



NOTICE TO TENDERERS

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The Government of the Virgin Islands (GoVI or the "Government"), acting through The Royal Virgin Islands Police Force and the Director of Public Prosecutions are desirous of contracting the services of a laboratory to provide forensic serology and DNA Testing Services to enhance crime fighting capabilities.

SCOPE OF SERVICES

The laboratory will be able to provide the following services at a minimum:

- 1.1.1. Provide scientific expertise utilizing the most recent technology such as including STRmix mixture interpretation, of up to 5 people.
- 1.1.2. Provide training on new technologies.
- 1.1.3. Provide Rootless Hair Testing, Mito, Y-Str, Genealogy and STR Testing.
- 1.1.4. Provide M-Vac Collection, spent shell testing, gun swab testing with statistical results, full service genealogy testing and liberal credit terms.
- 1.1.5. Maintain a DNA database, for the Client (RVIPF database) within a Client's Combined DNA Database (CIDD) client shared database.
- 1.1.6. Maintain a profile known name list with upload of all reports for client access on a secure site.
- 1.1.7. Provide free maintenance of the RVIPF database, routine searches, software licensing or maintenance of the database.
- 1.1.8. Perform historic review of previously analyzed cases for upload of profiles into the RVIPF DNA database for immediate cross-reference on all new cases submitted.
- 1.1.9. Provide case review when requested.
- 1.1.10. Ability to cross-reference and compare all RVIPF profiles with all profiles within a CIDD the contractor's client's shared database.
- 1.1.11. Ability to offer rush processing of forty-eight (48) hours, one (1) week, two (2) weeks and three (3) weeks.
- 1.1.12. Ability to assign a dedicated Project Manager to the Department as the main point of contact.
- 1.1.13. Provide a price list of service offered, to be reviewed on an annual basis.
- 1.1.14. Provide the RVIPF with a detailed statement of all work performed monthly. The statement shall set out the opening balance, each case and the total cost for each case; any court appearances and the related fee(s); a total for the month's services, and remaining credit balance; and the discount rate.

PRICING

The Laboratory (Contractor) is to provide a price list of all services which can be provided and the terms of service for the provision of said service for the following periods: one (1) year, three (3) years and five (5) years.

DELIVERABLES

1.2. THE DELIVERABLES TO BE PROVIDED RELATIVE TO THIS ASSIGNMENT INCLUDE:

1.2.1. Biological Forensic identification:

- 1.2.1.1. ability to assess the requirements on receipt of specimen, devises an examination and analysis strategy, manages the scientific aspects of the case and ultimately
- 1.2.1.2. the ability to compile statements detailing the findings and interpretations of forensic serology

1.2.2. Specialist DNA:

- 1.2.2.1. the ability to use of various specialist DNA extraction techniques; a range of different DNA systems, including mitochondrial sequencing, and STR multiplexes, including NGM Select, Identifiler, Fusion, and Powerplex Y23;
- 1.2.2.2. the ability to use differential amplification cycle number (PCR); as well as DNA enhancement technique which provides a staged approach to improving DNA profile signal strength.
- 1.2.2.3. Ability to use Mitochondrial DNA for analyzing biological samples when a standard (nuclear) STR result cannot be produced, such as a hair without a root, or an ancient bone sample, or when the aim is to support or exclude an ancestral maternal relationship across several generations.
- 1.2.2.4. Ability to use Y-STR profiling for Sexual Assaults (Y-STR profiling) to profiling examines short tandem repeat (STR) markers that are only present on the male Y chromosome for detecting and analyzing a male suspect's DNA in a sample that contains a mixture of male and female cellular material and to determine the number of men that have contributed to a mixed sample, as well as for linking male relatives.

1.2.3. Sexual Offence Investigations- the ability to use DNA samples to separate male and female DNA samples for sexual offence investigations.

1.2.4. Cold Case Investigations – ability to use DNA to solve cold cases.

1.2.5. Illegal gun possession – ability to process DNA for illegal gun possession.

1.2.6. Within the DNA Service, the lab will:

- 1.2.6.1. Examine submissions with visible DNA-rich material, for example, blood, or where appropriate, identifying the location of potential latent material, such as saliva.
- 1.2.6.2. Conduct phased examinations, prioritizing against other items in the same case for processing according to the likelihood of obtaining a result. Selection and recovery of the most relevant sample of potentially DNA-rich material.
- 1.2.6.3. Re-profile samples to improve results, if required.
- 1.2.6.4. Assess and interpret profile results.
- 1.2.6.5. Submit suitable profiles to the RVIPF and Client's combined DNA Database.
- 1.2.6.6. Conduct speculative searches of the RVIPF and Client's combined DNA Database.
- 1.2.6.7. Provide proforma reports and if required, provide expert witness statements suitable for court presentations.
- 1.2.6.8. Provide scientific and technical advice and build forensic awareness.

APPLICATION FOR DOCUMENTS

Bid documents will be available from Monday, 25 July 2022, on weekdays between 9:00am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title "RFP for Forensic Serology and DNA Testing Service of the Government of the VI for Royal Virgin Islands Police Force". Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Procurement Coordinator using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for non-receipt of documents by bidder.

ADDRESS FOR CORRESPONDENCE ONLY

Mrs. Ishma Rhymer
Procurement Coordinator
Procurement Unit
Ministry of Finance
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, BVI



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Tel. No. (284) 468-4243 / 5921
Email: procurement@gov.vg

PRE-TENDER MEETING

A virtual Pre-Tender meeting will be held via WebEx platform on **Thursday, 11th August, 2022 at 10:00 am (local time)**. All prospective tenderers will be notified of the access code and password prior to the meeting. The pre-tender meeting is not mandatory; however, it is recommended that each Bidder attend. Each Bidder must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully assess the associated cost, shall not relieve any Bidder from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

PROCUREMENT QUESTIONS – PROHIBITED CONTACTS

Any questions regarding this RFP should be submitted in writing by email only to the Procurement Coordinator at procurement@gov.vg on or **before 25th August, 2022**.

Questions submitted after the designated period will not be considered. Any response made by the Procurement Unit will be provided in writing to all Bidders via an addendum. It is the responsibility of each Bidder to obtain a copy of any addendum issued for this procurement. No Bidder may rely on any verbal response to any question submitted concerning this RFP. All communications by any Bidder concerning this RFP must be made to the Procurement Coordinator via procurement@gov.vg.

SUBMISSION OF PROPOSALS

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Procurement Coordinator (Mrs. Ishma Rhymer) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and **"RFP for Forensic Serology and DNA Testing Service of the Government of the VI for Royal Virgin Islands Police Force"**.

Proposals must be submitted to the Procurement Coordinator no **later than 30th August, 2022 at 10:00 am (local time)**. It is the responsibility of the bidder to ensure that bid is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation.

Proposals will be opened on the **same day at 11:00 am**. Bidders who wish to witness the opening process via WebEx will be provided with the access code and password by **12:00 noon on 29th August, 2022**.

Proposals must be submitted in accordance with paragraph 8.1 and 8.2 with documentary evidence (where applicable) that include the following:

- Form of Proposal as per attached Form I; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.
- Company profile and statement of capability;
- Curriculum Vitae for all key members of the firm that are expected to deliver the services;
- General information on the bidder as per attached Form II: General Information; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.
- A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the firm has participated in as per attached Form III: Statement of Experience on Similar Assignments; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.
- Proposed methodology for implementing the Services including a Schedule with timelines for completion of tasks and submission of the deliverables;
- Financial Proposal to perform the services including hourly charge-out rates for personnel that are proposed to be assigned to deliver these services as per attached Form IV: Cost Proposal Questionnaire. This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.
- Firms are required to submit a valid business licence or equivalency as proof of authorisation to operate a business in the

area of the required expertise in its jurisdiction of operation. Tenderers registered in the British Virgin Islands must be in good standing and will be required to submit updated Certificates of Good Standing to the effect that the Tenderer has complied with the provisions and have fulfilled the obligations under the Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18. of 2004, Income Tax Ordinance CAP. 206 and National Health Insurance under the Social Security (Amendment) Act 2014 of the Laws of the Virgin Islands or payments due to the Government.

- Any other documentary evidence to establish credentials.

Ministry of Finance
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