

**Pathology Services**



**COUNTY OF LAKE**

Request for Proposal (RFP)

for

Pathology Services

Issued:

By:

Brian L. Martin, Sheriff

**DUE DATE AND TIME: November 27<sup>th</sup>, 2017 at 5:00 PM**  
**PROPOSAL TITLE: "Pathology Services"**

You are invited to submit proposals in accordance with the requirements of this solicitation, which are contained herein.

**Mail or Delivery: Lake County Sheriff's Office**  
**P.O. Box 489**  
**1220 Martin Street**  
**Lakeport, CA 95453**

## Pathology Services

### 1. Purpose

The County of Lake is requesting proposals for pathology services. Said proposal shall be in accordance with the objectives, assumptions and requirements specified in the following Scope of Work. Respondents are encouraged to suggest additions or modifications to the Scope of Work that will enhance or clarify the proposal.

### 2. Background:

The Lake County Sheriff's Office, on behalf of the County of Lake, is the authorized representative for the inquiry into the cause of all deaths that are sudden, unexplained, violent or otherwise as described in GC27491.

### 3. General Process:

- 3.1 Registration and Inquiries: Proposers must register with the Sheriff's Office by **November 20<sup>th</sup>, 2017** in order to receive any amendments or other communications regarding this RFP. Proposers failing to register assume complete responsibility in the event that amendments or other communications are issued. To register or make inquiries regarding this RFP, contact:

**Mary Beth Strong, Administrative Manager**

Lake County Sheriff's Office

P.O. Box 489

Lakeport, CA 95453

Telephone: (707) 262-4218

Proposers may contact only the individual identified above and are specifically directed not to contact other Departmental or County personnel for meetings, conferences, or other technical discussions related to the RFP. No questions will be answered by other Departmental or County staff.

#### Proposer's Conference:

The Sheriff's Office does not intend to hold a proposer's conference for this RFP. However, if the Office deems necessary to hold a conference, all registered proposers will be notified in writing.

- 3.3 Inquiries/Requests for Additional Information: Fax or email any questions you have, at least seven (7) days prior to proposal opening to the following designated County contact(s):

Name: Mary Beth Strong

Title: Sheriff/Coroner Administrative Manager

Email: mbs@co.lake.ca.us

Fax: 707-262-4225

It is the Proposer's responsibility to assure the fax has been received.

No communication is to be had with any other County employee regarding this Request for Proposal.

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Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have registered.

The Sheriff's Office reserves the right to decline to respond to any questions if, in the assessment of the Sheriff's Office, the information cannot be obtained and shared with all registered proposers in a timely manner.

### 3.4 Time Table:

Issuance of RFP: November 15<sup>th</sup>, 2017

Questions due: November 20<sup>th</sup>, 2017

RFP submittals due: November 27<sup>th</sup>, 2017 5:00 PM

## 4. **Format and Submission of Proposals**

- 4.1 **Proposal Compliance:** In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.
- 4.2 **Proposal Deadline:** All Proposals must be received no later than the date and time and at the location specified on the Title page. Proposals received after this time and date will not be considered.
- 4.3 **Proposal Content:** Please assemble your Proposal in the following order.
  - a. **Cover Letter:** A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.
  - b. **Company Profile:** Provide a brief history of you or your company, and an executive summary of your response. Content should be no more than two pages.
  - c. **Qualifications and Experience:** Pathologists performing work for the County of Lake shall be licensed, Board Certified (as defined by the American Board of Pathology) Forensic Pathologist(s) to perform services described herein. Proposer must comply with forensic autopsy performance standards as defined by the National Association of Medical Examiners (N.A.M.E.) Provide in narrative form in this section you or your firm's experience in the services as specified in this RFP, preferably within the State of California. Examples of relevant experience, as current as possible, should be submitted, as appropriate.
  - d. **Project Understanding and Approach:** Provide an overview of your understanding of the needs of the Sheriff's Office, and understanding of the services to be provided and your approach to the work.
  - e. **Scope of Work:** Provide your specific proposal to address the Scope of Work outlined in Section 6 below. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the work. If applicable, describe administrative and fiscal management of the program, personnel policies and expected use of subcontractors.

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- f. **Pricing:** Your proposal shall include costs based on the scope of work, along with the firm's policies on expense charges. Using the rate schedule, provide breakdown of the cost proposal, allocated by position and task. (See attached documentation)

All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

Finally, provide a general description of you or your firm's preferred approach to contracting for your services, including your preferred contract type and compensation schedule.

- g. **Distinguishing Features:** Highlight the main features that distinguish you or your company from your competition relative to this solicitation.
- h. **Deviations:** State on a point-by-point basis, any proposed deviations from full compliance with the requirements described throughout this RFP. You must cite the paragraph number or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed. If none, please so state.
- i. **References:** Provide a minimum of three references wherein you have provided like services in the last 24 months. Each reference to include company name, address, telephone number, and contact.

- 4.4 **Proposal Submission:** Submit to the appropriate location specified on the Title Page (either by mail or delivery), seven (7) complete copies plus one (1) original of your Proposal in a sealed package, clearly marked on the outside with your name or company name and return address, the RFP Title and the due date. Faxed proposals will not be considered.

## 5. Evaluation Process

- 5.1 **Evaluation Panel:** Proposals may be evaluated by a panel of current County employees and members of the public. The sole purpose in the evaluation process is to determine which one serves the County's best interest. The panel's recommendation will be submitted to the Board of Supervisors, or its designee, for consideration. Any final analysis or weighted point score (if any) does not imply that one Respondent is superior to another, but simply that in the panel's judgment, the Respondent selected appears to offer the best overall solution for the County's current and anticipated needs.
- 5.2 **Investigation:** Submittal of a proposal authorizes us to investigate without limitation the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a proposal or to cancellation of any resulting Contract.
- 5.3 **Acceptability:** We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
- 5.4 **Award Criteria:** Proposals will be evaluated in relation to all aspects of this Request. Nevertheless, additional weight will be given to the following criteria:
- a. Your responsiveness to this RFP.

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- b. Your previous performance in providing said service.
- c. Our perception of your understanding of our objectives and our desired products and ability to provide quality assurance, as evidenced by your Proposal, and possibly by interviews with you.
- d. Evaluation of cost in relationship to the foregoing criteria.

### 6 Scope of Work:

Proposer will use whatever means necessary to inquire into the cause of all deaths that are sudden, unexplained, violent, or otherwise as described in GC27491. The Proposer shall be a physician licensed to provide pathology services, including performing autopsy's and recommending or ordering toxicological, microscopic, and/or other clinical examinations as may be necessary, and to advise and assist the Sheriff/Coroner in determining the cause of death pursuant to GC 27401. The Proposer performs autopsies when determined necessary by an authorized representative of the Sheriff's Office. In some cases, the death examination may be limited to an external exam or evaluation. When an external examination reveals questions, or issues that in the opinion of the pathologist, require an autopsy to be performed, the pathologist immediately notifies Coroner staff concerning the need for an autopsy. In all cases, the final determination as to the extent of the examination or autopsy shall rest with an authorized representative of the Sheriff's Office.

6.1 Statement of Requirements: The following describes the services required of successful proposer. Provide your experience and expertise in the following areas:

- a. Conducting autopsies, external exams and case evaluations.
- b. Explaining autopsy procedures and responding to questions during autopsy.
- c. Share your experience in completing written examination reports, including the types and complexities of reports. Share how you complete such reports within critical timelines.
- d. Conducting Sudden Infant Death Syndrome (SIDS) evaluations as required by Government Code Section 27491.41 and/or any other applicable laws or regulations.
- e. Participating in county or committee or business meetings.
- f. Testifying as an expert witness. Describe a particularly challenging experience.
- g. Recommending anatomical gift feasibility and facilitating donor transactions.
- h. Education and training services for Sheriff's Office personnel (i.e. instructing personnel regarding medical safety issues or information required by the pathologist for effective evaluation of coroner cases).
- i. Complying with chain of custody requirements.
- j. Reviewing and/or reporting on cases conducted by another pathologist.
- k. Fulfilling staffing requirements needed to adequately meet the county's forensic pathologist needs.

6.2 Expectations of Pathology Services: The following list includes, but is not necessarily limited to some of the expectations a pathologist will be required to provide under a potential contract. Respondents must indicate their inability to

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meet any of these expectations. Pathologists performing services for the County of Lake will be expected to:

Provide case evaluation services, consult with investigators, family members of the decedents, and provide medical doctors, at the request of an authorized representative of the Sheriff's Office to assist in determining whether specific cases require coroner inquiry pursuant to Government Code Section 27491.

Provide cause of death (according to the California Death Registry) through external examinations of decedents when an autopsy examination is not necessary. An external examination may include viewing the body, examining medical records, medical history and similar information.

Maintain and show proof of medical malpractice insurance.

**Perform autopsies when determined necessary by an authorized representative of the Sheriff's Office.** Such autopsy services may also include:

- a. Viewing: Autopsies may only be viewed by individuals who are directly involved in the investigation of the death of the decedent. If an individual dies due to the involvement of law enforcement activity, law enforcement personnel directly involved in the death of that individual shall not be involved with any portion of the postmortem examination, nor allowed inside the autopsy suite during the performance of the autopsy.
- b. Describing procedures: Pathologists may need to explain autopsy procedures and respond to questions during the autopsy.
- c. Laboratory tests: Order toxicological, bacteriological, serological, or similar testing studies from laboratories when reasonable or necessary to assist in determining cause of death.

Produce examination reports after each external or autopsy examination. The reports should contain the following information:

- a. Name of individual tested, identifying information (such as age, sex and other vital statistics), and applicable coroner case number.
- b. Date external examination concluded or date and time of autopsy.
- c. Description of external examination of individual/records.
- d. Information about the exam processes and procedures, relevant findings and all other specific details needed to support the findings.
- e. Summary of relevant historical and scene information (as available), results/findings from examinations performed and determination of probable cause of death.
- f. Any other information required by applicable state/federal laws or regulations.
- g. Signature of an authorized forensic pathologist licensed to practice medicine in the State of California.

Comply with Sudden Infant Death Syndrome (SIDS) procedures as defined in

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Government Code Section 27491.41 or any other laws or regulations applicable post-mortem examination of sudden, unexpected infant death cases.

Attend business/committee meetings. Meetings associated with the Countywide Child Death Review Committee, Domestic Violence Death Review Committee, public health and/or other related meetings may require attendance and participation from the pathologist.

Testify as an expert witness when subpoenaed to do so at any legal proceedings arising in connection with cases in which contractor has conducted an examination. The County of Lake or other entity or individual requesting the appearance of contractor shall pay any fee as may be agreed upon with contractor, or as provided by law for such appearance.

Support and facilitate the authorized removal and disposition of human tissue from bodies of deceased persons as authorized by the California Uniform Anatomical Gift Act. This responsibility includes advising Sheriff's Office staff as to whether such procedures would adversely affect the subsequent documentation of injuries or determination of cause or manner of death.

Occasionally educate and train Sheriff's Office personnel. Such training may include, but not limited to, instructing certain Sheriff's detectives regarding medical safety issues or information required by the pathologist for effective evaluation of coroner cases.

Comply with evidence chain of custody protocols implemented by the Sheriff's Office. These protocols generally include obtaining and protecting evidence on or about decedents in such a way that it will be legally admissible in a court law.

Conduct prior case review services. Prior case review typically requires the Pathologist to perform a review, written report and expert testimony of cases where a Pathologist not associated with the County's Pathologist performed the exam.

Responsive proposals shall include the following information:

- Proposer shall include costs for travel time and fuel surcharges if applicable.
- Proposer shall specify when autopsy's will be provided, ie: Monday thru Friday from 8am to 5pm.
- Proposer shall commit to performing requested autopsy not more than 3 days from the time the request for service is made, absent holidays, vacations, weekend days and other unforeseeable delays.
- Proposer shall provide costs related laboratory testing should they plan to include these costs as part of their fees.

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The County reserves the right to retain independent contractors to perform special services under GC31000.

Proposal shall include a breakdown of any costs associated with the above items.  
(See existing contract as an example)

### 7 Standard RFP Terms and Conditions

By your submission of a proposal, you agree to be bound by the following conditions:

- 7.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardize the County's and the Respondent's negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- 7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.
- 7.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.
- 7.4 Disposition of Proposal(s) and Contract Award:
  - a. All proposals shall become the property of Lake County.
  - b. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.
  - c. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.
  - d. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.



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- e. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.
  - f. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.
- 7.5. Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.
- 7.6. Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.
- 7.7. Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.
- 7.8. It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.
- 7.9. Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.
- 7.10. Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors who may require periodic access to secured

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areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.

- 7.11. Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions, which can be reviewed in the attached contract.
- 7.12. Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.
- 7.13. Each Respondent shall inform themselves of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.
- 7.14. This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.
- 7.15. The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

# Rate Schedule

	<u>Full</u>	<u>External</u>
Autopsy	\$ _____	\$ _____
Homicides	\$ _____	
SIDS	\$ _____	
Microscopic Examination	\$ _____	
Neuropathology Examination	\$ _____	
Medical Records Review	\$ _____	
Prior Case Reviews	\$ _____	
Attendance at meetings	\$ _____	
Specimen Handling Fee	\$ _____	
Toxicology	\$ _____	
Histology	\$ _____	
Training	\$ _____	

## **FEES ASSOCIATED WITH COURT TESTIMONY**

Testimony	\$ _____
Pre-trial Telephone Conference or Office Meeting	\$ _____
Trial Preparation/ Research	\$ _____
Waiting Time	\$ _____
Travel Time	\$ _____