

**Clinton County Emergency Management
REQUEST FOR APPLICATION
For
Clinton County Medical Examiner Autopsy Transportation**

I. INTRODUCTION

The purpose of this Request for Application (RFA) is to solicit proposals which will enable the Clinton County Emergency Management Agency hereafter known as CCEMA, to select the most qualified and cost effective applicant to **provide transportation of Bodies for autopsy.**

CCEMA administers the Medical Examiner program on behalf of the Clinton County Board of Supervisors.

CCEMA expects the initial contract period to be a two-year term from July 1, 2018 to June 30, 2020. CCEMA shall have the option to renew the contract for up to 1 additional one (1) year term subject to review of the continuation application, applicant performance, compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFA in no way constitutes a commitment by CCEMA to award a contract.

II. SCOPE OF SERVICES

Applicant will provide transportation services for the Clinton County Medical Examiner's Office pursuant to Iowa code 144.32. There are approximately 30 to 40 autopsy transports annually.

Most transports will be to one of the following locations:

<u>Destination</u>
Cedar Rapids, IA
Ankeny, IA
Clinton, IA

- A. Applicants must be a licensed funeral director in the State of Iowa, and abide by applicable Iowa Codes for body transportation (Title 4, Chapter 144.32).
- B. Applicant will make their service available 24 hours a day, 7 days a week, 365 days a year.
- C. Applicants will provide a response time of 1 hour or less to the location where the decedent is to be picked up.

- D. Applicant will provide timely transport of decedent to the autopsy and back to the funeral home without unnecessary delay.
- E. If for some reason the Applicant is unable to provide transport, he/she must immediately arrange for transport with another licensed funeral director and notify CCEMA of the situation.
- F. It is understood that the Applicant selected will work as an independent professional contractor and that the Applicant will not in any event be construed as or hold itself out to be an employee or agent of the County or CCEMA.
- G. Applicants are responsible to provide their own Vehicle for transportation of the Decedent, Workers Compensation, Disability, Unemployment, Automobile Insurance, and other insurance required by the State of Iowa and will provide certificates of Insurance to CCEMA on an annual basis. Applicant is also responsible for payment of State and Federal taxes, and any other applicable tax. Applicant is not eligible for any benefits the County may provide for its employees.
- H. Applicant will be responsible to give their employees the proper training in blood borne pathogens, infectious disease, Personal Protective Equipment (PPE) and other related OSHA training.
- I. If the pickup time of the decedent is after hours the Applicant will provide a refrigerated storage location where the decedent can be held until transported to autopsy. Transport of the decedent to autopsy will be completed the same day or as soon as possible the following morning, if earlier transport is not possible. At no time will the transport of the decedent be delayed without good cause.
- J. Applicant will be required to treat every decedent and the decedent's family members and friends with professionalism and respect. Remember that every transport of a decedent will be treated as evidence of a possible crime scene and care will be taken to handle the decedent with caution and care not to alter the decedent's body in any manner.

2.01 Bid Options

Applicants can bid in one of the following two ways. See the attached Cost Form B for guidance.

- A. Bids can be entered as a single flat fee for payment. The flat fee, for each destination, will cover each transport regardless of distance traveled, time of day or night, condition of decedent, or any other physical variable. This bid would cover the decedent being picked up at the location you are directed to, stand by time, and transport of decedent to the autopsy and back to the designated funeral home. See attached Cost Form B, "Flat Fee section-A"

- B. Instead, Bids can be broken down by loaded mileage, stand by time for licensed verses non-licensed professional drivers and other costs the applicant would want to break down in the proposal. See attached Cost Form B, "Break Down section-B"

III. ADMINISTRATIVE MATTERS

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

06/08/2018	Public Notice Issued
06/18/2018	Written Questions Due
06/20/2018	CCEMA Responses to Written Questions Issued
06/25/2018	Proposals Due
6/27/2018	Issue Notice of Award

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 CCEMA to make a judgment about the Applicant's ability to perform the work identified in the Scope of Services.

Applicants interested in providing these services should submit one original and two copies of their proposal by no later than 4:00 p.m. (local time) on 06/25/2018 to:

**Clinton County Auditor
1900 North 3rd Street, P.O. Box 2957
Clinton, IA 52733**

Proposals received after the stated due date and time will be rejected and not reviewed.

Electronic mail and faxed copies of the application will not be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals. Postmarking by the due date will not substitute for actual receipt of the proposal by CCEMA. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received prior to the deadline.

Any information submitted separately from the proposal will not be considered in the review process.

From the date of issuance of this RFA until announcement of the successful Applicant, inquiries concerning this RFA must be directed by email to Chance Kness or Dan Howard at ema@clintoncounty-ia.gov. In all cases, no verbal communications shall override written communication or the contents of this RFA. All answers will be sent to all applicants.

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

All information submitted by the Applicant will be treated by CCEMA 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 proposal, the Applicant agrees that CCEMA may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

Negotiation and execution of contract with the successful Applicant shall be completed no later than June 29, 2018. If the apparent successful Applicant fails to negotiate and deliver an executed contract by that date, CCEMA may, in its sole discretion, cancel the award and award the contract to the next highest ranked Applicant.

IV. APPLICATION REQUIREMENTS

These instructions prescribe the format and content of the application proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to the proposal format shall result in disqualification of the proposal.

4.01 Instructions

- A. Proposals must be typewritten and follow the format delineated herein. Photocopies or exact computer generated replicas are permissible.
- B. Applicants must submit one (1) signed original and two (2) copies that contain the Content of the entire application.
- C. Proposals shall not contain promotional or display materials unless requested.
- D. All questions posed by the RFA shall be answered concisely and clearly. All proposals shall include and describe in detail all integral elements necessary for successful implementation and operation of the required services, including labor, equipment, and services offered. Proposals shall be in such a form that, upon approval, the proposal shall be contractually binding. CCEMA may visit any applicant's facility to verify information submitted in this proposal.

4.02 Technical Requirements

Aspect	Requirement
Length	Not to exceed 10 pages, excluding cover page and cost page
Font size	Narrative must be a minimum of 12-point font.
Margins	Margins must be a minimum of one inch on all sides.
Spacing	Narrative may be single- or double-spaced.

Pagination	Number pages beginning after the cover page.
Footer	The applicant's name and date of submission must be in the footer on each page.
Printed copies	Submit one original application signed with non-black ink, two photocopies, labeled with applicant name and date of submission. Note: Faxed or electronic copies will not be accepted.
Cover page	The cover page must be completed with original signatures in non-black ink to easily distinguish the original. (Required Form A)

4.03 Cover page

The cover page is the top sheet of the application and contains applicant identification information and certification signatures. The cover page is Required Form A.

4.04 Business Organization

- A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.
- B. Identify and specify the location(s) of the applicant's offices and other facilities involved in provision of services under this application.
- C. Describe the history of the organization and the organization mission's and vision statements.
- D. 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.
- E. Describe other contracts or projects in which the applicant is currently providing or has provided services similar to the services described in this RFA.
- F. Discuss the capacity of the organization to provide the services. Please include financial capacity to manage the contract including ability to submit bills to be considered for payment within a 30-day window.
- G. Disclose if during the preceding three (3) year period the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- H. Disclose if during the preceding three (3) year period the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons, and telephone numbers for the other parties and provide a brief description of each incident.

4.05 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to CCEMA.

4.06 Cost form

The cost form should follow the narrative section of the application. On this form, the cost per service listed should be identified. The cost form is Required Form B. Costs should be based on fuel price of less than \$2.50/gallon. Should prices increase beyond that level, renegotiation will occur.

V. EVALUATION CRITERIA

CCEMA will review proposals. CCEMA will consider all information provided in the proposal when making its decision and may consider relevant information from other sources. The lowest priced proposal is not necessarily the best proposal.

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

- a. Cost;
- b. Past performance of work that is identical or similar to the scope of services identified;
- c. Experience and references that demonstrate, to the satisfaction of CCEMA, the expertise and ability of the Applicant to provide the Scope of Services described in the RFA;
- d. The capacity of the Applicant to complete responsibilities described in the Scope of Services;
- e. Ability to submit bills to be considered for payment within a 30 day window of the date of service.
- f. The Applicant's financial capacity to fulfill the Contract.

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

Evaluation Criteria	Above Standard Above the Current Level of Service = + 1	At Standard Current Level Of Service = 0	Below Standard Does Not Demonstrate Current Level Of Service = - 1
Cost			
Past Performance of Work			
Experience and References			
Ability to Complete Responsibilities			
Ability to Submit Bills to be considered for Payment in a Timely Manner			
Applicant's Financial Capability to fulfill the Contract			

VI. CONTRACTUAL TERMS

The Contract, which CCEMA expects to award as a result of this RFA, shall be based upon the proposal submitted by the successful Applicant and this RFA. The Contract between CCEMA and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFA, the proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. CCEMA 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 CCEMA would be served by negotiation.

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

Applicants may appeal the award decision by filing a written appeal to the CCEMA within 10 working days of receipt of award decision in accordance with Iowa Administrative Code 641-176.8. Appeals shall be submitted in writing, return receipt requested, to Chance Kness, Coordinator, Clinton County Emergency Management, 612 North 2nd Street, P.O. Box 2957, Clinton, IA 52733. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in this proposal were not followed.

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

Form A

**Clinton County Emergency Management
Medical Examiner Case Transportation
Request for Application
Cover Page**

Applicant: _____

IRS #: _____

**Applicant
Address** _____

Telephone _____

Fax _____

Director Name: _____

Director Email: _____

Conditions

I hereby affirm and certify that:

1. The information in this application is accurate, to the best of my knowledge.
2. The organization has the resources to meet the goals and objectives included in this application for the amount of funds applied for.
3. If a contract is awarded, based on my authority, the organization is committed to fulfilling the standard contract conditions from the Clinton County Medical Examiner Office.
4. I have read and understand the applicable Scope of Services.

Director's signature and date

Director's name (print or type)

**Clinton County Emergency Management
 Medical Examiner Case Transportation
 Request for Application
 Cost Form**

A. Bid: Flat Fee charge for transport to the following locations:

Location	Flat Fee
Clinton	
Cedar Rapids	
Ankeny	

OR

B. Bid: By break down of options:

Ankeny/Cedar Rapids/Clinton:	Cost Proposal
Vehicle Charge and/or removal cost of decedent per Autopsy:	
Included hours of stand-by time with no charge:	
Hourly rate for licensed staff stand-by time:	
Hourly Rate for non-licensed staff stand-by time:	
Mileage charge for loaded transport:	
Additional Charges:	