

## PROFESSIONAL SERVICES AGREEMENT

This Agreement is made effective this 17<sup>th</sup> day of February, 2026, by and between KOOTENAI COUNTY, a political subdivision of the State of Idaho, 451 N. Government Way, P.O. Box 9000, Coeur d'Alene, Idaho 83816-9000 (hereinafter referred to as "COUNTY") and SEAN PATRICK RICCIARDO, MD, FRCPA, 4710 E. Tamarisk Lane, Spokane, Washington 99223 (hereinafter referred to as "CONTRACTOR").

### THE COUNTY AND CONTRACTOR AGREE AS FOLLOWS:

#### **SECTION 1** **CONTRACT DOCUMENTS**

- 1.1 CONTRACTOR shall provide professional medical examiner and forensic pathology services as described herein and in the Contract Documents. The Contract Documents consist of:
  - 1.1.1 This Agreement signed by COUNTY and CONTRACTOR; and
  - 1.1.2 The Request for Proposals, dated January 13, 2026, attached hereto as Exhibit "A" and incorporated by reference.
  - 1.1.3 The Proposal, dated January 26, 2026, and exhibits thereto, attached hereto as Exhibit "B" and incorporated by reference.

#### **SECTION 2** **SCOPE OF WORK AND GENERAL PROVISIONS**

- 2.1 SCOPE OF WORK: CONTRACTOR shall provide COUNTY professional medical examiner and forensic pathology services in accordance with the terms and specifications set forth in Exhibits "A" and "B."
- 2.2 CONTRACTOR shall comply with all codes, standards, regulations, and laws applicable to provision of services hereunder.
- 2.3 PERFORMANCE STANDARDS AND CONTINGENCIES: The service response times and report turnaround times set forth in Exhibit "B," including but not limited to examinations being performed within ninety-six (96) hours of referral and more urgent cases being performed within twenty-four (24) to forty-eight (48) hours of request, and the goal of completing more than ninety percent (90%) of reports within sixty (60) days, are agreed professional targets under normal operating conditions.

The parties acknowledge that actual performance of such targets is dependent upon factors outside of CONTRACTOR's control, including but not limited to: availability and condition of COUNTY's facilities and equipment, availability and performance of COUNTY-provided autopsy assistant(s) and staff, timeliness of ancillary laboratory services (including toxicology, histology, and microbiology), and weather or other *force majeure* events. Failure to meet such targets due solely to these factors shall not constitute breach of this Agreement.

- 2.4** TERM: The medical examiner and forensic pathology services shall commence upon effective date of this Agreement and end on or before **December 31, 2027**, unless extended by mutual written agreement of the parties.

This Agreement is contingent upon the COUNTY receiving the necessary funding to cover the obligations of the COUNTY. In the event that such funding is not received or appropriated, the COUNTY's obligation under the Contract shall cease, and each party shall be released from further performance under the Contract without any liability to the other party.

- 2.5** TERMINATION FOR CONVENIENCE: COUNTY may terminate this Agreement, in whole or in part, at any time by written notice to the CONTRACTOR when it is in the COUNTY's best interest. CONTRACTOR shall be paid for services rendered up to the time of termination.

CONTRACTOR may terminate this Agreement without cause upon sixty (60) days' prior written notice to COUNTY. CONTRACTOR shall complete all examinations accepted prior to the effective date of termination unless otherwise agreed in writing by the parties.

- 2.6** TIME IS OF THE ESSENCE: Time is and shall remain of the essence of performance, no acts of COUNTY shall constitute a waiver of this provision. CONTRACTOR shall notify COUNTY immediately of any event delaying or threatening to delay timely performance.

- 2.7** CONTRACT INTERPRETATION: COUNTY and CONTRACTOR agree that, in the event of conflict or inconsistency between the terms of this Agreement and the terms of any Exhibit hereto, the terms of this Agreement shall control; and in the event of any conflict or inconsistency between Exhibit "A" and Exhibit "B" hereto, the terms of Exhibit "B" shall control.

This Agreement is the joint product of each party hereto and each provision hereof has been subject to the mutual consultation, negotiation, and agreement of the parties and shall not be construed for or against any party.

**SECTION 3**  
**CONTRACT SUM**

- 3.1 The Contract Sum shall include all material, equipment, personnel, safety equipment, and services necessary for the proper execution and completion of the medical examiner and forensic pathology services.
- 3.2 The Contract Sum shall be paid pursuant to the Cost Breakdown set forth at pp. 5-6 of the Proposal at Exh. "B."

**SECTION 4**  
**PAYMENT**

- 4.1 CONTRACTOR shall invoice COUNTY monthly.
- 4.2 COUNTY shall complete payment within thirty (30) days of review and acceptance of invoice from CONTRACTOR.

**SECTION 5**  
**INSURANCE**

- 5.1 CONTRACTOR agrees to obtain and keep in force during its acts under this Agreement professional liability (medical malpractice) insurance covering the forensic pathology and medical examiner services provided under this Agreement in the minimum amount of \$1,000,000.00 per claim and \$3,000,000.00 aggregate, which shall name and protect CONTRACTOR, and CONTRACTOR'S directors, officers, agents, servants, and employees from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts or omissions of CONTRACTOR. CONTRACTOR shall provide proof of liability coverage as set forth above to COUNTY upon request by COUNTY, and require insurer to notify COUNTY ten (10) days prior to cancellation of said policy.
- 5.2 CONTRACTOR shall maintain in full force and effect worker's compensation insurance for CONTRACTOR and any directors, officers, agents, servants, and employees that the CONTRACTOR may employ, and provide proof to COUNTY of such coverage. CONTRACTOR shall require insurer to notify COUNTY ten (10) days prior to cancellation of said policy.

**SECTION 6**  
**OTHER TERMS AND CONDITIONS**

- 6.1** CONTRACTOR shall be responsible for providing verification of lawful work status for all of its employees, and for all employees of all subcontractors.
- 6.2** CONTRACTOR and the CONTRACTOR'S subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, age or national origin. Such action shall include the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; 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 policies of non-discrimination.
- 6.3** CONTRACTOR and CONTRACTOR'S subcontractors shall, in all solicitations or advertisements for employment placed by them or on their behalf; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age or national origin.
- 6.4** Where required by law, CONTRACTOR shall submit an affidavit certifying compliance with Title 72, Chapter 17, Idaho Code, requiring the CONTRACTOR and its subcontractors to provide a drug-free workplace program and to maintain such program throughout the duration of the Agreement.
- 6.5** INDEPENDENT CONTRACTOR: The parties agree that CONTRACTOR is an independent contractor of COUNTY, is in no way an employee or agent of COUNTY, and is not entitled to workers' compensation or any benefit of employment with COUNTY. COUNTY shall have no control over the performance of this Agreement by CONTRACTOR, except to specify the place of performance, and the results to be achieved. COUNTY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this Agreement.
- 6.6** WARRANTY: CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner and subject to applicable professional standards. CONTRACTOR acknowledges that it shall be liable for any breach of this warranty.

**6.7** INDEMNIFICATION: To the extent permitted by law, CONTRACTOR agrees to indemnify, defend, and hold harmless COUNTY, and its directors, officers, agents, servants, and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, and its directors, officers, agents, servants, and employees under this Agreement to the extent caused by the negligent or willful misconduct of CONTRACTOR and/or CONTRACTOR's directors, officers, agents, servants, and employees.

Nothing in this section shall be construed to require CONTRACTOR to indemnify, defend, and hold harmless to COUNTY for COUNTY's own negligence or willful misconduct, or for conditions of COUNTY-owned or COUNTY-controlled premises, equipment, or systems that are outside of CONTRACTOR's control.

**6.8** COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

**6.9** ENTIRE AGREEMENT: This is the entire agreement of the parties and it may not be enlarged, altered, modified or amended, except upon written agreement signed by both parties hereto.

**6.10** SEVERABILITY: If any provision is held to be unenforceable, such provision is excluded without effect upon the remaining Agreement.

**6.11** ASSIGNMENT: CONTRACTOR may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent of COUNTY, which shall not be unreasonably withheld.

**6.12** VENUE: This Agreement shall be governed by and interpreted under the laws of the State of Idaho. Venue for any dispute arising under this Agreement shall be in Kootenai County, Idaho.

**6.13** NON-EXCLUSIVITY: Nothing in this Agreement shall limit a party's ability to enter into arrangements and/or agreements with third parties.

**6.14** ATTORNEY FEES: Reasonable attorney fees and costs shall be awarded to the prevailing party in any suit, action, arbitration or other proceeding of any nature whatsoever instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement.

**6.15** Pursuant to Idaho Code §67-2359, CONTRACTOR hereby certifies that it is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.

**6.16** If applicable, pursuant to Idaho Code §67-2346, CONTRACTOR hereby certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control.

**6.17** Each individual executing this Agreement represents and warrants that he or she is authorized to do so, and that upon executing this Agreement, it shall be binding and enforceable in accordance with its terms.

DATED this February 17, 2026

**KOOTENAI COUNTY  
BOARD OF COMMISSIONERS**



**ATTEST:  
JENNIFER LOCKE, CLERK**

By:   
Deputy Clerk

DATED this 14<sup>th</sup> day of FEBRUARY, 2026.

**CONTRACTOR  
SEAN PATRICK RICCIARDO, MD, FRCPA**

By:   
Dr. Sean Ricciardo, MD, FRCPA

Exhibit "A"

Kootenai County  
OFFICE OF THE CORONER  
Request for Proposals

**Medical Examiner and Forensic Pathology Services**

RFP:	Medical Examiner Services, Coroner
RELEASE DATE:	January 13, 2026
DUE DATE:	January 30, 2026

Duke Johnson, MD, Coroner  
Kootenai County  
Office of the Coroner  
P.O. Box 9000  
Coeur d'Alene, Idaho 83816-9000  
Phone: 208.446.2199  
Email: [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us)

## REQUEST FOR PROPOSALS

Kootenai County is soliciting proposals from qualified professionals for medical examiner and forensic pathology services. Submit your response electronically to [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us) no later than 5:00 p.m. on January 30, 2026. Hard copy submissions plainly marked "RFP, Medical Examiner Services" and addressed to the Kootenai County Coroner, 250 E. Dalton Avenue, Dalton Gardens, Idaho 83815, will also be accepted until 5:00 p.m. PST on January 30, 2026.

Kootenai County reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the County and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

### Proposal Schedule

Issuance of RFP	January 13, 2026
Written Question Deadline	January 23, 2026
Proposal Due Date	January 30, 2026
Expected Notice of Award	February 10, 2026

The above schedule is for information purposes only and is subject to change at Kootenai County's discretion.

### EXPRESSION OF INTEREST, QUESTIONS, AND CLARIFICATIONS

Notify Duke Johnson, MD via e-mail, at [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us), of your interest in this solicitation. All communication will be sent to prospective responders via e-mail. Kootenai County will be unable to send you information, addenda, and/or other updates if you do not notify the County directly of your interest in this request for proposals. Kootenai County will not be responsible for communicating with firms or individuals that do not notify us of their interest in this solicitation.

### PUBLIC NOTICE AND REQUEST FOR PROPOSALS (RFP)

Copies of the Request for Proposals may be obtained by contacting Duke Johnson, MD at [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us). Proposals must be received in the office of the Kootenai County Coroner at [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us) or 250 E. Dalton Avenue, Dalton Gardens, Idaho, 83815, marked ATT: RFP, Medical Examiner Services, no later than 5:00 PM PST on January 30, 2026. Proposals shall specify the official name on the outside of their mailing envelope. Late proposals shall not be considered or accepted.

All questions or clarifications regarding the RFP should be submitted in writing to Duke Johnson, MD at [drjohnson@kcgov.us](mailto:drjohnson@kcgov.us). When a response is necessary and appropriate, it will be e-mailed to all firms or individuals that have received the RFP. All questions, clarifications, or contract changes shall be submitted via email on or before 10:00 a.m. PST January 23, 2026. Should any prospective proposer be in doubt as to the true meaning of any portion of this solicitation, or should the prospective proposer find any ambiguity, inconsistency, or omission therein, the proposer shall make a written request for an official interpretation or correction no later than 10:00 a.m. PST January 23, 2026. Any contact initiated by a prospective proposer with any County representative, other than Kootenai County Coroner's Office staff identified herein, concerning this RFP is prohibited. Any such unauthorized contact may cause the disqualification of such prospective proposer from participating in this procurement.

All interpretations, correction, or additions to this solicitation will be made only as an official addendum and it shall be the prospective proposer's responsibility to ensure that all addenda have been received before submitting a proposal. Any addenda issued by the Kootenai County Coroner's Office shall become part of the RFP.

The proposer will be required to comply with all applicable state and federal laws and regulations prohibiting discrimination in programs, activities, and employment opportunities. In order to be eligible to submit a proposal, the proposer must not appear on the Excluded Parties List ([www.sam.gov](http://www.sam.gov)) of Persons or Firms currently debarred or suspended for violation of various public contracts incorporating Labor Standards Provisions.

The Kootenai County reserves the right to reject any or all proposals, to waive formalities which do not affect the essential fairness of the RFP process, to make awards in the interest of the County, and to accept the proposal deemed best overall for Kootenai County.

## PROPOSAL CONTENT

### Background Information and Scope of Work

The successful proposer will provide medical examiner and forensic pathologist services for the Kootenai County Coroner's Office. Kootenai County is experiencing population growth and is therefore seeking to procure medical examiner services locally. Kootenai County has an estimated population of 190,000 residents in 2025, a significant increase over the estimated population in 2020 of 172,000. In 2024, the number of autopsies performed at the request of the Kootenai County Coroner's Office were as follows: 62 full and 28 limited.

This section outlines the minimum contract requirements for provision of medical examiner and forensic pathologist services. Minimum requirements are listed here; however, Kootenai County is open to alternatives to meet the requirements below:

1. Contractor shall be a board certified medical examiner and forensic pathologist accredited by the International Association of Coroners and Medical Examiners (IACME) and/or the National Accreditation for Medical Examiners (NAME), preferably both.
2. Contractor shall provide all necessary forensic pathology services upon request of the Kootenai County Coroner's Office.
3. Contractor shall provide necessary communications and be available to respond to the inquiries of prosecuting attorneys, criminal defense attorneys, law enforcement agencies, funeral home director, health care institutions and their professional staffs, and involved citizens and families regarding particular death investigations and general procedures.

4. Contractor shall conduct postmortem examinations of all bodies pursuant to the requirements of the laws of the State of Idaho and professionally-accepted criteria.
5. Contractor shall be available for and provide testimony in criminal prosecutions, when officially requested by the Kootenai County Prosecuting Attorney, for all postmortem examinations performed by them, at a predetermined negotiated hourly rate with a pre-set maximum and mileage at the then-applicable reimbursement rate set by Kootenai County.
6. Contractor shall ensure all records are uploaded, viewed, maintained, and made available through MDI Log.
7. Autopsies shall be conducted within ninety-six (96) hours of request by the Kootenai County Coroner's Office, except where reasonable religious requirements may demand a sooner autopsy.
8. Contractor shall make preliminary autopsy results available to the Kootenai County Coroner's Office the day following the autopsy.
9. Contractor shall ensure that any cases involving further testing or requiring additional information shall be completed within sixty (60) days of initial request by the Kootenai County Coroner's Office, unless specific diagnostic studies are necessary and such studies will delay completion of the case.
10. Contractor shall make all final autopsy reports available to the Kootenai County Coroner's Office, within sixty (60) days of initial request by the Kootenai County Coroner's Officer in ninety percent (90%) of cases, measured and reported each calendar month, unless special diagnostic studies are necessary and such studies delay completion of the case.
11. Contractor shall ensure that all records originating during the term of the Agreement shall be maintained by Contractor in a format acceptable to Kootenai County. Kootenai County shall have the sole and exclusive right to all records pertaining to the services rendered by the Contractor. Contractor shall have use of appropriate records when such access is required for the performance of the services to be provided.
12. Upon completion or termination of the Agreement, all records pertaining to services provided in the Contractor's possession shall be turned over to the County; provided, however, that Contractor shall have access to the records upon reasonable, written request.
13. Contractor shall invoice Kootenai County monthly for autopsies and examinations. Kootenai County agrees to reimburse Contractor for services billed in accordance with the agreed-upon pricing.
14. Contractor acknowledges that any and all information related to Contractor's services hereunder, including, but not limited to, individually identifiable health information as defined by the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and Contractor's conduct in providing services is strictly confidential. The use or disclosure of such matters, other than pursuant to the terms of the Agreement, shall be contrary to the best interests of the parties.
15. Contractor shall at all times while the Agreement remains in effect meet all federal, state, and local license and/or authorization requirements to practice medicine and/or the loss of the same shall result in the immediate automatic termination of the Agreement.

## PROPOSAL SUBMISSION

All proposals must be received by Kootenai County Coroner on, or before, 5:00PM PST January 30, 2026. Proposals submitted late or via oral or telephonic means will not be considered or accepted. Proposals may be submitted electronically to drjohnson@kcgov.us. Proposals may be physically submitted; they must be clearly marked: "RFP, Medical Examiner Services", list the Proposer's name and address, and be submitted to:

Kootenai County Coroner  
250 E. Dalton Avenue  
Dalton Gardens, Idaho 83815

Hand delivered proposals must be submitted before 5:00 PM.

Kootenai County will not be liable to any Proposer for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Proposers are responsible for submission of their proposal. Additional time will not be granted; however, additional time may be granted to all Proposers at the sole discretion of Kootenai County.

### Proposal Preparation

Each person signing the proposal certifies that he or she is authorized to make and is responsible for the decision as to the services and fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision. Proposers must satisfy themselves of the accuracy of the requirements of the RFP. The successful Proposer will not be awarded any additional compensation in the form of an increase to the contract price or other matter or thing on which the Proposer could have fully been informed prior to the submission of the proposal.

After proposals have been submitted, Proposer shall not assert that there was a misunderstanding concerning the scope of work or the nature of the work to be done.

### Submitted Proposals

Submitted proposals and attachments become the property of Kootenai County for at least ninety (90) days after Proposal Due Date. The accepted Proposal shall remain in effect until a contract is fully executed and will then become a part of the Contract, including any addenda and all attachments.

Kootenai County may refuse to consider any Proposer it, in its sole discretion, determines to have an unsatisfactory record of performance and/or integrity in connection with the proposal, bidding or performance of any previous contract. Kootenai County reserves the right to reject any or all proposal responses and to waive informalities and minor irregularities in proposal responses received, and to accept any portion of the proposal response that is deemed to be in the best interest of Kootenai County.

### Withdrawal of Proposal

At any time prior to the specified due date and time, a Proposer may formally withdraw their proposal by a written letter, facsimile or electronic mail from the Proposer or a designated representative, to the Office of the Kootenai County Coroner. Telephonic or oral withdrawals shall not be considered.

### Late Proposals

Late proposals will be unopened and rejected.

### Indemnification

Proposers shall indemnify and hold harmless Kootenai County and all County officers, agents, and employees from all suits or claims of any character brought by reason of misunderstanding or misrepresentation of the provision of this RFP, or because of any misinformation or lack of information.

Kootenai County will not be liable in any way for any of the costs incurred by proposers in preparation of their proposal responses to this RFP, nor for the presentation of their proposal responses, or participation in any discussions or negotiations.

### Protest Procedure

All protests must contain the following information: (1) Name of Protestor; (2) Statement of grounds for protest; and, (3) All supporting documentation. All protest documents shall be sent to:

Kootenai County Coroner's Office  
ATTN: Duke Johnson, MD  
350 E. Dalton Avenue  
Dalton Garden, ID 83815

The words "Protest / Open Immediately" must appear on the outside of the mailing envelope. Pre-award protests filed in conjunction with the schedule or RFP documents must be filed no later than one (1) day prior to the final submission date of proposals. Post-award protests must be filed within seven (7) after the award. Protests will be reviewed by the Kootenai County Coroner, who will make a written determination. This determination will be sent to all known proposers by certified mail within five (5) days of the receipt of the protest.

If the protester wishes to appeal the determination of the Kootenai County Coroner, an appeal must be filed in writing to the Kootenai County Board of Commissioners, at the address listed above, within five (5) days of the determination. The words "Protest / Open Immediately" must appear on the outside of the mailing envelope. The Board of County Commissioners will make a decision on the appeal at its next regularly scheduled meeting (subject to notice requirements) following receipt of the appeal. The decision of the Board of County Commissioners is final.

## PROPOSAL FORMAT AND POINT SYSTEM

Proposers shall organize Proposals into the following Sections:

Professional Qualifications  
Past Involvement with Similar Services  
Proposed Work Plan  
Cost Breakdown  
Authorized Negotiator

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

- I. Professional Qualifications – 20 points
  - a. State the full name and address of the Proposer and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, any work hereunder. Indicate whether Proposer operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Idaho.
  - b. State the full name and address of any subcontractors who will perform, or assist in performing, the work hereunder.
  - c. Provide the curriculum vitae of each individual who will perform any services hereunder, and please detail the qualifications of said individual.
  - d. Provide proof of an active license to practice medicine in the State of Idaho and board-certification in forensic pathology for each individual who will perform any services hereunder.
- II. Past involvement with Similar Services – 20 points
  - a. The written proposal must include a list of specific experience in provision of medical examiner and forensic pathology services.
  - b. A complete list of client references must be provided for similar services completed. It shall include the name, address, telephone number, identification of services rendered, and contact person.
- III. Proposed Work Plan – 40 points
  - a. Provide a detailed and comprehensive description of how the proposer intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the services will be managed and scheduled; how and when records will be delivered to the Kootenai County Coroner; communication and coordination; the working relationship between the proposer and the Kootenai County Coroner's Office staff, and the Proposer's general philosophy in regards to providing the requested services.

Proposers will be evaluated on the clarity, thoroughness, and content of the responses to the above items.

- IV. Cost Breakdown - 20 points
  - a. The Kootenai County Coroner seeks a per-autopsy cost. Provide a fee schedule with cost breakdown including hourly rates, overhead factors, and any other relevant details. Proposers shall be capable of justifying the details of the fee relative to personnel costs and time, materials, and overhead including how the overhead rate is derived.

V. Authorized Negotiator

- a. Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with Kootenai County.

PROPOSAL EVALUATION

The selection committee will evaluate each proposal by the above-described criteria and point system. Kootenai County reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. The committee may contact references to verify material submitted by the consultants and may interview some, all, or none of the proposers. Information and/or factors gathered during negotiations and any reference checks, in addition to the evaluation criteria stated in this RFP, and any other information or factors deemed relevant by the County, shall be used in making the final award.

Kootenai County will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion thereof, or revised. Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

The County reserves the right to conduct discussions with Proposers for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and compliance with solicitation requirements.

After the Notice of Award is sent, negotiations may be conducted with the awarded proposer(s). Negotiations shall not constitute a Contract award nor shall it confer any property rights to the successful Contractor. In the event the negotiations are not progressing, the County may terminate negotiations at any time and may enter into negotiations with the next most qualified proposer. A sample draft of the Professional Services Agreement is attached hereto.

Proposals will be evaluated, selected and awarded in accordance with the criteria and procedures described herein. The approach and procedures are those that are applicable to a competitive negotiated procurement whereby proposals are evaluated to determine which proposals are within a competitive range. Discussions may then be carried out with proposers within the competitive range, after which Best and Final Offers (BAFOs) may be requested. However, Kootenai County may select a proposal for award without any discussions or negotiations or request for any BAFOs. Subject to Kootenai County's right to reject any or all proposals, the Proposer will be selected whose proposal is found to be most advantageous to Kootenai County.

## Exhibit "B"

Ref: Request for Proposals (RFP), Medical Examiner and Forensic Pathology Services for Kootenai County, Idaho

Submitted by Sean P. Ricciardo, MD, FRCPA

### SUMMARY

As a highly trained pathologist (board certified in anatomic, forensic, and pediatric pathology) with wide experience across coroner, medical examiner, and sheriff-coroner systems I believe I am the ideal solution to the current needs of the Kootenai County Coroner's Office. In my work I place an emphasis on strong communication and teamwork, clinical excellence, and organization to deliver high quality work in a timely manner.

#### I. Professional qualifications:

##### A. Proper identity and structure:

- a. Proposer: Dr. Sean Patrick Ricciardo
- b. Business status: Solo forensic pathologist operating as independent contractor / individual sole proprietor
- c. Address: 4710 E Tamarisk Ln, Spokane WA, 99223

##### B. Subcontractors:

- a. Dr. Ricciardo does not utilize subcontractors for primary forensic pathology examination services – all examinations are personally performed by Dr. Ricciardo
- b. County-provided support services will include county autopsy assistant(s), county-contracted toxicology, histology, and other ancillary laboratories, and county IT systems and MDI Log management

##### C. Education & credentials:

- a. Medical degree: MBBS (MD equivalent), University of Western Australia, 2002
- b. Pathology training:
  - i. Anatomic pathology residency in Melbourne and Perth, Australia (2007, 2013-2017)
  - ii. Anatomic pathology residency at University of New Mexico (2017-2019) and University of Texas Southwestern (2020-2021)
  - iii. Pediatric pathology fellowship at University of Texas Southwestern (2019-2020)
  - iv. Forensic pathology fellowship at Dallas County Medical Examiner (2021-2022)

- c. Board certifications:
  - i. American Board of Pathology (ABP) – forensic pathology (since 9/24/22)
  - ii. American Board of Pathology (ABP) – pediatric pathology (since 9/25/21)
  - iii. American Board of Pathology (ABP) – anatomic pathology (since 05/25/21)
  - iv. Royal College of Pathologists of Australasia (RCPA) – anatomic pathology (since 4/15/17)
- d. Professional affiliations:
  - i. National Association of Medical Examiners (NAME)
  - ii. International Academy of Coroners and Pathologists (IACME)
  - iii. United States and Canadian Academy of Pathology (USCAP)
  - iv. College of American Pathologists (CAP)
  - v. Royal College of Pathologists of Australasia (RCPA)
  - vi. Society for Pediatric Pathology (SPP)
  - vii. Pulmonary Pathology Society (PPS)
- e. Continuing medical education:
  - i. Dr. Ricciardo has maintained levels of continuing medical education that well exceed requirements by professional organizations and licensing bodies throughout his career – including consistent attendance at events such as the NAME Annual Meeting

D. Proof of licensure & board certification in forensic pathology:

- a. See attached

II. Past involvement with similar services:

A. Summary:

- a. Total forensic pathology professional experience: 4+ years
- b. Total autopsies performed: >1,500
- c. Geographic diversity: Multiple jurisdictions (Washington, Idaho, California, Texas, Iowa)
- d. Case complexity: Full range of typical forensic pathology practice
- e. Expert witness testimony and consultation: Wide range of criminal and civil cases

B. Specific relevant experience:

- 1. Forensic Pathologist/Deputy Medical Examiner at Spokane County Medical Examiner, August 2022 – current
  - a. Location: Spokane County Medical Examiner, 102 S Spokane St, Spokane, WA 99202
  - b. Telephone: 509-477-2296
  - c. Contact persons: Dr. Veena Singh (Chief Medical Examiner), Johnathan Waldrop (Operations Manager)

2. Locum Forensic Pathologist (through Forensic Pathology Services, FPS) at Benton County Coroner, January 2024 – May 2025
  - a. Location: Benton County Coroner, 7110 Okanogan Pl, Kennewick, WA 99336
  - b. Telephone: 509-736-2720
  - c. Contact persons: William Leach (Benton County Coroner); neighboring coroners who referred cases to the Benton County facility – Curtis McGary (Franklin County, 509-546-5885), Richard Greenwood (Walla Walla County, 509-524-2845), Tanner Bateman (Douglas County, 509-888-1571)
3. Locum Forensic Pathologist (through FPS) at Coroner’s Division of Contra Costa Sheriff, November 2025 – current
  - a. Location: Coroner’s Division of Contra Costa Sheriff, 1960 Muir Rd, Martinez, CA 94553
  - b. Telephone: 925-313-2850
  - c. Contact person: Sgt. Andrew Burns
4. Locum Forensic Pathologist (through FPS) at Whatcom County Medical Examiner, January 2026 – current
  - a. Location: Whatcom County Medical Examiner, 1500 N State St, Bellingham, WA 98225
  - b. Telephone: 360-738-4557
  - c. Contact person: Louise Pratt (Operations Manager)
5. Locum Forensic Pathologist (through FPS) at Iowa Office of the State Medical Examiner, November 2023
  - a. Location: Iowa Office of the State Medical Examiner, 2250 S Ankeny Blvd, Ankeny, IA 50023
  - b. Telephone: 515-725-1400
  - c. Contact person: Dr. Dennis Klein (Chief Medical Examiner)
6. Forensic Pathology Fellow at Dallas County Medical Examiner, July 2021 – June 2022
  - a. Location: Dallas County Medical Examiner, 2355 N Stemmons Fwy, Dallas, TX 75207
  - b. Telephone: 214-920-5900
  - c. Contact person: Dr. Jessica Dwyer (Chief Medical Examiner)

C. References:

- a. Dr. Jessica Dwyer, Chief Medical Examiner for Dallas County
  - i. Contact: 214-920-5900, [jessica.dwyer@dallascounty.org](mailto:jessica.dwyer@dallascounty.org)
- b. Dr. Sally Aiken, forensic pathologist
  - i. Contact: 509-939-1543, [salspring56@gmail.com](mailto:salspring56@gmail.com)
- c. William Leach, Coroner for Benton County
  - i. Contact: 509-736-2720, [william.leach@co.benton.wa.us](mailto:william.leach@co.benton.wa.us)
- d. Curtis McGary, Coroner for Franklin County
  - i. Contact: 509-546-5885, [cmcgary@franklincountywa.gov](mailto:cmcgary@franklincountywa.gov)

### III. Proposed work plan:

#### 1. Communication and scheduling:

- The Coroner (taken to mean the Kootenai County Coroner or his deputies and/or other staff) will communicate with Dr. Ricciardo by phone, email, or in person regarding cases for referral to the Pathologist for examination (full autopsy, limited autopsy, or external examination) or records review. Dr. Ricciardo will respond to such communication within 8 hours. Response will be within 1 hour for urgent matters, subject to compatibility with Dr. Ricciardo's pre-existing work obligations.
- A mutually suitable time for examination will be established between Dr. Ricciardo and the Coroner. Such timing will occur outside of Dr. Ricciardo's work hours in his role with the Spokane County Medical Examiner, therefore typically occurring on weekends, in the evening from Monday to Friday, or on days when Dr. Ricciardo is on leave from work obligations in Spokane.
- Examinations performed by Dr. Ricciardo will take place within 96 hours of referral, with more urgent cases being accommodated within 24-48 hours.

#### 2. Examinations:

- Examinations will take place at a facility and with equipment and assistance of a trained autopsy assistant to be provided by the Coroner.
- Examinations will be conducted by Dr. Ricciardo according to standards promulgated by relevant professional bodies, routinely including elements such as forensic photography and sampling of tissues and body fluids and collection of evidence, where appropriate. Digital photographs and, if collected, sampled tissues/body fluids and evidence will be delivered to the Coroner at the completion of the autopsy.
- The Coroner will be responsible for submitting material for ancillary studies (including toxicology, histology, microbiology, and other laboratory testing) and for the payment of these studies. The Coroner will be responsible for payment of any referrals for consultation, if required.

#### 3. Reports and follow-up:

- All case records will be uploaded to MDI Log, in compliance with the RFP. Specifically, following completion of examination reports, Dr. Ricciardo will deliver them to the Coroner by uploading them to MDI Log. This will occur on a timeline in keeping with recommended turn-around-times per relevant professional bodies, such that >90% of reports are complete within 60 days.
- When requested by the Coroner, Dr. Ricciardo will communicate to the Coroner preliminary case findings and opinions by the business day following the autopsy (typically within 24 hours), consistent with RFP requirements.
- When requested by the Coroner, Dr. Ricciardo will be able to make himself available to communicate with other individuals who are legally or ethically entitled relevant

information, which may include family members of decedents, law enforcement officers, attorneys, or funeral homes.

- Expert testimony requested by the prosecuting attorney will be billed at a pre-determined hourly rate (see Cost Breakdown) with a pre-set annual maximum, in accordance with the RFP.

4. Coverage when Dr. Ricciardo is unavailable:

- Dr. Ricciardo may occasionally be unavailable to undertake examinations, for example, if he is out of country, or if the case is referred to the Coroner by a county with an active contract with the Spokane County Medical Examiner.
- The Coroner will make alternate arrangements for forensic pathology service coverage if Dr. Ricciardo is unavailable. This will either take place through referral to an alternate coroner or medical examiner facility, or via engagement with a locum agency or contract pathologist.

5. In summary:

- Dr. Ricciardo will communicate effectively and respectfully with all Kootenai County Coroner's Office staff, undertaking his work thoroughly, diligently, and with the passion and respect that characterizes his professional endeavors as a physician, pathologist, and medical examiner.
- Please note that this is an independent contractor engagement compatible with Dr. Ricciardo's existing employment obligations.

IV. Cost breakdown:

a. Services and fee per case:

- i. Full autopsy (includes review of case history/medical records, complete external/internal exam, photography, specimen +/- evidence collection, toxicology +/- histology interpretation, and report): \$2,200
- ii. Limited/partial autopsy (includes review of case history/medical records, external exam, targeted internal organ system exam, photography, specimen +/- evidence collection, toxicology +/- histology interpretation, and report): \$1,300
- iii. External examination (includes review of case history/medical records, complete external exam, photography, specimen +/- evidence collection, toxicology interpretation, and report): \$900
- iv. Records review (includes review of case history/medical records +/- interpretation of toxicology): \$500
- v. Expert witness services: document/case material review, report writing, phone/virtual/in-person meetings \$600/hour; deposition/testimony/courthouse waiting \$750/hour; travel time \$500/hour; GSA mileage rate if >50 miles away.

Testimony fees shall not exceed \$6,000 per case per year without written authorization from the prosecuting attorney.

b. Cost justification & overhead analysis:

- Compensation includes elements such as forensic pathology expertise, professional judgment, case determination, and legal liability.
- Fee rates are very competitive relative to comparable regional and national levels for contract pathologists and locum agencies, especially in view of the responsiveness that will be possible with this arrangement.
- Overheads include medical malpractice insurance, travel, administrative costs, and continuing medical education.

c. Note:

- The Coroner will be responsible for all costs related to the facility where examinations take place, including equipment and provision of a trained autopsy assistant.
- The Coroner will be responsible for costs related to ancillary studies (including toxicology, histology, microbiology, and other laboratory testing).

V. Authorized negotiator:

Dr. Sean Ricciardo, 509-263-4821, [seanricciardo@gmail.com](mailto:seanricciardo@gmail.com)

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'SR', is positioned below the text 'Thank you for your consideration,'.

Dr. Sean Ricciardo, MD, FRCPA

January 26, 2026

## **Curriculum Vitae – SEAN PATRICK RICCIARDO, MBBS (MD), FRCPA**

### **Personal Information:**

- Date of birth: 04/20/1978
- Place of birth: Perth, Australia
- Citizenship: United States, Australia
- Home address: 4710 E Tamarisk Ln, Spokane, WA 99223, USA
- Telephone: +1 509-263-4821 (cell)
- Email: [seanricciardo@gmail.com](mailto:seanricciardo@gmail.com)

### **Education and postgraduate training:**

- Medical school: MBBS (Bachelor of Medicine and Surgery, MD), University of Western Australia, Perth, Australia (completed 2002, awarded 2003)
- Australian residency: Anatomic Pathology, Royal College of Pathologists of Australasia (completed 2017)
- US residency: Anatomic Pathology, University of New Mexico (UNM, 2017 – 2019) and University of Texas Southwestern (UTSW, 2020 – 2021)
- US Fellowship: Pediatric Pathology, UTSW (2019 – 2020); Forensic Pathology, UTSW (2021 – 2022)
- Other: Graduate Diploma in International Relations, Curtin University of Technology, Perth Australia (2009)

### **Medical certifications and licensure:**

#### **United States –**

- Board certified in Anatomic Pathology, American Board of Pathology (since 5/25/21)
- Board certified in Pediatric Pathology, American Board of Pathology (since 9/25/21)
- Board certified in Forensic Pathology, American Board of Pathology (since 9/24/22)
- Current full physician licensure in –
  - Washington (since 6/14/21), Idaho (since 5/23/22), Texas (since 4/1/21), California (since 8/26/25)
- Education Commission for Foreign Medical Graduates certification (since 2017)

#### **Australia –**

- Fellow of the Royal College of Pathologists of Australasia (FRCPA) in Anatomic Pathology (since 4/15/17)
- National physician licensure (Australian Health Practitioner Regulation Agency, Specialist – Pathologist, since 2017; Generalist, 2003-2017)

### **Current Employment:**

- Medical Examiner (Forensic Pathologist), Spokane County Medical Examiner's Office, 102 S Spokane St, Spokane, WA 99202, USA (since 2022)
- Locum tenens and consultant forensic pathologist, including work in California, Washington, Idaho, and Iowa (since 2023)

### **Previous Employment:**

- Fellow, Forensic Pathology, UTSW and Dallas County Medical Examiner's Office, Dallas TX, USA, 2021 – 2022

- Resident, Anatomic Pathology, UTSW, Dallas TX, USA, 2020 – 2021
- Fellow, Pediatric Pathology, UTSW, Dallas TX, USA, 2019 – 2020
- Pathology Resident, UNM, Albuquerque NM, USA, 2017 – 2019 (including external rotation in Pulmonary Pathology, Mayo Clinic Scottsdale AZ, USA, 4/2019)
- Adjunct Lecturer, Monash University, Melbourne Australia, 2015 – 2016
  - Tutorial classes/lectures in pathology for medical students.
- Pathology Resident, Royal College of Pathologists of Australasia
  - PathWest Sir Charles Gairdner Hospital, Perth Australia, 2017, including final 2 months as board-certified junior attending pathologist; The Alfred Hospital, Melbourne Australia, 2015 – 2017; Monash Medical Centre, Melbourne Australia, 2013 – 2015
- General Practitioner (GP), Mullumbimby Medical Centre, Mullumbimby Australia, 2012 – 2013
  - Busy rural general practice, with regular additional coverage at local emergency departments (Murwillumbah and Mullumbimby District Hospitals)
- Medical Officer, various locations Queensland and New South Wales Australia, 2012
  - GP and GP/Visiting Medical Officer locums in rural and remote Australian locations (including indigenous health locums in Normanton and Yarrabah, QLD)
- Medical Officer (Counsellor – Medical), Australian High Commission, Port Moresby Papua New Guinea, 2010 - 2012
  - Diplomatic posting as a Department of Foreign Affairs and Trade employee running a primary care clinic for approximately 500 patients in a remote environment, as well as providing governmental medical advice.
- Sessional Academic, Curtin University of Technology, Perth Australia, 2010
  - Weekly structured tutorial classes for approximately 25 undergraduate students in the department of social sciences.
- Medical Officer, Emergency Department, Rockingham General Hospital, Perth Australia, 2007 – 2010
- Pathology Resident, Royal College of Pathologists of Australasia
  - PathWest Sir Charles Gairdner Hospital, Perth Australia, 2007 – 2008
- Senior House Medical Officer, Fremantle Hospital, Perth Australia, 2006 – 2007
  - Rotations included Respiratory Medicine, Renal Medicine, Haematology.
- Regimental Medical Officer, Australian Army
  - 1st Brigade, Darwin Australia, 2005 – 2006; 13th Brigade, Perth Australia, 2006 – 2007; Standby reserves, Perth Australia, 2007 – 2017
- Intern and House Medical Officer, Fremantle Hospital, Perth Australia, 2003 – 2005

#### **Other appointments:**

- Clinical Assistant Professor, Washington State University, 2022 – current
- Clinical Assistant Professor, University of Washington, 2022 – current

#### **Committee positions:**

- Child Fatality Review Board, Spokane Regional Health District, 2024 – current
- International Relations committee, National Association of Medical Examiners, 2024 – current
- Government Affairs committee, National Association of Medical Examiners, 2025 – current
- Bioterrorism and Infectious Disease committee, National Association of Medical Examiners, 2022 – 2024
- Education committee, Society for Pediatric Pathology, 2023 – current
- Perinatal committee, Society for Pediatric Pathology, 2019 – 2021

### **Professional Memberships:**

- National Association of Medical Examiners
- International Association of Coroners and Medical Examiners
- United States and Canadian Academy of Pathology
- College of American Pathologists
- Royal College of Pathologists of Australasia
- Society for Pediatric Pathology
- Pulmonary Pathology Society

### **Publications/platform presentations:**

#### *Papers*

- Johnston K, Pachnis P, Tasdogan A, Faubert B, Zacharias LG, Vu HS, Rodgers-Augustyniak L, Johnson A, Huang F, Ricciardo S, Zhao Z, Mathews TP, Watt T, Leavey P, DeBerardinis RJ. Isotope tracing reveals glycolysis and oxidative metabolism in childhood tumors of multiple histologies. *Med (N Y)* 2021;2:395-410.
- Ricciardo S, Hastings S. Fatal thyroid storm in the setting of untreated Graves' disease and use of the synthetic cannabinoid MDMB-4en-PINACA. *Am J Forensic Med Pathol* (accepted for publication 2023).

#### *Poster Presentations*

- Ricciardo, S et al. Primary renal myoepithelial carcinoma with EWSR1-KLF15 fusion: a third reported case
  - Poster presented at Society for Pediatric Pathology Fall 2020 meeting; Virtual (abstract published in *Pediatr Dev Pathol* 2020;23:546-581).
- Ricciardo, S & Kumar, B. Intravascular large B-cell lymphoma diagnosed at autopsy: a case report
  - Poster presented at Royal College of Pathologists of Australasia 2016 meeting; Melbourne, Australia (abstract published in *Pathology* 2016;48:s80).
- Ricciardo, S & Simpson, I. Dual diagnosis of gastrointestinal stromal tumor and papillary renal cell carcinoma by upper gastrointestinal endoscopic ultrasound-guided fine-needle aspiration biopsy: a case report
  - Poster presented at Royal College of Pathologists of Australasia 2016 meeting; Melbourne, Australia (abstract published in *Pathology* 2016;48:s80).
- Ricciardo, S., & Simpson, I. Hepatic myeloid sarcoma diagnosed at autopsy: a case report
  - Poster presented at Royal College of Pathologists of Australasia 2016 meeting; Melbourne, Australia (abstract published in *Pathology* 2016;48:s80)

#### *Oral Platform Presentations*

- Ricciardo, S. EUS-FNA in an elderly woman with multiple intra-abdominal masses.
  - Oral keynote presentation at 2016 Annual General Meeting of the Australian Society of Cytology (Victoria Branch); Melbourne, Australia.

### **Voluntary Work:**

- Coach at Spokane Youth Sports Association, U6-U10 soccer teams (2022-current)
- Coach at Spokane Legacy Soccer Academy, U10-U11 soccer teams (2025-current)
- Coach at Dallas Mercy Street Sports, U5-U7 soccer teams (2021-2022)
- Anatomic Pathology residency board preparation unknown cases/didactics, UTSW (2021)
- Medical student teaching, pathology curriculum, University of New Mexico (2018)
- Medical officer at humanitarian assistance clinics in Lae, Papua New Guinea (2010 – 11)
- Medical officer in charge on remote health patrol in Tapini, Papua New Guinea (2010)

- Tutoring for secondary school students (1995 – 2000)
- Coach at John XXIII College, Year 10 basketball team (1998 – 1999)
- Coach at Wembley Downs Junior Soccer Club (1996 – 1998)

**Languages:**

- English (fluent), Italian (fluent), Spanish (intermediate), Arabic (basic/conversational)



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## License

License Number

M-16673

Type

Physician and Surgeon License

Status

Active

Original Issue Date

23-May-2022

Expiration

30-Jun-2027

## Name

First Name

SEAN

Last Name

RICCIARDO

Suffix

DBA

## License Status History

Date	Status
01-Jul-2024	This account pre-dates DOPL's OASIS system. Click here to v
07-May-2024	Active

## Discipline

Action Date	Case Number	Action	Attachment
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There are no discipline.

## Relationships

Relationst	Relationst	Name	License	License Numt	License St	License E
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There are no relationships.

# The American Board of Pathology

*Herewith affirms that*

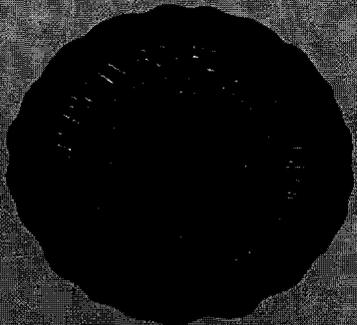
**Sean Patrick Ricciardo, M.D.**

*Has pursued an accepted course of graduate study and clinical work and has demonstrated proficiency to the satisfaction of the Board of Trustees.*

*Therefore, on this twenty-fifth day of May, 2021,*

**The American Board of Pathology**  
*grants this certificate and declares the above physician*  
*to be a Diplomate and certified in*  
**Pathology - Anatomic**

**Participation in the Continuing Certification Program is required to maintain certification.**



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*Barbara ...*

*My ...*

# The American Board of Pathology

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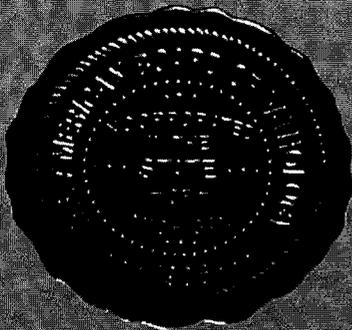
**Sean Patrick Ricciardo, M.D.**

*Has pursued an accepted course of graduate study and clinical work and has demonstrated proficiency to the satisfaction of the Board of Trustees.*

*Therefore, on this twenty-fourth day of September, 2022,*

**The American Board of Pathology**  
*grants this certificate and declares the above physician*  
*to be a Diplomate and certified in*  
**Pathology Forensic**

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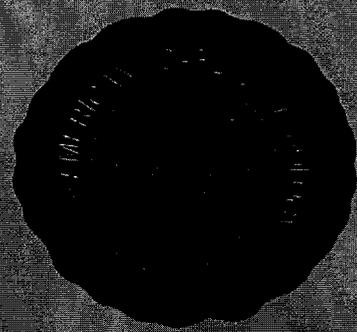
**Sean Patrick Ricciardo, M.D.**

*Has pursued an accepted course of graduate study and clinical work and has demonstrated proficiency to the satisfaction of the Board of Trustees.*

*Therefore, on this twenty-fifth day of September, 2021,*

**The American Board of Pathology**  
*grants this certificate and declares the above physician*  
*to be a Diplomate and certified in*  
**Pathology - Pediatric**

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