



**State of Oklahoma
Oklahoma State Bureau of
Investigation**

Amendment of Solicitation

Date of Issuance: June 23, 2014

Solicitation No. 3080000319

Requisition No. _____

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 580:16-7-30(d), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

6600 N. Harvey

Oklahoma City, OK 73116 -
or

Nancy McFarland
Contracting Officer
(405) - 715 - 9572
Phone Number

Personal or Common Carrier Delivery:

6600 N. Harve

Oklahoma City, OK 73116 -

nancy.mcfarland@osbi.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Attachment D - Instructions for DNA Database Collection Systems was omitted by mistake when bid was originally posted. Please See this attachment and return THIS form - signed, with your bid.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature

OKLAHOMA STATE BUREAU OF INVESTIGATION DNA DATABASE COLLECTION SYSTEM INSTRUCTIONS (BUCCAL/SALIVA)

NOTE: A) DO NOT touch the enclosed "FTA" card unless wearing gloves.
B) The subject should not have anything to eat, drink, or smoke 20 minutes prior to sample collection.

- STEP 1** Remove one of the Convicted Offender Saliva Sample envelopes containing a DNA Information Card and fill out all information requested on the envelope and the card.
- STEP 2** Remove one Pre-inked Fingerprint Sheet and one Ink Remover Towelette from the kit box. Using normal fingerprint procedures, roll the subject's right thumb where indicated on the back of the card.
- STEP 3** Wearing disposable gloves, open one of the sterile packages containing the foam-tipped swab. DO NOT touch foam tip.
- STEP 4** Place foam tip in the subject's mouth and vigorously swab the insides of both cheeks. Move the swab between the gum line and the fold of the cheek and under the tongue, soaking up as much saliva as possible.
- STEP 5** Remove the swab from the subject's mouth and transfer the sample to the Indicating FTA Collection Card by pressing the foam tip within the circle printed on the card, until the entire area within the circle turns white. Allow the Collection Card to **AIR DRY**.
- STEP 6** Return ONLY the DNA Information Card with the FTA Card affixed to the Convicted Offender Saliva Sample envelope. Seal the envelope using one of the Police Evidence Seals provided, then Initial the seal. Dispose of the used swab in a safe manner.
- STEP 7** Place the sealed Convicted Offender Saliva Sample envelopes in the shipping box provided and mail to the Oklahoma State Bureau of Investigation. If there are not enough samples ready to fill a box or no return mailing boxes remain, the Convicted Offender Saliva Sample envelopes may be mailed to the OSBI in any type of envelope, but the envelope must be addressed EXACTLY (include attention line) the same as on the mailing labels included with the return boxes.

FDA INSERT

Important Information Regarding DNA-10K(BS)

The expiration date pertains to the following components only. If expired, replace with same from stock.

25 ea. sterile foam-tipped swabs

Intended Use: Specimen collection and transport kit

Contents:

instruction sheet
ziplock bags with labels affixed
envelopes
DNA information cards

FTA collection cards
fingerprint ink remover towelettes
foam-tipped swabs
pre-inked fingerprint sheets

mailing/security labels
rubber band
evidence seals
boxes

Warnings and Precautions: Biological specimens should be handled and processed as if they are potentially infectious.

Waste Disposal Instructions:

- **Needles:** Dispose of any needles in an approved Sharp's container.
- **Blood Tubes:** Dispose of all tubes using safe laboratory procedures as outlined in bio-safety and microbiological and bio-medical laboratories as HH Publication CDC 84-8395.

This product information sheet is included to comply with FDA Regulations.

DNA10K(BS):INSFDA.1 6/07