



## State of Utah

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## Department of Health & Human Services

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NATE WINTERS  
*Deputy Director*

The Utah Office of the Medical Examiner is seeking Locum Tenens providers for help in their Taylorsville (Salt Lake City), Utah office. This opportunity is posted on the state's public procurement website (<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>) and searching for "RS23-5". However, you are not required to visit that or respond through that portal.

All of the instructions and requirements are contained in the attached document and are highlighted in yellow on the next page. Please note that the application email **deadline is 9/8/2022 at 4PM MT**. The Office of the Medical Examiner has an overwhelming need for these services and we are trying to remedy that as soon as possible.

Compensation is outlined below on page 4 of this document.

If you have any questions, please contact Rick Straw at [rstraw@utah.gov](mailto:rstraw@utah.gov).

## Instructions - Scope of Work - Compensation Statement

### Forensic Pathologist Services

**Instructions:** To be eligible for award please email all of the documentation requested in the below 1-5, and a completed Compensation Statement Form (page 3 of this document) to [rstraw@utah.gov](mailto:rstraw@utah.gov) by 9/8/2022 at 4PM MT with "RS23-5 Locum Tenens Application" in the subject line. Failure to follow any of above instructions may result in the disqualification of your application.

Potential Locum Tenens are to have the following qualifications:

1. Experience, Training, and Certification.
  - a. Graduation from an accredited school of medicine. *To demonstrate this minimum requirement Vendor must provide a copy of its diploma.*
  - b. Board certification in anatomic pathology by the American Board of Pathology. *To demonstrate this minimum requirement Vendor must provide a copy of this certification.*
  - c. Experience in forensic pathology, including completion of an ABP-accredited fellowship. *(Note, that this is a scoreable criteria. Please provide a detailed description of your experience if it is not detailed on your CV.)*
  - d. Board certification in forensic pathology by the American Board of Pathology. *To demonstrate this minimum requirement Vendor must provide a copy of this certification.*
2. Licensure. Vendor must demonstrate that it holds a license to practice medicine in the State of Utah, or provide sufficient documentation that verifies Vendor is actively seeking licensure from the State of Utah. *(You must provide your license or statement that you are actively applying)*
3. Compensation. Vendor must demonstrate its willingness to be compensated for its services as follows: Vendor compensation will be limited to the amount of \$1,000 per autopsy, \$800 per partial autopsy, and \$600 per external examination, and \$65 for each examination report completed within 60 days, plus reimbursement for travel, hotel, per diem and car rental in accordance with finance guidelines of the State of Utah. *(You must fill out the form below and send it in with the rest of your documents)*
4. Curriculum Vitae. Provide a curriculum vitae that demonstrates Vendor's experience, training, and certification in practicing pathology. *(Note, that this is a scoreable criteria).*
5. Liability Insurance Coverage. Vendor must demonstrate that it carries and maintains, or is actively in the process of carrying and maintaining, commercial general liability insurance from an insurance company authorized to do business in the State of Utah. The limits of this insurance will be no less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate. *(Please provide a copy of your insurance or a statement that you are actively seeking a policy. You will not be cleared until we have the documentation.)*

## **SCOPE OF WORK**

Contractor is to provide the following scope of services to the Utah Office of Medical Examiners:

The investigation of deaths that fall under the jurisdiction of the Utah Medical Examiner's Act. The performance of examinations (external examinations, partial and complete autopsies) and the review of ancillary tests (toxicology, cultures, histology), records and reports necessary to certify the cause and manner of death.

Issue death certificates.

Prepare a complete autopsy report detailing the findings of the examination, ancillary test results and the final diagnoses with the conclusion of a final cause and manner of death.

Consult with families, law enforcement, attorneys and other individuals that are qualified under Utah Code to discuss the findings of the examination.

Provide expert testimony in legal proceedings, if necessary, under terms negotiated separately with the subpoena issuing authority.

*Note: The above 1(a),(b),(d), 2, and 5 are mandatory minimums that an applicant must be provide in order to move on to stage 2 (i.e. the technical evaluation). The above 1(c), 4, and the Compensation Statement are technical requirements that will be evaluated and scored by an evaluation committee. Applicants that pass the Mandatory Minimums and achieve 70% of the available technical points will be awarded up to the current budget.*

*Point Allocations: 1(c) = 300 points, 4 = 500 points, and the Compensation Statement = 50 points*

*This solicitation is publicly posted on the Utah Public Procurement Place which can be found by following this [link](#) and searching for "RS23-5" or "Locums Tenens – Office of the Medical Examiner".*

*The Office of the Medical Examiner may reopen or extend this solicitation if a sufficient number of qualified applications are not received by the deadline.*

**Vendor Compensation Statement**

State of Utah Prequalification List  
Medical Examiners (Forensic Pathologist)  
Solicitation #RS23-5

As compensation for its/his/her services as a locum tenens provider with the Office of the Medical Examiner for the State of Utah \_\_\_\_\_ expresses its/his/her willingness and agreement to be compensated for its services as follows:

1. Vendor compensation will be limited to the amount of \$1,000 per autopsy, \$800 per partial autopsy, \$600 per external examination and \$65 per each report completed within 60 days; plus reimbursement for travel, hotel, per diem and car rental in accordance with finance guidelines of the State of Utah. The Utah Office of Medical Examiners (OME) reserves the right to limit reimbursing Vendor's expenses for hotel, lodging, car rental, and meal per diem to those days Vendor performs approved services (i.e., perform autopsies, reviewing ancillary tests, creating records and reports necessary to certify the cause and manner of death, issuing death certificates, etc.) for the OME, plus one day.

Vendor Comments (if any)

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Vendor Name \_\_\_\_\_

Date \_\_\_\_\_

Vendor Signature \_\_\_\_\_