



John Davis
Executive Director

REQUEST FOR INFORMATION (RFI)

DNA SERVICES
RFx No. 3150001886
Issue Date: November 28, 2018

CLOSING LOCATION
Mississippi Department of Human Services
200 South Lamar Street
Jackson, Mississippi 39201

CONTACT
Name: Bryan C. Wardlaw, Chief Procurement Officer
E-Mail: Bryan.Wardlaw@mdhs.ms.gov
Phone Number: (601) 359-4500

CLOSING DATE AND TIME
Responses must be received by December 19, 2018, at 5:00 PM (Central Time)

SECTION 1. PURPOSE

The purpose of this Request for Information (RFI) is to obtain information regarding modern DNA Testing Services, including collection and testing, from qualified vendors who are able to provide DNA testing services for paternity establishment and DNA collection services.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information purposes – it does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), Request for Qualification (RFQ) or a promise to issue an RFP, IFB, or RFQ in the future. This request for information does not commit MDHS to contract for any supply or service whatsoever. Further, MDHS is not at this time seeking proposals, bids, or qualifications and will not accept unsolicited proposals, bids, or qualifications. Respondents are advised that MDHS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, IFB, or RFQ, if any is issued. If a solicitation is released, it will be available on the MDHS website (<http://www.mdhs.ms.gov/>) and the Contract/Procurement Opportunity Search Portal. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

SECTION 2. BACKGROUND

The Mississippi Department of Human Services (MDHS), Division of Child Support Enforcement (DCSE), operates the IV-D: Child Support Enforcement Program for the State of Mississippi. MISS CODE ANN. §43-19-31 et seq. (1972) authorizes MDHS to operate the DCSE and more specifically, establish paternity for any proper party or person as defined by Title IV-D of the federal Social Security Act.

The mission of DCSE is to provide the ability for non-custodial parents (NCP) to contribute to the support of their children by making regularly scheduled support payments, allowing the custodial parent (CP) to better provide for the needs of their children through regular, uninterrupted support. One of the ways this is accomplished is through prompt and accurate paternity establishment. The purpose of conducting genetic tests for DCSE is to conclusively determine the paternity of children. DNA sample collection and genetic testing are often necessary for a legal determination of paternity.

SECTION 3. TIMELINE

Request for Information Issue Date:	November 28, 2018
Questions and Requests for Clarification to MDHS Deadline:	December 5, 2018, 2:00 PM CT
Anticipated Posting of Written Answers to Questions:	December 7, 2018, 2:00 PM CT
Response Submission Deadline:	December 19, 2018, 5:00 PM CT
Possible Discussions:	December 27-28, 2018

Note: MDHS reserves the right to adjust this schedule as it deems necessary.

SECTION 4. DESCRIPTION

Qualified potential vendors must be AABB certified and should provide services in accordance with Mississippi law and other applicable law. Qualified potential vendors must have completed an average of at least 1,500 DNA tests each month during calendar year 2017, and have collected or arranged for the collection of an average of at least 250 samples each month during calendar year 2017.

Respondents are requested to provide the following information:

- 4.1 Technological or scientific improvements in genetic testing approved by AABB over the last 5 years.
- 4.2 Products and/or services that provide the ability to interface information with the state's case management system for the following:
 - a.) genetic testing collection out of state and in cases where a party is incarcerated;
 - b.) collection information to the state indicating who appeared for appointments and which parties were collected; and
 - c.) providing genetic test results in the form of an imaged document.
- 4.3 Improvements in DNA collection and testing processes, including but not limited to, removing the requirement of polaroid type pictures, if allowed by AABB, or any other manual processes.

SECTION 5. MDHS CONTACT AND QUESTIONS/REQUESTS FOR CLARIFICATION

Questions regarding this announcement shall be submitted in writing by e-mail to Bryan C. Wardlaw, Chief Procurement Officer at Bryan.Wardlaw@mdhs.ms.gov. Verbal questions will NOT be accepted. Questions will be answered by posting answers to the MDHS website (<http://www.mdhs.ms.gov>); accordingly, questions shall NOT contain proprietary or classified information. MDHS does not guarantee that questions received after the deadline reflected in Section 3 will be answered.

MDHS reserves the right to meet (or hold conference calls) with RFI respondents. Such discussions would only be intended to get further clarification of provided responses.

SECTION 6. SUBMISSION REQUIREMENTS

- 6.2.1 The original and one copy of the response shall be signed and submitted (mailed or hand-delivered) in a sealed envelope or package to 200 South Lamar Street, Jackson, Mississippi 39201 or e-mailed to Bryan C. Wardlaw at bryan.wardlaw@mdhs.ms.gov no later than the deadline in Section 3.
- 6.2.2 In addition to the response provided for Section 4. Description, the following information should be included: respondent's name, physical address, mailing address (if different from physical address), phone number, and e-mail of designated point of contact.
- 6.2.3 Timely submission of the response is the responsibility of the respondent. Responses received after the specified time may not be considered by MDHS.

- 6.2.4 The time and date of receipt will be indicated on the envelope or package by the MDHS staff.
- 6.2.5 Each page of the response and all attachments shall be identified with the name of the respondent.
- 6.2.6 Any respondent claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, *et. seq.*, and 79-23-1), shall segregate and CLEARLY mark the information as confidential and provide the specific statutory authority for the exemption.
- 6.2.7 Responses submitted via facsimile (faxes) **will not** be accepted.
- 6.2.8 Sealed responses should be emailed or hand-delivered to and labeled as follows:
RFx No. 3160002489, DNA Services
Mississippi Department of Human Services
Division of Budgets and Accounting
Attention: Bryan C. Wardlaw
bryan.wardlaw@mdhs.ms.gov
200 South Lamar Street
Jackson, Mississippi 39201
- 6.2.9 All responses MUST be in writing.

SECTION 7. SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide DNA Services. The information provided in the RFI is subject to change and is not binding on MDHS. MDHS has not made a commitment to procure any of the items/services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become MDHS property and will not be returned.