



MEMORANDUM

Council Agenda
Item No. IX. CE
8/15/2023

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Professional Services Agreement with Bode Cellmark Forensics, Inc., for the provision of DNA Laboratory Services to the Police Department, estimated cost \$129,500, August 15, 2023 through August 14, 2024.

Purpose:

To enter into a Professional Services Agreement with Bode Cellmark Forensics, Inc, for analytical services.

Background:

On June 6, 2023 (Item No. IX. CL) the City Council approved a Request for Proposals (RFP) for the provision of DNA Laboratory Services for the Police Department. A non-mandatory pre-proposal meeting was held on June 15th, 2023. With eight potential proposers and four City Staff members in attendance.

The RFP was advertised in the Journal Recorded and posted in the electronic bidding system on June 7th, 2023 with proposals to be received on June 23rd 2023 at 4:00pm. Out of the twenty-six proposers that viewed the bid packet, six proposals were received. The RFP evaluation committee reviewed and evaluated the six proposals on July 11th, 2023, where two proposals were selected for clarification. Clarification questions were sent to the proposers and the evaluation committee reconvened July 20th, 2023, where Bode Cellmark Forensics, Inc. was selected as the winning bid.

The Police Department seeks to outsource DNA testing of at least 100 forensic DNA cases. The original one-year agreement is eligible to be renewed for a maximum of four (4) one-year periods. The agreement is funded in part by a Grant Award from the Department of Justice, Office of Justice Programs, through the National Institute of Justice 2022 DNA Capacity Enhancement and Backlog Reduction Program. The Grant Award will pay up to \$107,001.25, anything over will be covered by Police Sales Tax funds, however, it is forecasted to have another Grant Awarded in time before the current one depletes.

Staff recommends Council approve a Professional Services Agreement with Bode Cellmark Forensics, Inc, for the provision of DNA Laboratory Services to the Police Department.

Estimated Cost:

\$129,500.00

Source of Funds:

Grants Management Fund – Department of Justice – Justice Assistance Grant – Consultants/Contracts – FY 2022 DNA (019-6160-4209009-G1201-G93609)

Police – Police Sales Tax – Police Investigations Support – Police DNA Lab – (020-0100-4200732-11053) (only if additional grant funds are not received)

Review:

Police Department

Recommendation: Professional Services Agreement be approved.