

# COUNTY OF CAPE GIRARDEAU - MISSOURI



## REQUEST FOR PROPOSALS FOR MEDICAL EXAMINER SERVICES

**RFP #09-15DEC23**  
**Release Date: November 6, 2023**

**Submittal Deadline:**  
**December 15, 2023**  
**not later than 11:00 A.M. central time**

Cape Girardeau County Clerk  
1 Barton Square, Ste 301  
Jackson, MO 63755  
Phone (573) 204-2494  
E-mail: [klnitsch@capecounty.us](mailto:klnitsch@capecounty.us)



## **NOTICE OF REQUEST FOR PROPOSAL**

Cape Girardeau County, Missouri is accepting Request for Proposals for the following:

### **RFP #09-15DEC23 – MEDICAL EXAMINER SERVICES**

Sealed proposals can be mailed or delivered and will be accepted until **11:00 a.m. local time on December 15, 2023**, in the Office of the Cape Girardeau County Clerk, County Administration Building, 1 Barton Square, Ste. 301, Jackson, MO 63755. Late responses will not be considered. Sealed proposals shall be clearly marked as “RFP-Medical Examiner Services”. Fax or Email responses will not be accepted.

The County of Cape Girardeau reserves the right to accept or reject any or all bids and waive informalities or irregularities.

Detailed specifications for this Request for Proposal are available by phone (573) 204-2494, or email to Kristi Nitsch at [knitsch@capecounty.us](mailto:knitsch@capecounty.us)

Kara Clark Summers  
Cape Girardeau County Clerk

Insertion: November 7, 2023  
Southeast Missourian

Release Date: November 6, 2023

## **REQUEST FOR PROPOSALS**

Cape Girardeau County is requesting proposals for Medical Examiner Services for Cape Girardeau County, Missouri. A set of conditions and specifications/requirements are enclosed.

Proposals must be submitted in complete original form by mail or by courier service to the following address:

Cape Girardeau County Clerk  
1 Barton Square, Suite 301  
Jackson, MO 63755

Proposals will be accepted at the above address until the time and date specified below and immediately after will be publicly opened and the names of the proposers read aloud.

**SUBMITTAL CLOSING TIME: 11:00 A.M., Local time**

**SUBMITTAL CLOSING DATE: December 15, 2023**

All parties submitting a proposal shall complete and enclose the Proposal Form along with five (5) copies of the proposal in a tightly sealed opaque envelope and plainly marked “**RFP - MEDICAL EXAMINER SERVICES.**” Qualified proposers are invited to submit proposals at their own cost. Cape Girardeau County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

All proposals are subject to the Cape Girardeau County Standard Terms and Conditions. All proposals submitted in response to this RFP shall become property of Cape Girardeau County and subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.) you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: “Not Subject to Public Disclosure”. Where authorized by law, and at its sole discretion, Cape Girardeau County will endeavor to resist disclosure of properly identified portions of the proposal.

**Questions:** Questions regarding this solicitation shall be submitted in writing to: Krisi Nitsch at [knitsch@capecounty.us](mailto:knitsch@capecounty.us). The deadline for submission of questions is 4:00 p.m./Central Standard Time, December 11, 2023.

**NO PROPOSAL MAY BE WITHDRAWN FOR AT LEAST 90 DAYS AFTER PROPOSAL OPENING.**

**PROPOSAL CERTIFICATION**

The undersigned, having fully familiarized himself/herself with all the documents, specifications, terms and conditions of the RFP, hereby proposes to provide Medical Examiner Services for Cape Girardeau County, pursuant to the attached proposal.

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have not communicated with, nor otherwise colluded with any other party submitting a proposal, nor have I made any agreement with, nor offered or accepted anything of value from an official or employee of the County of Cape Girardeau that would tend to destroy or hinder free competition.

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_  
(Print)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

## TERMS AND CONDITIONS

1. **PROPOSAL PREPARATION.** The proposals shall be typed or legibly written in blue ink. If a price or term already entered by a party submitting a proposal on the proposal form is to be altered, it should be crossed out with blue ink, the new unit price or extension entered above or below, and initialed by the proposer, also with blue ink. The proposal shall be signed by an authorized representative and the complete address of the proposer given thereon.

At a minimum, proposals should address how the proposing party proposes to meet or will comply with the Proposal Specifications, including:

1. Qualification Requirements of the Medical Examiner and Assistant Medical Examiner(s)
2. Scope of Services
3. Facility Requirements
4. Reports and Records
5. Professional Liability Insurance Coverage
6. Compensation

2. **WITHDRAWAL OF PROPOSALS.** Proposals may be withdrawn in person by a proposer or his authorized representative; but only if the withdrawal is made prior to the deadline set for receipt for proposals.
3. **RFP ADDENDA.** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Cape Girardeau County Commission. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.
4. **ALTERNATE PROPOSALS.** Proposers may make alternate proposals, provided that each such alternate is responsive to the entire request. Alternatives that are not responsive to the entire request may be considered non-responsive and at the option of the County, may result in rejection of the proposal.
5. **AWARD OF CONTRACT.** A contract may be awarded to that responsible proposer whose proposal, conforming to this request will be most advantageous to the County, price and other factors considered.
6. **LOCAL PREFERENCE.** The County will preferentially select proposers with a physical presence in the County, all other terms of the proposal being equal.
7. **PROPOSAL ACCEPTANCE.** The County reserves the right to accept or reject any or all proposals and to waive any informalities and minor irregularities in proposals received.

- 8. PROPOSAL POSTPONEMENT.** The County reserves the right to postpone the proposal opening for its own convenience.
- 9. INSURANCE** - If the proposal is for an independent contractor relationship to provide Medical Examiner services rather than an employment relationship with the County, the party submitting a proposal shall provide a certificate of insurance providing for professional liability insurance on an occurrence basis, general liability insurance policy with the same limits to provide coverage relating to personal injury, bodily injury, and property damage, automobile liability and contractual liability, with policy limits as negotiated and agreed to by the proposing party and County in the event an award is made pursuant to this Request for Proposal. The County may elect, and the proposing party shall be prepared to provide a certificate of insurance that specifically provides that the County of Cape Girardeau and its officers, agents, employees, and representatives are named as additional insureds and that the insurance policy cannot be cancelled or materially altered without providing a thirty (30) day written notice to the County of Cape Girardeau. The usual words in the cancellation clause of the insurance certificate which state, "endeavor to" and "failure to mail such notice shall impose no obligation or liability of any kind upon the company" shall be stricken. The bidder shall also furnish to the County of Cape Girardeau a certificate of insurance covering workers' compensation for any employees of the party submitting a proposal. Failure of the contractor to provide the certificates of insurance or receipt by the County of a notice of cancellation of the insurance policy(ies) by the contractor's insurance company(ies) shall constitute a material breach of contract and this contract may be terminated immediately.
- 10. LATE PROPOSALS.** Any proposal received at the office after the deadline specified for receipt will be rejected and remain unopened with a notation of the date and time received. Proposer may ask for return of the rejected proposal at proposer's expense.
- 11. NON-ASSIGNMENT.** The successful party may not assign, subcontract or otherwise transfer any contract granted without the express written approval of the County.

## **PROPOSAL SPECIFICATIONS**

### **1. QUALIFICATION REQUIREMENTS OF THE MEDICAL EXAMINER (ME) AND ASSISTANT MEDICAL EXAMINER(S)**

A. The proposing party shall specifically describe whether it is proposing an independent contractor relationship or an employment relationship with the County.

B. The Medical Examiner must:

- i. be a physician duly licensed to practice medicine by the Missouri Board of the Healing Arts.
- ii. be a pathologist granted by the American Board of Pathology, a certificate of qualification for the practice of Forensic Pathology with at least two years of forensic pathology work experience beyond forensic pathology residency/fellowship training.
- iii. have experience as an expert witness in the field of Forensic Pathology with documented testimony experience (at least 4 times within the last two years).

B. In the event the ME is not available, the means and methods by which an assistant medical examiner who possesses qualifications similar to those of the medical examiner would be provided. Any Assistant Medical Examiner(s) must:

- i. be a physician duly licensed to practice medicine by the Missouri Board of the Healing Arts.
- ii. be a pathologist granted, by the American Board of Pathology, a certificate of qualification for the practice of Forensic Pathology or eligible to take the examination in Forensic Pathology by the American Board of Pathology (Board certification of the assistant medical examiner in Forensic Pathology must be achieved within twelve (12) months of appointment as an assistant medical examiner).

### **2. SCOPE OF SERVICES**

A. The ME shall be qualified and prepared to carry out the provisions of Chapter 58, RSMo., including, but not limited to those provisions set forth in §§ 58.010, 58.020, 58.060, 58.090, 58.160, 58.375, 58.451, 58.455, and 58.700 to 58.765, RSMo. in the county.

B. All services required of the ME as described in and required by the laws of the State of Missouri, including investigating deaths, conducting postmortem examinations, filing death certificates, and conducting inquests.

- C. The party submitting a proposal should address whether the proposal contemplates the appointment of Assistant Medical Examiner(s) as part of the proposed contract.
  - i. Parties submitting a proposal should address whether the ME anticipates appointment of Assistant Medical Examiner(s) to perform the services described in this Request for Proposal, including responding to death scenes to conduct investigations in a timely manner. Note that the appointment of any Assistant Medical Examiner(s) shall only be with the approval of the County Commission, and subject to such terms and conditions and at such rates of compensation as the County Commission may prescribe.
- D. Proposals should address minimum and maximum response times for the services contemplated by this Request for Proposal, including response to death scenes after contact by an appropriate law enforcement agency, as well as autopsies:
  - i. For example, as a recommendation, the ME (or Assistant Medical Examiner(s)) are expected to respond to death scenes within 1 hour of being contacted by the appropriate law enforcement agency for at least 95% of the deaths reported.
  - ii. As an additional example, the ME (or Assistant Medical Examiner(s)) are expected to perform at least 95% of autopsies within twenty-four (24) hours of removal of the decedent from the death scene, with the exception of Sundays and holidays, but in no case later than the time provided for by law.
- E. The ME or Assistant Medical Examiner(s) shall conduct all investigations based on state law, best practices, and national death investigation guidelines.
- F. The ME and any Assistant Medical Examiners and all staff shall conduct themselves in a professional manner and should be professional in appearance in the performance of services as a result of this Request for Proposal and any contract awarded as a result.
- G. The ME shall provide necessary and appropriate communications and be available to respond to the inquiries of attorneys, law enforcement agencies, funeral directors, health care institutions, and involved citizens and families regarding death investigations and general procedures.
- H. The ME and any Assistant Medical Examiner(s) shall conduct postmortem examinations of all bodies pursuant to the requirements of the State of Missouri and according to professional standards established by the National Association of Medical Examiners.



- I. The ME and any Assistant Medical Examiner(s) shall be available for consultation and provide testimony in criminal prosecutions to the Prosecuting Attorney of Cape Girardeau County for deaths investigated by the ME.
- J. The ME shall regularly attend child death review team meetings as requested or required.
- K. The ME shall attend after-action critical incident stress debriefings when requested.
- L. The ME shall have available professionals/consultants available to provide all necessary forensic toxicology, anthropology, odontology, biology, neuropathology, entomology, as well as other required specialties, as needed, to investigate deaths reported. Use of the consultants should be based upon standards and accreditation requirements established by industry standards. A complete list of consultants anticipated to be used should be provided.
- M. The ME should describe the means and methods available to provide transportation of the decedent from the death scene to the autopsy facility. A complete list of facilities to be used for autopsies should be provided.
- N. The ME should provide for training and education compliance for both the ME and any Assistant Medical Examiner(s) in accordance with the laws of the State of Missouri and as set forth by the Missouri Coroners' and Medical Examiners' Association.
- O. The ME will submit a budget to the Cape Girardeau County Commission each year. A sample budget for FY 2025 should be submitted as part of the proposal.
- P. Describe the means and methods by which the ME will provide body bags, tags, personal protective equipment and other necessary supplies for use by the ME and any Assistant Medical Examiner(s).
- Q. At a minimum, the ME should be prepared to provide written policies regarding:
  - i. Case notification, acceptance and investigation
  - ii. Identification of deaths requiring investigation
  - iii. Investigation procedures
  - iv. Safety and security at death scenes
  - v. Body transportation and handling
  - vi. Postmortem examination procedures
  - vii. Toxicology procedures
  - viii. Media contact and release of information
  - ix. Organ and tissue donation
  - x. Retention of pituitary glands
  - xi. Quality assurance and performance improvement

### **3. FACILITY REQUIREMENTS**

- A. The party submitting a proposal shall address how the proposing party intends to comply with the following facility requirements:
  - 1. The autopsy facility should have a body receiving and handling area that is sequestered from the public view.
  - 2. Any refrigerated storage space used should be sufficient to accommodate the number of bodies and their handling during usual and peak loads.
  - 3. The autopsy facility should have access to radiographic (X-ray) equipment and the quality of the radiographs should be commensurate with the need.
  - 4. All facilities and all work areas must be clean, structurally sound, and well maintained and all public access areas comfortable, clean, and free from odor.
  - 5. The facility should have an after-hours locked storage area or depository available for evidentiary material.

### **4. REPORTS AND RECORDS**

- A. Proposals should address how the proposing party will comply with the requirements relating to reports, records, and retention of those reports and records in accordance with legal requirements.
- B. The ME shall maintain a record on every death reported to the office, whether or not jurisdiction is accepted.
- C. The report of the death should be available to the ME or Assistant Medical Examiner(s) before the beginning of the postmortem examination or certification of the death.
- D. Proposals should address how the party submitting a proposal anticipates providing and maintaining a computerized information management system with an appropriate security system in place to prevent intrusion, unauthorized release of information, or unauthorized addition, deletion, or alteration of data.
- E. Proposals should address the timing of availability of final postmortem examination reports from the date of the postmortem examination in accordance with state law and generally accepted industry standards.

- E. The ME must provide a monthly report which includes the following: deaths reported, deaths investigated, ME scene investigations, postmortem examinations, manner of death, and cremation permits with identified billing information.
- F. The record storage space must be secure with controlled access to ensure the integrity of the reports.
- G. The ME should be prepared to create and present an annual report to be delivered to the Cape Girardeau County Commission no later than [date] of each year, beginning in 2025.

## **5. INSURANCE COVERAGE**

- A. If the proposing party anticipates an independent contractor relationship with the County, the ME should provide proof of professional liability insurance, general liability insurance, automobile liability insurance, and workers' compensation insurance for the activities being carried out pursuant to this Request for Proposal and should provide a certificate or certificates showing proof of said coverages.

## **6. COMPENSATION**

- A. The basis of any fee, compensation, or reimbursement proposed, including the method of calculating increases to the annual fee, must be listed and should include the costs of responses to death scenes, autopsies, transportation of decedents from death scenes to the autopsy facility; the cost of office administration, personnel and overhead; the cost of forensic autopsy services, including neuropathology, toxicology, anthropology, entomology, odontology, and any other consultant or specialized tests required, based upon national standards of practice; the costs of any necessary supplies, materials, and equipment; the cost of continuing education, the cost of transportation, insurance, or any other expenses anticipated under a proposed contract.
- B. If the proposing party contemplates an independent contractor relationship, the proposing party should submit a complete statement of costs and expenses on a monthly and annual basis.
- C. If the proposing party contemplates an employment relationship, the proposing party should submit proposed rates of compensation and all anticipated benefits.
- D. All proposing parties should submit a sample budget for January 1, 2025 to December 31, 2025.
- E. Proposing parties should thoroughly describe or attach all documentation in support of its Proposal Response that verifies qualifications, compliance, experience, etc.