

**Request for Proposal**  
for Contract Firearms Examiner Services

**Introduction**

**A. Background**

The Forensic Laboratories at the Center for Forensic Sciences, located in Syracuse, New York, is a full service ASCLD/LAB accredited laboratory. The Firearms section of the laboratory is currently staffed with two Firearms Examiners and a Firearms Technician. The Forensic Laboratories are seeking the professional services necessary to support Firearms/Ballistics Evidence Analysis on current and backlogged cases.

**B. Program Description (Scope of Services):**

The Onondaga County Forensic Laboratories are seeking a proposal or proposals to contract with an experienced firearms examiner(s) to perform on-site casework reviews and to provide oversight of in-house training to current firearms staff. Duties may include verification of microscopic comparisons of casings and projectiles of casework, technical review of casework, and review of comparison training exercises. The contracted party will be expected to be on-site between five (5) and ten (10) days per month, preferably consecutive. The working shift will be eight (8) hours, Monday through Friday, between the hours of 7:30 am and 5:30 pm. A more flexible schedule may be negotiated, but must be proposed in detail in the RFP response. The contract period is 12 months, with a renewable option (see section G - Contractual Requirements).

**C. Project Organization**

Proposals submitted through this process will be evaluated by the Onondaga County Forensic Laboratories. Contract(s) will be awarded based on those evaluations.

**Proposal Requirements**

**A. Criteria for Proposal Acceptance**

The contract or contracts will be awarded only to responsible prospective contractors. In order to qualify as responsible, a vendor must be able to demonstrate they can meet the following criteria in providing the services contemplated:

1. Have the necessary experience, organization and technical skill to provide required services, including at least five years full time equivalent experience performing the duties of a firearms examiner in a crime laboratory.
2. Have adequate technical and financial resources for performance of the proposed contract.
3. Have an exemplary record of performance as a Firearms Examiner, providing at least three professional references directly attesting to relevant skills and character.
4. Have the ability to satisfactorily pass a background check and drug test.

## **B. Contents of Proposal**

The contractor's proposal shall contain the following information:

1. A brief introduction to the contractor identifying experience in the examination of firearms.
2. A current Curriculum Vitae including contractor's education, detailed work history, relevant training, presentations/lectures/publications, etc.
3. Return of a pricing sheet that identifies the hourly rate proposed for contract purposes. All costs for labor, overhead, materials, travel, insurance (see Section G-1 for insurance requirements) and all other expenses necessary to complete the work must be included in the hourly rate specified. (No additional compensation or reimbursement will be allowed beyond the contracted hourly rate)
4. A clear and precise statement as to the date the contractor will be able to begin providing these services and a proposed schedule of service. (Final schedule will be determined in conjunction with the Director of Laboratories)
5. Any information determined by the contractor necessary to meet the requirements of Criteria for Proposal Acceptance above.

## **C. Proposal Response**

The completed proposal must be received at the offices of the Onondaga County Forensic Laboratories **not later than midnight Friday, October 13, 2006**. Proposals should be emailed to:

[PaulKinder@ongov.net](mailto:PaulKinder@ongov.net)

(please reference "RFP Response" in email subject line)

or mail 2 copies of the proposal to:

Forensic Laboratories  
ATTN: Paul Kinder, Program Analyst  
100 Elizabeth Blackwell Street  
Syracuse, NY 13210

## **D. Proposal Questions:**

All technical questions relating to this request for proposals should be presented in writing via email:

[PaulKinder@ongov.net](mailto:PaulKinder@ongov.net)

*(Deadline for questions is midnight Friday, September 29, 2006)*

Only information provided in writing in response to this RFP by the Department through an addendum may be relied upon as binding. All other representations either orally or in writing issued by any other person, whether a county employee or not, shall not be binding on the County.

**E. Limitations**

A. All information and materials submitted will become the property of Onondaga County. Contractors should not submit proprietary or confidential business information unless the vendor believes such information is critical to its presentation. Such information should be clearly identified as such. Onondaga County will protect such proprietary or confidential information only to the extent the law allows.

B. This request for proposal does not commit Onondaga County to award a contract or contracts or to pay any costs incurred in the preparation of a proposal in response to this request.

C. Onondaga County reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with qualified contractors, or to cancel in part or in its entirety this request for proposal, if it is determined to be in the best interest of the County to do so.

**F. Proposal Schedule:**

Question deadline: **midnight Friday, September 29, 2006.**

Proposal submittal deadline: **midnight Friday, October 13, 2006.**

Target date for selection of contractor: **Friday, October 20, 2006.**

Target date for contract start: **Monday, November 6, 2006.**

**G. Contractual Requirements:**

The successful candidate will enter into a contract with Onondaga County to provide the service as proposed. The requirements for a contract include:

1. Proof of insurance for workers compensation (or waiver), disability benefits, Comprehensive general liability of \$1 million per occurrence/\$1 million aggregate; Comprehensive auto liability of \$1 million combined single limit; Commercial Umbrella policy with a limit of \$1 million per occurrence/\$1 million aggregate and provide to Onondaga County a certificate from the contractor's insurance company naming Onondaga County as additional insured.
2. Any Entity that Onondaga County Health Department shares Protected Health Information with to perform an activity or function on Onondaga County Health Department's behalf must sign an agreement with the county assuring compliance with the requirements in 45 CFR 164.504.
3. Term of the contract will be from November 20, 2006 to November 19, 2007. The contract may be mutually extended for two additional one-year periods at the same terms and conditions.
4. Contract not to exceed \$36,000 in any 12-month period.

**H. Pricing:**

While price is always a consideration, the proposal selected will be based on the evaluation of the service to be provided as best meeting the needs of Onondaga County. The lowest cost or highest revenue proposal is not necessarily the best proposal.