The Washington State Patrol contemplates awarding a sole source contract to ANSI National Accreditation Board (Contractor), which shall access the WSP’s Crime Lab Division (CLD) and all CLD sites for conformance to accreditation requirements.

The Contractor shall monitor conformance for at least one four-year accreditation cycle.

The Contractor is the only qualified accrediting organization that can provide ISO/IEC 17025:2017 accreditation, supplemental requirements accreditation, assessments, conformance monitoring, proficiency test monitoring and training in assessment and internal auditing, specific to the WSP CLD forensic science testing services described in the Statement of Work above.

All three divisions of the FLSB are currently accredited by Contractor: CLD, Toxicology Laboratory Division and the Impaired Driving Section Breath Test Program. Due to the variety of forensic services provided by the FLSB, maintaining a qualified accrediting body that includes our entire scope is critical to maintaining continuous, uninterrupted accreditation.

Contractor has the demonstrated combination of services, personnel, experience and expertise required to competently accredit the WSP FLSB forensic testing services per our specified business needs in a consistent and time-proven manner. Contractor has demonstrated it provides qualified staff, assessments, training, and conformance monitoring for specific quality requirements the CLD requires. This particular forensic science testing accreditation is essential in that Contractor can provide qualified technical assessors with knowledge and expertise in forensic testing conducted by the CLD. Contractor’s additional forensic–specific requirements further enhance not only the quality of management and operation of our labs, but also the quality of assessments. Contractor meets our business needs, vision and values for requiring consideration of health, safety, ethics, and high-quality internal audits and management reviews for superior forensic services.

Contractor has a demonstrated competence and ability to perform the accreditation services desired. Contractor’s forensic management staff have over a decade of experience working for a forensic service provider. This first-hand experience in management and performing work in the forensic disciplines they accredit offer a solid foundation to better understand the management, operation and technical aspects of our laboratories. Contractor, under its former brands, granted their first forensic accreditation in 1982 and to CLD labs in 1983, and has experience in accrediting laboratories to ISO/IEC 17025 for forensic science testing at state, county or regional laboratories since 1999. They accredit over 500 labs to ISO/IEC 17025 forensic testing, including the FBI.

Contractor provides experienced, knowledgeable assessors with documented qualifications. Allowing unqualified assessors or those lacking experience in forensic science testing puts the CLD and CLD accreditation at risk of a poor quality audit and resulting accreditation. Contractor provides assessors with documented training in ISO 19011 Guidelines for auditing management systems, ISO/IEC 17025 and contractor-specific accreditation requirements. Contractor’s assessment teams include assessors who are or have been subject matter experts in all forensic services provided by the CLD listed below. Using assessors from the forensic testing community ensures they have experience and technical expertise with forensic methods, technologies and instrumentation and an awareness of the risks inherent in forensic testing. Contractor’s assessors that are subject matter experts have a minimum of two years’ experience working in ISO/IEC 17025 accredited forensic laboratories covering CLD-provided forensic services and have
the education required by ISO/IEC 17025 accredited forensic laboratories and Contractor’s forensic science specific accreditation requirements. Contractor’s large pool of assessors allows them to cover several labs within a single laboratory system in the least amount of time, thus ensuring timely accreditation.

Contractor’s lead assessors are observed during an assessment activity by an ANAB Accreditation Manager at least once every three years and are continually monitored to ensure on-going competence. Contractor has the ability to assign a point of contact from their staff that has at least 5 years of experience managing a laboratory accredited to ISO/IEC 17025 in the field of forensic testing.

Contractor complies with international standards and requirements for accreditation bodies and is a signatory of the InterAmerican Accreditation Cooperation (IAAC), the International Accreditation Forum (IAF) and International Laboratory Accreditation Cooperation (ILAC) multilateral recognition arrangements. Contractor is recognized by the National Institute of Justice as a provider of FBI QAS audits and has a formal recognition agreement with the FBI regarding the use of the FBI Director’s audit documents and the provision of training for DNA assessors. Contractor is recognized by the NDIS Procedures Board as meeting the requirements to accredit laboratories participating in NDIS.

The contract will be issued on or about February 1, 2023 through July 31, 2027. The dollar value is estimated at $260,420.00

Offerors are required to submit capability statements detailing their ability to meet the state’s requirements within five (5) calendar days of this announcement, and no later than 4:00 pm on July 8, 2022.

The following information should be included in the capability statements:

- Evidence of successfully meeting or exceeding all of the capabilities and business needs described below
- Evidence of capability to meet or exceed all business needs described below
- Ability to pass a fingerprint criminal background history check.
- References that can attest to Offeror’s experience and competence over a minimum of two full accreditation cycles.

The Contractor shall provide accreditation to ISO/IEC 17025:2017 and Forensic Science Testing specific requirements. The Contractor shall assess the WSP’s Crime Laboratory Division (CLD) for conformance to accreditation requirements.

The first on-site assessment shall begin on or around February 1, 2023, so as to allow sufficient time for a full assessment with follow-up to allow for achievement of accreditation by no later than June 30, 2023. The Contractor may offer an alternative assessment date(s) if the preferred date cannot be met provided a full assessment with follow-up to allow for achievement of accreditation by no later than June 30, 2023.

The Contractor shall provide WSP the appropriate CLD assessment report covering each site, using the most current assessment documents and standards, within thirty (30) days of completion of each assessment. The Contractor shall provide the following services:
• External (independent) CLD assessment of the seven (7) WSP CLD sites (CODIS Lab (in Seattle), Marysville, Olympia, Seattle, Spokane/Cheney, Tacoma and Vancouver) for the purpose of continuing accreditation

• Assess WSP CLD for accreditation and conformance to the following:
  o ISO/IEC 17025:2017 (or current version)

• External (independent) CLD assessment every two years (2023 and 2025) to demonstrate compliance with:
  o FBI Quality Assurance Standards (FBI QAS) for Forensic DNA Testing Laboratories (current version)
  o FBI Quality Assurance Standards (FBI QAS) for DNA Databasing Laboratories (current version).

• The Contractor shall provide assessments and accreditation specific to forensic science testing requirements. The forensic specific accreditation requirements shall be the same as those applied by the Contractor to all forensic laboratories accredited to ISO/IEC 17025, and shall include:
  o Requirements for annual proficiency testing of each forensic laboratory location in each discipline;
  o Requirements for annual monitoring of all personnel in each discipline in which they perform testing;
  o Requirements that are specific to forensic testing providers;
  o Requirements for consideration of health, safety and ethics; and
  o Specific requirements for conducting forensic laboratory internal audits and management reviews

• Single written report covering all of the laboratories assessed, using the most current assessment documents and standards, within thirty (30) days of completion of each on-site or external assessment.

• Description of accreditation requirements that WSP must meet and how WSP can maintain accreditation. Contractor shall provide sufficient notice of these requirements in order for WSP CLD to comply within the required timeframe. Accreditation services and resources will be responsive and timely to CLD needs without additional cost to contract.

• Accreditation to ISO/IEC 17025 (2017 or current version) and applicable additional Contractor-specific accreditation requirements for a minimum of four years and continued annual conformance monitoring during that period to include at least one on-site assessment activity every other year.

• Experienced, knowledgeable assessors with documented qualifications. Assessors shall be trained in ISO 19011 Guidelines for auditing management systems, current version; ISO/IEC 17025:2017; and Contractor-specific accreditation requirements.

• The Contractor shall have the ability to assess and accredit all forensic disciplines/sub-disciplines listed below. The Contractor’s assessors must be trained by the Contractor or other recognized body and are or have been forensic science testing/calibration laboratory practitioners with knowledge of and familiarity with current methodologies and technology. Assessment teams must include assessors who are or have been subject matter experts in
all forensic services provided by the CLD listed immediately below. Assessors that are subject matter experts shall have a minimum of two years’ experience working in ISO/IEC 17025 accredited forensic laboratories covering CLD-provided forensic services and have the education required in by ISO/IEC 17025 accredited forensic laboratories and the Contractor’s forensic science specific accreditation requirements.

- **Biology:** DNA Individual Characteristic Database, DNA-YSTR, DNA-STR, Body Fluid Identification
- **Bloodstain Pattern Analysis** (to include Documentation, Area of Origin Determination, Bloodstain Pattern Determination)
- **Crime Scene** (to include Enhancement, Trajectory Determination, and Event Reconstruction)
- **Trace (Materials)** (to include physical/chemical determination and comparison, physical match and product determination)
- **Seized Drugs** (to include Qualitative and Quantitative Determination)
- **Firearms and Toolmarks** (to include determination of functionality, physical comparison, length measurement, serial number restoration, distance determination and individual characteristic database)
- **Fire Debris and Explosives**
- **Footwear and Tire** (to include enhancement, physical comparison and product determination)
- **Document Examination,** when service is provided by CLD at time of assessment
- **Friction Ridge** (to include physical comparison and individual characteristic database)

- Assessment teams that include trained assessors qualified to conduct FBI Director’s Quality Assurance Standards audits.
- Provide documentation supporting having a formal recognition agreement with the FBI regarding the use of the FBI Director’s DNA Quality Audit documents and the provision of training for assessors of CLD DNA services.
- Provide documentation the Contractor is recognized by the National DNA Index System (NDIS) as a provider of FBI QAS audits.
- Any teams proposed by Contractor must have assessors who are or have been qualified in the same technology and platform currently validated by the WSP CLD forensic casework and database laboratories listed A through F below. The audit team must provide at least one onsite team member who is or has been qualified in the same technology and platform currently validated by the WSP forensic casework and database laboratories.

A. **Seattle Crime Lab - DNA Casework Laboratory**
   - Technologies currently in use: STR (Fusion 6C), Y-STR (Y23)
   - Platforms currently in use: 3500 CE
   - Any validations to be memorialized at time of assessment activity

B. **CODIS Crime Laboratory**
   - Technologies currently in use: STR (Fusion 6C Direct Amp)
   - Platforms currently in use: 3500 xL CE
   - Any validations to be memorialized at time of assessment activity

C. **Tacoma Crime Lab - DNA Casework Laboratory**
   - Technologies currently in use: STR (Fusion 6C), Y-STR (Y23)
• Platforms currently in use: 3500 CE
• Any validations to be memorialized at time of assessment activity

D. Marysville Crime Lab - DNA Casework Laboratory
• Technologies currently in use: STR (Fusion 6C), Y-STR (Y23)
• Platforms currently in use: 3500 CE
• Any validations to be memorialized at time of assessment activity

E. Spokane/Cheney Crime Lab - DNA Casework Laboratory
• Technologies currently in use: STR (Fusion 6C), Y-STR (Y23)
• Platforms currently in use: 3500 CE
• Any validations to be memorialized at time of assessment activity

F. Vancouver Crime Lab - DNA Casework Laboratory
• Technologies currently in use: STR (Fusion 6C), Y-STR (Y23)
• Platforms currently in use: 3500 CE
• Any validations to be memorialized at time of assessment activity

Audit teams must have the experience needed to memorialize validations and access performance checks/changes required.

• Qualified assessors to conduct a full on-site assessment, visiting each of the seven (7) CLD sites within a one week Monday through Friday timeframe that allows no more than two locations to be assessed by each assessor in a single day while onsite. For the DNA QAS audit, this would include a minimum of three auditors for the Seattle and Vancouver Crime Labs and a minimum of two auditors for each of the remaining DNA labs.
• Contractor shall assign a point of contact from the Contractor’s staff that has at least five years of experience managing a laboratory accredited to ISO/IEC 17025 in the field of forensic testing.

In the absence of other qualified sources, it is the state’s intent to make a sole source award of the contract.

To submit capability statements or for questions, contact: Ann Webster, Contracts Specialist, at ann.webster@wsp.wa.gov.