

Office of Statewide Pretrial Services
State of Illinois Judicial Branch
Mobile Fingerprinting Scanners and
Software
Invitation for Bid

Due March 30, 2026, no later than 5:00 P.M. CST

I. BACKGROUND INFORMATION

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS is a statewide office that provides pretrial services, serving as the designated pretrial service agency under the Pretrial Services Act, 725 ILCS 185. OSPS implements pretrial services throughout Illinois by employing direct service pretrial staff who conduct pretrial investigations and provide various levels of pretrial supervision. By July 1, 2026, OSPS will provide pretrial services in 84 of 102 counties in Illinois.

OSPS has been authorized to collect fingerprints for individuals whose arrest fingerprints for a criminal case are not on file with Illinois State Police. OSPS intends to purchase multiple mobile LiveScan fingerprint scanners and software. All scanners must be certified as LiveScan systems by the Federal Bureau of Investigation (FBI) and approved by the Illinois State Police (ISP). Certification letters from both agencies must be submitted with the bid.

The Office invites bids in accordance with the conditions set forth in this invitation for bid (IFB), accompanying documents, and in accordance with the OSPS Procurement Code and all applicable laws.

II. DIRECTIONS

OSPS is seeking bids from interested and qualified vendors with a proven track record providing mobile fingerprinting hardware and software. As outlined below, vendors shall submit bids to pretrialservices@ilosps.gov no later than 5:00 p.m. CST on **March 30, 2026**.

Pursuant to the OSPS Procurement Code, multistep competitive-sealed bidding requires the initial bid to include the submission of the requested unpriced product information. (See Section IV: Product Narrative) ****The Vendor must not include pricing within the initial bid. If pricing is not properly separated, the vendor's proposal may be disqualified.**** Vendors must include the completed narrative documents and attachments of the vendor's proposal listed below including how it will deliver the scanners and software required:

- **Attachment A:** Bid Form
- **Attachment B:** Product Narrative (10 pages max)
- **Attachment C:** Vendor Certification Form

Following the submission of the initial bid, OSPS will evaluate the submissions to determine which vendors comply with the criteria set forth in Section IV : Product Narrative. OSPS will then subsequently contact qualifying vendors to provide the relevant pricing for their qualified initial solicitation in accordance with the OSPS Procurement Code. Once requested, the price proposal should detail all additional costs (including hourly rates, ongoing costs, etc.) anticipated to fully implement and maintain the equipment and software.

The selected vendor(s) must be able to execute the OSPS Standard Vendor Agreement for Goods and Services (Attachment D) and fulfill all required services. If subcontractors are engaged, the vendor must include a complete list of all subcontractors intended to be used, their address, and a description of the work each subcontractor will perform. OSPS anticipates executing a multi-year term with the initial contract, (i.e., 5 years), with the option to renew the contract for an additional period (i.e., 5 years).

This IFB is neither a contract nor meant to serve as a contract and does not create any obligation on the Office to affirmatively engage with any particular firm, product or applicant. It is anticipated that one of the bids submitted in response to this IFB may be selected as the basis for negotiation of a contract with the vendor. Such a contract is presently contemplated to contain, at minimum, the terms of the bid submitted, as finally negotiated, and approved by OSPS. OSPS reserves the right to negotiate additions, deletions or modifications to the terms of proposals submitted. The Office's Standard Vendor Agreement for Goods and Services can be found as Attachment D.

Data, reports, and information in the software procured under this IFB will be exclusively owned by the Office of Statewide Pretrial Services and is not to be duplicated, shared, or retained without prior written approval. OSPS will retain all rights and ownership to documents, data, metadata, and information within the software under the scope of the agreement. The Office reserves the right to award to the vendor that has the best overall bid within the OSPS's timelines and to issue supplemental solicitations as warranted.

III. KEY DATES

March 2, 2026

Invitation for Bid issued

March 30, 2026

Submission deadline not later than 5:00 PM CST
via email to pretrialservices@ilosps.gov

IV. PRODUCT NARRATIVE

The product narrative must describe the vendor's software, hardware and services offered in the proposal. ****The Vendor must not include pricing within the initial bid. If pricing is not properly separated, the vendor's proposal may be disqualified.**** The narrative should be no longer than 10 pages and should serve as a summary of the types of services and training the vendor can provide OSPS. It should address whether the vendor can meet the following requirements:

Summary of Requirements

The vendor's proposal must include all associated hardware, software, and accessories necessary for implementation. OSPS will provide state-owned laptops.

Mobile Fingerprint Scanners:

- The hardware must be certified by both the Federal Bureau of Investigation (FBI) as a LiveScan system and the Illinois State Police (ISP).
- The hardware must complete, fully functional live scan systems that are ruggedized and suitable for field deployment.
- The hardware and software must be able to capture fingerprints electronically via LiveScan.
- The software must have the ability to print fingerprint cards with assigned TCN/DCN number.
- The software must be capable of submitting criminal justice transaction types to the ISP and FBI.
- The vendor shall provide comprehensive support and maintenance for all hardware and software.
- The proposed system must offer an integrated, innovative, and user-friendly solution.

Training:

- The vendor shall offer training sessions and provide manuals for all equipment and system operation as part of its per diem cost on an ad hoc basis.
- The vendor shall be responsible for the provision of virtual or onsite training for OSPS staff covering software, instrument fundamentals, system startups and system maintenance, review of basic troubleshooting errors.
- The vendor shall offer training sessions and provide manuals for all equipment and system operation as part of its per diem cost on an ad hoc basis.

Computer Software Requirements:

- The vendor shall be responsible for the provision of virtual or onsite training for OSPS staff covering software, instrument fundamentals, system startups and system maintenance, review of basic troubleshooting errors.

- The vendor must provide OSPS staff members with secured log-in credentials and allow users to modify, delete, or adjust information contained within the software.
- Data must be transmitted securely to safeguard personal information. The vendor must demonstrate experience in implementing secure protocols for the protection of sensitive information.

Other Vendor Requirements

- The vendor must make technical and operational telephone support available.
- The vendor shall provide virtual or onsite technical support when required including but not limited to periodic overview of software changes and education to OSPS staff and/or software stakeholders.
- The vendor records to provide requirement report for SOC 1 and SOC 2 Type audit requirements.
- Central computer software with all associated equipment and services shall be in a secure, environmentally controlled access facility and provide 24-hour, seven days per week monitoring.
- Vendor will provide redundancy for electrical power to prevent the loss of information and data. This can be using generator and/or UPS.
- The vendor will provide an automatic backup of data on magnetic media for any power loss. (This backup procedure shall also be performed at least daily to prevent data loss due to a software failure and be retained for at least one year.)

V. ADDITIONAL INFORMATION

Any alterations to the bid made by the vendor may be grounds for rejection of bid and cancellation of any subsequent award. Bids may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to the same general terms and requirements. OSPS will require the awarded vendor to provide a Certificate of Insurance issued by an insurance company licensed or authorized to provide insurance in the State of Illinois. Each Certificate of Insurance shall indicate current insurance coverages meeting minimum requirements as may be specified by this IFB. A failure to provide a current, Certificate of Insurance will be considered a material breach and grounds for contract termination.

VI. EVALUATION OF BIDS

The Office will review all submitted bids and make an award in accordance with the requirements and evaluation criteria stated in the Invitation for Bids, including the bidder whose bid meets all material specifications and demonstrates suitability for OSPS' need based on the comprehensiveness of the bid and whether the vendor's software and hardware meets OSPS' requirements.