

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP Title: Live Scan Fingerprinting Services

RFP Number: HR-2024-01-DM

October 21, 2024

QUESTION #1: Is the service request specific to Los Angeles County? Or is the service request for a specific area?

ANSWER: The JCC expects that fingerprinting services be provided throughout the state of California, with potential for out-of-state services.

QUESTION #2: Will there be a predetermined volume of Live Scan fingerprinting?

ANSWER: There is no predetermined volume. The JCC needs fingerprinting services when there are new hires within the judicial branch family of entities.

QUESTION# 3: Please provide clarification of the specific locations required throughout California that will be sufficient to meet the JCC's legal requirements when onboarding employees and contractors. Are there specific locations within California where live scan services must be available?

ANSWER: Employees and contractors reside throughout the state of California. However, a list of primary work locations is available here:

Supreme Court and Courts of Appeal <https://www.courts.ca.gov/courts.htm>

Judicial Council of California: <https://www.courts.ca.gov/jcstaff.htm>

Habeas Corpus Resource Center: <https://www.herc.ca.gov/>

Commission on Judicial Performance: <https://cjp.ca.gov/contact/>

QUESTION# 4: Which applicant types, pursuant to California Department of Justice requirements is the JCC authorized to submit fingerprints? This information is needed in order to determine the live scan fingerprint rate that includes required government fees.

ANSWER: EMPLOYMENT, CUSTDN RECORDS 11102.0 PC

QUESTION# 5: Does the Judicial Council of California have a California Department of Justice billing number that will be used to pay for the applicable government fees, i.e. CA DOJ and FBI.

ANSWER: Yes

QUESTION# 6: Can the Judicial Council of California provide an estimated yearly volume for both in-state and out-of-state applicants?

ANSWER: The yearly volume for both in-state and out-of-state applicants who received an offer of employment and were required to submit a request for Live Scan services is approximately 300.