

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

GRANT FUNDED FIREARMS EXAMINER

20-066-LS

96-147



MACON-BIBB COUNTY

ISSUE DATE: April 22, 2020

DUE DATE: May 22, 2020

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.

GENERAL

A. INVITATION

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original plus 4 copies) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Friday, May, 22 2020, for **Grant Funded Firearms Examiner** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of respondents will be publicly read on **Friday, May 22, 2020, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center Building at 700 Poplar Street, Macon Georgia 31201.

B. DEFINITIONS

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. SOLICITATION DOCUMENTS

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. INSURANCE REQUIREMENTS

A copy of the respondent's insurance shall be included with the submission. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Any other insurance required by law to provide Firearm Examiner services

E. SUBMITTALS

Responses must be sealed and identified on the outside of the package as and delivered to:

“20-066-LS- “Grant Funded Firearms Examiner”
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
lschultz@maconbibb.us

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

Any questions related to this Request for Proposal shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: lschultz@maconbibb.us

**All questions or concerns regarding the RFP should be made via email only.
The Deadline for questions is May 15, 2020 at 5:00 PM EDT.**

F. RESPONSIVENESS

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. RESPONSIBILITY

In order to be considered “*responsible*” the respondent must meet the following minimum qualifications:

- Must be a certified Firearms Examiner
- Must have Insurance “Required by Law.”

- Must have experience with peer review and confirmation by microscopic examination of all current National Integrated Ballistics Information Network (NIBIN) leads. Experience testifying in court is preferred but not required.

I. INTRODUCTION

In 2017, the Bibb County Sheriff's Office applied to the United States Department of Justice for "Violent Gang and Gun Crime Reduction - Project Safe Neighborhoods" federal competitive grant funds, successfully. This enabled the agency to purchase a Bureau of Alcohol, Tobacco, Firearms and Explosives ballistics technology system operating the ATF National Integrated Ballistics Information Network (NIBIN). Installed and fully operational at the Bibb County Sheriff's Office Crime Laboratory, since June 2019, the ATF NIBIN system gave our agency the ability to forensically connect spent casings and crime guns to criminal shooters in Macon-Georgia. We are currently one in seven agencies in the entire state of Georgia that have this system. Our trained personnel conduct NIBIN acquisitions and correlations of shell casings which has resulted in leads generated for criminal investigations. Although, NIBIN leads can be used for investigative purposes, confirmation of leads can only be performed by a Firearms Examiner for court purposes. Hence, the Bibb County Sheriff's Office applied for continuation formula grant funds, successfully, as a part of the 'Project Safe Neighborhoods' federal program to fund contractual services with a Firearms Examiner for peer review and confirmation by microscopic examination of all current NIBIN leads.

J. SCOPE OF SERVICES

Bibb County Sheriff's Office is seeking a qualified Firearms Examiner to perform peer review of leads generated by the Bibb County Sheriff's Office Crime Laboratory using the NIBIN system and hence, require microscopic comparison of shell casings, both recovered from crime scenes and test-fired from crime guns.

If selected, Contractor must:

- Coordinate with the Bibb County Sheriff's Office crime laboratory-NIBIN Coordinator to plan weekly load of peer review of NIBIN leads.
- Conduct technical verifications and administrative reviews of NIBIN leads for "Hits" confirmation.
- Examine, compare, classify crime guns, munitions and toolmark, fracture match, gunshot distance determination, serial number restoration and other forensic processes necessary using crime lab equipment.
- Photograph shell casings during microscopic-analytical comparisons.
- Process crime guns for latent prints and DNA for NIBIN processing.
- Conduct test-fires of crime guns for NIBIN processing.
- Perform trigger pull analysis and crime gun function tests.
- Write detailed lab reports interpreting and evaluating results of microscopic firearms and toolmark comparisons.
- Provide a brief review of accomplishments at monthly meetings with the Grants Administrator and crime lab.
- The location of service will be the Bibb County Sheriff's Crime Laboratory 1019 2nd Street, Macon Ga. 31201.

- Hours of service will be as determined by the budget by schedule and during the regular work hours of Mon-Fri 9-5 pm.
- Data collected, stored and used by firearms examiners during providing services is considered sensitive but not classified. Any such data and work products are property of the Bibb County Sheriff's Office and should not be made public or shared with individuals outside the employ of the Bibb County criminal justice system and federal law enforcement agencies without written consent of the Sheriff's Office.

K. QUALIFICATIONS and EXPERIENCE

Contractor must:

- Be certified Firearms Examiner in the State of Georgia.
- Pass required background and drug screen.
- Maintain any and all insurances as required by law.
- Required equipment—Contractor must have his or her own laptop to collect and store data, write associated lab reports and notes. The Bibb County Sheriff's office will provide equipment such as, stereo and comparison microscope, water projectile recovery tank and snail trap for test fires, and other associated firearm examinations.

L. TIME FRAME

The Contractor will complete peer review of an estimated volume of 150 NIBIN leads, conduct microscopic firearms and toolmark related analytical comparisons and forensics processes, and submit all written lab reports to the Grants Administrator by December 31st, 2020. A schedule is shown below for selected firearms examiners to meet grant performance requirements:

- **July 1st-15th, 2020** – Obtain printout of all current NIBIN leads from BCSO NIBIN Coordinator and review case history.
- **July 15th-31st, 2020** – Provide the Grants Administrator with a budget by schedule of costs to perform peer review of each NIBIN lead for approval. Note, some leads may take longer than others to confirm via microscopic confirmations, especially if test-fires of crime guns are needed.
- **August 1st-10th, 2020** – Post approval of budget by schedule, provide the Grants Administrator with a notice of implementation via email to mark beginning of peer review and forensic examinations.
- **September 1st, 2020** and thereafter every first of the month – Provide electronic deliverables in the form of detailed written lab reports, interpreting and evaluating results of microscopic firearms and toolmark comparisons for NIBIN leads reviewed in the past 30 days and confirmed as "Hits".

M. COMPENSATION

The Contractor will be paid through the FY2018 Project Safe Neighborhoods sub-grant awarded to the Bibb County Sheriff's Office on July 1st, 2019 by the State of Georgia Criminal Justice Coordinating Council and ends on December 31st, 2020. Contractor will be paid on a monthly basis and will submit invoices with billable amount for services in the past 30 days to the Grants Administrator each month. Bibb County finance payment terms are net 30 days from date of invoice received for processing. Contractor shall provide itemized

invoices with billable amount for services in the past 30 days. Both the deliverable and invoice for payment should be emailed to the BCSO Grants Administrator: Ms. Shaina Bester at sbester@maconbibb.us by deadline set.

The Contractor shall present a cost proposal to complete the scope of work noted in this Request for Professional Services.

O. RESERVATIONS

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in Macon-Bibb County's best interest.

The acquisition and continuation of the Contractor's services by the Bibb County Sheriff Office is contingent upon, and is ONLY possible with, the continuation of the Violent Gang and Gun Crime Reduction – Project Safe Neighborhoods grant funding. The Bibb County Sheriff Office reserves the right to cancel the contract in the event Violent Gang and Gun Crime Reduction – Project Safe Neighborhoods funding is terminated.

Macon-Bibb County will not provide compensation to respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed "nonresponsive" or "non-responsible". None responsive submissions will not be reviewed for potential award.

P. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firearms Examiner Background

- Letter of Interest
- Contact information (including address (es), telephone/Fax numbers, email, etc.

Education

- Number of years as a certified firearms examiner

Experience

- Employment History (including name of company, dates of employment, job title, description of duties)
- Reference list
- List of cases in which Examiner has testified as an expert witness

Q. PRICE PROPOSAL

The Contractor shall present a cost proposal to complete the scope of work noted in this Request for Professional Services.

R. SCORING (total possible number of points = 100)

Educational Background – Maximum 35 points

Prior Experience – Maximum 20 Points

Ability to comply with scheduled timeline – Maximum 20 Points

Price – Maximum 25 Points

PRICE PROPSAL FORM

PROPOSED PRICE: \$ _____

Please list any specific contingencies on price below.

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

COMPANY _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

FAX: _____

Email: _____

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Proposer acknowledged receipt of the following addendum, if issued, to the RPS. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	