



Solicitation Information
16 Dec 11

RFP# 7449332

TITLE: Convicted Offender DNA Outsourcing

Submission Deadline: 17 January 2012 @ 1:30 PM (Eastern Time)

Pre-Bid Meeting: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **4 January 2012 @ 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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Projects Division of Purchases

Applicants must register on-line at the State Purchasing Website
at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Department of Health, is soliciting proposals from qualified firms to assist the state Forensic Sciences Laboratory in the analysis of convicted offender samples by providing laboratory services, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase. (available at www.purchasing.ri.gov)

The Department of Health's Forensic Sciences Laboratory has received funding from the National Institute of Justice to reduce the backlog of convicted offender samples. The funds will be used to contract with a private forensic laboratory for testing services. Up to \$50,000 is available for this project. The starting date of this project is approximately March 1, 2012 and will extend through February 28, 2013. The project may be renewed for up to three (3) additional consecutive 12-month periods at the exclusive option of HEALTH based upon agency(s) performance and the availability of funding.

Proposals will be evaluated on the basis of the relative merits of the proposal, in addition to an appropriate and realistic budget.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. - (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

SECTION 2 - SCOPE OF WORK

The Vendor Laboratory will assist the state Forensic Sciences Laboratory in the analysis of convicted offender samples by providing the DNA Laboratory services at its facility as described below.

GENERAL DESCRIPTION:

Vendor Laboratory Requirements

1. Period of Performance: 12 months from award
2. Kit and Platform:
 - a. AmpflSTR Identifiler Plus PCR amplification kit and/or Promega PowerPlex 18D amplification kit
 - b. ABI 3100 or 3130 (preferentially 3130)
 - c. GeneMapper ID
3. Sample description:
 - a. Approximately 1500 to 2000 samples
 - b. ~90% of samples will be one or one half circle of saliva on FTA indicator cards
 - c. ~8% of samples will be a portion or the whole foam paddle swab, or cotton swabs
 - d. ~2% of samples will be blood on FTA card
 - e. Sample will be enclosed in manila coin envelopes with a bar code affixed to the outside
 - f. Samples are considered to be high quality, resulting in few failures

4. The Vendor Laboratory must maintain ISO17025 accreditation through Forensic Quality Services (FQS) and must provide a copy of the certificate with the bid proposal
5. The Vendor Laboratory must provide written certification of current and continuing compliance with the FBI's "Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories."
6. The Vendor Laboratory must provide with the bid application a copy of its most recent external DNA audit report, the laboratory response to the audit and resolution of any quality assurance issues, and a copy of the laboratory table of organization at the time of the audit.
7. The Vendor Laboratory must provide a copy of its current laboratory table of organization, including all personnel. This chart must include the name of the technical leader, the quality manager, and all the analysts and technicians qualified to perform forensic DNA analysis. All individuals listed must meet the definition provided in the FBI's "Quality Assurance Standards for DNA Database Testing Laboratories". Any personnel changes that have occurred since the most recent DNA audit must be noted.
8. The Vendor Laboratory must provide a list of individuals expected to work on this contract. In addition, the Vendor Laboratory will provide resumes for the technical leader, the quality manager, and all the analysts and technicians. Resumes must outline completed training and include the length of time the individual has been performing DNA analysis. Any changes to the list of analysts assigned to this project must be submitted to the contracting agency.
9. The Vendor Laboratory must provide proficiency test records for all participating DNA analysts and technicians from January 2010 to the most recent external proficiency test. In addition, the Vendor Laboratory will provide complete copies of proficiency test notes from the most recent external proficiency test.
10. The Vendor Laboratory must provide a minimum of 3 references from prior clients who can provide historical data of the Vendor Laboratory's experience in DNA analysis of submitted samples. References should provide length of contract, number of samples submitted and completed.
11. The Vendor Laboratory must provide documentation describing its maximum capacity per month to perform forensic analysis. The Vendor Laboratory must include the number of instruments to be used for this project and how instrument downtime will be addressed. It is preferred for the Vendor Laboratory to be engaged in forensic DNA testing as its primary corporate business.
12. The analytical protocols used by the Vendor Laboratory must adhere to the specifications outlined in the FBI's "Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories" for forensic samples.
13. All procedures and critical equipment must be validated by the Vendor Laboratory prior to the use in the analysis of the submitting agency's samples. All procedures must comply with the most current version of the "NDIS Standards for Acceptance of DNA Data".
14. The Vendor Laboratory must permit an inspection of the lab facility and review of relevant documents and cases. The submitting agency reserves the right to conduct periodic inspections and audits after the contract is established to ensure continued compliance.
15. The Vendor Laboratory must provide a copy of its current database procedures manual, guidelines for STR interpretation, quality assurance manual, technical review procedures, and summary data outlining the number of DNA contamination occurrences and follow-up in

- its lab for the past 24 months.
16. The Vendor Laboratory must protect the confidentiality of the data. A copy of a signed confidentiality statement for each employee will be maintained on file subject to review by the submitting agency. Any use, sale, or offering of this data in any form by the Vendor Laboratory, their employees or assignees, except by valid subpoena or court order for testimony or discovery purposes, will be considered in violation of the contract.
 17. The Vendor Laboratory must receive samples in the specified quantities and at the specified intervals mutually agreed upon between the submitting agency and the Vendor Laboratory. The acceptable mode of transportation must provide proper conditions to protect the integrity of the samples, ensure the chain of custody, and assure the prompt delivery of samples.
 18. The Vendor Laboratory must allow for a minimum of three percent (3%) not to exceed ten percent (10%) blind proficiency samples for quality assurance purposes during the term of the contract. Results from the blind samples will be evaluated by the submitting agency within 10 days of receipt. If the Vendor Laboratory fails to demonstrate its proficiency and ability to comply with the time constraints of the contract, the submitting agency may void the contract.
 19. Throughout the term of the contract, the Vendor Laboratory will be required to present documentation of any corrective action taken to address any quality assurance issue identified by an incorrect result.
 20. Sample analysis will not be considered complete until all requirements are met. The Vendor Laboratory must assure that any discrepancies detected by the submitting agency are resolved to the satisfaction of the submitting agency at no additional cost.
 21. The Vendor Laboratory will destroy all amplified DNA where extracted DNA and/or case sample remains. If no extracted DNA or sample remains, the amplified DNA for that sample will be returned to the submitting agency if requested. A letter from the Vendor Laboratory will accompany the final shipment certifying that the Vendor Laboratory has returned all samples and has destroyed all amplified DNA.
 22. The Vendor Laboratory will retain all logbook, records, and data files used and created in the DNA testing. This includes project files, sample files, matrix files, analysis parameter files, sample sheet, injection list and log files, quality control records, personnel records, proficiency testing records, and any other documents relative to this contract throughout the contract period. The submitting agency will have full access to and the right to examine these documents during this period.
 23. The Vendor Laboratory is responsible for the professional quality, technical accuracy, completion and delivery of all deliverables and other services furnished by the Vendor Laboratory under this contract. The Vendor Laboratory will, without additional compensation, correct or revise errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract will not in any way relieve the Vendor Laboratory of responsibility for the technical adequacy of its work. The review, approval, acceptance, or payment for any of the services will not be construed as a waiver of any rights under the agreement or of any cause for action arising out of the performance of this contract. The Vendor Laboratory's obligations under this clause are in addition to the Vendor Laboratory's other expressed or implied assurance under this contract or State law and in no way will diminish any other rights that the State may have against the Vendor Laboratory for

- faulty materials, equipment, or work.
24. The Vendor Laboratory must provide documentation that they are in compliance with the National Environmental Policy Act (NEPA).

Technical Specifications

1. Shipping Rate - It is anticipated that the state will ship the samples on a regular basis, in approximate batches of 200 at a time.
2. Shipping Notification - The Vendor shall immediately (within one business day) notify the state via email each time a shipping container under this delivery order is received by the Vendor. The Vendor shall examine the shipping container and notify the State immediately upon discovery of any damage to the shipping container that would compromise the integrity of the samples.
3. Chain of Custody - The Vendor shall maintain a complete electronic chain of custody for all samples starting with the unique identifier on the shipping label on the shipping container. The chain of custody shall also include the unique identifier on the overnight shipping label used when sending samples to and from the state.
4. Manifest Reconciliation - The Vendor shall electronically compare the manifest with the samples received by the Vendor and notify the state immediately upon discovery of any discrepancy. Sample seals shall be checked for seal integrity and the Vendor shall notify the state immediately upon discovery of any sample received open.
5. Sample Number Verification - The Vendor shall compare the exterior and interior labels associated with the sample and notify the state upon discovery of any discrepancy.
6. Sample Consumption - An email notification shall be sent to the State prior to the Vendor consuming the entire sample.
7. Confidentiality - No identification information about the sample other than the unique identification number may be recorded by the Vendor. Any outside inquiries related to the processing of samples submitted by the state shall be immediately reported to the state. No information regarding the processing of samples submitted by the state shall be provided to any party outside the state or OJP/NIJ.
8. Testing Location - Samples shall only be tested at the Vendor Laboratory location approved by the State.
9. Sample Processing Order - The samples shall be processed in the following order: Samples with the oldest date of receipt by the Vendor shall be analyzed first. Upon request by the state, the Vendor shall test a sample out of receipt order. Buccal swabs will generally be grouped together and may be tested separate from blood samples.
10. Batch Composition - Samples shall be tested, reported, and returned in batches consistent with the way the samples were shipped. Samples within a batch shall be tested and reported in numerical order (with the exception of retesting).
11. Sample Identification - The samples shall be identified throughout the testing process with the state unique identification number. The Vendor may utilize its own barcode so long as that barcode is associated with one and only one state unique identification number.
12. Testing Procedures - Procedures, policies, and methods used by the Vendor will be such that promote the successful profiling of samples the first time through the laboratory (without re-injections, re-testing, and additional sample consumption) and will provide data that is the least complicated for the State to review.
 - a. The State expects a level of performance such that the Vendor

successfully processes a sample through the laboratory the first time (minimizing repeat testing, re-amplification, re-injections etc.)

- b. Changes affecting the state's sample processing shall not be implemented unless approved by the state in writing 10 working days prior to the processing of samples.
 - c. The Vendor shall provide documentation for changes to the state when a procedural change is requested, and the state will review the Vendor's validation studies and reports. The state will also consider the impact that the proposed change will have on the state's laboratory process. The state may also want to inspect the approved process in the Vendor's laboratory prior to its implementation. The state's written approval will include an implementation date. Procedural changes shall not be utilized prior to the implementation date.
 - d. The successful Vendor shall provide electronic copies of standard operation procedures and quality assurance documents that apply to the receipt and analysis of samples for evaluation by the state upon award of the contract.
 - e. If at any time in the testing process following award the state determines that a procedure is inadequate for the processing of the state's samples, the Vendor shall implement and validate a procedure that is acceptable to the state.
 - f. In addition, the Vendor shall not place samples from any other contract on a plate or gel containing samples from any source other than the state.
 - g. There is concern that small amplification volumes (those less than 12.5ul) may result in a high number of samples with unsuitable or failed results. If the Vendor laboratory uses a reaction volume less than 12.5 ul and the sample failure rate is greater than 1.0% the Vendor shall retest the failed samples using an amplification volume of 12.5 or greater using the manufacturer's suggested concentrations of reaction components.
 - h. All analysis shall be performed by the Vendor utilizing only commercially available, NDIS approved PCR kits and components. Allelic Ladders shall be used directly from the manufacturer's kit and shall not be re-amplified. Primers shall be used in the concentration provided by the manufacturer and shall not be diluted.
13. Notification of Testing Issues - The Vendor shall, within five working days of occurrence, provide to the state, in writing, any problem and associated corrective action regarding samples from the state. If an issue is discovered which requires corrective action, the Vendor shall demonstrate the extent of the issue and identify all affected samples/profiles and provide corrective action.
 14. Automation - Vendors are not required to automate the extraction and amplification processes providing that they have sufficient staff to process the number of profiles they are expected to provide each month. If a vendor does not have the extraction and amplification processes automated, they must have a documented witnessing procedure of all sample transfers
 15. Spiking/Enriching - Spiking or enriching a sample shall not be acceptable
 16. Controls - All controls shall be associated with every sample. That is, each sample used in reporting shall have an acceptable extraction positive, extraction negative, amplification positive, amplification negative, and ladder associated with each locus. Controls shall be

disbursed throughout a plate of samples. The following controls shall be run:

- a. Amplification positive
 - i. Name: 9947A
 - ii. When introduced: at amplification
 - iii. Considered acceptable when: produces correct alleles and meets reporting guidelines
 - iv. Location on analysis: within sample plate
 - v. Location in data files: determined by Vendor, must be consistent
- b. Amplification negative
 - i. Name: determined by Vendor
 - ii. When introduced: at amplification
 - iii. Considered acceptable: when there is no data. However, the dye blob or primer peak shall be present in the analysis software. Alternatively, the Vendor laboratory can provide documentation which clearly demonstrates the dye blob or primer peaks. The data generated by the genetic analysis software should be free of potential alleles above noise (this may be below the minimum RFU threshold).
 - iv. Location on analysis: within sample plate
 - v. Location in data files: determined by Vendor, must be consistent
- c. Extraction positive
 - i. Name: determined by Vendor, must be consistent
 - ii. When introduced: when extracting samples
 - iii. Considered acceptable when: The proper profile is produced according to the reporting guidelines.
 - iv. Location on analysis: determined by Vendor, must be consistent
 - v. Location in data files: determined by Vendor, must be consistent
 - vi. The state shall be notified of all extraction positives associated with the state's data
- d. Extraction negative
 - i. Name: determined by Vendor, must be consistent
 - ii. When introduced: when extracting samples
 - iii. Considered acceptable: when there is no data. However, the dye blob or primer peak shall be present in the analysis software. Alternatively, the Vendor laboratory can provide documentation which clearly demonstrates the dye blob or primer peaks. The data generated by the genetic analysis software should be free of potential alleles above noise (this may be below the minimum RFU threshold).
 - iv. Location on analysis: determined by Vendor, must be consistent
 - v. Location in data files: determined by Vendor, must be consistent
- e. Ladder
 - i. Name: determined by Vendor, must be consistent
 - ii. When introduced: upon analysis
 - iii. Considered acceptable when: all appropriate peaks are present and correctly labeled.
 - iv. Location on analysis: determined by Vendor, must be consistent
 - v. Location in data files: determined by Vendor, must be consistent

Controls shall be directly associated (same data file) with their corresponding samples. Data files or raw data files are defined as the genetic analysis software files containing samples and all associated controls. In addition, the Vendor shall use a "plate fingerprinting" system to uniquely identify a 96-well plate. This mechanism shall involve the strategic placement of known controls on a 96-well plate such that any plate mix-up can be detected.

17. Data Analysis - All reported profiles shall be interpreted in duplicate independently by qualified analysts. All profiles shall be reported accurately. The use of expert systems rather than qualified analysts must be approved in writing by the state prior to implementation, and the expert systems must be validated by the Vendor and approved by NDIS. Internal size standards shall have all the peaks correctly identified for all reported samples, ladders, and controls.
18. Data Presentation Parameters - The reported profiles shall have the following characteristics:
 - a. Alleles in ladders, positive controls, and samples shall have a signal at least 3X that of the background. The state will not be measuring the signal to noise ratio for every sample. However, if the state feels that the background is excessive, the Vendor laboratory shall be prepared to demonstrate signal to noise contract compliance if requested.
 - b. Peak shape shall be symmetrical, wider at the base than at the peak, height greater than width, bell shaped and devoid of split peaks.
 - c. Minimum Peak Height
 - i. 150 RFU for heterozygote alleles and ladder
 - ii. 300 RFU for homozygote alleles
 - iii. 150 RFU for ILS
 - d. Maximum peak height shall not exceed the maximum detection threshold of the instrument. The state may elect to accept data with a higher maximum peak height after reviewing the Vendor's validation experiments.
 - e. Heterozygote allele peak height ratio shall be within 50%. If sample is retested and peak height ratio at the same location is still less than 50%, the Vendor shall provide supporting documentation for the imbalance. The run data shall be provided in a manner such that all data is provided in the data package of the reported profile. This means that the State will be able to evaluate all data associated with the profile without going back to previously submitted data packages. Screen shots of the first analysis (containing the ladder that was used and the sample) will be acceptable. The screen shots shall be of both the entire sample and ladder and an enlargement of the locus of interest. The Vendor shall provide the state with a proposed method of reporting and documentation, and the state will notify the Vendor of the approved method of reporting documentation.
 - f. Spikes shall not be acceptable in the allele calling region.
 - g. Extraneous peaks shall not be acceptable in the allele calling region.
 - h. Stutter called by the genetic analysis software set at 20% shall not be acceptable. Stutter values in genetic analysis software shall be those established by the Vendor validation studies or alternatively those values published by the manufacturer of the amplification kit.

- i. Mixtures: Any sample profile that appears to be a mixture is unacceptable and shall be retested.
- j. A calling by the genetic analysis software set at 20% shall not be acceptable. Sample exhibiting excessive -A (in several markers and in excess of 15%) shall be retested by re-amplifying after adjusting the template concentration before analysis.
- k. Tri-Alleles: Shall be re-extracted and the profile verified. Upon reporting, the state shall be provided with data from both runs documenting the tri-allelic profile in the same manner as the alleles with confirmed imbalance.
- l. Microvariants and off-ladder alleles: The Vendor shall provide the state with a list of proposed microvariant and off ladder alleles (above, below, and within the ladder). All microvariant and off ladder allele containing samples shall be retested beginning with the re-amplification of the sample and documentation provided in the same manner as the confirmed imbalances and tri-alleles. NIST confirmed off-ladder alleles and microvariants are acceptable.

The state expects a level of performance that ensures no profiles are ever rejected. A rejected profile is one that cannot be imported into NDIS for any reason, including incorrect controls, inadequate data quality, incomplete paperwork, or improperly formatted CMF files. Samples that do not meet the reporting criteria shall be repeated. Documentation shall be provided that indicates which samples did not meet reporting criteria, why the samples did not meet reporting criteria, what actions will be taken, and the results of those subsequent actions. The Vendor shall retest any sample that the state determines to be of poor quality.

- 19. Retesting - The analysis of a specimen shall not be considered complete until genotypes for all 13 CODIS core STR loci have been generated and accepted by the submitting agency. For samples not yielding a complete profile, the Vendor shall retest the sample a minimum of two times, altering conditions within the boundaries of the laboratories written Standard Operating Procedures, as necessary, to produce a complete profile.
- 20. Data reporting - This data should include but not be limited to - raw data electropherogram showing the primer peaks and internal size standard. No composite profiles shall be reported. All data and all associated controls from failed sample shall be provided to the state separate from reported profiles. This data shall include but not be limited to genetic analysis software files, Excel files and CMF files.
 - a. Prior to reporting profiles, the Vendor shall perform a limited contamination quality assurance check by electronically comparing the reported profiles to a database of employee and contamination profiles observed in the Vendor laboratory. Vendor laboratories may not search profiles from the state against any other profiles they have in their computer systems.
 - b. All reported peaks shall be labeled with the appropriate allele call for upload into CODIS.
 - c. Non-reported samples shall not be intermixed in reported data files for the states review.
 - d. Data from all sample runs shall be provided to the state.
 - e. No more than 20% of the reported genetic analysis software files shall have less than 5 sample profiles.
 - f. The number of samples (complete 13 locus profile) in a reported batch (data package) shall be approximately 200.
 - g. The following documentation shall be provided/associated with the

reported profiles:

- i. On CD - Raw data files, genetic analysis software files, all of the data (both good and bad) shall be reported, separate folder for accepted .FSA files, electronic chain of custody, CMF file ready for import into CODIS
 - ii. Hard copy or electronic (as specified upon award): documentation describing which runs the sample was in. This can be a separate spreadsheet or incorporated with the summary table. The samples shall be in numerical order. Summary table for the data being reported in the CMF file, to include the specimen ID and profile. Hand generated laboratory notes/ worksheets. Report of confirmed unusual profiles, such as imbalance, microvariants and tri-alleles. List of failed samples along with reason for failure and documentation of efforts taken to obtain a successful profile.
 - h. Import files shall be in a CMF file that shall not require any alteration by the state in order to upload into CODIS. The state will provide the Vendor their ORI number. The Vendor shall include any additional data in the CMF file provided to the Vendor or requested by the state
 - i. Data and data files shall be electronically reported in the following format:
 - i. There shall be the following subdirectories: One containing all data; One containing only the data being reported in the CMF; One containing data from failed samples on its own.
 - j. Data shall be reported in genetic analysis software package for PC's, unless otherwise specified by the state.
 - k. The state shall be notified by email when a data package is shipped to the state.
 - l. Data packages shall contain complete profiles. Final reported profiles shall not span data packages. Data packages shall be shipped by overnight carrier and shall be reported back to the state as soon as they are complete but at no more than 30 days from date of receipt of samples.
21. Sample return and notification - Remaining samples shall be returned to the state. The state will send email notification to the Vendor POC that the data package has been reviewed, data accepted and that the associated samples can be prepared for return to the state. The vendor may accumulate several shipments of samples and return those as one parcel to the state. The Vendor must send email notification to the state when samples are being returned and specify which sample sets are included.
22. Record Retention - At a minimum, the Vendor shall maintain the supporting documentation for the testing of the samples until the completion of the contract, at which time, the vendor will give the state the option to have a backup copy made of all electronic and hardcopy data that the vendor has in its possession at no additional cost. The notification of document destruction and release of records to the state shall be made in writing via overnight carrier 90 days prior to the destruction and shall include a cover letter detailing that all electronic and hard-copy records have been destroyed.
23. Expungement requests - The vendor shall comply with all sample expungement requests and expunge all records relating to a sample within 14 days of a written request by the state. The Vendor shall provide a certification of the expungement to the state. The

- expungement shall be performed to the satisfaction of the state.
24. Data destruction - At any time upon written notification from the state, the Vendor shall, within 14 days, provide the state a list of the location of all electronic and hard copy of all sample profile records (including but not limited to raw data files, genetic analysis software files, Excel and CMF files) containing the states profiles including those located in the vendor laboratory, on tape back-up or housed off site. Upon written notification the Vendor shall provide the state the specified profile records and destroy the profiles as well as any copies of the records within 14 days. The Vendor shall provide a written certification of destruction to the state.

SECTION 3: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7449332 OFFENDER DNA OUTSOURCING**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. A *separate* signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The Cost Proposal form is attached and should consist of a 12-month budget and budget narrative.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

The Technical Proposal must contain the following sections:

Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

Work plan/ Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desire, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above) and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

Previous Experience and Background

This section shall include the following information:

1. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects.
2. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
3. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economical Development and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information call the MBE Officer at (401) 574-8253.

SECTION 4 - EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The maximum possible score is 100 points, and applications scoring below 60 points in the technical review will not be considered. The Department of Health reserves the right not to fund any proposal(s). Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. Proposals will be reviewed and scored based upon the following criteria:

Staff Qualifications	20 points
Capability, Capacity and Qualifications Of the Offeror	20 points
Quality of the Workplan	20 points
Suitability of the Approach/Methodology	20 points
Cost Competitiveness	20 points

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for this award.

The Technical review Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, or her designee, who will make the final selection for this requirement.

COST PROPOSAL SUMMARY

OFFEROR: _____

TASK	COMPLETION DATE	STAFF HOURS	TOTAL
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		PROJECT TOTAL:	\$ _____

REIMBURSABLE EXPENSES

_____		\$ _____
_____		\$ _____
	TOTAL EXPENSES	\$ _____
	PROJECT TOTAL:	\$ _____