



# Purchasing and Central Services

Monroe County, New York

**Maggie Brooks**  
*County Executive*

**Dawn C. Staub**  
*Purchasing Manager*

**ADDENDUM NO:** 1  
**RFQ PROJECT:** Monroe County, NY  
Crime Laboratory Training Courses  
**DATE:** 3/16/12

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PROPOSERS PLEASE NOTE:

**Clarifying questions and answers.**

See attachment.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

**PURCHASING & CENTRAL SERVICES**

  
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Dawn C. Staub, Manager

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The undersigned respondent acknowledges receipt and understanding of Addendum No. 1 to RFQ Monroe County, NY Crime Laboratory Training Courses.

\_\_\_\_\_, 2012  
Date

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**General Questions:**

1. What is the specific time period over which you require the three courses (4 sessions) to be given under the contract?

**It is the County's intent for all training to be completed July 1, 2012 through June 30, 2013.**

2. What facilities does the hosting facility have to accommodate courses with content such as the shooting reconstruction portion of one of the courses? Is there an outdoor shooting range, old vehicles and buildings, etc. for purposes of teaching trajectory and range of fire determinations?

**Monroe County has a Public Safety Training Facility that provides the accommodations identified above. Monroe County has both indoor and outdoor shooting ranges. Trainings may also be held in the new Crime Laboratory Building.**

3. Does the county wish to have only County personnel receiving the desired training?

**Monroe County is inviting specific law enforcement personnel to these trainings.**

4. Is Monroe County amenable to having neighboring outside law enforcement personnel attend as students thereby potentially lowering the cost of the training for your personnel to your County?

**It is Monroe County's intent to include outside law enforcement to attend. However, the County will be paying for them.**

5. Will the attending students have any of their own equipment such as cameras, computers, and safety equipment or will that need to be provided by the contractor?

**Students will have their own equipment.**

6. Is this RFQ and contract a one-time contract or is there anticipated additional training in the future of a similar nature?

**Per Section 1.1 of the RFQ document, this is a one year contract with the option for two [2] additional one-year renewals.**

7. Is one of the County's goals of offering this training to enable the participant's to become qualified for certification testing by the International Association for Identification (IAI) as Crime Scene Analysts?

**No. The training is designed to prepare the Laboratory for Crime Scene accreditation by ASCLD/LAB-International.**

8. Has training courses of this nature been awarded in the past by outside providers? If so, who was the provider of that training and did they provide all of the required courses?

**Yes, this RFQ has been awarded in the past. No, not all courses were actually provided.**

9. Given the nature of providing only instructional teaching services to the County, are the requirements for insurance the same as the ones listed in the RFQ particularly with regards to liability and property damage to include vehicles in that the contractor will not be using any county owned vehicles? In other words does the contractor need a new policy naming Monroe County as insured?

**Insurance requirements are as identified in the RFQ. If a respondent wants to take exception to these requirements, they must do so in their response. Refer to Section 3.5.H on page 14 of the RFQ document.**