

## **REQUEST FOR QUALIFICATIONS: PATHOLOGY SERVICES**

### **Description:**

The intent of this Request for Qualifications (“RFQ”) is to allow the County of Burlington to create a pool of qualified Pathologist(s)/Medical Examiners for the period of July 1, 2016 through June 30, 2019, duly licensed in the State of New Jersey and in good standing, to furnish Medical Examiner Services for Burlington County. The services required by the qualifying pathologist(s) as contractor(s) with the County are described below in the section entitled “Scope of Work” but generally include performance of post-mortem examinations (Autopsies and Views), and on call duty in a Medicolegal Death Investigative setting. The term of the contract will be from July 1, 2016 through June 30, 2017. Additionally, the contracted Pathologist may be asked in rare circumstances to testify in administrative or court proceedings.

### **Qualification Requirements:**

Successful candidates must:

1. Submit a resume/ curriculum vitae that demonstrate the criteria established below.
2. Have graduated from an accredited school of allopathic or osteopathic medicine as either a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.)
3. Be duly licensed in New Jersey by the State Board of Medical Examiners as either a M.D. or D.O., and hold such license in good standing. Successful completion of an approved residency training program in Anatomic Pathology, combined Anatomic/Clinical Pathology.
4. Have a minimum of three years full-time practice in the field of Forensic Pathology; specifically performing post-mortem examinations in a Medicolegal Death Investigation setting.
5. Provide verification of previous experience in performing Medicolegal post-mortem examinations. Such verification should include a rough estimate of the number and types of examinations performed. Trial testimony will also be considered in evaluating credentials.
6. Provide current documentation from the Office of the State Medical Examiner, State of New Jersey, that the candidate is eligible to conduct Medicolegal autopsies and death investigations in the State of New Jersey, including the specific dates of eligibility.
7. Must be available at least one weekend per month when the Chief Medical Examiner is unavailable and have some flexibility to provide occasional coverage during the week when the Chief Medical Examiner is absent. It is recommended that candidates provide an estimate as to approximately how many and which days per month they are available to provide coverage.

### **Conflicts of Interest:**

Candidates must execute and deliver with the response to this RFQ a certification in the form provided stating that the candidate has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services. (See attached conflict of interest certification to be executed and returned with submission of package).

### **Compliance with Laws:**

If awarded a contract, candidate must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (see attached affirmative action language). The selected vendor(s) shall comply with the requirements of P.L. 1975, c.127 by submitting an employee information report or certificate of employee information approval. This obligation shall be addressed within the formal agreement.

### **Scope of Work:**

Successful candidate(s) must:

1. Have a working knowledge of various Federal and State laws and regulations related to Medicolegal Death Investigations, including the New Jersey State Medical Examiners Act (N.J.S.A. 52:17B-80).
2. Perform duties according to the State Medical Examiner's Act. Duties included but not limited to the following:
  - A. Violent deaths, whether apparently homicidal, suicidal or accidental, including but not limited to death due to thermal, chemical, electrical or radiation injury and deaths due to criminal abortion, whether apparently self-induced or not;
  - B. Deaths not caused by readily recognizable disease, disability or infirmity;
  - C. Deaths under suspicious or unusual circumstances;
  - D. Deaths within 24 hours after admission to a hospital or institution;
  - E. Deaths of inmates of prisons;
  - F. Deaths of inmates of institutions maintained in whole or in part at the expense of the State or County, where the inmate was not hospitalized therein for organic disease;
  - G. Deaths from causes which might constitute a threat to public health;
  - H. Deaths related to disease resulting from employment or to accident while employed;
  - I. Sudden or unexpected deaths of infants and children under 3 years of age and fetal deaths occurring without medical attendance.
3. Perform duties and follow rules and regulations according to the current policies and procedures of the Burlington County Medical Examiner Office, including personally attending crime scenes when indicated and responding to Investigator's inquiries regarding management of cases.
4. Accept responsibility for follow-up and final completion of all post-mortem examinations

performed while on duty, including but not limited to dictation of post-mortem examinations performed while on duty, revision of typed transcripts, review and appropriate incorporation of pending test results (toxicology, histopathology, microbiology, etc) and court testimony, if applicable.

5. Have command of the English language and be able to produce typewritten reports containing findings, conclusions, diagnoses and other relevant information and complete any forms submitted in connection with any assigned task.
6. Maintain all Medical Examiner documentation, individual decedent health information, and any related information to ongoing criminal investigations by Law Enforcement Personnel associated with a Medical Examiner case in strict confidence to be disclosed to the County Medical Examiner and/or his /her designee.
7. Must be responsible for the renewal and maintenance of their professional license and advise Burlington County of any potential change to license or any review /hearing by the Board of Medical Examiners.

#### **Submission of Qualifications:**

Qualified physicians shall submit proof of qualifications (explained above) for services the Pathologist will perform as outlined below. The volume of work shall fluctuate in response to the County's actual needs. Any estimates that may be provided regarding the volume of services to be performed is not a guarantee of payment. Payment shall be made on a monthly basis upon submission of vouchers certifying the actual services performed on a "per case" or per diem basis, and in accordance with procedures used by the Burlington County Treasurer's Office. The County will not pay for office or related expenses.

1. Stand-by
2. Scene
3. External Exam (View)
4. Partial Post Exam
5. Full Post Mortem Exam

Note: all services shall include providing a written report, where applicable.

The County intends to award a contract for physician services pursuant to N.J.S.A. 40A:11-5(1)(a)(i). The contract period shall be July 1, 2016 through June 30, 2017 subject to approval as to funding in the applicable County Budget. The Office of the County Solicitor will supply the form of contract.

This RFQ is open to all qualified Pathologists/Medical Examiner candidates. The County of Burlington will not discriminate on the basis of gender, race, age, ethnicity, handicap or any other legally protected class. A review committee will be established within the Human Resources Department, which shall review and evaluate all responses and determine a limited number of best-qualified applicants with which to negotiate. After negotiations, the review committee will recommend to the Burlington County Board of Chosen Freeholders that

candidate or candidates to which a contract award should be made. If the review committee's recommendations(s) are accepted by the Freeholder Board, the award of the contract(s) shall be formalized by Resolution of that Board.

**Responses to the RFQ are due no later than 12:00 PM on Tuesday, May 17, 2016 and must be submitted to the Burlington County Medical Examiner's Office, 4 Academy Drive, Westampton, NJ 08060.**

**Insurance Requirements:**

It is recommended that the successful vendor provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

- a. Physicians and Surgeons Professional Liability insurance in the amount \$1,000,000 for each wrongful act/\$2,000,000 aggregate.

Prior to the effective awarding of the contract, and as a condition precedent to such contract taking effect, the provider shall provide a Certificate of Insurance as verification of the required insurance. Approval of the coverage and Certificate of Insurance is a condition precedent to the awarding of the contract. The certificate should be issued to:

Burlington County Board of Chosen Freeholders  
49 Rancocas Road, P.O. Box 6000  
Mt. Holly, NJ 08060-6000  
Attn: Insurance & Risk Management

**NOTE: If vendor does not maintain insurance coverage as stated above, the County will provide insurance coverage for up to two (2) qualified vendors as long as such vendors meet the eligibility requirements under the County's policy of insurance.**

**In order for the County to consider providing coverage to a qualified candidate that lacks the insurance stated above, the candidate must complete and submit an application for coverage on a standard form furnished by the Division of Insurance & Risk Management. It is the prospective candidate's obligation to contact Risk Management at (609) 702-7135 for a copy of the application which must be completed and returned no later than the date and time the response to this RFQ is due.**

**Statement of Ownership:**

In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership must submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten (10%) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein, as

the case may be. If one or more such stockholder or partner is, itself a corporation or partnership, the stockholders holding 10% or more of that corporations' stock, or the individual partners owning ten percent 10% or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner exceeding the 10% ownership criteria established by this notice have been listed. If no stockholder owns more than ten (10%) percent, note by stating "None". **(See attached statement of ownership form to be executed and returned with submission of package).**

**Statement of Ownership:**

Complete this form only if the Firm is a partnership, corporation or limited liability company. Check here {\_\_\_} if not applicable.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Form of business: \_\_\_\_\_ corporation \_\_\_\_\_ partnership \_\_\_\_\_ limited liability company

List the names and addresses of all persons (including business entities) who have 10% or more interest in the Firm's firm. If an interest holder is a corporation, name the stockholders holding more than a ten percent interest.

Complete the certification below:

NAME	ADDRESS	SS#
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that (check one)

\_\_\_\_\_ the list of persons named above is current and correct to the best of knowledge.

Or

\_\_\_\_\_ there are no persons having a 10% or greater interest in the Firm's firm to the best of my knowledge.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Title

## **STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

P.L.2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All bidders must submit a copy of their State of New Jersey Business Registration Certificate prior to contract execution.

The bidder must include the proofs of all named or listed subcontractors in a construction bid as part of the bid submission.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

### **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington ("Board") that in performing services to Burlington County he knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself or his firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself or his firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the consulting services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: \_\_\_\_\_

DATED:

N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or

sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.