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MAYOR

# SHELBY COUNTY HEALTH DEPARTMENT

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**Public Health**  
Prevent. Promote. Protect.

## West Tennessee Regional Forensic Center (WTRFC) Consultant Requirements to Develop a Request for Proposal (RFP) for successful Daily Operations

November 25, 2024

Contact: James Rogers

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Contract Title: **Consultant to Develop RFP for Operating WTRFC**

**TERM:** The initial contract term will begin immediately upon execution of the contract through June 30, 2025. The Consultant must be prepared to begin immediately upon receipt of a fully executed contract and written Notice to Proceed from the County.

**REQUIREMENTS:** Provider must be a Medical Doctor with Forensic Pathology experience with all appropriate Licenses and Certifications required in the State of Tennessee to perform the Pathology/Forensics Services required. Provide a copy of your Shelby County Business License (if the business is located in Shelby County, TN).

1. Must have 3 to 5 years' experience in Forensic pathology and understanding of Forensic Technology and processes of a Regional Forensic Center.
2. Evaluate the management staff and ensure staff can provide all services as required by the Post-Mortem Examination Act, Tennessee Code Annotated ss 34-7-101, et sequitur (the "Management Services") necessary to operate the West Tennessee Regional Forensic Center.
3. Ability to assess Forensic Center operations and make recommendations on the following services: Professional staffing, Support Staffing and needed credentials according to the National Association of Medical Examiners (NAME) standards.
4. Analyze current Forensic Center operations and benchmark against best practices and make recommendations for continuous/quality improvement according to NAME standards.

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5. Analyze current Forensic Center operations and provide a cost proposal and staffing plan to achieve maximum productivity.
6. General experience in developing and writing a RFP for Forensic Medical Management providers to provide best in class service.
7. RFP developer must have M.D. or Ph.D. in Pathology and/or Forensic Science and worked at least 5 years in a Forensic Center so as to consult and advise Shelby County Government on contractual professional Forensic services.
8. Ability to provide metrics and or benchmarks for providers and for SCHD to monitor and measure service, e.g. autopsies, investigations
9. Provide a list of 3 to 5 clients (name and phone number) for the RFP that can provide Forensic Management Services for a large metropolitan area.
10. Recommendation on improving current programs in RFP development for a Forensic Center located in a large Metropolitan Area.
11. RFP recommendation must include monitoring the WTRFC services with established NAME standards and acquiring and maintaining NAME Accreditation.
12. Provide a written proposal and fee for the above services.

**SCOPE OF SERVICES**

Provide high-quality RFP for potential candidates to compete to operate the WTRFC and comply with NAME Standards.

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

\_\_\_\_\_  
Owner / Authorized Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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