

Event Summary - Fingerprint Collection and Submission Services

Type	RFB - Request for Bids	Number	005-RFB-2913-2027
Organization	DASlowa	Currency	US Dollar
Event Status	Approved	Department	Administrative Services - DAS
Exported on	7/29/2026	Exported by	Paul Manges
Estimated Value	-	Payment Terms	0% 0, Net 60

Bid and Evaluation

Respond by Proxy	Disallow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes

Enter a short description for this public event

Fingerprint Collection and Submission Services

Commodity Codes

Commodity Code	Description
99041	Fingerprinting Services
68048	Finger and Foot Printing Equipment, Accessories, and Supplies, Including Laser and Cyanoacrylate Fuming Chambers
92016	*Biometric Authentication System Software Services, Including Maintenance and Repair

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	7/31/2026, 12:00 AM CDT
Close	8/24/2026, 12:00 AM CDT
Sealed Until	8/24/2026, 12:00 AM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	8/14/2026, 12:00 AM CDT

Event Users

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The purpose of this Request for Bids (RFB) is to solicit competitive bids from qualified Bidders to provide the goods, services, or both described in this RFB for the Lead Agency and any Participating Agencies.

Description

The Lead Agency intends to award one or more contracts for the term identified in the solicitation. At its sole discretion, the Lead Agency may extend the contract(s) for up to the number of annual renewal periods specified in the solicitation. Any contract awarded as a result of this RFB shall be non-exclusive, and the Lead Agency and Participating Agencies reserve the right to procure similar goods or services through other contracts or procurement methods as permitted by law.

This RFB is intended to provide Bidders with the information necessary to prepare responsive and competitive bids. The solicitation process is conducted for the benefit of the Lead Agency and Participating Agencies to obtain the information needed to evaluate bids and select the Bidder(s) whose bid best meets the requirements of this RFB. This RFB is not intended to contain every detail or consideration that may be relevant to preparing a bid. Each Bidder is solely responsible for reviewing the solicitation and obtaining any additional information necessary to prepare a complete and responsive bid.

Bid Submission and Amendments

- Bidders are encouraged to **Save Progress** frequently, particularly after uploading documents.
- If a Bidder opens a bid after it has been certified and submitted, the bid must be **certified and resubmitted**. Opening the bid does not remove previously entered information or uploaded documents.
- If the Issuing Officer issues an amendment after a bid has been submitted, the Bidder must review and acknowledge the amendment, then **certify and resubmit** the bid. All previously submitted information and attachments will remain intact.

Instructions for Responding to an Amendment

1. Review the amendment in the solicitation.
2. Complete any newly added or revised questions in the Questions section, if applicable.
3. Acknowledge the amendment.
4. Certify and resubmit the bid before the solicitation closing date and time.

Contract Term

The initial term of the Contract shall begin on **8/31/2026** and end on **8/30/2029**.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to **three (3) years**.

The resulting Contract will be available for use by all State of Iowa Agencies and other eligible Political Subdivisions.

Description of Goods and Services

The Department of Administrative Services is requesting Bids for Fingerprint Collection and Submission Services for Agencies throughout the State. The State requires fingerprint based criminal history record checks through the Federal Bureau of Investigation, Criminal Justice Information Services Division (FBI/CJIS). This requirement will be offered to several different Agencies for many general purpose inquiries. These will include employees, volunteers, and licensing applicants for non-justice agencies, businesses, and other entities including, but not limited to, child care providers, elderly residential staff, schools, and nursing & real estate licenses.

Sales History

The Agencies currently process approximately 40,000 fingerprint cards per year. This is not a guarantee of future volume, but for estimation purposes only.

Prerequisites

★ Required to Enter Bid

1 ★ Instructions To Vendor :

Bidder shall read and make certifications of the their Bid.

Certification

Bidder certifies that they have read and agree to the terms.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

Certification of Independence

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

Certification

Bidder certifies that they have read and agree to the Authorization to Release Information.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Buyer Attachments

Public ICD4-SF0006A_ForeignLivescan_V2.pdf	Public ICD4-SF0006A_ForeignLivescan_V2.pdf	../Attachments/Public ICD4-SF0006A_ForeignLivescan_V2.pdf
Finerprinting and Payment Process 6.16.26.docx	Finerprinting and Payment Process 6.16.26.docx	../Attachments/Finerprinting and Payment Process 6.16.26.docx
Specification for Fingerprint Collection and Submission Services updated 7.24.26.pdf	Specification for Fingerprint Collection and Submission Services updated 7.24.26.pdf	../Attachments/Specification for Fingerprint Collection and Submission Services updated 7.24.26.pdf

Questions

★ Vendor Response Is Required

Page1

Group 1: Form of Bid

- 1.1 Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation. ★
Text (Multi-Line)
- 1.2 Enter the Bidder's State or Foreign Country of Residence. ★
Text (Single Line)
- 1.3 Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". ★
Text (Single Line)
- 1.4 Enter the number of years the Bidder has been in business in the text box. ★
Numeric Text Box
- 1.5 Enter the number of years of experience the Bidder has with providing the types of goods and/or services sought by the solicitation. ★
Text (Single Line)
- 1.6 The Bidder shall provide references from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing goods and/or services similar to the goods and/or services described in this solicitation. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to upload reference letters to the Vendor Attachments Section, enter "see attached" in the text box. ★
Text (Multi-Line)
- 1.7 Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. ★
File Upload
Terminations, Litigation and Debarment Document -
- 1.8 Form 22 – Confidential Treatment of Information – All Bidders are required to submit a Form 22 indicating whether or not they are requesting confidential treatment of specific information within their response (see form attached). If Bidder DOES NOT request confidential treatment, Bidder must complete Part 1 of Form 22 and upload in response to this question. If Bidder DOES request confidential treatment of specific information, Bidder must: (1) fully complete and sign Part 2 of Form 22 and upload in response to this question; (2) prepare and upload a "Public Copy" of the Bid to the "Vendor Attachments" tab from which the confidential information has been redacted as described in Form 22. ★
File Upload
Form 22 - ../Attachments/QuestionAttachments/FINAL - Updated Form 22 - RFB - 7-9-2026.pdf

Group 2: Terms and Conditions

- 2.1 Bidder shall read the RFB Definitions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT agree to the Definitions (submit exceptions question)
Definitions - ../Attachments/QuestionAttachments/RFB+-+Definitions.pdf
- 2.2 Bidder shall read the Administrative Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit Exceptions question)
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 7-9-26 - clean.pdf
- 2.3 Bidder shall read the Contract Terms & Conditions and enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions (submit exceptions question)

Contract Terms and Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions -

- 2.4** Bidder shall read the Specification Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Specifications - ../Attachments/QuestionAttachments/Specifications+11.22.pdf
- 2.5** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/070926 terms services.pdf
- 2.6** Bidder shall read the Insurance Requirements and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Insurance Requirements (submit exceptions question)
Insurance Requirements - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf
- 2.7** Public Entities (Political Subdivisions) - The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
- 2.8** Quarterly Sales Report - The Bidder shall submit a complete and accurate Quarterly Sales Report in Microsoft Excel for net sales made under the resulting Contract. Reports shall be submitted in the format and by the method prescribed by the State and shall be received by no later than thirty (30) calendar days following the end of each calendar quarter. Net sales means the total invoiced sales less credits, returns, refunds, and canceled orders. Bidder ★

Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
- 2.9** Administrative Fee - In addition to the approved discounts or prices specified in the calculated using the sales reported on the corresponding Quarterly Sales Report. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
- 2.10** Pursuant to Iowa Executive Order 18 (February 10, 2026), the State of Iowa may not purchase equipment, supplies, or services from a Prohibited Company. For purposes of this solicitation, "Prohibited Company" has the meaning set forth in Iowa Code section 12K.1(4) – please see a copy of Iowa Code section 12K.1 attached for your reference. ★
Bidder shall either hereby certify that “no” it is not a Prohibited Company as defined in Iowa Code section 12K.1(4), or “yes” it is a Prohibited Company as defined in Iowa Code section 12K.1(4). If the Bidder answers “yes,” the Department of Administrative Services reserves the right to reject and not evaluate the Bidder’s proposal.
Yes/No
Chapter 12K - ../Attachments/QuestionAttachments/12K_ADA - as of 7-7-2026.pdf

- 2.11 Please indicate which list(s) identified in Iowa Code section 12K.1(4) that Bidder is included on and provide additional clarification or information about Bidder's inclusion on this list. ★
File Upload

Group 3: Payment Terms

- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
- 3.2 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. ★
If none, enter zero.
Numeric Text Box
- 3.3 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions (submit exceptions question)
P-Card Acceptance - ../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

Group 4: Specification Questions

- 4.1 The Bidder's submission meets or Exceed the Specifications listed in Buyer Attachments. ★
Yes/No
- 4.2 The Bidder has provided a cost for each of the services requested. ★
Yes/No

Product Line Items

There are no Items added to this event.

Service Line Items

★ Required Service Line Items

Group S1: Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
S1.1	Vendor Fee per STANDARD applicant Vendor Fee per STANDARD applicant for each National Criminal history check/search ("rolling fee" that vendor retains above the 26 STANDARD Fee	★ 1	EA - Each	-		-
S1.2	Vendor Fee per VOLUNTEER CATE ORY Vendor Fee per VOLUNTEER CATE ORY applicant for each National Criminal history check/search ("rolling fee" that vendor retains above the 13 VOLUNTEER CATE ORY Fee	★ 1	EA - Each	-		-
S1.3	Out of State Vendor Fee per STANDARD applicant Out of State Vendor Fee per STANDARD applicant for each National Criminal history check/search ("rolling fee" that vendor retains above the 26 STANDARD Fee	★ 1	EA - Each	-		-
S1.4	Out of State Vendor Fee per VOLUNTEER CATE ORY Out of State Vendor Fee per VOLUNTEER CATE ORY applicant for each National Criminal history check/search ("rolling fee" that vendor retains above the 13 VOLUNTEER CATE ORY Fee	★ 1	EA - Each	-		-

Price Components

There are no Price Components added to this event.