



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #2

RFP #23-0011

POST-MORTEM FORENSIC TOXICOLOGY TESTING SERVICES

February 15, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Post-Mortem Forensic Toxicology Testing Services.

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

1. Over what period of time shall the reported TAT be measured?

Answer: A six (6) month window is suitable for this baseline metric. If another period of time is deemed more suitable, please note.

2. Training checklists are very specific to SOPs and job duties and not easily understood without a full review of our laboratory. Part of the responsibility of accrediting bodies is to conduct that review. How will the provision of training checklists be evaluated by county personnel?

Answer: We wish to gain an understanding of how training is carried out in your laboratory and assurance that essential key staff have completed a training program. This may be achieved by providing an example checklist for a protocol essential to comprehensive post-mortem testing, accompanied by a general training manual, overview, table of contents. Refer also to the first addendum, which states that we "understand certain analysts may only be trained/qualified for certain assays involving a specific SOP, we are interested in what the training entails. Required literature, written exams and/or competency testing. An overview of the program(s) would be acceptable."

3. Does the vendor meet or exceed standards set forth for the Chief Toxicologist? Assuming that a vendor would be excluded if they don't meet the standards, how would exceeding the standard be determined/measured? How would that be beneficial to the county?

Answer: A chief with 10 years of experience in a private laboratory meets the qualifications. A chief with 25 years of experience, 10 of which were in a government post-mortem toxicology lab, would exceed the qualifications. Sedgwick County will be held accountable for familiarity of the credentials of the vendor Chief Toxicologist and values experience working in a government lab as a matter of perspective.

- 4. Is the vendor adequately staffed with qualified scientists? How will this be determined, given that it is the responsibility of our Lab Director and our Director of Operations and Product Management, with oversight by our accrediting bodies, to ensure both the adequacy and qualifications of our scientists?**

Answer: This can be described with explanation of workload, the ability to maintain TAT, submission of organizational chart, and/or statement of commitment from the Director of Operations. It is up to the vendor laboratory how they wish to communicate how they reason their staffing is adequate.

- 5. Have the scientists completed a documented training program? Is this a yes/no evaluation?**

Answer: This describes where the evaluation of the training program will be taken into account for scoring.

- 6. Does the vendor hold the preferred level of accreditation? Is this a yes/no evaluation?**

Answer: This describes where the evaluation of accreditation will be taken into account for scoring. The scope of work is described in section 5A. If the vendor has ISO accreditation, this will be evaluated/scored accordingly, as it is preferred.

- 7. If all submitters meet the personnel qualifications, would all bidders receive full points for this section?**

Answer: I believe this was already addressed in the response to the question concerning qualifications of the Chief Toxicologist.

- 8. Please define the region as described in the prior experience section.**

Answer: The Midwest.

- 9. Would county experience count more heavily than experience in the region?**

Answer: Since all responding vendors may not have history with Sedgwick County, the evaluation team would like the option to use performance history from references provided by other laboratories in the region.

- 10. Is responsiveness all or nothing?**

Answer: No.

- 11. In the absence of a product listing or a pricing submission form, how are we supposed to submit a pricing proposal?**

Answer: You may choose to submit a standard 2023 fee schedule to reflect pricing. However, section II indicates the project funds comprehensive post-mortem toxicology and other expanded panel testing necessary for the proper certification of cause/manner of death. A vendor may wish to quote that pricing differently.

- 12. Can a list be provided of those tests and items to be included in the total cost evaluation?**

Answer: The background indicates the project funds comprehensive post-mortem toxicology and other expanded panel testing necessary for the proper certification of cause/manner of death. Most cases require a full comprehensive panel, to include volatiles and drug screening in blood, with any drugs present quantitatively confirmed; reflex testing in vitreous testing for volatiles, with confirmation in urine optional. A qualified vendors laboratories may choose to highlight pricing on test panels most commonly required to achieve this workflow.

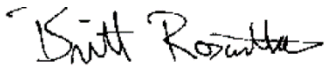
13. Will all submitters be provided notice of the award on the same date and provided a copy of the scoring evaluation for all submitters?

Answer: A notice of award will be sent to all submitters prior to presentation to the Board of Bids and Contracts and the Board of County Commissioners. A submitting vendor would have to file a KORA request to obtain the scoring evaluation.

Firms interested in submitting a bid, must respond with complete information and **deliver on or before 1:45 pm CST, Tuesday, February 28, 2023**. Late bids will not be accepted and will not receive consideration for final award.

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

Sincerely,



Britt Rosencutter
Purchasing Agent

BR/ks