



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
SHERIFF'S OFFICE



DATE: April 29, 2008
BOARD MEETING DATE: May 6, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: 4/5th Vote

TO: Honorable Board of Supervisors
FROM: Sheriff Greg Munks *CB FOR*
SUBJECT: FY 2007-2008 DNA Backlog Reduction Grant

RECOMMENDATION:

1. Adopt a Resolution:
 - a) Authorizing the Sheriff to accept the FY 2007-2008 DNA Backlog Reduction Grant for the Forensic Laboratory and to execute all necessary documents in connection with the grant; and
 - b) Waiving competitive bidding and authorizing the County Purchasing Agent to execute a sole source purchase order for two items of scientific equipment funded by the Grant, in a total amount not to exceed \$102,534.
2. Approve an Appropriation Transfer Request establishing the grant appropriation of \$102,534 for purchase of Fixed Asset equipment for the Sheriff's Forensic Laboratory

VISION ALIGNMENT:

Commitments: Ensure basic health and safety for all.
Leaders work together across boundaries to preserve and enhance our quality of life.

Goals 7 and 25: 7. Maintain and enhance the public safety of all residents and visitors.
25. Residents express their support for regional, collaborative approaches to issues.

This grant contributes to the enhancement of public safety in the bay area by providing contract investigative and scientific analytical services to improve efficiency in the County's criminal justice system.

PERFORMANCE MEASURES:

MEASURES	FY 2007-08 Actual	FY 2008-09 Target
Reduce the average number of days between submission and results of a DNA evidence sample	100 days	80 days
Increase number of DNA samples analyzed per Lab DNA Unit Criminalist	15 per month	20 per month
Number of backlogged DNA cases cleared by Lab monthly	5 per quarter	20 per quarter

BACKGROUND:

The Sheriff's Forensic Laboratory applied for, and received, funding from the federal FY 2007-08 DNA Backlog Reduction Grant program. This program provides funding for forensic laboratories to enhance output of DNA-related evidence processing, and reduce backlogs in this time-consuming scientific analysis process. The Sheriff's Forensic Lab was awarded \$102,534 in FY 2007-08, from this grant program. There is no matching requirement for the DNA Backlog Reduction Grant. This is the third consecutive year that the Lab has received funding from this federal grant program.

DISCUSSION:

Analysis of the best use of the grant to increase output, and eliminate any DNA processing backlog, resulted in the grant-approved recommendation to acquire two pieces of scientific equipment for the Lab. Funds from the DNA Backlog Reduction Program will be used to purchase 1) a Qiagen BioRobot EZ1 automated workstation, with accessories, for the extraction and purification of forensic DNA samples, and 2) a Applied Biosystems Four-Capillary 3130 Genetic Analyzer/DNA sequencer.

The Qiagen BioRobot EZ1 is a fully automated workstation that purifies high-quality nucleic acids from forensically relevant samples, such as whole blood. 1-6 samples are processed in 15-20 minutes. The rapid speed of nucleic acid purification is achieved through magnetic particle technology: nucleic acids in sample lysates are isolated in one step through their binding to the silica surface of magnetic particles.

The use of the Qiagen BioRobot EZ1 automated workstation will shorten the time needed to perform the extraction phase of sample processing. Samples can be processed in one-half the time compared to being done manually, which is presently the case at the Lab. As such, efficiency and throughput of evidence processing can be considerably increased.

The Applied Biosystems Four-Capillary 3130 Genetic Analyzer/DNA Sequencer provides the benefits of a fluorescence-based capillary electrophoresis system. This instrument leverages several generations of DNA technology improvements to deliver the highest level performance, cost effectiveness and productivity available. The 3130 instrument incorporates an automated polymer delivery process. This eliminates the need for manual filling, priming, and loading of polymer, which is a key step in DNA analysis; thus reducing instrument run-time and decreasing run-to-run variation.

By continuing to automate time-consuming forensic DNA documentation and processing procedures, analysts' time will be freed to screen/analyze more samples while the automated systems perform routine, time consuming tasks more efficiently. Productivity of Lab personnel will be increased, chances for human error will be mitigated, and opportunities for contamination reduced. Acquisition of both of these instruments will improve overall criminal justice system productivity in case investigation and prosecution of offenders, while also helping clear innocent suspects by faster processing of DNA evidence.

This document and subsequent purchase orders will include all provisions that are required by County ordinance and administrative memoranda. County Counsel has reviewed and approved the resolution as to form.

One of the above-specified items of equipment, the Applied Biosystems Genetic Analyzer, is patented and currently only available from the manufacturer; and the other item, the Qiagen BioRobot automated workstation, matches existing Qiagen equipment already scientifically validated for accreditation by the Lab, which was originally identified through a competitive process. Thus, to assist County Purchasing Division in faster processing of a purchase order, the accompanying Resolution also waives competitive bidding and provides the County Purchasing Agent authority to execute sole-source purchase orders for these items.

FISCAL IMPACT:

The FY 2007-08 DNA Reduction grant award is \$102,534, of which 100% will be used to purchase the two fixed asset items of scientific equipment. The equipment will be used by existing Forensic Laboratory staff. No matching funds are required for the grant. An anticipated moderate increase in annual equipment maintenance contract expense (amount not yet known), should be more than offset by increased Crime Lab DNA processing fees to user agencies resulting from increased productivity. There is no increase in Net County Cost as a result of this transaction.

RECOMMENDED
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ASSISTANT COUNTY MANAGER

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING THE SHERIFF TO ACCEPT THE FY 2007-2008 DNA BACKLOG REDUCTION GRANT FOR THE FORENSIC LABORATORY AND TO EXECUTE ALL NECESSARY DOCUMENTS IN CONNECTION WITH THE GRANT; AND WAIVING COMPETITIVE BIDDING AND AUTHORIZING COUNTY PURCHASING AGENT TO EXECUTE SOLE SOURCE PURCHASE ORDERS FOR TWO ITEMS OF SCIENTIFIC EQUIPMENT FUNDED BY THE GRANT, IN A AMOUNT NOT TO EXCEED \$102,534.

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that:

WHEREAS, The Sheriff's Forensic Laboratory has successfully applied for and received award of the FY 2007 - 2008 DNA Backlog Reduction Grant, in the amount of \$102,534, funding the acquisition of two major pieces of scientific equipment – a Qiagen BioRobot EZ1 automated workstation, and a Applied Biosystems Four-Capillary 3130 Genetic Analyzer/DNA sequencer; and

WHEREAS, these items of scientific equipment will significantly improve the efficiency and DNA evidence processing ability of Laboratory personnel, thus aiding all aspects of the criminal justice system in San Mateo County; and

WHEREAS, one of the above-specified items of equipment, the Applied Biosystems Genetic Analyzer, is patented and currently only available from the manufacturer, and the other item, the Qiagen BioRobot automated workstation, matches existing Qiagen equipment already scientifically validated for accreditation by the Lab, which was originally identified through a competitive process; and

WHEREAS, Ordinance Code Section 2.83.050 (f) authorizes the Board of Supervisors to waive competitive bidding in any situation where the Board of Supervisors determines that the best interest of the County can be served without the necessity of bids; and

WHEREAS, this Board has been asked to waive competitive bidding requirements in order for the Sheriff's Office to purchase this cost-effective scientific equipment for the Forensic Lab, and this Board has determined that it is in the best interest of the County to waive competitive bidding for these two items of equipment; Thus, to assist County Purchasing Division in faster processing of a purchase order, this Resolution waives competitive bidding and provides County Purchasing Agent authority to execute sole-source purchase orders for these items.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED THAT: the requirement for competitive bidding is hereby waived, pursuant to Section 2.83.050 (f) of the Ordinance Code, and further that the Sheriff is San Mateo County is hereby authorized to accept the FY 2007-2008 DNA Backlog Reduction Grant, in the amount of \$102,534, for and on behalf of the County of San Mateo, and to execute all necessary documents in connection with the grant.

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**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 8 051

DEPARTMENT
Sheriff's Office

DATE
4/22/08

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	30192	1957	\$102,534	DNA Backlog Reduction Grant
				(Unanticipated Revenue)
To	30192	7311	\$102,534	Fixed Asset Equipment

Justification. (Attach Memo if Necessary)

Established an appropriation and revenue for the Federal DNA Backlog Reduction Grant, for the purchase of two items of Fixed Asset Equipment: a Qiagen Bio-Robot EZ-1, and an Applied Bio-Systems 4-Capillary DNA Analyzer/Sequencer.

DEPARTMENT HEAD

BY: *[Signature]* DATE *4/22/08*

- Board Action Required
 Four-Fifths Vote Required
 Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: *[Signature]* DATE *4/23/08*

- Approve as Requested
 Approve as Revised
 Disapprove

Remarks:

COUNTY MANAGER

BY: *[Signature]* DATE *4/29/08*

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

APPROPRIATION TRANSFER
2007 DNA Reduction Grant
LKL 04/17/08

Description	Org	FROM: Acct	Amount	Org	TO: Acct	Amount
DNA Reduction Grant (Unanticipated Revenue)	30192	1957	\$102,534			
Fixed Assets Equipment				30192	7311	\$102,534
ATR TOTALS:			\$102,534			\$102,534

Establishes an appropriation and revenue for the Federal DNA Backlog Reduction Grant, for the purchase of two items of Fixed Asset Equipment: a Qiagen Bio-Robot EZ-1, and an Applied BioSystems 4-Capillary DNA Analyzer/Sequencer.