

The Alabama Department of Forensic Sciences (ADFS) is seeking to contract the medical professional service of conducting off-site forensic dentition comparisons and examinations for investigative and identification purposes. Forensic Dentists assist ADFS Medical Examiners and staff with identification and/or interpretation of dental evidence. ADFS reserves the right to award the RFP to multiple vendors.

I. MINIMUM REQUIREMENTS

- 1) The contractor must have either a Doctor of Dental Surgery (D.D.S.) or Doctor of Dental Medicine (D.M.D.) with an active state dental license and ten (10) or more years of experience working in the field of dentistry, who provides consultation and advises ADFS Medical Examiners on referred cases.
- 2) The contractor must have specialized training in Forensic Dentistry, including proper handling, examination, and evaluation of dental evidence. This includes the correct collection of DNA evidence and the proper collection of radiographic evidence using radiology equipment.
 - a. Cases may include examining and comparing the dentition of a subject with dental records, or where bite marks are evident or suspected on victims, for the purposes of identification and/or interpretation of said bite marks.
 - b. The contractor must also have experience with WinID3 computer software and familiarity with DVI-DMORT protocols and operations.
- 3) The contractor must provide ADFS with a written report describing any work conducted and the resulting conclusions.
- 4) The contractor must return all specimens to ADFS and will not store or retain any ADFS materials.
- 5) The contractor must provide the requested services and initiate the return of materials within fifteen (15) business days of receiving the submitted materials.
 - a. When exceeding the fifteen (15) day requirement, the contractor must notify ADFS of an expected delay and the reason for the delay.
- 6) The contractor must provide a submission document indicating the services requested and the chain of custody for materials.
- 7) ADFS will reimburse the Contractor for travel expenses at the prevailing rate for mileage and per diem as set by the State of Alabama.

II. EVALUATION PROCESS

The basis for the selection from the qualifying proposals will be a weighted evaluation of the criteria and must include the following in the proposal:

- 8) Cost Proposal (30%)
 - a. ADFS requests for billing purposes an hourly rate or fixed amount for the following:
 - i. Amount for each examination.
 - ii. Amount for each consultation.
 - iii. Hourly rate and maximum amount per case for time investigating and preparing reports.
 - iv. Hourly rate and maximum amount for time spent in court or traveling to and from court.
- 9) Qualifications and Experience (35%)
 - a. Contractor must provide a copy of their active dental license

- b. Contractor must provide a current Curriculum Vitae (CV) or resume with available references to document:
 - i. Ten (10) or more years of experience working in the field of dentistry
 - ii. Specialized training in Forensic dentistry, including the examination and comparison of dentition of a subject with dental records, bite mark identifications, and experience with WinID3 computer software and familiarity with DVI-DMORT
- 10) Detailed Description/Delivery of Services (35%)
- a. A detailed description in the proposal of the resources available to perform the work, including specialized services.
 - b. Record of past performance, quality of work, and ability to meet the specified fifteen (15) business day turnaround time.

III. CONTRACT

The contract shall be effective from October 1, 2025, until September 30, 2027.

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this contract, be enacted, then that conflicting provision in the contract shall be deemed null and void. The contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

In the event of the proration of the fund from which payment under this contract is to be made, or if the State Legislature fails to appropriate sufficient funds to support/pay for this contract, the contract will be subject to termination. The awarded contractor will not be entitled to any compensation for work performed prior to the award date of this RFP and subsequent execution of the applicable contract or prior to proper approvals from ADFS. If ADFS is required to terminate this agreement due to the above provisions, ADFS will provide contractor with written notice of termination thirty days prior to the effective date of the termination.

The contract is not effective until it has been reviewed and approved by the Chief Procurement Officer, the Contract Review Committee, and the Governor.

Question Submission and Deadline

Questions regarding this proposal must be submitted no later than August 20, 2025, by 5 p.m. CST. The questions and answers will be uploaded as an amendment to the RFP in STAARs.

All questions must be submitted to:

Carla Williams

Email: Carla.Williams@adfs.alabama.gov

The subject line should read: "Question – RFP for Forensic Dentistry Services"

Proposal Submission and Deadline

All proposals must be received no later than September 2, 2025, by 5:00 p.m. CST.

An electronic version of the proposal in PDF format must be emailed before the submission deadline to:

Carla Williams

Email: Carla.Williams@adfs.alabama.gov

The subject line should read: “Proposal – RFP for Forensic Dentistry Services”

The proposal should list each item in the Minimum Requirements section in order and provide a comprehensive description of your approach to delivering the service specified.

ADFS reserves the right, in its sole discretion, to waive minor defects or variations of a proposal from the exact requirements set forth herein that do not give one contractor an advantage or benefit not enjoyed by other contractors.