

**Event# 4421 DNA LABORATORY-Annual Contract
SECTION II**

SCOPE OF WORK

2.0 Broad description of Project: The purpose of this event is to receive proposals from qualified contractors for services for specialized deoxyribonucleic acid (DNA) analysis, testing, and comparing services for the Savannah-Chatham Metropolitan Police Department (SCMPD). Electronic submissions will not be accepted for this proposal.

2.1 Scope of Services

The successful proposer shall provide the following services at a minimum:

- 2.1.1 Perform DNA testing on either firearms or swab samples taken from firearms and compare to DNA samples taken from known individuals.
- 2.1.2 Provide a signed laboratory report on all samples submitted for analysis. Analysis shall be received within a 30 day turnaround time period.
- 2.1.3 Complete all testing within the vendor's own laboratory, as opposed to subcontracting with other laboratories.
- 2.1.4 Comply with standards and maintain accreditation by the American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD-LAB) and the Quality Assurance Standards for Forensic DNA Testing Laboratories published by the Federal Bureau of Investigation (FBI) in connection with DNA laboratory accreditation.

2.2 Qualifications

- 2.2.1 **Minimum Qualifications Required:** The proposer shall be accredited by either the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB) or Forensic Quality Services (FQS) in the field of forensic testing. The proposer shall be accredited by either the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB) or Forensic Quality Services (FQS) in the field of forensic testing. The scope of accreditation must include the discipline/category of biology with applicable subcategories to perform the requested services herein to include serology (body fluid identification) and nuclear DNA testing. Accreditation must be current at time of the proposal due date. The City reserves the right to accept accreditation from another similar accrediting body as deemed appropriate by the City to perform the services required herein. Accreditation is a continuing condition for award and must be maintained through the contract term and any extensions or renewals.

- 2.2.2 Preferred Experience: The selected proposer and key personnel need to have experience in outsourced DNA casework for federal and/or state law enforcement agencies.

2.3 Tasks

- 2.3.1 The SCMPD Forensic Department will submit samples to the selected Proposer as specific evidence from a case. Samples will be submitted as specific items from a specific case and marked with the SCMPD case number, item number and analyst's initials. The items will have been screened and/or tested for the presence of appropriate biological fluids. The specimens will primarily be in the form of swabs, cuttings, or stain cards.
- 2.3.2 The samples will require extraction and quantitation of DNA and amplification with the AmpFISTR Identifier Plus PCR Amplification Kit from Applied Biosystems. Genotype determination must be accomplished with the Applied Biosystems Genetic Analyzer 3130xl, and GeneMapper ID software v3.2.1 (or later version). GeneMapper ID peaks will be labeled with both allele number and peak height. All samples that have more than two alleles per locus must be specified in a separate list. All runs require the use of appropriate controls including extraction or reagent blanks as well as positive and negative amplification controls.
- 2.3.3 The DNA extracts and amplified DNA are to be retained by the selected proposer according to its administrative policies. Remaining evidence materials are to be returned to the SCMPD Crime Laboratory via overnight courier.

2.4 Deliverables and Reporting Requirements

- 2.4.1 All electronic data produced during or from the analysis of samples shall be submitted to the SCMPD on CD-ROM and shall be organized such that the SCMPD may immediately re-analyze any of the data. DNA profiles determined by the selected Proposer's laboratory (contract laboratory) to meet the Guidelines of Acceptance of DNA Data into the Combined DNA Index System (CODIS) shall be submitted to the SCMPD as pre-CaseMap File (CMF) Excel spreadsheet files and as CMF files on CD-ROM.
- 2.4.2 Acceptable analyzed data shall fall within the Relative Fluorescence Units (RFU) range determined by the contract laboratory from its own validation studies. The size standard used must be Genescan LIZ 500 for Identifier® Plus. An internal lane standard must be run in each sample lane and a minimum of three (3) allelic ladders per 48 injections must be run. The analysis will not be considered complete until allele data for all of the thirteen (13) CODIS core loci has been generated and deemed satisfactory by the SCMPD.

- 2.4.3 A chain of custody must be maintained on each sample submitted. Documentation of chain-of-custody must comply with the accrediting organization as to protect the samples from deleterious change or loss and will include a documented history of each transfer during the analytical process.
- 2.4.4 Analysis of batches of evidence samples is expected to be completed within 60 days of receipt and delivered to SCMPD via an insured overnight courier to be approved by SCMPD. The cost of printing, CD-ROM, and shipping will be the expense of the selected proposer.
- 2.4.5 The selected proposer will issue a signed court-ready report to the SCMPD Crime Laboratory that includes the SCMPD case number, items tested, analysis results, conclusions with statistics when appropriate, and DNA profile results from each sample.
- 2.4.6 In the event the obtained DNA profile produces a subsequent database match, the selected Proposer shall provide additional sample analysis to confirm the CODIS database identification.
- 2.4.7 The selected proposer shall provide testimony in any subsequent legal proceedings to explain and support their findings, as required.

2.5 Other Requirements

- 2.5.1 The selected proposer shall permit an inspection of its laboratory facility and an audit by SCMPD personnel to verify compliance with all requirements and any national quality standards. The selected Proposer shall allow SCMPD personnel to access all areas of the laboratory in which STR DNA casework is performed. The City, at its sole discretion reserves the right to conduct unannounced on-site visits/inspections at any time to ensure continued compliance.
- 2.5.2 The selected proposer shall comply with federal grant requirements that will fund this project (Forensic DNA Backlog Reduction Program) and must have a prepared environmental assessment as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA). A Finding of No Significant Impact (FONSI) must be obtained by the selected proposer in order to satisfy the SCMPD laboratory's reporting requirements to the federal granting agency.

- 2.5.3 No indication of the services to SCMPD will be used in product literature or advertising without written approval from the SCMPD.
- 2.5.4 Payment by the City will not be made on any samples that are not analyzed according to the specifications herein.
- 2.5.5 The analytical protocol used by the selected proposer and all data generated are to adhere to the specifications as outlined by the Quality Assurance Standards for Forensic DNA Testing Laboratories.

2.6 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- a) Detailed description of qualifications and capabilities as requested
- b) Fee proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- d) Response to Proposer Statement of Qualifications included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- e) Other submittals as stated.

2.7 Basis of Award

Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities (*25 points*)
- b) Technical capabilities (*20 points*)
- c) Fees (*20 points*)
- d) References (*20 points*)
- e) MWBE Participation goals (*10 points*)
- f) Local vendor participation (Within the City Limits of Savannah and has a City of Savannah Business Tax Certificate) (*5 points*)

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

The City reserves the right to request a Best and Final Offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.8 **Copies:** One (1) unbound, printed, and signed original, and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

- 2.9 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.10 Minority and Women-Owned Business Enterprise (MWBE) Participation:** The goal of the minority/women-owned business enterprise policy is to increase the utilization of minority and women-owned firms in all areas of procurement of the City including small contract purchases, materials and equipment, and in professional services. The City of Savannah desires that this project have the strongest possible participation of minority and women-owned business enterprises (M/WBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation in the project as follows: The City of Savannah has established an 11 % M/WBE goal for this project. The breakdown is as follows: 0 % MBE, 11 % Women Participation.
- 2.11 Contract Period:** The initial contract period shall be for a period of one (1) year (12 months) and prices shall remain firm through that period. This contract may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree.
- 2.12 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.13 Insurance Requirements**

Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$2,000,000
- Damage to Rented Premises - \$1,000,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and

attached to the certificate

Professional Liability

\$ 1,000,000 per occurrence limit

Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$2,000,000 per occurrence
- \$2,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

SECTION III
FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event # 4421 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

Description	Quantity / Units	Unit Cost	Total Cost
SAMPLES FROM SINGLE SUSPECT CASES	65	\$	\$
SAMPLES FROM MULTI-SUSPECT CASES	35	\$	\$

\$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

CAN YOU MEET THE INSURANCE REQUIREMENTS AS SPECIFIED? __ Yes __ No

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS PROPOSAL:

ADDENDUM _____ #
DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

INDICATE MINORITY OWNERSHIP STATUS OF PROPOSER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ **NON-MINORITY OWNED**

_____ **AFRICAN AMERICAN**

_____ **HISPANIC**

_____ **WOMAN** (non-minority)

_____ **ASIAN AMERICAN**

_____ **AMERICAN INDIAN**

_____ **OTHER MINORITY** Describe _____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____

Event No. 4421

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.