



Commonwealth of Kentucky CONTRACT

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Document Description: Outsourcing for Forensic Biology Cases

Cited Authority: FAP111-43-00-STD
Personal Services Contracts-Standard

Reason for Modification:

Issuer Contact:Name: Michelle Lacy
Phone: 502-696-5615
E-mail: michelle.lacy@ky.gov**Vendor Name:**

BODE CELLMARK FORENSICS INC

10430 FURNACE ROAD

SUITE 107
LORTON

VA 22079

Vendor No.

KY0021417

Vendor ContactName: JESSICA DANSO
Phone: 703-646-9875
Email: contracts@BODETECH.COM

Effective From: 2022-07-01

Effective To: 2024-06-30

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		FY'23 Forensic Biology	\$0.000000	\$125,000.00	\$125,000.00

Extended Description:

Outsourcing of Forensic Biology cases needing forensic genetic genealogical DNA analysis (FGG) and forensic genetic genealogical searching (FGGS)

Effective From: 2022-07-01

Effective To: 2024-06-30

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
2		0.00000		FY'24 Forensic Biology	\$0.000000	\$125,000.00	\$125,000.00

Extended Description:

Outsourcing of Forensic Biology cases needing forensic genetic genealogical DNA analysis (FGG) and forensic genetic genealogical searching (FGGS)

Shipping Information:Office of the Attorney General
1024 Capital Center Dr, Suite 200**Billing Information:**Office of the Attorney General
1024 Capital Center Dr, Suite 200

Frankfort	KY	40601	Frankfort	KY	40601
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TOTAL CONTRACT AMOUNT:	\$250,000.00
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	Document Description	Page 3
2200002657	Outsourcing for Forensic Biology Cases	

PERSONAL SERVICE CONTRACT FOR
Outsourcing for Forensic Biology Cases

BETWEEN

THE COMMONWEALTH OF KENTUCKY

OFFICE OF THE ATTORNEY GENERAL, OFFICE OF VICTIMS ADVOCACY

AND

Bode Cellmark Forensics, Inc.
10430 Furnace Road, Suite 107
Lorton, VA 22079

This Personal Service Contract (PSC) was entered into, by and between the Commonwealth of Kentucky, Office of the Attorney General, Office of Victims Advocacy ("the Commonwealth") and Bode Cellmark Forensics, Inc. ("the Contractor") to establish a contract for outsourcing for forensic biology cases. The initial PSC was effective from 1/15/2022 through 6/30/2022.

Per the solicitation, the Commonwealth reserves the right to renew this contract for up to two (2) additional two year periods.

This contract is being renewed at the completion of the initial contract period for one (1) additional two-year period. This PSC is effective 07/01/2022 and expires 06/30/2024.

RFP 040 2200000122

INITIAL CONTRACT: PON2 040 2200001441 – 01/15/2022-6/30/2022

The Commonwealth and Contractor agree to the following:

I. Scope of Contract

1.--The Contractor shall perform analysis on forensic samples on various sample types utilizing FG by means of Single Nucleotide Polymorphisms (SNP) and/or Whole Genome Sequencing (WGS). The Commonwealth is seeking to analyze fifty (50) cases utilizing this technology.

2.--The Contractor shall be ISO/IEC 17025 accredited; as well as demonstrate compliance with the FBI's Quality Assurance Standards for Forensic DNA Testing Laboratories with adequate experience in forensic DNA analyses for extraction and quantification.

3.--The Contractor shall maintain chain of custody for evidence items for all samples, except for exempted DNA extracts and sample portions.

	Document Description	Page 4
2200002657	Outsourcing for Forensic Biology Cases	

4.--Following FGG analysis, samples that meet thresholds for FGGS shall be searched utilizing databases including, but not limited to, Family Tree and GEDMatch with subsequent Data Mining and Data Modeling.

5.--Evaluate cases to determine if phenotyping analysis would be beneficial.

6.--The Contractor and its' employees may be required to provide information during investigative stage and/or to serve as an expert or a fact witness in various legal proceedings, including a court of law. These services are to be conducted at the request of and in consultation with the applicable submitting law enforcement agency, commonwealth attorney, KSP-CFL and the KYOAG.

7.--The Contractor shall complete initial analysis within ninety (90) days of submission.

8.--The Contractor shall be staffed by forensic DNA analysts and/or genealogy experts who are available for telephone consultation (including laboratory results) and court (deposition or testimony) as needed in both criminal and civil suits. Payment, fees, scheduling and subpoena deliveries in civil suits will be arranged between private attorneys and the vendor laboratory.

9.--The Contractor shall provide analysis of samples that meets Kentucky Revised Statute 524.140. No sample may be consumed without prior written authorization from the KSP-CFL, which would also include documentation from the agency, counsel, or court.

10.--The Contractor shall allow for outside observation of analyses if it is court ordered that this service is to be provided.

11.--The Contractor shall perform analysis on up to two (2) unknown evidence samples in each case.

12.--The Contractor shall perform analysis of victim reference standard(s) and/or elimination standard(s), if applicable.

13.--The Contractor shall be capable of analyzing evidence within thirty (30) days of any contract award made.

14.--The Contractor shall perform a turn-around time of ninety (90) days for reporting results.

15.--The Contractor shall provide formal written reports, which are to be sent in hard copy, along with interpretation and consultation services.

16.--The Contractor shall provide complete case files.

17.--The Contractor must maintain detailed chain of custody documents for court purposes. Duplication of these documents shall be provided at no additional cost to KSP-CFL or the Commonwealth (includes fees for document copying, hard copy or electronic).

	Document Description	Page 5
2200002657	Outsourcing for Forensic Biology Cases	

18.--The Contractor shall provide data from SNP and/or WGS results to the KSP-CFL for future potential database mining, which would be performed by KSP-CFL or another vendor laboratory subsequent to the contract with this Contractor.

19.--The Contractor agrees to provide consultation, testimony, and travel cost for any admissibility-type hearing, such as a Daubert Hearing.

20.--The Contractor agrees to provide testimony and/or documentation in legal action pursuant to the testing completed by the vendor laboratory.

21.--The Contractor shall assume all consultation and travel costs in providing court testimony to support laboratory results in criminal trials in Kentucky. Testimony shall be provided at no additional cost to the the Commonwealth and/or KSP-CFL (includes witness fees). If chain of custody documentation is not stipulated to by the parties, expert witness fees will be capped at a maximum of three (3) persons even if more than three (3) persons are required to testify.

22.--The Contractor shall provide contact information, upon request by the courts, for anyone involved in the chain of custody, analysis, interpretation, or searching that leaves the Contractor's employment.

23.--If applicable, the Contractor shall be responsible for the costs associated with the travel for the initial site visit, annual site visit, and at any other time when a discrepancy is noted by the KSP-CFL or the Commonwealth and that of the vendor laboratory. Expenses shall include airfare, as well as baggage, ground transportation, lodging and meals. These expenses would be for up to two (2) employees of the KSP-CFL. The visits are to ensure that compliance is met for requirements of the Commonwealth of Kentucky.

24.--If the Contractor performs the autosomal DNA, the Contractor shall provide documentation that any resulting DNA profiles have been searched against the Contractor employee database to ensure that there is no contamination.

25.--If the Contractor performs DNA extraction of samples, the Contractor must provide any DNA extracts in dried form. Each case's extract(s) are to be returned by individual case and with the associated case specific reagent blanks.

26.--The Contractor must provide proper conditions to protect the integrity of all samples. KSP-CFL shall be responsible for all shipping charges of samples to the vendor laboratory. The Contractor shall be responsible for all shipping charges related to the return of evidence to the KSP-CFL.

27.--The Contractor shall maintain and provide a billing system outlining the cost of each analysis as well as database searches per case.

28.--The Contractor shall provide copies (electronic) of protocols and/or validations used on samples submitted by KSP-CFL at the start of the contract and for subsequent revisions.

	Document Description	Page 6
2200002657	Outsourcing for Forensic Biology Cases	

29.--If the Contractor performs DNA extraction of samples, vendor laboratory must provide documentation of proficiency testing for analysts performing testing on samples submitted by the KSP-CFL upon request.

30.--If applicable, when the Contractor performs any DNA extraction of samples, the Contractor must receive advance approval, in writing, from the DNA Technical Leader with the KSP-CFL prior to introducing any newly validated procedure not mentioned above or made available at the time of award.

a.--The newly validated procedure may be added and used if reviewed and approved, in advance, by the DNA Technical Leader with the KSP-CFL should a contract be awarded.

31.-Subcontracting by the Contractor for DNA extraction of samples shall be approved by the KSP-CFL DNA Technical Leader in advance of any DNA extraction.

The Contractor shall, on an as needed basis and in the discretion of the Office of the Attorney General, provide forensic biology services. The execution of this contract is neither a guarantee of work nor a guarantee that the Contractor will be assigned any current or future claims or cases.

II. Contract Components and Order of Precedence

The Commonwealth's acceptance of the Contractor's offer in response to the Solicitation, indicated by the issuance of a Contract Award shall create a valid contract between the Parties consisting of the following:

1. Procurement Statutes, Regulations and Policies
2. Any written Agreement between the Parties.
3. Any Addenda to the Solicitation.
4. The Solicitation and all attachments
5. Any Best and Final Offer.
6. Any clarifications concerning the Contractor's proposal in response to the Solicitation.
7. The Contractor's proposal in response to the Solicitation.

In the event of any conflict between or among the provisions contained in the contract, the order of precedence shall be as enumerated above.

III. Negotiated Items

Not Applicable.

IV. Pricing

Contract is established for an amount not to exceed amount of \$125,000 in each fiscal year for Outsourcing Forensic Biology Cases.

V. Invoicing

	Document Description	Page 7
2200002657	Outsourcing for Forensic Biology Cases	

The Contractor should submit invoices setting forth the hours worked and the expenses for which reimbursement is sought on a case by case basis. Such invoices shall include a

- 1.--Detailed description of service;
- 2.--Case identification, if applicable; and
- 3.--price of services or product.

In addition to the Contractor's invoices the GCRC Personal Service Contract Form should also be completed for any work. The form is provided at <https://apps.legislature.ky.gov/moreinfo/contracts/PSC%20INVOICE%20FORM.pdf>

	Document Description	Page 8
2200002657	Outsourcing for Forensic Biology Cases	

**Personal Service Contract Standard Terms and Conditions
Revised November 2021**

Whereas, the first party, the state agency, has concluded that either state personnel are not available to perform said function, or it would not be feasible to utilize state personnel to perform said function; and
Whereas, the second party, the Contractor, is available and qualified to perform such function; and
Whereas, for the abovementioned reasons, the state agency desires to avail itself of the services of the second party;

NOW THEREFORE, the following terms and conditions are applicable to this contract:

1.00 Effective Date:

This contract is not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the contract and until the contract has been submitted to the Legislative Research Commission, Government Contract Review Committee ("LRC"). However, in accordance with KRS 45A.700, contracts in aggregate amounts of \$10,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

2.00 Renewals:

Upon expiration of the initial term, the contract may be renewed in accordance with the terms and conditions in the original solicitation. Renewal shall be subject to prior approval from the Secretary of the Finance and Administration Cabinet or his authorized designee and the LRC Government Contract Review Committee in accordance with KRS 45A.695 and KRS 45A.705, and contingent upon available funding.

3.00 LRC Policies:

Pursuant to KRS 45A.725, LRC has established policies which govern rates payable for certain professional services. These are located on the LRC webpage <https://apps.legislature.ky.gov/moreinfo/Contracts/homepage.html> and would impact any contract established under KRS 45A.690 et seq., where applicable.

4.00 Choice of Law and Forum:

This contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any action brought against the Commonwealth on the contract, including but not limited to actions either for breach of contract or for enforcement of the contract, shall be brought in Franklin Circuit Court, Franklin County, Kentucky in accordance with KRS 45A.245.

5.00 EEO Requirements:

The Equal Employment Opportunity Act of 1978 applies to All State government projects with an estimated value exceeding \$500,000. The contractor shall comply with all terms and conditions of the Act.

6.00 Cancellation:

The Commonwealth shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor by registered or certified mail.

7.00 Funding Out Provision:

The state agency may terminate this contract if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The state agency shall provide the Contractor thirty (30) calendar days' written notice of termination of the contract due to lack of available funding.

	Document Description	Page 9
2200002657	Outsourcing for Forensic Biology Cases	

8.00 Reduction in Contract Worker Hours:

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document. If the contract funding is reduced, then the scope of work related to the contract may also be reduced commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

9.00 Authorized to do Business in Kentucky:

The Contractor affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded.

The Contractor shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof.

Registration with the Secretary of State by a Foreign Entity:

Pursuant to KRS 45A.480(1)(b), an agency, department, office, or political subdivision of the Commonwealth of Kentucky shall not award a state contract to a person that is a foreign entity required by KRS 14A.9-010 to obtain a certificate of authority to transact business in the Commonwealth ("certificate") from the Secretary of State under KRS 14A.9-030 unless the person produces the certificate within fourteen (14) days of the bid or proposal opening. Therefore, foreign entities should submit a copy of their certificate with their solicitation response. If the foreign entity is not required to obtain a certificate as provided in KRS 14A.9-010, the foreign entity should identify the applicable exception in its solicitation response. Foreign entity is defined within KRS 14A.1-070.

For all foreign entities required to obtain a certificate of authority to transact business in the Commonwealth, if a copy of the certificate is not received by the contracting agency within the time frame identified above, the foreign entity's solicitation response shall be deemed non-responsive or the awarded contract shall be cancelled.

Businesses can register with the Secretary of State at <https://onestop.ky.gov/Pages/default.aspx>

10.00 Invoices for fees:

The Contractor shall maintain supporting documents to substantiate invoices and shall furnish same if required by state government. The invoice must conform to the method described in Section V of this contract.

Pursuant to KRS 45A.695, no payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

*Invoice form is available on the Legislative Research Commission, Government Contract Review Committee website: <https://apps.legislature.ky.gov/moreinfo/Contracts/homepage.html>

11.00 Travel expenses, if authorized:

The Contractor shall be paid for no travel expenses unless and except as specifically authorized by the specifications of this contract or authorized in advance and in writing by the Commonwealth. The Contractor shall maintain supporting documents that substantiate every claim for expenses and shall furnish same if requested by the Commonwealth.

12.00 Other expenses, if authorized herein:

	Document Description	Page 10
2200002657	Outsourcing for Forensic Biology Cases	

The Contractor shall be reimbursed for no other expenses of any kind, unless and except as specifically authorized within the specifications of this contract or authorized in advance and in writing by the Commonwealth.

If the reimbursement of such expenses is authorized, the reimbursement shall be only on an out-of-pocket basis. Request for payment of same shall be processed upon receipt from the Contractor of valid, itemized statements submitted periodically for payment at the time any fees are due. The Contractor shall maintain supporting documents that substantiate every claim for expenses and shall furnish same if requested by the Commonwealth.

13.00 Purchasing and specifications:

The Contractor certifies that he/she will not attempt in any manner to influence any specifications to be restrictive in any way or respect nor will he/she attempt in any way to influence any purchasing of services, commodities or equipment by the Commonwealth of Kentucky. For the purpose of this paragraph and the following paragraph that pertains to conflict-of interest laws and principles, "he/she" is construed to mean "they" if more than one person is involved and if a firm, partnership, corporation, or other organization is involved, then "he/she" is construed to mean any person with an interest therein.

14.00 Conflict-of-interest laws and principles:

The Contractor certifies that he/she is legally entitled to enter into this contract with the Commonwealth of Kentucky, and by holding and performing this contract, he/she will not be violating either any conflict of interest statute (KRS 45A.330-45A.340, 45A.990, 164.390), or KRS 11A.040 of the executive branch code of ethics, relating to the employment of former public servants.

15.00 Campaign finance:

The Contractor certifies that neither he/she nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of this contract, has contributed more than the amount specified in KRS 121.056(2), to the campaign of the gubernatorial candidate elected at the election last preceding the date of this contract. The Contractor further swears under the penalty of perjury, as provided by KRS 523.020, that neither he/she nor the company which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth, and that the award of a contract to him/her or the company which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

16.00 Access to Records:

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

17.00 Protest:

Pursuant to KRS 45A.285, the Secretary of the Finance and Administration Cabinet, or his designee, shall have authority to determine protests and other controversies of actual or prospective vendors in connection with the solicitation or selection for award of a contract.

Any actual or prospective vendor, who is aggrieved in connection with the solicitation or selection for award of a contract, may file protest with the Secretary of the Finance and Administration Cabinet. A protest or notice of other controversy must be filed promptly and, in any event, within two (2) calendar weeks after

	Document Description	Page 11
2200002657	Outsourcing for Forensic Biology Cases	

such aggrieved person knows or should have known of the facts giving rise thereto. All protests or notices of other controversies must be in writing and shall be addressed to:

Holly M. Johnson, Secretary
Commonwealth of Kentucky
Finance and Administration Cabinet
Office of the Secretary
200 Mero Street, 5th Floor
Frankfort, KY 40622

The Secretary of Finance and Administration Cabinet shall promptly issue a decision in writing. A copy of that decision shall be mailed or otherwise furnished to the aggrieved party and shall state the reasons for the action taken.

The decision by the Secretary of the Finance and Administration Cabinet shall be final and conclusive.

18.00 Social security: (check one)

The parties are cognizant that the state is not liable for social security contributions, pursuant to 42 U.S. Code, section 418, relative to the compensation of the second party for this contract.

The parties are cognizant that the state is liable for social security contributions, pursuant to 42 U.S. Code, section 418, relative to the compensation of the second party for this contract.

19.00 Violation of tax and employment laws:

KRS 45A.485 requires the Contractor and all subcontractors performing work under the contract to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the contract shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the contract shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination, as described above, or failure to comply with the above statutes for the duration of the contract, shall be grounds for the Commonwealth's cancellation of the contract and their disqualification from eligibility for future state contracts for a period of two (2) years.

Contractor must check one:

The Contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

The Contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). Attached is a list of such determination(s), which includes the KRS violated, the date of the final determination, and the state agency which issued the final determination.

20.00 Discrimination:

	Document Description	Page 12
2200002657	Outsourcing for Forensic Biology Cases	

This section applies only to contracts disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding a notice advising the said labor union or workers' representative of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions that may be imposed and remedies invoked as provided in or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

	Document Description	Page 13
2200002657	Outsourcing for Forensic Biology Cases	

Approvals

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

1st Party:

Stacy Woodrum
Signature

Executive Director, Office of
Administrative Services

Title

Stacy R. Woodrum

Printed Name

5/9/2022

Date

2nd Party:

[Signature]
Signature

CEO

Title

Mike Casola

Printed Name

3/29/2022

Date

Other Party:

Signature

Title

Printed Name

Date

Approved as to form and legality:

[Signature]
Attorney