

DATE: July 6, 2012

TO: Frank Ybarbo
Purchasing Agent

FROM: William B. Rohr, M.D.
Medical Examiner

RE: Personal Services Agreement, Autopsy Assistant
Agreement No. 06274-12

I am requesting a personal services agreement for an autopsy assistant for the Medical Examiner's Office be awarded for FY2013.

The scope of services for the personal autopsy assistant is currently to assist in the performance of postmortem examinations, including but not limited to, preparing the body for examination, collection of toxicology specimens and evidence as appropriate, taking X-rays if needed, fingerprinting the body, performance of the external and internal portions of the examination, preparing the body for release to the funeral homes, and cleaning the autopsy area.

The proposed fees are \$175 for one autopsy, \$235 for two autopsies, and \$295 for three autopsies (when examinations are performed within one day). \$35 would be added to the autopsy pay for inspections if performed the same day as autopsies with a max of \$295 for one day. All costs incurred would be paid from account #001-0901-648-6424.

Services would be requested on a case by case evaluation.

Vendor: Andrew Don Smith, Sr.
1000 Timberview Drive
Hutchins, Texas 75141
Phone: 817-615-7832
E-mail: None available

If I can be of further assistance, please call me.