

SWC# 393 Electronic Fingerprinting Services **Contract Information and Usage Instructions**

**NOTE: Always check the following website to ensure you are looking at the most recent usage instructions: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>*

Contract Period: Five year term.

Start Date: June 15, 2016

End Date: May 31, 2021

Summary/Background Information: The RFP for Electronic Fingerprinting Services was conducted and managed by TBI in Spring 2016. The State's Contractor for Electronic Fingerprinting Services, Morpho USA, collects fees directly from State agencies and takes out their fee and federal fees. Morpho USA then returns state fees from the agencies back to TBI. This Edison Contract is set up as a "dummy" statewide contract, so that the other user agencies such as Safety and Mental Health can directly pay Morphotrust. Additional Contract and solicitation documents can be found under the TBI Contract (Edison #50133). All previous versions of this Edison contract were "dummy" contracts for the prior TBI contract with Morphotrust.

State Contact Information

TBI

Brad Truitt

CJIS Systems Officer

Tennessee Bureau of Investigation

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Central Procurement Office

Simeon Ayton

Category Specialist

Central Procurement Office

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Vendor Contact Information:

Morpho USA Inc. dba Idemia

Edison Contract #: NV4 27958

Vendor #: 160523

Kristin Hill

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Contract Pricing*

Item ID	Line Description	Vendor Part #	Price*
1000139560	TBI/FBI Applicant Fingerprint-Based Background Check	FBI-TBI- BKGRD	\$ 35.15
1000139561	TBI/FBI Volunteer Fingerprint-Based Background Checks	FBI-TBI- VOL BKGRD	\$ 31.15
1000139562	TBI only Fingerprint-Based Background Check	TBI BKGRD	\$ 21.90

**The State has a fixed price of \$8.65 per applicant that is included in the prices above. The rest of the pricing contains fixed federal and state fees.*

The URL to view the Idemia website is: <https://tn.ibtfingerprint.com>

Billing and Payment Instructions:

For new users:

Contact Brenda Fletcher at Idemia to create a new account. Phone: (615)878-4453 or Email:

Brenda.Fletcher@us.IDEMIA.com

There are two types of account to choose from, with different billing structures:

NCAC Credit Card Backed Account – This account is established with a Credit Card as the source of funding. A set of Coupon Codes (Authorization Codes) are issued to the Account Holder when the

account is set up. These codes are a group of one-time use codes that should be provided to the applicant by the Account Holder to be used as payment at the time of the enrollment (fingerprinting appointment). When the Coupon Code is presented for payment during the enrollment the fee gets charged to the credit card on file for that single coupon for the total fee (vendor fees plus state and/or FBI fees). Coupon Codes will expire after 1 year, and the Account Holder will not be charged for any unused coupons. Account Holder can request additional Coupon Codes at any time to the Billing Dept.

NCAC Invoice Backed Account –This account is established with an Invoice Agreement as the source of funding. A set of Coupon Codes (Authorization Codes) are issued to the Account Holder when the account is set up. These codes are a group of one-time use codes that should be provided to the applicant by the Account Holder to be used as payment at the time of the enrollment (fingerprinting appointment). When the Coupon Code is presented for payment during the enrollment, the applicant fee is set for inclusion in the next monthly invoice cycle. Account Holder will receive the invoice and will be provided with the details of that enrollment based on the use of the presented Coupon Code. Invoice will include the total fee (vendor fees plus state and/or FBI fees). Coupon Codes will expire after 1 year, and the Account Holder will not be charged for any unused coupons. Account Holder can request additional Coupon Codes at any time to the Billing Department.

Access to Contract Documents Online:

https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CMP.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKeys=Y&TargetFrameName=None

The above link is to the list of Statewide Contracts. Look down the list until you find contract Statewide Contract Number 393 and click on the folder icon. Then click on the folder icon found under the column titled “Contract Documents” to find the relevant documentation.