



# INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

Initial  
FSW

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** February 3, 2025

**PROJECT:** 24RFP144589C-JH, "Toxicology Services"

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of the Toxicology Services for this project:

1. Axis Forensic Toxicology
2. NMS Labs

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **NMS Labs** with a total score of **87.24**, is the recommended vendor for the award of #24RFP144589C-JH, "Toxicology Services".

Evaluation Committee Recommendation Letter  
February 3, 2025 Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

Signed by:  
*Marian Green*  
A0029331AE5C41A  
Marian Green Deputy Director

Signed by:  
*Karleshia Bentley*  
69770BF3A40F436...  
Karleshia Bentley Executive Assistant

Signed by:  
*Colin Hebert*  
88DAB97E9D31435...  
Colin Hebert Deputy Chief Medical Examiner

Signed by:  
*Karen E. Sullivan, M.D.*  
A59C779A0A41458  
Karen Sullivan Chief Medical Examiner

Evaluation Committee Recommendation Letter  
 February 3, 2025 Page | 3

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>Axis Forensic Technology</b>	<b>NMS Labs</b>
<b>Project Plan/Approach to Work</b>	<b>25</b>	<b>21.88</b>	<b>23.44</b>
<b>Qualification of Key Personnel</b>	<b>20</b>	<b>18.75</b>	<b>20</b>
<b>Relevant Project Experience/Past Performance</b>	<b>20</b>	<b>17.5</b>	<b>18.75</b>
<b>Availability of Key Personnel</b>	<b>3</b>	<b>2.81</b>	<b>3</b>
<b>Local Preference</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Service Disabled Veterans Preference</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Cost Proposal</b>	<b>25</b>	<b>25</b>	<b>22.05</b>
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>85.94</b>	<b>87.24</b>

*\*To sum Total Score columns highlight the row and press F9*