

McHenry County Government Center  
Purchasing Department  
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January 18, 2018

## ADDENDUM #1

### **Bid #18-05 Provide Fingerprint Authorization Network Due January 24, 2018 at 2:00PM (CST)**

#### **Additions & Clarifications to Bid**

Question #1	What is your objective? Reduced Cost? Centralization of data and fingerprint capturing?
Response #1	<b>The Purchasing Ordinance for the County of McHenry states that the “Purchases of Goods and Supplies, Equipment, Services, and Construction, except for Professional Services (which are governed by S4-101 and S4-102), where the total cost exceeds \$30,000.00 shall be subject to competitive sealed bidding.</b>
Question #2	What capabilities are you looking for that is driving the county to a more expensive server based solution, rather than a less expensive network of independent digital fingerprint systems, each transmitting to the Illinois State Police using their current protocol?
Response #2	<b>Information not available</b>
Question #3	Would McHenry County consider a lower cost solution where the county makes its own payments, in accordance with the current Illinois State Police’s usual procedures, rather than through an outside contractor, which will cost more money?
Response #3	<b>Refer to bid specifications</b>
Question #4	What is the quantity of units that you will require initially? Over the term of the contract?
Response #4	<b>As stated on page 9/14, the estimated average volume is 1,500/annually</b>
Question #5	Approximately how many people need to be fingerprinted for the four reason codes? Annually? There is an approximate annually mentioned. That is not that many and a server may not be the most cost effective way to proceed.
Response #5	<b>As stated on page 9/14, the estimated average volume is 1,500/annually cumulative of all 4 codes.</b>
Question #6	The state and federal fees are a constant and will not change per submission, is the invoice you request (page 9) a summary per site capturing impressions or the entire county? Or, per submission? It would appear that this should just be the number of people times the related cost.
Response #6	<b>Correct – summary billing would be number of people times the related FBI and/or ISP cost for the one site at ROE office</b>

**ALL OTHER TERMS AND CONDITIONS  
OF THE BID REMAIN THE SAME.**

Question #7	The specifications page refers to a multi-year bid, what is the minimal system requirements for the base term and what is added with the additional years?
Response #7	<b>The requirements are the same from date of transition throughout the additional years. No changes</b>
Question #8	Please define “registration process”. Is this the capturing of fingerprints and related data or is there more to this process?
Response #8	<b>Step by step instructions including screen shots for data input</b>
Question #9	Can we provide the schools with systems directly or are we required to operate an office for this specific purpose?
Response #9	<b>Question is not clear; the County will register &amp; complete the fingerprinting process on-site at the Regional Office of Education, Woodstock IL</b>
Question #10:	How are results to be provided? To a school for all subjects, or to each subject individually? What is the minimum content of these results?
Response #10:	<b>Results for Substitute Teachers go to ROE office. For individuals printed for School Districts, the results go directly back to their respective School District.</b>
Question #11:	The technical requirements appear to indicate that the County wishes to purchase equipment for a livescan fingerprint system that can perform civil applicant fingerprint submissions to the State of Illinois for employee background checks. Is that correct?
Response #11:	<b>The ROE is currently supplied with vendor equipment that the vendor updates and troubleshoots remotely. It is not the intent of the ROE to purchase equipment.</b>
Question #12:	Does the county require multiple fingerprinting workstations, and if so, how many?
Response #12:	<b>ROE will only require 1 workstation</b>
Question #13:	Should all proposed fingerprint scanners must be FBI “Appendix F” certified?
Response #13:	<b>Information not available</b>
Question #14:	Should all proposed fingerprint systems be certified for submission to the Illinois State Police?
Response #14:	<b>Information not available</b>
Question #15:	Is a ruggedized transport case desired for the system?
Response #15:	<b>No – once set up in the ROE office, the system will not be moved</b>
Question #16:	Is an FBI-certified printer desired for the system?
Response #16:	<b>Potentially; the ROE currently does not have one</b>

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Question #17:	Other requirements indicate that the bidding vendor is responsible for processing payments to government agencies, and billing the County on a monthly basis. Does the county already use a background check service, or does the County wish bidding vendors to also propose background check services as well as the enrollment equipment (livescan fingerprint system)?
Response #17:	<b>Yes to both</b>
Question #18:	If the County intends to use an existing background check service, then is the County open to purchasing the equipment and software outright, and then having background checks processed using those methods already in place?
Response #18:	<b>It is not the intent of the ROE to purchase equipment</b>
Question #19:	To clarify, the County will collect all money and/or invoice all end-users directly. In turn, the fingerprint vendor pays all ISP & FBI fees. Lastly, the fingerprint vendor invoices McHenry County the “per person fee” back to the County. Do we understand your invoicing preferences correctly?
Response #19:	<b>Yes</b>
Question #20:	Will McHenry County provide internet access to the fingerprinting vendor for the transmittal of fingerprint records?
Response #20:	<b>Yes</b>
Question #21:	When the bid asks for instructions and screenshots of the registration process, what is your definition of the “registration process”? We assume you mean the data entry that entails typing in the applicant’s name, DOB, SSN, height, weight, hair color, and selecting the appropriate ORI and purpose codes, and other misc. information.
Response #21:	<b>Yes</b>

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