



REQUEST FOR QUALIFICATIONS Medical Examiner Services

Deschutes County is soliciting statements of qualifications until 4 p.m., Friday, August 19, 2022 for a contractor to act as the County's Medical Examiner.

PRIMARY RESPONSIBILITIES

The Medical Examiner manages investigations of deaths for the purposes of determining cause and manner of death and producing death certificates in accordance with ORS 146 and in line with the recommendations and requirements of the State Medical Examiner's Office. This includes deaths due to injuries, those occurring under suspicious circumstances, and those of individuals not under the care of a physician. Currently, the Deschutes County Medical Examiner oversees an average of 60 cases each month.

The Medical Examiner is responsible for the investigation of all human deaths requiring investigation; certifying the manner and the cause of all deaths investigated and filing a certificate of death as required by ORS 432.133.

The Medical Examiner is also responsible for reporting of death investigations to the State Medical Examiner, supervising medical-legal death investigators, maintaining a roster of active county medical-legal death investigators, ensuring consistent and accurate documentation of cases in the medical examiner information system, and coordinating with the District Attorney's Office, law enforcement agencies, local funeral homes, and families of the deceased.

The Medical Examiner's Office also reviews invoices from funeral homes and oversees the Medical Death Investigation Team rotation schedule for fairness and equity.

The contractor must also comply with provisions of ORS 279B.220, 279B.225, 279B.230 and 279B.235.

DESIRED QUALIFICATIONS

- The Medical Examiner must be licensed to practice medicine in the State of Oregon.

- Ability to complete the Oregon Certified Medicolegal Death Investigator Training Program
- Provide specialized knowledge and skill to the investigation and completion of death certificates in compliance with Oregon State Vital Records guidelines.
- Ability to provide direction to the Medical Death Investigation Team
- Ability to provide education to members of the medical community, law enforcement and funeral home personnel.
- Knowledge of clinical protocols and ability to become familiar with Oregon Medicolegal Death Investigation protocols.
- Develop contractual oversight of the Funeral Home/removal personnel and rotation schedule that is fair and equitable and in the best interest of the citizens of Deschutes County.
- Ability to use of computer technology and software needed for reporting.

SUBMITTALS

Contractors are invited to submit their Statement of Qualifications (SOQ) at their own cost.

Deschutes County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. A SOQ in response to this RFQ must include all of the following:

- 1) A description of contractor qualifications as they relate to the primary responsibilities and desired skills and qualifications as described above

This may include:

- Applicable education, training or experience
- Description of current or past work performed
- Dates work was performed
- Client or employer's name and contact information

- 2) Proposed monthly rate

- 3) References: Name and contact information for at least three references.

Please email SOQ responses to Whitney Hale, Deschutes County Administration, (whitney.hale@deschutes.org) by 4 p.m. on Friday, August 19.

EVALUATION AND SELECTION CRITERIA

Contractors will be selected for interviews based on their SOQ as provided in Submittals, above. Deschutes County intends to select the preferred contractor based on the SOQ and information provided through the interview process.

The County intends to negotiate a contract with the selected contractor. If the County cannot negotiate a contract to the satisfaction of the county and the contractor the County intends to negotiate with the next highest candidate, until a selection is made or the contract process is revisited. Deschutes County reserves the right to seek additional proposals beyond the final submission date, if, in Deschutes County's sole discretion, the proposals received do not meet with the approval of Deschutes County.

CONTRACT AND PERIOD OF SERVICE

A standard Deschutes County Services Contract (example available upon request) is expected to be awarded once a contractor is selected. A contract awarded as a result of this RFQ will be for a period of two years and is intended to begin by October 1.

Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to the availability of sufficient funds and satisfactory performance by the contractor.

NOTE: All proposals submitted in response to this RFQ shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.