



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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GREG BROCKMEYER
Director of Administration

CHARLES HICKLIN
Controller

DATE: September 23, 2019
TO: All Proposers
FROM: Carolyn Clow, Purchasing Agent
SUBJECT: ADDENDUM #1 to RFP #119023 – Forensic Toxicology Services

PLEASE NOTE: The proposal due date is changed to Tuesday, October 8, 2019 with this addendum.

The weighting in the evaluation criteria has been updated to the following:

2.4 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Organization Capabilities (Section 4.3)	25%
Testing Capabilities (Section 4.4)	25%
Staff Qualifications (Section 4.5)	10%
Chain of Custody (Section 4.6)	10%
Reporting (Section 4.7)	10%
Cost	Percent
Cost (Section 5)	20%
Total	100%

Question 1

What does the County currently pay for each type of test required?

Answer: These are some of the most common pricing experiences.

Standard Comprehensive Toxicology	\$160.00
Vitreous Electrolytes	\$70.20
Carbon Monoxide	\$61.20
Methemoglobin	\$198.00
Loperamide	\$342.00
Lithium	\$94.50
Psychoactive Substances Panel	\$198.00
Synthetic cannabinoids	\$150.00
LSD - Blood	\$187.20
Urine	\$217.80
Psilocybin	\$315.90

Question 2

Would the County accept a vendor that has ABFT accreditation but not ASCLD?

Answer: ABFT is mandatory and that ASCLD would be additionally preferred.

Question 3

Page 7, Section 2.1: Who is on the evaluation team for RFP responses and what is their role?

Answer: This information is not publically available at this time.

Question 4

Page 9, Section 3.2: What is the current break down of ordering a comprehensive panels versus drug of abuse panels (for example 90% comprehensive and 10% drug of abuse)?

Answer: The Medical Examiner’s Office estimates that are 95% Comprehensive and 5% Drugs of abuse.

Question 5

Page 9, Section 3.2: How many cases are submitted for alternative testing in panels in matrices such as fluid, tissue, and urine?

Answer: Urine is tested in every case where urine is submitted. Tissue is seldom tested. Other fluid matrices are tested only occasionally and exact numbers are not available.

Question 6

Page 10, Section 3.2: What is the current pricing being offered to Dane County Medical Examiner?

Answer: See answer #1.

Question 7

Page 13, Section 4.5, Tab 3: Staff Qualifications states, "Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project."

Due to the large number of staff that may be involved in the analysis for this contract, would it be acceptable to provide brief biographies for Key Scientific Staff along with a complete list of Technical Lab Staff (that includes degrees, years of experience, titles, and certifications) with CVs available upon request?

Answer: It would be acceptable to provide resumes describing the certifications, educational and work experiences for each of the key staff and a complete list of Technical Lab Staff (that includes degrees, years of experience, titles, and certifications) with CVs available upon request.

Question 8

Page 13, Section 4.5, Item 3: Will a vendor that does not outsource testing be scored higher than respondent's that do outsource testing?

Answer: Respondents must disclose all outsourcing relationships. Dane County will evaluate the RFPs using the criteria listed in section 2.4.

Question 9

Page 13, Section 4.5, Item 4: How often is testimony required for these postmortem cases per year?

Answer: Testimony has only been required about three times in the last 8 years.

Question 10

Page 20, Section 7.1 of Standard Terms states that "*...prices shall not be subject to increase for the term specified in the award.*"

Please confirm that this applies to the initial year and that justified increases could be requested for renewal years.

Answer: The County expects the contracted provider to hold the costs for the first term of the contract (three years) without a price increase. Proposers may propose a percentage price increase in their responses for years four and five.

Question 11

How often do samples need to be returned to the Medical Examiner's Office?

Answer: Samples seldom need to be returned. It is estimated that returns are required fewer than 10 times per year.

Question 12

Routine storage for postmortem cases is typically 12 months, will this be acceptable?

Answer: Unless specifically requested for a particular case, one year is acceptable.

Question 13

Case Management program:

- Is there online ordering of cases allowed through the case management system you are utilizing?
- With the integration of your case management program and vendor, will ordering/reporting for the Versiti and ATSF cases be through this program?

Answer: Currently the case management system is in design. There is no thought of being able to order on the CM system. The goal is that there would be potentially some interface that would allow results to download in some way thereby taking the manual entry of results out of the workflow.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the Signature Affidavit page when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Carolyn A. Clow, CPPB
Lead Purchasing Agent