FY13 REQUEST FOR BIDS
for
Forensic Artist

I. INTRODUCTION

The purpose of this Request For Bids (RFB) is to solicit bid proposals which will enable the Iowa Department of Public Health, hereafter known as the Department, to select the most qualified Applicant to provide The Iowa Department of Public Health is looking to secure a Contractor to provide forensic artist consultation services for the Iowa Office of the State Medical Examiner. The project period shall be from February 1, 2013 to June 30, 2018.

The Department expects the initial contract period to be a 5 month term from Febuary1, 2013 to June 30, 2013. The Department shall have the option to renew the contract for up to 5 additional one (1) year terms subject to review of the continuation application, applicant performance, compliance with the terms and conditions of the contract, and availability of funds.

<u>Available Funds</u>
Applicants may apply for up to [$5,000.00 per year] for the total [5 year 5 month] period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding. The Department may award up to 2 awards for these services.

The issuance of this RFB in no way constitutes a commitment by the Department to award a contract.

II. SCOPE OF SERVICES

The Contractor shall provide services to meet the following minimum requirements

1. Provide consultation services for facial and body reconstruction through various media including but not necessarily limited to:
    a. Two-dimensional reconstruction of skeletal or decomposed remains or their photographic representation by ink, charcoal, or other artistic media.
    b. Three-dimensional reconstruction of skeletal remains using clay or other artistic media.

2. Provide the DEPARTMENT with status/progress reports of evaluation in written format, telephone conversation, or via e-mail, etc. as requested by the forensic pathologist in charge of the case(s).

3. Furnish the tools, equipment, etc. unique to forensic reconstruction necessary in order to perform the requested evaluations, i.e. to successfully reconstruct facial or bodily features of decomposed skeletal remains.

4. Identify and itemize, for reimbursement purposes, all expenses incurred while performing requested services (must submit all original invoices and receipts).

5. Submit a non-generic (i.e. on original letterhead) invoice. The DEPARTMENT recognizes that more than one billing may be necessary for each case. When travel is required, expenses shall be itemized on a daily basis; a Non-employee expenses voucher will be provided by the DEPARTMENT.

6. Submit a non-generic (i.e. on original letterhead) invoice. The invoice must be itemized specifying state case number, decedent's name, date, test(s), and unit cost. The DEPARTMENT recognizes that more than one billing may be necessary for each case.

7. Reports and invoices will be submitted in the time frame outlined on the final contract.

8. Maintain all case related information confidential and signed confidentiality statements for all employees who have access to case related information.

9. Testify when needed.

10. Travel to scene when needed.

III. ADMINISTRATIVE MATTERS

The dates set forth below are for informational planning purposes only. The Department reserves the right to change any of these dates:

EVENT	DATE
Post/Submit RFB to potential Applicants	December 20, 2012
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted By:	January 2, 2013 January 4, 2013
Final Questions Due Final Cumulative Responses Posted By:	January 9, 2013 January 11, 2013
Bid Proposals due	January 23, 2013
Select Successful Applicant/Post Notice of Intent to Award	February 1, 2013

Eligibility

Forensic Artists are eligible to submit bid proposals in accordance with this RFB. Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

Bid proposals should include the Applicant's plan for accomplishing the work set forth in the Scope of Services and should include sufficient information regarding the Applicant's ability to perform the services sought to enable the Department to make a judgment about the Applicant's ability to perform the work identified in the Scope of Services.

Bid Submission Requirements and Bid Proposals Due – January 23, 2013.

Bid Proposals must be received by 4:00 p.m. (local Iowa time) on December 10, 2012 by the IDPH SharePoint Service Contract Center in compliance with the following requirements:

- Email bid proposal documents as a single zipped file OR a single PDF, no larger than 20MB, to applications@idph.iowa.gov. The preferred submission is a single zipped file.
- The subject line of the email must read "RFB FY13 Forensic Artist". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFB FY13 Forensic Artist (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Bid proposals submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions)

will be rejected and not reviewed by IDPH. Any information submitted separately from the bid proposal will not be considered in the review process.

Bid proposals will be rejected and not reviewed by IDPH for the following reasons:

- If the bid proposal is received by the IDPH SharePoint Service Contract Center after the stated due date and time.
- If the bid proposal is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the bid proposal is not submitted as a single zipped file or a single PDF file.

IDPH will notify the applicant of the rejection.

The due date and time requirements for receipt of the bid proposal are mandatory requirements and will not be subject to waiver as a minor deficiency. The date and time of submission of a bid proposal is automatically documented upon receipt by the IDPH SharePoint Service Contract Center. Applicants have the sole responsibility to ensure their emailed bid proposal is received by the IDPH SharePoint Service Contract Center prior to the deadline.

An electronic notification of receipt of the applicant's email will be generated automatically. If the electronic notification is not received within ten (10) minutes of the applicant's email, please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the bid proposal multiple times, only the last submission received by IDPH SharePoint Service Contract Center prior to the stated due date and time will be accepted for review.

Written Questions and Responses:
From the date of issuance of this RFB until announcement of the successful Applicant, Bidders may contact only John McMullen regarding this procurement.

Written questions related to the interpretation of this RFB and the procurement process must be submitted via email to John McMullen at john.mcmulle@idph.iowa.gov no later than **the dates specified in the table above.**

Questions must be submitted by electronic mail. If the question or comment pertains to a specific section of the RFB, the section and page must be referenced. Oral questions will not be accepted.

IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFP. Written responses will be prepared and posted according the schedule of events table above.

It is the responsibility of the applicant to check the IDPH Web site periodically for written questions and responses to this RFB.

Oral questions will not be accepted. If an Applicant or someone acting on an Applicant's behalf attempts to discuss this RFB orally or in writing with any members of the evaluation committee, or any employee or elected official of the State of Iowa, other than John McMullen, the Applicant may be disqualified.

The Department reserves the right to reject any or all bid proposals, in whole or in part, to advertise for new bid proposals, to abandon the need for such services, and to cancel this RFB at any time prior to the execution of the written contract.

All information submitted by the Applicant will be treated by the Department as a public record unless the Applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

By submitting a bid proposal, the Applicant agrees that the Department may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

Notice of Intent to Award – February 1, 2013. A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

IV. APPLICATION REQUIREMENTS

A. **Cover Page**: Identifies the applicant's legal name, federal identification number, and key contact information for the project. Complete required form- **Attachment A** following these instructions:

B.

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name. Provide the applicants federal identification number. Provide the applicant's address, telephone and FAX number as requested in the first section of Attachment A.

- Total Funds Requested – Indicate the total amount of funds requested by program, not to exceed the amounts outlined in section I.

- Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.

- Key Personnel for this Proposal – Provide information for agency personnel associated with this proposal. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.

    - Executive Director Name, email address, experience and license number as applicable – Complete and provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.

    - Program Administrator Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the proposal.

    - Fiscal Director Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.

- (Insert Title) [list other types of professional staff to be included in the Key Personnel Form] Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with (insert statement).

B. Minority Impact Statement: Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Insert an electronic signature of a person authorized to execute legal documents on behalf of the entity and return it with the proposal.

C. Work Plan or Action Plan. Using the form provided **(Attachment C)**, applicants shall

- CV of Directors
- At least 2 references from the following: other medical examiner offices, coroner's office, law enforcement offices, or academic organizations with indication if accredited by National Association of Medical Examiners (NAME).
- Support documentation for turnaround time for the last 2 years including receipt date, sent date and date of post mortem.
- Example of reports provided to other organizations.
- Requirements for receipt of specimens including packaging and cost.
- The delivery system used for the delivery of reports.
- Unit cost listing per level of service.
- Availability for consultation or expert witness testimony and expenses.
- Background:

- o Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFB.
- o Describe other similar contracts or projects currently undertaken by the applicant.

D. Office Locations and Services. Identify and specify the location (s) of the applicant's offices or other facilities involved in provision of services under this proposal. Complete the Service Delivery Form (**Attachment D)** or include a chart or table that outlines all of the agency's offices (including addresses) and the services provided.

E. W-9: (Optional)

If applicant is not a current contractor with IDPH, include a completed W-9 form.

F. Budget

A budget must be included in the bid proposal detailing the costs of the services. A budget narrative shall describe how the budget was calculated and justify the expenses detailed.

The applicant will submit a budget proposal including a pricing sheet detailing the line item categories listed below and comply with the guidelines as outlined in this RFB. The applicant shall submit required form identifying proposed expenditures:

- Specimen Examination/Hourly Rate
- Dental/Skeletal Examination/Hourly Rate
- Detailed Specimen Examination/Hourly Rate
- Reports/Hourly Rate
- Travel
- Lodging
- Testimony
- Other

1. Contractual/subcontracts:

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.

V. EVALUATION CRITERIA

An evaluation committee made of up employees of the Department will review bid proposals. The committee will consider all information provided in the bid proposal when making its recommendation and may consider relevant information from other sources. The Department may also consider geographical distribution, budget information and any other information received pursuant to the procurement process. The evaluation committee will award the contract to the responsible Applicant submitting the best bid proposal. The lowest priced bid proposal is not necessarily the best bid proposal. The evaluation committee's selection will be subject to the final approval of the Department.

The bid proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

A. All parts of each section are included and addressed.

B. Descriptions and detail are clear, organized and understandable.

C. Descriptions are responsive to the intent of the RFB objectives.

D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan, education, credentials, references, experience, and availability of staff.

Points will be assigned for each item listed as follows:

5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.

4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.

3 Applicant's proposal or capability is satisfactory and meets expectations for this criterion.

2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.

1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

Scoring Table

The maximum points to be awarded for each proposal section are as follows:

Proposal Component	**Weight**	**Potential Maximum Score**
Examination reports turnaround time.	2	10
Examination results reporting to include content, photographs, diagrams, billing, delivery system, packaging of specimens and associated costs.	4	20
Quality, content, organization, and accuracy of reports with sample report.	5	25
The applicant's past performance on project of similar scope and size, availability for testimony, and associated costs.	4	20
Qualifications, experience, and credentials of personnel.	5	25
Cover Page	--	Required
Key Personnel	--	
Minority Impact Statement	--	Required
W-9 Form contractor	--	Required
Business Organization Form or Statement		Required
Litigation or Investigation Disclosure		Required
Proposal Checklist		
Points Maximum		**100**

VI. CONTRACTUAL TERMS

a. The Contract, which the Department expects to award as a result of this RFB, shall be based upon the proposal submitted by the successful Applicant and this RFB. The Contract between the Department and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFB, the proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. The Department reserves the right to either award a Contract without further negotiation with the successful Applicant or to negotiate Contract terms with the selected Applicant if the best interests of the Department would be served by negotiation.

b. Any contract awarded by the Department shall include specific contract provisions and the general conditions effective January 1, 2013 as posted on the department Web site at www.idph.state.ia.us under *Funding Opportunities* link. Refer to **Appendix I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH. Contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFB and the potential resulting contract.

c. Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

VII. APPEAL OF THE AWARD DECISION

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse award decision by filing a written appeal to IDPH within 10 working days of posting of the Notice of Intent to Award in accordance with 641 Iowa Administrative Code 176.8(1). Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed.

In the event of an appeal, the Department will continue working with the selected Applicant pending the outcome of the appeal.