RFQu 2026-01

MEDICAL EXAMINER

Bay County Finance Department
Purchasing Division
On behalf of
Bay County Health Department

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER
IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO BE RETAINED ON OUR BIDDERS LIST

DATE OF REQUEST	**February 18, 2026**
REFERENCE RFQu NUMBER	**RFQu 2026-01**
DEADLINE FOR VENDOR QUESTIONS	**February 25, 2026** **5:00 PM**
RESPONSES DUE FROM COUNTY	**February 27, 2026** **5:00 PM**
PROPOSED DATE/TIME REQUIRED	**March 6, 2026** **11:00 A.M.**
SUBMIT QUALIFICATIONS TO:	BAY COUNTY FINANCE DEPT. PURCHASING DIVISION BAY COUNTY BUILDING 515 CENTER AVENUE 7TH FLOOR BAY CITY, MI 48708-5128
MARK QUALIFICATION SUBMISSION:	"BAY COUNTY MEDICAL EXAMINER – DELIVER TO THE FINANCE DEPARTMENT IMMEDIATELY"

Bay County is seeking qualifications for a Medical Examiner. The Medical Examiner is responsible for providing professional services under the oversight of the Bay County Health Officer and in accordance with the National Association of Medical Examiners and Michigan Public Act 181 of 1953.

The Medical Examiner Office (MEO) is responsible for investigating deaths deemed to be in the public interest and serving both the criminal justice and public health systems. The MEO investigation promotes neutral and objective medical assessment of the cause and manner of death. The autopsies are performed to protect the public interest and provide the information necessary to address legal, public health, and public safety issues.

Contractor shall perform services as directed by the Bay County Health Department and adhere to Michigan Law (County Medical Examiners Act 181 of 1953, MCL 52.201, contractual guidelines and requirements. https://Act-181-of-1953.pdf

The qualifications for the MEO for the contemplated Medical Examiners Services Contract include, but are not limited to the following: (1) operation and administration of an MEO by a properly licensed, certified and insured Medical Examiner; (2) respond to death scenes in order to conduct investigations in a timely manner; (3) provide for local transportation of decedents to facilities and when necessary from facilities to autopsy or

permanent facilities: and provide licensed professional services to all necessary forensic toxicology and other required specialties, as needed, to investigate the deaths reported.

Bidders are encouraged to offer partnered solutions to meet the County's needs for a comprehensive Medical Examiner program. The below technical specifications section provides a more detailed scope of work.

GENERAL OVERVIEW/BACKGROUND

Bay County's contract with Dr. William Morrone, our current Medical Examiner, is expiring and, therefore as part of its good business protocol, Bay County is accepting qualifications from potential contractors. The award will be for a three (3) year contract which will include a provision for the County, at its discretion, to extend the contract for two (2) additional one-year periods for a total contract period to not exceed five (5) years.

The Medical Examiner's primary office location will be within the Bay County Health Department. The County does recognize the need for the Medical Examiner to conduct duties off-site and may require additional accommodation.

The chosen Medical Examiner will collaborate with the County's contracted Forensic Pathologist, providing services at a location designated by the County.

SCOPE OF SERVICES

The Contractor, as the County's Medical Examiner, shall provide the County with the following services:

- All services required of the County Medical Examiner as mandated by the laws of the State of Michigan, including, but not limited to, the investigation and certification of all deaths falling under the jurisdiction of the County's Medical Examiner.

- Oversight and management of forensic pathology services. Please note that forensic pathology services are contracted separately.

- Ensure effective communication and be available to answer questions from prosecuting attorneys, criminal defense attorneys, law enforcement agencies, funeral home directors, healthcare institutions and their staff, as well as involved citizens and families regarding specific death investigations and general procedures.

- Provide necessary information to and participate in death reviews, including participation in Child Death Review Team meetings.

- Make recommendations for appointment as needed, validate the qualifications, assure the special and continuing education, and direct the official activities of all persons (deputy medical examiners, forensic pathologists, et.al.) providing professional services to the County's Medical Examiner's Office.

- Conduct and/or assure that postmortem examinations of all bodies pursuant to the requirements of the laws of the State of Michigan for County medical examiners and according to professionally accepted criteria.

- Be available for and provide testimony in criminal prosecutions to the Prosecuting Attorney of the County and other counties as officially requested, for all postmortem examinations conducted under their jurisdictions, at no additional expense to the local governmental unit of the prosecuting attorney requesting such testimony, except for reimbursement for mileage for the medical examiner or deputy medical examiner at the rate established each year by Bay County.

AUTOPSY REPORTS AND DEATH CERTIFICATES

The contractor shall ensure that:

- Autopsies will commence within twenty-four (24) hours of the County's request.

- The contractor will identify an alternative site for accepting a body in the event they cannot accept a body for reasons beyond their control. Agreements and processes that do not cause unnecessary delays in the transport of deceased individuals should be in place prior to execution of the contract.

- Preliminary autopsy findings will be made electronically available to the Bay County Medical Examiners Coordinator and related public safety officers no later than 9 a.m. on the day following the autopsy.

- The Contractor will ensure that death certificates with any items pending further testing or information shall be completed within sixty (60) days of the certified date of death unless special diagnostic studies are necessary and such studies will delay completion of the case.

- Ninety percent (90%) of the time final autopsy reports will be available in the County Medical Examiner's Office, within fifty (50) days from the certified date of death. These reports will be measured and reported each calendar month, unless special diagnostic studies are necessary and such studies delay completion of the case. Failure to meet the time frame will result in a $1,500.00 per month penalty for each month not meeting the benchmark.

- Contractor shall maintain an open and cooperative relationship with the Bay County Health Department, Bay County Prosecuting Attorney, the Bay County Law Enforcement Departments, and the contracted Forensic Pathologist.

- Contractor shall conduct investigations into all deaths reported to the Bay County Medical Examiner's Office. Contractor shall maintain case files, and handle calls from county staff, family members, law enforcement, prosecutors, attorneys, and other appropriate personnel.

- Contractor shall meet with Bay County Health Department Officer as needed and at least quarterly to present the cases, issues, problems, and resolutions.

- Contractor must sign all required death certificates under state law and review and authorize all cremation permits. Contractor must make reasonable arrangements with funeral directors, within the limits required by law, to ensure that death certificates and cremation permits are completed accurately and within a timely manner.

- Contractor shall conduct postmortem examinations of all deceased pursuant to the requirements of the State of Michigan.

- Contractor shall ensure that autopsies are performed on a timely basis, pursuant to Michigan law and shall include neuropathology, toxicology, anthropology, entomology, odontology and any other consultant or specialized tests required, based upon national standards of practice.

- Contractor shall ensure that all necessary equipment and technological needs are assessed, met, and utilized as can be established by available resources.

- Contractor shall maintain required level of education and continued education as required by Michigan Law.

- Contractor shall attend Child, Elder and Fetal Infant Death Review Team Meetings, court proceedings and meetings with families and other interested parties.

- When the Contractor is not available, a deputy medical examiner or equivalent, who possesses qualifications similar to those of the chief medical examiner must be available. Proposers shall submit a contingency plan for performance of the Contractor's duties when unavailable. Bay County has approval or rejection rights to any subcontractor.

- Contractor shall maintain records on every death reported to the office, whether or not jurisdiction is accepted.

- Contractor shall create an annual report to be delivered to the Bay County Health Department.

- The Contractor shall utilize and be knowledgeable with the software selected by the County.

- The Contractor must adhere to the following standards and guidelines:
    1. NAME – National Association of Medical Examiners
    2. MAME – Michigan Association of Medical Examiners
    3. IACME – International Association of Coroners and Medical Examiners

REQUIREMENTS:

- The Contractor shall have either an M.D. or a D.O.
- The Contractor shall have at least three years of experience in Medical Examiner Pathology and Investigation.
- The Contractor must have knowledge of Michigan Law relating to medical examinations.

CONTENT OF SUBMISSION PACKET:

The proposed Contractor shall submit the following:

- Bid Response Cover Sheet
- Bidders Check List

- Curriculum Vitae
- Contingency Plan
- Certifications, Memberships and Awards
- References
- Certification (provided as Attachment A)
- Fee Envelope (one copy required)

QUALIFICATIONS-BASED SELECTION (QBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of a Qualifications Based Selection (QBS) Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. The committee is charged to implement the QBS process and provide recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a QBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this QBS.

The QBS process to be used for this project involves a number of steps:

1. The Bay County Board of Commissioners identifies the general scope of the work.
2. A selection schedule is established.
3. Qualification documents are requested.
4. Qualification documents are evaluated.
5. A short list of proposers who receive a minimum of 85 points out of 90 potential points is prepared for further consideration with the top proposer(s) being interviewed and evaluated.
6. Interviews are conducted.
7. Individuals are ranked for selection.
8. A contract is negotiated with the top ranked individual.
    a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked individual and so on down the line, until agreement is reached and an individual selected.
9. All individuals involved receive post-selection communications.

QBS COMMITTEE MEMBERS

The QBS Committee for the Medical Examiner may include or their designee:

- Chairman of the Board of Commissioners or designee
- Board Analyst
- Purchasing Agent Nicole Putt
- Finance Officer Scott Trepkowski
- Health Officer Joel Strasz
- Prosecuting Attorney Michael Kanuszewski
- Health Education/Emergency Preparedness Manager Melissa Opheim

GENERAL INFORMATION

1. CHANGES TO RFQu: All additions, corrections or changes to the solicitation documents will be made

in the form of a written Change Form signed by Nicole Putt. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential bidders by e-mail.

2. CONTACT INFORMATION: To receive these communications, possible bidders are asked immediately to send contact information by email to Nicole Putt, Bay County Purchasing Agent, at purchasing@baycountymi.gov failure to do so may limit your ability to submit a complete, competitive submission.

3. RIGHT TO WITHDRAW BIDS: By submitting Qualifications in response to this RFQu, Bidder agrees to be bound by this RFQu's terms and conditions. Qualifications may be withdrawn by the Bidder without penalty at any time before notification that the Bidder's Qualifications have been selected. However, if the Bidder withdraws after selection of its Qualifications but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the proposed fees ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of Qualifications would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Qualifications.

4. RFQu, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFQu or receipt of Qualifications by the County or even notification of Qualification acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.

5. TAX-EXEMPT STATUS: Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.

6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in the submissions may be subject to FOIA requests.

7. RESPONSIBILITY: Bidder is solely responsible for ensuring its qualifications are received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

   The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of qualifications shall be made to the Bay County Finance Department, Bay County Building, 7TH Floor, Bay City, MI 48708.

   Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in

this request.

8. INSURANCE: The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this RFQu and any resultant contract, whether such service be by the Bidder individually or by any subcontractor or by anyone directly or indirectly employed Bidder, or by anyone for whose acts Bidder may be liable, Including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

   a. Workers' compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;

   b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than $100,000 each incident;

   c. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than $1,000,000 each occurrence and mandatory $1,000,000 annual aggregate;

   Professional liability coverage (error and omissions) with limits of liability of $1,000,000 claim applicable to this retention.

   Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. The Bidder has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of insurance shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

   All coverages shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

   All Certificates of Insurance and duplicate policies shall contain the following clauses:

   "*It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"*; and

   "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

9. COST OF DEVELOPING QUALIFICATION SUBMISSION: The Respondent shall be responsible for all costs incurred in the development and submission of its Qualification Submission.

10. QUALIFICATION SUBMISSION DELIVERY: To be considered, the Qualification Submission must be delivered with a sealed envelope and be clearly marked "Bay County Health Department Medical Examiner" and contain **six (6) copies** of the qualification submission including all attachments. One copy is to be labeled "ORIGINAL" and this submission **only** shall include the copy of the cost submission.

The County will not accept submissions sent by FAX machine or E-mail.

11. NON-DISCRIMINATION: In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. QUALIFICATION SUBMISSION OPENING: There will be a public submission opening immediately following the deadline to receive qualification submissions in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the submissions read.

13. QUALIFICATION SUBMISSION REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all qualification submissions to waive any irregularities and to make the final determination as to the best low qualified qualifications.

14. QUALIFICATION SUBMISSION AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of his intent to award the bid to the vendor providing the best value to the County.

15. DISPUTES: In the event a proponent disagrees with the recommendation of the Bay County Finance Officer concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, within ten (10) working days of the Notice of Bid action.

16. CONTRACT: The County's award of this RFQu is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County. In submitting qualifications, bidder acknowledges that contents of this RFQu will become incorporated within any formal agreement. This RFQu does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time limit, the County may reject the selected bidder and proceed to accept another qualified submission or reject all submissions. A copy of a bidder's suggested terms and conditions may be submitted with

bidder's Qualification Submission, however, neither the County's acceptance of any qualification submission nor award of any contract pursuant to this RFQu shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict of terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of this RFQu, and last, the Bidder's Qualification Submission.

17. QUESTIONS: All questions about this RFQu must be directed in writing, via email, to:

Nicole Putt
Purchasing Agent
purchasing@baycountymi.gov

Under no circumstances will phone calls be accepted.

Responses to any inquires will be issued in one (1) Addendum no later than February 27,2026 and will be sent to all known bidders. Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after the February 25,2026, due date.

Correspondence or inquiries made directly to bidders regarding their qualification submission from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desire by a proposer, regarding the meaning or interpretation of the Request for Qualifications must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their qualifications. Any information giving to a prospective bidder concerning the Request for Qualifications will be furnished to all prospective bidders as an amendment or addendum to the Request for Qualification if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

ADA ASSISTANCE

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Avenue
4th Floor
Bay City, MI 48708-5128
Telephone (989) 895-4131

Nicole Putt, Purchasing Agent
Finance Department, Purchasing Division
Bay County Building
515 Center Ave
7th Floor
Bay City, MI 48708-5128

Email: purchasing@baycountymi.gov

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE

www.baycounty-mi.gov

REQUIRED DOCUMENTATION FOLLOWS

Bid Response Cover Sheet

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay
515 Center Ave, 7th Floor
Bay City, MI 48708

FROM: _____

Company Name
[ ] an individual,
[ ] a corporation
(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Qualifications (RFQu) for Bay County Medical Examiner, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County's RFQu document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
(Signature of authorized representative)

_____
(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____ County: _____

State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

TIN #: _____ DUNS #: _____

BAY COUNTY
PURCHASING DIVISION

BIDDERS CHECK LIST

	YES	NO
1. I have read ALL the instructions and specifications.	_____	_____
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.	_____	_____
3. I have filled in ALL the required documentation.	_____	_____
4. I have provided all required information per the guidelines specified within the bid document.	_____	_____
5. I am an officer of the company.	_____	_____
6. I have the authority to obligate my company.	_____	_____
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.	_____	_____
8. I have organized and labeled the bid per instruction.	_____	_____
9. I have retained a copy of the submission.	_____	_____
10. I have properly labeled the external envelope.	_____	_____
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.	_____	_____
12. I have provided the necessary information for the person responsible for follow-up.		

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Date: _____

NON-BIDDERS FEEDBACK FORM
Bid #: 2026-01

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycountymi.gov.

_____ Unable to bid at this time but would like to receive future bid requests.

_____ Service(s) or material(s) not provided by our firm.

_____ Service(s) or material(s) we offer do not fully meet all the requirements specified.

_____ We cannot meet the timetable required.

_____ Insufficient time allowed for preparation and submission of bid.

_____ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)

_____ Other: _____

_____

_____

Please remove our name from your bidders list for _____ This commodity group

_____ These item(s) or material(s)

_____ All bids

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Email: _____

Phone: _____ Date: _____

ATTACHMENT A

CERTIFICATION

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.

4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.

5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone: _____ Fax: _____

Email: _____

Date: _____