



Alabama Department of Human Resources
DIGITAL FINGERPRINTING SERVICES
RFP 2022-700-01

Q1. 1.8.3 Cost Proposal Forms (page 10)

(1) Can the vendor include an annual fingerprint service cost increase based on the Alabama State cost of living increase?

R1. No.

Q2. 3.1 (page 15)

Do any ALDHR agencies currently submit fingerprints captured by agency personnel?

R2. No.

Q3. 3.1.2 (page 16)

Can the vendor charge the applicant for “no show” appointments upon rescheduling

R3. No.

Q4. 3.1.7 (page 17)

Can the vendor charge a credit card surcharge for onsite payments?

R4. No.

Q5. 3.1.26 (page 27)

Can the agency indicate the acceptable forms of proper identification allowable on this contract?

R5. All acceptable forms of proper identification allowable under the contract are controlled by federal and state law, Federal Bureau of Investigation and Alabama Law Enforcement Agency rules and regulations. Unless otherwise required by the foregoing, the preferred form of identification is a valid state or federal government issued license or identification card with a photograph.



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- Q6. 3.1: Item #20 20 Context of RFP** The title of this RFP is Digital Fingerprinting Services; however, starting on pp. 20, ALDHR is requesting a series of background check services (i.e. abuse and sex offender registry checks). These services extend outside of the scope of a digital fingerprinting service and must be completed by an authorized agency. Can ALDHR please confirm that vendors are only to submit responses relevant to digital fingerprinting services and not the additional background check services as identified in Section 3.1?
- R6. DHR desires to have all services, digital and additional background check requirements, under one vendor. The response should include whether or not the vendor can provide all services or only the digital fingerprinting services.**
- Q7. 4.2 30 Proposal Format** From the instructions provided, it appears as though ALDHR is seeking unbound, hard copy responses that include no tabs. Can ALDHR confirm this is the case and if not, please clarify what binding and tabbing options are acceptable?
- R7. No, all proposals (the original and copies) must include labeled tabs that correspond with the bolded sections and subsections (titles and numbers) to which the information pertains as specified in Section 4 of this document.**
- Q8. Appendix H 45 Pricing Schedule** The pricing schedule provided is not conducive to the service requested in this RFP. Can ALDHR please provide vendors with a pricing template that reflects the context of this RFP?
- R8. Vendors can use their own pricing template but should follow the instructions in Section 5 (Cost Proposal) page 34.**