**REQUEST FOR PROPOSALS FOR**

**CORONERS’ BASIC EDUCATION COURSE**

**ISSUING OFFICE**

**OFFICE OF ATTORNEY GENERAL**

**RFP NUMBER**

**6100059714**

**DATE OF ISSUANCE**

**OCTOBER 25, 2023**

**REQUEST FOR PROPOSALS FOR**

**CORONERS’ BASIC EDUCATION COURSE**

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**CALENDAR OF EVENTS**

The Commonwealth will make every effort to adhere to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsibility** | **Date** |
| Deadline to submit Questions via email to:Alecia Peddigree: apeddigree@attorneygeneral.gov | Potential Offerors | November 2, 20233:00 p.m. |
| Answers to Potential Offeror questions posted to the PAOAG website at [www.attorneygeneral.gov/Procurement/](http://www.attorneygeneral.gov/Procurement/) no later than this date. | Issuing Office | November 7, 20233:00 p.m. |
| Please monitor website for all communications regarding the RFP. [www.attorneygeneral.gov/Procurement/](http://www.attorneygeneral.gov/Procurement/)  | Potential Offerors | ONGOING |
| Electronic proposal must be received by the Issuing Office at:**Mrs. Alecia D. Peddigree****apeddigree@attorneygeneral.gov** | Offerors | November 10, 20233:00 p.m. |

**PART I**

**GENERAL INFORMATION**

1. **Purpose.** This request for proposals (RFP) provides to those interested in submitting proposals for the subject procurement (“Offerors”) sufficient information to enable them to prepare and submit proposals for the Pennsylvania Office of Attorney General’s (“PAOAG”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for Coroner’s Basic Education Course (“Project”). This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.
2. **Issuing Office.** ThePAOAG (“Issuing Office”) has issued this RFP on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFP shall be:

**Alecia D. Peddigree, Issuing Officer**

**Office of Attorney General**

**14th Floor Strawberry Square**

**Harrisburg, PA 17120**

**apeddigree@attorneygeneral.gov**

Please refer all inquiries to the Issuing Officer.

1. **Overview of Project.** This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.
2. **Objectives.** Act 22 of 1988 (16 Purdon’s Statutes §9525.1, et seq.) creates a Coroners’ Education Board with responsibility to oversee a basic course of instruction for all newly elected coroners, chief deputy coroners and full-time deputy coroners. The Offeror will be engaged to design and present this basic course of instruction. The course is to include instruction on legal duties of the coroner, crime scene preservation and investigation, determination of cause of death, toxicology, forensic autopsies, forensic photography, mass disaster response and other relevant topics approved by the board. The course shall provide 48 hours of instruction during five (5) consecutive days to be followed on Day 6 by additional instruction as needed and a period of review and examination designed to measure the students’ command of the information conveyed and readiness to assume the duties of the coroners’ office. Historically the number of attendees is between 30-50 attendees on average per session. In addition, the course will be open to other persons who wish to be certified, and those seeking to meet the yearly continuing education requirement of eight hours of instruction. Additional detail is provided in **Part III** of this RFP.
3. **Type of Contract.** It is proposed that if the Issuing Office enters into a contract as a result of this RFP, it will be a Firm, Established Pricecontractcontaining the Contract Terms and Conditions as shown in **Part V**. The Issuing Office, in its sole discretion, may undertake negotiations with Offerors whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible and capable of performing the Project.
4. **Rejection of Proposals.** The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.
5. **Incurring Costs.** The Issuing Office is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.
6. **Questions & Answers.** If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email **(with the subject line “RFP 6100059714 Question”)** to the Issuing Officer named in **Part I,** **Section I-2** of the RFP. If the Offeror has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Offeror shall not attempt to contact the Issuing Officer by any other means. The Issuing Officer shall post the answers to the questions on the PAOAG website by the date stated on the Calendar of Events**.** An Offeror who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its proposal will not be responsive or competitive because the Commonwealth is not able to respond before the proposal receipt date or in sufficient time for the Offeror to prepare a responsive or competitive proposal. When submitted after the deadline date for receipt of questions indicated on the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Offeror to specific provisions in the RFP.  To the extent that the Issuing Office decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer must be provided to all Offerors through an addendum.

All questions and responses as posted on the PAOAG website are considered as an addendum to, and part of, this RFP in accordance with RFP **Part I, Section I-10.** Each Offeror shall be responsible to monitor the PAOAG website for new or revised RFP information. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation. The required protest process for Commonwealth procurements is described on the PAOAG website.

1. **Addenda to the RFP.** If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will post an addendum to the PAOAG website. It is the Offeror’s responsibility to periodically check the website for any new information or addenda to the RFP. Answers to the questions asked during the Questions & Answers period also will be posted to the website as an addendum to the RFP.
2. **Response Date.** To be considered for selection, electronic copies of proposals must arrive at the Issuing Office on or before the time and date specified in the RFP Calendar of Events. The Issuing Office will reject late proposals.
3. **Proposal Requirements.**

**A. Proposal Submission:** To be considered, Offerors should submit a complete response to this RFP to the Issuing Office, using the format provided in **Section I-11B**, providing a single electronic proposalwith separate files **for the Technical Submittal and the Cost Submittal.** The electronic submission must be provided via email to apeddigree@attorneygeneral.gov in PDF format. Each email shall be no larger than 20MB. If the submission is larger than 20MB, the Offeror may submit up to four (4) emails and must number them 1 of X, etc, so that the Commonwealth can ensure it receives the entire submission. The Commonwealth will send an email response acknowledging receipt of the submission.

The email should clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the PDF file(s) before it/they were sent. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant.  Each proposal page should be numbered for ease of reference.  An official authorized to bind the Offeror to its provisions must sign the proposal. If the official electronically signs the Proposal Cover Sheet (Appendix A to this RFP) or signs and scans it, the requirement will be met.  For this RFP, the proposal must remain valid for 120 days or until a contract is fully executed.  If the Issuing Office selects the Offeror’s proposal for award, the contents of the selected Offeror’s proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by email notice to apeddigree@attorneygeneral.gov prior to the exact hour and date specified for proposal receipt.  An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a clearly identified revised electronic submission marked as “Revised Proposal” which complies with the RFP requirements.

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by written notice received at the Issuing Office’s address for proposal delivery prior to the exact hour and date specified for proposal receipt. An Offeror or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

1. **Proposal Format:** Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all proposal requirements. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal should be kept separate from and not included in the Technical Submittal. Offerors should not reiterate technical information in the cost submittal. Each electronic proposal shall consist of the following **two s**eparate electronic files:
2. Technical Submittal, in response to **Part III**:
3. Complete, sign and include **Appendix B – Domestic Workforce Utilization Certification**; and
4. Complete, sign and include **Appendix C, Iran Free Procurement Certification Form.**
5. Cost Submittal, in response to RFP **Part IV.**

The Issuing Office reserves the right to request additional information which, in the Issuing Office’s opinion, is necessary to assure that the Offeror’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Issuing Office may make investigations as deemed necessary to determine the ability of the Offeror to perform the Project, and the Offeror shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the Issuing Office that such Offeror is properly qualified to carry out the obligations of the RFP and to complete the Project as specified.

1. **Economy of Preparation.** Offerors should prepare proposals simply and economically, providing a straightforward, concise description of the Offeror’s ability to meet the requirements of the RFP.
2. **Alternate Proposals.** The Issuing Office has identified the basic approach to meeting its requirements, allowing Offerors to be creative and propose their best solution to meeting these requirements. The Issuing Office will not accept alternate proposals.
3. **Discussions for Clarification.** Offerors may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process prior to contract execution.
4. **Prime Contractor Responsibilities.** The selected Offeror must perform at least 50% of the total contract value. Nevertheless, the contract will require the selected Offeror to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract.  Further, the Issuing Office will consider the selected Offeror to be the sole point of contact with regard to all contractual matters.
5. **Proposal Contents.**
6. Confidential Information.  The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Offerors’ submissions in order to evaluate proposals submitted in response to this RFP.  Accordingly, except as provided herein, Offerors should not label proposal submissions as confidential or proprietary or trade secret protected.  Any Offeror who determines that it must divulge such information as part of its proposal must submit the signed written statement described in subsection c. below and must additionally provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
7. Commonwealth Use.  All material submitted with the proposal shall be considered the property of the Commonwealth of Pennsylvania.  The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a contract.  Notwithstanding any Offeror copyright designations contained in proposals, the Commonwealth shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

1. Public Disclosure.  After the award of a contract pursuant to this RFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq.  If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix D** of the RFP for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement, if applicable. If financial capability information is submitted in response to Part III of this RFP, such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).
2. **Best and Final Offers (BAFO).**
3. While not required, the Issuing Office reserves the right to conduct discussions with Offerors for the purpose of obtaining “best and final offers.” To obtain best and final offers from Offerors, the Issuing Office may do one or more of the following, in any combination and order:
	* 1. Schedule oral presentations;
		2. Request revised proposals;
		3. Conduct an online auction; and
		4. Enter into pre-selection negotiations.
4. The following Offerors will **not** be invited by the Issuing Office to submit a Best and Final Offer:
	* 1. Those Offerors which the Issuing Office has determined to be not responsible or whose proposals the Issuing Office has determined to be not responsive.
		2. Those Offerors which the Issuing Office has determined in accordance with **Part II, Section II-5** from the submitted and gathered financial and other information, do not possess the financial capability, experience or qualifications to assure good faith performance of the contract.
		3. Those Offerors whose score for their technical submittal of the proposal is less than 75% of the total amount of technical points allotted to the technical criterion.

The Issuing Office may further limit participation in the best and final offers process to those remaining responsible offerors which the Issuing Office has, within its discretion, determined to be within the top competitive range of responsive proposals.

1. The Evaluation Criteria found in **Part II,** **Section II-4**, shall also be used to evaluate the Best and Final offers.
2. Price reductions offered through any online auction shall have no effect upon the Offeror’s Technical Submittal.
3. **News Releases.** Offerors shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.
4. **Restriction of Contact.** From the issue date of this RFP until the Issuing Office selects a proposal for award, the Issuing Officer is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Issuing Office to reject the offending Offeror’s proposal. If the Issuing Office later discovers that the Offeror has engaged in any violations of this condition, the Issuing Office may reject the offending Offeror’s proposal or rescind its contract award. Offerors must agree not to distribute any part of their proposals beyond the Issuing Office. An Offeror who shares information contained in its proposal with other Commonwealth personnel and/or competing Offeror personnel may be disqualified.
5. **Issuing Office Participation.** Offerors shall provide all services, supplies, facilities, and other support necessary to complete the identified work.
6. **Term of Contract.** The term of the contract will commence on the Effective Date and will end one (1) year from the Effective Date. The Commonwealth may renew the Contract for up to an additional four (4) years, in single or multiple year increments. The Issuing Office will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.
7. **Offeror’s Representations and Authorizations.** By submitting its proposal, each Offeror understands, represents, and acknowledges that:
	1. All of the Offeror’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
	2. The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
	3. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
	4. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
	5. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
	6. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
	7. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
	8. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
	9. The Offeror has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
	10. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers’ compensation liabilities.
	11. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.
	12. The Offeror is not currently engaged, and will not during the duration of the contract engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.
8. **Notification of Selection.**
	1. **Contract Negotiations.**  The Issuing Office will notify all Offerors in writing of the Offeror selected for contract negotiations after the Issuing Office has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Issuing Office.
	2. **Award.** Offerors whose proposals are not selected will be notified when contract negotiations have been successfully completed and the Issuing Office has received the final negotiated contract signed by the selected Offeror.
9. **Debriefing Conferences.** Upon notification of award, Offerors whose proposals were not selected will be given the opportunity to be debriefed. The Issuing Office will schedule the debriefing at a mutually agreeable time. The debriefing will not compare the Offeror with other Offerors, other than the position of the Offeror’s proposal in relation to all other Offeror proposals. An Offeror’s exercise of the opportunity to be debriefed does not constitute nor toll the time for filing a protest (See **Section I-25** of this RFP).
10. **RFP Protest Procedure.** The RFP Protest Procedure is on the PAOAG website at https://www.attorneygeneral.gov/procurement/. A protest by a party not submitting a proposal must be filed within **seven** days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the proposal submission deadline specified in the Calendar of Events of the RFP. Offerors may file a protest within **seven** days after the protesting Offeror knew or should have known of the facts giving rise to the protest, but in no event may an Offeror file a protest later than **seven** days after the date the notice of non-selection. The date of filing is the date of receipt of the protest. A protest must be filed in writing with the Issuing Office. To be timely, the protest must be received by 4:00 p.m. on the seventh day. **Use of Electronic Versions of this RFP.** This RFP is being made available by electronic means. If an Offeror electronically accepts the RFP, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Offeror’s possession and the Issuing Office’s version of the RFP, the Issuing Office’s version shall govern.

**PART II**

**CRITERIA FOR SELECTION**

1. **Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must:
2. Be timely received from an Offeror (see **Part I, Section I-10**); and
3. Be properly signed by the Offeror (see **Part I, Section I-11A);** and
4. **Technical Nonconforming Proposals.** The two (2) Mandatory Responsiveness Requirements set forth in **Section II-1** above (A&B) are the only RFP requirements that the Commonwealth will consider to be *non-waivable.* The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in an Offeror’s proposal, (2) allow the Offeror to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Offeror’s proposal.
5. **Evaluation.** The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. The Issuing Office will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors.
6. **Evaluation Criteria.** The following criteria will be used in evaluating each proposal:
7. **Technical:** The Issuing Office has established the weight for the Technical criterion for this RFP as 65% of the total points.Evaluation will be based upon the following:Soundness of Approach, Offeror Qualifications, Understanding the Problem, Personnel Qualifications, and Prior Experience. The final Technical scores are determined by giving the maximum number of technical points available to the proposal(s) with the highest raw technical score. The remaining proposals are rated by applying the Technical Scoring Formula set forth at the following webpage: [http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/default.aspx](https://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/default.aspx).
8. **Cost:** The Issuing Office has established the weight for the Cost criterion for this RFP as **35** % of the total points. The cost criterion is rated by giving the proposal with the lowest total cost the maximum number of Cost points available.  The remaining proposals are rated by applying the Cost Formula set forth at the following webpage: [http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/default.aspx](https://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/default.aspx).
9. **Domestic Workforce Utilization:** Any points received for the Domestic Workforce Utilization criterion are bonus points in addition to the total points for this RFP. The maximum amount of bonus points available for this criterion is 3% of the total points for this RFP.

To the extent permitted by the laws and treaties of the United States, each proposal will be scored for its commitment to use domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those Offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States or within the geographical boundaries of a country that is a party to the World Trade Organization Government Procurement Agreement. Those who propose to perform a portion of the direct labor outside of the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement will receive a correspondingly smaller score for this criterion. See the following webpage for the Domestic Workforce Utilization Formula:

[http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP\_SCORING\_FORMULA.aspx](https://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx)

1. **Iran Free Procurement Certific**a**tion and Disclosure.** Prior to entering a contract worth at least $1,000,000 or more with a Commonwealth entity, an offeror must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services (“DGS”) pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e).  All offerors must complete and return the Iran Free Procurement Certification form, **(Appendix C, Iran Free Procurement Certification Form),** which is attached hereto and made part of this RFP.  The completed and signed Iran Free Procurement Certification form must be submitted as part of the Technical Submittal.

See the following web page for current Iran Free Procurement list:

[http://www.dgs.pa.gov/businesses/materials%20and%20services%20procurement/procurement-resources/pages/default.aspx#.WDNfJJgo6Ht](https://www.dgs.pa.gov/businesses/materials%20and%20services%20procurement/procurement-resources/pages/default.aspx#.WDNfJJgo6Ht)

1. **Offeror Responsibility.** To be responsible, an Offeror must submit a responsive proposal and possess the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance of the contract.

In order for an Offeror to be considered responsible for this RFP and therefore eligible for selection for best and final offers or selection for contract negotiations:

* 1. The total score for the technical submittal of the Offeror’s proposal must be greater than or equal to 75% of the **available technical points**; and

* 1. The Issuing Office will award a contract only to an Offeror determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.
1. **Final Ranking and Award.**
2. After any best and final offer process conducted, the Issuing Office will combine the evaluation committee’s final technical scores, the final cost scores, and (when applicable) the domestic workforce utilization scores, in accordance with the relative weights assigned to these areas as set forth in this Part.
3. The Issuing Office will rank responsible offerors according to the total overall score assigned to each, in descending order.
4. The Issuing Office must select for contract negotiations the offeror with the highest overall score.
5. The Issuing Office has the discretion to reject all proposals or cancel the request for proposals at any time prior to the time a contract is fully executed when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the contract file.

**PART III**

**TECHNICAL SUBMITTAL**

**III-1. Objectives.**

**A. General:** The Coroners’ Education Board requires the Offeror to develop and present a course of study which will prepare newly elected coroners, chief deputy coroners and full-time deputy coroners to carry out their duties as defined in Pennsylvania law with competence. In addition, the Board requires the Offeror to prepare, administer and grade a final examination which will test attendees’ knowledge of course materials and to prepare, distribute and return to the Board course evaluation forms. The selected Offeror will contract to provide the course of study during the month of December 2023 and once in the spring of 2024. This timeframe will constitute one cycle. The contract should clarify the number of classes to be presented annually during the contract cycle and the months of those courses to establish the necessary cycles. The class should be held twice a year, typical attendance is 30-50 participants per cycle.

**B. Specific:** The Board expects the content and quality of the Basic Education Course (“course”) to comply fully with requirements as set forth in Act 22 of 1988 (16 P.S. §9525.2) and to cover, at a minimum, the following areas of study: crime scene preservation and investigation; toxicology; forensic autopsy; legal duties of the coroner, forensic photography, mass disaster response, other relevant topics approved by the Board. The course should not assume that students have any prior knowledge or experience related to the subject matter. Course faculty shall be active practitioners in their fields. Because death investigation involves the collection and study of physical evidence, slides, video, actual physical evidence and other visual aids should be liberally used throughout the course. At least 35 of the 150 examination questions should be based on visual aids used during the course. Visual materials should be available for inspection by the Coroners’ Education Board.

**III-2. Curriculum.** The course of instruction must include, but not necessarily be limited to, the topics listed below:

**A. Legal Duties of the Office of the Coroner:**

1. The jurisdiction of the Pennsylvania coroner.(to include statutes, RTK, Legal

Responsibilities & Legal Aspects)

2. Duty to determine the cause and manner of death and if the death was due to a criminal act or criminal neglect.

3. Discuss the process of Subpoenas and differences between a Subpoena and Search Warrant

4. Certification of death for the Pennsylvania Department of Health, Division of Vital Records.

5. The coroner’s inquest.

6. The coroner as a witness in court.

7. Professional and financial considerations in utilization of forensic pathologists and other forensic specialists.

8. The coroner and the media.

9. Notification of the next of kin.

10. Organization and budgetary considerations in the operation of the Coroner’s office.

11. Legalities of organ donation.

12. Handling of Unidentified, Unclaimed Decedents, and/or Presumed Decedents.

13. Legally define, what is “on or about” the body mean?

**B. Death Scene Preservation and Investigation:**

1. Collection and preservation of evidence.

2. Establishing the time of death.

3. Special problems in blunt trauma, sharp trauma, gunshot, auto accident, fire death, explosion, electrocution, rape, sexual assault, autoerotic death, drug overdose, industrial accident, sudden infant death syndrome, battered child syndrome, poisoning, drowning, therapeutic misadventure, sudden unexpected death in adults and child and elder abuse and neglect.

4. Scene Safety and Security Protocols..

5. Haz-Mat, Bio-Hazards and Exposures.

6. The differences and similarities of crime scene processing versus death scene processing and working cooperatively with the Forensic Services.

**C. Toxicology:**

1. Collection and preservation of specimens for chemical analysis.

2. Principles of toxicologic analysis. (including differences between Tox analysis of Blood, Oral fluid, and Vitreous and others)

3. Laboratory facilities for toxicologic analysis.

4. Toxicology of poisoning, drugs of abuse (including cocaine, morphine, phencyclidine, amphetamines, barbiturates and alcohol, drug overdose, and environmental or industrial poisoning.

**D. Forensic Autopsy:**

1. Determination of cause and mechanism of death.

2. Establishing the time of death.

3. Collection and preservation of evidence.

4. Special problems: blunt trauma, sharp trauma, gunshot, auto accident, airplane accident, fire death, explosion, electrocution, rape, sexual assault, autoerotic death, drug overdose, industrial accident, sudden infant death syndrome, battered child syndrome, poisoning, drowning, therapeutic misadventure, and sudden unexpected death in adults.

5. Define the differences between Forensic Autopsy, Clinical Autopsy and Private Autopsy

**E. Forensic Photography.**

1. Proper techniques for taking Digital Photography.

2. Proper techniques for storing and securing Digital Photography.

3. Proper dissemination of digital images (legalities, privacy issues and civil liberties).

**F. Mass Disasters**.

**G. Other Relevant Topics Approved by the Board.**

1. Digital Forensics – the importance of cell phone and devices to a death investigation.

2. Ethics and Integrity.

3. Mental Wellness and Peer Support.

**III-3. Reference Source.** The Offeror shall select and provide to each participant, at Offeror’s expense, a physical copy of an approved Medico-Legal Death Investigation Reference book such as DeMaio, Spitz & Fischer, Louis N. Eliopulos” or the like.

**III-4. Course Materials.** The Offeror shall ensure that each instructor shall provide a copy of an outline of materials to be presented in advance of the instructor’s lecture.

**III-5. Final Examination and Submission of Grades**.

**A.** Offeror will prepare a final examination consisting of 150 questions of the multiple choice type based on material presented during the course. No fewer than 35 of these questions must be based on visual materials used during the course. The examination content is subject to Board approval, and the Board reserves the right to monitor the examination.

**B.** Within seven (7) days of administration of the examination, the Offeror shall submit to the Board examination grades of all persons registered for the course through the Coroners’ Education Board.

**C.** Must achieve a passing grade of 80% or better. Grades should be broken down into sections as identified in the Curriculum Section of this document.

**D.** Students shall receive their certificates within 21 days of course.

**III-6. Final Report.** Within thirty (30) days of completion of the course, Offeror shall prepare a final report to include the following: recommendations for content of future course(s); a complete notebook following the course outline including faculty vitae, a copy of all materials used by each instructor, and any modifications to course material which may have occurred.

**III-7. Course Particulars.**

A. The course will cover, at minimum, all of the topics listed at Section III-2 above. The course will be taught by instructors who have demonstrated relevant educational background and recent experience in their fields as subject matter experts.

B. The course shall be a minimum of 48 hours of instruction given over the course of five consecutive days. The first five days shall include a minimum of 8 hours of instruction. The course shall be followed on Day 6 by additional instruction as needed, review and examination. Additional hours can be added by holding two night sessions if necessary.

C. The course must be given once during fall and once again in the spring. The precise course dates must be approved by the Coroners’ Education Board.

D. The Offeror will be required to provide the room/location for each course/session. The Offeror is responsible for providing the location on a rotating basis between the east side and the west side of the state for the fall and spring sessions. The precise course location must be approved by the Coroners’ Education Board.

E. Because death investigation involves the collection and study of physical evidence, slides, video, actual physical evidence and other visual aids must be liberally used during the class, a syllabus or at a minimum an outline must be provided as a handout by each speaker. The venue must have proper audio/visual equipment (screen, projection table, etc) available during the training.

F. The course must contain eight (8) hours of hands-on practical exercises over the course to be performed in a mock environment that would specifically pertain to Coroners. Instructors may have a hands-on demonstration during the instructors’ lecture.

G. Offeror is responsible for monitoring and documenting course attendance by such measures as, for example, a proctored sign-in sheet distributed in the morning and afternoon sessions. The Board reserves the right to monitor the presentation of the course and the administration of the examination.

**III-8. Task Timetable.** The Offeror will adhere to the following timetable in accomplishing the various required tasks.

A. At Least 60 Days Prior to Commencement of Course

1. Offeror shall submit for Board approval a course curriculum in sufficient detail to show the title, content, duration and instructor for each lecture, laboratory, classroom exercise, or demonstration.

2. Offeror shall submit for Board approval an outline for each lecture, laboratory classroom exercise, or demonstration.

3. Offeror shall submit 150 examination questions based on material presented during the course, including at least 35 questions based on visual materials presented during class, for Board approval.

B. At Least 45 Days Prior to Commencement

1. Provide a curriculum setting forth subjects to be presented on a daily basis for the registrants for continuing education usage.

C. No Later Than Seven Days After Completion of Course.

1. Offeror shall submit to the Board examination grades of all persons registered through the Coroners’ Education Board.

D. No Later Than Forty-Five Days After Completion of Course

1. A written review and summary of all evaluations, as well as suggested improvements for future offerings of the course shall be submitted to the board within 45 days.

**III-9. Additional Attendees.** The Offeror may enroll additional persons not seeking Board certification and may charge such persons an amount determined solely by the Offeror. The number of persons registered through the Offeror is limited only by the availability of classroom facilities. Any person requesting certification under Act 22 of 1988 must register through the Coroners’ Education Board.

**III-10. Advertisement.** Advertisement of the course to newly elected coroners and deputy coroners will be at the expense of the Coroners’ Education Board. The Offeror may advertise the course to additional attendees whose number will be limited only by the availability of classroom facilities. Such advertisement will be at the Offeror’s expense and must specifically provide that only persons registered through the Coroners’ Education Board are eligible for Board certification upon successful completion of the course.

**III-11. Prior Experience.** Include experience in providing courses of instruction for persons involved in death investigation with reference to areas of study set out more fully at Section III. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. In identifying prior experience, give the date and place where previous courses were given and include the name of the customer, including the name, address, and telephone number of a responsible person who may be contacted for references. At least two different references must be provided for two different course offerings

**III-12. Financial Capability.** Describe your company’s financial stability and economic capability to perform the contract requirements. Provide your company’s financial statements (audited, if available) for the past three fiscal years. Financial statements must include the company’s Balance Sheet and Income Statement or Profit/Loss Statements. Also include a Dun & Bradstreet comprehensive report, if available. If your company is a publicly traded company, please provide a link to your financial records on your company website in lieu of providing hardcopies. The Commonwealth reserves the right to request additional information it deems necessary to evaluate an Offeror’s financial capability.

**III-13. Subcontractors:** Provide a subcontracting plan for all subcontractors, including Small Diverse Business and Veteran Business Enterprise subcontractors, who will be assigned to the Project. The selected Offeror is prohibited from subcontracting or outsourcing any part of this Project without the express written approval from the Commonwealth. Upon award of the contract resulting from this RFP, subcontractors included in the proposal submission are deemed approved. For each position included in your subcontracting plan provide:

1. Name of subcontractor;
2. Address of subcontractor;
3. Number of years worked with the subcontractor;
4. Number of employees by job category to work on this project;
5. Description of services to be performed;
6. What percentage of time the staff will be dedicated to this project;
7. Geographical location of staff; and
8. Resumes (if appropriate and available).

The Offeror’s subcontractor information shall include (through a resume or a similar document) the employees’ names, education and experience in the services outlined in this RFP. Information provided shall also indicate the responsibilities each individual will have in this Project and how long each has been with subcontractor’s company.

**III-14. Emergency Preparedness.**

To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

**A.** Describe how you anticipate such a crisis will impact your operations.

**B.** Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:

1. Employee training (describe your organization’s training plan, and how frequently your plan will be shared with employees)
2. Identified essential business functions and key employees (within your organization) necessary to carry them out
3. Contingency plans for:
	1. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
	2. How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
4. How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
5. How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

**III-15. Small Diverse Business (SDB) and Veteran Business Enterprise (VBE) Participation.**   The Issuing Office and the Department of General Services’ Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) has not set Small Diverse Business (SDB) and/or Veteran Business Enterprise (VBE) participation goals for this procurement.  The Issuing Office and BDISBO have determined that the public interest for the SDB and/or VBE participation opportunities for the scope of work for this procurement cannot be reasonably accommodated.  Please note that this procurement was issued under the Bureau of Procurement Policy Directive 2020-1.

**III-16. Objections and Additions to Standard Contract Terms and Conditions.** The Offeror will identify which, if any, of the terms and conditions (contained in **Part VI**) it would like to negotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror’s failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office’s sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for **Part**

**V**. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the Offeror’s, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in **Part V**. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in **Part V or to other provisions of the RFP as specifically identified above**.

**PART IV**

**COST SUBMITTAL**

1. **Cost Submittal.** The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted electronically in accordance with **Part I, Section I-12A**. The total proposed cost should be broken down into the components set forth in **Appendix E – Cost Submittal Worksheet.** Offerors should **not** include any assumptions in their cost submittals. If the Offeror includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Offerors should direct in writing to the Issuing Office pursuant to **Part I, Section I-8** of this RFP any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Issuing Office’s written answer so that all proposals are submitted on the same basis.

**The Issuing Office will reimburse the selected Offeror for work satisfactorily performed after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the Issuing Office has issued a notice to proceed.**

**PART V**

**CONTRACT TERMS AND CONDITIONS**

**SEE APPENDIX F**