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A Commitment to Service

County of Napa, CA

CEO072601

INDEPENDENT MEDICAL EXAMINATION SERVICES FOR IN-CUSTODY DEATHS

RELEASE DATE: August 3, 2026

RESPONSE DEADLINE: September 14, 2026, 5:00 pm

Please refer to the project timeline in this document for all important deadlines.

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Attachments:

A - AB1108 SOW Final

B - Professional Services Template

Summary

Summary

Napa County is issuing this Request for Proposals (“RFP”) for Independent Medical Examination Services for In-Custody Deaths in order to be in compliance with Government Code Section 27491.56(a)(2). It is anticipated that this will be a 1 year contract that renews each year, and per AB1108, must be re-approved by the Board of Supervisors annually prior to January 1 for the coming calendar year.

Napa County operates a combined Sheriff-Coroner’s Office. Effective January 1, 2027, California Government Code Section 27491.56 — enacted by AB 1108, the FACTS Act of 2025 — prohibits a combined Sheriff-Coroner from determining the circumstances, manner, and cause of death for any in-custody death. In compliance with Government Code Section 27491.56(a)(2), the County seeks to contract with a qualified Third-Party Medical Examination Provider that is:

- Separate and independent from the Napa County Sheriff-Coroner’s Office;
- Qualified to determine the circumstances, manner, and cause of death for all in-custody deaths as defined in Penal Code Section 10008; and
- Staffed by physicians meeting the qualifications described in Government Code Section 24010.

Calendar of Events

Release of Request for Proposal:	August 3, 2026
Site Visit:	August 31, 2026, 10:00am Napa County Sheriff's Office: 1535 Airport Blvd, Napa, CA 94558
Question Submission Deadline:	September 4, 2026, 5:00pm
Question Response Deadline:	September 7, 2026, 5:00pm
Proposal Submission Deadline:	September 14, 2026, 5:00pm
Proposal Review and Selection Completion :	September 21, 2026
Notice of Intent to Negotiate:	September 22, 2026
Contract Negotiations and Development Completion :	November 6, 2026
Notification of Intent to Award:	November 9, 2026
Contract Awarded:	November 17, 2026
Commencement of Services:	January 1, 2027

*These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by addendum.

Scope of Work

Independent Medical Examination Services for In-Custody Deaths

please see attached SOW

Accessibility and Web Presence

- Contractor shall ensure that any reports, and any deliverable to the County, be delivered in a manner to ensure non-discrimination and equal access to County services and digital properties such as websites, documents, and applications by persons with a disability under the Americans with Disabilities Act (ADA) and under § 508 of the Rehabilitation Act of 1973. Successful respondent shall ensure that any deliverable, including but not limited to, reports, documents, videos, multimedia productions, live broadcasts and any and all other web content and information communications technology are fully accessible and in compliance with federal accessibility standards and laws and with the County's Web Content Accessibility Standards. **Specifically, Contractor shall ensure that all websites, mobile applications, and digital content or services provided under this Agreement comply with the latest version of the U.S. Department of Justice's rule on Website and Mobile Application Accessibility, which currently requires conformance with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.**
- Any web presence, including websites created, maintained, or administered for the provision of services will require approval from Napa County Information Technology Services (ITS).
- Contractor shall supply when requested by County documentation to evaluate current conformance with federal Web Content Accessibility Guidelines which may include, but is not limited to, a Voluntary Product Accessibility Template (VPAT).
- Contractor shall supply when requested by County documentation to evaluate website security which may include, but is not limited to a Soc 2 Type 2, or ISO 27001.

Site Visit

An optional site Visits will be conducted on 8/31/2026. Location of the site visit is the Napa County Sheriff-Coroner's Office: 1535 Airport Blvd, Napa, CA 94558 and will begin promptly at 10:00am. Once the site visit has begun, late arrivals will not be permitted to join.

Visit will include tour of morgue and coroner facilities. Questions, either technical in nature pertaining to the equipment and site being viewed or regarding the RFP process, will not be taken during the job walk. Questions should be submitted according to the terms of this RFP.

Visitors will be required to sign-in using an electronic sign-in system upon entrance to the Sheriff-Coroner's Office.

Compensation

This competitive proposal process will evaluate the capability and affordability of the proposals. The selected vendor will be compensated as agreed upon during the contract negotiation process. Continued funding is contingent on the vendor meeting contractually agreed upon project deliverables and milestones. The contract shall be awarded as soon as possible and shall continue through 12/31/2027. This contract is expected to renew each year, and per AB1108, must be re-approved by the Board of Supervisors annually prior to January 1 for the coming calendar year, subject to successful completion of the contract deliverables.

General Conditions

Proposal Process

The County reserves the right to:

- Accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole.
- Request clarification of information submitted.
- Request additional information from competitors.
- Waive any informality in the proposals.
- Waive any irregularity in the submission and review process.
- Reject any and all submittals.
- Accept the proposal that appears from all considerations to be in the best interest of the County.
- Modify the scope of work after the selection process without re-issuing the RFP.

The County may reject the proposal of any proposer who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The County may reject the proposal of any proposer who is in default of the payment of taxes, or other monies due to Napa County.

None of the materials submitted will be returned to the respondent unless they are not submitted within the timelines of the RFP.

This solicitation and related information can be found at

<https://procurement.opengov.com/portal/countyofnapa>. Napa County does not guarantee the accuracy of information posted on or obtained from sources other than this e-procurement portal.

Provision of Information to Respondents

Proposals will become a public record and available for release to the public upon selection of a successful Respondent and an Intent to Award Notification is distributed. Proposers should not include proprietary, trade secret, or other confidential information in their Proposals, and do so at their own risk. If such information is included, Proposers must clearly identify it as confidential, proprietary, or trade secret within the Proposal. The County will consider information so identified as a request to withhold it, but the County may nonetheless release, redact or withhold such information in its sole discretion. If the County redacts or withholds such information, the Proposer shall indemnify the County and defend, at its own expense, any legal actions or challenges seeking to obtain the redacted or withheld information

from the County. Nothing in this RFP creates any obligation for the County to notify the Proposers or obtain the Proposer's approval or consent before releasing information subject to disclosure under the California Public Records Act. Submitting a Proposal in response to this RFP shall constitute the Proposer's acknowledgement and acceptance of these provisions regarding the Public Records Act.

Questions Regarding the RFP

Proposers shall submit all inquiries regarding this bid via the County's e-Procurement Portal, located at <https://procurement.opengov.com/portal/countyofnapa>.

Please note the deadline for submitting inquiries in the Calendar of Key Events. All answers to accepted inquiries will be posted on the Napa County e-Procurement Portal. Proposers may also click "Follow" on this RFP to receive an email notification when answers are posted. It is the responsibility of the Proposer to check the website for answers to inquiries. Questions will not be answered that would tend to constitute an evaluation of a response being prepared or that might give an unfair advantage to a potential respondent

No prior, current or post award verbal conversations or agreements with any officer, agent, or employee of the County or any other person or entity shall affect or modify any terms or obligations of this RFP or any agreement resulting from this process. Potential proposers should not contact Napa County officials or staff regarding any aspect of this RFP. If such contact is made, the County reserves the right to reject the Proposal.

RFP Addenda

Proposers are required to register for an account via the County's e-Procurement Portal hosted by OpenGov. Once the Proposer has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each proposer to periodically check the site for any addenda at

<https://procurement.opengov.com/portal/countyofnapa>.

It is the sole responsibility of the Proposer to ensure that they obtain information related to any Addenda, and acknowledge any and all Addenda electronically in the e-Procurement Portal as part of their Response. Failure to do so will result in rejection of the response.

Proposal Submission, Due Date and Late Proposals

By submitting a proposal, the Proposer represents and warrants that:

The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other proposer to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.

The proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing Contractor of the County of Napa.

Submit Electronic Responses via the County's e-Procurement Portal

<https://procurement.opengov.com/portal/countyofnapa>.

The deadline for submission of proposals in response to this RFP is 5:00 pm on Monday, September 14, 2026. Late proposals will not be accepted or considered.

The County reserves the right to request additional information not included in this RFP from any or all proposers after the Proposal Submission deadline.

Any modification, amendment, addition, or alteration to any submission must be presented, in writing, executed by an authorized person or persons, and submitted prior to the final date for submissions. No amendments, additions or alterations will be accepted after the time and date specified as the submission deadline unless requested by the County.

The submission of a proposal shall be an indication that the proposer has investigated and satisfied themselves as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the County, including all terms and conditions contained within this RFP

Organization of Proposal and Proposal Organization Requirements

Proposals shall contain the following information and shall be organized in the same order as provided herein. See *Vendor Submissions*:

1. Cover Page. Cover page shall state Title and RFP number (Independent Medical Examination Services for In-Custody Deaths, RFP Number CEO072601), name of proposing company, and name and signature of the person who is authorized to make decisions and represent the submitting firm with respect to this RFP.

2. Company Information. This section shall state:

1. The legal name of the company which can enter into a contract with the County and any alternate names for which the company is known (D.B.A.);
2. Mailing, and physical address(es);
3. Remit-to billing address;
4. Phone, fax, and website (if applicable);
5. Organization type;
6. Federal I.D. number
7. Federal Unique Entity ID, if applicable
8. List of owners;
9. List of corporate officers with titles (if applicable); and
10. Name (first and last), title, mailing address, phone number, fax and email of the person to receive notices and who is authorized to make decisions or represent the company with respect to this RFP

3. Organizational Description. Describe the Proposer's legal structure, governance, and how the organization is structured to operate independently of law enforcement clients.

4. Independence Attestation. A signed statement attesting that neither the Proposer nor any assigned forensic pathologist is currently employed by or under contract with the Napa County Sheriff-Coroner's Office.

5. Forensic Pathologist Credentials. For each pathologist assigned to Napa County cases: current California medical license number, board certification documentation, CV, and attestation of compliance with Section 4 qualifications.

6. Experience and Case Volume. Description of experience performing forensic autopsies in California, including the number of in-custody or law-enforcement-related autopsies performed annually in the past three (3) years.

7. Facilities Description. Identification of the autopsy facility or facilities to be used, including accreditation status and location.

8. Policies and Procedures. Copies of written policies governing independence of forensic determinations, conflict-of-interest, and autopsy suite access controls. Documents must show evidence of compliance with legal requirements.

9. References. A minimum of three (3) professional references from California counties or government entities for which the Proposer has performed in-custody or law-enforcement-related forensic autopsy services.

10. Fee Schedule. Itemized pricing per case type, including autopsy, toxicology, scene response, expert testimony, and any additional services.

11. Staffing Model Statement. A written disclosure identifying whether the Proposer operates as a direct forensic pathology service provider or as a staffing intermediary/placement firm. If a staffing intermediary, the Proposer shall describe its candidate vetting process, its mechanism for ensuring continuity of assigned pathologists across cases, and its process for presenting and obtaining County approval of individual pathologist candidates prior to case assignment; and

12. Governing Law Attestation. A signed statement confirming that the Proposer agrees this agreement and any resulting contract shall be governed by California law, with exclusive venue in Napa County Superior Court, and that the Proposer's proposal contains no conversion fee, placement fee, or finder's fee provision, and no jury trial waiver.

13. Disclosures. Data entry submission -See "*Vendor Submissions*".

14. PSA and Insurance Acceptance or Exception. Data entry submission -See "*Vendor Submissions*".

All information provided as a response to this RFP should be in the context of the information requested in the RFP. Please do not submit additional flyers, brochures, marketing material, etc.

Proposals must be submitted through the County's e-Procurement Portal located at

<https://procurement.opengov.com/portal/countyofnapa>

Evaluation and Award

Evaluation

A panel will review all proposals submitted pursuant to the terms of the RFP and select the highest ranked proposal(s) for consideration based on the evaluation criteria noted below. After proposals have been received and reviewed, the highest ranked proposer(s) may be invited to meet with the evaluation panel at no cost to the County to discuss and clarify any questions concerning the proposer's proposal and the County's requirements.

At any time during the evaluation process, the County may request "Best and Final" offers based upon the County's improved understanding of the offers or changed scope of work. Based on the initial proposals, further clarification and/or revision of proposals, and Best and Final offers, if requested, the panel will select the proposal that provides the best value to the County. The County may negotiate final pricing and a contract form with the successful proposer.

Because this proposal is negotiable, all data shall remain confidential until after an award recommendation is made, and there shall be no public opening and reading of proposals.

The County reserves the right to award an agreement without further competition based on the responses received to this RFP.

Award

The County intends to award a contract to the firm who distinguish themselves as capable of the type and breadth of services provided for in the Scope of Work as evident in submitted Proposal. Selection and determination of qualifications is at the sole discretion of the County.

The County will attempt to negotiate a contract with the firm submitting the top ranked Proposal. If no contract can be successfully negotiated with the top ranked Proposer, then the County may, at its election enter into negotiations with the next highest ranked Proposer; and move down the list of Proposers in order of scoring until a contract can be negotiated.

Upon selection of qualified Proposer, completion of successful negotiations, and distribution of the "Intent to Award Notification" has taken place, the contract will be presented to the appropriate authority level for authorization.

The County reserves the right to decline awarding a contract to any of the Proposers.

Evaluation Criteria

Qualifications and experience will be evaluated to determine the proposal that provides the best value to the County.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Organizational Description Describe your legal structure, governance, and how the organization is structured to operate independently of law enforcement clients.	Points Based	10 <i>(10% of Total)</i>
2.	Independence Attestation Provide a signed statement attesting that no one employed by your agency nor any assigned forensic pathologist is currently employed by or under contract with the Napa County Sheriff-Coroner's Office.	Pass / Fail	1 <i>(1% of Total)</i>
3.	Forensic Pathologist Credentials For each pathologist assigned to Napa County cases, provide their current California medical license number, board certification documentation, CV, and attestation of compliance with Section 4 qualifications.	Pass / Fail	1 <i>(1% of Total)</i>
4.	Experience and Case Volume Provide a description of experience performing forensic autopsies in California, including the number of in-custody or law-enforcement-related autopsies performed annually in the past three (3) years	Points Based	35 <i>(35% of Total)</i>

5.	Facilities Description Provide identification of the autopsy facility or facilities to be used, including accreditation status and location(s).	Points Based	5 <i>(5% of Total)</i>
6.	Policies and Procedures Provide copies of written policies governing independence of forensic determinations, conflict-of-interest, and autopsy suite access controls. Documents must show evidence of compliance with legal requirements.	Pass / Fail	1 <i>(1% of Total)</i>
7.	References Provide a minimum of three (3) professional references from California counties or government entities for which the company has performed in-custody or law-enforcement-related forensic autopsy services.	Pass / Fail	1 <i>(1% of Total)</i>
8.	Fee Schedule Provide itemized pricing per case type, including autopsy, toxicology, scene response, expert testimony, and any additional services.	Points Based	30 <i>(30% of Total)</i>

9.	Staffing Model Statement Provide a written disclosure identifying whether the company operates as a direct forensic pathology service provider or as a staffing intermediary/placement firm. If a staffing intermediary, the response shall also describe its candidate vetting process, its mechanism for ensuring continuity of assigned pathologists across cases, and its process for presenting and obtaining County approval of individual pathologist candidates prior to case assignment.	Points Based	15 <i>(15% of Total)</i>
10.	Governing Law Attestation Provide a signed statement confirming the company agrees this proposal and any resulting contract shall be governed by California law, with exclusive venue in Napa County Superior Court, and that the Proposer's proposal contains no conversion fee, placement fee, or finder's fee provision, and no jury trial waiver.	Pass / Fail	1 <i>(1% of Total)</i>

PSA and Insurance Requirements

Professional Services Agreement

The successful proposer will be expected to enter into a Professional Services Agreement (PSA) with the County. The County's standard General Terms and Conditions of the PSA is attached (see Attachments Tab) to this RFP for review by prospective Proposers. Proposers are not required to submit a signed copy of the County's PSA with their proposal but are merely directed to review the PSA to ensure that all Proposers understand the County's PSA requirements.

Proposers should clearly note in their proposals whether they take exception to any of the PSA requirements and should include a detailed explanation of the reason for the exception and a counterproposal or alternative suggestion(s) for the County's review. However, after review of any proposer's exceptions, the County reserves the right to reject any and all exceptions taken to the County's PSA.

Insurance Requirements

Proposers are directed to *review* the County's insurance requirements as detailed in the attached draft PSA, General Terms and Conditions (Article IV, Article V, and Exhibit C) and are required to submit a written statement with their proposal indicating their willingness and ability to meet *all* the County's insurance requirements. Additionally, required insurance endorsements must be scheduled endorsements specifically naming Napa County. Without prior written approval, blanket endorsements will not be accepted

Proposers who are unable to meet all the County's insurance requirements may submit with their proposal an alternative plan for obtaining insurance that will adequately mitigate the risks associated with providing the services. Any alternative insurance coverage request is subject to review and approval by County Counsel and the County's Risk Management Officer.

Failure to meet the County's insurance requirements (as determined by County Counsel and County Risk Management) may be sufficient reason for disqualification from the selection process.

Local Vendor Preference Policy

Napa County has a local vendor preference that covers the acquisition of requested services. Local vendors will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within Napa County.

Protests or Objections

The County's appeals process is as follows:

A bidder or proposer who is not selected for contract award may protest the award of the contract to another bidder or proposer by submitting a written protest. Subcontractors, sub consultants, and members of the public may not submit a protest.

Protest Deadlines

(a) For contracts awarded pursuant to an RFP or RFQ (Request for Qualifications), the protest must be received by the Purchasing Agent no later than 5:00 p.m. on the seventh calendar day after the County notifies all proposers via the Intent to Award Notification.

(b) Notwithstanding subsection (a) above, if a proposal or statement of qualifications is rejected as non-responsive or because the bidder is not a responsible bidder, the protest must be received by the Purchasing Agent no later than 5:00 p.m. on the seventh calendar day after the County notifies the bidder or proposer that their bid or proposal is being rejected.

(c) The County's notification under subsections (a) and (b) above may be by any reasonable means, including but not limited to U.S. mail, e-mail, facsimile, or internet posting. The effective date of notice by mail is the date that the notice is deposited in the mail. The effective date of all other means of notice is the date it is transmitted.

(d) If the seventh calendar day falls on a weekend or County holiday, the deadline to submit a protest shall be extended to 5:00 p.m. on the first business day following such weekend or holiday.

(e) Written protests must be delivered to:

Napa County Purchasing Agent

County Administration Building

1195 Third Street, Suite 310

Napa, CA 94559

Content of Protest

The protest must be identified as a "RFP protest" in the subject line or title of the document and shall clearly state all legal and factual grounds claimed for the protest. Any grounds not raised in the written protest are deemed waived by the bidder or proposer.

Resolution Process

- (a) Upon timely receipt of a written protest, the Purchasing Agent will convene a meeting with the protesting party and appropriate County staff to seek informal resolution and/or to clarify the issues.
- (b) If the protest is not resolved at the informal meeting, the Purchasing Agent shall provide a written response to the protesting party within fifteen (15) business days following the informal meeting. County Counsel may be consulted before the written response is issued. The response shall state the Purchasing Agent's decision and facts and law supporting that decision.
- (c) Notwithstanding subsection (b) above, if the protest is not resolved at the informal meeting and the protest is to the County's determination that the bidder is not a responsible bidder, the bidder may request a hearing to present evidence contesting the County's determination. The request for a hearing must be in writing and received by the Purchasing Agent no later than 5:00 p.m. on the third business day after the date of the informal meeting in subsection (a). The Purchasing Agent shall serve as the hearing officer and issue a written decision within fifteen (15) business days following the conclusion of the hearing.
- (d) The County shall not award the contract being protested until after the Purchasing Agent issues a written decision on the protest, unless the Purchasing Agent, in consultation with County Counsel and the Director of the Department administering the contract, makes a written determination that the award of the contract without further delay is necessary to protect public health, safety, or welfare. The Purchasing Agent's written decision on the protest shall be final and exhaust the protestor's administrative remedies.

Exclusive Remedy

- (a) The procedure and time limits set forth in this Section are mandatory and are the protester's sole and exclusive remedy. Failure to comply with these procedures and time limits shall constitute a waiver of any right to further pursue a protest.
- (b) The submission of a protest shall not preclude the County from rejecting all bids or proposals and re-advertising or canceling the contract. Rejecting all bids or proposals shall render a protest moot and terminate all protest proceedings.

Vendor Submissions

Proposals must be submitted through the County's e-Procurement Portal located at
<https://procurement.opengov.com/portal/countyofnapa>

Cover Page and Company Information*

See Organization of Proposal and Project Organization Requirements for Required Information.

*Response required

Organizational Description *

See Evaluation Criteria for required information that must be provided.

*Response required

Independence Attestation*

See Evaluation Criteria for required information that must be provided.

*Response required

Forensic Pathologist Credentials*

See Evaluation Criteria for required information that must be provided.

*Response required

Experience and Case Volume*

See Evaluation Criteria for required information that must be provided.

*Response required

Facilities Description*

See Evaluation Criteria for required information that must be provided.

*Response required

Policies and Procedures*

See Evaluation Criteria for required information that must be provided.

*Response required

References*

See Evaluation Criteria for required information that must be provided.

*Response required

Fee Schedule*

See Evaluation Criteria for required information that must be provided.

*Response required

Staffing Model Statement*

See Evaluation Criteria for required information that must be provided.

*Response required

Governing Law Attestation*

See Evaluation Criteria for required information that must be provided.

*Response required

You are required to disclose any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents.*

Failure to comply with the terms of this provision may disqualify any proposal. The County of Napa reserves the right to reject any proposal based upon the Proposer's prior history with the County of Napa or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failures.

Please disclose below. If you have no disclosures to report please write that you have no reportable disclosures.

*Response required

The proposer accepts the County's standard Agreement; and is willing and able to meet the County's insurance requirements, found in the draft Agreement, Sections IV, V, and Exhibit C (Agreement attached)*

☐ Yes

☐ No

*Response required

When equals "No"

*If no was selected, please provide reasons/exceptions:**

PSA: Respondents should clearly note in their proposals whether they take exception to any of the PSA requirements and should include a detailed explanation of the reason for the exception and a counterproposal or alternative suggestion(s) for the County's review. However, after review of any respondent's exceptions, the County reserves the right to reject any and all exceptions taken to the County's PSA.

Insurance: Respondents who are unable to meet all the County's insurance requirements may submit with their proposal an alternative plan for obtaining insurance that will adequately mitigate the risks associated with providing the services. Any alternative insurance coverage request is subject to review and approval by County Counsel and the County's Risk Management Officer.

Failure to meet the County's insurance requirements (as determined by County Counsel and County Risk Management) may be sufficient reason for disqualification from the selection process.

*Response required

Request For Proposal #CEO072601

Title: Independent Medical Examination Services for In-Custody Deaths