

# **APPENDIX J**

*Model RFP for the Outsourcing of Convicted  
Offender DNA Samples to Vendor Laboratories*

**MODEL RFP**

**Request for Proposal for the CODIS  
STR Analysis of [Name of State]  
Collected Convicted Offender DNA  
Samples**

**APPLICATION DEADLINE:  
[INSERT DATE]**

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# Request for Proposal for the CODIS STR Analysis of [State Agency]’s Collected Convicted Offender DNA Samples

## I. Background & Overview

At the request of the Attorney General, the National Commission on the Future of DNA Evidence was established in March 1998 to provide recommendations on the current and future use of DNA technology in the operation of the criminal justice system, from crime scene to jury. One of the specific objectives of the National Commission is to recommend appropriate funding areas to maintain or improve essential laboratory capabilities. In furtherance of that objective, a Laboratory Funding Issues Working group was empaneled.

In response to the Attorney General’s request for recommendations that could be implemented immediately, the Laboratory Funding Issues Working Group reported that there were substantial numbers of convicted offender DNA samples that had been collected by the states but had not yet been analyzed and entered into the State and national DNA databases. At the time of this recommendation, it was estimated that there were over 750,000 convicted offender DNA samples awaiting analysis in state forensic laboratories across the country.

It is anticipated that laboratories responding to this RFP will analyze the convicted offender samples in the STR technology for Amelogenin and all of the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, TH01, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539**. The objective of this solicitation is to select a laboratory to which [State Agency] can send their collected convicted offender DNA samples for analysis in a CODIS compatible format so that the resulting DNA profiles can be entered into the State and national DNA databases.

Laboratories responding to this RFP must certify their compliance with the DNA Identification Act of 1994, the FBI Director’s *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*, proficiency testing by an approved proficiency test provider and *NDIS Standards for Acceptance of DNA Data*. Additionally, the laboratory must be accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or possess a certification of compliance with DNA Advisory Board standards issued by the National Forensic Science Technology Center (NFSTC).

## II. Request for Proposals

The [State Agency] seeks to select a laboratory to analyze its collected convicted offender DNA samples using the 13 CODIS core STR loci and Amelogenin.

1. [State Agency] will perform the quality assurance of the analyzed samples.
- Or**
2. [State Agency] will supply the selected laboratory with blind quality assurance samples that will be verified once returned.

For laboratories responding to this RFP, all minimum and technical requirements listed in Section III must be met in order to qualify.

The objective is to analyze [State Agency]'s convicted offender samples in a timely manner so that these convicted offender DNA profiles may be entered into State and national DNA databases to assist in the investigation of crimes involving biological evidence.

The award will be for an initial term of 12 months.

### **III. Minimum and Technical Requirements**

#### **A. Minimum Requirements - Laboratories shall satisfy the following minimum requirements in order to respond to this Solicitation.**

1. **At the time of submission of the Laboratory's response to this RFP, the Laboratory shall have the capabilities/capacity in place to analyze and report back the results of the analysis of each batch of convicted offender samples to [state agency] within 30 days of receipt of the samples. The Laboratory shall provide a Certified Statement of Capabilities/Capacity attesting to the Laboratory's ability to report back results in the 30 day time period.**
2. The Laboratory shall perform the requested DNA analyses to satisfy or exceed current standards for quality assurance program for DNA analysis, issued by the Director of the Federal Bureau of Investigation pursuant to the DNA Identification Act of 1994 (Appendix C), entitled *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*; a copy of which is attached in Appendix A. **The Laboratory shall provide a certification that it shall perform the requested DNA analyses in accordance with the *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*.** Also, the laboratory shall be accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or have received a certificate of compliance with the DNA Advisory Board standards from the National Forensic Science Technology Center (NFSTC) at the time of submission of their response to this RFP..
3. The Laboratory shall participate in an external proficiency testing program from a test provider that has been approved by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). The Laboratory shall successfully complete the proficiency tests. **The Laboratory shall provide a Certified Statement of Compliance (see Appendix G) and attach the Laboratory's most recent proficiency test results as well as documentation of the Laboratory's successful completion of such tests.** Less than successful completion of the proficiency tests may be grounds for termination of the contract. The Laboratory should also include documentation of any failed proficiency tests regardless of time frame and the remediation that was done to resolve the issue.
4. The Laboratory and each analyst performing DNA analyses at the Laboratory shall undergo, at regular intervals not exceeding 180 days, external proficiency testing by a proficiency testing program that meets the standards

issued under section 210302 of the DNA Identification Act of 1994. **Copies of the most recent proficiency testing results for each analyst shall be provided with the response to this RFP.**

5. The Laboratory shall analyze all samples for Amelogenin and all of the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539** - in accordance with the Federal Bureau of Investigation's *NDIS Standards for Acceptance of DNA Data*; a copy of which is attached in Appendix B. **The Laboratory shall provide a certification that it shall perform the analyses for Amelogenin and all 13 CODIS core loci in accordance with the *NDIS Standards for Acceptance of DNA Data*.**
6. Upon request by *[State Agency]*, the Laboratory shall make its protocols and procedures for the STR analysis of the convicted offender samples as well as its validation documentation available for review and inspection.
7. The Laboratory shall permit an on-site visit or inspection of the Laboratory facility and records prior to award to verify compliance with all minimum requirements. *[State Agency]* reserves the right to conduct unannounced on-site visits throughout the award period to ensure continued compliance with all minimum and technical requirements.

**B. Technical Requirements - The Laboratory shall respond to the RFP in accordance with the following technical requirements.**

1. The Laboratory shall not subcontract the convicted offender samples submitted by the *[State Agency]* to any other laboratory.
2. The Laboratory shall supply all equipment and materials necessary to comply with the analysis of the convicted offender samples for Amelogenin and all the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539**. Convicted offender samples may be submitted by *[State Agency]* in the following formats:

***[Choose sample type(s) applicable to your state]***

- (A) whole blood in tubes that the Laboratory will be required to stain onto cotton fabric, 903 S&S paper, FTA paper or other preferred material;
- (B) dried blood samples on cotton fabric, 903 S&S paper or FTA paper;
- (C) buccal swabs.

**The Laboratory may provide separate cost schedules in accordance with the various sample formats.**

***[Choose Kits/analytical platform for your state, if applicable]***

3. The Laboratory shall only use approved STR analysis kits as specified in the *NDIS Standards for Acceptance of DNA Data*; a copy of which is attached in Appendix B. The Laboratory shall use the following analytical platform:

- (A) Perkin Elmer Applied Biosystems 310 Genetic Analyzer,
- (B) Perkin Elmer Applied Biosystems 377 Sequencer,
- (C) Perkin Elmer Applied Biosystems 3700 Genetic Analyzer,
- (D) Hitachi FMBIO II or Hitachi FMBIO 100.

The Laboratory shall identify in their response to the RFP the STR kits and the analytical platform that will be used in the analysis of the convicted offender samples.

- 4. The Laboratory shall be responsible for the shipping of samples to and from *[State Agency]* as well as the results of all the analyses. The method of shipping shall provide proper conditions to protect the integrity of the samples, safeguard the chain of custody, assure timeliness and provide the ability to track all shipments. The shipping method selected by the Laboratory shall be subject to the approval of the *[State Agency]*, which approval shall not be unreasonably withheld.
- 5. Chain of custody is of paramount concern to *[State Agency]*. The chain of custody for samples and the resulting data shall be documented to include sample receipt by the Laboratory, as well as processing, typing and returning convicted offender blood samples and resulting data back to *[State Agency]*. The Laboratory shall describe in their response to this RFP how such convicted offender samples and the resulting data will be processed and tracked in order to ensure a proper chain of custody.

*[If Applicable to Your State)*

- 6. The Laboratory acknowledges that the convicted offender samples, the results of a DNA analysis and the comparison of analytic results are made confidential by *[State Agency]*, and will treat such information with due care to prevent improper disclosure. Under many state laws, the unauthorized disclosure of DNA records or the results of a forensic DNA test or analysis and tampering or attempted tampering with a DNA sample are crimes. The Laboratory shall protect the confidentiality of all records and other materials that are maintained in accordance with this program. The Laboratory shall have written policies governing access to, duplication and dissemination of all such information. The Laboratory shall limit access to the convicted offender samples and analyses only to those employees requiring access for performance of this program and shall advise those employees of the strict confidentiality requirements relating to these convicted offender samples and analyses.
- 7. In the event a match is made between an unsolved casework DNA profile and one of the convicted offender samples analyzed by the Laboratory, the Laboratory agrees to provide testimony in subsequent legal actions, if needed. The Laboratory agrees that no future costs will be incurred by the *[State Agency]* such as travel, expert witness fees or duplication of data due to a subpoena by the prosecution or defense in a criminal case or other compelled appearance or production of records.

8. STR data shall be generated for Amelogenin and all of the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, TH01, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539.**
- (a) The analysis of a specimen shall not be considered complete until genotypes for Amelogenin and all 13 CODIS core loci have been generated and accepted by the submitting state.
  - (b) The genotypes shall be compiled in the common message format for insertion into the FBI's Combined DNA Index System (CODIS), a copy of which is attached as Appendix F, and transmitted in electronic form on CD-Rom or "ZIP" disks, at the discretion of *[State Agency]*. Please note that the common message format for CODIS is undergoing revision and that the laboratory shall be required to provide the genotypes in CODIS compatible format throughout the duration of their contract with *[State Agency]*. A new revised version of the common message format may be instituted no sooner than January 1, 2001 and laboratories should contact the FBI's CODIS Help Desk for the most recent common message format after January 1, 2001.
  - (c) All extraction, amplification, gel data sheets (including StaRcall spreadsheets, original gel scans and the final gray scale/color corrected gel images) and electropherogram data are to be returned to *[State Agency]*. All instrument data collection files and files generated in the analysis of the samples shall also be returned to the submitting state on CD-Rom or "ZIP" disks, at the discretion of the *[State Agency]*.
  - (d) All unused sample portions are to be returned to the *[State Agency]*. Excess DNA extract shall be stored frozen until such time that the Laboratory can return the samples to *[State Agency]*. Amplified DNA shall be retained at the Laboratory until appropriate quality assurance review has been completed by the *[State Agency]*. After such review, the amplified DNA shall be destroyed and certification of such destruction provided to the *[State Agency]*.
  - (e) Any quality control or quality assurance data, if not archived at the Laboratory, is to be returned to the *[State Agency]*.
  - (f) **Ownership of all data, materials and documentation originated and prepared for the *[State Agency]* pursuant to this program shall belong exclusively to the *[State Agency]*.**
  - (g) The cost of CD-ROM or "ZIP" disks and the shipping of such data shall be included by the Laboratory in the proposed cost per sample of completed analysis.

9. The Laboratory shall monitor analytical procedures by using appropriate controls and standards on each gel or run:
  - (a) A positive amplification human DNA control.
  - (b) Allelic ladders.
  - (c) A negative amplification control and reagent blank.
  - (d) In-lane size standard, as appropriate.
10. Analysis of a convicted offender DNA sample shall not be considered complete until the allele designations have been determined for Amelogenin and all of the 13 CODIS core loci. The laboratory will provide complete analysis for the *[State Agency]* and/or identify such complete analysis in a format acceptable to the *[State Agency]*. In other words, in instances in which the Laboratory chooses to reanalyze a sample, the Laboratory will either provide only the final accepted analysis to the *[State Agency]* or identify such correct and complete analysis so that the *[State Agency]* will not be reviewing incomplete or nonfinal analyses.
  - (a) Such allele designations shall be in the proper form for insertion into CODIS software.
  - (b) Ladders and controls shall yield acceptable results.
11. In the event that the analysis fails for a particular convicted offender sample, additional portions of that sample shall be provided to the Laboratory, whenever necessary.
12. The *[State Agency]* shall conduct quality control of the Laboratory's analyses by either retesting quality assurance samples within their laboratory or by submitting blind quality assurance samples to the laboratory and verifying the correct allele calls upon receiving the results. The number of these quality assurance samples shall not exceed 10% of the total submitted. If results of this retesting indicates a discrepancy, further submission and testing by the Laboratory shall be halted until resolution. The Laboratory shall not charge the *[State Agency]* with any additional expenses for any analysis or reanalysis necessary to resolve the discrepancy.
13. The Laboratory shall notify the *[State Agency]* of any problems in testing immediately upon discovery.

#### **IV. Restrictions and Limitations on Use of Funds**

The Funding provided under this program shall only be used for the STR analysis of convicted offender samples.

## V. Application Instructions and Requirements

Each response to this RFP shall include the following information:

### A. Introduction:

1. Brief corporate/business history: including general mission statement, number of employees, financial capacity and capabilities to successfully complete the services specified in this RFP and brief history of experience performing forensic DNA STR analyses, specifically involving convicted offender samples.
2. Designation of Prime Contact. Please provide the name, title, telephone number, facsimile number and E-mail address of a contact person(s) authorized to respond on behalf of the Laboratory.

### B. Technical Proposal

1. This section shall describe the Laboratory's approach and plans for accomplishing the requirements specified in the RFP. An example of the format to be used in responding to this RFP is included in Appendix E. The Laboratory shall address all of the minimum and technical requirements, and include detailed plans for the Quality Assurance, Quality Control, Proficiency Testing, Chain of Custody and Confidentiality Procedures requirements.

The Laboratory shall include a description of their proposed Project Management as well as the organizational structure for the project and experience in performing similar projects. The Laboratory shall include their specific plans to manage, control and supervise the project in order to insure satisfactory program completion in accordance with the required turn around times. The Laboratory shall describe the individuals to be assigned to this program as well as the individual's function and role in the program and include their resumes which should emphasize relevant qualifications and experience in completing programs of a similar size and scope.

### C. Reference Information:

**References shall be contacted and are part of the evaluation criteria.**

The Laboratory shall provide two references from companies or public agencies not affiliated with the Laboratory. At least one of these references, but preferably more, shall currently be using the Laboratory's services for STR analysis for identification purposes. Emphasis should be placed on projects that are very similar in size and scope to those required by this RFP in order to document the Laboratory's ability to complete the services required by this RFP. Please

provide the company/agency name, dates of service, address, a contact name, telephone number, facsimile number and E-mail address, if available.

**D. Cost Proposal:**

The Cost shall be provided on a per sample basis using the cost proposal sheet provided in Appendix D. Laboratories will be expected to hold prices firm for a minimum of ninety (90) days from submission of their response to this RFP in order that the evaluation can be conducted and award(s) made.

## **VI. Evaluation Criteria**

All responses will be reviewed by a peer evaluation panel selected for their operational expertise as well as their knowledge in the substantive areas covered by this RFP. The evaluations will be based upon the following criteria, listed in rank order of importance:

*[State may wish to vary order, assign a value to each category  
and/or include additional criteria]*

**A. Quality Assurance**

- Compliance with the FBI Director's *Quality Assurance Standards*;
- Successful Completion of Proficiency Testing Requirements;
- Appropriate Protocol for Troubleshooting;
- Compliance with all Minimum and Technical Requirements; and
- ASCLD/LAB accreditation or NFSTC certification

The on-site visit/inspection will be used to confirm use of the *Quality Assurance Standards*, proper documentation and compliance with the Minimum and Technical Requirements.

**B. Sample Handling and Security**

This category shall be evaluated on the chain of custody or sample inventory system used to track samples from receipt in the Laboratory to the return to the *[State Agency]*. Additionally, the measures taken to ensure confidentiality of the samples and analyses will be evaluated. The on-site visit/inspection will be used to confirm the procedures.

**C. References/Current Capacity**

This category shall be evaluated on reliability, testing accuracy, and customer satisfaction . At least one of these references, but preferably more, shall currently be using the Laboratory's services for the STR analysis of samples for identification purposes.

The on-site visit/ inspection will be used to confirm the Laboratory's current capabilities/capacity as well as contact with the references.

**D. Cost (to be considered, if necessary)**

Provision of required services, inclusive of:

- i) Personnel and fringe benefits;
- ii) Shipping/transportation of convicted offender samples to and from the *[State Agency]*;
- iii) Supplies necessary for the analysis of the samples, including reagents and STR kits;
- iv) Supplies necessary for the preparation and return of analysis results to the *[State Agency]*, including CD-ROMs and "ZIP" disks; and
- v) Management or other administrative overhead.

Cost shall be quoted per sample and on the proposal sheet provided in Appendix D.

**VII. Administrative Requirements**

**A. Pre-Bid Conference**

A Pre-Bid Conference may be held.

**B. Submission Requirements:**

1. All questions regarding this RFP prior to the Pre-Bid Conference shall be submitted in writing to *[State point of contact]*. **NO TELEPHONE INQUIRIES WILL BE ACCEPTED.** Written submissions can be mailed to: *[State Agency Address]*:

**In the event that it becomes necessary to revise, modify, clarify or otherwise alter the RFP, revisions will be made in the form of addenda to this RFP. All addenda to the original RFP become part of this RFP and shall become part of the final award resulting from this RFP.**

2. An original plus *X-number* of copies of the response to this RFP must be received by *[State Agency]* by the close of business on **[DATE]**. Extension of this deadline shall not be permitted. Responses to the RFP should be mailed to the following:  
*[State Agency Address]*  
Applications submitted via facsimile shall not be accepted.
3. The *[State Agency]* is not liable for any cost incurred by a Laboratory in preparation for or prior to the approval of a Laboratory for this program.
4. *[State Agency]* reserves the right to the following:  
  
Amend the RFP specifications to correct errors or oversights, and to

supply additional information as it becomes available. All Laboratories who have received this RFP will be supplied with all addenda or additional information issued.

Make typographical corrections to responses to the RFP, with the concurrence of the Laboratory.

Request clarification and/or additional information from Laboratories responding to this RFP.

Change any of the scheduled dates stated herein with written notice to all Laboratories who have received this RFP.

Disqualify responses to this RFP that fail to meet minimum and technical requirements.

Select more than one Laboratory, if in the best interests of the *[State Agency]*, to provide sufficient capabilities to have the collected convicted offender samples analyzed.

Coordinate with the Laboratory(s) selected, if necessary, to modify the required turn around times.

5. Public announcements or news releases pertaining to the selection of the Laboratory for this program contract shall not be made without the prior written approval of the *[State Agency]*.

## **VIII. Contract Provisions**

### **A. Mandatory Contract Provisions:**

**The [State Agency's] Counsel's Office will provide the provisions required for inclusion for state contracts. These contractual clauses shall not be subject to waiver.**

1. Terms of Payment

***To be supplied by [State Agency].***

The *[State Agency]* reserves the right to have the samples re-analyzed to satisfy the minimum and technical standards, at no additional charge.

2. Confidentiality of Information

***To be supplied by [State Agency].***

3. Termination of the Agreement

***To be supplied by [State Agency].***

*[State Agency]* may terminate the award if the Laboratory is not able to fully comply within thirty (30) days after the agreed upon start date for services.

*[State Agency]* may terminate the award if the Laboratory is found to be in violation of any of the provisions of the DNA Identification Act of 1994, including compliance with the *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*, the proficiency testing requirements and the access and disclosure requirements.

*[State Agency]* may terminate the award based upon repeated and/or uncorrected unacceptable results by the Laboratory.

*[State Agency]* will provide thirty (30) days written notice to the Laboratory of their intent to terminate the award.

4. Substitution of Personnel

***To be supplied by [State Agency].***

Any substitution of personnel identified by the Laboratory in their response to this RFP shall be subject to the approval of the *[State Agency]*.

5. Damages for NONPERFORMANCE

***To be supplied by [State Agency].***

6. Notice

***To be supplied by [State Agency].***

## **IX. Award Period**

Awards under this program are issued for a period of twelve months.

## **X. Award Amount**

The actual award is based upon the evaluation of the responses received.

## **XI. Due Date**

An original plus *[X-Number of Copies]* of fully executed responses must be received by the *[State Agency]* by the close of business on **[Insert Date]**.

# **APPENDIX A**

## *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*

*See Appendix A Above*

# **APPENDIX B**

*NDIS Standards for Acceptance of DNA Data*

*See Appendix B Above*

# APPENDIX C

*Selected Provisions from  
the DNA Identification Act of 1994*

*See Appendix C Above*

# **APPENDIX D**

## *Cost Proposal Sheet*

# COST PROPOSAL SHEET

## *For Laboratories Responding to STR Analysis for Databasing Purposes*

Laboratories shall quote prices for each of the following quantities. If necessary, cost will be evaluated on the price per sample for quantities<sup>1</sup> of 1,000, 5,000, 10,000 samples over the term of the award.

Cost for 1,000 samples	_____	per sample
Cost for 3,000 samples	_____	per sample
Cost for 5,000 samples	_____	per sample
Cost for 10,000 samples	_____	per sample
Cost for 15,000 samples	_____	per sample
Cost for 25,000 samples	_____	per sample

Laboratories shall indicate the STR kits and analytical platform that will be used for the STR analysis indicated above. If the Laboratory offers a variety of STR kits and analytical platforms, please complete a separate COST PROPOSAL SHEET for each combination of STR kit and analytical platform.

STR Kit(s):

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Analytical Platform:

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<sup>1</sup>The term quantities includes all the samples submitted for this RFP during the period of this award.

# **APPENDIX E**

*Model Format  
for  
Submission of Responses to this RFP*

**MODEL FORMAT**  
**FOR RESPONSE TO RFP**

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# **APPENDIX F**

## *Common Message Format For CODIS*

*See Appendix F Above*

# **APPENDIX G**

*Certified Statement of Compliance*

# Certified Statement of Compliance with Proficiency Testing Requirements

I hereby certify that \_\_\_\_\_(Name of Company)  
participates in an external proficiency testing program from a test provider that has been  
approved by the American Society of Crime Laboratory Directors/Laboratory  
Accreditation Board [ASCLD/LAB].

I further certify that all personnel performing DNA analysis have participated in an  
ASCLD/LAB approved external proficiency testing program at regular intervals, not to  
exceed every 180 days, and have performed successfully in such proficiency tests.

To demonstrate our laboratory's proficiency in DNA analysis, attached is a copy of the  
most recent proficiency test results for the laboratory's and all personnel performing  
DNA analysis.

It is further agreed that all personnel performing DNA analysis must continue to perform  
successfully in the external proficiency testing program described above.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

State Offices Administering the Edward Byrne Memorial State and Local  
Law Enforcement Assistance Formula Grant Program

Alabama

Luke Marshall  
Section Chief  
Law Enforcement/Traffic Safety Division  
Department of Economic and Community  
Affairs  
401 Adams Avenue  
P.O. Box 5690  
Montgomery, AL 36103-5690

Contact: Jim Quinn  
Phone: (334) 242-5811  
Fax: (334) 242-0712

Alaska

Colonel Glenn Godfrey  
Director  
Alaska State Troopers  
5700 East Tudor Road  
Anchorage, AK 99507

Contact: Catherine Katsel  
Phone: (907) 269-5082  
Fax: (907) 337-2059  
pckatsel@psafety.state.ak.us

Arizona

Rex M. Holgerson  
Executive Director  
Arizona Criminal Justice Commission  
1501 West Washington Street  
Suite 207  
Phoenix, AZ 85007

Contact: Joseph R. Farmer  
Phone: (602) 542-1928  
Fax: (602) 542-4852  
acjc@goodnet.com (notify before sending)

Arkansas

Jerry Duran  
Administrator  
Office of Intergovernmental Services  
Department of Finance and Administration  
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Little Rock, AR 72201

Contact: Gordon Burton  
Phone: (501) 682-1074  
Fax: (501) 682-5206

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Fax: (916) 327-8714  
Pager: (916) 590-0916

Colorado

Bill Woodward  
Director  
Division of Criminal Justice  
700 Kipling Street, 3rd Floor  
Denver, CO 80215

Contact: John Inmann  
Phone: (303) 239-4442  
Fax: (303) 239-4491  
jinmann@aol.com

Connecticut

Leonard F. D'Amico  
Under Secretary  
Office of Policy and Management  
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Hartford, CT 06134-1441

Contact: Jack Bates  
Phone: (860) 418-6210  
Fax: (860) 418-6496

Delaware

James Kane  
Executive Director  
Criminal Justice Council  
Carvel State Office Building  
820 North French Street, 4th Floor  
Wilmington, DE 19801

Contact: Tricia Peraino  
Phone: (302) 577-3433  
Fax: (302) 577-3440

District of Columbia

Sandra M. Manning  
Director  
Office of Grants Management and  
Development

717 14th Street, N.W., Suite 500  
Washington, D.C. 20005

Contact: Tanya Hatton  
Phone: (202) 727-6537  
Fax: (202) 727-1617

Florida

Rosa M. Morgan  
Chief  
Department of Community Affairs

2555 Shumard Oak Boulevard  
Tallahassee, FL 32399

Contact: Clayton Wilder  
Phone: (850) 488-8016  
Fax: (850) 487-4414

Georgia

Martha Gilland  
Director  
Criminal Justice Coordinating Council  
503 Oak Place, Suite 540  
Atlanta, GA 30349

Contact: John T. Clower  
Phone: (404) 559-4949  
Fax: (404) 559-4960

Hawaii

The Honorable Margery S. Bronster  
Attorney General  
State of Hawaii  
425 Queen Street, Room 221  
Honolulu, HI 96813

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## Statutory Assurance

Pursuant to the provisions of 42 U.S.C. §3796kk-2, the applicant certifies that:

- (1) DNA analyses performed at the laboratory will satisfy or exceed the current standards for a Quality Assurance Program for DNA analysis issued by the Director of the Federal Bureau of Investigation under Section 14131 of Title 42 United States Code.
- (2) DNA samples obtained by and DNA analyses performed at the laboratory shall be made available only—
  - (A) to criminal justice agencies for law enforcement identification purposes;
  - (B) in judicial proceedings, if otherwise admissible pursuant to applicable statutes or rules;
  - (C) for criminal defense purposes, to a defendant, who shall have access to samples and analyses performed in connection with the case in which the defendant is charged; or
  - (D) if personally identifiable information is removed, for a population statistics database, for identification research and protocol development purposes, or for quality control purposes; and
- (3) the laboratory and each analyst performing DNA analyses at the laboratory shall undergo, at regular intervals not exceeding 180 days, external proficiency testing by a DNA proficiency testing program that meets the standards issued under 42 U.S.C. §14131, Quality Assurance and Proficiency Testing Standards.

\_\_\_\_\_  
Certifying Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date