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DIVISION OF FINANCE
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ADDENDUM #1
RFP #20-0036
LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

June 3, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Laboratory Information Management System (LIMS) for the **Regional Forensic Science Center (RFSC)**.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

Statement: Please see the updated timeline below:

Distribution of Request for Proposal to interested parties	Wednesday, May 20, 2020
Questions and Clarifications submitted in writing	Friday, May 29, 2020
Addendum Issued	Wednesday, June 3, 2020
Sealed Proposal due before 1:45pm CS/DT	Tuesday, June 16, 2020
Evaluation Period	June 16 - July 9, 2020
Board of Bids and Contracts Recommendation	Thursday, July 9, 2020
Board of County Commission Award	Wednesday, July 15, 2020

1. **Question:** Would it be possible to get a copy of the bid in word?

Answer: Please find attached and available for viewing at <https://www.sedgwickcounty.org/finance/purchasing>.

2. **Question:** The link on page 28 under, "I. Proposal Conditions - Sample Contract" does not work and I cannot get to that. Could you please send the link?

Answer: Please find attached and located for viewing at <https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>.

3. **Question:** Hardware, Software and Peripheral Components: While the application is to leverage the County's existing servers and database platform, I'm curious as to how you would prefer that we address peripheral components (barcode printers, barcode scanners, digital signature pads, etc.). Shall those be included as part of the overall proposal, quoted as optional, or simply specified so that the County can acquire them directly?

Answer: We would prefer for them to be added to the quote with the option to remove them if necessary to stay within budget.

4. **Question: CODIS Processing: Is a system for processing CODIS Database samples considered “in-scope”, or does the County already have a system for collecting, managing and reporting these?**

Answer: We are not a CODIS Database Laboratory. Instead, we are a LDIS Laboratory so we process the casework samples that are uploaded to CODIS the same way as all of our other evidence.

5. **Question: Sexual Assault Kit Processing: Is a system for processing Sexual Assault Kits considered “in-scope”, or does that County already have a system for collecting, managing and reporting these?**

Answer: Sexual Assault Kit Processing (Examination) is conducted in the same manner as all of our other evidence. We are not involved in the collecting or managing the kits, we are responsible for performing forensic analyses on the kits submitted by law enforcement and issuing a report according to our findings.

6. **Question: Police Evidence Management System: What is the current PEMS? Does the County desire an interface with the existing PEMS so that existing barcodes and specimen information may be leveraged in the LIMS?**

Answer: We currently use the PorterLee Beast. We desire for the data to be migrated if feasible, if not then at least be able to read the existing barcodes and specimen information in case there are additional submissions or re-submissions.

7. **Question: Quality Mgmt System: Is the County leveraging an existing quality mgmt. system? If so, does the County desire some level of integration with the LIMS as well?**

Answer: We do not have a Quality Document Management System. We currently use SharePoint and “manually” manage our Quality System.

8. **Question: Who is the current LIMS provider and the current version of the LIMS software being used?**

Answer: None.

9. **Question: Is there any chance to see the software as a demo?**

Answer: No.

10. **Question: How old is the current LIMS system?**

Answer: N/A.

11. **Question: What are the primary business drivers and challenges that prompted this need?**

Answer: The RFSC is in need of a centralized standard laboratory information system that will streamline the submission of evidence from law enforcement and death scenes. Also, we need a system to streamline the tracking of consumables, providing agencies with case reports and case status, generate statistical metrics. These features as well as others will aid in decreasing the laboratories turn-around time and provide a more efficient service.

12. **Question: What are the issues/functions/technology with the current LIMS that you are not satisfied with?**

Answer: N/A.

13. Question: Is this project require 100% onsite?

Answer: No.

14. Question: Is this project allow foreign resources/companies as subcontractors?

Answer: No.

15. Question: Is there a limit on the number of pages that the LIMS RFP response should consist of?

Answer: No.

16. Question: Is there a list of systems that will need to be integrated with LIMS?

Answer: Please see below:

- *SAP Business Intelligence (Webi) software*
- *Business Intelligence (BI) tool*
- *DNA LIMS application module (directly linked to the LIMS system)*
- *Chemical and reagent inventory application*
- *Crystal reports*
- *Migration of existing SQL database data, Access database data, historic "LIMS" data, and current Police Evidence Management System (PEMS) data*
- *Have the ability to import data from outside applications. At a minimum, the application will require data import from CODIS, Microsoft Office (i.e., Excel, Word, and Access), and GeneMapper IDX, STRmix, to LIMS. CODIS data import application may require future code writing that may need to be completed from a third party. Regardless, at a minimum LIMS must allow for the expansion of importing data from CODIS*
- *Be capable of integrating with active directory*
- *Compatible with Microsoft Windows Win 10 (32 bit and 64 bit) or the most recent version*
- *Microsoft SQL compatible using either a current supported Microsoft SQL Enterprise server version or Microsoft SQL server version 2019 Enterprise and any later version that is operated by Sedgwick County.*
- *Allow for batch transfers of evidence to or from locations or personnel*
- *Store analysis reports as PDF files*
- *The LIMS must enable any user (including outside of the RFSC agencies) the ability to login to the proposed LIMS via the internet in order to query the results status of any case. The access will be based on the security level or user-based roles defined within the proposed LIMS security module.*
- *Enable a web-based interface with the District Attorney's Office and designated case agencies*
- *Interface with instrumentation*
- *Import genotypes from GeneMapper IDX*
- *Import reports from STRmix*
- *Data formatting to .cmf format for CODIS software purposes*
- *Migrate RFSC existing data into the new LIMS*
- *Store photos with various file extensions (eg.,BMP, GIF, JPEG, TIFF, etc.)*

17. Question: Will any of these interfaces need to go both directions? If so, which ones?

Answer: No.

18. Question: Is there specific bar coding in use currently?

Answer: Yes. On packages only.

19. Question: Will scanners and printers be purchased as part of the LIMS procurement? If so, how many?

Answer: Possibly, depends on several factors including if they make the purchase over budget or not. We will need approximately 40 barcode readers/scanners and 13 printers.

20. Question: Does the County have an alternative to manage the database systems other than the LIMS vendor?

Answer: No.

21. Question: Do any staff have direct experience with LIMS other than the current system? If so, which ones?

Answer: Yes, PorterLee and JusticeTrax.

22. Question: Can you please provide a list of the LIMS product demos you have evaluated before release of this RFP?

Answer: A demo of PorterLee Beast and JusticeTrax have been seen in department research prior to competitive solicitation being requested.

23. Question: Are there existing vendor relationships in place where you have already been provided demonstrations?

Answer: Yes, PorterLee Beast and JusticeTrax.

24. Question: If we were to develop the system from scratch, would the State personnel/SMEs be available for us to understand and provide us with detailed requirements or evaluation of the current system? Is there any existing documentation on the current system for us to provide a better solution?

Answer: We currently do not have a LIMS.

25. Question: Should the LIMS system be available to be used from tablets/smartphones? If so, should the barcoding be available to scan or import data into the LIMS?

Answer: From desktop computers and laptops and possibly from tablets such as Microsoft Surfaces and similar.

26. Question: Is it ok if we provide a joint proposal with a LIMS provider and we become an Implementation partner for providing an end-to-end solution?

Answer: No, only one firm will be awarded.

27. Question: Please provide specs for the following interfaces and let us know if there are any recommended interfacing technology/standards to LIMS:

- CODIS
- CJIS
- GeneMapper IDX
- STRmix

Answer: Be able to interface with the file types for each software.

- CODIS – These are .cmf files.
- CJIS – This can be removed from the solution requirements to interface.
- GeneMapper IDX – These are currently .hid files.
- STRmix – Department using provided solution will likely create .pdf files from given vendor solution.

28. Question: Would the city consider narrowing the list of RFP respondents to a group of finalists (2-3) and then allowing the finalists to do live presentations before making a decision?

Answer: Please refer to information found in pages 24-25 of the RFP document under section, “VII. Proposal Terms,” “C. Evaluation Criteria” for further information.

29. Question: We will be responsible for scheduling meetings and interviews. What type of commitment and availability will the state employees have towards this project? How much of their time has been allotted?

Answer: Several hours per week.

30. Question: For an incumbent to bid for this proposal, the timeline seems to be more aggressive from the time we receive the responses (June 3rd) and the time we have to submit the Proposal (June 9th). This gives an unfair advantage for the existing LIMS vendors. Would you be extending the proposal submission for a more reasonable time frame?

Answer: Please see updated timeline on page 1 of this document.

31. Question: Migrate RFSC existing data into the new LIMS - How many years of data do we have to migrate?

Answer: In the SQL database there is approximately 6 years of data and in the PEMS there is approximately 14 years of data.

32. Question: Historical data migration - How many years of data to bring into the new LIMS database and what is the requirement for archiving historical data?

Answer: In the SQL database there is approximately 6 years of data and in the PEMS there is approximately 14 years of data. The historical data must be archived for future retrieval, at least until the RFSC is satisfied that the data migration was 100%.

33. Question: Are there any constraints on offshore/offsite requirements that we need to know during Data Migration into the new LIMS database?

Answer: Our data are protected legal records that need to be housed on our servers at all times.

34. Question: PEMS Data - What database system is this? And how many years' worth of data are we going to migrate into the new LIMS database? Do we have direct access to PEMS or what kind of interface do we have to import into the new LIMS?

Answer: The PEMS is PorterLee Beast. We have had it for approximately 14 years and the SQL database for 6 years. We own the data that is in the PEMS, we are not sure what kind of interface is needed to import into the new LIMS. We assume it is all SQL based.

35. Question: For Custom Reporting - Are there any specific data warehouse based solutions that the county has demo-ed or looked at?

Answer: No. We want to create our own custom reports based upon which laboratory is generating the data report.

36. Question: Hardware devices - Barcode Scanners/Barcode Printers are available or we need buy these/recommend.

Answer: We currently only have 3 printers and will need purchase additional printers and the scanners prior to implementation of the LIMS. Depending upon several factors, including whether they make the purchase be over budget, we may to purchase separately.

37. Question: Is there any standard template for RFP to be submitted or we can use our own template?

Answer: Vendor solution can be submitted via templates, documentation, and material at the vendor's discretion as long as required material outlined in RFP document is included but recommend following the same sequence/order as the RFP document as to how the solution is presented for ease of review and consistency.

38. Question: Provide additional details on the data warehouse requirements - Pulling data from the LIMS (specific modules that we need to pull data from) to be used by SAP Business Intelligence.

Answer: We own the data that is stored on our server. We need the data to be SQL to interface with the SAP Business Intelligence. All measureable data in the LIMS is subject to be used with the SAP Business Intelligence software.

39. Question: On a scale of 1 to 3 (1 = None, 2 = Partially, 3 = Fully), indicate how well the current business processes are documented, communicated and available for review.

Answer: three (3).

40. Question: Does the Agency/state entity have an established governance structure for combined business and IT decision making, including information security and privacy?

Answer: Yes.

41. Question: Does the Agency/state entity have a documented target (or future state) enterprise architecture that provides the overall business and IT context for this proposal?

Answer: Please see pages 21-22 under, "Architecture and IT Standards" outlined within the RFP document.

42. Question: Does the Agency/state entity have an existing document or flowchart for each Workflows involved in LIMS?

Answer: No.

43. Question: Have ability to secure and lock records that are sealed by court order from being viewed by anyone outside of the RFSC – Please explain what should be done with respect to the LIMS system.

Answer: The case information shall be protected from anyone that the RFSC does not grant permission.

44. Question: Require a single log-in to access all assigned modules – SSO with LDAP implementation needs to be separate application for future use of other applications.

Answer: Single sign-on using Active Directory is standard at Sedgwick County.

45. Question: Have the capability to create ad-hoc (custom) reports using a third-party reporting tool, with templates that users can modify and control - Please explain.

Answer: Need to be able to use Microsoft Word, Excel, etc. to create reports within LIMS.

46. Question: Be capable for future functionality of the web-based CODIS hit tracker program that enables the import of match data from CODIS as well as the input of disposition status from scientists and makes CODIS hit information available via the internet - Do we know what kind of interface or architecture the CODIS currently requires to match data with?

Answer: No. We currently do not have this capability.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, June 16, 2020**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”

A handwritten signature in black ink that reads "Josh Lauber". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Josh Lauber
Senior Buyer

JL/ch