

QUESTIONS & ANSWERS
RFP # 14-010-21
OPERATION OF MEDICAL EXAMINERS OFFICE

Is the radiology suite configured (electrical, mechanical, etc) to accommodate a CT scanner? **No.**

2) How is histology service now being provided? How many slides are produced in one year (divided by H&E, histochemistry, and immunohistochemistry)? **The histology service is now provided by Associated Pathologists, the parent group of Forensic Medical. Approximately 4500 slides were produced in 2012. The large majority of these are H&E. Estimates of histochemistry and immunohistochemistry slides are 2% and 1% respectively.**

3) Which, if any, of the current employees (including pathologists and the chief ME) have non-competition contracts with the current vendor? **All of the pathologists (except for Dr. Chancellor) have non-compete clauses.**

4) Who has ownership of and maintenance responsibility for the computer hardware? **Shelby County has ownership of the telephone hardware, software and service. Shelby County also has ownership of the security cameras and surveillance software/service. FMMS has ownership of the database that manages and collects the data from death investigation, autopsy/exam results, and decedent information, although the data itself belongs to Shelby County. Otherwise, all furniture and fixtures in the building belong to Shelby County (including PCs).**

5) Who has ownership of and maintenance responsibility for the computer software? Importantly, who owns the LIS (laboratory information system)? **The current vendor is responsible for the entirety of the laboratory service, although Shelby County would own the information in the system.**

6) Should the current vendor not be selected for the new contract, who will plan and oversee the transition process to the new vendor? **Dr. Karen Chancellor, Chief Medical Examiner for Shelby County**

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- 1) Section VII(c), page 12, the last sentence says “The resulting contract will be a “cost-plus” contract in an amount not to exceed and agreed upon ceiling.” and in section IX(e)(3), page 17, the first sentence says “If Shelby County Government enters into a Cost-Plus-or-a-Fixed Fee arrangement with the Contractor,
Question: Need to confirm that in our RFP response we can propose our fee as a fixed fee contract which is the type of contract we currently have with Shelby County. **The response should be entered as a Cost-Plus contract. A Fixed Fee contract will be considered, but will not be favored. The County’s strong preference is for a “cost-plus” contract in an amount not to exceed an agreed upon ceiling.”**
 - 2) Section XI(c)(2), page 33, it states under Tab 2 Business Plan #5 that it should include “Financial statements, four (4) years, audited”. **Question:** Does Shelby County want the

full audited financial statements: balance sheet, income statement, cash flow and foot notes or could we just provide a balance sheet out of our audited financial statements? The income statement and cash flow of Forensic Medical include operations other than just Shelby County and the balance sheet would show the stability of our company. Please confirm if Shelby County wants the entire audited financial statements and footnotes or a copy of the audited balance sheet only. **Shelby County expects the full audited financial statements, just as published by an external auditor.**

- 3) Section XI. Tab 4 Corporate Experience and Capacity: page 34 f.
The Provider will describe all current contracts for comparable services, including: Client demographic and health status profile.
Question: Please clarify health status profile. Are you requesting the health status profile of the population served? **Yes. That question is designed to see how the population served in other venues compares to Shelby County.**
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How/where may we obtain a copy of the current contract?

2) How/where may we obtain a copy of the current fiscal year budget for running the forensic center?

This is a public records request and is being forwarded to Edna Ward in the County Attorney's office. Ms. Ward will get in contact with you concerning your request.
