representatives shall comply with all security and identification procedures at DOC facilities. DOC is responsible for alerting Contractor to these requirements prior to the commencement of work. Security requirements may include, but are not limited to:

**IDENTIFICATION:** All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.

**VEHICLE SECURITY:** Drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended. Trucks shall be searched prior to entry and exit, causing up to a 30 minute delay each way.

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**OFFENDER CONTACT:** Contractors employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to DOC facility security staff before leaving the site.

**SUBJECT TO SEARCH:** All persons, vehicles, packages and equipment entering a DOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc., are searched with x-ray equipment. Drug K-9 may also be used to search persons, vehicles, packages, and equipment.

**CONTRABAND:** Contractors employees, agents, and representatives shall not have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally-port and return them as the driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement.

**SECURITY CLEARANCE:** Contractors employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check to ensure that they are not convicted felons. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At the facilities discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.

**TOBACCO USE PROHIBITED:** The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of DOC, including parking lots owned or under the control of DOC.

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