



Ministerie van Justitie en Veiligheid

Annex C Schedule of Quality Award Criteria

European Tender

Toxicological Analysis of Drugs and Medicines in Hair

The Netherlands Forensic Institute

Version 0.4
Attribute IUC DJI/IENEA/RR/2021-03
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A Assessment method

You are asked to respond to each of the criteria outlined in section B. Answers to the 6 quality sub-criteria will be rated with a score of 0 to 10 points each, leading to a total of maximum 60 points. Assessment takes place by rating your answer with a grade, as outlined below.

Rating grade	Meaning
10	Considering the assessment criteria, the starting points of this European Tender, the Descriptive document and the Contract, Tenderer has given an excellent satisfactory answer.
8	Considering the assessment criteria, the starting points of this European Tender, the Descriptive document and the Contract, Tenderer has given a more than satisfactory answer.
6	Considering the assessment criteria, the starting points of this European Tender, the Descriptive document and the Contract, Tenderer has given a sufficiently satisfactory answer.
4	Considering the assessment criteria, the starting points of this European Tender, the Descriptive document and the Contract, Tenderer has given an unsatisfactory answer.
2	Considering the assessment criteria, the starting points of this European Tender, the Descriptive document and the Contract, Tenderer has given a highly unsatisfactory answer.
0	No score, the answer is absent or does not have any relevance to the question.

The rating grade is divided by 10 and multiplied with the maximum number of points that can be scored for the quality award criterion. Scores will be rounded off at two decimal points.

The assessment criteria, providing the arguments for the rating grade, are mentioned together with each quality award criterion within section B below.

B Sub-Award criteria on quality

1. Competence and experience of laboratory and experts

Goal

The Contracting authority wants to be sure that Tenderer is a sound professional operator in the field of forensic research.

The Contracting authority is interested in the following topics (**25** points):

- a) Your experience and knowledge with regard to carrying out the required testing and your experience with forensic investigation (**10** points);
- b) The competence level of your expert witness toxicologists who draw up the Expert Witness Statement. Please enclose two, anonymized CV's as an annex to your answer (**5** points);
- c) The delivery time of reporting on the results of analyzing a hair fragment (preferably within 21 calendar days) and how you will achieve this (**10** points);

Please use Annex 4A for your answer.

Assessment

This Quality Sub-Award criterion is assessed according to the extent to which the elaboration of the answer meets the four C's (Complete, Correct, Consistent, Convincing):

- Complete: all aspects are addressed and additional information is given (if necessary);
- Correct: what is written is verifiable, specific, realistic, acceptable and (where possible) measurable and time-bound formulated;
- Consistent: the information provided is in line with the requested service and is therefore not contrary to what is stated in the tender documents;
- Convincing: the elaboration convinces the Contracting Authority of the knowledge and skills regarding the requested services.

2 Available analyses and Quality of methods

Goal

The Contracting authority wants to be assured that Tenderer is capable to perform testing on a wide range of compounds using professional standards concerning methods and techniques.

The Contracting authority is interested in the following topics (**110** points):

2.1 Please state which drugs and medicines you can analyse in hair (**70** points):

- a) Quantification of compounds in the SOHT recommendations at the required LLOQ, listed within Annex 4B (tab 2.1A).

See paragraph 6 of 'Recommendations for Hair Testing in Forensic Cases' by the Society of Hair Testing at https://www.sohr.org/images/pdf/Consensus_on_Hair_Analysis.pdf (**10** points);

Please use Annex 4B for your answer.

Assessment

This Quality Sub-Award criterion is assessed as follows:

- 10 points if you meet all recommendations of the Society of Hair Testing;
- Minus 1 point for every recommendation you fail to comply with.

- b) Screening of the compounds listed within Annex 4B (tab 2.1B).

Please provide Minimum Required Performance Levels (MRPLs), which must be therapeutically relevant for single dose exposure. Please provide an Annex 4C yourself in your own format with reference data supporting the claim of therapeutic /pharmacologically active concentrations) (**30** points).

Please use Annex 4B for your answer.

Assessment

This Quality Sub-Award criterion is assessed as follows:

- Compounds included in the screening with convincing MRPL and reference data will be counted. These are 'accepted compounds';
- 30 points if the screening contains 30 or more 'accepted compounds', with at least one accepted compound from each drug class;
- Minus 1 point for each 'accepted compound' less than 30, and minus 1 point for each drug class for which there is no accepted compound.

- c) Quantification of all drugs, listed within Annex 4B (tab 2.1B), you can test. Please provide reference data within Annex 4C. **(30 points)**.

Please use Annex 4B for your answer.

Assessment

This Quality Sub-Award criterion is assessed as follows:

- Compounds analyzed with a quantitative analytical method resulting in a quantitative reported result using a relevant concentration range based on reference data will be counted. These are 'accepted compounds';
- 10 points if the quantification contains 30 or more 'accepted compounds', with at least one accepted compound from each drug class;
- Minus 1 point for each 'accepted compound' less than 30, or for each drug class for which there is no accepted compound.

2.2 Quality of methods **(40 Points)**

- Describe the method(s) for sample pre-processing (including segmentation, washing, extraction) or enclose an SOP in which this is described **(5 points)**;
- Indicate which analytical techniques you use to analyse drugs and medicines. State the limits of detection (LOD) and quantification (LLOQ) **(5 points)**;
- Indicate whether you can distinguish between incidental and chronic exposure **(5 points)**;
- Indicate whether you can align poorly sampled hair strains to allow analysis of segments **(5 points)**;
- State whether the methods have been validated and according to which quality standard the methods have been accredited **(10 points)**;
- State whether the screening method is performed according to SOHT recommendations (an appropriate method validation including calibrators and controls in a hair matrix must be performed, and analytes of interest must be identified to minimize false negatives). Please provide your screening procedure **(10 points)**;

Please use Annex 4A for your answer.

Assessment

This Quality Sub-Award criterion is assessed according to the extent to which the elaboration of the answer meets the four C's (Complete, Correct, Consistent, Convincing):

- Complete: all aspects are addressed and additional information is given (if necessary);
- Correct: what is written is verifiable, specific, realistic, acceptable and (where possible) measurable and time-bound formulated;
- Consistent: the information provided is in line with the requested service and is therefore not contrary to what is stated in the tender documents;
- Convincing: the elaboration convinces the Contracting Authority of the knowledge and skills regarding the requested services.

3 Expert Witness Statement

Goal

Expert Witness Statements must be indisputable in order to use it effectively in court.

The Contracting authority is interested in the following topics:

- a) Indicate whether you can provide a clear and elaborate toxicological interpretation (Expert Witness Statement) and enclose an example report (**25** points);

Please use Annex 4A for your answer.

Assessment

This Quality Sub-Award criterion is assessed according to the extent to which the elaboration of the answer meets the four C's (Complete, Correct, Consistent, Convincing):

- Complete: all aspects are addressed and additional information is given (if necessary);
- Correct: what is written is verifiable, specific, realistic, acceptable and (where possible) measurable and time-bound formulated;
- Consistent: the information provided is in line with the requested service and is therefore not contrary to what is stated in the tender documents;
- Convincing: the elaboration convinces the Contracting Authority of the knowledge and skills regarding the requested services.