



Outsourcing DNA Analysis Sexual Assault Evidence Collection Kits  
(SAKs)

RFP 2018-1200-3757

**ISSUED BY:**

**State of Alaska  
Department of Public Safety  
Alaska State Crime Laboratory**

*original*

**Sorenson Forensics Point of Contact:**

**Amy Carr  
2511 South West Temple  
Salt Lake City, Utah 84115  
acarr@sorensonforensics.com  
Ph: 801.462.1443  
Fax: 801.462.1404**

**Due: August 17, 2017**

**Section 1 Introduction**

Christine Mash  
Procurement Officer  
4805 Dr. Martin Luther King Jr. Avenue  
Anchorage, AK 99507

Dear Ms. Mash,

Sorenson Forensics respectfully submits the enclosed proposal in response to your Request for Proposals No. 2018-1200-3757.

Sorenson Forensics has read all documentation included with the RFQQ No. K12155 and agrees to comply with all stated terms. Our company is exceptionally qualified to perform forensic casework testing in accordance with the RFP and to the satisfaction of the Alaska State Crime Laboratory. Camilla Green is authorized to represent and bind the company in the submission of this bid proposal. If Sorenson Forensics is awarded the contract for the services described herein, we commit that we will perform the requested work with professionalism and alacrity. Our company information is listed below:

Sorenson Forensics, LLC  
2511 South West Temple  
Salt Lake City, Utah 84115

At this time, there is no conflict of interest within Sorenson Forensics or any of its employees that would negatively affect The Alaska State Crime Laboratory RFP 2018-1200-3757. Sorenson Forensics is not pending any legal proceedings or business litigation against its firm, any officer, or principal.

If we can clarify anything in this bid proposal, please do not hesitate to contact us. Thank you for your consideration.

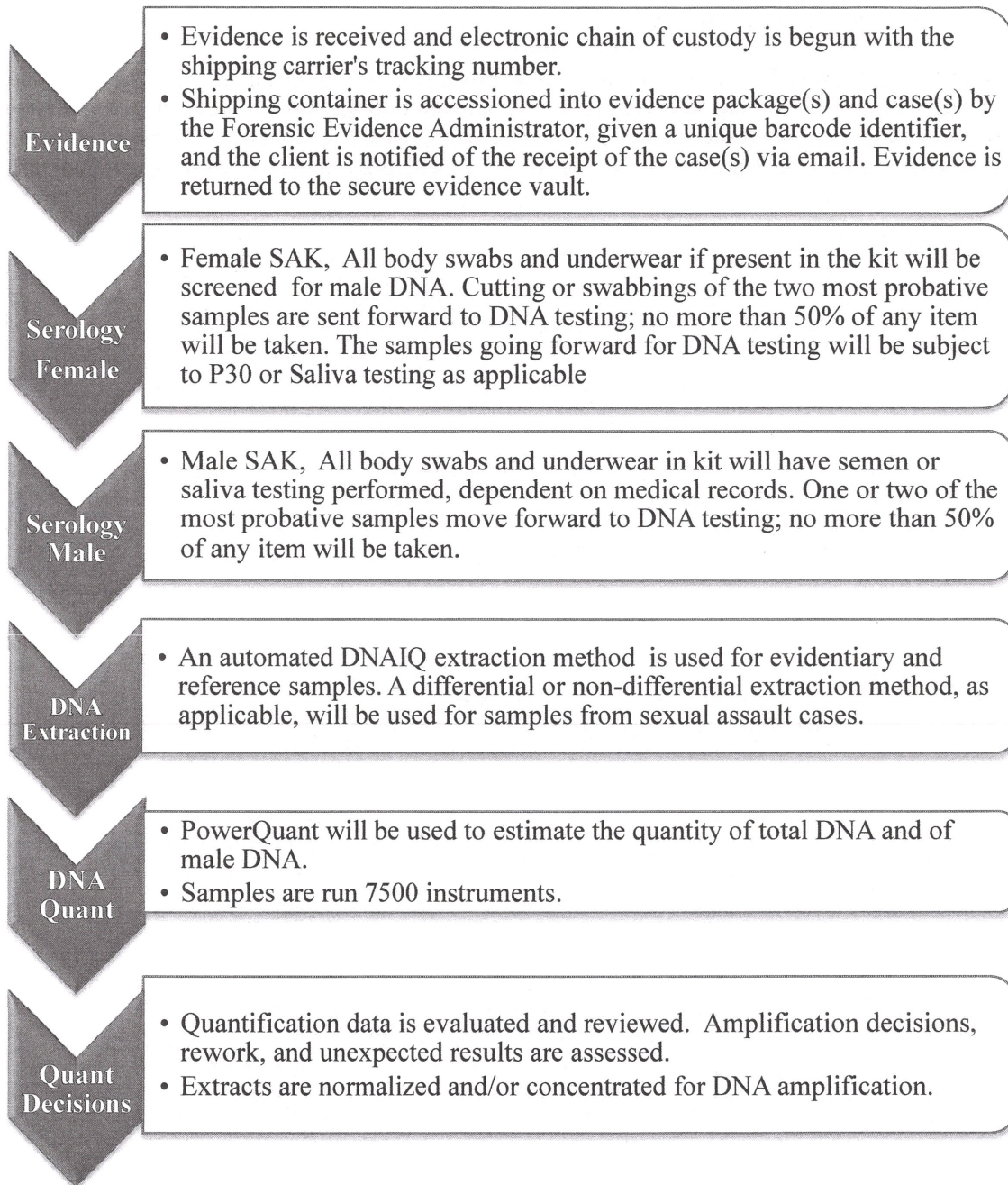
Respectfully Submitted,



Camilla Green  
Technical Sales Director  
Sorenson Forensics

### **Section 3 Methodology Used for the Project**

The methodology and workflow Sorenson Forensics proposes to utilize for this project is outlined on the next two pages. This workflow has been designed and improved through years of processing thousands of cases for multiple agencies and laboratories with projects of similar scope. Sorenson Forensics is fully capable of completing 50 cases per month for The Alaska State Crime Laboratory utilizing this approach.





#### Amplification

- Samples will be amplified using the Globalfiler amplification kit. For YSTR analysis, PowerPlex Y23 will be utilized. Amplification product is run on Applied Biosystem 3500 series Genetic Analyzers.
- Full volume reactions will be used for all question samples and a half reaction volume will be utilized for reference samples, pending approval from the SCDL technical leader.

#### Interpretation

- A Forensic DNA Analyst reviews the data using GMID-X v.1.5 and ensures data quality is acceptable, evaluates data for any re-work, and prepares the case for DNA interpretation.
- Samples that need re-work will be evaluated for re-injection and/or re-amplification.

#### Analysis

- The Forensic DNA Analyst assigned to the case compiles the case notes, performs interpretation/conclusions/statistics, and writes the report.
- Statistics will include the following population databases: Caucasian, African American, Athabaskan, Inupiat, and Yupik.

#### Review

- A Forensic DNA Analyst performs a technical review of each case to ensure correct lab work, reporting, and conclusions were obtained.
- An administrative review is also performed to identify any administrative errors. In difficult cases, this review may serve as a second technical review.

#### Reporting

- Completed case files, which include all bench notes will be provided to The Alaska State Crime Laboratory via a secure web portal. Reagent blank, amplification controls, and run controls will be included in all case files.

#### Return of Evidence

- Evidence and extracts associated with completed cases are returned to the Alaska State Crime Laboratory. All DNA extracts will have DNASTable added and be dried down prior to return. DNA extracts from Questioned samples will be sealed in individual, labeled foil envelopes with desiccant and repackaged in the original SAK.

#### Expert Witness Testimony

- A Forensic DNA Analyst will be available to provide expert witness testimony when needed. Testimony can be provided via video conferencing.

## Section 4 Quality Assurance

As per addendum number 1, issued on 08/07/2017 Sorenson Forensics will provide a copy of our DNA analytical procedures, interpretation guidelines, and quality assurance manuals upon bid award. These protocols will demonstrate all minimum and technical requirements. Our quality assurance manual does include appropriate protocols for troubleshooting (FOR-QM-1003-D, FOR-QM-1005-H, FOR-QM-1007-E).

In addition, the Sorenson Forensics casework laboratory is audited yearly using ASCLD/LAB-*International* requirements and bi-annually for compliance with the standards for a quality assurance program for DNA analysis, issued by the Director of the Federal Bureau of Investigation, entitled Quality Assurance Standards for Forensic DNA Testing Laboratories (FBI QAS). These standards include assessment of Quality, Organization and Management, Personnel, Facilities, Evidence Control, Validation, Analytical Procedures, Equipment Calibration and Maintenance, Forensic Reports, Proficiency testing, Technical and Administrative Review, Corrective Action, Safety and Auditing within the laboratory. Sorenson Forensics has included the following documentation, found in Appendix A, that demonstrates our firm's qualifications:

- Current accreditation certificate from the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) .
- Most recent external FBI Quality Assurance Standards Audit report and remediation.
- Proficiency Testing Tracking Spreadsheet

On April 25-26 2017, Sorenson Forensics received a site visit from the FBI Laboratory to comply with Standard 17 of the Quality Assurance Standards. Any NDIS participating laboratory may accept this OVP visit summary as their own initial or annual on-site visit. A copy of this site visit summary is included in our bid response. Sorenson Forensics is also willing to accept an annual site visit by SCDL personnel to verify our facilities, validation studies, compliance with procedures, and staff qualifications.

Sorenson Forensics employs over a hundred staff members at our Salt Lake City, UT facility. All staff members understand and strive to meet the company's Quality Policy to "Continuously improve our products, services, and laboratory processes to exceed client expectations and to ensure compliance with regulatory standards." This commitment to quality is further promoted through the company's Value Statement to "Lead by *Integrity* and *Innovation* with a commitment to *Lean/Six Sigma* to provide competitively positioned products/services with unparalleled *Accuracy* and *Promptness* to ensure complete *Customer Satisfaction*."



## Section 5 References, Experiences and Qualifications

Statement of Qualifications and/or resumes are included, in Appendix B, for each individual listed in the table below. All laboratory work will be performed at our headquarterter located at: 2511 South West Temple, Salt Lake City, Utah.

Name	Title	Key Staff Project Assignments
Pamela Jarman	General Manager/ Laboratory Director	As the General Manager and Laboratory Director, Ms. Jarman will serve as the overall manager and direct supervisor of the contract.
Ryan Buchanan	DNA Technical Leader	As the DNA Technical Leader, Mr. Buchanan's duties will include all QAS duties, as well as data analysis, technical review and/or administrative review of forensic samples processed.
Denise Anderson	Associate Laboratory Director	Ms. Anderson will oversee the processing of casework and will be responsible for the quality of the laboratory and management of the cases and samples.
BethAnne Layton	Quality Assurance Director	As the Quality Assurance Director, Ms. Layton's duties will include (but are not limited to): the identification and coordination of all external accreditation activities and communications with accrediting bodies, developing and maintaining the quality management system and implementation of quality control systems and documentation for company processes, and to ensure compliance with all regulatory, customer and company standards.
Emily Jeskie  Courtney Streeter	Forensic DNA Analyst Supervisors	As a Forensic DNA Analyst Supervisors, duties will include (but are not limited to): overseeing the case management as the submitted evidence samples go through the lab process; extraction, quantification, amplification, and electrophoresis processing of samples and the data analysis, technical review and/or administrative review.

Name	Title	Key Staff Project Assignments
Kavita Alejo Chandra Bagley Lindsey Thompson Jenny King Whitney Simpson Laura Guadian Eric Seat Jenny Renken Samantha Bender Laurissa Mitchell Justin Ford Travis Miller David Russell Taylor Brooks Kelly Sage Katelin Hogan Patricia Ethington Derek Cutler Scott Strickler	Forensic DNA Analysts	As a Forensic DNA Analysts, duties will include: analysis and interpretation of extraction, quantification, amplification and electrophoresis processing of samples and the data analysis, technical review and/or administrative review of forensic samples processed.

Katherine Farash Shelby Grover		
Elizabeth Purser	Serology Supervisor	As a Serology Supervisors, duties will include: forensic serology, laboratory QA/QC, chain of custody, and management of the serology samples.
Abigail Oswald Amanda Saunders Amelia Wilde Christopher Morgan Dakota Bauer Daniel Ceonzo Danielle Zimmerman Elena Rojas Huong Tran Jamie Logue Jasmine Phutornsri Jennifer Rojas Jesenia Jorge Jonathan Erwin Jose Melero-Martinez Kayla Eaton Marci Bigelow Martha Johnson Melissa Warren Meresa Smith Michael Potter Miriam Alvarez Paola Martinez Rocio Zavala Rykie Lake Samantha Bender Samantha Larsen Sarah Geary Sergio Del Angel Shelby Beech Suzanne Jansen Sydnee Housel	Forensic Serologists	As Forensic DNA Serologists, duties will include: forensic serology, laboratory QA/QC and chain of custody. DNA Serologists will also direct the automated processing of DNA extractions, quantifications, amplification, and electrophoresis on samples submitted.
Megan Bender	DNA Technician Supervisor	As the DNA Technician Supervisor, duties include the management of the lab processing through the DNA Analysis pathway via our automated platform and manual methods.
Ariel Lee Bryce Hays Catherine Maxwell Dana Lucero Loren Cain McKaylee Eggett Moriah Lerner Nivia Hernandez Oswaldo Landa	Forensic DNA Technicians	As a Forensic DNA Technicians, duties will include direction of the automated and manual processing of DNA extractions, quantifications, amplification, and electrophoresis on samples submitted.

Samantha Baker Skyler Peterson		
Wendy Bahr	Forensic Evidence Supervisor	The Forensic Evidence supervisor, duties include the management of all evidence as it is received into the laboratory and as testing is completed returned to the Alaska State Crime Laboratory
Allyson Scharman Chantel Rowley Samantha Stapley Suede Lyons Susan Paskett	Forensic Evidence Administrators	The Forensic Evidence Administrator will be the individual dedicated to the maintenance of all evidence related to casework submitted by the Alaska State Crime Laboratory. The specific duties will include the accessioning and storage oversight of evidence submitted. The Evidence Administrator will also return final reports and evidence.
Amy Carr	Forensic Account Manager	Ms. Carr will serve as a liaison to coordinate contract issues and will schedule and coordinate work with The Alaska State Crime Laboratory. As the Forensic Account Manager, Ms. Carr will work closely with personnel from The Alaska State Crime Laboratory to make sure all issues are resolved in a timely manner and will be responsible for managing the administrative components associated with this contract.

## References

<b>Organization:</b>	<b>Arizona Department of Public Safety</b>
<b>Contact Name:</b>	Stephen Butler
<b>Title:</b>	Supervising Criminalist
<b>Address:</b>	2222 West Encanto Blvd.
<b>Telephone:</b>	(602) 223-2761
<b>Email:</b>	sbutler@azdps.gov
<b>Date of Service:</b>	March 2016-current
<b>Number of kits:</b>	Approx. 1000
<b>Type of Service/Project:</b>	Processed sexual assault evidence collection kits, primarily for the Arizona Department of Public Safety backlog. The scope of work included Y-screening of sexual assault kits, followed by STR testing. This has been conducted under contracts with the Maricopa County Attorney's office and AZDPS.
<b>On time and in budget:</b>	Yes



<b>Organization:</b>	<b>Michigan State Police</b>
<b>Contact Name:</b>	Kristin Schelling
<b>Title:</b>	DNA Technical Leader
<b>Address:</b>	7320 North Canal Road, Lansing, MI 48913
<b>Telephone:</b>	(517) 636-6231
<b>Email:</b>	schellingk@michigan.gov
<b>Date of Service:</b>	December 2013-Current
<b>Number of kits:</b>	5000+
<b>Type of Service/Project:</b>	Processed sexual assault evidence collection kits for the Michigan State Police, primarily for the Detroit Police Department backlog. The scope of work included Y-screening of sexual assault kits, followed by STR testing.
<b>On time and in budget:</b>	Yes

<b>Organization:</b>	<b>Allegheny County Office of the Medical Examiner</b>
<b>Contact Name:</b>	Sara Bitner
<b>Title:</b>	Manager and DNA Technical Leader
<b>Address:</b>	1520 Penn Ave. Pittsburgh, PA 15222
<b>Telephone:</b>	(412) 350-7022
<b>Email:</b>	<a href="mailto:Sara.Bitner@AlleghenyCounty.US">Sara.Bitner@AlleghenyCounty.US</a>
<b>Date of Service:</b>	June 2016 – Current
<b>Number of kits:</b>	Approx. 400
<b>Type of Service/Project:</b>	Processed sexual assault evidence collection kits, primarily for the Allegheny County Office of Medical Examiner backlog. The scope of work included Y-screening of sexual assault kits, followed by STR testing.
<b>On time and in budget:</b>	Yes

<b>Organization:</b>	<b>Tennessee Bureau of Investigation</b>
<b>Contact Name:</b>	Donna Nelson
<b>Title:</b>	Crime Laboratory Regional Supervisor
<b>Address:</b>	6325 Haley Road, Memphis, TN 38134
<b>Telephone:</b>	(901) 379-3457
<b>Email:</b>	<a href="mailto:donna.nelson@tn.gov">donna.nelson@tn.gov</a>
<b>Date of Service:</b>	April 2015-Current
<b>Number of kits:</b>	Approx. 1050
<b>Type of Service/Project:</b>	Conduct traditional serology and DNA testing on the backlog of sexual assault evidence collection kits for the State of Tennessee. In addition, victim's clothing and bedding was tested and suspect/elimination standards were processed as needed. Began utilizing Y-screening for SAKs in September 2016.
<b>On time and in budget:</b>	Yes

Sorenson Forensics understands that in the Evaluation Criteria letters of references from previous clients are requested. Our current and previous clients consist of government agencies that are typically not permitted to endorse any particular vendor laboratory through a letter of reference. However, Sorenson Forensics has provided the contact information of our references in order for the State of Alaska to obtain any relevant information and feedback directly from the client.

## Section 7 Evaluation Criteria

## ATTACHMENT 1: PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_  
Evaluator \_\_\_\_\_  
Name: \_\_\_\_\_  
Date of Review: \_\_\_\_\_  
RFP Number: 2018-1200-3757

### EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **100**

#### 5.01 Understanding of the Project—5 Percent

**Maximum Point Value for this Section - 5 Points**

**100 Points x 5 Percent = 5 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES:

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES:

- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES:

**EVALUATOR'S POINT TOTAL FOR 5.01:** \_\_\_\_\_

**5.02 Methodology Used for the Project—5 Percent**

**Maximum Point Value for this Section - 5 Points**

**100 Points x 5 Percent = 5 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

NOTES:

- 2) How well does the methodology match and achieve the objectives set out in the RFP?

NOTES:

- 3) How well does the methodology interface with the time schedule in the proposal?

NOTES:

**EVALUATOR'S POINT TOTAL FOR 5.02:** \_\_\_\_\_



**5.03 QUALITY ASSURANCE —30 Percent**

**Maximum Point Value for this Section - 30 Points**

**100 Points x 30 Percent = 30 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) Compliance with the FBI Director's *Quality Assurance Standards*

NOTES:

- 2) Successful Completion of Proficiency Testing Requirements

NOTES:

- 3) Appropriate Protocol for Troubleshooting

NOTES:

- 4) Compliance with all Minimum and Technical Requirements

NOTES:

5) 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.

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.03: \_\_\_\_\_

**5.04 References, Experience and Qualifications—10 Percent**

**Maximum Point Value for this Section - 10 Points**

**100 Points x 10 Percent = 10 Points**

**Proposals will be evaluated against the questions set out below.**

**1) Questions regarding the personnel.**

- a) Do the individuals assigned to the project have experience on similar projects?

NOTES:

- b) Are resumes complete and do they demonstrate qualifications that would be desirable for individuals engaged in the work the RFP requires?

NOTES:

- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES:

**2) Questions regarding the firm.**

- a) Has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES:

- b) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES:

- c) Has the firm provided letters of reference from previous clients?

NOTES:

**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:**  
\_\_\_\_\_

**5.05 Contract Cost — 40 PERCENT****Maximum Point Value for this Section — 40 Points****100 Points x 40 PERCENT = 40 Points**

Overall, a minimum of **40** percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under **SECTION 6.11**.

**Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in **SECTION 6.15**.

**5.06 Alaska Offeror Preference — 10 Percent****Point Value for this Section — 10 Points****100 Points x 10 Percent = 10 Points**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.