

Mayor and Council Communication

DATE: 06/13/23

M&C FILE NUMBER: M&C 23-0455

LOG NAME: 13P RFP 23-0049 ADDITIONAL EVIDENCE AND DNA TESTING JF PD

SUBJECT

(ALL) Authorize Non-Exclusive Purchase Agreements with Signature Science, LLC and DNA Labs International for Additional Evidence Screening and DNA Testing in an Annual Amount Up to \$1,089,308.00 for the Initial Term and Authorize Four One-Year Renewals for the Police Department

RECOMMENDATION:

It is recommended that the City Council authorize non-exclusive purchase agreements with Signature Science, LLC and DNA Labs International for additional evidence screening and DNA testing in an annual amount up to \$1,089,308.00 for the initial term and authorize four one-year renewals for the same annual amount for the Police Department.

DISCUSSION:

The Police Department approached the Purchasing Division to procure an agreement for additional evidence screening and DNA testing Services from multiple accredited laboratories to conduct evidence screening and Deoxyribonucleic Acid (DNA) testing on forensic casework (homicides, sexual assaults, robberies, aggravated assaults, arson, burglaries, etc.). Additional vendors are needed to supply the City's needs for testing sexual assault kits and other items of evidence. This will help decrease the existing backlog of cases that require DNA processing. In order to procure these services, Purchasing staff issued Request for Proposal (RFP) No. 23-0049. The RFP consisted of detailed specifications describing the City's various laboratory tests and their requirements.

The bid was advertised in the *Fort Worth Star-Telegram* on March 15, 2023, March 22, 2023, and March 29, 2023. The City received two (2) responses.

An evaluation panel consisting of representatives from the Police Department reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below. No guarantee was made that a specific amount of services would be purchased.

Bidders	Evaluation Factors					Rank
	a	b	c	d	Total Score	
Signature Science, LLC	13.33	19.00	12.00	35.00	79.33	1
DNA Labs International	14.67	21.00	12.50	5.00	53.17	2

Best Value Criteria:

- a. Contractor's Qualifications
- b. Contractor's Ability to Meet Scope of Work
- c. Contractor's Experience and References
- d. Cost

After evaluation, the panel concluded that Signature Science, LLC and DNA Labs International presented the best value to the City. Therefore, the panel recommends that Council authorize non-exclusive agreements for evidence screening and DNA testing services to Signature Science, LLC and DNA Labs International. Staff certifies that the recommended vendors met the bid specifications.

Historically, funding for these services has come from various formula (non-competitive) grants including the Bureau of Justice Assistance FY22 Capacity Enhancement and Backlog Reduction (CEBR) Grant, FY21 CEBR Grant, FY20 CEBR Grant, etc. In April 2023, the City applied for the Fiscal Year 2023 DNA Capacity Enhancement for Backlog Reduction Program Grant in an amount up to \$800,000.00. (Mayor and Council Communication (M&C) 23-0266) If received, this grant could be used to fund services covered by the agreements authorized through this M&C, including eligible expenses, including but not limited to personnel, supplies, equipment, training, and contractual services.

This M&C authorizes annual spending authority up to \$1,089,308.00, which is based on previous annual spending over the last 10 years; however, upon approval of this M&C, the agreements will be executed in the amount of \$577,735.00, which represents the funding available for this purpose

through the FY22 Capacity Enhancement and Backlog Reduction Grant. When FY23 grant funding is awarded & received, the agreements' spending authority will be increased to reflect the then-current available funding up to \$1,089,308.00.

FUNDING: The maximum amount allowed under these agreements will be \$1,089,308.00; however, the actual amount used will be based on the need of the Department and available budget.

Department	Estimated Annual Amount	Account Name
Police	\$1,089,308.00	Consultant & Other Professional Service

Funding is budgeted in the Police Department's Grant Operating Federal Fund for the purpose of funding the DNA CEBR FY22 project, as appropriated.

DIVERSITY AND INCLUSION (DVIN) - A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: The agreement may be renewed four additional one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Grants Operating Federal Fund for the DNA CEBR FY22 project to support the approval of the above recommendation and execution of purchase agreements. Prior to an expenditure being incurred, the Police Department has the responsibility to validate the availability of funds.

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