

AWARDING CONTRACT FOR FORENSIC TOXICOLOGY SERVICES

The Dane County Medical Examiner's Office is in need of forensic toxicology testing services. Therefore, the Medical Examiner's Office issued RFP # 113100 to identify qualified laboratories to provide these services. Based on evaluation of the responses to the RFP, the Medical Examiner's Office recommends award of a contract for forensic toxicology testing services to AIT Laboratories. The initial contract will be for three years with the option for the two following years. The annual cost will depend upon the need for various services offered under the contract. During 2013, the Medical Examiner's Office spent approximately \$50,000.00 for these types of services.

NOW, THEREFORE, BE IT RESOLVED that a Purchase of Services agreement be awarded to AIT Laboratories for an initial term of three years with options for 2 years of renewals.

BE IT FURTHER RESOLVED that the County Executive and the County Clerk are hereby authorized to sign the agreement on behalf of Dane County.

Submitted by Supervisors Rusk, McCarville, Bayrd and Wiganowsky, February 6, 2014.
Referred to PERSONNEL & FINANCE and PUBLIC PROTECTION & JUDICIARY.

DANE COUNTY
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original <input type="checkbox"/> Update Sponsor: <u>Rusk</u>	Substitute No. _____ Resolution No. <u>243, 13-14</u> Ordinance Amendment No. _____
Vote Required: Majority <input checked="" type="checkbox"/> Two-Thirds	

4 Title of Resolution or Ord. Amd.:
Contract for forensic toxicology services

5 Policy Analysis Statement:

Brief Description of Proposal:
 This resolution approves a contract for forensic toxicology services for the Medical Examiner's Office. It is the culmination of the RFP process for toxicology services.

Current Policy or Practice:
 The current practice is to have the testing done with the same vendor at a slightly higher price.

Impact of Adopting Proposal:
 The impact will potentially represent a savings to the County based on a 10% reduction in testing fees for the tests most commonly ordered.

6 Fiscal Estimate:

<u>Fiscal Effect (check all that apply):</u> <input type="checkbox"/> No Fiscal Effect <input type="checkbox"/> Results in Revenue Increase <input checked="" type="checkbox"/> Results in Expenditure Increase <input type="checkbox"/> Results in Revenue Decrease <input type="checkbox"/> Results in Expenditure Decrease	<u>Budget Effect (check all that apply):</u> <input checked="" type="checkbox"/> No Budget Effect <input type="checkbox"/> Increases Rev. Budget <input type="checkbox"/> Increases Exp. Budget <input type="checkbox"/> Decreases Rev. Budget <input type="checkbox"/> Decreases Exp. Budget <input type="checkbox"/> Increases Position Authority <input type="checkbox"/> Decreases Position Authority Note: if any budget effect, 2/3 vote is required
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7 Narrative/Assumptions about long range fiscal effect:
 This resolution approving the proposed contract will allow the line item for forensic toxicology services in the Medical Examiner's budget to be used more efficiently.

8 Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses		\$15,000		\$15,000	Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	45,000	\$0	45,000	Total	\$0	\$0	\$0	\$0

9 Personnel Impact/FTE Changes:
 NONE

10 Prepared By:

Agency: Medical Examiner's Office	Division:
Prepared by: Barry E. Irmen	Date: 2/5/14
Reviewed by: <u>nwe 2/25/14</u>	Phone: 608-284-6000
	Phone: