

INVITATION FOR BIDS

IFB Number 3160007725

To Provide: DNA Testing Services for the Mississippi Forensic Laboratory

CLOSING LOCATION

Mississippi Department of Public Safety, Procurement Department
1900 E. Woodrow Wilson Boulevard, 4th Floor, Room 402,
Jackson, MS 39216

BID COORDINATOR

Britney Wesley or Sonya Williams
Procurement Department

Telephone: 601-987-1407 or 601-987-1467

Fax: 601-987-1442

E-mail: bjwesley@dps.ms.gov or sonya.williams@dps.ms.gov

CLOSING DATE AND TIME

Bids must be received by 10:00 A.M., CST Friday December 19, 2025

SECTION 1

1.1 Bid Acceptance Period

The original and 1 copy of the bid, 2 copies total, shall be signed and submitted in a sealed envelope or package to Britney Wesley or Sonya Williams, Mississippi Department of Public Safety, Procurement Department, 4th Floor, Room 402, 1900 East Woodrow Wilson Boulevard, Jackson, MS 39216 no later than the time and date specified for receipt of bids. Timely submission of the bid is the responsibility of the bidder. Bids received after the specified time shall remain sealed, unopened and be maintained as a part of the procurement file. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by Procurement. Each page of the bid and all attachments shall be identified with the name of the bidder. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The Mississippi Department of Public Safety (MDPS) reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MDPS may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service. Bids submitted via facsimile (fax), or email will not be accepted.

1.1.1 Timeline

Task	Date
Advertisement Dates for IFB	November 14, 2025; November 21, 2025
Receive Questions & Answers for Clarification Dates	Starting 8:00 a.m. CST, Friday November 14, 2025, to Monday, December 1, 2025, at 5:00 p.m. CST. Please email questions to bjwesley@dps.ms.gov or sonya.williams@dps.ms.gov
Respond in Writing to Clarification	Friday, December 5, 2025
Bid Submission Deadline	No later than 10:00 a.m. CST Friday December 19, 2025
Bid Opening Date	Friday, December 19, 2025
Anticipated Award notification date	Monday, December 29, 2025
Request for Reconsideration date and time	Monday January 5, 2026, 5:00 p.m. CST
Anticipated Contract Start Date	February 5, 2026

Note: MDPS reserves the right to adjust the Procurement Schedule as it deems necessary.

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth ^(5th) calendar day before the date specified for receipt of bids. It must be determined by the Mississippi Department of Public Safety that the late receipt was due solely to mishandling by the Mississippi Department of Public Safety after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

1.1.3 Contact and Questions/Requests for Clarification

Bidders must carefully review this solicitation, risk management provisions, and all attachments for defects, questionable, or objectionable material. Following review, vendors may have questions to clarify or interpret the Information for Bid (IFB) in order to submit the best bid possible. To accommodate the questions and requests for clarifications, vendors shall submit any such question via email by the deadline reflected in Section 1. All questions and requests for clarifications must be directed by email to:

Britney Wesley or
(601) 987-1407
bjwesley@dps.ms.gov

or

Sonya Williams
(601)987-1467
sonya.williams@dps.ms.gov

- Vendors should enter "IFB RFX 3160007725" Questions" as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

	IFB Section, Page Number	Vendor Question/Request for Clarification
1.		

- Official responses will be provided only for questions submitted as described above and only to clarify information already included in the IFB. The identity of the organization submitting the question(s) will not be revealed. All questions and answers will be published on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency's website as an amendment to the IFB by the date and time reflected in Section 1.
- The agency will not be bound by any verbal or written information that is not contained within this IFB unless formally noticed and issued by the contact person as an IFB amendment. Bidders are cautioned that any statements made by agency personnel that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.
- All vendor communications regarding this IFB must be directed to the Bid Coordinator. Unauthorized contact regarding the IFB with other employees of the agency may result in the vendor being disqualified, and the vendor may also be suspended or disbarred from the State.

1.2 Expenses Incurred Preparing Bid

All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

1.3 Bid

All pricing must be submitted on the bid (**Attachment B**). Failure to complete and/or sign the bid may result in the bidder being determined nonresponsive.

1.3.1 Bidder Certification

The bidder agrees that submission of a signed bid is certification that the bidder will accept an award made to it as a result of the submission.

1.4 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.5 Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

1.6 Acknowledgement of Amendments

Should an amendment to the IFB be issued, it will be posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency's website in a manner that all bidders will be able to view. Further, bidders shall acknowledge receipt of any amendment to the solicitation in writing by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. Each bidder shall submit a written acknowledgement of every amendment to MDPS on or before the submission deadline.

1.6.1

Bidder must provide a signed Acknowledgements of IFB Amendment(s), Questions, and Answer document(s), and/or Summary of Pre-Bid Conference, Tour, or Site Visit, if any were issued/posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency's website.

1.6.2

The IFB is comprised of the base IFB document, any attachments, any amendments issued prior to the submission deadline, and any other documents released before contract award.

1.7 Type of Contract

Compensation for services will be in the form of a firm fixed-price agreement.

1.8 Written Bid

All bids shall be in writing.

1.9 Rejection of Bids

A bid response that includes terms and conditions that do not conform to the terms and conditions in the IFB document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. The agency reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the agency staff of non-responsiveness based on the submission of nonconforming terms and conditions. Furthermore, if a bidder's price is substantially higher than those of other bidders, meaning those in excess of a twenty-five percent (25%) differential, the bidder's price will be deemed non-responsive.

1.10. Withdrawal of Bids

If the price bid is substantially lower than those of other bidders, a mistake may have been made. A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith.
- (2) The price bid is substantially lower than those of other bidders because of a mistake.
- (3) The mistake is a clerical error, not an error of judgment; and,
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to the agency of claim of right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to the agency all original work papers, documents, and other materials used in the preparation of the bid.

A bidder may also withdraw a bid, prior to the time set for the opening of bids, by simply making a request in writing to the agency. No explanation is required.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract.

No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted.

SECTION 2

2.1 Purpose

The MDPS is seeking to establish a contract for DNA testing services on behalf of the Mississippi Forensics Laboratory (MSFL). It is understood that any contract resulting from 3160007725 requires approval by the Public Procurement Review Board (PPRB). If any contract resulting from 3160007725 is not approved by the Public Procurement Review Board, it is void and no payment shall be made.

2.2 Specification for DNA Testing

The Contractor will perform the following services upon request of the Mississippi Forensics Laboratory (MSFL), in fulfillment the purposes of this contract:

1. **Promptly enter acceptable profiles into CODIS** - successfully processing a sample through the Vendor laboratory the first time (minimized repeat testing, re-amplifications, re-injections etc.)

Successfully processing samples:

- Simplifies data review
- Ensures samples move through the Vendor laboratory as a group that can then be easily returned to the State for hit confirmation. This will:
 - Expedite hit confirmation
 - Simplify tracking of the profile and physical sample
 - Avoids excess sample consumption
- Reporting data that is easy to review and includes:
 - Data packages which are complete and easy to navigate and review
 - Profiles that do not require interpretation which include:
 - Correct allele calls
 - No questionable data
 - High signal to noise ratio
 - No artifacts (pull-up, spikes, excess stutter)
 - No chance of allelic drop-out
 - No composite profiles

Reporting profiles that are not rejected by the State and returned to the Vendor for retesting.

2. **Save work for the State** - The purpose is to reduce work for the State by having the Vendor Laboratory complete as much work for the State as possible. This includes:
 - Comprehensible data review
 - Returning samples and profile data in the same order they were received by the Vendor
 - Testing all samples and obtaining profiles (even for the difficult samples)Any situation that creates additional work for the State (e.g. retesting failed samples, having to do data interpretation verses data review, or extra handling of the physical sample) does not meet program goals.
3. **Minimize failed samples** - It is important that all samples be typed successfully by the Vendor. If the State receives a failed sample they have to locate the sample, retest the sample, and confirm that the profiles are the same (if a partial profile was obtained by the Vendor). When a Vendor reports a failed sample goals #1 and #2 are not met and it causes more work for the State.

Scope of Service

The Mississippi Forensics Laboratory is requesting proposals to procure DNA sample analysis services on behalf of the State. MSFL will select one vendor to award the contract to provide testing services.

Description, Estimated Test Quantities, and Period of Performance

Kit and Platform		Est. Qty.
AmpFLSTR Globalfiler Amplification Kit® ABI 3500 or 3500XL GeneMapper IDX Version 1.5	Database samples: Approximately 15,000 samples are Bode Buccal Collector or cotton Tip swab- Each sample will include a Bode buccal collector or cotton tip swabs packaged in an envelope Labeled with a bar-code bearing an unique number. Samples are considered to be of high quality. Casework Samples: Approximately 500 samples are- reference saliva or blood, swabs from from sexual assault kits, swabs from crime scene and stain cutting from crime scene items (3-5) samples per case. All packaged in an envelope labeled with A bar-code bearing a unique number. Samples are typical casework type samples.	15,500

1. Shipping Labels

The Vendor shall provide preprinted shipping labels and shipping containers to the State.

2. Shipping Rate

It is anticipated that the State will ship the bulk of the samples at the beginning of the contract and any remaining samples on a regular basis.

3. Shipping Notification

The Vendor shall immediately (within one business day) notify the State via e-mail each time a shipping container under this task order is received by the Vendor. The Vendor shall examine the shipping container and notify the State by phone or e-mail (unless otherwise specified)

immediately upon discovery of any damage to the shipping container that would compromise the integrity of the samples.

4. Chain of Custody

The Vendor shall maintain a complete electronic chain of custody for all samples starting with the unique identifier on the overnight shipping label on the shipping container. The chain of custody shall also include the unique identifier on the overnight shipping label used when sending samples to and from the State.

5. Manifest Reconciliation

The Vendor shall electronically compare the manifest with the samples received by the Vendor and notify the State by phone and e-mail (unless otherwise specified) immediately upon discovery of any discrepancy. Sample seals shall be checked for seal integrity, and the Vendor shall notify the State by phone and e-mail (unless otherwise specified) immediately upon discovery of any sample received open (and not resealed with tape).

6. Sample Number Verification

The Vendor shall compare the exterior (on packaging) and interior (on sample) labels associated with the sample and notify the State by phone or e-mail immediately upon discovery of any discrepancy.

7. Sample Consumption

No more than 50% of a sample shall be consumed by the Vendor without written permission of the Mississippi Forensics Laboratory.

8. Confidentiality

No identification information about the sample other than the unique identification number may be recorded by the Vendor. Any "outside" inquiries related to the processing of samples submitted by the State shall be immediately reported to the State. No information regarding the processing of samples submitted by the Mississippi Forensics Laboratory shall be provided to any party outside the State.

9. Testing Location

Samples shall only be tested at the Vendor laboratory location approved by the Mississippi Forensics Laboratory.

10. Sample Processing Order

The samples shall be processed in the following order: Samples with the oldest date of receipt by the Vendor shall be analyzed first. Upon request by the State, the Vendor shall test a sample out of receipt order. Buccal swabs will generally be grouped together and may be tested separate from blood samples. It is the vendor discretion whether to test Buccal swabs grouped together or test separate from blood samples.

11. Batch Composition

Samples shall be tested, reported and returned in batches consistent with the way the samples were shipped. Samples within a batch shall be tested and reported in numerical order (with the exception of retesting).

12. Sample Identification

The samples shall be identified throughout the testing process with the State unique identification number. The Vendor may utilize their barcode so long as that barcode is associated with one and only one State unique identification number.

13. Testing Procedures

Procedures, policies, and methods used by the Vendor will be such that promote the successful profiling of samples the first time through the laboratory (without re-injections, re-testing and additional sample consumption) and will provide data that is the least complicated for the State to review.

- a. MSFL expects a level of performance such that the Vendor successfully processes a sample through the Vendor laboratory the first time (minimized repeat testing, re-amplifications, re-injections etc.)
- b. Changes affecting the State's sample processing shall not be implemented unless approved by the State's technical leader in writing ten working days prior to the processing of samples.
- c. The Vendor shall provide documentation for these changes to the State. When a procedural change is requested, the State will review the Vendor's validation studies and reports. The State will also consider the impact that the proposed change will have on the State's laboratory process. The State may also want to inspect the approved process in the Vendor's laboratory prior to its implementation. The State's written approval will include an implementation date. Procedural changes shall not be utilized prior to the implementation date.
- d. Vendor shall provide copies of standard operating procedures and quality assurance documents that apply to the receipt and analysis of samples for evaluation by the State prior to award of the contract for verification. This process will be reviewed during the procurement process prior to the award of the contract and throughout the life of the contract. Please note that the most current standard operating procedures and quality assurance documents should be listed in your proposal with the proposed plan for performing the required services as listed under Step II in this RFP. Electronic copies will be acceptable once the vendor is awarded the contract.
- e. If at any time in the testing process following award the State determines that a procedure is inadequate for the processing of the State's samples, the Vendor shall implement and validate a procedure that is acceptable to the State.
- f. In addition, the Vendor shall not place samples from any other contract on a plate containing samples from any source other than the State.
- g. The Vendor shall use an amplification reaction volume of 12.5ul (database) and 25 ul (casework) or greater using the manufacturer's suggested concentrations of reaction components. A failed sample is defined as one that does not yield an acceptable profile according to the technical specifications.
- h. All analyses shall be performed by the Vendor utilizing only commercially available NDIS approved PCR kits and components. Allelic ladders shall be used directly from the manufacturer's kit and shall not be re-amplified. Primers shall be used in the concentration provided by the manufacturer and shall not be diluted.

14. Notification of Testing Issues

The Vendor shall, within five working days of occurrence, provide to the State, in writing, any problem and associated corrective action regarding samples from the State. If an issue

is discovered which requires corrective action, the Vendor shall demonstrate the extent of the issue and identify all affected samples/profiles and provide corrective action.

15. Notification of Staffing Changes

The State shall be notified in writing when the following staffing changes are made:

Vendor Point of Contact
Project Manager
Technical Leader
Laboratory Director

16. Automation

Vendors are required to have the extraction, amplification, and analysis procedures to be automated to the extent possible based on current technology. If a vendor does not have the extraction and amplification processes automated, they must have a documented witnessing procedure of all sample transfers.

17. Spiking/Enriching

Spiking or enriching a sample shall not be acceptable.

18. Controls

All controls shall be associated with every sample. That is, each sample used in reporting shall have an acceptable extraction positive, extraction negative, amplification positive, amplification negative and ladder associated with each locus. Controls shall be disbursed throughout a plate of samples. That is, controls shall not be grouped together at the beginning, middle or the end of a plate. If a sample is rerun then all controls shall be rerun. The extraction controls [positive and negative] should be run with every extraction set of samples. An extraction set is defined as those samples extracted by one person at the same time with the same set of reagents. The following controls shall be run:

a. Amplification positive

Name: 9947A.

When introduced: at amplification.

Considered acceptable when: produces correct alleles and meets reporting guidelines below.

1. Location on analysis: within sample plate
2. Location in data files: determined by Vendor must be consistent.

b. Amplification negative

Name: determined by Vendor.

When introduced: at amplification.

Considered acceptable when there is no data. However, the dye blob or primer peak shall be present in the analysis software. Alternatively the Vendor laboratory can provide documentation which clearly demonstrates the dye blob (i.e. a screen shot of the gel depicting the dye blob). The State will approve the documentation of the dye blob prior to the processing of the samples. The data generated by the genetic analysis software) should be free of potential alleles above noise (this may be below the minimum RFU threshold). Location on analysis: within sample plate and on each gel if multiple gels are run from a single plate.

Location in data files: determined by Vendor must be consistent.

c. Extraction positive- (Database samples only)

Name: Mississippi extraction positive sample: One Mississippi extraction positive sample must be **attempted** in each run. The sample will be introduced at the extraction stage.

This sample will be provided by the State.

When introduced: when extracting samples.

Considered acceptable when: produces correct alleles and meets reporting guidelines below.

Location on analysis: determined by Vendor - must be consistent.

Location in data files: determined by Vendor - must be consistent.

d. Extraction negative

Name: Determined by Vendor must be consistent.

When introduced: when extracting the State's samples.

Considered acceptable when there is no data. However, the dye blob or primer peak shall be present in genetic analysis software. Alternatively the Vendor laboratory can provide documentation which clearly demonstrates the dye blob (i.e. a screen shot of the gel depicting the dye blob). The State will approve the documentation of the dye blob prior to the processing of the samples. The data from the genetic analysis software should be free of potential alleles above noise (this may be below the minimum RFU threshold).

Location on analysis: determined by Vendor - must be consistent.

Location in data files: determined by Vendor - must be consistent.

e. Ladder

Name: Determined by Vendor must be consistent.

When introduced: upon analysis

Considered acceptable when: all appropriate peaks are present and correctly labeled

Location on analysis: determined by Vendor - must be consistent.

Location in data files: determined by Vendor - must be consistent.

Controls shall be directly associated (same data file) with their corresponding samples. Data files or raw data files are defined as the genetic analysis software files containing samples and all associated controls. In addition, the Vendor shall use a "plate fingerprinting" system to uniquely identify a 96-well plate. This mechanism shall involve the strategic placement of known controls on a 96-well plate such that any plate mix-up can be detected.

19. Data Analysis

All reported profiles shall be interpreted in duplicate independently by qualified analysts. All profiles shall be reported accurately. The use of expert systems rather than qualified analysts must be approved in writing by the State prior to implementation, and the expert systems must be validated by the Vendor and approved by National DNA Index System. Upon approval, some of the data presentation parameters may be modified to ensure proper allele calls. Internal size standard shall have the 60 - 460bp peaks correctly identified for all reported samples, ladders and controls. If expert systems are used, please list this information in your proposal with the proposed plan for performing the required services as listed under Step II in this IFB.

20. Data Presentation Parameters

The reported profiles shall have the following characteristics:

- a. Alleles in ladders, positive controls and samples shall have a signal at least 3X that of background. The State will not be measuring the signal to noise ratio for every sample. However, if the State feels that background is excessive, the Vendor laboratory shall be prepared to demonstrate signal to noise contract compliance if requested.
- b. Peak shape shall be symmetrical, wider at the base than at the peak, height greater than the width, bell shaped, and devoid of split peaks.
- c. Min. Peak Height: 150 RFU for heterozygote alleles and ladder
 600 RFU for homozygote alleles
 150 RFU for ILS
- d. Maximum peak height shall not exceed the maximum detection threshold of the instrument. The State may elect to accept data with a higher maximum peak height after reviewing the Vendor's validation experiments.
- e. Heterozygote allele peak height ratio shall be within 50%. If sample is retested and peak height ratio at the same location is still less than 50% the Vendor shall provide supporting documentation for the imbalance. The run data shall be provided in a manner such that all data is provided in the data package of the reported profile. This means that State will be able to evaluate all data associated with the profile without going back to previously submitted data packages. Screen shots of the first analysis (containing the ladder that was used and the sample) will be acceptable. The screen shots shall be of both the entire sample and ladder and an enlargement of the locus of interest. The Vendor shall provide the State with a proposed method of reporting and documentation and the State will notify the Vendor of the approved method of reporting documentation.
- f. Spikes shall not be acceptable in the allele calling region.
- g. Extraneous peaks shall not be acceptable in the allele calling region.
- h. Stutter called by the genetic analysis software set at 20% shall not be acceptable. Stutter values in genetic analysis software shall be those established by the Vendor validation studies or alternatively those values published by Applied Biosystems.
- i. Mixtures: Any sample profile that appears to be a mixture is unacceptable, and shall be retested.
- j. A called by the genetic analysis software set at 20% shall not be acceptable. Sample exhibiting excessive -A (in several markers and in excess of 15%) shall be retested by re-amplifying after adjusting the template concentration before analysis.
- k. Tri-alleles: Shall be re-extracted and the profile verified. Upon reporting, the State shall be provided with data from both runs documenting the tri-allelic profile in the same manner as the alleles with confirmed imbalance.
- l. Microvariants and off-ladder alleles: The Vendor shall provide the State with a list of proposed microvariant and off ladder alleles (above, below and within the ladder). All microvariant and off ladder allele containing samples shall be retested beginning with the re-amplification of the sample and documentation provided in the same manner as the confirmed imbalances and tri-alleles. MSFL expects a level of performance that ensures no profiles are ever rejected by the State. (MSFL defines a rejected profile as a profile that cannot be imported into NDIS for any reason, including incorrect controls, inadequate data quality, incomplete paperwork, or improperly formatted CMF files.) MSFL expects 100% contract compliance. MSFL also expects that data quality will be such that the State can find no problems during their 100% data review. Samples that do not meet the reporting criteria shall be repeated. Documentation shall be provided that indicates which

samples did not meet reporting criteria, why the samples(s) did not meet reporting criteria, what actions will be taken, and the results of those subsequent actions. The Vendor shall retest any sample that the State determines to be of poor quality.

21. Retesting

The Vendor shall adhere to all of the specifications in MSFL 's technical specifications. *The analysis of a specimen shall not be considered complete until genotypes for all Expanded CODIS core STR loci and all Globalfiler kit loci have been generated and accepted by MSFL. For samples not yielding a complete profile the Vendor shall retest the sample a minimum of two times, altering conditions within the boundaries of the laboratories written Standard Operating Procedures, as necessary, to produce a complete profile. NOTE: MSFL will only pay for complete profiles or profiles that have been retested at least twice as outlined above.* The failure cannot be attributed to an error or omission on the part of the Vendor (e.g. failed ladder or control).

22. Data Reporting

- a. This data should include but not be limited to - raw data electropherograms showing the primer peaks and internal size standard, quantitation results. No composite profiles (instances where the expanded CODIS core loci are created from more than the minimum multiplex data file because one or more of the loci do not meet reporting criteria) shall be reported. All data and all associated controls from failed samples shall be provided to the State separate from reported profiles. This data shall include but not be limited to genetic analysis software files, Excel files and CMF files.
- b. Prior to reporting profiles, the Vendor shall perform a limited contamination quality assurance check by electronically comparing the reported profiles to a database of employee and contamination profiles observed in the Vendor laboratory. Vendor laboratories MAY NOT search profiles from the State against any other profiles they have in their computer systems. No composite profiles (instances where all STR loci are created from more than two multiplex data file because one or more of the loci do not meet reporting criteria) should be reported.
- c. All reported peaks shall be labeled with the appropriate allele call for upload into CODIS.
- d. Non-reported samples shall not be intermixed in reported data files for the State's review.
- e. Data from all sample runs shall be provided to the State.
- f. No more than 20% of the reported genetic analysis software files shall have less than 5 sample profiles.
- g. The number of samples (complete expanded loci profile) in a reported batch (data package) shall be approximately 500.
- h. The following documentation shall be provided/associated with the reported profiles: On Compact Disc for database samples and hard copy files for casework samples:
 - ☐ Raw Data Files
 - ☐ Genetic analysis software files:
 - ☐ All of the data (both good and bad) shall be reported. In addition, there should be a file that contains only the samples being reported in the CMF and the associated controls and ladders.
 - ☐ Electronic Chain of Custody.
 - ☐ CMF file ready for import into CODIS.

- Hard Copy and/or Electronic (as specified by the State):
 - Documentation describing which runs the sample was in. This can be a separate spreadsheet or incorporated with the summary table. The samples shall be in numerical order.
 - Summary table for the data being reported in the CMF file, to include the specimen ID and profile. The samples shall be in numerical order.
 - Hand generated laboratory notes/worksheets.
 - Final Report- (casework files only)
 - Report of confirmed unusual profiles such as imbalance, microvariants and tri-alleles.
 - List of failed samples along with reason for failure and documentation of efforts taken to obtain a successful profile.
- i. Import files shall be in a CMF file that shall not require any alteration by the State in order to upload into CODIS. The State will provide the Vendor their ORI number. The Vendor shall include any additional data in the CMF file provided to the Vendor or requested by the State.
- j. Data and data files shall be electronically reported in the following format:
 1. There shall be the following subdirectories:
 - i. One containing all data.

Technical Evaluation

- Vendor's technical response must successfully demonstrate the capability to meet the RFP requirements. This includes providing responses documenting the ability to meet the required specifications for all services noted within this document.
- Vendor's professional references must include names and addresses or organizations with whom the vendor laboratory previously contracted with to provide similar services. A minimum of three (3) reference laboratories.

2.2.1 The Contractors shall:

- Assign a Contractor Account Representative to work directly with the Contracting Agency Representative.
- All state facilities are non-smoking; the Contractor and its personnel must adhere to this requirement. The use of tobacco products is prohibited, except within designated smoking areas.
- It is illegal to have in one's possession any illegal drug or alcoholic beverage while on state property.
- The Contractor's employees should refrain from using foul, abusive, or profane language on state property.
- The MDPS reserves the right to inspect and search all Contractor personnel and/or vehicles anytime while on facility grounds.
- Contractors are required to sign-in and sign-out at most state facilities. Security provisions for all state facilities must be strictly observed.

- Be responsible for all damages and shall be held responsible for replacing or repairing any damage due to negligence on the part of the Contractor or Contractor personnel to any person(s) and/or property. The Contractor shall replace and repair any damage to any building or property, including but not limited to the replacement of any cracked or broken concrete (sidewalks, curbs, etc.) caused by on-site activities. Contracting Agency may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property.
- Exercise precautions at all times for the protection of persons (including employees) and property. The Contractor shall make such investigations to enable them to fully understand the facilities, difficulties, and restrictions attending the execution of the work on-site. The project shall at all times be properly supervised and adequately manned by an experienced crew of appropriate size. All work shall be accomplished by skilled workers familiar with and trained to do this type of work. Workers shall be qualified to operate and/or use the equipment necessary to accomplish this work. The Contractor shall be responsible for the supervision and direction of the work performed by its personnel. The Contractor shall be responsible for instructing its personnel in all safety measures. All equipment used by the Contractor shall be maintained in safe operating condition at all times and be free from defects or wear that may in any way constitute a hazard to any person or persons on state property. All incidents involving agency property or personnel shall be reported to the designated agency contact immediately upon occurrence.
- Abide by all State and/or agency policies, procedures, ordinances, and/or laws pertaining to the Contracting Agency's operation at all times, including but not limited to the items listed above. Deviations from these policies by the Contractor or its personnel will not be tolerated and will be considered grounds for contract termination.
- Perform all services provided in the contract between the bidder/vendor and MDPS in accordance with customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices, and other agents. The Contractor shall be responsible for the complete performance of all work; for the methods, means, and equipment used; and for furnishing all materials, tools, apparatus, and property of every description used in connection therewith. No statement within this IFB shall negate compliance with any applicable governing regulation. The absence of detailed specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail, and that only first quality materials and workmanship are to be used.

2.2.2 The Contractors shall also:

- Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by state, federal, and local laws such as social security and withholding taxes for their business and employees.
- Make all unemployment compensation contributions as required by federal and state law(s) and process claims as required for their business and employees.

- Perform a background check and/or drug screening prior to placement if requested by the Contracting Agency and verify and/or provide the results; and,
- Replace immediately, at no additional expense to the Contracting Agency, any employee not performing satisfactorily.

2.3 Term

The term of the contract shall be for a period of 48 months. Upon written agreement of both parties and prior to the contract anniversary date, the contract may be renewed by the MDPS for a period of 1 year period under the same prices, terms, and conditions in the original contract subject to approval by PPRB. The total number of renewal years permitted shall not exceed 1. Contract renewals will be evaluated based on the availability of funds, changes in program direction, ability of the contractor to meet scheduled deliveries and milestones in a satisfactory manner and satisfactorily performing all duties of the contract.

2.3.1 Multi-Term Contracts

Unless otherwise provided by law, a contract for services may be entered for four-years multi-term with an option to renewal for one (1) year under the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

2.3.1.1 Requirements

- Provide DNA Testing for the Mississippi DNA Laboratory
- A unit price shall be given for each service, and that unit price shall be in the same throughout the contract.
- This contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the contractor's rights under any termination clause in the contract.
- The Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period.
- A multi-term contract may be awarded to the bidder whose submit the lowest and best bid. To determine which bid is the lowest, MDPS will take the sum of each bidder subtotal price. Since bid is being awarded to lowest and best bid, Bidder must bid on all items. Failure to bid on all items will cause for rejection of bid.

SECTION 3

3.1 Insurance

The successful vendor shall maintain at least the minimum level of worker's compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000.00 per occurrence. All workers' compensation, comprehensive general liability, professional liability insurance will provide coverage to

DPS as an additional insured. DPS reserves the right to request from carriers' certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The contractor must be prepared to provide evidence of required insurance upon request by DPS at any point during the contract period and should consult with legal counsel regarding its obligations.

SECTION 4

4.1 Basis for Award

- All bids will be reviewed first to determine whether a vendor is responsive, responsible, and/or acceptable. Requirements are not assigned a point percentage and/or score but are instead simply recorded as PASS or FAIL. Bids with errors that do not alter the substance of the bid can be accepted, and the Agency Chief Procurement Officer may allow the bidder to correct the problem prior to review as long as the irregularities are insignificant mistakes that can be waived or corrected without prejudice to other bidders.
- the Agency may cancel the solicitation or reject any bid submitted if the Agency determines it is in the Agency's best interest to do so;
- In addition to the complete unredacted version of the bid, the bidder shall also submit a copy of the bid with information the bidder deems confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1 redacted in black.
- In addition to the complete unredacted version of the bid, the bidder shall also submit a copy of the bid with information the bidder deems confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1 redacted in black. Notice to the bidder that the redacted version of the bid – or if a bidder does not produce a redacted version, the full bid document – will be released at the Agency's sole discretion, without notice to the bidder and will be produced as a public record exactly as submitted.
- The agency has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for the agency to properly evaluate the bid, the agency has the right to require such additional information as it may deem necessary after the time set for receipt.
- All bids which are determined to be responsive, responsible, and/or acceptable will continue on to the price bid or cost evaluation. The lowest cost bid will receive the maximum 100 points allocated to cost. The point allocations for cost on the other bids will be evaluated according to the following formula: Price of the lowest responsive and responsible bid divided by the price of the responsive and responsible bid being rated times the maximum 100 points allocated for cost equal the awarded points.

4.1.1 Award

The agency intends to award one contract to provide the services described in this IFB to the lowest responsible and responsive bidder.

4.1.2 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, 3160007725, as determined by the MS Department of Public Safety.

4.1.3 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MS Department of Public Safety.

4.1.4 Minimum Qualifications to be Deemed Responsive

- Bidder must have been in business and providing the services listed in IFB or in requirements and scale to those described in this Invitation for Bid for a minimum of one (5) years.
- Bidder must maintain a pool of qualified workers to fill the requests from MDPS.
- The bidder must provide three references that the vendor has contracts with providing the same scope of services.

4.2 References

These minimum qualifications are in addition to a minimum score of six on the Reference Score Sheet (**Attachment E**) from reference interviews by the MS Department of Public Safety with three bidder/contractor references (for a total minimum score of (eighteen), as well as all other requirements of this Invitation for Bids. (See **Attachments C** and **E**.)

Each bidder must furnish the contact person, address, and phone number for each reference. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. The MS Department of Public Safety will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. The MS Department of Public safety will begin contacting references at the top of the list and will continue down the list until three contacts have been reached.

References must be listed on **Attachment C**.

4.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MDPS reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MSPS of non-responsiveness based on submission of nonconforming terms and conditions.

4.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

4.4.1

As a precondition to bid acceptance, the agency may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

4.4.2

Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Miss. Code Ann. §§ 25-61-1 *et seq.* and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

4.4.3 Bid Submission Format

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

4.5 Bid Opening

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

4.6 Award Notification

Award(s) for this procurement will be posted on the Mississippi Contract/Procurement Opportunity Search Portal website and the agency website at <https://www.dps.ms.gov/>. Bidders will be notified via e-mail of the awards. Additionally, a letter will be sent to all bidders.

4.3.2 Contract Management

If the Contractor fails to adhere to the janitorial service schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor.

SECTION 5

5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Commissioner of the MS Department of Public Safety and a copy submitted to the Procurement Division within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have a legal representation present, the bidder must notify the Commissioner of the MS Department of Public Safety in writing and identify its attorney by name, address, and telephone number. The MS Department of Public Safety will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General or a Representative of the MS Department of Public Safety's Legal Division can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-113 through 7-113.03, Post-Award Vendor Debriefing, of the Mississippi Office of Personal Service Contract Review Rules and Regulations.

5.2 Request for Reconsideration of Intent to Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a reconsideration of intent to award with the Bid Coordinator, Britney Wesley, or Sonya Williams, and the Commissioner of the MS Department of Public Safety. The reconsideration shall be submitted on or before January 5, 2026, 5:00 p.m. CST, in writing after such aggrieved person or entity know or should have known of the facts giving rise thereto. All reconsideration must be in writing, dated signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, the RFx number of solicitations, the date the IFB was issued, and the date the Notice of Intent to award was issued and contain

a statement of the reason(s) for protest. The protesting bidder must provide facts and evidence to support the protest. A reconsideration of intent to award is considered filed when received by the Bid Coordinator, Britney Wesley, Sonya Williams, and the Commissioner of the MS Department of Public Safety, via either U.S. mail, postage prepaid, or personal delivery. Request for reconsideration filed after January 5, 2026, 5:00 p.m. CST will not be considered.

5.3 Required Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder shall include the required clauses found in **Attachment F** and those required by the PPRB Office of Personal Service Contract Review Rules and Regulations as updated.

5.4 Optical Contract Terms and Conditions

Any contract entered into between a Contracting Agency and a vendor/bidder may have at the discretion of the Contracting Agency, the optional clauses found in **Attachment G** and those within the PPRB Office of Personal Service Contract Review Rules and Regulations as updated.

5.5 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.5.1 Agency Website

This IFB, questions and answers concerning this IFB, and the Notice of Intent to Award will be posted on the agency website at <https://www.dps.ms.gov/> and on the Mississippi Contract/Procurement Opportunity Search Portal website.

5.6 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

ATTACHMENT A

Bid Cover Sheet

The Mississippi Department for Public Safety is seeking to establish a contract for DNA testing services for our Forensic Laboratory. Bids are to be submitted as listed below, on or before 10:00 A.M. CST December 19, 2025, p.m. CST

PLEASE MARK YOUR ENVELOPE:

IFB 3160007725
Opening Date: December 19, 2025
Mississippi Department of
Public Safety
Attention: Britney Wesley or Sonya Williams
1900 E. Woodrow Wilson Boulevard, 4th Floor, Room 402
Jackson, MS 39216

SEALED BID — DO NOT OPEN

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip Code: _____

Company Representative: _____

Telephone: _____

Fax: _____

E-mail: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

If your company is not physically located in the region, how will you provide DNA Testing services to the Mississippi Forensics Laboratory?

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. _____

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

For how many customers has your company provided the requested service in this IFB in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. _____

What is the largest customer your company has provided DNA testing services for in the past two (2) years? Please include the annual amount of the billing. _____

Describe any specific service which your company offers along with any specialized experience, certification, and/or education of your current staff. _____

Attachment B

Bid for DNA Testing Services for MSFL

Company	Company Representative	Telephone

The pricing quoted must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead.
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services.

The pricing must include ALL associated costs with no additional or hidden fees.

DNA Testing Services for the MS Department of Public Safety, MS Forensic Laboratory

RFX# 3160007725

Date: December 19, 2025 – Time: 10:00 A.M. (CST)

The pricing must include ALL associated costs with no additional or hidden fees.

***(Detailed Description of services can be found in
Section 2.2 of this IFB)***

BID FORM (Part one)

Description	Quantity (Estimated)	Price Per Test
DNA Testing	15,500	\$

Bid Form (Part Two)

Bidders shall acknowledge which of the following statements is applicable regarding release of its bid document as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged. Choose one:

____ Along with a complete copy of its bid, bidder has submitted a second copy of the bid document in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if the MSDPS or the Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MSDPS may release the redacted copy of the bid document at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

_____ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by the MSDPS at any time without notice to bidder. Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce its bid as provided in Mississippi Code Annotated § 25-61-9(1)(a). The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code Annotated §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

Bid Form (Part Three)

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, 3160007725, and the attachments herein.
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, 3160007725, and the attachments herein.
3. That the company agrees to all provisions of this Invitation for Bids, 3160007725, and the attachments herein.
4. That the company will perform, without delay, the services required at the prices quoted in Attachment B.
5. This is the best of its knowledge and belief the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to performed under this Invitation for Bids.

Printed Name: _____

Signature/Date: _____

Attachment C

Reference 1

Name of Company: _____
Dates of Services: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

Reference 2

Name of Company: _____
Dates of Services: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

Reference 3

Name of Company: _____
Dates of Services: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The Mississippi Department of Public Safety will begin contacting references at the top of the list and will continue down the list until 3 contacts have been reached. See Section 4.2 of this Invitation for Bids.

Attachment D

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. **REPRESENTATION REGARDING CONTINGENT FEES**

By responding to the solicitation, executing the contract the contractor represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the contractor cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response, to the Agency prior to contract execution.

2. **REPRESENTATIONS REGARDING GRATUITIES**

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MSDPS a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of agency has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

3. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submitting a bid, the bidder, certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder, or competitor for the purpose of restricting competition.

4. **PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it has not retained any person or agency on a percentage,

commission, or other contingent arrangement to secure this contract. If the contract cannot make such a representation, a full and complete explanation shall be submitted in writing with the bidder's response to the agency prior to contract execution. The prospective Contractor represents as a part of such Contractor's bid

Name/Title:

Signature/Date:

*Note: Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.***

+

ATTACHMENT E

Reference Score Sheet

TO BE COMPLETED BY MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY ONLY

Bidder Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

Able to provide DNA testing services when you call them.	Yes	No
Satisfied with the DNA Testing services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling services?	Yes	No
Was the DNA Testing services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each “yes” is one point(s); each “no” is zero point(s). Bidder must have a minimum score of “6” from three references (total of “18” points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional or personal interest in the bidder’s organization? If yes, please explain.	Yes	No
---	-----	----

Called by: _____

Notes: _____

ATTACHMENT F

Required Clauses for Service Contracts Resulting from this Invitation for Bids

1. Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.
2. Availability of Funds. It is expressly understood and agreed that the obligation of the MSDPS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, MSDPS shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the MSDPS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Equal Opportunity in Employment Policy. Contractor understands that the MSDPS is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.
4. Compliance with Laws. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.
5. Contract Rights Contract rights do not vest in any party until a contract is legally executed. The MSDPS is under no obligation to award a contract following issuance of this solicitation.
6. E-Payment. Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 *et seq.*
7. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of the agency subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following:

- (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.
 - (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or
 - (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.
8. Paymode. Payments by MSDPS using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. The agency may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.
9. Procurement Regulations. This solicitation shall be governed by the applicable provisions of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any bidder responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.
10. EXPENSES INCURRED IN THE PROCUREMENT PROCESS All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.
11. Representation Regarding Contingent Fees. Contractor represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the contractor cannot make such a representation, a full and complete explanation shall be submitted in writing with the bidder's response to the agency prior to contract execution.
12. Representation Regarding Gratuities. Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MSDSP a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of [Agency] has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by [offeror, contractor]. [Offeror, Contractor] further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

13. Stop Work Order. The MSDPS may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the agency. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the agency. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the agency has terminated that part of the agreement or terminated the agreement in its entirety. The agency is not liable for payment for services which were not rendered due to the stop work order.
14. Minor Informalities and Irregularities The agency has the right to waive minor defects or variations of a bid, from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any bidder. If insufficient information is submitted by a bidder for the agency to properly evaluate the offer, the agency has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any bidder, offeror, applicant. *(Information requested may include, for example, a copy of business or professional licenses, or a work schedule.)*
15. Termination for Convenience. The agency head or designee may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The agency head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.
16. Termination for Default. If the agency head or designee gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, the agency head or designee may terminate the contract for default and the Contractor will be liable for the additional cost to the agency to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.
17. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

18. Trade Secrets, Commercial and Financial Information. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
19. Required Public Record and Transparency. Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The bidder acknowledges and agrees that the agency and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated §§ 25-61-1, *et seq.* and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated §§ 27-104-151, *et seq.*
20. Acknowledgement of Amendments Bidders shall acknowledge receipt of any amendment to the solicitation in writing by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. Each bidder shall submit a written acknowledgement of every amendment to MDPS on or before the submission deadline.
21. Approval It is understood that if this contract requires approval by the Public Procurement Review Board (“PPRB”) and/or the Department of Finance and Administration Office of Personal Service Contract Review (“OPSCR”), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder
21. Property Rights Property rights do not inure to any bidder, until such time as services have been provided under a legally executed contract. No party responding to this solicitation has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. MSDPS is under no obligation to award a contract and may terminate a legally executed contract at any time.
22. Certification of Independent Price Determination: By submitting a bid, the bidder, certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder, or competitor for the purpose of restricting competition.

ATTACHMENT G

Optional Clauses for Use in Service Contracts Resulting from this Request for Bid

1. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-9 *et seq.* If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court or required by law.
2. Debarment and Suspension. Contractor certifies to the best of its knowledge and belief, that it:
 - (1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi.
 - (2) has not, within a three-year period preceding this bid, been convicted of or had a civil judgement with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction.
 - (3) has not, within a three-year period preceding this bid, been convicted of or had a civil judgement rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - (4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,
 - (5) has not, within a three-year period preceding this bid, had one or more public transactions (federal, state, or local) terminated for cause or default.
3. Force Majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay

caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

4. Ownership of Documents and Work Papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project, which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.
5. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three-year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three-year period, whichever is later.
6. Right to Audit. Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three (3) years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.
7. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
8. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute

an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver of or modification to any term or condition of this agreement will avoid, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other part will imply, be construed as or require waiver of future or other defaults.