



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum I to Request for Proposals No. 2914 Toxicology Services

Addendum Date: November 26, 2019

Buyer: Heather Whitehead

Closing Date: December 9, 2019 @ 2:00 P.M.

Total Page(s): Two (2) Pages

The following is for clarification:

- Question 1. Section III Special Terms and Conditions, 3.21. Invoicing Procedures states, *"Invoices must be submitted in triplicate and must match the corresponding Purchase Order number."* Is it possible to get a waiver of the "triplicate" requirement?
- Answer 1. Yes. Invoice may be submitted in duplicate in lieu of triplicate.
- Question 2. Section III Special Terms and Conditions, 3.31 Proposer Interviews. Will the County accept video conference interviews in lieu of in person interviews?
- Answer 2. Yes.
- Question 3. Section IV Scope of Services, 4.4. Contractor Requirements. Support/Training. Does the requirement to *"be located within one (1) day travel time to Knox County for quick support for cases that may require litigation"* mean that contractor will only get one day notice for testimony?
- Answer 3. The contractor will be informed as soon as practicable once the Office receives a subpoena, usually months in advance. Our recommendation is for the requesting counsel or attorney general to send subpoena to the toxicology laboratory and correspond with the toxicologist directly.
- Question 4. Section IV Scope of Services, 4.4. Contractor Requirements. Support/Training. What is the expected frequency for these trainings and would the County consider remote training via webinars, etc.?
- Answer 4. The expectation is for training to be conducted with sufficient frequency to keep RFC staff well informed of types of toxicology tests, proper techniques for drawing/shipping specimens and other pertinent topics related to toxicology services. At a minimum, annual webinars should be conducted. The RFC would like to be notified of any available yearly training(s) provided by scientifically validated and trusted sources.



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End of Addendum I.

Please acknowledge Addendum I in your response.

A handwritten signature in dark ink, appearing to read "Heather Whitehead".

Heather Whitehead, CPPB
Knox County Procurement