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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

REQUEST

FOR

QUALIFICATIONS

FOR

VIRTUAL AUTOPSY SERVICES

REQUEST FOR QUALIFICATIONS

The Ocean County Board of Commissioners is requesting qualifications for vendors to provide **Virtual Autopsy Services**.

The Request for Qualifications (RFQ) is available on the Ocean County Procurement Portal Website: <https://secure/procurenw/portal/oceancounty> or by contacting the Ocean County Purchasing Department at 732-929-2101.

All proposals must be received prior to **4:00pm**, prevailing time on **Tuesday, November 16, 2021**. The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated in this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed: **GARY QUINN**
Director

JENNIFER BOWENS
County Purchasing Agent

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests qualifications from vendors capable of providing Virtual Autopsy Services for a one year contract term, effective January 1, 2022.

The successful vendor(s) must have a minimum of two years experience in providing Virtual Autopsy Services.

METHOD OF SUBMISSION

The county of Ocean is accepting **only** electronic proposals for this RFQ. Submitting your proposal manually is cause for rejection.

You may only submit one (1) proposal. **DO NOT** submit a hard copy of your electronic submission.

SCOPE OF WORK

The successful licensed diagnostic imaging facility is required to employ physicians who must perform on call comprehensive virtual autopsy services on a 24 hours a day, seven days a week basis for the Ocean County Medical Examiner's Office in accordance with existing New Jersey state statutes and any future additions, updates, or changes to the same in a professional and citizen friendly manner. Due to certain religious requirements of Ocean County residents, virtual autopsies must be completed within 24 hours of the time of death. Such work is subject to written verification, including the inspection of medical records, upon request by the Ocean County Medical Examiner. The applicant must be familiar with all federal, state, municipal and county laws, regulations and ordinances pertaining to the handling of deceased persons. All work shall be conducted in accordance with said laws, regulations and ordinances.

Services Required:

CT Scanning of Decedent: (Limited CT scan includes up to 14 image slices per procedure)

- Limited CT Brain without Contrast
- Limited CT Cervical Spine without Contrast
- Limited CT Chest without Contrast
- Limited CT Abdomen without Contrast
- Limited CT Pelvis without Contrast

MRI Scanning of Decedent: (MRI scan includes up to 3 scanning sequences or planes of orientation)

- Limited MRI Brain without Contrast, 3 Sequences
- Limited MRI Cervical Spine without Contrast, 3 Sequences
- Limited MRI Chest without Contrast, 3 Sequences
- Limited CT Abdomen without Contrast, 3 Sequences
- Limited CT Pelvis without Contrast, 3 Sequences

Radiography Skeletal Survey for a child age ten years old and younger based on ACR Practice Guidelines for Suspected Child Abuse (minimum of 22 films)

Appendicular Skeleton

- Arms (AP)
- Forearms(AP)
- Thighs (AP)
- Legs(AP)
- Feet(PA) or (AP)

Axial Skeleton

- Thorax (AP and Lateral) to include thoracic spine and ribs
- AP Abdomen, lumbosacral spine and bony pelvis
- Lumbar Spine (Lateral)
- Cervical Spine (AP and Lateral)
- Skull (Frontal and Lateral)
- Hands(AP)

ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name(s), experience and education of the individual(s) to be assigned to perform the tasks, including a listing of experience with the County of Ocean and/or experience with New Jersey.
2. A statement concerning the ability of the vendor to perform tasks assigned by the County in a timely fashion.
3. Professional licenses and certifications held by the individual(s) to be assigned.
4. A description of the support staff available to the individual(s) to be assigned.
5. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/individual showing the amount of professional liability insurance and all other insurance coverage in place as of the date of this submission.
6. Four (4) professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.
7. A complete rate schedule for all services.
8. All required documents provided in the Vendor Questionnaire must be filled out and included with your submission. *Please note that, where applicable, the County's preferred method of document submission is DocuSign.*

SUBMISSION REQUIREMENTS

All responses to the Request for Qualifications (“RFQ”):

1. Must be submitted electronically and must be received prior to 4:00pm, prevailing time on the date on which they are to be unsealed.
2. The County will not be responsible for late submissions and no responses to this RFQ will be accepted by the County if received after the time stipulated above.

EVALUATION CRITERIA

The Medical Examiner shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation; 30% of total
2. Experience in providing the services requested by the County and references related thereto; 30% of total
3. A statement of the proposer’s understanding of the Scope of Work and the ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the County; 20% of total
4. Location (distance) of primary office in relation to the County administrative offices; 10% of total
5. Thoroughness and completeness of the applicant’s submittal. 10% of total

AWARD

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

INDEMNITY CLAUSE

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either

order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

INSURANCE REQUIREMENTS

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile Liability, if applicable. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

Liability arising out of the ownership, maintenance or use of any auto;

Auto non-ownership and hired car coverage.

Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

ADDITIONAL INFORMATION

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Ocean County Board of Commissioners will make award within sixty (60) days after receipt of proposals.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

PAY TO PLAY REQUIREMENTS

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

TRANSITIONAL PERIOD (excluding Professional Contracts)

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County's request.

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

COMPLETION OF DOCUMENTS

Proposer's shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.