

DRAFT

???? ??, 2004

Subject: Request for Quotation 2004Q_??, Convicted Offender DNA Backlog
Reduction Program: State of insert State name here's Requirements

Dear OJP BPA Holder:

This letter and enclosures (transmitted via e-mail only) constitute a request for quotation (RFQ) under the terms of your blanket purchase agreement with the Office of Justice Programs (OJP), for the National Institute of Justice (NIJ) Convicted Offender DNA Backlog Reduction Program. This RFQ to support the requirements of the State of insert State name here includes the following enclosures:

- Statement of Work, Convicted Offender DNA Backlog Reduction Program Requirements for the State of insert State name here;
- Appendix A, Price Schedule;
- Appendix B, Vendor References form.

Your technical proposal and price quotation must be received by 2:00 p.m., EST, on insert month, day here, 2004. Because our first class mail delivery is still not reliable, please use a courier or overnight mail service. The correct mailing address is as follows:

Office of Justice Programs
Attn: Ming Chang, Acquisition Management Division,
810 Seventh Street, N.W.
Washington, DC 20531

If you have further questions beyond simple clarifications please submit them in writing via e-mail not later than insert month, day here, 2004. Please contact me at (202) 305-8701, or via e-mail at "changmin@ojp.usdoj.gov," if you have questions. We look forward to receiving your quote, conducting the evaluation, then issuing a delivery order in a timely manner.

Sincerely,

Ming Chang
Contract Specialist, Acquisition Team II

Enclosures: (1) Statement of Work
(2) Appendix A, Pricing Schedule
(3) Appendix B, Vendor References form.

**RFQ 2004Q_004 STATEMENT OF WORK:
SPECIFIC REQUIREMENTS FOR
THE STATE OF (INSERT STATE NAME HERE)**

I. Background

The goal of the National Institute of Justice (NIJ) Convicted Offender DNA Backlog Reduction Program (Outsourcing) is to help States reduce their backlog of unanalyzed convicted offender DNA samples. This program provides States with the opportunity to outsource their backlogged offender samples to high throughput vendor laboratories offering customized testing and reporting services.

II. Scope

The NIJ, under the Blanket Purchase Agreements (BPAs) for the DNA Backlog Reduction Program (Outsourcing), is competing a delivery order to procure DNA sample analysis services on behalf of the State of insert State name here. *(One or more vendors may be selected to provide testing services).*

III. Description, Estimated Test Quantities, and Period of Performance

The following contract line item (CLIN) provided quantities are the maximum number of samples that may be tested in accordance with the Statement of Work requirements during the period insert month, day here, 2004 through insert month, day here, 2005.

Award #1

<u>CLIN</u>	<u>Description</u>	<u>Unit of Issue</u>	<u>Estimated Quantity</u>
001	<i>Enter Kit & Platform For example: Profiler Plus/COfiler or PowerPlex16 on ABI Prism®3100 3100Avant, 310 and/or 377</i>	Each	?????

Sample Description: *Enter sample description here*

Period of Performance: insert month, day here, 2004 insert month, day here, 2004

Award #1, Option

CLIN	Description	Unit of Issue	Estimated Quantity
002	<i>Enter Kit & Platform For example: Profiler Plus/COfiler or PowerPlex16 on ABI Prism®3100 3100Avant, 310 and/or 377</i>	Each	?????

Sample Description: Same as CLIN 001.

Period of Performance: insert month, day here, 2004 insert month, day here, 2005

IV. Technical Requirements

The following technical requirements apply to all CLINs, unless otherwise specified.

- Point of Contact. The State point of contact and address is
Enter title of contact here
Enter name of agency here
Enter agency address here
Enter city state and zip code here
- Shipping Labels. The vendor shall provide preprinted shipping labels and shipping containers to the enter name of agency here.
- Shipping Rate. The vendor will receive samples at the approximate rate of:
CLIN 001 - Single shipment of ????? at the start of the period of performance.
CLIN 002 - As samples are available.
- Shipping Notification. The vendor shall immediately (within one business day) notify the insert State agency acronym here via E-mail each time a shipping container under this delivery order is received by the vendor. The vendor shall examine the shipping container and notify the insert State agency acronym here by phone and E-mail (unless otherwise specified by the- insert State agency acronym here) immediately upon discovery of any damage to the shipping container that would compromise the integrity of the samples.

5. Chain of Custody. The vendor shall maintain a complete electronic chain of custody for all samples starting with the unique identifier on the overnight shipping label on the shipping container. The chain of custody shall also include the unique identifier on the overnight shipping label used when sending samples to and from the *insert State agency acronym here*.
6. Manifest Reconciliation. The vendor shall electronically compare the manifest with the samples received by the vendor and notify the *insert State agency acronym here* by phone and E-mail (unless otherwise specified by the- *insert State agency acronym here*) immediately upon discovery of any discrepancy. Sample seals shall be checked for seal integrity and the vendor shall notify the *insert State agency acronym here* by phone and E-mail (unless otherwise specified by the- *insert State agency acronym here*) immediately upon discovery of any sample received open (and not resealed with tape).
7. Sample Number Verification. The vendor shall compare the exterior (on packaging) and interior (on sample) barcodes associated with the sample and notify the *insert State agency acronym here* by phone or E-mail immediately upon discovery of any discrepancy.
8. Sample Consumption. No more than 50% of a sample shall be consumed by the vendor without expressed written permission of the *insert State agency acronym here*.
9. Confidentiality. No identification information about the sample other than the State unique identification number may be recorded by the vendor. Any “outside” inquiries related to the processing of *insert State agency acronym here*’s samples shall be immediately reported to the XXXX. No information regarding the processing of *insert State agency acronym here*’s samples shall be provided.
10. Testing Location. Samples shall only be tested at the vendor laboratory location approved by the *insert State agency acronym here*.
11. Sample Processing Order. The samples shall be processed in the following order: Samples with the oldest date of receipt by the vendor shall be analyzed first. Upon request by the *insert State agency acronym here* the vendor shall test a sample out of receipt order.
12. Batch Composition. Samples shall be tested, reported and returned in batches consistent with the way that the samples were shipped. Samples within a batch shall be tested and reported in numerical order (with the exception of retesting).
13. Sample Identification. The samples shall be identified throughout the testing process with the state unique identification number. The vendor may utilize their own barcode so long as that barcode is associated with one and only one state unique identification number.
14. Testing Procedures. Procedural changes affecting State’s sample processing shall not be implemented unless approved by the State ten working days prior to the processing of samples. The vendor shall provide documentation for these changes to *insert State agency acronym here*. As part of its RFQ quotation, prospective vendor shall provide copies of standard operating procedures and quality assurance documents that apply to the receipt and analysis of offender

samples for evaluation by the Government. If at any time in the testing process following award the *insert State agency acronym here* determines that a procedure is inadequate for the processing of the *insert State agency acronym here* samples, the vendor shall implement and validate a procedure that is acceptable to the *insert State agency acronym here*.

15. Notification of Testing Issues. The vendor shall, within five working days of occurrence, provide to the *insert State agency acronym here*, in writing, any problem and associated corrective action regarding samples from *insert State agency acronym here*.
16. NDIS Paperwork. The vendor shall complete all NDIS forms required to add and remove a user.
17. Notification of Staffing Changes. The *insert State agency acronym here* shall be notified when the following staffing changes are made:
 - Vendor Point of Contact
 - Project Manager
 - Technical Leader
18. Sample Punching. The sample punch shall be automated and validated for use. With the expressed permission of the *insert State agency acronym here*, sample punching can be done manually for samples requiring retesting. If manual punching is performed by the vendor laboratory, the vendor shall supply proper documentation. The *insert State agency acronym here* will specify the proper documentation prior to the manual punching.
19. Automation. The majority of sample processing procedures shall be automated. All manual transfers shall be approved by the *insert State agency acronym here* and the vendor laboratory shall have and follow written procedures. All manual transfers shall be witnessed, and documented. It is expected that manual transfers shall be the exception and not routine practice.
20. Spiking/Enriching. Spiking or enriching a sample shall not be acceptable.
21. Controls. All controls shall be associated with every sample. That is, each sample used in reporting shall have an acceptable extraction positive, extraction negative, amplification positive, amplification negative and ladder associated with each locus. Controls shall be disbursed throughout a plate of samples. That is, controls shall not be grouped together at the beginning, middle or the end of a plate. If a sample is rerun then all controls shall be rerun. The following controls shall be run:
 - a. Amplification positive
 - Name: 9947A.
 - When introduced: at amplification.
 - Considered acceptable when: produces correct alleles and meets reporting guidelines below.
 - Location on analysis: within sample plate and on each gel if multiple gels are run from a single plate.
 - Location in data files: determined by vendor must be consistent.

b. Amplification negative

Name: determined by vendor.

When introduced: at amplification.

Considered acceptable when: no data, and dye blob or primer peak is present in Genescan. Alternatively the vendor laboratory can provide documentation which clearly demonstrates the dye blob (i.e. a screen shot of the gel depicting the dye blob). The **insert State agency acronym here** will approve the documentation of the dye blob prior to the processing of the samples. Genescan should be free of potential alleles above noise (this may be below the minimum RFU threshold).

Location on analysis: within sample plate and on each gel if multiple gels are run from a single plate.

Location in data files: determined by vendor must be consistent.

c. Extraction positive

Name: Determined and provided by vendor must be consistent.

When introduced: when extracting samples.

Considered acceptable when: the proper profile is produced according to the reporting guidelines below.

Location on analysis: determined by vendor - must be consistent.

Location in data files: determined by vendor - must be consistent.

Note: **insert State agency acronym here** shall be notified of all extraction positives associated with **insert State agency acronym here** data.

d. Extraction negative

Name: Determined by vendor must be consistent.

When introduced: when extracting vendor samples.

Considered acceptable when: no data, and dye blob or primer peak is present in Genescan. Alternatively the vendor laboratory can provide documentation which clearly demonstrates the dye blob (i.e. a screen shot of the gel depicting the dye blob). The **insert State agency acronym here** will approve the documentation of the dye blob prior to the processing of the samples. Genescan should be free of potential alleles above noise (this may be below the minimum RFU threshold).

Location on analysis: determined by vendor - must be consistent.

Location in data files: determined by vendor - must be consistent.

e. Ladder

Name: Determined by vendor must be consistent.

When introduced: upon analysis

Considered acceptable when: all appropriate peaks are present and correctly labeled

Location on analysis: determined by vendor - must be consistent.

Location in data files: determined by vendor - must be consistent.

Controls shall be directly associated (same data file) with their corresponding samples. Data files are defined as GeneScan and Genotyper files containing samples and all associated controls.

22. Data Analysis. All reported profiles shall be interpreted in duplicate independently by qualified analysts. The reported profiles shall have the following characteristics:

a. General peak characteristics:

The following reporting criteria apply to:

- Samples
- Ladders
- Controls
- Internal size standard (ILS)

Min. Peak Height: 150 RFU for heterozygote alleles and ladder
300 RFU for homozygote alleles
150 RFU for ILS

Maximum Peak Height: 6000 RFU

Shape: devoid of split peaks and bell shaped.

Spikes shall not be acceptable in the allele calling region.

Extraneous Peaks shall not be acceptable in the allele calling region.

b. Internal size standard:

The following peaks shall be present for all reported samples, ladders and controls:
75bp – 400bp.

c. Allelic Peaks:

Stutter: called by Kazam 20% shall not be acceptable.

-A: called by Kazam 20% shall not be acceptable.

Tri-alleles: Shall be re-extracted and the profile verified. Upon reporting, the *insert State agency acronym here* shall be provided with data from both runs documenting the tri-allelic profile. The run data shall be provided in a manner such that all data is provided in the data package of the reported profile. This means that *insert State agency acronym here* will be able to evaluate all data associated with the profile without going back to previously submitted data packages. Screen shots of the first analysis (containing the ladder that was used and the sample) will be acceptable. The screen shots shall be of both the entire sample and ladder and an enlargement of the locus of interest. The vendor shall provide the *insert State agency acronym here* with a proposed method of reporting and documentation and the *insert State agency acronym here* will notify the vendor of the approved method of reporting documentation.

Allowable imbalance: Heterozygote alleles shall be within 50%. If sample is retested and peak height ratio at the same location is still less than 50% the vendor shall provide documentation in the same manner as the tri-alleles.

Microvariants: The Vendor shall provide the *insert State agency acronym here* with a list of proposed microvariant alleles (above, below and within the ladder) that may be reported without retesting. The *insert State agency acronym here* will notify the vendor of the microvariants that may be reported without retesting. All other microvariants shall be retested and documentation provided in the same manner as the tri-alleles.

23. Reruns and Retesting. NIJ expects a level of performance that ensures no profiles are ever rejected by the *insert State agency acronym here*. (NIJ defines a rejected profile as a profile that cannot be imported into CODIS for any reason, including incorrect controls, inadequate data quality, incomplete paperwork, or improperly formatted CMF files.) NIJ expects 100% contract compliance. NIJ also expects that data quality will be such that *insert State agency acronym here* can find no problems during their 100% data review. In addition to rerunning samples that do not meet the quality criteria above, the Vendor shall retest any sample that the *insert State agency acronym here* determines to be of poor quality. Documentation that the *insert State agency acronym here* determines is appropriate shall be provided with each sample.

24. Data Reporting.

- a. No composite profiles (instances where the 13 CODIS core loci are created from more than the minimum multiplex data file because one or more of the loci do not meet reporting criteria) shall be reported. All data and all associated controls from failed samples shall be provided to the *insert State agency acronym here* separate from reported profiles. This data shall include but not be limited to Genescan, Genotyper, Excel files and CMF files.
- b. Prior to reporting profiles, the Vendor shall perform a contamination quality assurance check by electronically comparing the reported profiles to a database of employee and contamination profiles observed in the Vendor laboratory.
- c. All reported peaks shall be labeled with the appropriate allele call for upload into CODIS.
- d. D3 / D7 results can be obtained from either Profiler Plus or COfiler. However, the vendor shall label D3 / D7 in both Profiler Plus and COfiler and clearly document which multiplex was used to determine the allele calls. If D3 or D7 fails in either system, the sample must be retested. *insert State agency acronym here* will approve the method of documentation.
- e. Non-reported samples shall not be intermixed in reported data files for *insert State agency acronym here* review.
- f. Data from all sample runs shall be provided to the *insert State agency acronym here*.
- g. No more than 20% of the reported Genotyper files shall have less than 5 sample profiles.

- h. The number of samples (complete 13 locus profile) in a reported batch (data package) shall be approximately 500.
- i. The following documentation shall be provided/associated with the reported profiles:

On CD:

- GeneScan files.
- Genotyper files:
 - All of the data (both good and bad) shall be reported. In addition, there should be a file that contains only the samples being reported in the CMF and the associated controls and ladders.
- Electronic Chain of Custody.
- CMF file ready for import into CODIS.

Electronic and Hard Copy:

- Documentation describing which runs the sample was in. This can be a separate spreadsheet or incorporated with the summary table. The samples shall be in numerical order.
 - Summary table for the data being reported in the CMF file, to include the specimen ID and profile. The samples shall be in numerical order.
 - Hand generated laboratory notes/worksheets.
 - Report of confirmed unusual profiles such as imbalance, microvariants and tri-alleles.
 - List of failed samples along with reason for failure and documentation of efforts taken to obtain a successful profile.
- j. Import files shall be in a CMF that shall not require any alteration by the *insert State agency acronym here* in order to upload into CODIS. The *insert State agency acronym here* will provide the vendor their ORI number. The vendor shall include any additional data in the CMF file provided to the vendor or requested by the *insert State agency acronym here*.
 - k. Data and data files shall be electronically reported in the following format:
 1. *Insert State agency acronym here* shall be able to distinguish between Profiler Plus and COfiler Genotyper files by their file name or by the subdirectory that they are in.
 2. *Insert State agency acronym here* shall be able to distinguish between Profiler Plus and COfiler subdirectories for GeneScan data.
 3. There shall be the following subdirectories:
 - i. One with all data.
 - ii. There shall be a subdirectory containing only the data being reported in the CMF.
 - iii. Data from failed samples shall be in its own subdirectory.

- l. Data shall be reported in GeneScan and Genotyper software package for Macs, unless otherwise specified by the *insert State agency acronym here*.
- m. The *insert State agency acronym here* shall be notified via E-mail when a data package is shipped to *insert State agency acronym here*.
- n. Data packages shall contain complete profiles. Final reported profiles shall not span data packages. Data packages shall be shipped by overnight carrier and shall be reported back to the *insert State agency acronym here* as soon as they are complete but at no less than the following rate:

Line item	Rate of Reporting
CLIN0001	Two data packages of 500 samples (total of 1,000 samples) within thirty days after the samples have been received by the vendor. The <u><i>insert State agency acronym here</i></u> will review the data packages for compliance, accuracy ease of data review. If the <u><i>insert State agency acronym here</i></u> determines it is necessary, the vendor shall modify the data package and make any changes requested by the <u><i>insert State agency acronym here</i></u> prior to processing any additional samples. Thirty days after <u><i>insert State agency acronym here</i></u> has completed the review, the Vendor shall provide monthly shipments of a minimum of <u><i>insert quantity here</i></u> samples in data packages not to exceed <u><i>insert quantity here</i></u> samples per data package. Reported data packages shall be immediately sent to the <u><i>insert State agency acronym here</i></u> upon completion. Multiple data packages can be sent out at the same time.
CLIN0002	To be negotiated when samples are available.

- 25. Sample Return and Notification. Samples shall be returned to the *insert State agency acronym here* when the data has been reviewed and accepted by *insert State agency acronym here*. Each sample shall be properly sealed with initialed evidence tape in the pouch in which it was provided and returned via overnight carrier (Federal Express, UPS or another appropriate way approved by *insert State agency acronym here*) to maintain the integrity of the samples. The Vendor shall notify the *insert State agency acronym here* when samples are returned to the *insert State agency acronym here*. The samples shall be in the same order and boxes in which they were received by the State.
- 26. Document Retention. At a minimum, the vendor shall maintain the testing and quality control records in the same manner in which they are generated for the duration of this delivery order. The vendor shall retain all records and documents associated with the testing of the *insert State agency acronym here* samples for a minimum of ten years after the completion of the contract. Prior to the destruction of the documentation, the vendor shall give the *insert State agency acronym here* the opportunity to receive the documentation at no additional cost. The notification of document destruction and release of record to the *insert State agency acronym here* shall be

made in writing via overnight carrier 90 days prior to the destruction and shall include a cover letter describing the testing and why the notification has been sent.

27. Sample Destruction & Disclosure. The vendor shall adhere to the following specific restrictions for destruction/disclosure of DNA samples and records:

- a. The remaining portion of the sample shall be returned to *insert State agency acronym here* after the data has been accepted.
- b. The DNA extracts and amplified product may be destroyed after *insert State agency acronym here* has accepted the data.
- c. At the end of the period of performance the Vendor shall supply a certificate of destruction to the *insert State agency acronym here*.

V. Vendor Selection

Proposals will be evaluated with regard to two factors: technical merit and price. Technical merit will be evaluated using both pass/fail and adjectival ratings (unacceptable, marginal, acceptable and exceptional). A description of the proposal elements to be evaluated on a Pass/Fail basis, and those which will be evaluated adjectivally is provided below. Results of a vendor reference check (see Appendix B) may be used as an additional technical discriminator for proposals otherwise similar in technical merit.

A “best value” award decision will be made using a tradeoff process that considers the above factors. Technical merit is more important than price. However, the degree of importance of price will increase if the proposals are relatively equal with regard to technical merit. In this case price may become the determining factor. In accordance with Federal Acquisition Regulation (FAR) 8.404, Using Schedules, “by placing an order against the schedule...the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative” to meet the Government’s needs. The overall cost considers the price, special features of the service required for effective program performance, administrative costs, past performance, etc.

Technical proposals will first be rated on a pass/fail basis with regard to (1) Vendor’s Agreement with the RFQ Specifications in Section IV of the statement of work, and (2) Laboratory Procedures (Attachment B of Vendor’s Proposal, demonstrating procedures for sample receipt, testing and data review). A Fail rating is considered a “deficiency” and will preclude award unless remedied or removed during discussions, if opened.

Technical proposals will then be evaluated as Unacceptable, Marginal, Acceptable, or Exceptional, with regard to three equally weighted subjective technical subfactors, as follows:

1. Data Package (Section 2 and Attachment D of Vendor’s Proposal):

Data Packages will be evaluated based on compliance, completeness and complexity (simpler is better) and on the speed and ease of data review as performed by the State.

2. Maintaining Sample Integrity (Section 3 of Vendor's Proposal):

This subfactor will be evaluated based on the Vendor's ability to:

- Maintain Chain of Custody;
- Eliminate (or minimize) sample contamination;
- Eliminate (or minimize) the chance for sample mix-up through the use of robotics;

3. Successful Profiling (Section 4 of Vendor's Proposal):

This subfactor will be evaluated based on:

- Vendor's ability to obtain accurate profiles with minimal retesting;
- Conduct accurate profiling using automated tools for data review by vendor.

Finally, the source evaluation board evaluators will consider vendor references (Appendix B of this RFQ).

VI. Instructions to Offerors

Responses should be returned by overnight express mail to:

Office of Justice Programs
Attn: Ming Chang, Acquisition Management Division
810 Seventh Street, N.W., Room 3616
Washington DC 20531

Responses should include an original and one copy of the price quote (use the schedule provided in Appendix A) and one original and four copies of the Technical Proposal.

The Technical Proposal shall:

- 1 Not be attached to the price quote;
- 2 Be on 8.5 X 11 three-hole punched paper stapled together with two staples along the left side (in between the punched holes) for easy insertion into a three ring binder;
- 3 Be printed in portrait orientation (except for diagrams);
- 4 Not have text font smaller than 11 point;
- 5 Each section shall start on a clean sheet of paper;
- 6 Each sheet shall have line numbers, starting at one, printed in the left margin;
- 7 Adhere precisely to the format specified below:

Technical Proposal Title Page (not to exceed one page)

Including:

RFQ # 2004Q_00??
Vendor name and Contact Information
Date of response

1. Vendor’s Agreement to the RFQ Specifications (Four Pages)

Offerors must include the following table in your proposal. Only one column (Comply, Proposed Alternative, or Cannot Comply) should be filled-in for each requirement.

- 1 If you will comply with the requirement/specification, place an X in the Comply column.
- 2 If you believe you can meet or exceed the requirement/specification by proposing an alternative, please describe the alternative in the Proposed Alternative column.
- 3 If you cannot comply with the requirement/specification, place an X in the Cannot Comply column. (Note: the inability to comply with a particular requirement/specification will be rated as a “deficiency” that will preclude award unless remedied or removed during discussions.)

RFQ Section IV, Technical Requirements, Compliance Checklist	Comply	Proposed Alternative	Cannot Comply
1. Point of Contact	Not Applicable		
2. Shipping Labels			
3. Shipping Rate	Not Applicable		
4. Shipping Notification			
5. Chain of Custody			
6. Manifest Reconciliation			
7. Sample Number Verification			
8. Sample Consumption			
9. Confidentiality			
10. Testing Location			
11. Sample Processing Order			
12. Batch Composition			
13. Sample Identification			

14. Testing Procedures			
15. Notification of Testing Issues			
16. NDIS Paperwork			
17. Notification of Staffing Changes			
18. Sample Punching			
19. Automation			
20. Spiking/Enriching			
21. Controls			
22. Data Analysis			
23. Reruns and Retesting			
24. Data Reporting			
25. Sample Return and Notification			
26. Document Retention			
27. Sample Destruction and Disclosure			

2. Data Package (*Description: 2 page maximum: also a Sample Data Package, Attachment D, to end of proposal*).

The Vendor should highlight how its services provide a significant/major “strength” or additional benefit to the Government in the following area:

- 1 Describe Contractor’s process to ensure duplicate independent review of data;
- 2 Explain how the data package will be easy for the State to receive, review and upload appropriate profiles to CODIS and NDIS;
- 3 Describe the automated tools and procedures used by the vendor laboratory for data reporting;
- 4 Provide a sample data package as outlined in IV, Technical Requirements, number 24, Data Reporting, sections a-m.

3. Maintaining Sample Integrity (2 page maximum).

The Vendor should highlight how its services provide a significant/major “strength” or additional benefit to the Government in the following area:

- Maintain Chain of Custody;
- Eliminate (or minimize) sample contamination;
- Eliminate (or minimize) the chance for sample mix-up through the use of robotics.

4. Successful Profiling (2 page maximum).

The Vendor should highlight how its services provide a significant/major “strength” or additional benefit to the Government in the following area:

- Minimize the amount of sample retesting required to obtain complete profiles. (The State’s goal is to obtain acceptable profiles while preserving sample.)
- Conduct accurate profiling using automated tools for data review by vendor.

Attachment A, Vendor References Listing (Use the form in Appendix B of this RFQ).

Offerors are required to provide a list of up to ten (10) previous contracts with Federal, State or City governments, as well as with private enterprises regarding processing of convicted offender samples for uploading into NDIS. Also include all previous contracts you’ve had with the State of *insert State name here*. Thus, the list may include more than ten references. The Source Evaluation Board may make calls to the POC directly to inquire regarding the Offeror’s technical performance under similar prior contracts or cooperative agreements.

Attachment B, Laboratory Procedures (Unlimited page count).

Provide, as an attachment, Attachment B, Laboratory Procedures, that includes the following procedures from your laboratory (from Procedures Manual, including the date these procedures were last updated):

- 1 Sample Receipt;
- 2 Testing;
- 3 Data Review.

Attachment C, Laboratory Changes (Unlimited page count).

Provide, as an attachment, Attachment C, which addresses any and all significant changes to laboratory personnel, equipment, procedures and policies since NIJ awarded your firm’s BPA.

APPENDIX A, RFQ2004Q_004

SPECIFIC REQUIREMENTS FOR THE STATE OF ****
Price Schedule

CLIN	Description	U/I	Est. Qty.	Max. Price	Extended Price
001	Kit & Platform: <i>Enter Kit & Platform</i> <i>For example: Profiler Plus/COfiler</i> <i>or PowerPlex16on ABI Prisim®3100,</i> <i>3100Avant, 310and/or 377</i>	Each	???	\$	\$

Sample Description: *Enter sample description here*

Period of Performance: insert month, day here, 2004 through insert month, day here, 2004

(OPTION for 001)

002	Kit & Platform: <i>Enter Kit & Platform</i> <i>For example: Profiler Plus/COfiler</i> <i>or PowerPlex16on ABI Prisim®3100,</i> <i>3100Avant, 310and/or 377</i>	Each	???	\$	\$
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Sample Description: Same as CLIN 001

Period of Performance: insert month, day here, 2004 through insert month, day here, 2005

Appendix B

**RFQ2003Q_???, SPECIFIC REQUIREMENTS FOR THE STATE OF INSERT STATE NAME HERE
Vendor References**

Agency Name	Point of Contact	Contact Phone Fax E-mail	Service Dates	Types and Number of Samples Processed	Kit and Platform	Dollar Value of Contract