

The purpose of this RFQ is to solicit proposals to have the five regional forensic crime laboratories within the New Jersey State Police Office of Forensic Sciences assessed to the ISO/IEC 17025 international standards by a nationally recognized (U.S) accrediting organization.

To be eligible for an award the bidder must be qualified and able to document that they meet the following bid specifications or the bid may not be considered.

Qualified bidders will submit bids that accurately detail how they meet each of the specifications outlined below in addition to the submissions of their overall bid cost.

The failure of any vendor to include any information that is requested within this bid process may lead to rejection of the bid for non-responsiveness. Documentation to support the bidder's compliance with each of the following mandatory requirements must be submitted with the bidder's response to this request.

Bidder shall be nationally recognized (U.S.) accrediting organization ("accrediting body") with demonstrated competence and experience accrediting state, local government and international crime laboratories and the bidder must be recognized by the FBI's National DNA Index System (NDIS) Procedures Board as meeting the requirements to accredit laboratories participating in NDIS.

Bidder's headquarters must be located in the United States.

Bidder shall be recognized by IAAC regionally and ILAC internationally as an accrediting body to offer accreditation under ISO/IEC 17025: 2005 for crime laboratories.

For the purposes of this accreditation assessment the bidder must evaluate the conformance of the New Jersey State Police (NJSP) Office of Forensic Sciences (OFS) Laboratory System to the following standards at each of the five forensic laboratory sites (where the standards are applicable):

- a. ISO/IEC 17025:2005, General requirements for the competence of testing and calibration laboratories
- b. At minimum ILAC-G19:2002 – Guidelines for Forensic Science Laboratories. Bidder may include additional enhanced supplemental standards for consideration.
- c. The FBI Director's Quality Assurance Standards for Forensic DNA Testing Laboratories
- d. The FBI Director's Quality Assurance Standards for Forensic DNA Databasing Laboratories

The bidder must fully describe the history, scope and current management of their accreditation program and offer a full description of organizational history.

The bidder must fully describe how long they have been accrediting full-service forensic crime laboratories, the number of forensic laboratories and the number of State Forensic Laboratory Systems they have accredited. Full-service is defined as crime laboratories that provide analytical testing in multiple disciplines, for example: DNA, controlled substances, trace evidence, firearms/toolmarks, toxicology etc. Also the number of on-site inspections/assessments performed using standards a-d above must be included with the bid.

The bidder must fully describe all comparable organizations they have accredited with statewide systems, services and structure similar to/equivalent to those of the NJSP OFS.

Bidder shall provide a list of forensic science testing laboratories, five of which should be State Forensic Laboratory Systems with multiple Laboratories which the accrediting body has accredited under the ISO/IEC 17025 standards within the past five years to include the name and address of the laboratory, names of the contact person(s) and appropriate contact information, the scope of accreditation for each laboratory and include the year(s) for which the laboratory was accredited.

The bidder must provide a scope of the length of the accreditation cycle. Within this scope should be the plan to monitor compliance of the accreditation cycle.

The bidder of accreditation services must be able to perform the accreditation assessment within sufficient time, and not later than February 2014, so that the laboratories are able to complete any required corrective actions and become accredited by April 28th, 2014.

The bidder must provide a timeline detailing each step of the accrediting process from application to accreditation.

The bidder must be able to provide accreditation to the following testing laboratory disciplines:

- a. Biology
- b. Toxicology
- c. Trace Evidence
- d. Firearms and Toolmarks
- e. Impression Evidence
- f. Controlled Substances

The bidder must be able to provide accreditation of the following categories of testing:

- a. DNA-nuclear
- b. DNA-Mitochondrial
- c. DNA-CODIS
- d. DNA-Y Chromosome
- e. Serology (Body Fluid Identification)
- f. General Toxicology
- g. Blood/Urine Alcohol
- h. Blood/Urine Drug
- i. Toolmarks
- j. Paint
- k. Fiber
- l. Textiles
- m. Gunshot Residue
- n. Glass Identification
- o. Hair (microscopic examinations)
- p. Explosives
- q. Fire Debris
- r. General Physical and Chemical Analysis Comparisons
- s. Polymers
- t. Analysis of Unknowns
- u. Headlights
- v. Tapes
- w. Inks
- x. Plastic Bag Evidence
- y. Footwear/Tire Impressions
- z. Controlled Substances Analysis.

The bidder must assess all laboratories within the OFS and assess at least three forensic case files per analyst per category of testing at each laboratory site.

The bidder must be responsible for selecting and appointing members of the assessment team. The technical assessors chosen by the bidder to evaluate each forensic science testing discipline and category(ies) of testing shall have previous paid work experience examining or closely supervising the categories to be assessed, preferably with previous proficiency testing experience. The technical assessors for DNA must meet the requirements detailed in The FBI Director's Quality Assurance Standards for Forensic DNA Testing Laboratories (and Databasing Laboratories). The accreditation provider selected from this bid must provide a list of the assessment team members and qualifications by no later than 30 days prior to the start of the assessment. The NJSP OFS shall have the right to reject any proposed member of the assessment team. If a member is rejected by the OFS the accreditation provider must provide a replacement at no additional cost to the OFS.

The bidder will fully describe the size of the proposed assessment team and the proposed number of assessors in each discipline.

The bidder must provide a projected itemized cost of the laboratory accreditation service for each year of the recommended accreditation cycle. The bidder shall provide in the bid response the basis, formula and calculation used in determining the annual fee for the OFS to maintain accreditation throughout the accreditation cycle

The OFS recognizes that additional on-site inspections may be required to address any corrective action that results from these assessments or expansion of scope of testing. The projected costs of any additional assessments or expansion in scope should be estimated in the bid and be based on the bidder's past experience or listed as an estimated rate in the bid.

Bidder shall provide a trained and qualified lead assessor and trained and qualified technical assessors who speak fluent English and have demonstrative work experience in North American forensic science methods.

Bidder shall provide trained and qualified DNA assessor(s) who speak fluent English and who have successfully completed the FBI's DNA Quality Assurance Standards auditor course.

Bidder shall have qualified assessors based in the United States for surveillance visits.

Bidder shall provide headquarters personnel who speak fluent English and can respond during normal business hours (e.g., Monday through Friday, 0800-1700 hours, holidays excluded) to telephone calls or emails.

Bidder shall have a program manager, however named, with prior government crime laboratory management experience in North America.

The bidder will assess remedial actions taken by the OFS to address any findings. The bidder must fully describe how remedial actions will be assessed and evaluated.

The bidder shall provide a conformance monitoring program during the term of the accreditation.

The bidder must fully describe the scope of their conformance monitoring program, including all requirements with which the accredited laboratory must comply.

The bidder must describe the process used to approve any substantive changes and modifications to supplemental requirements that are used by the bidder to assess full service forensic laboratories.

The bidder shall propose a procedure for monitoring and approving proficiency tests providers and their process to monitor the proficiency testing program within the accredited laboratory.

The bidder must have an assessor training program and provide details of how the training is accomplished. Assessor competency will be demonstrated through objective evidence of training in the interpretation of ISO 17025 standards and other related standards detailed above under bid specifications. The assessors must pass a written test at the completion of the training program. In addition, lead assessors must be certified by the accrediting body. This will ensure that lead assessors are knowledgeable in interpreting the requirements of the accrediting body. Also, technical assessors must be currently or previously employed by a laboratory system accredited by a nationally recognized accrediting body which meets the specifications of this bid.

The bidder shall provide a certificate of accreditation for each NJSP OFS laboratory which demonstrates compliance with the ISO/IEC 17025.

The OFS will provide the following:

1. Escorts for assessors while onsite

2. Will hold a kickoff meeting and laboratory tour at each location at the beginning of assessment.
3. Workspace for assessors while onsite
4. Will make staff, documents and records available as necessary

The Office of Forensic Sciences (NJSPOFS@GW.NJSP.ORG) is a section within the New Jersey State Police Investigation Branch and is comprised of five regional laboratories located in four physical laboratory locations across the state of New Jersey. These laboratories are located in Hamilton, Hammonton, Sea Girt and Little Falls.

1. **Central Regional Laboratory**, New Jersey Forensic Science Technology Center, Hamilton, NJ (Drugs, Toxicology, Arson, Trace Evidence, Forensic Serology)

Central Regional Laboratory
New Jersey State Police
NJ Forensic Technology Center
1200 Negron Drive – Horizon Center
Hamilton, NJ 08691
Phone: (609) 584-5054
Fax: (609) 587-8451

2. **DNA Laboratory**, New Jersey Forensic Science Technology Center, Hamilton, NJ (Nuclear DNA Analysis, Mitochondrial DNA Analysis, CODIS)

DNA Laboratory
New Jersey State Police
NJ Forensic Technology Center
1200 Negron Drive – Horizon Center
Hamilton, NJ 08691
Phone: (609) 584-5054
Fax: (609) 587-8451

3. **South Regional Laboratory**, Hammonton, NJ (Drugs, Toxicology, Arson)

South Regional Laboratory
3434 South Whitehorse Pike
Hammonton, NJ 08037
Phone: (609) 561-2060
Fax: (609) 561-5708

4. **East Regional Laboratory**, NJSP Academy, Sea Girt, NJ (Drugs, Toxicology, Arson)

East Regional Laboratory
Sea Girt Avenue
Sea Girt, NJ 08750
Phone: (732) 449-0303
Fax: (732) 974-8928

5. **North Regional Laboratory**, Little Falls, NJ (Drugs, Toxicology, Arson)

North Regional Laboratory
1755 Rte. 46 East

Little Falls, NJ 07424
Phone: (973) 256-7790
Fax: (973) 256-0621

The OFS has a current staff size of 183 individuals of which 158 are scientists and the other 25 are support staff. Currently there are 121 scientific personnel that are proficiency tested.