



CITY OF NORTH RICHLAND HILLS, TX

PROPOSAL IN RESPONSE TO:

RFP 23-014 FORENSIC LABORATORY SERVICES

APRIL 4, 2023

Letter of Transmittal

NMS Labs appreciates the opportunity to present a proposal to provide the laboratory services for the City of North Richland Hills, TX. NMS Labs is experienced and capable of successfully performing the scope of work as outlined in RFP 23-014 for Forensic Laboratory Services.

Submitting Organization: National Medical Services, Inc. dba NMS Labs

Headquarters and Main Lab: 200 Welsh Road, Horsham, PA 19044

NMS Labs Crime Laboratory: 2300 Stratford Avenue, Willow Grove, PA 19090

Other locations:

Bucks County Crime Lab, 850 Eagle View Road, Warminster, PA 18974
 El Paso Police Department, 911 N. Raynor Street, El Paso, TX 79903
 2302 113th Street, Suite 200, Grand Prairie, TX 75050
 Winston-Salem PD, 1200 North Patterson Avenue, Winston-Salem, NC 27101
 Florida 4th District, ME Office, 2100 Jefferson Street, Jacksonville, FL 32206

Authorized Personnel for Contractual Obligation: Dan Monahan, President and CEO
 800.522.6671 | Fax: 215.366.1504
nms@nmslabs.com

Authorized Personnel for Contractual Clarification: Lori Knops, National Accounts Manager
 267.567.3153 | Fax: 215.366.1504
Lori.Knops@nmslabs.com

Legal Status: Privately-held Corporation established in 1970

Tax ID#: 23-1731658

Materials and Enclosures being forwarded in the proposal:

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Separate Attachments (uploaded as separate attachments into Public Purchase):

- Proposal Form (pricing spreadsheet)
- NMS Labs 2023 Fee Schedule

NMS Labs confirms that the procedures utilized in performing the scope of work outlined in this Request for Proposals shall be in compliance with all applicable Federal and State laws. NMS Labs is uniquely capable of providing the full scope of work for the entire term of the proposed agreement. NMS Labs has made the effort to capture our services in line with the requirements of the Request for Proposal but encourages you and your staff to contact us directly to clarify or expand in any areas of interest.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Monahan", written over a faint, larger blue outline of the same signature.

Dan Monahan
President and CEO

Wednesday March 15, 2023

RFP 23-014 FORENSIC LABORATORY SERVICES

ADDENDUM ONE:

- 1) Attachments to this Addendum
 - Corrected Bid form named ADDENDUM1_23-014 FORENSIC LABORATORY SERVICES has been uploaded.

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR RFB RESPONSE.

Acknowledge receipt of this addendum by inserting this page with your RFP response. This addendum form is a part of the contract documents, and it so modifies, amends, deletes and/or adds to the original RFP document.

Name and Address of Company:

NMS Labs

200 Welsh Road

Horsham, PA 19044

Authorized Representative:

Signature: 

Name: Dan Monahan

Title: President and CEO

Phone: (215) 657-4900

Email: nms@nmslabs.com



CITY OF NORTH RICHLAND HILLS

Purchasing

Monday March 27, 2023

RFP 23-014 FORENSIC LABORATORY SERVICES

ADDENDUM TWO:

- 1) ADDENDUM1_23-014 FORENSIC LABORATORY SERVICES bid form removed.
- 2) Updated Bid form named ADDENDUM2_23-014 FORENSIC LABORATORY SERVICES BID FORM_rev2 has been uploaded.
- 3) Line #12 revised to read "DUID Blood Panel"

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR RFB RESPONSE.

Acknowledge receipt of this addendum by inserting this page with your RFP response. This addendum form is a part of the contract documents, and it so modifies, amends, deletes and/or adds to the original RFP document.

Name and Address of Company:

NMS Labs

200 Welsh Road

Horsham, PA 19044

Authorized Representative:

Signature:

Name: Dan Monahan

Title: President and CEO

Phone: (215) 657-4900

Email: nms@nmslabs.com



**PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL**

23-014

**FORENSIC LABORATORY
SERVICES**

**BIDS DUE TUESDAY, APRIL 04, 2023
BY 2:00 P.M.**

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INVITATION TO BID

The City of North Richland Hills is accepting sealed bids from all interested parties for:

- Bid Number: 23-014
- Bid Type: REQUEST FOR PROPOSAL
- Bid Name: FORENSIC LABORATORY SERVICES
- Bid Due Date: Tuesday, April 04, 2023
- Bid Due Time: 2:00 P.M. Central Standard Time
- Deadline for questions:
 - Date: Tuesday, March 28, 2023
 - Time: 12:00 P.M. Central Standard Time

DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY VIA:

www.publicpurchase.com

No oral explanation in regard to the meaning of the specifications will be made, and no oral instructions will be given after the pre-bid meeting and before the award of the contract. Requests from interested vendors for additional information or interpretation of the information included in the specifications should be directed in writing as a question related to this bid on Public Purchase and the question will be answered on Public Purchase. All addendums will also be posted to Public Purchase. It will be the vendor's responsibility to check all information related to this bid on Public Purchase before submitting a response.

All bid responses must be turned in complete from cover page to the last page of the bid – pages in order.

The City of North Richland Hills reserves the right to reject in part or in whole all bids submitted, and to waive any technicalities for the best interest of the City of North Richland Hills.

GENERAL CONDITIONS

In submitting this bid, the Bidder understands and agrees to be bound by the following terms and conditions. These terms and conditions shall become a part of the purchase order or contract and will consist of the invitation to bid, specifications, the responsive bid and the contract with attachments, together with any additional documents identified in the contract and any written change orders approved and signed by a city official with authority to do so. All shall have equal weight and be deemed a part of the entire contract. If there is a conflict between contract documents, the provision more favorable to the City shall prevail.

1. **BID TIME**

It shall be the responsibility of each Bidder to ensure his/her bid are submitted to the Public Purchase website on or before **2:00 P.M. Tuesday, April 04, 2023**. The official time shall be determined by the Public Purchase Website. The Public Purchase Website will NOT allow bid responses to be uploaded after the closing time.

All attached bid documents are to be returned completely filled out, totaled, and signed. The City of North Richland Hills will not accept any bid documents other than the attached.

2. **WITHDRAWING BIDS/PROPOSALS/QUOTES**

Bids may be withdrawn at any time prior to the official opening; request for non-consideration of bids must be made in writing to the Purchasing Manager and received prior to the time set for opening bids. The bidder warrants and guarantees that his/her bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes. Bidder agrees that a bid price may not be withdrawn or canceled by the bidder for a period of ninety (90) days following the date designated for the receipt of bids.

3. **IRREGULAR BIDS/PROPOSALS/QUOTES**

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind. However, the City of North Richland Hills reserves the right to waive any irregularities and to make the award in the best interest of the City.

4. **REJECTION/DISQUALIFICATION**

Bidders will be disqualified and/or their bids rejected, among other reasons, for any of the specific reasons listed below:

- a) Bid received after the time set for receiving bids as stated in the advertisement;
- b) Reason for believing collusion exists among the Bidders;
- c) Bid containing unbalanced value of any item; bid offering used or reconditioned equipment;
- d) Where the bidder, sub-contractor or supplier is in litigation with the City of North Richland Hills or where such litigation is contemplated or imminent;
- e) Uncompleted work which in the judgment of the City will prevent or hinder the prompt completion of additional work, or having defaulted on a previous contract;
- f) Lack of competency as revealed by reference checks, financial statement, experience and equipment, questionnaires, or qualification statement;
- g) Bid containing special conditions, clauses, alterations, items not called for or irregularities of any kind, which in the Owner's opinion may disqualify the Bidder.

However, the City of North Richland Hills reserves the right to waive any irregularities and to make the award in the best interest of the City of North Richland Hills.

5. BID EVALUATION

Award of bid, if it be awarded, will be made to the lowest responsible bidder or may be awarded to the bidder that offers the goods and/or services at the *best value* for the City (Texas Local Government Code, 252.043). In determining the best value the City will consider the following:

- a) The purchase price; terms and discounts; delivery schedule;
- b) The reputation of the bidder and of the bidder's goods or services;
- c) The quality of the bidders' goods or services;
- d) The extent to which the bidder's goods or services meet the City specifications and needs;
- e) The bidder's past relationship with the City;
- f) Total long term cost to the city to acquire the bidder's goods or services;
- g) Any relevant criteria specifically listed in the specifications;
- h) Compliance with all State and local laws, General Conditions and Specifications;
- i) Results of testing, if required;
- j) Warranty and/or guarantee, maintenance requirements and performance data of the product requested;
- k) City's evaluation of the bidder's ability to perform to specifications.

6. AWARD OF BID

The bid award will be made within sixty (60) days after the opening of bids. No award will be made until after investigations are made as to the responsibilities of the best bidder.

The City of North Richland Hills reserves the right to award bids whole or in part when deemed to be in the best interest of the City. Bidder shall state on bid form if their bid is "all or none", otherwise it shall be considered as agreeing to this section.

Information contained in submitted bid documents shall not be available for inspection until after the award has been made by the City Council. Requests for this information must be submitted in writing.

7. ASSIGNMENT

The successful bidder may not assign his/her rights and duties under an award without the written consent of the North Richland Hills City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

8. SUBSTITUTIONS/EXCEPTIONS

Exceptions/variations from the specifications may be acceptable provided such variations, in each instance, is noted and fully explained in writing and submitted with bid. NO substitutions or changes in the specifications shall be permitted after award of bid without prior written approval by the Purchasing Manager.

9. DELIVERY/ACCEPTANCE

The delivery date is an important factor of this bid and shall be considered during the evaluation process. The City considers delivery time the period elapsing from the time the order is placed until the City receives the order at the specified delivery location. All

material shall be delivered F.O.B. City of North Richland Hills to the address specified at the time of order. Acceptance by the City of North Richland Hills of any delivery shall not relieve the Contractor of any guarantee or warranty, expressed or implied, nor shall it be considered an acceptance of material not in accordance with the specifications thereby waiving the City of North Richland Hills right to request replacement of defective material or material not meeting specifications.

10. NOTICE OF DELAYS

Whenever the contractor encounters any difficulty which is delaying or threatens to delay timely performance, written notice shall immediately be given to the Purchasing Manager, stating all relevant information. Such notice shall not in any way be construed as a waiver by the City of any rights or remedies to which it is entitled by law. Delays in performance and/or completion may result in cancellation of agreement.

11. SALES TAX

The City of North Richland Hills is exempt from Federal Excise and State sales tax; therefore tax must not be added to bid.

12. TIE BIDS

In the event of a tie bid, State Law provides the bid or contract shall be awarded to the local bidder. In cases where a local bidder is not involved, tie bids shall be awarded by drawing lots at the City Council meeting, or as otherwise directed by the Mayor.

13. BRAND NAME OR EQUAL

If items are identified by a "brand name" description, such identification is intended to be descriptive, not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. As used in this clause, the term "brand name" includes identification of products by make and model.

Such products must be clearly identified in the bid as an equal product and published specifications of the equal products offered must be included with the bid reply.

Bids offering equal products will be considered for award if determined by the Purchasing Manager and the user department to be equal in all material respects to the brand name products referenced. The decision of acceptable "equal" items or variations in the specifications will solely be the City of North Richland Hills. Unless the bidder clearly indicates in his/her bid that he is offering an "equal" product, his bid shall be considered as offering the brand name product referenced in the invitation for bids.

14. REFERENCES

A minimum of three (3) references, preferably located within the Dallas/Fort Worth Metroplex, must be submitted with each bid. Company name, contact and phone number must be included with each reference.

15. PROHIBITION AGAINST PERSONAL FINANCIAL INTEREST IN CONTRACTS

No employee of the City of North Richland Hills shall have a direct or indirect financial interest in any proposed or existing contract, purchase, work, sale or service to or by the City (CMA-074, Standards of Conduct, Section IV).

16. TERMINATION/NON PERFORMANCE

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the City. The City of North Richland Hills reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to 1.) Meet delivery schedules or, 2.) Otherwise not perform in accordance with these specifications.

Breach of contract or default authorizes the City to award to another bidder, and/or purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

The contract may be terminated by either party upon written thirty (30) days' notice prior to cancellation without cause.

17. ATTORNEYS FEES

Neither party to this contract shall be entitled to attorney fees for any matter arising under this contract, whether for additional work, breach of contract, or other claim for goods, services, or compensation. All claims for attorney's fees are hereby WAIVED.

18. INDEMNITY

City shall not be liable or responsible for, and shall be saved and held harmless by Contractor from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including claims for copyright and patent infringement, and including all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, directly or indirectly, the performance of Contractor under this agreement, including claims and damages arising in part from the negligence of City, without; however, waiving any governmental immunity available to the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

It is the expressed intent of the parties to this Agreement that the indemnity provided for in this section is an indemnity extended by Contractor to indemnify and protect City from the consequences of City's own negligence, provided, however, that the indemnity provided for in this section shall apply only when the negligent act of City is a contributory cause of the resultant injury, death, or damage, and shall have no application when the negligent act of City is the sole cause of the resultant injury, death, or damage, unmixed with the legal fault of another person or entity. Contractor further agrees to defend, at its own expense, and on behalf of City and in the name of City, any claim or litigation brought in connection with any such injury, death, or damage.

The Contractor will secure and maintain Contractual Liability insurance to cover this indemnification agreement that will be primary and noncontributory as to any insurance maintained by the City for its own benefit, including self-insurance.

19. PERFORMANCE AND PAYMENT BONDS

In the event the total contract amount exceeds \$100,000, the Contractor shall be required to execute a performance bond in the amount of one hundred (100) percent of the total contract price; if the total contract amount exceeds \$50,000 the contractor shall be required to execute a payment bond in the amount of one hundred (100) percent of the total contract price, each in standard forms for this purpose, guaranteeing faithful performance of work and guaranteeing payment to all persons supply labor and materials or furnishing any equipment in the execution of the contract. It is agreed that this contract shall not be in effect until such performance and payment bonds are furnished and approved by the City of North Richland Hills. No exceptions to this provision allowed.

Unless otherwise approved in writing by the City of North Richland Hills, the surety company underwriting the bonds shall be acceptable according to the latest list of companies holding certificates of authority from the Secretary of the Treasury of the United States.

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and current copy of their power of attorney.

20. INTERLOCAL AGREEMENT

Successful bidder agrees to extend prices and terms to all entities who have entered into or will enter into joint purchasing interlocal cooperation agreements with the City of North Richland Hills.

☒ Yes, we agree ☐ No, we do not agree

21. ELECTRONIC PROCUREMENT

The City of North Richland Hills has adopted policies and procedures complying with Local Government Code Section 252.0415, Section 271.906 and Section 2155.062. The City of North Richland Hills may receive submittals in electronic form in response to procurement requests. However, a bid that is submitted non-electronically by the due date and time will be accepted and then entered electronically by Purchasing after the bid opening.

22. COMPLIANCE WITH SB 89:

Vendor agrees per HB 89 of the 85th Texas Legislative Session, and in accordance with Chapter 2270 of the Texas Government Code, vendor has not and shall not boycott Israel at any time while providing products or services to the City of North Richland Hills.

☒ Yes, we agree ☐ No, we do not agree

23. COMPLIANCE WITH SB 252:

Vendor agrees per SB 252 of the 85th Texas Legislative Session, and in accordance with Chapter 2252 of the Texas Government Code, vendor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of North Richland Hills.

☒ Yes, we agree ☐ No, we do not agree *

* By selecting no, vendor certifies that it is affirmatively excluded from the federal sanctions regime by the United States government and is not subject to the contract prohibition under Section 2252.154 of the Texas Government Code. Vendor shall provide sufficient documentation to the City of such exclusion prior to award of any contract for goods or services.

24. ETHICS AND COMPLIANCE POLICY

The City's Ethics and Compliance Policy can be found at The City of North Richland Hills Purchasing Division webpage - Or you may request a copy from the Purchasing Division. Acknowledgment - The City of North Richland Hills' Internal Ethics and Compliance Policy has been made available to me. I understand the expectations of ethical behavior and compliance with the law, and agree to adhere to the City's ethics policies.

<https://www.nrhtx.com/DocumentCenter/View/389/Code-of-Ethics---PDF?bidId>

☒ I agree

☐ I do not agree

25. COMPLIANCE WITH CHAPTER 2274

Pursuant to Chapter 2274, Texas Government Code, Prohibition on Contracts with Companies Boycotting Certain Energy Companies, as enacted by S.B. 13, 87th Legislature, the City of North Richland Hills is prohibited from using public funds to contract with a for-profit Company as defined by Government Code 809.01 who boycotts energy companies. If Seller has more than 10 employees and this Contract has a value of \$100,000 or more, by signing this agreement/contract, the Seller verifies that it does not discriminate against energy companies and will not discriminate during the term of the Contract. By submitting a bid response, Seller certifies compliance with these requirements.

26. COMPLIANCE WITH CHAPTER 2274

Pursuant to Chapter 2274, Texas Government Code, Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries, as enacted by S.B. 19, 87th Legislature, the City of North Richland Hills is prohibited from using public funds to contract with a for-profit Company as defined by Chapter 2274.001, who discriminates against firearm and ammunition industries. If Seller has at least 10 full-time employees and this Contract has a value of \$100,000 or more, by signing this agreement/contract, the Seller agrees that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the Agreement. By submitting a bid response, Seller certifies compliance with these requirements. This section does not apply if Seller is a sole-source provider.

27. DEPARTMENT OF TRANSPORTATION (TXDOT) RELATED BIDS

"The City of North Richland Hills, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated

against on the grounds of race, color, or national origin in consideration for an award.” Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the bidder. The City of North Richland Hills and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

MINIMUM INSURANCE REQUIREMENTS

Contractors performing work on City property or public right-of-way for the City of North Richland Hills shall provide the City a certificate of insurance evidencing the coverages and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of North Richland Hills.

The following guidelines are designed to show the most common minimum insurance requirements for standard contracts and agreements with the City. Non-standard agreements may require additional coverage and/or higher limits. Coverage Amounts required for non-standard agreements to be determined by the department and the City Manager.

General Contracts for Services:

Service work, and general maintenance agreements, etc.

- ☐ Commercial General Liability
- ☐ Automobile Liability
- ☐ Workers' Compensation & Employer's Liability
- ☐ Payment and Maintenance Bond (if applicable)

See Exhibit A for insurance language to include in general contracts for services

Professional Services:

Consultants or other professionals including: accountants, attorneys, architects, engineers, medical professionals, medical services, etc.

- ☐ Commercial General Liability
- ☐ Automobile Liability
- ☐ Workers' Compensation & Employer's Liability
- ☐ Professional Liability or equivalent Errors & Omissions (appropriate to Contractor's profession)

See Exhibit B for insurance language to include in professional services contracts

Construction:

Building contractors for construction projects.

- ☐ Commercial General Liability
- ☐ Automobile Liability
- ☐ Workers' Compensation & Employer's Liability
- ☐ Professional Liability (if applicable for design function)

- ☐ Builder's Risk (required for new or existing property under construction)
- ☐ Payment and Maintenance Bond (if applicable)

See Exhibit C for insurance language to include in construction contracts

Information Technology/Network Access Services:

For the purchasing and installation of technology-related software and equipment or contracting services that support, maintain or interact with the CITY'S technology systems.

- ☐ Commercial General Liability
- ☐ Automobile Liability
- ☐ Workers' Compensation & Employer's Liability
- ☐ Professional Liability (if applicable)
- ☐ Cyber Liability

See Exhibit D for insurance language to include in IT/network access services agreements

Standard Minimum Required Insurance Coverage

Insurance Type	Limit	Provision
Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 Aggregate	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage
	For Construction Projects: \$2,000,000 Each Occurrence \$4,000,000 Aggregate	
Automobile Liability	\$1,000,000 Combined Single Limit	
Workers' Compensation	Texas Statutory Requirements	Waiver of subrogation in favor of City
Employer's Liability	\$500,000 injury - each accident \$500,000 disease - each employee \$500,000 disease - policy limit	
Professional Liability (or equivalent Errors & Omissions coverage appropriate to the Contractor's profession)	\$1,000,000 Each Occurrence	
Builder's Risk (required for new or existing property under construction)	100% Value	
Cyber Liability	\$1,000,000 Each Occurrence	
Payment/Maintenance Bonds	In accordance with Chapter 2253 of the Texas Government Code	

EXHIBIT A

GENERAL CONTRACTS FOR SERVICES

For the duration of this Agreement, CONTRACTOR shall maintain the following minimum insurance which shall protect CONTRACTOR, its subcontractors, its sub-consultants and CITY from claims for injuries, including accidental death, as well as from claims for property damage which may arise from the performance of work under this Agreement.

A. Workers' Compensation and Employer's Liability Insurance:

Workers' Compensation	Texas Statutory
Employer's Liability	\$500,000 injury - each accident
	\$500,000 disease - each employee
	\$500,000 disease - policy limit

B. Commercial General Liability:

On an "occurrence" basis, including, property damage, bodily injury, products and completed operations and personal & advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

C. Automobile Liability:

Covering any auto, or if CONTRACTOR has no owned autos, covering hired and non-owned autos with a Combined Single Limit no less than \$1,000,000 per accident for bodily injury and property damage.

Insurance limits can be met with a combination of primary and excess/umbrella coverage.

The CITY, its officers, officials and employees are to be covered as "Additional Insured" on the commercial general liability and automobile liability policies as respects liability arising out of activities performed by or on behalf of the CONTRACTOR.

A waiver of subrogation in favor of the CITY, its officers, officials and employees shall be contained in the Workers' Compensation insurance policy.

Policies of insurance shall not be cancelled non-renewed, terminated, or materially changed unless and until thirty (30) days' notice has been given to CITY.

All insurance shall be issued by responsible insurance companies eligible to do business in the State of Texas and having an A.M. Best Financial rating of A- VI or better.

CONTRACTOR shall furnish the CITY certificates of insurance affecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance must be submitted on a form approved by the Texas Department of Insurance.

Payment and Maintenance Bonds (if applicable): CONTRACTOR shall procure Payment and Maintenance Bonds as applicable and in accordance with Chapter 2253 of the Texas Government Code.

EXHIBIT B

PROFESSIONAL SERVICES

For the duration of this Agreement, CONTRACTOR shall maintain the following minimum insurance which shall protect CONTRACTOR, its subcontractors, its sub-consultants and CITY from claims for injuries, including accidental death, as well as from claims for property damage which may arise from the performance of work under this Agreement.

A. Workers' Compensation and Employer's Liability Insurance:

Workers' Compensation	Texas Statutory
Employer's Liability	\$500,000 injury - each accident
	\$500,000 disease - each employee
	\$500,000 disease - policy limit

B. Commercial General Liability:

On an "occurrence" basis, including, property damage, bodily injury, products and completed operations and personal & advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

C. Automobile Liability:

Covering any auto, or if CONTRACTOR has no owned autos, covering hired and non-owned autos with a Combined Single Limit no less than \$1,000,000 per accident for bodily injury and property damage.

D. Professional Liability (Errors and Omissions)

CONTRACTOR shall maintain Professional Liability (or equivalent) errors and omissions insurance appropriate to the CONTRACTOR'S profession, describe type of services, with a limit no less than \$1,000,000 per occurrence or claim.

Insurance limits can be met with a combination of primary and excess/umbrella coverage.

The CITY, its officers, officials and employees are to be covered as "Additional Insured" on the commercial general liability and automobile liability policies as respects liability arising out of activities performed by or on behalf of the CONTRACTOR.

A waiver of subrogation in favor of the CITY, its officers, officials and employees shall be contained in the Workers' Compensation insurance policy.

Policies of insurance shall not be cancelled non-renewed, terminated, or materially changed unless and until thirty (30) days' notice has been given to CITY.

All insurance shall be issued by responsible insurance companies eligible to do business in the State of Texas and having an A.M. Best Financial rating of A- VI or better.

CONTRACTOR shall furnish the CITY certificates of insurance affecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance must be submitted on a form approved by the Texas Department of Insurance.

EXHIBIT C

CONSTRUCTION

For the duration of this Agreement, CONTRACTOR shall maintain the following minimum insurance which shall protect CONTRACTOR, its subcontractors, its sub-consultants and CITY from claims for injuries, including accidental death, as well as from claims for property damage which may arise from the performance of work under this Agreement.

A. Workers' Compensation and Employer's Liability Insurance:

Workers' Compensation	Texas Statutory
Employer's Liability	\$500,000 injury - each accident
	\$500,000 disease - each employee
	\$500,000 disease - policy limit

B. Commercial General Liability:

On an "occurrence" basis, including, property damage, bodily injury, products and completed operations and personal & advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

C. Automobile Liability:

Covering any auto, or if CONTRACTOR has no owned autos, covering hired and non-owned autos with a Combined Single Limit no less than \$1,000,000 per accident for bodily injury and property damage.

D. Professional Liability (if contract involves design work)

CONTRACTOR shall maintain Professional Liability (or equivalent) errors and omissions insurance appropriate to the CONTRACTOR'S profession, with a limit no less than \$1,000,000 per occurrence or claim

E. Builder's Risk

CONTRACTOR shall maintain Builder's Risk Insurance providing All-Risk (Special Perils) coverage in an amount equal to one hundred percent (100%) of the completed value of the project in question and no coinsurance penalty provisions. The policy shall list the CITY as loss payee as their interests may appear.

Insurance limits can be met with a combination of primary and excess/umbrella coverage.

The CITY, its officers, officials and employees are to be covered as "Additional Insured" on the commercial general liability and automobile liability policies as respects liability arising out of activities performed by or on behalf of the CONTRACTOR.

A waiver of subrogation in favor of the CITY, its officers, officials and employees shall be contained in the Workers' Compensation insurance policy.

Policies of insurance shall not be cancelled non-renewed, terminated, or materially changed unless and until thirty (30) days' notice has been given to CITY.

All insurance shall be issued by responsible insurance companies eligible to do business in the State of Texas and having an A.M. Best Financial rating of A- VI or better.

CONTRACTOR shall furnish the CITY certificates of insurance affecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance must be submitted on a form approved by the Texas Department of Insurance.

Payment and Maintenance Bonds (if applicable): CONTRACTOR shall procure Payment and Maintenance Bonds as applicable and in accordance with Chapter 2253 of the Texas Government Code.

EXHIBIT D

INFORMATION TECHNOLOGY/NETWORK ACCESS SERVICES

For the duration of this Agreement, CONTRACTOR shall maintain the following minimum insurance which shall protect CONTRACTOR, its subcontractors, its sub-consultants and CITY from claims for injuries, including accidental death, as well as from claims for property damage which may arise from the performance of work under this Agreement.

A. Workers' Compensation and Employer's Liability Insurance:

Workers' Compensation	Texas Statutory
Employer's Liability	\$500,000 injury - each accident
	\$500,000 disease - each employee
	\$500,000 disease - policy limit

B. Commercial General Liability:

On an "occurrence" basis, including, property damage, bodily injury, products and completed operations and personal & advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

C. Automobile Liability:

Covering any auto, or if CONTRACTOR has no owned autos, covering hired and non-owned autos with a Combined Single Limit no less than \$1,000,000 per accident for bodily injury and property damage.

D. Professional Liability (Errors and Omissions)

If appropriate for CONTRACTOR'S work, CONTRACTOR shall maintain Professional Liability (or equivalent) errors and omissions insurance appropriate to the CONTRACTOR'S profession, with a limit no less than \$1,000,000 per occurrence or claim.

E. Cyber Liability

CONTRACTOR shall maintain cyber liability (or equivalent) insurance. Such insurance shall provide limits of no less than \$1,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as undertaken by the CONTRACTOR.

Insurance limits can be met with a combination of primary and excess/umbrella coverage.

The CITY, its officers, officials and employees are to be covered as "Additional Insured" on the commercial general liability and automobile liability policies as respects liability arising out of activities performed by or on behalf of the CONTRACTOR.

A waiver of subrogation in favor of the CITY, its officers, officials and employees shall be contained in the Workers' Compensation insurance policy.

Policies of insurance shall not be cancelled non-renewed, terminated, or materially changed unless and until thirty (30) days' notice has been given to CITY.

All insurance shall be issued by responsible insurance companies eligible to do business in the State of Texas and having an A.M. Best Financial rating of A- VI or better.

CONTRACTOR shall furnish the CITY certificates of insurance affecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance must be submitted on a form approved by the Texas Department of Insurance.

Other Insurance Requirements - To Be Included As Applicable

CONTRACTORS who serve or distribute liquor:

Liquor Legal Liability - CONTRACTOR shall maintain Liquor Legal Liability coverage covering the selling, serving, or furnishing of any alcoholic beverage performed by CONTRACTOR, or on its behalf. Such insurance shall provide limits of no less than \$1,000,000.00 per occurrence.

CONTRACTORS who hold long-term leases:

Property Insurance – LESSEE shall maintain Property Insurance against all risks of loss to any improvements or betterments, at full replacement cost with no coinsurance penalty provision. The CITY shall be added as a Loss Payee to the policy as interests may appear.

CONTRACTOR's whose work involves chemicals or otherwise has a pollution exposure:

Contractors' Pollution Liability (or equivalent) – CONTRACTOR shall maintain Contractors' Pollution Liability with limits no less than \$1,000,000.00 per occurrence or claim and \$2,000,000 policy aggregate.

CONTRACTORS who take possession of City or public vehicles (e.g., parking lots operators, auto repair shops):

Garage Keepers Liability (or equivalent) – CONTRACTOR shall maintain Garage Keepers Liability or equivalent coverage for applicable property while in the CONTRACTOR'S care, custody or control. Coverage must include Comprehensive and Collision coverage. Such insurance shall provide limits equal to no less than the total value of CITY or public property in the CONTRACTOR'S care, custody and control at any one time.

CONTRACTORS who own and operate unmanned aircraft (drones):

UAS Liability (or equivalent) - CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the ownership, maintenance or use of Unmanned Aerial Systems (Drones). Coverage must include limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

A PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE OF INSURANCE.

NON-COLLUSION AFFIDAVIT OF BIDDER

State of Pennsylvania County of Montgomery

Dan Monahan verifies that:
(Name)

- (1) He/She is owner, partner, officer, representative, or agent of
NMS Labs, has submitted the attached
bid: (Company Name)
- (2) He/She is fully informed in respect to the preparation, contents and circumstances in
regard to attached bid;
- (3) Neither said bidder nor any of its officers, partners, agents or employees has in any way
colluded, conspired or agreed, directly or indirectly with any other bidder, firm or person
to submit a collusive or sham bid in connection with attached bid and the price or prices
quoted herein are fair and proper.

Dan Monahan

SIGNATURE

Dan Monahan

PRINTED NAME

Subscribed and sworn to before me this

31 Day of March 2023.

Casey Kutzke
NOTARY PUBLIC in and for

Montgomery County, PA
~~Texas~~

My commission expires: 2/3/2027


Commonwealth of Pennsylvania - Notary Seal
Casey Krolczak, Notary Public
Montgomery County
My Commission Expires February 3, 2027
Commission Number 1431621

THIS FORM MUST BE COMPLETED, NOTARIZED AND SUBMITTED WITH BID

BID CERTIFICATION

The Undersigned, in submitting this bid, represents and certifies:

- a. He/she is fully informed regarding the preparation, contents and circumstances of the attached bid;
- b. He/she proposes to furnish all equipment/service at the prices quoted herein and bid is in strict accordance with the conditions and specifications stated herein;
- c. There will be at no time a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the bids are opened;
- d. He/she is an equal opportunity employer, and will not discriminate with regard to race, color, national origin, age or sex in the performance of this contract.
- e. The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the City of North Richland Hills of the bidder's offer by issuance of a purchase order will create a binding contract. Further, he/she agrees to fully comply with documentary forms herewith made a part of this specific procurement.

COMPANY:	NMS Labs
ADDRESS:	200 Welsh Road
CITY, STATE & ZIP:	Horsham, PA 19044
TELEPHONE:	(215) 657-4900
FAX	(215) 366-1504
EMAIL:	nms@nmslabs.com
SIGNATURE:	
PRINTED NAME:	Dan Monahan
DATE:	3/31/2023

COMPLIANCE WITH HOUSE BILL 1295

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity.

The law applies only to a contract of a governmental entity that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission has adopted rules necessary to implement the law, prescribed the disclosure of interested parties form, and posted a copy of the form on the commission's website.

Filing Process:

The commission has made available on its website a new filing application that must be used to file Form 1295. A business entity must:

- 1) Use the application to enter the required information on Form 1295,
- 2) Print a copy of the completed form, which will include a certification of filing that will contain a unique certification number.
- 3) Contract Number should be the Bid/RFP Number and Bid Title.
- 4) Sign the printed copy of the form (an authorized agent of the business entity must sign),
- 5) Either include your personal information or have the form notarized,
- 6) File the completed Form 1295 with the certification of filing with the governmental body with which the business entity is entering into the contract.

The governmental entity must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity.

Information regarding how to use the filing application may be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY - NOT APPLICABLE

Disadvantaged Business Enterprises (DBE) are encouraged to participate in the City of North Richland Hills bid process. Representatives from DBE Companies should identify themselves as such and submit a copy of their Certification.

The City of North Richland Hills recognizes the certifications of both the State of Texas Building and Procurement Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact:

Texas Building and Procurement Commission
Statewide HUB Program
1711 San Jacinto Blvd., Austin TX 78701-1416
P O Box 13186, Austin, TX 78711-3186
(512) 463-5872
<http://www.window.state.tx.us/procurement/prog/hub/hub-certification/>

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 216
Arlington, Texas 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

If your company is already certified, attach a copy of your certification to this form and return as part of your packet.

Company Names: _____

Representative: _____

Address: _____

City, State, Zip: _____

Telephone No. _____ Fax No. _____

Email address: _____

INDICATE ALL THAT APPLY:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

CONFLICT OF INTEREST QUESTIONNAIRE

Pursuant to Chapter 176 of the Texas Local Government Code, a person, or agent of a person, who contracts or seeks to contract for the sale or purchase of property, goods, or services with the City of North Richland Hills must file a completed conflict of interest questionnaire. The conflict of interest questionnaire must be filed with the City Secretary of the City of North Richland Hills no later than the seventh business day after the person or agent begins contract discussions or negotiations with the City of North Richland Hills or submits to the City of North Richland Hills an application, response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the City of North Richland Hills. An updated conflict of interest questionnaire must be filed in accordance with Chapter 176 of the Local Government Code. An offense under Chapter 176 is a Class C misdemeanor.

The Conflict of Interest Questionnaire is included as part of this document and can be found at:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

To be considered for award, the Conflict of Interest Questionnaire is required to be completed with dated signature.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

National Medical Services, Inc. dba NMS Labs

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

3/31/2023
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CONTRACT CHANGES GRID

The Contractor has the obligation to review all documents that make up the contract documents in their entirety and include any objections or requests for modifications to the Terms and Conditions, or any of the Contract Documents, in the Contract Changes Grid included with the Notice to Bidders. No changes or modifications will be made to the contract documents unless such changes are set forth in the Contract Changes Grid, submitted to the City along with the Contractor's proposal, and agreed to by the City.

CONTRACT CHANGES GRID

Proposed Contractor/Bidder _____ ("Contractor" or "Bidder"), submits the following modifications to the City's Standard _____ ("Agreement") requesting changes to such provisions be accepted by the City and incorporated into the Agreement. Contractor understands and acknowledges that the City is under no obligation to accept the modification(s) proposed by Contractor; however, the City agrees to negotiate in good faith in consideration of Contractor's request, subject to legal requirements, City policies and advice of the City Attorney.

Section / Page	Term, Condition or Specification	Exception/Proposed Modification	Disposition (For City of NRH Use Only)
			City Response: ____ Accepted ____ Not Accepted ____ Modified

CONFIDENTIALITY OF PROPRIETARY INFORMATION

During the evaluation process of this RFP, to the extent permitted by law, the City of North Richland Hills will maintain all contents of the Proposers' responses and discussions related to the Proposers' proposals as confidential. The City will treat all proposals as confidential until negotiations are completed, the successful Proposer has been selected, and a contract has been awarded. During the evaluation process, the City intends to disseminate information submitted by all Proposers to selected staff, any consultants employed by the City, and the evaluation committee, as the City deems appropriate in its sole discretion. Such staff, consultants, and committee members shall maintain the Proposers' information as confidential to the extent permitted by law. All materials submitted in response to this RFP shall become the property of the City of North Richland Hills and will not be returned. After a Proposer is selected and the contract is awarded, all submissions shall be subject to release in accordance with Texas Government Code Chapter 552, the Texas Public Information Act (the "Act").

If a Proposer does not desire proprietary information in the proposal to be disclosed, it is required to identify all proprietary information in the proposal prior to submission of the proposal to the City. The identification shall be done by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the Proposer fails to identify such information as proprietary, the Proposer agrees by submission of its proposal that those sections shall be deemed non-proprietary and made available to the public upon request as authorized by law upon completion of the RFP process and award of contract.

Proposers are advised that the City, to the extent permitted by law, will protect the confidentiality of their proposals. Proposers shall consider the implications of the Act, particularly after the RFP process has ceased and a contract has been awarded. If a public information request is made for a Proposer's response following award of a contract, proprietary information submitted in an RFP process may only be withheld from public disclosure pursuant to Section 552.1101 of the Act. A determination as to whether Section 552.1101 applies will not be decided by the City of North Richland Hills, but by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, the City will notify the Proposer, and the Proposer is required to request an opinion as to the confidentiality and proprietary nature of the information from the Attorney General pursuant to Section 552.305 of the Act. The City is not authorized to make the request on the Proposer's behalf.

SPECIFICATIONS

It is the intent of these specifications to obtain proposals from the qualified vendors to provide forensic laboratory analysis of narcotics, dangerous drugs and other controlled substances, blood alcohol content testing and quantification, gun evidence analysis, trace evidence, biological and DNA testing, urinalysis, and serological processing, to include exhibits and expert testimony as required for prosecution in criminal and civil court.

Any item not specifically mentioned but necessary for the delivery of this service shall be included in this proposal. These specifications and requirements should be in sufficient detail to secure proposals on comparable services.

The requirements listed herein should be met by all bidders' proposals. In instances where the proposal differs from these requirements, bidders shall note the difference and describe in detail how their proposal will meet the City's needs without including this specific requirement. Failure to meet these requirements may be cause for rejection of the vendor's proposal at the City's discretion.

Each Vendor must prepare a written response. Proposal shall be formatted consistent with the specific sections and numbered paragraphs and must respond to each on an individual basis. Failure to address any item shall be interpreted as non-compliance.

Vendors must respond to all paragraphs and submit the following:

Letter of transmittal

Vendor Qualifications and Experience

Summary of Compliance with Technical Requirements

A letter of transmittal must be attached to the proposal. Included in this letter shall be a statement that identifies all materials and enclosures being forwarded in the proposal. The letter of transmittal must be signed by the person who is authorized to contractually commit the Vendor's organization

The City will review all responses to assure compliance with the specifications. Vendor may be excluded from further consideration for failure to comply with the specifications of the RFP.

The forensic analysis of evidence is a vital service to the City of North Richland Hills. The testing and results of forensic laboratory analysis of evidence is crucial to the prosecution of a majority of criminal cases. The Vendor's ability to provide evidence of performing the requisite specifications outlined in this RFP, including references, will be viewed favorably. The award may be either to the lowest responsible bidder or to the bidder who provides goods or services providing the best value for the City.

The contents of this solicitation and the Vendor's response, when submitted to and accepted by the City, shall become an integral part of any contract agreed upon between the Vendor and the City. To ensure specified performance of the proposed system, the City reserves the right to require a vendor(s)

to demonstrate capabilities and documentations specified in this RFP. The general areas of forensic testing expertise should include at a minimum the following: Biology/Serology, Chemistry, Fingerprinting, Impression evidence, Firearms Trace Evidence and Toxicology.

The proposal will be evaluated with regards to the following criteria:

Capacity to analyze inclusive of but not limited to firearms and trace evidence, narcotics, other dangerous drugs and controlled substances, blood alcohol content and quantification, biological, DNA and serological processing.

A bulk price for DNA testing of sexual assault kits. The City of North Richland Hills Police Department (NRHPD) expects to have DNA testing done on, between 26 and 100, Sexual Assault Kits from old cases. Based upon a seven year average of reported sexual assaults, NRHPD expects to need DNA testing on between 20 and 30 Sexual Assault Kits per year.

Analyze submitted drug evidence and perform qualitative analysis of submitted sample.

Analyze submitted drug evidence and perform quantitative analysis of submitted sample on request only.

Laboratory must be of sufficient staffing to handle the anticipated work load (up to 100 samples per month) within the requested time frame.

Ensure analytical processes of submitted samples are in compliance with contemporary scientific standards to Ensure reliable and valid analysis.

Provide evidence of certifications of Laboratory and its personnel specific to the performance of their duties. Ensuring personnel would qualify as accredited by the Court(s) during witness testimony when required.

Provide expert testimony regarding the analysis process in both State and Federal Court proceedings when required at no cost to the City. Failure to be available for court and or show up for court, after being notified of needed attendance, will be grounds for default. When requested to complete laboratory work of any kind by an agency other than the North Richland Hills Police Department, to bill that agency for the work and for any testimony time.

Ensure adequate site security of submitted samples exists to include, building alarm, video surveillance inside drug vault, personnel control and logs inside drug and evidence storage areas.

Using the North Richland Hills Police Department internal chain of custody form, ensure chain of custody documentation commensurate to industry standards and are acceptable to the Federal and State Prosecutors' office.

Laboratory or drop off location available within a reasonable proximity to the City for personnel to drop-off and pick-up samples during traditional business hours. (Monday-Friday, 0800-1700 hours).

If an outside laboratory is used to test for DNA, lab personnel will transport the item to the outside lab at no cost to the City.

Availability of weekly laboratory evidence pick-up and drop-off services.

Pick-up from the different local area hospitals completed sexual assault kits and any other evidence they may have.

Provide references from a minimum of five (5) Law Enforcement Organizations within the Dallas-Fort Worth metropolitan area.

Ensure “turn-around time” does not exceed thirty (30) calendar days.

Provide for a specified number of requested expedited certain specified tests at no cost to the City.

Provide a report for submission as an exhibit into criminal proceedings reflecting the results of all analysis conducted within thirty (30) days of analysis, except for DNA testing which shall be completed and a report for submission as an exhibit into criminal proceedings within six (6) months.

Provide weekly performance status updates.

Allow for queries to obtain historical data in regard to evidence that has been submitted.

Provide for the destruction of specified bio-hazard material.

Provide Restitution forms with every case report sent to the City at no additional charge. This also includes Administrative License Revocation (ALR) forms and BAC Discovery packages upon request at no additional charge.

CONTRACT TERM

The successful bidder will be awarded a one-year agreement effective the date of award. Prices are to remain firm for the one-year agreement period. At the City’s option, the agreement may be renewed for four (4) one-year periods at a price proposed by the contractor. If during the life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to the City of North Richland Hills.

A price redetermination may be considered, and the Contractor shall submit the renewal price changes and justification to the Purchasing Department at least sixty (60) days before the expiration of the current agreement. Increase in contract pricing shall not exceed the consumer price index of the Dallas/Fort Worth standard metropolitan statistical for the previous twelve (12) month period or 5%, whichever is smaller. Renewal shall be at the sole discretion of the City of North Richland Hills departments utilizing the contract.

MISCELLANEOUS REQUIREMENTS

The City will not be liable for any of the cost incurred in preparation and presentation of the response. Any materials submitted by the Vendor that is considered confidential in nature must be clearly marked as such. Due to applicable laws and regulations concerning public documents, the City makes no representation that such material will be kept confidential.

The City representatives will be allowed a site visit to any of the accepted proposals.

PROPOSAL FORM

Proposers should include other services as appropriate and include pricing for each to include test/collection kits; required expendable supplies; travel expense for pick-up and delivery, etc. Documentation of test results/analysis by industry or department standards and any required court testimony are assumed to be included in the monthly base charge unless otherwise enumerated.

The attached excel spreadsheet lists the tests and annual quantities that North Richland Hills Police Department has ordered during the 2022 calendar year. Pricing should be submitted on the spreadsheet.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
08/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Evanston Insurance Company	NAIC # 35378
		INSURER B: Travelers Property Casualty Company of Ame	25674
		INSURER C: Travelers Indemnity Company of America	25666
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W25653045

REVISION NUMBER:

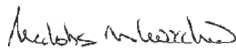
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			MKLV1PHP000002	08/15/2022	08/15/2023	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$ 1,000,000
	<input checked="" type="checkbox"/> CONTRACTUAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)
	<input checked="" type="checkbox"/> INCLUDED						\$ 50,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$ 5,000
	OTHER:						PERSONAL & ADV INJURY
							\$ 1,000,000
							GENERAL AGGREGATE
							\$ 3,000,000
							PRODUCTS - COMP/OP AGG
							\$ 3,000,000
							\$
B	AUTOMOBILE LIABILITY			BA-3N062901-22-I2-G	08/15/2022	08/15/2023	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO						\$ 1,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTOS ONLY						\$
							BODILY INJURY (Per accident)
							\$
							PROPERTY DAMAGE (Per accident)
							\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			MKLV1UHC000009	08/15/2022	08/15/2023	EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						\$ 5,000,000
	DED <input type="checkbox"/> RETENTION \$						AGGREGATE
							\$ 5,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB-8K529095-22-I2-G	08/15/2022	08/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below	No	N/A				\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE
							\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT
							\$ 1,000,000
A	ERRORS & OMISSIONS			MKLV1PHP000002	08/15/2022	08/15/2023	Per Claim
							\$1,000,000
							Aggregate
							\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

NMS Labs 200 Welsh Road Horsham, PA 19044	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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SR ID: 22946328

BATCH: 2632102

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Qualifications and Experience

NMS Labs was founded in 1970 and has since earned the reputation as a high-quality bioanalytical toxicology and forensic investigation laboratory. For over 52 years, NMS Labs has served the legal/law enforcement community by providing broad-based forensic testing services including blood alcohol analysis, drug impaired driving toxicology, and drug identification of raw materials (Forensic Drug Chemistry testing), as well as expert litigation support services. We are proud to service forensic clients not only in Texas but also throughout the United States and Internationally. We have provided testing services for many state and local law enforcement agencies similar to those outlined in this RFP.

NMS Labs currently employs more than 400 highly trained professionals. NMS Labs has a staff dedicated to our forensic business including: 9 doctoral level toxicologists that are board certified Fellows by the American Board of Forensic Toxicology (F-ABFT), specially trained forensic specimen processors, forensic client support staff, criminalists and scientists, forensic sales and marketing representatives and expert services department. This dedicated forensic staffing allows NMS Labs to give individual attention to each of our forensic clients when necessary. In addition, our administrative support departments of quality assurance, accounting, expert services and business development are all able to support the specific needs of this anticipated contract. NMS Labs does not have any history of defaults, contract terminations or bankruptcies.

NMS Labs has always followed the most stringent standards available to assure our postmortem clients that we produce superior quality results guided by accepted professional standards. NMS Labs is accredited by ISO/IEC 17025:2017 for:

- Seized Drugs: ANAB/ANSI National Accreditation Board
- Toxicology: ANAB/ANSI National Accreditation Board and ABFT (American Board of Forensic Toxicology)

This supports our goal of providing the highest quality forensic science services in a timely, confidential, and professional manner. NMS Labs also holds national laboratory accreditations and licensures through the Texas Forensic Science Commission (FSC), US Drug Enforcement Agency (DEA) Registration, the College of American Pathologists (CAP) Laboratory Accreditation Program (LAP), College of American Pathologists (CAP) ISO 15189, and Clinical Laboratory Improvement Amendments 1988 (CLIA). See the enclosed complete list of licensures as well as ANAB ISO 17025 certificates.

NMS Labs forensic services extend beyond our main facilities in Horsham, PA. NMS Labs currently operates multiple secured forensic laboratories within the state of Texas, North Carolina, Pennsylvania, and Florida. ANAB ISO 17025 accredits all of these facilities. The table below shows the ISO 17025 accredited disciplines held at each facility. NMS Labs combined resources offer a unique network of accredited laboratories which provide increased capacity, economies of efficiency and the operational flexibility to assist clients.

ISO 17025 Accredited Disciplines by Facility

Facility	ISO 17025 Accredited Disciplines
Headquarters, Horsham, PA	Toxicology
Crime Lab, Willow Grove, PA	Seized Drugs
Bucks County, PA	Seized Drugs
El Paso, TX	Seized Drugs
Dallas-Fort Worth, TX	Seized Drugs
Winston-Salem, NC	Seized Drugs
Jacksonville, FL	Toxicology

We have carefully reviewed the Conditions, Provisions, and Specifications put forth in the RFP. Our laboratory operations department has ample and excess capacity available to accept the sample volumes outlined in the bid as well as any additional case volume that may be needed for your office.

NMS Labs Staff

NMS Labs currently employs over 400 individuals at our headquarter laboratory in Horsham, PA and within our six additional ISO 17025-accredited locations in TX, PA, FL and NC. Our team includes multiple ABFT Board Certified toxicologists that are active and hold officer positions in the leading professional organizations of American Academy of Forensic Sciences, Society of Forensic Toxicology (SOFT), National Association of Medical Examiners (NAME) and The International Association of Forensic Toxicology (TIAFT). NMS Labs has multiple professional staff engaged in the National Commission on Forensic Sciences and Organization of Scientific Area Committees (OSAC). This engagement in the most recent efforts of the Federal Government to Strengthen Forensic Sciences assures the City of North Richland Hills that your laboratory provider will be current with the regulatory environment and best practices in Forensic Sciences.

See the enclosed list of technical staff, including degrees, majors, laboratory positions, and date of hire at NMS Labs.

Going beyond our technical staff, NMS Labs provides a dedicated experienced National Accounts Manager assigned to the City of North Richland Hills, responsible for overall customer satisfaction. This individual manages the business aspects of working with and being the liaison to assist the City of North Richland Hills and NMS Labs in their routine partnership needs.

Dedicated Forensic Client Support Staff

NMS Labs understands the importance of interacting with our clients during the analysis process, and exchanging information related to the completion of the casework. To best support our clients at this capacity, NMS Labs utilizes specially trained forensic client support staff to work directly with our forensic clients. Our emphasis is thorough communication and quick responsiveness. NMS Labs has client support available by phone at (800) 522-6671 during the following hours: Monday through Friday 7:00 a.m. - 7:30 p.m. Central Time.

NMS Labs also has client support available via e-mail at forensics@nmslabs.com. This e-mail is checked a minimum of every 30 minutes for activity during client support working hours. Many of our forensic clients find this service valuable, as it offers a timed documentable proof of communication. Our client support staff can handle routine inquiries such as result status, test ordering, expected turnaround time, adding additional testing to existing cases, appropriate sample requirements, handling and packaging. NMS Labs client support is also able to handle explanation of NMS Labs scope of services. If the incoming question from our client is outside of the area of responsibility our client support staff, they will contact the appropriate NMS Labs staff member for immediate follow up.

Quality Assurance

In house quality assurance and quality control departments dedicated to continuous quality improvement. NMS Labs understands that Quality Assurance and Quality Control are an integral part of the laboratory. NMS Labs Quality Assurance department monitors and administers all internal and external QA/QC protocols. Additionally, NMS Labs participates in comprehensive external proficiency testing programs, which compares our performance with other laboratories performing the same analysis. These programs are supplemented by a comprehensive internal blind proficiency program that challenges analyses that are not formally evaluated by the external program. All data generated by these programs are remediated, as necessary, and approved by various management levels of review.

Finally, all departments are subject to live audits by the Quality Assurance department on a rotating basis to assess compliance with our quality assurance program. All audits are documented in audit reports and are reviewed and approved by various levels of management.

Research and development

NMS Labs continuously allocates resources to maintain a dedicated contemporary research & development committee. This team is fully devoted and structured to offer reoccurring delivery of innovative forensic analyses and review improvements to current methods. The NMS Labs R&D committee manages the validation of new methods and oversees the acquisition and implementation of new technology such as developing testing for new compounds including the novel psychoactive substances. NMS Labs currently partners with a number of academic institutions, non-profit organizations, and federal research grants to pursue the most current trends and technologies relevant to the future of the forensic sciences.

Dedicated Expert Services Department

NMS Labs has a team of scientists who are court qualified to provide expert testimony regarding the analytical methods, testing and instrumentation principles, and standard operating procedures employed by the laboratory system. NMS Labs understands that testimony can often come months or years after the testing has been performed and will extend our testimony services beyond the terms of the contract as necessary for the successful prosecution of the cases.

To manage your expert services requests, NMS Labs will provide testimony and all associated services in criminal trials in support of the work performed under this RFP. NMS Labs Expert Services Department will manage the delivery of on-site testimony, video testimony and conferences, litigation package requests, depositions, and other services to assist with the City of North Richland Hills litigation. NMS Labs scientists are experts in communicating complex ideas to a non-scientific audience. With 52 years of experience providing testimony in thousands of criminal and civil cases, NMS is a recognized leader in assisting legal professionals to provide expert support for their cases involving toxicology or criminalistics.

NMS Labs holds decades of extensive experience in working alongside federal, state, and local judicial organizations for courtroom support of our forensic analysis. Through this experience we have developed scrupulous internal electronic documentation procedures that ensure that we are able to consistently provide all necessary litigation paperwork in an efficient and meaningful manner for criminal cases. NMS Labs also uniquely holds decades of experience providing testimonial support throughout Texas and specifically The District Courts of Tarrant County, to which we have a longstanding relationship with in providing defensible evidence for criminal prosecutions.

Laboratory Operations

NMS Labs has been in continuous operation as a private forensic toxicology laboratory for over 52 years. Our headquarter laboratory located in Horsham Pennsylvania is operational hours are 24 hours/7 days per week, offering sustained consistent turnaround time.

NMS Labs forensic services extend beyond our facility in Willow Grove, PA. We have also developed a network of forensic laboratory locations that can provide capacity testing for seized drugs identification and blood alcohol testing services. Our network of ISO 17025 accredited laboratories includes locations in the states of Pennsylvania, North Carolina, Texas and Florida to provide local forensic testing services ranging from drug chemistry, legal blood alcohol testing and postmortem toxicology testing. This network of laboratories gives NMS Labs the flexibility to ramp up our operational capacity for projects of various sizes and distribute the volume of cases submitted across our laboratory network to meet the expected capacity and turnaround time commitments.

Analytical Capabilities

Controlled Substance Identification (Forensic Drug Chemistry Testing)

NMS Labs performs testing for the identification and quantitation of drugs in solids, liquids, edibles, and plant materials (Forensic Drug Chemistry). Our qualitative testing offers a comprehensive scope which is continually

updated and includes controlled substances, prescription drugs, and over the counter preparations as well as newly emerging synthetic cannabinoids, designer stimulants and novel psychoactive substances (NPS). Testing is performed in accordance with SWGDRUG recommendations utilizing a minimum of two separate analytical techniques and may include the following:

- Gas Chromatography/Mass Spectrometry
- Thin Layer Chromatography
- Microscopic Examination
- Color test
- Pharmaceutical Identification
- Fourier Transform Infrared Spectroscopy
- Liquid Chromatography-Mass Spectrometry/Mass Spectrometry
- High Performance Liquid Chromatography-Ultraviolet

NMS Labs has multiple ISO 17025 accredited facilities utilizing strict internal forensic chain-of-custody handling and validated methods that are accepted in the field of seized drug analysis. We leverage work across the network of laboratories to load level to best support clients' needs. Items are received under chain-of-custody that starts with documenting the courier's unique tracking number, internal movement of the item, through return of the item. Types of testing offered include but are not limited to the following:

- Qualitative determination of controlled substances
- Quantitative analysis as needed
- Isomer determination as needed (i.e. d- and l- methamphetamine)
- Chemical form determination as needed (i.e. salt vs base form for cocaine)
- Determination of synthetic drugs, including synthetic cannabinoids and novel psychoactive substances

NMS Labs will perform analysis to detect the presence or absence of a controlled substance. In general, sufficient testing will be performed in order to confirm and report the substance that will result in highest schedule/penalty as listed in the Federal and/or Texas Criminal Code/Statutes, or within customized parameters that is desired by the City of North Richland Hills to support this contract.

Controlled Substance Identification and Quantitation of Hemp/Marijuana/THC Samples

NMS Labs is addressing the nationwide demand for accurate and reliable THC/Cannabinoid quantification by employing a semi-quantitative GC/MS approach used by the DEA. This method effectively determines whether plant material has a Total Delta-9 THC concentration of greater or less than 1.00% on a dry weight basis with a high level of confidence.

For positively identified botanical samples, analytical results will be reported as "Marijuana confirmed" if the Total Delta-9 THC concentration is $\geq 1.00\%$. In cases where the Total Delta-9 THC content is greater than zero but less than 1.00%, the result will be reported as "Marijuana inconclusive" with an indication of $< 1.00\%$ Total Delta-9 THC. Upon the client's request and at additional cost, NMS Labs can perform a full quantitative GC/MS analysis for such samples.

Similarly, liquid, oil, and wax samples will be reported as either \geq or $< 1.00\%$ Total Delta-9 THC for positively identified Total Delta-9 THC. If Total Delta-9 THC cannot be positively identified (i.e., below reporting limit), the result will be reported as "None Detected."

NMS Labs also offers a validated method to provide a quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for botanical, liquid, oil, wax, and edible samples, should this be required.

Our Hemp vs. Marijuana Differentiation testing procedures have been rigorously evaluated and validated by the DEA Lab to align with Texas House Bill 1325 and related state legislation across the United States. This scalable differentiation analysis can accommodate large projects and ongoing casework throughout the year, and is applicable to both botanical material and oil/liquid samples. All edible material will be tested for exact quantitation concentration.

NMS will issue a signed, court-ready report for each case submitted. NMS Labs will perform both technical and administrative reviews of each report prior to submitting it to the City of North Richland Hills. NMS Labs will use statutory reporting language including using controlled substance names and scheduling information as they are listed in the Code of Texas. All samples indicated to be tested per case will be analyzed and reported. Uncertainty of measurement is included on our reports for all net weights. Gross weights (contents and packaging) will not have an uncertainty measurement reported.

Human Performance Toxicology Testing Services (Driving Under the Influence Toxicology (DUID) Testing)

NMS Labs has toxicology testing services specifically designed for Drug Recognition Experts (DRE) and law enforcement to investigate suspected incidents of drug-impaired driving. Our specialized testing services were developed with the oversight of Dr. Barry Logan, PhD, F-ABFT who is nationally recognized for his leadership and contributions to the IACP-DRE program. The basic test includes the most commonly abused drugs and can be supplemented with additional add-on tests to meet the specific needs of the case. The unique features of NMS Labs DRE panels include:

- Scope of Blood Testing - Broad scope of testing at sensitive reporting limits for the most relevant substances typically involved in impaired driving incidents. Additional testing related to the seven (7) DRE Drug Categories outlined by the International Drug Evaluation and Classification Program (DECP) may be added to the initial analysis request to expand the scope of testing. All testing performed includes a screen and quantitative confirmation. NMS Labs extensive menu of tests prevents the need to outsource any testing to other labs for additional toxicology testing.
- Delta-9 Cannabinoid Isomer Resolution is a test that will provide quantitative results for Delta-8 THC and Delta-8 carboxyl THC, Delta-9 THC, Delta-9 carboxyl THC and 11-OH Delta-9 THC. The Uncertainty of Measurement will be provided with this result.
- Urine testing is available and will report qualitatively.
- Turn Around Time (TAT) – NMS Labs will provide a report within 30 days from receipt to report for the initial DRE testing panel. Additional testing requested will be performed and reported in accordance with standard laboratory performance expectations. NMS Labs will make every effort to expedite cases upon request.
- Interpretive Information – NMS Labs ProofPOSITIVE Drug Impaired Driving toxicology panels include specific comments authored by our toxicologists that relate to potential drug impairment while driving. These comments will generally relate the toxicological findings to the physical signs, symptoms and behaviors observed in typical DRE evaluations. The specific reference comments are included when applicable on reports at no additional charge. An Uncertainty of Measurement will be provided on all quantitative testing reported.

- Formal Opinion Report – NMS Labs will provide a formal opinion report upon request. This will be at an additional charge of \$100 per request. This is usually a rare request.

Uncertainty of Measurement

NMS Labs has the ability to calculate Uncertainty of Measurement as a standard practice for testing panels specific for drug impairment cases.

Novel Psychoactive Substances

In addition to the compounds listed in our DUID/DRE Expanded Drug Screen Add-On panel, NMS Labs has identified several NPS substances that may be detected as part of the analytical work performed in this analysis. All samples tested through our Expanded panel, which undergo our LC/TOF-MS screen, are evaluated using an internally developed secondary library specific to new and emerging NPS compounds to identify potential analytes of interest.

As of 11/9/22, NMS Labs Out of Scope findings library identified the following NPS compounds: Brorphine, 8-aminoclonazepam, Bromazolam, Deschloroetizolam, Flualprazolam, Meclonazepam, Pyrazolam, 3-Fluorophenmetrazine, 3-MeO-PCP, Ethylone, Eutylone, Pentylone, Metonitazene, Isotonitazene, Tianeptine, 4-Chloro-Alpha-PVP, alpha-PHP/alpha-PiHP, MPHP, U-49900, U-48800/U-51754, Methoxyacetylfentanyl, Isobutyrylfentanyl, m/p-Methylmethoxyacetylfentanyl, p,o-Fluorofentanyl, and Tetrahydrofuranfentanyl as compounds that may be detected in forensic cases. In situations where NMS Labs may detect the possibility of these compounds, the client may be notified and may consult with our Toxicology staff on the most appropriate approach given the case history and testing capabilities at the time. It is expected that with our dedicated approach to identifying NPS compounds of interest, this library of compounds will be dynamic and will change over time.

LABORATORY LICENSURE AS OF MARCH 1, 2023
NMS LABS TOXICOLOGY

1. **Clinical Laboratory Improvement Amendments (CLIA) Certificate of Accreditation:** Laboratory No. 39DO197898 (Expires May 7, 2024)
2. **College of American Pathologists (CAP) Laboratory Accreditation Program (LAP):** Accreditation No. 3030301 (Expires December 8, 2023)
3. **College of American Pathologists (CAP) International Standards - ISO 15189:2007 Accreditation:** Certification No. 3030301 (Expires August 22, 2025)
4. **ISO/IEC 17025:2017:** Certificate No. FT-0120 (Expires December 31, 2026)
 - **ANSI National Accreditation Board (ANAB) 17025:2017 Forensic Science Testing and Calibration AR 3125:2019**
 - **ABFT Forensic Toxicology Laboratory Accreditation Requirements: 2021**
5. **California Department of Public Health:** Lab ID Number COS 800001 (Expires May 28, 2023)
6. **Colorado Department of Public Health and Environment:** (Expires June 30, 2023)
7. **Illinois State Police License:** (Expires May 30, 2023)
8. **Louisiana Department of Public Safety and Corrections - Forensic Toxicology Analysis** (Tied to ANAB accreditation)
9. **Maine Department of Human Services:** Substance Abuse Testing (Effective February 26, 2023)
10. **Maryland Department of Health:** Medical Laboratory Permit No. 580 (No expiration date)
 - Forensic Toxicology License No. FL009P (No expiration date)
11. **New York State Department of Health:** PFI No. 3772 (Expires June 30, 2023)
12. **Pennsylvania Department of Health:** Laboratory Permit No. 00504A (Expires August 15, 2023)
13. **Rhode Island Department of Health – Office of Facilities Regulation:** License No. LCO01266 (Expires December 30, 2024)
14. **Texas Forensic Science Commission Administration** (Tied to ANAB accreditation)
15. **DEA Registration PA:** Horsham (Expires October 31, 2023)
16. **DEA Registration FL:** (Expires October 31, 2023)
17. **FDA Registration:** Horsham No. 064341449 (No expiration date)
18. **National Provider Identifier (NPI) Number** – 1922177732 (No expiration date)
19. **Medicare** No. 39-8154 (No hard copy of license; covered under inspection by Commonwealth of PA)

Available current accreditations and certificates are located on the website at www.nmslabs.com.

LABORATORY LICENSURE AS OF MARCH 1, 2023
NMS LABS CRIME LABORATORY

1. **ISO/IEC 17025:2017** Certificate No. FT-0120 (Expires December 31, 2026)
 - **ANSI National Accreditation Board (ANAB) Forensic Science Testing and Calibration AR 3125:2019**
2. **Texas Forensic Science Commission Administration:** (No expiration date – tied to ANAB accreditation)
3. **Maryland Department of Health:** Willow Grove, PA License No. FL009X (No expiration date)
 - Bucks County, PA License No. FL009W (No expiration date)
 - Dallas/Fort Worth, TX License No. FL009G (No expiration date)
 - El Paso, TX License No. FL009E (No expiration date)
 - Winston-Salem, NC License No. FL009N (No expiration date)
4. **DEA Registration TX:** El Paso/Dallas Fort Worth (Expires October 31, 2023)
5. **DEA Registration PA:** Bucks County/Willow Grove (Expires October 31, 2023)
6. **DEA Registration NC:** Winston-Salem (Expires October 31, 2023)
7. **FDA Registration:** Willow Grove No. 949561885 (No expiration date)
8. **North Carolina Department of Health and Human Services Controlled Substances Registration Certificate:** Winston-Salem (Expires October 31, 2023)
9. **Pennsylvania Department of Health, Drug & Device Certificate of Registration:** Bucks County, PA (Expires October 31, 2023)
10. **Pennsylvania Department of Health, Drug & Device Certificate of Registration:** Willow Grove, PA (Expires July 31, 2023)
11. **Washington DC Department of Health - Controlled Substance Registration:** Willow Grove, PA
 - Schedule I (Expires September 23, 2023)
 - Schedules II-V (Expires September 23, 2023)
12. **Washington DC Department of Health – Non-Resident Distributor License:** Willow Grove, PA (Expires September 30, 2023)



CERTIFICATE OF ACCREDITATION

The ANSI National Accreditation Board

Hereby attests that

National Medical Services, Inc.
dba NMS Labs Criminalistics Laboratories
2300 Stratford Avenue, Willow Grove, Pennsylvania 19090 USA


Fulfills the requirements of

ISO/IEC 17025:2017
ANAB Forensic Testing & Calibration AR 3125:2019

In the field of

Forensic Testing

This certificate is valid only when accompanied by a current scope of accreditation document.
The current scope of accreditation can be verified at www.anab.org.


Pamela L. Sale, Vice President, Forensics

Expiry Date: 31 March 2023
Certificate Number: FT-0107





ANSI National Accreditation Board

**SCOPE OF ACCREDITATION TO:
ISO/IEC 17025:2017
ANAB Forensic Testing & Calibration AR 3125:2019**

**National Medical Services, Inc.
dba NMS Labs Criminalistics Laboratory**
See locations listed below

FORENSIC TESTING

Expiry Date: 31 March 2023 Certificate Number: FT-0107

Willow Grove (IFS-WLG)
2300 Stratford Avenue
Willow Grove, Pennsylvania 19090 USA

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Quantitative Measurement	Botanical Liquid Solid	Liquid Chromatography Mass Spectrometry Ultraviolet Spectroscopy
Weight Measurement	Botanical Liquid Solid	Balance

Bucks County (IFS-BUX)
850 Eagle Boulevard
Warminster, Pennsylvania 18974 USA

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Weight Measurement	Botanical Liquid Solid	Balance

Dallas/Ft. Worth (IFS-DFW)
2302 113th Street, Suite 200
Grand Prairie, Texas 75050 USA

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Weight Measurement	Botanical Liquid Solid	Balance

Discipline: Toxicology		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination (Volatiles)	Ante-Mortem Biological Item	Gas Chromatography
Quantitative Measurement (Volatiles)	Ante-Mortem Biological Item	Gas Chromatography

El Paso (IFS-ELP)
911 North Raynor Street
El Paso, Texas 79903 USA

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Weight Measurement	Botanical Liquid Solid	Balance

Winston-Salem (IFS-WIN)
1200 North Patterson Avenue
Winston-Salem, North Carolina 27101 USA

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Weight Measurement	Botanical Liquid Solid	Balance

When published on a forensic service provider's Scope of Accreditation, ANAB has confirmed the competence required to develop and validate methods and perform on-going quality assurance for accredited activities. For a listed component/parameter, the forensic service provider may add or modify methods for activities without formal notice to ANAB for items and key equipment/technology listed. Contact the forensic service provider for information on the method utilized for accredited work.



Pamela L. Sale
Vice President, Forensics



CERTIFICATE OF ACCREDITATION

The ANSI National Accreditation Board

Hereby attests that

National Medical Services, Inc. dba NMS Labs
Toxicology Laboratory
200 Welsh Road, Horsham, Pennsylvania 19044 USA


Fulfills the requirements of

ISO/IEC 17025:2017
ANAB Forensic Testing & Calibration AR 3125:2019
ABFT Forensic Toxicology Laboratory Accreditation Requirements:2013

In the field of

Forensic Testing

This certificate is valid only when accompanied by a current scope of accreditation document.
The current scope of accreditation can be verified at www.anab.org.


Pamela L. Sale, Vice President, Forensics

Expiry Date: 30 April 2023
Certificate Number: FT-0120





ANSI National Accreditation Board

**SCOPE OF ACCREDITATION TO:
ISO/IEC 17025:2017**

**ANAB Forensic Testing & Calibration AR 3125:2019
ABFT Forensic Toxicology Laboratory Accreditation Requirements:2013**

**National Medical Services, Inc. dba NMS Labs
Toxicology Laboratory**

See locations listed below

FORENSIC TESTING

Expiry Date: 30 April 2023

Certificate Number: FT-0120

National Medical Services, Inc. dba NMS Labs

200 Welsh Road
Horsham, Pennsylvania 19044 USA

Discipline: Toxicology		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Ante-Mortem Biological Item Post-Mortem Biological Item	Colorimetry Diode Array Ultraviolet Spectrophotometry Gas Chromatography Immunoassay Ion Specific Electrode Liquid Chromatography Mass Spectrometry Microdiffusion
Qualitative Determination (Volatiles)	Ante-Mortem Biological Item Liquid Post-Mortem Biological Item	Chemical Gas Chromatography Mass Spectrometry
Quantitative Measurement	Ante-Mortem Biological Item Post-Mortem Biological Item	Diode Array Ultraviolet Spectrophotometry Electrochemical Gas Chromatography Immunoassay Liquid Chromatography Mass Spectrometry Optical Emission Spectrometry Spectrofluorometry
Quantitative Measurement (Volatiles)	Ante-Mortem Biological Item Liquid Post-Mortem Biological Item	Gas Chromatography Mass Spectrometry

Version 004 Issued: 03 March 2021

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National Medical Services, Inc. dba NMS Labs
2100 Jefferson Street
Jacksonville, Florida 32206 USA

Discipline: Toxicology		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Ante-Mortem Biological Item Post-Mortem Biological Item	Gas Chromatography Immunoassay Ultraviolet Spectroscopy
Qualitative Determination (Volatiles)	Ante-Mortem Biological Item Liquid Post-Mortem Biological Item	Gas Chromatography Immunoassay Ultraviolet Spectroscopy
Quantitative Measurement (Volatiles)	Ante-Mortem Biological Item Liquid Post-Mortem Biological Item	Gas Chromatography

When published on a forensic service provider's Scope of Accreditation, ANAB has confirmed the competence required to develop and validate methods and perform on-going quality assurance for accredited activities. For a listed component/parameter, the forensic service provider may add or modify methods for activities without formal notice to ANAB for items and key equipment/technology listed. Contact the forensic service provider for information on the method utilized for accredited work.



Pamela L. Sale
Vice President, Forensics

**NMS Labs - Toxicology and Drug Chemistry Lab Staff
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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Scharer	Courtney	L	ALCOHOL	B.A.	Chemistry	REMOTE ANALYST I	06/24/2019
You	Victor		ALCOHOL	B.S.	Chemistry	ANALYST I	12/06/2021
Fox	William	J	ALCOHOL	B.S.	Chemistry	ANALYST I	12/06/2021
Rato	Francesca	Marie	ALCOHOL	B.S.	Chemistry	LAB SUPPORT SPECIALIST	01/18/2022
Russo	Joseph	N.	ALCOHOL	B.S.	Forensic Science	ANALYST II	03/02/2020
West	Jessica	S	ALCOHOL	B.S.	Forensic Science	ANALYST II	01/20/2020
Farber	Brittany	M	ALCOHOL	B.S.	Neuroscience	LAB SUPPORT SPECIALIST	08/15/2022
Drake	Justine	M	ALCOHOL	M.S.	Forensic science	LAB SUPERVISOR	05/08/2012
Middleberg	Robert	A	BUSINESS ADMINISTRATION Lab	Ph.D.	Pharmacology	Laboratory Director, SVP of Quality Assurance and Regulatory Affai	08/06/1990
Woerner	Lilly	R	GC/STREAM-SELECT	B.A.	Chemistry	LAB SUPPORT SPECIALIST	08/30/2021
Johnson	Rebekah	G	GC/STREAM-SELECT	B.S.	Biochemistry	LAB SUPPORT SPECIALIST	01/18/2022
Crookham	Susan	B	GC/STREAM-SELECT	B.S.	Biology	ANALYST IV	10/05/1983
Johnson	Michaela	F	GC/STREAM-SELECT	B.S.	Chemistry	LAB SUPPORT SPECIALIST	10/04/2021
Pyfrom	Elise	M	GC/STREAM-SELECT	B.S.	Chemistry	ANALYST I	09/28/2020
Fay	Kyra	F	GC/STREAM-SELECT	B.S.	Chemistry	LAB SUPPORT SPECIALIST	06/06/2022
Karasek	Eleni	D	GC/STREAM-SELECT	B.S.	Chemistry	ANALYST III	05/30/2017
Holsey	Brian		GC/STREAM-SELECT	B.S.	Chemistry	LAB SUPERVISOR	02/11/2008
Friedel	Therese	A	GC/STREAM-SELECT	B.S.	Criminal Justice	LAB SUPPORT SPECIALIST	01/18/2022
Heying	Zoe		GC/STREAM-SELECT	B.S.	Forensic and Investigative Sciences	LAB SUPPORT SPECIALIST	08/16/2021
Austin	Ashlei	P	GC/STREAM-SELECT	B.S.	Forensic Chemistry	LAB SUPPORT SPECIALIST	10/25/2021
Paul-Roper	Revelle	L	GC/STREAM-SELECT	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	12/06/2021
McCrossan	Alexis		GC/STREAM-SELECT	B.S.	Forensic Science	ANALYST I	08/02/2021
Shadle	Mark	A	GC/STREAM-SELECT	B.S.	Forensic Science Chemistry Emphasis	ANALYST I	02/15/2021
Rapoport	Jared	T	GCMS	B.A., B.S.	Criminology	LAB SUPPORT SPECIALIST	05/17/2021
Karwel	Amanda		GCMS	B.S.	Biology	ANALYST III	03/09/2015
De Jesus	Rosa	E	GCMS	B.S.	Chemistry	REMOTE ANALYST III	08/16/1999
Lowery	Rebecca		GCMS	B.S.	Forensic and Investigative Sciences, Chemistry Concentration	LAB SUPPORT SPECIALIST	08/09/2021
Eley	Alexis	A	GCMS	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	07/05/2022
Peprah	Michael		GCMS	B.S.	Forensic Science Technology	ANALYST II	10/28/2019
Hulse	Abigail	M	GCMS	M.S.	Chemical Biology	LAB SUPPORT SPECIALIST	10/18/2021
Gagen	Sara	C	GCMS	M.S.	Forensic Toxicology	LAB SUPERVISOR	07/26/2011
Long	Kristina	L	LAB ADMINISTRATION lab	B.A., B.S.	Biochemistry	LAB OPERATIONS MANAGER	07/02/2007
Williams	Linay	E	LAB ADMINISTRATION lab	B.S.	Biochemistry	LAB OPERATIONS MANAGER	02/28/2006
Corvo	Joseph	N	LAB ADMINISTRATION lab	M.S.	Forensic Science	DIRECTOR OF LABORATORY STRATEGIC OPERATIONS	02/06/2006
Welch	Tammy	Y	LCMS 1	B.A.	Chemistry	ANALYST IV	08/07/1989
Mohacey	Hannah	E	LCMS 1	B.S.	Biology	LAB SUPPORT SPECIALIST	06/20/2022

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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
DeJoseph	Stacey	A	LCMS 1	B.S.	Biology	LAB SUPERVISOR	07/26/2011
Campbell	Caitlin	M	LCMS 1	B.S.	Biology and Forensics	LAB SUPPORT SPECIALIST	07/26/2021
Razzo	Daniel		LCMS 1	B.S.	Chemistry	LAB SUPPORT SPECIALIST	09/07/2021
Thompson	Emily		LCMS 1	B.S.	Chemistry	ANALYST I	10/14/2019
Miller	Kyle	P	LCMS 1	B.S.	Forensic Chemistry	ANALYST III	06/12/2017
Sauer	Caitlyn	M	LCMS 1	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	07/06/2021
Van Ellis	Mary		LCMS 1	M.S.	Botany	ANALYST I	09/16/2019
Frederick	Kathleen	E	LCMS 2	A.A.	Chemical Lab Technology	ANALYST IV	10/24/1979
Roldan	Jalyssa	L	LCMS 2	B.S.	Biology	LAB SUPPORT SPECIALIST	03/14/2022
Luu	Cuong		LCMS 2	B.S.	Chemistry	ANALYST II	02/19/2018
Rapoport	Adam	R	LCMS 2	B.S.	Forensic and Investigative Sciences	TECHNICAL TEAM LEADER-PA	07/10/2012
Johnson	Raven	Lee	LCMS 2	B.S.	Forensic Investigative Sciences	ANALYST I	08/09/2021
Sanchez-Pastor	Esteban	G	LCMS 2	B.S.	Forensic Science	ANALYST I	09/27/2021
Okazaki	Leila	M	LCMS 2	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	06/20/2022
O'Neill	Colleen	V	LCMS 2	H.S. Diploma		ANALYST III	11/16/1984
McCorvey	Princess	D	LCMS 2	M.S.	Forensic Science	LAB SUPPORT SPECIALIST	11/08/2021
Reilly	Rachel	C	LCMS 2	M.S.	Forensic Science	LAB SUPERVISOR	12/13/2011
Stripp	Stephanie		LCMS 3	B.S.	Chemistry	LAB SUPERVISOR	05/15/2007
Turner	Rebecca		LCMS 3	B.S.	Forensic Chemistry	REMOTE ANALYST I	09/16/2019
Katz	Aaron	Melvin	LCMS 3	B.S.	Forensic Chemistry	ANALYST II	05/14/2018
Stiehl	Samantha	A	LCMS 3	B.S.	Forensic Science	ANALYST I	05/23/2022
Anderson	Emily	Elizabeth	LCMS 3	B.S.	Forensic Science	ANALYST I	08/23/2021
Laraia	Nicholas	P	LCMS 3	M.S.	Forensic science	ANALYST III	05/29/2018
Spencer	Francesca	L	LCMS 3	M.S.	Geology	LAB SUPPORT SPECIALIST	07/05/2022
Foxworth	Ronae	T	LCMS 3	M.S.	Physiology	ANALYST I	10/26/2020
Calzada Del Valle	Frances	E	LCMS 4	B.A., B.S.	Forensic Science	LAB SUPPORT SPECIALIST	10/18/2021
Leibowitz	Joseph	M	LCMS 4	B.S.	Bachelors of Science in Forensic Science	ANALYST I	07/12/2021
Sherwood	Dawn	N	LCMS 4	B.S.	Biology	ANALYST IV	01/26/1998
Hutnick	Elizabeth	T	LCMS 4	B.S.	Cellular Neuroscience	LAB SUPPORT SPECIALIST	08/01/2022
Roth	Paige	M	LCMS 4	B.S.	Forensic Science	ANALYST I	07/19/2021
Burns	Rachel	L	LCMS 4	B.S.	Forensic Science	ANALYST I	09/13/2021
Sacchi	Gabriela		LCMS 4	B.S.	Forensic Science and Biology	ANALYST III	11/17/2014
Ball	Devin	L	LCMS 4	M.S.	Chemistry	LAB SUPPORT SPECIALIST	08/29/2022
Davidovics	Rachel	A	LCMS 4	M.S.	Forensic Biology	LAB SUPERVISOR	06/19/2012
Washington	Niah	M	LCMS 5	B.A.	Forensic Chemistry	ANALYST I	06/07/2021
Hall	Ian	C	LCMS 5	B.S.	Biology	TECHNICAL TEAM LEADER-PA	04/16/2013
Curran	Samantha	H	LCMS 5	B.S.	Chemistry	REMOTE ANALYST III	07/15/2014
Nicodemus	Cara		LCMS 5	B.S.	Chemistry	ANALYST III	11/15/2021
Becker	Victoria		LCMS 5	B.S.	Chemistry	ANALYST II	09/30/2019
Chowns	Tayler	L	LCMS 5	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	02/01/2021

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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Kasher	Shayna	R	LCMS 5	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	02/14/2022
Stricek	Nicole	M	LCMS 5	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	10/24/2022
McWilliams	Gabrielle	M	LCMS 5	B.S.	Forensic Science	ANALYST I	09/27/2021
Molski	Kathleen	R	LCMS 5	B.S.	Forensic Science	ANALYST II	03/02/2020
Barrett	Rachel	R	LCMS 5	B.S.	Forensic Science & Chemistry	ANALYST I	11/08/2021
LaFord	Renee		LCMS 5	M.S.	Forensic science	LAB SUPERVISOR	06/30/2014
Harjes	Apisri		LCMS 5	M.S.	Forensic Science	REMOTE ANALYST III	08/15/2022
Paster	Ashley	N	LCMS 6	B.A.	Forensic Science	ANALYST I	09/14/2020
Andoos	Anna	M. T.	LCMS 6	B.S.	Biochemistry	ANALYST I	12/06/2021
DeMauro	Danielle	R	LCMS 6	B.S.	Chemistry	ANALYST IV	06/16/2014
Rose	Shannon	E	LCMS 6	B.S.	Chemistry	LAB SUPPORT SPECIALIST	07/18/2022
Bangura	Aaliyah	N	LCMS 6	B.S.	Chemistry	ANALYST I	09/27/2021
Akpom	Arinze	A	LCMS 6	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	11/28/2022
Hessler	Robert		LCMS 6	M.S.	Forensic Science	LAB SUPERVISOR	01/02/2018
DiMaggio	Charles	A	LCMS 6	M.S.	Forensic science	ANALYST III	04/30/2018
Dinh	Brianna	A	LCMS 7	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	01/03/2023
Testa	Alexis	P	LCMS 7	B.A.	Biology	LAB SUPPORT SPECIALIST	05/23/2022
Albert	Kourtney	Taylor	LCMS 7	B.S.	Chemistry	LAB SUPPORT SPECIALIST	06/06/2022
Cheeseman	Lindsay	E	LCMS 7	B.S.	Forensic Science	ANALYST III	05/30/2017
Wendler	Madeline	K	LCMS 7	B.S.	Forensic Science	ANALYST I	08/02/2021
Parker	Talya	J	LCMS 7	B.S.	Forensic Science Technology	ANALYST I	03/29/2021
Barstow	Marielle	M	LCMS 7	B.S.	Forensic Science with a concentration in Biology	LAB SUPPORT SPECIALIST	02/14/2022
Martin	Danica	P	LCMS 7	M.S.	Forensic Science	ANALYST I	08/30/2021
Szewczak	Angelica	D	LCMS 7	M.S.	Forensic Toxicology	LAB SUPERVISOR	04/11/2022
Baker	Vivian	A	LCMS 7	M.S.	Medical Pharmacology	LAB SUPPORT SPECIALIST	09/26/2022
Haggard	Jamie	L	METALS	B.A.	Biology / Criminal Justice	LAB SUPPORT SPECIALIST	03/14/2022
Kopp	Emily	T	METALS	B.S.	Chemistry	ANALYST II	10/26/2020
D'Elia	Paige	N	METALS	B.S.	Chemistry	LAB SUPPORT SPECIALIST	06/20/2022
Rawski	Kathryn	M	METALS	B.S.	Chemistry	LAB SUPPORT SPECIALIST	05/23/2022
Digman	Zachary	R	METALS	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	07/05/2022
Phosouvank-Chamroeunphorn	Davy-Anna		METALS	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	06/20/2022
Allegrucci	Corey		METALS	M.S.	Forensic Medicine	ANALYST II	10/24/2022
Schimmelbusch	Heidi	R	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Chemistry	LAB SUPERVISOR	11/22/2004
Grossmann	Hannah	R.	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Chemistry	ASSOCIATE ANALYTICAL TRAINING SPECIALIST I	08/31/2020
Pinkstone	Lindsay	C	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Forensic and Toxicological Chemistry	SR. ANALYTICAL TRAINING SPECIALIST I	05/30/2017
Truong	Phuong	K	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Forensic and Toxicological Chemistry	TECHNICAL LEAD	01/11/2016

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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Cooke	Amanda	C	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Forensic Chemistry	TECHNICAL LEAD	05/16/2006
Stewart	Victoria		OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Forensic Science	SR. ANALYTICAL TRAINING SPECIALIST I	08/07/2017
Trail	Cherie	M	OPERATIONS TECHNICAL IMPROVEMENT	B.S.	Genetic engineering	LAB OPERATIONS TRAINING COORDINATOR	07/02/2007
Slaybaugh	Beth	M	OPERATIONS TECHNICAL IMPROVEMENT	M.S.	Forensic Science	TECHNICAL LEAD	06/07/2011
Mulcahy	Casey		OPERATIONS TECHNICAL IMPROVEMENT	M.S.	Forensic Science	SR. ANALYTICAL TRAINING SPECIALIST I	03/08/2011
Moore	Dylan	Chase	OPERATIONS TECHNICAL IMPROVEMENT	M.S.	Forensics Science	ASSOCIATE ANALYTICAL TRAINING SPECIALIST II	03/02/2020
Belinsky	Melanie	A	OPERATIONS TECHNICAL IMPROVEMENT	M.S.	Masters in Pharmacy	ASSOCIATE ANALYTICAL TRAINING SPECIALIST II	04/25/2022
Reinhart	Alexandria	Alana	QUALITY ASSURANCE lab	Ph.D.	Microbiology	ASSISTANT LAB DIRECTOR	07/18/2022
Blum	Lee	M	QUALITY ASSURANCE lab	Ph.D.	Pharmacology	ASSISTANT LAB DIRECTOR	01/13/1997
Shubbar	Nancy	A	SCREENING-CHEMISTRY	A.A.	Med Lab Technology	ANALYST III	04/04/1988
Mathews	Colleen		SCREENING-CHEMISTRY	B.S.	Biology	ANALYST IV	04/05/2011
Mercer	Christopher	J	SCREENING-CHEMISTRY	B.S.	Biology	TECHNICAL TEAM LEADER-PA	05/21/2014
Yang	Lin-Lon	T	SCREENING-CHEMISTRY	B.S.	Chemistry	ANALYST III	01/22/2018
Hasher	Mackenzie	R	SCREENING-CHEMISTRY	B.S.	Forensic Chemistry	ANALYST I	06/07/2021
Kaniewski	Faith	M	SCREENING-CHEMISTRY	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	06/06/2022
Vaughan	Allison	N	SCREENING-CHEMISTRY	M.S.	Chemistry	LAB SUPERVISOR	11/28/2022
Murphy	Melanie	R	SCREENING-CHEMISTRY	M.S.	Forensic Science	ANALYST I	10/26/2020
LoChiatto	Makayla		SPECIAL CHEMISTRY	B.A.	Forensic Chemistry	ANALYST II	02/03/2020
Jackson	Kiara	L	SPECIAL CHEMISTRY	B.S.	Chemistry	ANALYST III	08/15/2022
Zuchero	Matthew		SPECIAL CHEMISTRY	B.S.	Chemistry	ANALYST III	04/18/2016
Choi	Samantha		SPECIAL CHEMISTRY	B.S.	Forensic Chemistry	ANALYST I	05/14/2018
Mann	Megan	C	SPECIAL CHEMISTRY	B.S.	Forensic Chemistry	LAB SUPPORT SPECIALIST	08/23/2021
Rosengarden	Allison	N	SPECIAL CHEMISTRY	B.S.	Forensic Chemistry major, Criminal Justice minor	ANALYST I	06/24/2019
Lee	Devin	C	SPECIAL CHEMISTRY	B.S.	Forensic science	REMOTE ANALYST III	10/03/2016
Songer	Bailey	E	SPECIAL CHEMISTRY	B.S.	Forensic Science	LAB SUPPORT SPECIALIST	09/20/2021
Steiner	Anna	K	SPECIAL CHEMISTRY	M.S.	Forensic Chemistry	LAB SUPPORT SPECIALIST	10/04/2021
Carrico	Cristina	M	SPECIAL CHEMISTRY	M.S.	Forensic science	TECHNICAL TEAM LEADER-PA	07/05/2011
Quinlan	Jaron		SPECIAL CHEMISTRY	M.S.	Forensic Science	REMOTE ANALYST III	01/26/2015
Sawick	Gabrielle		SPECIAL CHEMISTRY	M.S.	Forensic Science	ANALYST II	03/30/2020
Cartwright	Kaylynn	D	SPECIMEN PROCESSING			SPECIMEN PROCESSING SUPERVISOR	01/30/2023
Chamberlain	Ian	J	SPECIMEN PROCESSING			SP LAB ASSISTANT	02/07/2023
Chell	Michael	S	SPECIMEN PROCESSING			SP LAB ASSISTANT	01/30/2023
James	Jania	S	SPECIMEN PROCESSING			SP LAB ASSISTANT	01/17/2023
Jarvis	Abigail	B	SPECIMEN PROCESSING			SPECIMEN PROCESSOR I	01/17/2023

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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Kirk	Valerie	L	SPECIMEN PROCESSING			SPECIMEN PROCESSOR I	01/03/2023
Schulz	Kelly	L	SPECIMEN PROCESSING			SP LAB ASSISTANT	01/30/2023
Sparano	Raquel	B	SPECIMEN PROCESSING			SPECIMEN PROCESSOR I	01/17/2023
Vasquez	Janeline	Y	SPECIMEN PROCESSING			SPECIMEN PROCESSOR I	01/30/2023
Tram	Myhanh		SPECIMEN PROCESSING	A.A.	Business Administration	SPECIMEN PROCESSOR III	07/14/1999
Jones	Nneka	N	SPECIMEN PROCESSING	A.A.	Culture Science and Technology	SPECIMEN PROCESSOR I	02/28/2022
Richner	Joselyn	H	SPECIMEN PROCESSING	A.A.	Liberal Arts	SPECIMEN PROCESSOR II	12/06/2021
Le	Vy	T.	SPECIMEN PROCESSING	A.A.S.	Applied Science	SPECIMEN PROCESSOR II	02/09/2015
Ortega	Reneliza		SPECIMEN PROCESSING	A.S.	Associates	SPECIMEN PROCESSOR II	08/30/2021
Sonnie	Kristen	N	SPECIMEN PROCESSING	A.S.	Health Sciences	SPECIMEN PROCESSOR II	09/13/2021
McCullough	Nina	M	SPECIMEN PROCESSING	B.A.	Communications	TEAM LEADER SPECIMEN PROCESSING	08/17/2005
Felicetti	Allison		SPECIMEN PROCESSING	B.A.	Criminal Justice	SPECIMEN PROCESSOR I	04/25/2022
Schumann	Shannon	V	SPECIMEN PROCESSING	B.A.	Criminal Justice	SPECIMEN PROCESSOR II	01/19/2021
Foley	Anna	K	SPECIMEN PROCESSING	B.A.	General Science	SPECIMEN PROCESSOR II	01/03/2022
Spiewak	Robert		SPECIMEN PROCESSING	B.A.	Liberal Arts & Studies	COURIER	10/11/2004
Wilson	Virginia	L	SPECIMEN PROCESSING	B.A., B.S.	Advertising	REMOTE SPECIMEN PROCESSOR II	08/16/2021
Jackson-Shorts	Brandon	L	SPECIMEN PROCESSING	B.A., B.S.	Computer Science	SPECIMEN PROCESSOR I	04/11/2022
Dremann	Olivia	L	SPECIMEN PROCESSING	B.S.	Biology	SPECIMEN PROCESSOR II	06/21/2021
Rotondella	Eric	T	SPECIMEN PROCESSING	B.S.	Biology	SPECIMEN PROCESSOR II	02/14/2022
Boun	Susan	S	SPECIMEN PROCESSING	B.S.	Biology	SPECIMEN PROCESSOR III	01/22/2018
Sisman	Yelda		SPECIMEN PROCESSING	B.S.	Biology	SPECIMEN PROCESSOR I	09/26/2022
Nguyen	Tram		SPECIMEN PROCESSING	B.S.	Chemical Engineering	SPECIMEN PROCESSOR III	07/31/2012
Leach	Jodi		SPECIMEN PROCESSING	B.S.	Chemistry	SPECIMEN PROCESSING TRAINING SPECIALIST	01/21/2008
Lautar	Mary	E	SPECIMEN PROCESSING	B.S.	Criminal Justice focus in forensics	SPECIMEN PROCESSOR I	05/23/2022
Vanderslice	Bethann		SPECIMEN PROCESSING	B.S.	Environmental Science	REMOTE SPECIMEN PROCESSOR II	04/08/2002
Wuller	Robyn	M	SPECIMEN PROCESSING	B.S.	Forensic and Investigative Science	SPECIMEN PROCESSOR I	08/15/2022
McManus	Jessica	D	SPECIMEN PROCESSING	B.S.	Forensic Biology	SPECIMEN PROCESSOR II	08/30/2021
Norman	Laura		SPECIMEN PROCESSING	B.S.	Forensic Investigation with a Laboratory Emphasis	REMOTE SPECIMEN PROCESSOR I	08/02/2021
Franklin	Shameena		SPECIMEN PROCESSING	B.S.	Forensic Science	SPECIMEN PROCESSOR II	07/06/2021
McGrellis	Caitlyn	M	SPECIMEN PROCESSING	B.S.	Forensic Science	REMOTE SPECIMEN PROCESSOR II	01/25/2016
Rohrbach	Erin		SPECIMEN PROCESSING	B.S.	Forensic Science	SPECIMEN PROCESSOR IV	08/14/2007
Siegle	Christopher	W	SPECIMEN PROCESSING	B.S.	General Sciences	SPECIMEN PROCESSING SUPERVISOR	11/15/2011

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User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Machiesky	Stephanie	A	SPECIMEN PROCESSING	B.S.	Information Technology	REMOTE SPECIMEN PROCESSOR II	06/24/2019
Smith	Julia		SPECIMEN PROCESSING	B.S.	Justice and Policy Studies	SPECIMEN PROCESSING TRAINING SPECIALIST	03/08/2005
Kandova	Tatyana		SPECIMEN PROCESSING	B.S.	Physics	SPECIMEN PROCESSOR II	01/10/1996
Martinez	Hector	L	SPECIMEN PROCESSING	Certificate	ACT 120	SPECIMEN PROCESSOR II	10/18/2021
Carlton	Angela	B	SPECIMEN PROCESSING	Certificate	Phlebotomy	SPECIMEN PROCESSOR II	07/26/2021
Polen	Louis	R	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR II	09/06/2022
Tarlo	Savannah	L	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR I	01/31/2022
Mitchell	Maureen	A	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSING SUPERVISOR	11/11/1991
Le	Trang	T	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR III	01/14/2008
Clark	Noah	T	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR II	06/25/2018
Ellis	Maya	R	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR I	01/03/2022
Dyson	Stephen	R	SPECIMEN PROCESSING	H.S. Diploma		SPECIMEN PROCESSOR II	08/01/2022
Doyle	Marlene		SPECIMEN PROCESSING	H.S. Diploma	Business Computers incomplete	SPECIMEN PROCESSOR II	09/16/2019
Vasquez	Kiana	K	SPECIMEN PROCESSING	H.S. Diploma	General	SPECIMEN PROCESSOR II	02/28/2022
Niescior	Damian	A	SPECIMEN PROCESSING	M.S.	Forensic Science	SPECIMEN PROCESSOR II	01/31/2022
Esselburn	Sarah	E	SPECIMEN PROCESSING	M.S.	Forensic Science	CLIENT CLARIFY SPECIALIST	01/12/2005
Savage-Hall	Jonae	B	SPECIMEN PROCESSING	M.S.	MS Forensic Science	SPECIMEN PROCESSOR I	01/03/2022
Gletty	Lauren	Sophie	SPECIMEN PROCESSING	Other	Cosmetology	SPECIMEN PROCESSOR I	06/06/2022
Noble	Andrea	C	TOXICOLOGICAL SERVICES	Ph.D.	Forensic Medicine	TOXICOLOGIST II	01/13/2020
Schroeder	William	M	TOXICOLOGICAL SERVICES	M.S.	Biochemistry	TOXICOLOGIST I	07/10/2012
Chan-Hosokawa	Ayako		TOXICOLOGICAL SERVICES	M.S.	Chemistry	TOXICOLOGY TECHNICAL TEAM LEADER	09/16/2008
Anderson	Daniel	T	TOXICOLOGICAL SERVICES	M.S.	Criminalistics	TOXICOLOGIST IV	01/04/2021
Deisher	Chelsey	N	TOXICOLOGICAL SERVICES	M.S.	Forensic science	TOXICOLOGIST I	06/02/2014
Lamb	Michael	E	TOXICOLOGICAL SERVICES	M.S.	Forensic Science	TOXICOLOGIST III	06/05/2012
Bierly	Jolene	J	TOXICOLOGICAL SERVICES	M.S.	Forensic Science	TOXICOLOGIST III	05/01/2017
Fenton	Emily	M	TOXICOLOGICAL SERVICES	M.S.	Forensic Science	TOXICOLOGIST I	09/18/2017
Ringel	Meaghan	M	TOXICOLOGICAL SERVICES	M.S.	Forensic Science	TOXICOLOGIST I	01/02/2018
Swatek	Jennifer	L	TOXICOLOGICAL SERVICES	M.S.	Forensic Science	TOXICOLOGIST I	06/05/2012
D'Orazio	Amanda		TOXICOLOGICAL SERVICES	M.S.	Forensic science	TOXICOLOGIST I	05/30/2017
Graf	Kristopher	W	TOXICOLOGICAL SERVICES	M.S.	Forensic Toxicology	TOXICOLOGIST I	06/05/2007
Cook	Sharana	D	TOXICOLOGICAL SERVICES	M.S.	Forensic Toxicology	TOXICOLOGIST I	02/19/2018
Papsun	Donna		TOXICOLOGICAL SERVICES	M.S.	Pharmacology	TOXICOLOGIST IV	06/16/2008
Brower	Justin	O	TOXICOLOGICAL SERVICES	Ph.D.	Chemistry	TOXICOLOGIST III	08/01/2022
Midthun	Kari	M.	TOXICOLOGICAL SERVICES	Ph.D.	Chemistry & Chemical Biology	TOXICOLOGIST IV	04/13/2020
Isenschmid	Daniel		TOXICOLOGICAL SERVICES	Ph.D.	Forensic Toxicology	TOXICOLOGIST V	08/16/2011
Labay	Laura	M	TOXICOLOGICAL SERVICES	Ph.D.	Toxicology	DIRECTOR OF TOXICOLOGICAL SERVICES	08/21/2000

**NMS Labs - Toxicology and Drug Chemistry Lab Staff
March 2023**

User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Spargo	Erin	A	TOXICOLOGICAL SERVICES	Ph.D.	Toxicology	Assistant Director of Toxicological Services	06/22/2020
Kacinko	Sherri	L	TOXICOLOGICAL SERVICES	Ph.D.	Toxicology	TOXICOLOGIST V	08/18/2008
Peterson	Brianna	L	TOXICOLOGICAL SERVICES	Ph.D.	Toxicology	TOXICOLOGIST IV	06/14/2021
Marco	Stephanie	M	TOXICOLOGICAL SERVICES	Ph.D.	Toxicology	TOXICOLOGIST II	03/18/2019
Schemmer	Joan	L	VALIDATION	A.A.S.	Liberal Arts & Studies	VALIDATION ANALYST II	07/17/1996
Ervin	Annette	V	VALIDATION	B.S.	Biochemistry	VALIDATION ANALYST III	12/27/2001
Huynh	Thanh	M	VALIDATION	B.S.	Biotechnology	VALIDATION ANALYST III	06/29/2006
Lloyd	Christopher	E	VALIDATION	B.S.	Forensic Chemistry	VALIDATION ANALYST II	05/12/2014
Shah	Parul	S	VALIDATION	B.S.	Microbiology	VALIDATION ANALYST III	07/19/2005
Steidler	Linda	M	VALIDATION	M.S.	Forensic Science	VALIDATION ANALYST I	01/31/2022
Schiller	Denise	N.	VALIDATION	M.S.	Pharmacology and Toxicology	VALIDATION SUPERVISOR	05/12/2008
DRUG CHEMISTRY							
Patel	Hamil	S.	BUCKS	M.S.	Forensic Science	FORENSIC CHEMIST I	02/13/2023
Presuto	Jonathan	R	BUCKS	B.A.	Forensic Chemistry	FORENSIC CHEMISTRY TECHNICIAN-PA	08/29/2022
Lartey	Melvin	Z	BUCKS	B.S.	Chemistry	FORENSIC CHEMIST I	01/31/2022
Liston	Melanie	F	BUCKS	B.S.	Forensic Science	FORENSIC CHEMIST II	08/22/2016
Mackay	Caroline	M	BUCKS	M.S.	Forensic science	REMOTE FORENSIC CHEMISTRYT REVIEWER II-PA	06/01/2015
Brunner	Branden	W	BUCKS	M.S.	Forensic Science	FORENSIC CHEMIST III	06/05/2012
McGinty	Bridget		BUCKS	M.S.	Forensic Science and Law	FORENSIC CHEMISTRY SITE SUPERVISOR-PA	07/08/2019
Logan	Barry	K	BUSINESS ADMINISTRATION	Ph.D.	Forensic Toxicology	Laboratory Director, SVP & Chief Scientist, NMS Labs Forensic Sci	08/11/2008
Aguilar Mejia	Marilyn	E.	FORENSIC CHEMISTRY	M.S.	Forensic Science	FORENSIC CHEMIST I	02/13/2023
Wodyka	Katherine	M	FORENSIC CHEMISTRY	M.S.	Forensic Science and Law	FORENSIC CHEMIST I	02/01/2021
Yang	Yoon	J	FORENSIC CHEMISTRY	M.S.	Forensic Science	FORENSIC CHEMISTRY TECHNICIAN-PA	11/07/2022
Allen	Sean	C	FORENSIC CHEMISTRY	B.S.	Chemistry	FORENSIC CHEMIST I	02/01/2021
Argento	Brittany	M	FORENSIC CHEMISTRY	B.S.	Chemistry	FORENSIC CHEMIST I	01/03/2022
Folger	Joshua	F	FORENSIC CHEMISTRY	B.S.	Forensic Science	FORENSIC CHEMISTRY SUPERVISOR-PA	10/01/2015
Hewes	Matthew	P	FORENSIC CHEMISTRY	B.S.	Forensic Science	FORENSIC CHEMIST I	02/15/2021
Badinger	Adam	T	FORENSIC CHEMISTRY	B.S.	Forensic Science	FORENSIC CHEMIST I	07/05/2022
Ball	Sean		FORENSIC CHEMISTRY	B.S.	Forensic Science and Chemistry	FORENSIC CHEMIST I	06/21/2021
Harkins	Katherine	R	FORENSIC CHEMISTRY	M.S.	Criminalistics	FORENSIC CHEMIST I	01/31/2022
Harris	Alia	A.	FORENSIC CHEMISTRY	M.S.	Forensic Medicine	FORENSIC CHEMIST IV	04/03/2007
Johnson	Melissa	A	FORENSIC CHEMISTRY	M.S.	Forensic Science	FORENSIC CHEMIST III	05/31/2016
Robinson	Jozlyn	C	FORENSIC CHEMISTRY	M.S.	Forensic science	FORENSIC CHEMIST III	05/15/2017

**NMS Labs - Toxicology and Drug Chemistry Lab Staff
March 2023**

User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Lattanzio	Nicole	A	FORENSIC CHEMISTRY	M.S.	Forensic Science	FORENSIC CHEMISTRY TECHNICAL DIRECTOR	05/26/2009
Craine	Tamar	V	FORENSIC CHEMISTRY	M.S.	Forensic science	FORENSIC CHEMISTRY SITE SUPERVISOR-PA	07/21/2014
Brown	Kyle		FORENSIC CHEMISTRY	M.S.	Forensic Science and Law	FORENSIC CHEMISTRY SUPERVISOR-PA	05/02/2016
Ullman	Aaron	E	FORENSIC CHEMISTRY	M.S.	Forensic Sciences	FORENSIC DRUG CHEMISTRY TRAINING SPECIALIST	06/01/2015
Mistek-Morabito	Ewelina	M	FORENSIC CHEMISTRY	Ph.D.	Chemistry	FORENSIC CHEMIST II	02/14/2022
Shannon	Cynthia	M	IFS ADMIN	M.A.	Theology	DIRECTOR, DRUG CHEMISTRY BUSINESS	01/08/2018
Andrews	Amanda	L	IFS ADMIN	M.S.	Forensic science	CONTINUOUS IMPROVEMENT/TECHNICAL MANAGER	10/22/2007
Ullman	Sally	J	IFS ADMIN	M.S.	Forensic Science	FORENSIC LAB OPERATIONS MANAGER	05/15/2006
Giesalhart	Marilyn	P	IFS DFW	B.S.	Forensic Chemistry	FORENSIC CHEMIST I - ELP	01/17/2023
Luong-Hoang	An	T	IFS DFW	B.S.	Biochemistry	FORENSIC CHEMISTRY TECHNICIAN-DFW	11/07/2022
Newton	Gabriella		IFS DFW	B.S.	Chemistry	FORENSIC CHEMIST I-DFW	08/02/2021
Kennard	Shelia	K	IFS DFW	B.S.	Chemistry	FORENSIC CHEMIST I-DFW	03/15/2021
Robb	Conager	L	IFS DFW	B.S.	Chemistry	FORENSIC CHEMIST I-DFW	06/06/2022
Chudej	Kimberlie	S	IFS DFW	B.S.	Chemistry	FORENSIC CHEMIST I-DFW	03/15/2021
Belisle	Joseph	R	IFS DFW	B.S.	Chemistry and Biology	FORENSIC CHEMIST II - DFW	04/29/2019
Aldana	Kayle	L	IFS DFW	B.S.	Chemistry/Biology	FORENSIC CHEMISTRY TECHNICIAN-DFW	06/06/2022
Klein	Katelyn	M	IFS DFW	B.S.	Forensic Chemistry	FORENSIC CHEMIST I-DFW	03/15/2021
Jones	Katie	R	IFS DFW	B.S.	Forensic Chemistry	FORENSIC CHEMIST I-DFW	08/23/2021
Baxter	Kathryn	A	IFS DFW	B.S.	Forensic Chemistry	FORENSIC CHEMIST I-DFW	07/06/2021
Salvadore	Kaitlyn	C	IFS DFW	B.S.	Forensic Chemistry	FORENSIC CHEMIST I-DFW	02/01/2021
Lutz	Abbey	Rose	IFS DFW	B.S.	Forensic Science	FORENSIC CHEMIST I-DFW	12/06/2021
Spurgeon	Hailey	Frances	IFS DFW	M.S.	Chemistry	FORENSIC CHEMIST I-DFW	12/06/2021
Young	Marlon	A	IFS DFW	M.S.	Forensic Science	FORENSIC CHEMIST I-DFW	07/19/2021
Temporal	Keith-Dane		IFS DFW	M.S.	Forensic Science	FORENSIC DRUG CHEM TRAINING SPECIALIST-DFW	05/31/2016
Hall	Daniel	E	IFS DFW	M.S.	Forensic Science - Chemistry Emphasis	FORENSIC CHEMISTRY SITE SUPERVISOR-DFW	10/01/2018
Salazar	Nina	A	IFS DFW	M.S.	Forensic Science Administration	FORENSIC CHEMISTRY SUPERVISOR-DFW	01/20/2020
Dennard	Shoniste	J	IFS DFW	M.S.	Professional Science Master's in Forensic Science	FORENSIC CHEMISTRY TECHNICIAN-DFW	05/09/2022
Penney Smith	Marissa	K	IFS DFW	Ph.D.	Chemistry	FORENSIC CHEMIST II - DFW	01/03/2022
Roldan	Claudia		IFS EL PASO	B.S.	Chemisty	FORENSIC CHEMIST I - ELP	01/19/2021

**NMS Labs - Toxicology and Drug Chemistry Lab Staff
March 2023**

User Last Name	User First Name	User Middle Name	Cost Center	Most Recent Degree/ Achievement Level	Major of Most Recent Degree	Position	User Last Hire Date
Jimenez	Jacqueline		IFS EL PASO	B.S.	Forensic Chemistry	FORENSIC CHEMISTRY TECHNICIAN-EL PASO	06/06/2022
Bennett	Kara	A	IFS EL PASO	M.S.	Forensic science	FORENSIC CHEMISTRY SITE SUPERVISOR-EL PASO	05/19/2014
Sharp	Jared	A	IFS EL PASO	M.S.	ForensicScience	FORENSIC CHEMIST I - ELP	10/24/2022
Yongque	Angela		IFS WINSTON-SALEM (NC)			FORENSIC CHEMISTRY TECHNICIAN-WIN	03/13/2023
Clements	Ashley	D	IFS WINSTON-SALEM (NC)	B.S.	Chemistry	FORENSIC CHEMIST II-NC	08/05/2019
Blankenship	Alexis	C	IFS WINSTON-SALEM (NC)	B.S.	Chemistry	FORENSIC CHEMIST II-NC	05/31/2016
Alston	Krystal		IFS WINSTON-SALEM (NC)	M.S.	Forensic Science	REMOTE FORENSIC CHEMIST REVIEWER-GA	06/10/2019
Johndreau	Kristin	C	IFS WINSTON-SALEM (NC)	M.S.	Forensic Science	FORENSIC CHEMISTRY SITE SUPERVISOR-WIN	01/06/2020

Summary of Compliance with Technical Requirements

- **Capacity to analyze inclusive of but not limited to firearms and trace evidence, narcotics, other dangerous drugs and controlled substances, blood alcohol content and quantification, biological, DNA and serological processing.**

NMS Labs has ample capacity and expertise in analyzing narcotics, other dangerous drugs, controlled substances, blood alcohol content and quantification, and Driving Under the Influence Toxicology (DUID) testing.

Our local Grand Prairie laboratory serves as a comprehensive, one-stop location for the submission of all relevant evidence, ensuring convenience and efficiency for the City of North Richland Hills. NMS Labs assumes the cost and responsibility for transporting evidence within our network of accredited laboratories as needed. Additionally, our Horsham, Pennsylvania laboratory location is utilized for blood alcohol content and quantification and Driving Under the Influence Toxicology (DUID) testing. Both laboratory locations are accredited through ISO 17025, as detailed in our accreditation section.

In accordance with the RFP and the City of North Richland Hills Police Department's Q&A responses provided in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, NMS Labs will not provide the following services: Biology/Serology, Fingerprinting, Impression evidence, Firearms Trace Evidence. In the event that any such evidence is inadvertently submitted to NMS Labs, it will be promptly returned to the client.

By focusing on our core competencies and complying with the requirements specified in the RFP, NMS Labs is well-positioned to provide high-quality, timely, and cost-effective forensic analysis services for the City of North Richland Hills.

- **A bulk price for DNA testing of sexual assault kits. The City of North Richland Hills Police Department (NRHPD) expects to have DNA testing done on, between 26 and 100, Sexual Assault Kits from old cases. Based upon a seven year average of reported sexual assaults, NRHPD expects to need DNA testing on between 20 and 30 Sexual Assault Kits per year.**

NMS Labs does not offer DNA testing services for sexual assault kits. Additional, in accordance with the information provided in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, this solicitation is not for Biology/Serology/DNA services.

- **Analyze submitted drug evidence and perform qualitative analysis of submitted sample.**

NMS Labs is committed to providing comprehensive forensic analysis services for the City of North Richland Hills. We will analyze submitted drug evidence and perform qualitative analysis of submitted samples in accordance with our established Standard Operating Procedures (SOPs) and applicable Texas penalty codes.

In general, sufficient testing will be performed in order to confirm and report the substance that will result in highest schedule/penalty as listed in the Federal and/or Texas Criminal Code/Statutes, or within customized parameters that is desired by the City of North Richland Hills to support this contract.

- **Analyze submitted drug evidence and perform quantitative analysis of submitted sample on request only.**

NMS Labs is dedicated to providing forensic analysis services to meet the specific needs of the City of North Richland Hills. We will analyze submitted drug evidence and perform quantitative analysis of submitted

samples in accordance with our established Standard Operating Procedures (SOPs) and applicable Texas penalty codes, but only upon request and on an as-needed basis.

In general, sufficient testing will be performed in order to confirm and report the substance that will result in highest schedule/penalty as listed in the Federal and/or Texas Criminal Code/Statutes, or within customized parameters that is desired by the City of North Richland Hills to support this contract.

In addition to our general drug chemistry testing capabilities, NMS Labs is well-equipped to handle hemp/marijuana/THC testing needs. Our semi-quantitative GC/MS approach ensures accurate and reliable THC/Cannabinoid quantitation. We can effectively determine whether plant material has a Total Delta-9 THC concentration of greater or less than 1.00% on a dry weight basis. We also offer a validated method for providing a quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for botanical, liquid, oil, wax, and edible samples when required.

- **Laboratory must be of sufficient staffing to handle the anticipated work load (up to 100 samples per month) within the requested time frame.**

NMS Labs is well-prepared to handle the anticipated workload of up to 140 qualitative samples and 140 quantitative (hemp/marijuana/THC product) per month within the requested time frame. Our network of secure forensic laboratories spans across Texas, North Carolina, and Pennsylvania, all of which are ISO 17025 accredited. Our combined resources and efficient operations enable us to scale our capacity as needed.

The City of North Richland Hills Police Department's Q&A responses in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document have been considered, and we have factored in the potential variation in the number of samples ("140 requests for each of these tests").

- **Ensure analytical processes of submitted samples are in compliance with contemporary scientific standards to ensure reliable and valid analysis.**

NMS Labs is committed to ensuring that the analytical processes of samples submitted by the City of North Richland Hills are in compliance with and adhere to contemporary scientific standards, guaranteeing reliable and valid analysis that can withstand scrutiny in a court of law. Our longstanding dedication to maintaining the highest level of quality and adhering to respected industry standards is a testament to our commitment to our forensic clients.

We confirm that each NMS Crime Lab is ISO 17025 accredited and consistently applies standardized testing procedures across all locations. Furthermore, we actively keep abreast of advancements in forensic science and continually update our methodologies to remain at the forefront of the industry.

- **Provide evidence of certifications of Laboratory and its personnel specific to the performance of their duties. Ensuring personnel would qualify as accredited by the Court(s) during witness testimony when required.**

NMS Labs is dedicated to maintaining the highest standards for both our laboratory facilities and personnel. We have provided a comprehensive list of our laboratory's licensure, including ANAB ISO 17025 and Texas Forensic Science Commission certificates, in Section 1 of this proposal. These certifications attest to the quality of our services and the expertise of our staff.

Our laboratory personnel possess specialized training and extensive experience that enables them to effectively testify in court proceedings involving specimen testing procedures. When required, our staff can

confidently serve as expert witnesses and provide credible, authoritative testimony that stands up to scrutiny in the courtroom.

- **Provide expert testimony regarding the analysis process in both State and Federal Court proceedings when required at no cost to the City. Failure to be available for court and or show up for court, after being notified of needed attendance, will be grounds for default. When requested to complete laboratory work of any kind by an agency other than the North Richland Hills Police Department, to bill that agency for the work and for any testimony time.**

NMS Labs is committed to providing expert testimony regarding our Forensic Drug Chemistry analysis processes, including Driving Under the Influence Toxicology (DUID) testing, in both state and federal court proceedings when required, at no cost to the City of North Richland Hills.

Our Expert Services Department manages the coordination and delivery of various services, including on-site testimony, video testimony, conferences, litigation package requests, and depositions, to assist the City of North Richland Hills upon request. We understand the importance of reliable and timely expert testimony and take our responsibility to be available for court proceedings seriously.

Furthermore, when requested to complete laboratory work of any kind by an agency other than the North Richland Hills Police Department, NMS Labs will bill that agency directly for the work performed and any testimony time associated with the services provided.

- **Ensure adequate site security of submitted samples exists to include, building alarm, video surveillance inside drug vault, personnel control and logs inside drug and evidence storage areas.**

NMS Labs is dedicated to maintaining rigorous site security for all submitted samples, ensuring their protection and proper handling. Our facilities employ a comprehensive security system as outlined in SOP 10872 Security (included in this proposal), which includes:

- Building Access Card System: Access to our facilities is strictly controlled through the use of access cards issued to all NMS Labs employees. Each employee's access card permits entry only to their assigned departments and facility areas.
 - Security Measures for Sample Storage: Our facilities feature secure storage areas such as drug vaults and evidence storage rooms, with access granted only to authorized personnel as determined by department supervisors or directors.
 - Surveillance and Alarm Systems: NMS Labs employs video surveillance and alarm systems to monitor and secure its facilities 24/7. Any alarms triggered are immediately addressed according to our established alarm response protocol.
 - Strict Access Control for Visitors: All visitors, including temporary employees and contractors, must follow a strict access control protocol as detailed in Section 4.0 of SOP 10872. Visitors are required to sign a register, wear visitor badges, and be escorted by an employee when moving within the facility.
 - Periodic Security Audits: NMS Labs conducts regular audits of access cards, building keys, and security systems to ensure their proper functioning and to address any discrepancies or issues promptly.
- **Using the North Richland Hills Police Department internal chain of custody form, ensure chain of custody documentation commensurate to industry standards and are acceptable to the Federal and State Prosecutors' office.**

NMS Labs is committed to maintaining the highest standards for the handling and analysis of forensic evidence, and our team is well-trained in adhering to these standards. For samples received from the North Richland Hills Police Department, NMS Labs will initiate and maintain an internal chain of custody that follows all samples and aliquots throughout the analysis procedures, storage, and/or subsequent return to the North Richland Hills Police Department.

Upon receipt in the laboratory, our staff will closely review all paperwork for accuracy and completeness, document the integrity of the security seal, and initiate the internal chain of custody. Samples are uniquely identified and logged into the Laboratory Information System (LIMS), where sample testing and processing are monitored and documented throughout the entire process until the final report is generated.

- **Laboratory or drop off location available within a reasonable proximity to the City for personnel to drop-off and pick-up samples during traditional business hours. (Monday-Friday, 0800-1700 hours).**

NMS Labs offers a convenient drop-off and pick-up location within close proximity to the City of North Richland Hills for the seamless transfer of forensic samples. Our Grand Prairie facility, located at 2302 113th Street, Suite 200, Grand Prairie, TX 75050, is situated just 15 miles from the North Richland Hills Police Department, ensuring easy access for city personnel. Our facility is open during traditional business hours, from Monday to Friday, 8:00am to 5:00pm CT.

- **If an outside laboratory is used to test for DNA, lab personnel will transport the item to the outside lab at no cost to the City.**

NMS Labs does not offer DNA testing services. Additionally, in accordance with the information provided in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, this solicitation is not for Biology/Serology/DNA services.

- **Availability of weekly laboratory evidence pick-up and drop-off services.**

NMS Labs offers weekly scheduled pick-ups, ensuring a consistent and reliable service for the timely transfer of forensic samples. Additionally, we understand that the needs of the property and evidence section of a law enforcement agency may vary. Therefore, we also accommodate special requests for pick-up and drop-off services as needed, ensuring flexibility to the North Richland Hills Police Department.

- **Pick-up from the different local area hospitals completed sexual assault kits and any other evidence they may have.**

NMS Labs does not offer DNA testing services. Additionally, in accordance with the information provided in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, this solicitation is not for Biology/Serology/DNA services.

- **Provide references from a minimum of five (5) Law Enforcement Organizations within the Dallas-Fort Worth metropolitan area.**

Per the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, the City of North Richland Hills provided the following answer: "A minimum of three (3) references, preferably located within the Dallas/Fort Worth Metroplex."

NMS Labs currently provides forensic analysis to over 200 clients within the state of Texas. Within the Dallas/Fort Worth Metro-plex we have of 25 Law Enforcement clients that utilize our lab on a routine basis

for Forensic Drug Chemistry testing. Below are three (3) of our references within Texas using services similar to this RFP.

Assistant Chief of Police Jason Byers
Department of Public Safety
Dallas Fort Worth International Airport
P.O. Box 610687
3600 S. 20th Ave.
DFW Airport, TX 75261
Phone: (972) 973 3566
Email: JByers@dfwairport.com

NMS Labs has enjoyed a strong partnership with the DFW Airport Police Department for over 3 years by providing analytical testing for approximately 115 Forensic Drug Chemistry exhibits, 100 BAC cases, and 30 DUID cases annually. The Dallas and Tarrant County District Attorney's Office has strict turnaround time deadlines for case submission that NMS Labs has consistently exceeded ensuring that the DFW Airport Police Department is able to submit their cases for prosecution in a timely fashion. NMS Labs allows the DFW Airport Police Department to upkeep their professional standards and commitment to exemplary service.

Assistant Chief of Police Doug Yates
Mesquite Police Department
777 N Galloway Ave.
Mesquite, TX 75149
Phone: (972) 216-6231
Email: dyates@mesquitelaplace.org

NMS Labs has enjoyed a strong partnership with the Mesquite Police Department for over 3 years by providing analytical testing for approximately 250 Forensic Drug Chemistry exhibits (including 200 hemp/marijuana/THC exhibits) annually. The Dallas County District Attorney's Office has strict turnaround time deadlines for case submission that NMS Labs has consistently exceeded ensuring that the Mesquite Police Department is able to submit their cases for prosecution in a timely fashion.

Contract Administrator Todd Taylor
Texas Department of Public Safety
5800 Guadalupe
Austin, TX 78752
Phone: (512) 424-0979
Email: brady.mills@dps.texas.gov

NMS Labs has enjoyed a strong partnership with the Texas DPS since 2015 by providing analytical testing for thousands of Forensic Drug Chemistry exhibits (including thousands of hemp/marijuana/THC exhibits) annually. The Texas DPS has relied on NMS Labs to perform analysis for law enforcement agencies across the State of Texas including many agencies within the Dallas/Fort Worth Metro-plex.

- **Ensure "turn-around time" does not exceed thirty (30) calendar days.**

NMS Labs has several mechanisms to ensure consistency in our turnaround times and makes every effort to streamline all aspects of testing within the laboratory in order to give our clients the best possible completion times.

NMS Labs understands the requirements for turnaround times of Forensic Drug Chemistry (including semi-quant hemp/marijuana/THC testing) and DUID Toxicology Testing to not exceed thirty (30) calendar days.

However, we would like to highlight that testing for full THC quantitation, which includes all edibles, has an extended turnaround time of 45 days. This is due to the additional complexity and methodology involved in the analysis of these samples.

- **Provide for a specified number of requested expedited certain specified tests at no cost to the City.**

NMS Labs is dedicated to delivering timely and efficient forensic laboratory services. While our routine turnaround times are consistently within the standard expectations, we understand that there may be occasions when expedited testing is required. In response to the City of North Richland Hills' request for expedited testing, we will accommodate approximately five expedited requests per year for Forensic Drug Chemistry testing at no additional cost to the City. The number five was derived from the City's responses to the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document.

An expedite request is defined as any requested turnaround time under the routine turnaround time of (30) calendar days.

- **Provide a report for submission as an exhibit into criminal proceedings reflecting the results of all analysis conducted within thirty (30) days of analysis, except for DNA testing which shall be completed and a report for submission as an exhibit into criminal proceedings within six (6) months.**

NMS Labs does not offer DNA testing services. Additionally, in accordance with the information provided in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, this solicitation is not for Biology/Serology/DNA services.

NMS Labs understands the requirements for turnaround times of complete reports for Forensic Drug Chemistry (including semi-quant hemp/marijuana/THC testing) and DUID Toxicology Testing to not exceed thirty (30) calendar days.

However, we would like to highlight that testing for full THC quantitation, which includes all edibles, has an extended turnaround time for reports of 45 days. This is due to the additional complexity and methodology involved in the analysis of these samples.

In an effort to streamline and secure the delivery of lab reports, NMS Labs provides laboratory reports to our clients via an online secure portal, which also allows for historical queries related to submitted evidence. The North Richland Hills Police Department has agreed to use this secure portal for receiving lab reports and accessing historical data in the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document. By utilizing the secure portal, we can ensure that reports are delivered promptly and securely, meeting the City's requirements for timely submission as an exhibit into criminal proceedings.

- **Provide weekly performance status updates.**

NMS Labs can provide the City of North Richland Hills performance status updates that include case submission volumes, turnaround time, and aging metrics upon request and at no additional cost.

In the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, North Richland Hills Police Department agreed to performance status updates upon request.

To note, our online secure portal, also allows for historical queries related to submitted evidence.

- **Allow for queries to obtain historical data in regard to evidence that has been submitted.**

In the "Questions for Bid RFP #23-014 - FORENSIC LABORATORY SERVICES" document, North Richland Hills Police Department agreed accessing historical data during the term of this contract via our online secure portal. Our online secure portal also allows for historical queries related to submitted evidence.

NMS Labs can also provide the City of North Richland Hills historical data in regard to evidence that has been submitted upon request and at no additional cost, if the online portal does not meet their needs.

- **Provide for the destruction of specified bio-hazard material.**

NMS Labs has established procedures for the disposition of evidence, including routinely returning Forensic Drug Chemistry evidence, and retaining toxicology (bio-hazard material) evidence for 6 weeks before discarding. Any destruction will be at no cost to the North Richland Hills Police Department.

- **Provide Restitution forms with every case report sent to the City at no additional charge. This also includes Administrative License Revocation (ALR) forms and BAC Discovery packages upon request at no additional charge.**

NMS Labs will provide Restitution forms, via our online secure portal, with every case report sent to the City of North Richland Hills at no additional charge.

NMS Labs will also provide Administrative License Revocation (ALR) forms and BAC Discovery packages upon request at no additional charge.



200 Welsh Road
Horsham, PA 19044
Title: Security

Document Manager: Lafferty, Mark
Document ID: 10872 Version: 6
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PURPOSE: To describe the security procedures at NMS Labs.

SCOPE: This SOP applies to all employees and/or visitors at all NMS Labs laboratory sites.

1. BUILDING ACCESS CARD SYSTEM

- 1.1. All permanent NMS personnel will be issued an access card which will be used at all times to exit and enter the building. Cards will be issued by Human Resources during employee orientation and programmed by the Facilities/Security department. Any problems arising from use of the cards should be brought to the immediate attention of the Facilities/Security department.
- 1.2. Each person will sign a receipt/use agreement, in Taleo when receiving his/her proximity card. This receipt acknowledges that the card is the property of NMS and is to be used only with the NMS building access system procedure. Cards are non-transferable. Employees are prohibited from allowing anyone else to use his/her card. Loss of the card will result in a \$5 replacement fee. When an employee departs NMS Labs, cards will be deactivated. Facilities will monitor monthly the active card list and modify as needed upon identification of discrepancies. Deliberate misuse of the card for any reason may be cause for immediate dismissal and may involve the offender and the laboratory in legal proceedings.
- 1.3. Cards must be in the possession of each employee every day. The card must be protected from unauthorized use, and must not be left unattended.
- 1.4. Perimeter doors will be locked at all times and use of a key to enter the building will be forbidden except in cases of emergencies or by prior approval of the Facilities/Security department. If an entry is made by key it must be brought to the attention of the Security Team as soon as possible and in writing explaining why the key and not the card was used to gain entry into the building.
- 1.5. All loading dock entrances are kept closed/secured except for deliveries.
- 1.6. Employees arriving to work without access cards during normal working hours must gain access via the main entry door. The receptionist or site designee will allow passage and the employee must sign the visitor logbook. The receptionist or site designee will then provide a temporary access card to be returned at the end of the day.
- 1.7. Visitors and temporary employees (i.e., summer, co-op) will follow the steps outlined in Section 4.0.
- 1.8. Entering or exiting from the building by two or more employee(s) using one card is prohibited. Disciplinary action as stated in 1.2 above, will be taken against the employees involved.

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Dependencies: (10868) Contact Information-All NMS Labs Sites, (10870) Access Card Request Form, (10871) Incident Report

Title: Security

- 1.9. Lost or stolen cards must be immediately brought to the attention of the Facilities/Security department. The employee's access will then be deactivated and a new card will be issued. A \$5 replacement fee will be charged to the employee for the replacement.
- 1.10. A malfunctioning card must be immediately brought to the attention of the Facilities/Security department. A new card will be issued to the employee and the employee will assess no charge if there is no evidence of deliberate abuse. Deliberate abuse of a card may result in disciplinary action taken against the employee to include suspension or dismissal.
- 1.11. To use the card place it horizontally against the reader until an audible click is heard and the indicator light turns green. The door can be pulled or pushed open and access into or out of the building will be granted. This access will be allowed for approximately ten seconds after the indicator light has gone off. Additional biometric security may be utilized at specific sites.

2. CHANGING ACCESS LEVELS

- 2.1. To change access levels the requesting individual must fill out a new access card request form (see document 10870).
- 2.2. Fill out the request form completely (include card #). Incomplete forms will not be accepted. **Access to highly restricted areas (i.e. Testing departments, Evidence storage rooms, Forensic Processing, Drug vaults, IT server room) may only be granted by the respective department Supervisor or Director.**
- 2.3. State reason for requesting a change in access level.
- 2.4. Request forms will be submitted to the Facilities/Security department.
- 2.5. The Facilities/Security department will review all request forms. **Access to highly restricted areas (see 2.2. above) will be confirmed prior to initiation.**
- 2.6. The Facilities/Security department will notify Human Resources of change in access status.

3. CRIMINAL BACKGROUND CHECKS

National criminal background checks are filed for all NMS employees. These checks are initiated by Human Resources. Copies of applications and accompanying information are retained in individual personnel files.

4. VISITOR ACCESS

The following protocol will be utilized for visitors, laboratory personnel without access cards and guests requiring laboratory access. Visitors must also follow SOP 10908 *Visitor Policy*.

Title: Security

- 4.1. All visitors, laboratory personnel without access cards, and guests will report to the receptionist or site designee in the main lobby or site main entrance area upon entering the building.
- 4.2. The visitor's register must be signed by the individual requesting access to the building. In doing so, the visitor agrees to abide by all NMS rules, regulations and requirements.
- 4.3. Visitors are not permitted to use cameras, camcorders, or any other recording devices on NMS premises without the written permission and authorization of Executive Management.
- 4.4. Visitors are not permitted to print computer files or copy any NMS documents without the written permission and authorization of a senior member of Management.
- 4.5. All visitors and guests must be escorted by an employee when traveling throughout the building. In limited instances, a temporary guest access card for guests or visitors may be issued and recorded by the receptionist.
- 4.6. In limited instances, a temporary access card may be issued for contractors, etc. working on the premises by the Facilities/Security department.
- 4.7. All visitors and contractors must wear a visitor badge. These badges are available from the receptionist or site designee.
- 4.8. All cards must be returned to the receptionist prior to permanently leaving the building.
- 4.9. NMS personnel assigned to any restricted area cannot utilize Guest access cards to gain access to restricted locations.
- 4.10. Laboratory Access = Anyone who does not have card access to a particular area of the Laboratory, but needs access, must sign into the appropriate visitor register upon entry to this area and be escorted by an authorized individual.

5. BUILDING KEYS

- 5.1. Keys to the interior and perimeter doors are maintained by the Facilities/Security department or each remote site Supervisor.
- 5.2. Perimeter doors are locked at all times and use of a key to enter the building will be forbidden except in cases of emergencies or by prior approval of the Facilities/Security department.
- 5.3. Keys to some interior doors (ex. office doors) can be obtained by filling out a request form and submitting it to the Facilities/Security department.
- 5.4. All keys to security sensitive areas are tracked and documented by the security computer system key management program. This program keeps track of how many spare keys we possess to the security sensitive doors and who has a copy of that key.
- 5.5. All keys will be checked and accounted for annually.

6. SECURITY SYSTEM MAINTENANCE AND OPERATIONS

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Title: Security

- 6.1. The main lab security system devices and security computer system are maintained by Facilities/Security department. All other remote sites are managed by the Facility/Security staff with Supervisor notification and local law enforcement response for any alarms.
- 6.2. All entrance door lock devices, cameras, card readers, alarms, etc. are utilized on a regular basis. Employees should report any malfunctions to the Facilities/Security department immediately so as not to delay repairs.
- 6.3. In the event the building is to be unoccupied, the alarm must be activated. It will be the responsibility of the last exiting individual(s) to activate the alarm by entering the assigned alarm code into the key pads. **DO NOT** leave the building until the building is secure. If there is a problem arming the system, contact a member of the Facilities/Security department (see section 8.0) and/or the alarm company (see document 10868). Note that motion detectors are present and all moveable objects (e.g. balloons) must be secured in areas away from the detectors.
- 6.4. Any sites which operate 24/7 will not need to activate the security alarm system.
- 6.5. The first person entering the building should gain access through designated employee entrances only. Failure to use a designated entrance will trigger the alarm. Deactivation of the alarm should then take place by pressing the assigned alarm code on the keypad. No light on the LED above the system status window indicates a properly disarmed system.
- 6.6. Evidence Rooms with separate alarm systems must be activated/deactivated upon entry/exit during normal operating hours.
- 6.7. Only individuals with the assigned alarm code will be permitted to enter the building and Evidence Rooms outside of the normal hours of operation.
- 6.8. Questions concerning the security system may be directed to Facilities/Security department.

7. ALARM RESPONSE PROTOCOL - Weekdays (midnight - 6am) / Weekends / Holidays

The following protocol will be utilized in responding to building alarms:

- 7.1. The designated alarm company (see document 10868) will contact site supervisors/employees by following the designated chain call list. The calls will progress in the order recorded. In the event an NMS employee does not respond the local police will be called.
- 7.2. Upon notification of alarm by monitoring company if a physical presence is required at the site to respond to the alarm, follow the below protocol:
 - 7.2.1. Request police presence at the appropriate NMS location.
 - 7.2.2. Give your name and a description of vehicle that you will be driving to the site.
 - 7.2.3. Drive to the appropriate NMS location.
 - 7.2.4. Visually inspect the perimeter of the building.
 - 7.2.5. Check for vehicles in the parking lot.

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- 7.2.6. **WAIT** for police presence at the building.
- 7.2.7. **Enter the building with the police officers.**
- 7.2.8. Notify the monitoring company of your presence within the building.
- 7.2.9. Check the security panel for zone(s) alerts. Check access system for alarm status. Relay information concerning alarm status to police officers.
- 7.2.10. **Remain** in the lobby area and allow the police officers to search the building.
- 7.2.11. Call monitoring service with an update of the security status of building.
- 7.2.12. Reset the alarm system.
- 7.2.13. Exit the building with police officers.
- 7.2.14. Fill out a security incident report (see document 10871) and forward to the security office.

It is the policy of NMS Labs that employees are not permitted to carry firearms within the building during an alarm response.

8. CONTACTING FACILITIES/SECURITY TEAM

In the case of any emergency, threat or building alarm, immediately call 911 first and then contact a member of the Facilities/Security team (for PA labs only). For other remote site labs call 911.

<u>Name</u>	<u>Cellular Phone</u>
John Gosselin	(215) 208-7568
Brian Sarver	(215) 939-8605
Tim Mahoney	(215) 962-7424
Jim Foote	(215) 692-7932
Chris Martin	(215) 240-5687
After Hours Emergency	(215) 366-1266

9. THREATS OF VIOLENCE/AGGRESSION

- 9.1. Any visitors or NMS employee exhibiting threatening or violent behavior must be dealt with immediately.
- 9.2. After notifying any Supervisor/Director to assist, ask the person to leave the building immediately.
- 9.3. Escort the person to the door and retrieve all access cards if applicable.
- 9.4. Immediately call 911 and report the threatening/violent behavior. Remote sites will follow the policies of the facilities they are located in.
- 9.5. Notify Facilities/Security staff of the issue and have any access cards deactivated.
- 9.6. Facilities/Security will follow-up with the police for any reported issue.
- 9.7. All remote sites will follow the policies of the facility in which they are located (BUX, JAX, WIN, ELP).

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10. PARKING TAGS

- 10.1. Every employee must have a registered NMS parking tag conspicuously displayed in their parked vehicle on all NMS properties at all times.
- 10.2. Tags can be obtained from the Facilities Department.
- 10.3. Old/broken tags will be replaced at no charge; lost tags will be replaced at a nominal cost of \$5.
- 10.4. Facilities Department will periodically canvass the parked cars and will place a reminder notice on the windshields of cars not displaying their NMS parking tag. Repetitive infractions may be addressed via disciplinary action as this is a safety and security issue.

Cross-Reference Table: Conversion of Hemp/Marijuana/THC Testing Names to NMS Labs' Testing Codes

Test Name on 23-014 FORENSIC LABORATORY SERVICES BID FORM_rev2	NMS Labs' Test Code	Test Name	Scope	Utility
delta-9 THC Concentration	27140	Cannabinoid Quantitation by GC/MS	Delta-8-THC, Delta-9-THC, CBD, THCA, Total Delta-9-THC, Total THC/ Quantitative value with Uncertainty of Measurement	Add-on test when HMD testing results in "None Detected" (Total Delta-9 THC cannot be positively identified/below reporting limit). Provides quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for all matrices including botanical, liquid, oil, wax, and edible samples if required.
Drug Screen for Identification / Drug Screen for Purity	27130	Controlled Substances Hemp/Marijuana Differentiation by GC/MS	Total Delta-9-THC reported as less or greater than/equal to 1% THC by weight	Default testing for botanical material. Results reported as "Marijuana confirmed" if Total Delta-9 THC \geq 1.00%; "Marijuana inconclusive" with < 1.00% Total Delta-9 THC if positive but below threshold. Upon client's request and at additional cost, NMS Labs can perform full quantitative GC/MS analysis (27140).
Drug Screen for Identification / Drug Screen for Purity / Additional Component	27160	Marijuana Identification and Cannabinoid Quantitation by GC/MS	Delta-8-THC, Delta-9-THC, CBD, THCA, Total Delta-9-THC, Total THC/Quantitative value with Uncertainty of Measurement	Provides quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for botanical material. Infrequently ordered in Texas as 27130 for botanical material meets statutory requirements.
Drug Screen for Identification / Drug Screen for Purity / Additional Component / delta-9 THC Concentration	27150	THC Identification and Hemp/Marijuana Differentiation by GC/MS	Total Delta-9-THC reported as less or greater than/equal to 1% THC by weight	Default testing for Liquid/Oil/Vape Cartridge/Shatter/Wax samples (non-botanical, non-edibles). Samples reported as either \geq or < 1.00% Total Delta-9 THC. If Total Delta-9 THC cannot be positively identified (i.e., below reporting limit), the result is "None Detected." For results of < 1.00% Total Delta-9 THC, upon the client's request and at additional cost, NMS Labs can perform a full quantitative GC/MS analysis (27140).

Test Name on 23-014 FORENSIC LABORATORY SERVICES BID FORM_rev2	NMS Labs' Test Code	Test Name	Scope	Utility
Drug Screen for Identification / Drug Screen for Purity / Additional Component / Priority Charges	27170	THC Identification and Cannabinoid Quantitation by GC/MS	Delta-8-THC, Delta-9-THC, CBD, THCA, Total Delta-9-THC, Total THC/Quantitative value with Uncertainty of Measurement	Provides quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for Liquid/Oil/Vape Cartridge/Shatter/Wax. Infrequently ordered in Texas as 27150 for Liquid/Oil/Vape Cartridge/Shatter/Wax meets statutory requirements.
Drug Screen for Identification / Drug Screen for Purity / delta-9 THC Concentration	27170	THC Identification and Cannabinoid Quantitation by GC/MS	Delta-8-THC, Delta-9-THC, CBD, THCA, Total Delta-9-THC, Total THC/Quantitative value with Uncertainty of Measurement	Provides quantitative value for delta-9 THC as a percentage by weight, including uncertainty of measurement, for Edibles. This test must be ordered for all edibles.
Evidence Pickup / Return / Drug Screen for Identification	N/A	N/A	N/A	NMS Labs provides pre-paid FedEx airbills for evidence delivery at no cost to the City of North Richland Hills.



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Effective January 1, 2023

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Test	Test Name	List Price
THC - MARIJUANA - HEMP IDENTIFICATION/ DIFFERENTIATION / QUANTITATION		
<i>Appropriate testing determined by the analyst based on evidence and client consultation</i>		
27140	Cannabinoid Quantitation by GC/MS	\$281.00
27120	Controlled Substances - Hemp/Marijuana Differentiation by GC/MS	\$200.00
27130	Controlled Substances - Marijuana ID by Microscopy and Hemp/Marijuana Differentiation by GC/MS	\$230.00
27460	Controlled Substances - THC Quantitation by HPLC	\$464.00
27160	Marijuana Identification and Cannabinoid Quantitation	\$462.00
27170	THC Identification and Cannabinoid Quantitation	\$495.00
27150	THC Identification by Color and Hemp/Marijuana Differentiation by GC/MS	\$239.00
DRUG IDENTIFICATION - GENERAL		
29950	Controlled Substance/Certified Weight (Hourly Rate)	\$230.00
25000	Controlled Substances - (Syringe) - Dual GC/MS Scan	\$880.00
22000	Controlled Substances - GC/MS Scan and Color	\$464.00
24000	Pharmaceutical Identification (Visual Exam Only)	\$95.00
27200	Non-Law Enforcement, Comprehensive drug Panel including Synthetic Cannabinoids	\$648.00
27100	Non-Law Enforcement, Controlled Substances and Pharmaceutical Panel - Dual GC/MS Scan	\$464.00
27300	Targeted Identification by HPLC	\$295.00
27400	Targeted Identification by LC-MS/MS	\$413.00
Drug Identification Add-Ons		
29908	Comprehensive Stimulants and Hallucinogens Add-On	\$67.00
29909	Synthetic Cannabinoids Add-On	\$154.00
29100	Controlled Substances - Cocaine Salt vs. Base Determination by FTIR	\$366.00
Non-Orderable Drug Identification Tests (Included for informational purposes only)		
<i>NOTE: The codes listed below cannot be directly ordered by clients, however may be required as the analysis on the case evolves</i>		
26000	Controlled Substances - Dual GC/MS Scan	\$464.00
23000	Controlled Substances - Pharmaceutical ID and GC/MS Scan	\$464.00
Additional Drug Identification Services		
29000	Controlled Substances - Targeted ID by FTIR and Color	\$246.00
23500	d- and l- Methamphetamine Isomer Determination	\$488.00
26100	Drug/Pharmaceutical ID by GC/MS Confirmation	\$182.00
DRUG QUANTITATION		
<i>NOTE: ID is by sample, quantitation is by compound</i>		
27500	Drug/Pharmaceutical ID by GC/MS and Quantitation by HPLC	\$769.00
27600	Drug/Pharmaceutical ID by GC/MS and Quantitation by LC-MS/MS	\$882.00
27650	Drug/Pharmaceutical Quantitation (Add-On) by LC/MS-LI	\$440.00
27700	Drug/Pharmaceutical Quantitation by HPLC	\$599.00
27800	Drug/Pharmaceutical Quantitation by LC-MS/MS	\$852.00
PROFESSIONAL SERVICES		
92800	Case Cancellation/Handling Fee	\$66.00
92500	Case Set-Up (Hourly Rate)	\$117.00
92700	Crime Lab Expedited Processing (per sample)	\$390.00
92600	Forensic Chemistry Professional Services	\$158.00
7280	Photo Examination (Macroscopic)	\$36.00
99200	Return	\$60.00
95000	Shipping and Handling	\$39.00
SPECRET	Specimen Retention	\$597.00

Expert Services Professional Support

Effective January 1 – December 31, 2023

Court Testimony and Depositions – in support of NMS Labs analytical testing services

Expert Testimony – Hourly Rate\$279/hour

Expert Testimony – Daily Rate\$3,348/day

Testimony time is the Expert's time door to door and includes in-person testimony, video testimony, depositions, pre-trial prep, wait time, and travel time. Client is responsible for all travel related expenses, mileage, meals, flights, hotel, etc.

All fees are calculated on an hourly basis. Daily rate will be applied after 10 hours of time spent on any of the above activities per day related to each testimony event. Other terms and conditions may apply.

Expert Opinions -written expert opinion reports in support of NMS Labs analytical testing services

Senior Toxicologist Review.....\$445/hour

Toxicologist Review.....\$390/hour

An Expert Opinion report includes the Expert's time for consultation, review of documentation, research and preparation of a written report. All fees are calculated on an hourly basis. Other terms and conditions may apply.

Other Services

- Litigation Packet Preparation.....\$84/hour
- Certified Lab Reports, Affidavits, Chain of Custody documentation\$84/each



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