Appendix F

IN RESPONSE TO

Department of Public Safety

Division of Administrative Services

Alaska State Crime Laboratory

RFP2018-1200-3757

For

Outsourcing DNA Sexual Assault Evidence Collection Kits (SAKs)

Due Date: August 17, 2017

Bode Cellmark
FORENSICS

LabCorp Specialty Testing Group

Contact: Antoinette Surgeon
Email: contracts@bodetech.com
Phone: (336) 436-7355, Fax: (336) 538-6572

Table of Contents	
Description	**Page**

Bode Cellmark FORENSICS
LabCorp Specialty Testing Group

10430 Furnace Road, Suite 107
Lorton, VA 22079
Phone: (703) 646 - 9875
Fax: (703) 646-9741

Introduction

August 15, 2017

Christine Mash
Department of Public Safety
Administrative Services, Supply Section
4805 Dr. Martin Luther King Jr. Ave.
Anchorage, AK 99507

Re: Request for Proposal – Outsourcing DNA Analysis Sexual Assault Kits (SAKS)

Dear Ms. Mash:

Bode Cellmark Forensics, Inc. (Bode Cellmark) would like to thank the Department of Public Safety, Administrative Services (DPS) and the Alaska State Crime Laboratory for the opportunity to submit this proposal in response to the Request for Proposal (RFP number 2018-1200-3757 entitled *Outsourcing DNA Analysis Sexual Assault Kits (SAKS))* Bode Cellmark understands DPS is seeking proposals from established and accredited forensic DNA laboratories with experience in sexual assault kit backlog reduction to provide DNA analysis services for the Alaska State Crime Laboratory and the agencies it serves. Bode Cellmark possesses the experience and necessary resources (personnel and financial) to initiate and complete this project and will do so on time and on budget.

Bode Cellmark's mailing address follows:

Bode Cellmark Forensics, Inc.
10430 Furnace Road, Suite 107
Lorton, Virginia 22079
Btcontracts@LabCorp.com
Phone: 703-646-9875

The primary point of contact for this proposal and any resulting Contract will be:

Antoinette Surgeon, Contract Manager
Laboratory Corporation of America Holdings
1440 York Court
Burlington, NC 237215
Phone: (336) 436-7355
Btcontracts@LabCorp.com

Bode Cellmark will comply with all provisions in this RFP. Bode Cellmark acknowledges receipt of Addenda One, Two and Three.

SEC. 1.08 PROPOSAL CONTENTS

Bode Cellmark provides the following required information:

(a) **AUTHORIZED SIGNATURE**

This proposal has been signed by authorized signer for Bode Cellmark Forensics, Inc. An authorized list of signer's is provided as **Attachment ONE**.

(b) **OFFEROR'S CERTIFICATION**

By signature on the proposal, offerors certify that they comply with the following:

A. **the laws of the State of Alaska;**
B. **the applicable portion of the Federal Civil Rights Act of 1964;**
C. **the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;**
D. **the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;**
E. **all terms and conditions set out in this RFP;**
F. **a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;**
G. **that the offers will remain open and valid for at least 90 days; and**
H. **that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.**

Bode Cellmark certifies that it complies with the above requirements.

(c) **VENDOR TAX ID**

Bode Cellmark's Vendor Tax ID is 54-1750293.

(d) **CONFLICT OF INTEREST**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Public Safety reserves the right to consider a proposal non- responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

To the best of our knowledge, neither Bode Cellmark Forensics Inc. nor the personnel who will work on this Contract have a conflict of interest.

(e) **FEDERAL REQUIREMENTS**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

Bode Cellmark provides the following federal requirements that apply to this proposal, evaluation or the contract. These include:

- DNA Identification Act (42 U.S.C. §14132)
- Accreditation by ASCLD/LAB-*International* program
- FBI's *Quality Assurance Standards for Forensic DNA Testing Laboratories*
- (Debbie Smith Act)(42 U.S.C. 14135, Title II of the Justice for All Act)
- Sexual Assault Forensic Evidence Reporting Act of 2013

Bode Cellmark is committed to making a positive contribution to society by using science responsibly and ethically to help create a safer and more secure world, and to advance the cause of justice and human identification through the use of technologically advanced services and products.

Innovation and the advancement of science in the field of forensic identification is at the heart of everything that Bode Cellmark does, and Bode Cellmark strives to continue to be a leader in conducting research and development in the areas of human identification and related advanced technologies.

DPS can expect Bode Cellmark to meet or exceed the unique requirements outlined in the RFP and in doing so, we are confident that they will continue to find Bode Cellmark to be a trusted resource.

I am authorized to sign this proposal and legally bind Bode Cellmark to a subsequent contractual relationship. The proposal is valid for at least ninety (90) days from the date set as the deadline for receipt of proposals. We trust that the above information as well as our proposal will enable you to favorably evaluate the services Bode Cellmark has to offer. Thank you for your consideration.

Sincerely,

Mike Cariola
General Manager
Bode Cellmark Forensics, Inc.
10430 Furnace Road, Suite 107
Lorton, VA 22079
Office Phone: (703) 646-9876
E-mail Address: Mike.Cariola@bodetech.com

Alaska Entity #10066127

State of Alaska
Department of Commerce, Community, and Economic Development
Corporations, Business, and Professional Licensing

Certificate of Authority

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

Bode Cellmark Forensics, Inc.
to transact business in this state under the name of
Bode Cellmark Forensics, Inc.

IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective **August 15, 2017**.

Chris Hladick
Commissioner

AK Entity #: 10066127
Date Filed: 08/15/2017
State of Alaska, DCCED

THE STATE
of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: *corporations@alaska.gov*
Website: *Corporations.Alaska.gov*

FOR DIVISION USE ONLY

Certificate of Authority

Foreign Business Corporation

Web-8/15/2017 12:54:32 PM

1 - Entity Name

Legal Name: Bode Cellmark Forensics, Inc.

2 - Home State

State of domicile (home state DELAWARE, UNITED STATES
Date of Incorporation: 3/8/2007

The entity is in good standing in the state of domicile.

3 - Duration

The duration of the entity is perpetual.

4 - Purpose

any lawful activity or purpose

5 - NAICS Code

621511 - MEDICAL LABORATORIES

6 - Registered Agent

Name: Corporation Service Company
Mailing Address: 9360 Glacier Highway, Juneau, AK 99801
Physical Address: 9360 Glacier Highway, Juneau, AK 99801

7 - Entity Addresses

Mailing Address: Bode Cellmark Forensics, Inc., 531 South Spring Street, Burlington, NC 27215

Physical Address: Bode Cellmark Forensics, Inc., 531 South Spring Street, Burlington, NC 27215

8 - Shares

Complete the below stock information on record with the Department. You may not change your authorized shares with this form. An amendment is required. Fill in number of shares issued.

Class	Series	Authorized	Par Value	Amount Issued
Common		200	$0.01	200

9 - Officials

Name	Address	% Owned	Titles
Laboratory Corporation of America Holdings	531 South Spring Street, Burlington, NC 27215	100	Shareholder
Samuel F. Eberts, III	531 South Spring Street, Burlington, NC 27215		Director, President, Secretary
Robert Pringle	531 South Spring Street, Burlington, NC 27215		Treasurer
Glenn A. Eisenberg	531 South Spring Street, Burlington, NC 27215		Director
Sandra van der Vaart	531 South Spring Street, Burlington, NC 27215		Assistant Secretary

Name of person completing this online application

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: F. Samuel Eberts III

Understanding of the Project

Bode Cellmark understands that DPS is seeking assistance with the processing of backlogged sexual assault kits (SAK). Bode Cellmark Forensics (Bode Cellmark) is a premier forensic DNA testing laboratory with years of experiencing preventing and eliminating casework backlogs. Bode Cellmark's experts will deliver all services required in a timely manner to meet the objectives of the DPS. Bode understands that DPS estimates shipping approximately fifty (50) kits per month and approximately 550 kits for the life of the contract. Bode Cellmark understands that DPS results will be issued to DPS within sixty (60) of SAK shipment receipt.

Bode Cellmark has successfully and consistently provided quality results when performing sexual assault kit testing. This is demonstrated by Bode Cellmark's long, extensive history of providing sexual assault kit testing services to City and State crime laboratories with similar scopes of work as requested by the DPS.

In total, Bode Cellmark's- Virginia laboratory (formerly The Bode Technology Group, Inc.) has 20 years of demonstrated high throughput and backlog reduction capabilities for forensic casework DNA analysis. This includes completing forensic cases for every U.S. state and over fifteen countries, which contain crime scene evidence and suspect/victim reference samples, and have been processed using STR, mini-STR, Y-STR, and mitochondrial DNA testing as well as male DNA screening and screening for potential biological fluids. Bode Cellmark began forensic DNA casework analysis in 1996 in both nuclear (STR) and mitochondrial DNA, Y-STR testing in 2004, and has been providing biological fluid screening since 2001.

Bode Cellmark strives to simplify the outsourcing process and create a streamlined solution for the most efficient processing of cases. Bode Cellmark works with agencies to meet all technical requirements and is mindful of budgetary and timing constraints associated with each project based on experience performing large scale sexual assault kit testing projects in the most cost effective and efficient manner. Bode Cellmark aims to provide outstanding customer service, making available any technical or sales staff required to meet the needs of DPS. As such, Bode Cellmark is committed to client satisfaction and will work with DPS to develop a process flow to lessen

Bode Cellmark has provided support to:

- Baltimore City Police Department
- Bensalem Police Department
- Bureau of Alcohol, Tobacco, & Firearm
- California Department of Justice
- Colorado Bureau of Investigations
- Connecticut Division of Scientific Services
- Denver Police Department
- Delaware OCME
- Detroit Police Department
- DC Department of Forensic Sciences
- Fairfax Police Department
- Federal Bureau of Investigation
- Florida Department of Law Enforcement
- Georgia Bureau of Investigation
- Harris County DA Office, TX
- Houston Police Department
- Indiana State Police
- Kansas Bureau of Investigation
- Kansas City Police Department
- Los Angeles Police Department, CA
- Los Angeles County Sheriff's Department, CA
- Louisiana State Police
- Maryland State Police
- Massachusetts State Police
- Memphis Police Department
- Miami Dade Police Department
- Michigan State Police
- Mississippi Crime Laboratory
- Montgomery County Sheriff's Office, TX
- Naval Criminal Investigative Service
- New Mexico DNA Identification System
- New York OCME
- New York City Police Department
- New York State Police
- North Carolina State Bureau of Investigation
- Oklahoma State Bureau of Investigation
- Oregon State Police
- Palm Beach County Sheriff's Office
- Pennsylvania State Police
- Philadelphia Police Department
- Portland Police Department
- Rhode Island Department of Health
- San Diego Sheriff's Department, CA
- South Carolina Law Enforcement Division
- Tennessee Bureau of Investigation
- Texas Department of Public Safety
- Tucson Police Department
- Utah Bureau of Forensic Services
- Virginia Department of Forensic Sciences
- Wisconsin Department of Justice

the burden on DPS and resulting submitting agencies. As demonstrated in this response, Bode Cellmark possesses the management and technical expertise required to meet the needs of DPS.

- Streamlined process flow: high-throughput robotic instrumentation reduces sample handling and increases efficiency
- Pioneered "Direct-to-DNA": a male DNA screening approach to testing sexual assault kits
- Extraction improvements: developed a DNase extraction procedure to add in differential separation, reducing female contribution in the sperm fraction
- Processed over 45,000 sexual assault kits

Overall, Bode Cellmark embraces a culture and philosophy necessary for the successful, quality forensic examination of evidence, which spans from initiation of chain of custody to production of final reports and identifications. Bode Cellmark is embedded with a culture of forensic science excellence, and has an unsurpassed reputation in the forensic community with experience operating under regulatory requirements.

Therefore, Bode Cellmark's extensive experience in forensics provides numerous advantages to DPS. Specifically, Bode Cellmark's Virginia Laboratory has:

- Provided services to over 200 crime laboratories and law enforcement agencies including over 50 agencies/jurisdictions simultaneously;
- Approximately 140 scientists, with a separate team of over 45 analysts dedicated to forensic casework;
- Unsurpassed forensic casework experience with specialized teams of qualified analysts dedicated to the screening of unscreened evidence and/or processing of screened evidence from sexual assault, homicide, kidnapping and property crime cases;
- Delivered over 145,000 forensic cases to local, state, and federal agencies to include over 45,000 sexual assault kits;
- A fully integrated Laboratory Information Management System (LIMS) for sample tracking, ensuring sample integrity and chain of custody; and
- A commitment to generating scientifically accurate results by striving to exceed the FBI's *Quality Assurance Standards for Forensic DNA Testing Laboratories,* ISO/IEC 17025, and supplemental standards from the American Society of Crime Lab Directors/Laboratory Accreditation Board (ASCLD/LAB-*International* program). The certificate of Accreditation has been provided as **Attachment TWO**.

METHODOLOGY

Proposed Technical Approach to Testing

Bode Cellmark has successfully and consistently provided quality results when performing sexual assault kit testing. This is demonstrated by Bode Cellmark's long, extensive history of providing sexual assault kit testing services to City and State crime laboratories with similar scopes of work as requested by the DPS.

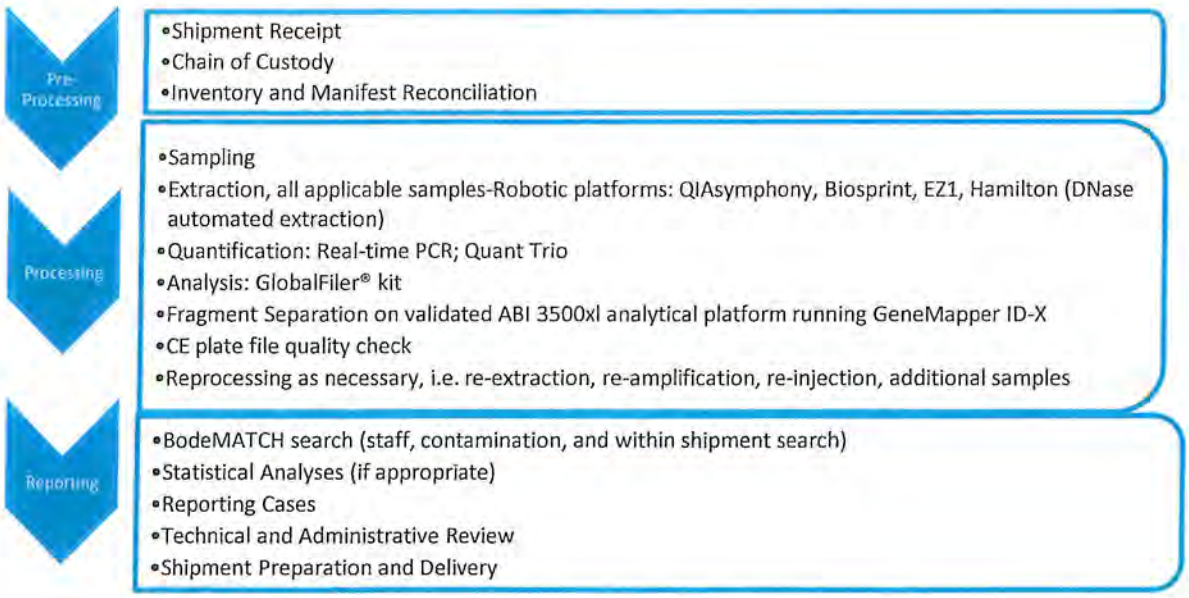
Bode Cellmark regularly provides screening for male biological materials, including Y-chromosome marker screening tests that are compliant with the FBI Quality Assurance Standards. Bode Cellmark grants permission for an onsite visit for the DPS on request.

Sample Processing

Upon submission from the DPS or other submitting agency, Bode Cellmark will maintain a complete chain of custody for all samples starting with the unique identifier on the overnight shipping label on the shipping container. The chain of custody will also include the unique identifier on the overnight shipping label used when returning samples to the DPS or other submitting agency.

Bode Cellmark's evidence management section (EMS) is responsible for maintaining the integrity of evidence received by Bode Cellmark. In addition, all evidence requirements are followed, including but not limited to unique identification; chain of custody documentation; procedures to minimize loss, contamination, and/or deleterious change of evidence; secure areas for storage; and procedures for evidence sample/extract storage.

To accomplish this, Bode Cellmark uses a Laboratory Information Management System (LIMS) to develop and maintain the chain of custody as well as provide detailed sample tracking. All samples have a fully documented chain of custody record that complies with both ASCLD/LAB and ISO/IEC 17025 requirements to protect the samples from deleterious change or loss, to maintain the integrity of the evidence during each transfer. The chain of custody documentation from Bode Cellmark LIMS includes an electronic inventory for all samples received, which cross references any DPS or other submitting agency identification information, and then for the transfer of samples for processing and for the return of samples back to the DPS or other submitting agency. To accomplish the project requirements, Bode Cellmark will implement the following technical approach for the analysis of forensic casework. Bode Cellmark will require an electronic manifest (.txt or .xlx(s)) of cases submitted for upload into BodeLIMS.

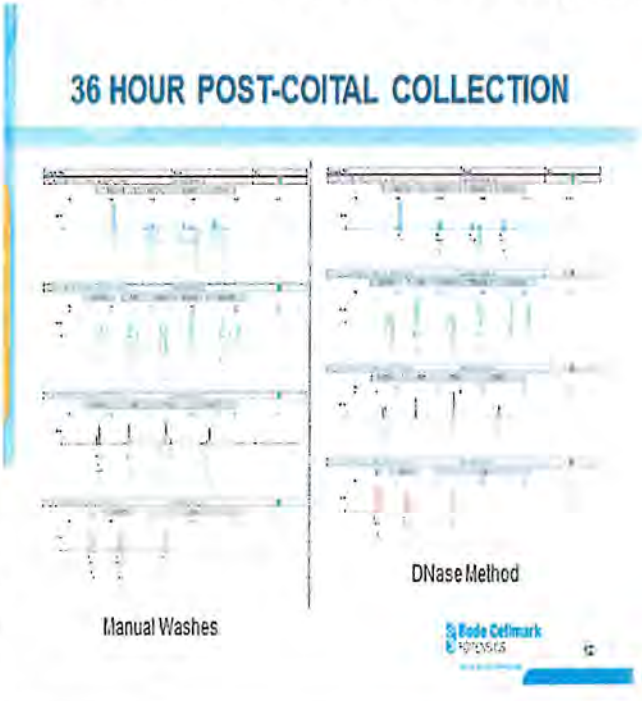


Direct to DNA Sample Processing and Screening of Evidence

Extraction

Multiple extraction methods have been validated for use at Bode Cellmark offering secondary and tertiary options if the primary extraction method proves ineffective on older or compromised samples. Along with optimized sampling techniques, Bode Cellmark has also optimized magnetic bead extraction technologies for improved recovery of touch DNA.

The majority of extractions are currently performed robotically using the QIAGEN DNA Investigator kit on the QIAGEN EZ1 BioRobots and QIAsymphony workstations. Bode Cellmark has also completed validation of a semi-automated DNAse extraction procedure which allows for cleaner differential extractions and more single source sperm fractions. This would be the primary differential extraction procedure utilized for this project. Automation is a key element in decreasing the number of manual transfers, thereby decreasing the possibility for human error. With the increased number of loci in the new STR megaplex kits, mixture interpretation has the potential to be a bottleneck during the technical review process. During validation, this automated method showed a significant improvement in separation for difficult samples (see example slide below). Furthermore, in a study sponsored by the Department of Justice, Michigan State Police randomly assigned 350 SAKs to either the traditional manual separation or Bode Cellmark's manual DNase method. Their conclusions were a) that the DNase method 'had



no decrement in performance relative to customary methods; b) 'CODIS entry rates for the two methods could differ by ± 5%' and c) DNase methods 'required less personnel time for testing and scientific review than standard testing' (Campbell et al JFS 2016: 10.1111/1556-4029.13251). Bode has subsequently validated the automation of this process and the validation study shows that the newly automated procedure performs as well or better than the manual DNase method.

For manual processing, Bode Cellmark utilizes multi-channel pipetting to eliminate the potential for single pipetting errors. Additional witnessing steps are required for manual transfer steps as an added quality control measure. In all instances, only one tube is open at any one time during casework processing.

For obtaining DNA profiles from difficult samples, Bode Cellmark utilizes several measures that may be determined by the analyst and based on sample quality. These methods include concentrating the extract to maximize the total input DNA and/or attempting other validated procedures for problematic samples.

Bode Cellmark will introduce multiple extraction reagent blanks on every unknown sample tray. This ensures there are sufficient extraction blanks for additional and/or future testing.

DNA Quantification

Bode Cellmark has the ability to use the Quantifiler® Trio kit for use on the ABI 7500 for casework samples to quantify the amount of DNA available from each sample extract.

Bode Cellmark evaluates each sample following quantification individually to determine if the concentration of the extract will be beneficial and to evaluate any indications of inhibition in the extract or degradation of the DNA. For samples that have a low DNA yield, reducing the volume of the extract is a way to target the appropriate input of DNA for STR amplification and increase the chance of obtaining a DNA profile. To perform this technique, Bode Cellmark uses Vivacon or Microcon microconcentrators that effectively concentrate the DNA without compromising DNA yield.

Bode Cellmark also has the ability to use these kits as a Y-marker screening tool to give a greater level of profile sensitivity than the STR multiplexes used for DNA analysis so false negative results are eliminated. Employing YMS tests help to identify the strongest or most probative sample as well as to aid in the identification of samples that may be better suited for Y-STR analysis.

STR Analysis

DNA extracts will be PCR-amplified with the specified GlobalFiler® amplification kit on the AB 9700 PCR thermal cycler. Bode Cellmark will run amplification positive and amplification negative controls with each assay to ensure reliability of results.

Bode Cellmark will process samples on validated Applied Biosystems 3500 series genetic analyzers and will utilize GeneMapper ID-X version 1.5 operating software as preferred by DPS.

Bode Cellmark has both analytical and stochastic thresholds validated for specified genotyping kit(s) on the 3130 as well as DPS' preferred platform, the 3500 genetic analyzer series. Bode Cellmark will

attempt to obtain a fully interpretable profile, with all alleles above stochastic threshold. If the minimum of thirteen (13) original core CODIS loci for questioned samples or twenty (20) expanded core loci for reference samples is not obtained on the first attempt, Bode Cellmark will re-amplify any available extract as needed in an effort to obtain full profiles.

Bode Cellmark's mixture interpretation and report wording guidelines include the interpretation of up to three (3) person mixtures with statistical criteria based on the use of both analytical and stochastic thresholds as defined by the Scientific Working Group for DNA Analysis Methods (SWGDAM). Bode Cellmark performs mixture deconvolution on two source mixtures for CODIS eligible profiles when applicable but does not perform mixture deconvolution on mixtures of three (3) or more sources. Current statistical approaches include the use of random match probability (RMP), combined probability of inclusion (CPI), and combined probability of exclusion (CPE). Probabilistic genotyping software will not be used to perform interpretation of complex mixtures.

Reporting

Upon completion of testing Bode Cellmark will deliver all reports electronically via upload to a secure FTP site. Bode Cellmark's batch format is as follows but can be adjusted upon mutual agreement:

- Each kit/case will have an individual case report with supporting data.
- All core forms (lab worksheets) and control data will be delivered in a folder that is separate from the individual case report and supporting data.
- Case file data will reference the appropriate core forms and control data applicable to the samples.

Bode Cellmark will meet the turnaround time requirements specified in the solicitation. . Following analysis, all remaining questioned sample extracts will be dried down with DNA Stable LD and individually repackaged inside the SAK.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Department of Public Safety, Division of Administrative Services is soliciting proposals to establish a three year contract for the provision of Alaska State Crime Laboratory, to outsourcing Sexual Assault evidence collection kits (SAKs), including Y-Screening of DNA extracts, direct to DNA analysis without biological screening, and STR DNA analysis, as well as analysis of additional corresponding reference samples when provided.

Proposals should include all the following:

- **Flat rate for analysis per case with a female victim, to include up to two questioned samples (either differential or direct) and one reference sample;**
- **Flat rate for analysis per case with a male victim, to include up to two questioned samples (either differential or direct) and one reference sample;**
- **Rate for any cases which require additional testing (including Y-STR analysis or analysis of additional reference samples) or expedited processing;**
- **Cost for consultation with law enforcement and/or department of law, including travel and testimony;**

- **Cost for additional discovery requests beyond case file (case file to include chain of custody, report, and bench notes).**

Bode Cellmark will include all the above within this proposal response.

Vendor laboratory prerequisites:

1. **The vendor must be accredited to ISO 17025 standards and provide their latest accreditation certificate. The vendor shall notify DPS immediately if their accreditation status is suspended or revoked at any time during the contract period.**
2. **The vendor must be in compliance with all FBI Quality Assurance Standards and provide a copy of their latest FBI Quality Assurance Audit document, along with any corrective actions and approval of those corrective actions by the auditing body.**
3. **The vendor must supply a copy of their DNA analytical procedures, interpretation guidelines, and quality assurance manuals with their bid response.**
4. **The vendor laboratory will have a minimum of two qualified analysts performing each type of testing and analysis. Technical reviews performed by the vendor must be completed by qualified analysts. Prior to the beginning of testing, the vendor will provide CVs, competency memos, verification of educational qualifications and work authorizations for all analysts who will be performing testing or technical reviews on DPS cases.**
5. **The vendor must be willing to accept an annual, 1-2 day site visit by SCDL personnel to verify facilities, validation studies, compliance with procedures, and vendor staff qualifications. If the vendor needs to substitute or materially modify the procedures declared for use, they must provide relevant validation studies to DPS and obtain prior approval before procedures are implemented on DPS cases.**
6. **Vendor will establish a point of contact with SCDL for communication regarding any technical questions which arise during analysis or review of vendor data by SCDL.**
7. **The vendor will immediately notify SCDL of any significant events or nonconformities that could call into question the quality of the laboratory's work and/or the validity of the test results.**
8. **The vendor shall not enter or retain any profiles in a DNA database (with the exception of short- term retention for QA purposes).**

Bode Cellmark conducts all testing by striving to exceed the FBI's *Quality Assurance Standards for Forensic DNA Testing Laboratories*, ISO/IEC 17025, and supplemental standards from the American Society of Crime Lab Directors/Laboratory Accreditation Board (ASCLD/LAB-*International* program).

- Copies of current accreditation certificates are provided as **Attachment TWO**.

Bode Cellmark will keep these accreditations current and submit updated proof of accreditation throughout the term of the contract. Bode Cellmark comply also comply with the most current versions of the FBI Quality Assurance Standards (QAS) for Forensic DNA Testing Laboratories and the National DNA Index System (NDIS) DNA Data Acceptance Standards.

Bode Cellmark agrees to meet all other requirements.

Evidence handling:

9. **SAKs, and accompanying reference samples if applicable, will be shipped to the vendor from the SCDL. Items will be shipped to the vendor in batches of approximately 50 cases.**

10. Each item shipped to the vendor will have a DPS barcode with the case number and item number. The vendor must maintain a chain of custody for each item throughout its time at the vendor facility.
11. The vendor will return all evidence to SCDL upon completion of their analysis.
12. Remaining DNA extracts from questioned samples must be dried down with DNA Stable LD, sealed in individual labeled foil envelopes (with desiccant), and repackaged in the original SAK.
13. Return shipping costs will be the responsibility of the vendor laboratory.
14. The vendor will use tamper resistant tape to seal all evidence prior to returning it to SCDL.

Bode Cellmark agrees to these requirements and will provide reports via a secure FTP site.

Sample Analysis
All cases:

15. The vendor will use no more than 50% of any item or sub-sample within a kit.
16. The vendor will make an electronic copy of any paperwork / forensic history documentation contained in a SAK. The electronic copy of this documentation must be included as part of the case file submitted to SCDL upon completion of the case. Original documentation is returned to the original packaging.
17. All questioned extracts must be quantified prior to amplification.
18. The vendor will use a validated quantification method which allows for assessment of relative amounts of male DNA, as well as overall DNA quantity present. Preference will be given to laboratories using Quantifiler Trio.
19. The vendor will perform STR DNA testing with GlobalFiler Amplification Kit for samples, using full-volume amplification reactions, as applicable based on quantification results.
    a. The vendor will attempt to obtain a fully interpretable profile, with all alleles above vendor laboratory-defined stochastic threshold, at a minimum of 13 original core CODIS loci for amplified questioned samples, and a minimum of 20 expanded core CODIS loci for reference samples.
    b. If the first amplification attempt is not successful (as defined above) and available extract remains, the vendor laboratory will re-amplify samples as needed in an effort to obtain full profiles.
    c. Preference will be given to vendors using Applied Biosystems 3500 Genetic Analyzers, and analyzing data with GeneMapper ID-X software (version 1.5).
20. Following analysis, all remaining questioned sample extracts will be dried down with DNA Stable LD, individually packaged, and retained inside the SAK.
21. The vendor will complete analysis within sixty (60) days of the receipt of a shipment of evidence.

Bode Cellmark agrees to the above listed requirements.

For female sexual assault kits:

22. The vendor will perform Y-Screening on all body swabs (excluding the reference sample) and underwear present in the kit.
    a. If no male DNA is detected in the questioned samples, or if the amount of male DNA is below a validated STR cut-off, all analysis will stop.
    b. The vendor shall select one or two of the most probative evidentiary samples for continued testing. Probative value will be assessed using the results of the Y-Screening and the review of the medical legal records. Preference should be given as follows:

i. Samples indicative of penetration (vaginal, rectal, oral)
ii. Samples indicative of recent intimate body contact (external genitalia, breast swabs, etc.)
iii. Samples indicative of less intimate contact (neck, face, etc.) OR samples from underwear

c. For single contributor cases – the vendor shall select one probative evidence sample, one victim reference sample, and one suspect reference sample (when provided) for amplification. Includes one round of re-work if needed.
d. Under the following circumstances, the vendor shall select two probative evidence samples, one victim reference sample, and up to two suspect reference samples (when provided) for amplification. Includes one round of re-work if needed.
i. Multiple contributor cases
ii. Victim having consensual sex within 72 hours of the assault
iii. Victim losing consciousness
iv. Victim under 12 years of age or a mentally challenged adult
v. No medical legal record available for review

Bode Cellmark agrees to the requirements listed above

For male sexual assault kits:

23. Semen or saliva testing, dependent on review of medical legal records, of all body swabs (excluding the reference samples) and underwear in kit. For some sample types, screening may not be appropriate.
24. The vendor shall select one or two of the most probative evidentiary samples for amplification. Probative value will be assessed using the results of the semen/saliva screening and the review of the medical legal records. Depending on the case scenario, all testing may stop if no semen or saliva is detected.
    a. For single contributor cases – the vendor shall select one probative evidence sample, one victim reference sample, and one suspect reference sample (when provided) for amplification. Includes one round of re-work if needed.
    b. Under the following circumstances, the vendor shall select two probative evidence samples, one victim reference sample, and up to two suspect reference samples (when provided) for amplification. Includes one round of re-work if needed.
        i. Multiple contributor cases
        ii. Victim having consensual sex within 72 hours of assault
        iii. Victim losing consciousness
        iv. Victim under 12 years of age or a mentally challenged adult
        v. No medical legal record available for review

Bode Cellmark agrees to the requirements listed above.

Controls and batch processing:

25. Questioned samples and reference samples may be batch processed or worked by individual case, at the discretion of the vendor. However, questioned samples and reference samples must be processed separately from each other.
26. All questioned samples processed concurrently (same reagents, same time) will be processed with a corresponding reagent blank. For differential extractions, this will include both sperm fraction and epithelial fraction reagent blanks. All reagent blanks must be amplified. Sufficient reagent blank extract to repeat the amplification will be dried down with DNA Stable LD, individually packaged, labeled with its identity, and returned to SCDL along with

the corresponding evidence.

27. Documentation by the vendor must clearly indicate the cases / evidence to which a reagent blank extract corresponds.
28. All amplifications of questioned sample extracts must include at least one positive control reaction and one negative control reaction per amplified plate.
29. All profiles derived from probative questioned samples must be compared against vendor staff profiles to rule out possible contamination. The results of this check must be documented by the vendor and included with the documentation submitted to SCDL.
30. All reference samples processed concurrently (same reagents, same time) will include one reagent blank, which must be amplified.
31. All amplifications of reference sample extracts must include at least one positive control reactions and one negative control reaction per amplified plate.
32. The reagent blank samples, the negative amplification control and the positive amplification control samples must meet vendor acceptance criteria as defined in their protocol.

Bode Cellmark agrees to the requirements listed above.

QUALITY ASSURANCE

Bode Cellmark conducts all testing by striving to exceed the FBI's *Quality Assurance Standards for Forensic DNA Testing Laboratories*, ISO/IEC 17025, and supplemental standards from the American Society of Crime Lab Directors/Laboratory Accreditation Board (ASCLD/LAB-*International* program).

Bode Cellmark provides the following documentation:

- Copies of current accreditation certificates are provided as **Attachment TWO**.
- Copies of the DNA Analytical Procedures will be provided upon contract award.
- Copies of the quality assurance manuals will be provided upon contract award.

Bode Cellmark will keep these accreditations current and submit updated proof of accreditation throughout the term of the contract. Bode Cellmark also complies with the most current versions of the FBI Quality Assurance Standards (QAS) for Forensic DNA Testing Laboratories and the National DNA Index System (NDIS) DNA Data Acceptance Standards.

REFERENCES, EXPERIENCE AND QUALITIFICATIONS

Bode Cellmark currently employs approximately forty-seven (47) forensic DNA analysts dedicated solely to the processing of samples for forensic casework projects and customized case submissions. All Bode Cellmark staff are located at the Bode Cellmark laboratory facility located in Lorton, Virginia. Bode Cellmark will not utilize subcontractors for aspect of this project. Statements of Qualifications (resumes) including each proposed staff's experience, educational background and certifications/accreditations are available in **Attachment THREE**. Bode Cellmark provides an organizational chart that illustrates lines of authority for all personnel who will be responsible for the deliverables of this RFP as **Attachment FOUR**. As demonstrated below, Bode Cellmark offers highly experienced experts for this project including the following key managerial personnel:

- Erin Sweeney, Laboratory Director, manages full laboratory operations, assures adequate lab staffing and equipment, drives applied research implementation of new techniques and services, and assures timely completion of work. Ms. Sweeney has more than 12.5 years of experience in high-throughput DNA sample processing and analysis and has directed both its Databanking team, which was responsible for processing more than 1.5 million offender databasing samples, and its Human Identification team, which is responsible for the DNA testing of skeletal remains and family reference samples for the identification of missing persons and victims of war, terrorism, and natural disasters in the United States and around the world. Ms. Sweeney holds a Bachelor of Science degree in molecular and cell biology from the University of Connecticut and a Master of Science degree in biotechnology and certificate in national security studies from Johns Hopkins University. She is a member of the American Academy of Forensic Sciences and the International Society for Forensic Genetics.

- Natalie Morgan, Director, Forensic Casework, manages daily laboratory operations relating to the casework section responsible for the high throughput processing of sexual assault kits. She has been a qualified analyst at Bode Cellmark since 2001, has processed and managed thousands of cases and has extensive experience with the implementation of advanced DNA technologies. She oversees a team of approximately fifty (50) analysts and technicians working on approximately twenty-five (25) different casework contracts, and has been instrumental in the reduction of casework backlogs across the country. Ms. Morgan holds a Master of Forensic Science degree in forensic molecular biology from The George Washington University and a Bachelor of Science degree in biology from The Catholic University of America.

- Stephanie Sivak, Technical Leader, Forensic Operations, oversees the technical operations of the laboratory, evaluates existing procedures, initiates validation projects and oversees the training of new analysts. Ms. Sivak first began working as a DNA Analyst at Bode Cellmark in August 2009 and rejoined Bode Cellmark in November 2016 after a brief departure of less than one year. She has over seven (7) years of experience performing forensic DNA analysis and technical reviews on thousands of cases, including complex cold cases, post-conviction cases, and high-profile cases. She has given a multitude of talks and presentations involving mixture interpretation, DNA sampling, and laboratory processing and validations. Ms. Sivak holds a Master of Science degree in forensic science and law and a Bachelor of Science degree in biology from Duquesne University.

- Melissa Murphy, Supervisor and Senior DNA Analyst, manages daily operations relating to

sexual assault kit testing and processing. Ms. Murphy has been a qualified analyst at Bode Cellmark since 2003, and has worked exclusively in the high throughput section since 2005, having previously worked in the databanking section. Her duties include ensuring quality control and that the contractual obligations of each project are met. Ms. Murphy communicates with clients regarding the status of project and resolving any questions. She oversees a team of analysts working on approximately ten (10) different high throughput casework contracts and has been instrumental in the reduction of casework backlogs across the country. She holds a Master of Science degree in Forensic Science from the University of Central Oklahoma and a Bachelor of Science degree in Biology from Kansas State University. Ms. Murphy will serve as Project Manager for this Contract.

Accessibility

Client service is an on-going process that includes listening to client concerns, responding to client needs and providing clients with value added options. At Bode Cellmark, we are proud of the comments received from clients regarding the level of service and quick responses provided. Client needs, requirements, and satisfaction are the immediate responsibility. In addition to the key managerial staff listed above, Bode Cellmark has designated client services staff to support customer needs. Should DPS wish to contact any Bode Cellmark staff directly, any of the contacts contained within this section can be reached by telephone between the hours of 8:00 AM and 5:00 PM (EST) using the toll free number 866—BODE 4ID (866-263-3443). A company directory is available if specific extensions are unknown to DPS. E-mail addresses and direct phone numbers will be provided for the managerial staff listed above.

Bode Cellmark has specialized teams of qualified analysts who are dedicated to the processing of screened and unscreened evidence from sexual assault, property crimes, homicide, and kidnapping cases. Bode Cellmark analysts perform STR, Y-STR, mini-STR, mitochondrial DNA analysis and also specialize in the DNA analysis of skeletal remains. All analysts and supervisors have been trained with a focus on providing the highest possible quality while maintaining efficiency, have testimony experience, and continuously train in new procedures. The following table provides a list of individuals who will participate in Contract along with their years of experience and education.

Key Personnel	Title	Number of Years of Experience	Degree	Qualification(s) and Project Responsibility
Erin Sweeney	Laboratory Director	12.5	MS	N/A
Stephanie Sivak	Technical Leader	6	MS	STR/Y-STR analysis and Technical review
Jennifer Fienup	Quality Manager	10.5	MFS	Technical review
Natalie Morgan	Director, Forensic Casework	16	MFS	Technical review
Melissa Murphy	Supervisor, Forensic Casework	14	MS	Technical review
Ashlee Webb	Senior DNA Analyst	16	MFS	Technical review
Brian Adams	Supervisor, Forensic Casework	10	BS	Serology, STR/Y-STR technical review
Shannon Weitz	Forensic Biology Analyst/DNA Analyst	6	BS	Technical review
Deanna Lankford	Director, Forensic Casework	20	MFS	Technical review
Cate Roller	Supervisor, Forensic Casework	4	MFS	Technical review
Vanessa Covert	Supervisor, Forensic Casework	12.5	MFS	Technical review
Elise Caron	DNA Analyst/Team Lead	3.5	MS	STR analysis
Gunnar Olgren	DNA Analyst/Team Lead	2.5	MS	STR analysis

Key Personnel	Title	Number of Years of Experience	Degree	Qualification(s) and Project Responsibility
Kelli Byrd	Senior DNA Analyst	16	MS	STR/Y-STR analysis and technical review
Sandra Gault	Senior DNA Analyst	12.5	MS	STR/Y-STR analysis and technical review
Emily Koch	DNA Analyst II	6	MS	STR analysis and technical review
Cassidy Torgrimson	Forensic Biology Analyst	3.5	MS	Serology
Jaclyn Benjamin	Forensic Biology Analyst/DNA Analyst II	2.5	MS	Serology
Dana Warren	DNA Analyst	10	BS	STR analysis
Nicole Unger	DNA Analyst	5	BS	STR analysis
Arash Kabirnavaei	DNA Analyst	3	BS	STR analysis
James Duncan	DNA Analyst	3	BS	STR analysis
Lauren MacDonald	DNA Analyst	2	MFS	STR analysis
Valerie Clermont-Beaudoin	DNA Analyst	2	MFS	STR analysis
Aaron Beaver	DNA Analyst	2	MS	STR analysis

Bode Cellmark analysts meet and/or exceed the educational requirements outlined by the Quality Assurance Standards for Forensic DNA Testing Laboratories, and the training requirements of Bode Cellmark's training program such as semi-annual proficiency testing. Therefore, all analysts are properly qualified in the tests that they perform. Proficiency testing of analysts at Bode Cellmark has had the expected positive outcome. Proficiency tests results administered at Bode Cellmark are also available on request.

In addition to the assigned analyst(s), Bode Cellmark's core facility group consisting of technologists who perform laboratory procedures such as robotic operation and genetic analyzer tray loading will support this project. In order to maintain laboratory instruments and utilize them to full capacity, this dedicated team of technologists is highly trained on all instruments currently in use. For capillary electrophoresis instruments, maintenance is performed weekly and data quality is monitored on a daily basis. To account for maintenance downtime, instruments are running, on average, six (6) days per week. In the event that a significant event prevents everything to be run in a given week, samples are run over the weekend. As for other instruments, Bode Cellmark has developed redundancy in every step.

Bode Cellmark offers the following list of references who can speak to Bode Cellmark's experience with SAK analysis.

Utah Bureau of Forensic Services
Mailing address: 4501 South 2700 West, Salt Lake City, UT 84129
Chad Grundy, Forensic Scientist Manager
Phone: (801) 957-8602
Email: cgrundy@utah.gov

City of Philadelphia (Philadelphia Police Department)
Mailing address: 843-849 N. 8th Street, Philadelphia, PA 19123
Contact: Michael Garvey, Director
Phone: 215-685-3100
Email: michael.garvey@phila.gov

Palm Beach County Sheriff's Office
Mailing address: 3228 Gun Club Road, West Palm Beach, Florida 33406-3001
Contact: Cecelia Crouse, Crime Laboratory Director
Phone: 561-688-4226
Email: crousec@pbso.org

Colorado Bureau of Investigation
Mailing address: 6000 W. 54th Ave, Arvada, CO 80002
Sheri Murphy, Agency Project Manager
Phone: (303) 239-4303
Email: sheri.murphy@state.co.us
Fax: 303-463-7001

Table of Attachments	
Description	**Page**
Bode Cellmark Forensics, Inc. Authorized Signer's List	Attachment ONE
Accreditation Certificates	Attachment TWO
Statement of Qualifications	Attachment THREE
Organizational Chart	Attachment FOUR