Solicitation Information
22 Feb 07

RFP# 7003265

TITLE: Drug & Alcohol Testing (C.D.L.) – MPA # 220

Submission Deadline: 16 May 07 @ 2:00 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 11 April 07 **at 12:00 Noon (ET)** . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases is soliciting proposals from qualified firms for the delivery of services as they relate to the USDOT Anti-Drug and Alcohol Program as outlined in its entirety from the Internet at http://www.dot.gov/ost/dapc/regulations.html , as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov

This solicitation will be used to generate a Master Price Agreement to encompass these services for a four year period, commencing on 1 Sept 07

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential Providers are advised to review carefully all sections of this Request, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, will be borne by the provider. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.

- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the provider's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

SECTION 2 - BACKGROUND AND PURPOSE

In compliance with Federal Regulations as amended and current as specified in the USDOT website, the State of Rhode Island is soliciting bids from prospective vendors for the delivery of services as they relate to the USDOT Anti-Drug and Alcohol Program.

Administrative Agency

The Department of Administration is the designated department in state government to administer the Alcohol and Drug testing program for employees of the State of Rhode Island; however, respective state departments affected by the use of this program shall be responsible for the management related to their department.

Methodology for Testing State Employees

The Anti-drug program will include all employees required to possess a Commercial Drivers License (CDL) in the Department of Transportation as well as other departments and agencies within the state system. The pool will consist of any individual, who at any given time may be may be required to drive a CDL-covered vehicle off-site. The pool will include regular drivers, alternate drivers, mechanics, supervisors (whose responsibility may include driving) and other related occupations. It is estimated that there are approximately 300 individuals in the state that will fall into the above mentioned categories.

Note: The State is unable to determine, at this time, the number of new hires, transfers and promotions projected during this Fiscal Year. Further, the State will be looking to the prospective vendors to give us projections with regard to rate of incidence for Post-accident testing, pre-employment testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

In order to fulfill the requirements of the USDOT Regulations on Drug and Alcohol, the Department of Administration, Division of Human Resources has determined that contracting with an outside source can enhance the department's ability of establishing a testing and screening process that is equitable to its employees.

In order to insure the integrity of the program, the provider must meet the minimum qualifications as stipulated in the "statement of qualifications" as identified below.

Statement of Qualifications

Offerors must present a profile of the firm or their entities to include:

- Name, business address (please include, phone number, fax number and all points of contact for this proposal).

  Information should also include: the legal status of the company, the length of time in business (include any previous names by which the company may have conducted business) and local office address and phone number(s), if different from main office.

- Company should provide information regarding their experience with alcohol and drug testing procedures and provide a list of companies or governments where they have developed and implemented similar programs.

- Vendors must provide a minimum of five (5) references including government, if appropriate, that the State may contact to verify the quality of work provided by the vendor.

  The State also reserves the right to contact any and all companies or governments that have contracted with the vendor for services rendered.

- The vendor should also provide information of any outstanding litigation that would threaten the viability of the vendor’s organization.

Vendors may be required to provide an on site briefing of their proposal to the Department of Administration and any group that the department may establish to evaluate the submitted proposal.

The primary objective of this program is to insure that all drivers within the state employment system are carrying out their respective job functions without endangering those they work with and those they serve; i.e., the general public. The goal is to provide our employees with a workplace environment which promotes health and safety.

In order to meet that objective, the State of Rhode Island endorses the USDOT Anti-drug and alcohol policy and regulations. The State will not tolerate the unauthorized use, abuse, possession or sale of controlled substances by its employees. Further, the State will not condone the use, abuse, possession or sale of alcohol when the employee is either performing his/her responsibilities or is "on-call" for said service.

SECTION 3 - SCOPE OF WORK

A vendor must submit a written proposal for the Substance Abuse and Alcohol testing program for employees who, due to their classification and/or job responsibilities, are required to posses a Commercial Drivers License. The award of the contract will be for four years, commencing on or about 1 March 03 . The vendor must be able to provide all services as required in the RFP or must attest that subcontractors are certified with qualifications and services to be subcontracted, which meet the specifications and mandates of the Anti-Drug regulations.

The services to be provided by the vendor should be broken down into the following categories and sub-parts):

- Specimen Collection Services (including site)
- Laboratory Services
- Medical Review Officer Services
- Record keeping and Data Collection

REQUIREMENTS:

Scope of Services

The vendor will have the ability to perform the following functions:

- Establish a minimum of four collection sites within the geographic boundaries of the State of Rhode Island that are capable of handling all required tests, including alcohol, when required.
- Establish the capability to handle testing during periods when facilities may not be open; e.g. nights, weekends, holidays, etc.
- Implement a collection process conforming to all applicable Federal and State requirements for urinalysis drug testing and applicable alcohol testing, including breathalyzer.
- Establish a "chain of custody" procedure that complies with Federal Regulations.
- Arrange for a courier service for pickup and transfer of said specimens from the collection site to the Federally approved laboratory.
- Contract with a Federal Department of Health and Human Services' NIDA (National Institute on Drug Abuse) certified laboratory for testing.
- Establish a procedure for random testing of employees on a monthly and/or quarterly basis. The number of alcohol and drug tests on an annual basis must meet, at least the minimum requirements of Federal Regulations.

    - Under Federal Regulations, a minimum of ten (10%) percent of employees in pool must be tested annually for alcohol abuse.

    - Under Federal Regulations, a minimum of fifty (50%) percent of employees in pool must be tested annually for drug abuse.

- Provide for a "chain of custody" in the collection and transfer of samples to the NIDA "certified" laboratory and necessary forms relating to same.

Random Selection for Testing

Alcohol Testing

- Random testing must be conducted just before, during, or just after a driver's performance of safety-sensitive duties.

- The driver is selected from a "pool" of drivers subject to a screening test.

- For alcohol testing, if a Breathalyzer result is positive, indicating an alcohol level of .02 or greater, a confirmation test must be administered fifteen (15) minutes after the initial test.

- The total number of random unannounced alcohol tests to be conducted each year must equal ten (10%) percent of all the safety sensitive drivers.

Drug Testing

- Random testing must be conducted just before, during, or just after a driver's performance of safety-sensitive duties.

- As required by Federal Regulations, the vendor will have the capability of providing "split samples". Rhode Island General Laws (RIGL) now requires that “the employer provides the employee, at the employer’s expense, the opportunity to have the sample tested or evaluated by an independent testing facility and so advise employee…”

- The driver is to be selected from a "pool" of drivers subject to testing.

- The total number of random unannounced drug tests to be conducted each year must equal fifty (50%) percent of all the safety sensitive drivers.

Blind Sample Requirements

The vendor must indicate how and what procedures will be used to develop and implement the "Blind Sample" requirements.

Testing Requirements

The vendor will be responsible for conducting the following six types of controlled substances and alcohol testing for employees operating a commercial motor vehicle:

- Pre-Employment drug testing

- Post-accident testing

- Random testing
- Reasonable suspicion testing
- Return to duty testing
- Follow up testing

In instances of "reasonable suspicion" the vendor must have the capability of providing on-site testing within one (1) hour of the request for testing. On-site testing for alcohol may be done at the scene of an accident. Drug testing may be done either at a suitable state facility or in the usual manner.

In instances of "post-accident" testing, the vendor must have the capability of performing the required test **within one (1) hour of the request for testing.**

Pre-employment

For the purposes of this contract, pre-employment drug testing will include new hires, transfers and promotions for any position requiring a Commercial Drivers License (CDL).

Statutory Authority

- Rules published in the Federal Register on February 15, 1994 codified at 49 CFR part 40 and 49 CFR part 382 et seq., as amended in 2001, or any applicable amendments during the life of this contract,
- 49 CFR Subpart B,
- 49 CFR Subpart C,
- Title 49 of the Code of Federal Regulations CFR Parts 391 "Qualifications of Drivers",
- 390.5 "Notification and Reporting of Accidents",
- Title 49 CFR Part 40 "Procedures for Transportation Workplace Drug and Alcohol Testing Programs", and
- any other Federal Regulation pertaining to "safety-sensitive drivers" requiring a Commercial Drivers License (CDL).

TASKS:

The services to be provided by the vendor are the following categories:

- Specimen Collection Services (including site)
- Laboratory Services
- Medical Review Officer Services
- Record keeping, Data Collection, and State Management reports

Collection Site

Each collection site must have personnel who are capable of performing a Breath Alcohol Concentration (BAC) and a National Highway Traffic Safety Administration (NHSTA) approved Evidential Breath Testing (EBT) device.

Each collection site must perform drug or alcohol testing within 60 minutes of the employee's arrival at the collection site, and:

- Have the capability to conduct at all collection sites monthly tests from the following categories:
    - Pre-employment,
    - Random,
    - Post-accident,
    - Reasonable suspicion,
    - Return to duty/
    - Follow-up (as recommended by Substance Abuse Professional (SAP)
    - Quality control, and
    - Conduct urinalysis drug tests for the following:
        - Marijuana (THC metabolite),
        - Cocaine,
        - Amphetamines,
        - Opiates (including heroin, and
        - Phencyclidine.

Laboratory Services

The vendor must provide the services of a National Institute on Drug Abuse certified laboratory that meets the qualifications of that agency and can perform the required drug testing.

- In identifying the laboratory, the vendor must provide a complete history of the firm. It must include information regarding the organization, the period of certification, references of state, organizations, or companies that they are presently providing this service to. Certifications of laboratory directors and a description of the laboratory's Quality Control program.

- Ensure that all testing including pre-employment, random, reasonable suspicion post accident, return to duty, follow-up and quality control testing and storage of specimens (primary and split) are in accordance with applicable federal and state laws, regulations and rules.

- Provide the Medical Review Officer, within twenty-four (24) to forty-eight (48) hours, negative results.

- Provide the Medical Review Officer, within forty-eight (48) to seventy-two (72) hours, positive results.

- Provide proper documentation and storage of test results and describe procedures to ensure protection to samples.

Medical Review Officer (MRO)

The Medical Review Officer (MRO) must be a licensed doctor of either medicine (MD) or osteopathy (DO). He or she must be knowledgeable in substance abuse disorders and able to interpret and evaluate positive drug and alcohol test results along with medical histories and other relevant biomedical information.

The vendor must provide written proof of the qualifications of the Medical Review Officer. That proof must include, but is not limited to, medical degree(s), licenses and certifications, and years of experience.

Note: To be consistent with Federal Regulations and to avoid a potential conflict of interest, the Medical Review Officer (MRO) cannot be an employee of the testing laboratory conducting the drug test. The MRO shall not enter into any relationship with an employer's laboratory that creates a conflict of interest or the appearance of a conflict of interest with their responsibilities to said employer. The MRO may not derive any financial benefit by having an employer use a particular laboratory.

- Provide or have the ability to provide documentation on personnel or contracted personnel ; i.e., subcontracting the services of a trained and certified Medical Review Officer (MRO).

- The MRO must have knowledge of substance abuse disorders with the appropriate medical training to interpret, evaluate, and make recommendations based on test results together with medical history and any other relevant biomedical information from the employee.

- Describe the procedures used to report negative test results to State, within twenty-four (24) hours of review by the MRO. Describe the procedures used to report confirmed positive test results to the State within twenty-four (24) hours of confirmation by the MRO.

- Information documenting the percentage of time the MRO maintains a medical practice apart from his/her responsibilities as an MRO must be submitted with this proposal.

- The MRO is responsible for contacting the employee to obtain additional medical information.

- The MRO shall be responsible for investigating information, reviewing same, and making a determination as to the positive or negative status of the substance use.

- Communicate test results by means of a secure fax to be furnished by the vendor. Secure fax may only require a secure and confidential location. The “Secure Fax” shall be code-capable to prevent unauthorized receipt or reading.

- Document all test results, medical history, and pertinent information to support the MRO's findings and recommendations.

- Provide physical examinations, if necessary.

Record Keeping, Data Collection, and State Management Reporting

The vendor shall provide the State with all required reports including, but not limited to, any reports mandated by Federal Regulations governing the Anti-drug program.

- Vendor would be required to setup a data base of all safety sensitive employees. The data base should include: name, social security number, employee identification number, classification, department, division or unit of employment and phone number.

- The vendor would be required to maintain all records, including confidential records, concerning the collection and test results for the appropriate time period as established in the Federal Regulations or should state law require a longer period for record retention, the latter shall be the standard operating procedure.

- Assure that all test results are forwarded, in a timely manner, directly to the Medical Review Officer for depository by the Rhode Island Department of Administration or, if deemed appropriate by the State, directly to the department for which the employee works.

- Provide the Department of Administration with a monthly summary of all test results conducted, the outcome of those results and any other pertinent data that is deemed appropriate by the State on a monthly basis. The vendor shall provide applicable departments with the same information, restrictive to departmental activities.

- The vendor must provide documentation on how tests will be conducted.

- The vendor must be able to provide on within forty-eight hours updates on any report required by either the State or Federal governments.

Response Time

- The vendor must be able to deliver, within a twenty-four (24) hour period, verification of results to the State.

- The vendor must provide or have the capability of providing twenty-four (24) hour coverage for all testing.

- In instances of "post-accident" testing, the vendor must have the capability of performing the required tests within one (1) hour of the request for testing.

Communications

In addition to providing written correspondence and reports required by the State to meet compliance of Federal Regulations and State requirements, the vendor must have the capability of providing:

- Telephonic reporting of all pre-employment results,

- Services of an 800 "toll free" number for assistance, and

- A secure fax machine to provide confidential information on employee's drug and alcohol test results.

All means of communications, the aforementioned or unspecified, must satisfy confidentiality requirements.

Confidentiality

To protect the individual, all records that are maintained by the vendor or its sub-contractors must be kept confidential. Any violation could result in the vendor being held liable by both the state and the individual, whose record was disclosed.

Deliverables

Identify and list all project/contract deliverables including, where appropriate:
- reports (including timing, presentation, content, and format)

- oral presentations
- computer programs, including source code(s)
- analyses, tests, examinations, interviews, surveys
- Training, as required by the state, for supervisors of CDL drivers to include at least 60 minutes of training on alcohol misuse and at least an additional 60 minutes of training on controlled substances use.

Contractor Responsibilities

- **Computer data/data collection support** - As indicated in the RFP, the vendor is responsible for collection, analysis and reporting results to the State in a manner prescribed by Federal Regulations.
- **Office space, office equipment, office support** - The vendor is responsible for the rental or leasing of office space, equipment, clerical and administrative support staff.
- **Travel** (as necessary to the conduct of the Scope of Work) - Travel is the responsibility of the vendor.
- **Indemnification, insurance** - As indicated in this RFP, the vendor and its subcontractors will provide appropriate documentation to support the indemnification of the State and its personnel, and insurance coverage with the submittal of the Proposal.
- **Supervision of subcontractors** – This is a responsibility of the vendor. The State will assume no responsibility.

Definitions

Alcohol The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's including methyl and isopropyl alcohol

Alcohol Use The consumption of any beverage, mixture, or preparation, including any medication containing alcohol

BAC Breath Alcohol Concentration

BAT The Breath Alcohol Technician certified to use an evidential Breath Testing Device

Blind Sample A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from employee specimens - the blind sample is either spiked with known quantities of specific drugs or is blank, containing no drugs

CDL Commercial Driver's License

Chain of Custody: Procedures to account for the integrity of each urine specimen by tracking its handling and storage from the point of specimen collection to the final disposition of the specimen - procedures require that an appropriate drug testing custody and control form be used from the time of collection to the final disposition of the specimen

Collection Site: Place where specimens are collected to be analyzed for substance abuse

Confirmation Test: For alcohol testing, it means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances, testing

means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy

DHHS US Department of Health and Human Services (The agency that now certifies laboratories qualified to do USDOT Drug Testing).

DOA+ Department of Administration as the designated department responsible for the administration of the Alcohol and Drug testing program for state employees and the managing agencies

DOT United States Department of Transportation
EAP Employee Assistance Program

EBT Evidential Breath Testing Device: A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Product's List of Evidential Breath Measurement Devices" (CPL)

Employee An individual, who is employed by the State of Rhode Island (either part time or full time) in any of its departments and/or agencies, and is subject to drug testing and alcohol testing

Employer The State of Rhode Island

MRO Medical Review Officer: A licensed physician (medical doctor or doctor of osteopathy, who is responsible for receiving laboratory results generated by an employer's drug testing program and, who has knowledge of substance abuse disorders and, who has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information

NIDA National Institute on Drug Abuse

Preemployment: New hires into the state system, promotions to positions that require a CDL, and transfers (including lateral transfers and demotions).

Provider/Vendor: The company and/or organization responsible for providing the services required by the State of Rhode in meeting the Federal requirements of the Federal Administration's Anti-Drug and Alcohol Program

RIDOT Rhode Island Department of Transportation

Screening Test: In alcohol testing, an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his/her system - in controlled substance testing, an immunoassay screen to eliminate "negative" urine specimens from further consideration

Split Samples: In performing a drug test using a urine specimen, the sample must be "split" into two equal portions - one portion is used for screening and confirmation testing and the second portion is used by the employee for secondary testing at another DHHS certified laboratory, if the original test results are positive

State The employer of any individual in classified, unclassified and non-classified service

Submittal of Proposal

In submitting the proposal to the Department of Administration, the vendor/provider must insure that it has met all the requirements as set forth in the RFP. In instances where the RFP neglected to include anything that may be in Federal Law or Federal Regulations, the vendor shall address said provisions in their proposal provided that such inclusion adds to the merits of evaluation of RFP. Further, if anything in this proposal is interpreted as being less stringent than mandated by the Federal government, then the Federal Regulations shall supersede the requirements of this RFP.

SECTION 4 - QUESTIONS & PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time indicated on page one of this solicitation **7 Jan 03 at 12:00 Noon (ET)** . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help Desk at 401 222-3766.

Responses **(an original plus five (5) copies)** should be mailed or hand-delivered in a sealed envelope marked **"RFP # 70032645: Drug & Alcohol Testing – CDL "** to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The 'official' time clock is located in the reception area of the Division of Purchases.

Proposals must include the following:

- An R.I.V.I.P.generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at http://www.purchasing.ri.gov
- A signed, sealed, and separate Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary forms, enclosed, and
- A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the workplace or approach proposed for this requirement.

The Technical Proposal must contain the following sections:

Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

Offeror's Organization and Staffing

This section will include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

Workplan/Approach Proposed

This section will describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. The description of approach will discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The workplan description will include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Previous Experience and Background

This section will include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,

- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and

- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, call Charles Newton, MBE OFFICER, at 401 574-8253 or visit the website www.mbe.ri.gov.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria:

Staff Qualifications	15 Points
Capability, capacity, and qualifications of the offeror	20 Points
Quality of Work Plan	15 Points
Suitability of Approach/Methodology	15 Points
Cost [calculated as (lowest responsive cost proposal ÷ this cost	35 Points

proposal) X 35 points]

Proposals must score a minimum of 45 out of 65 technical points to warrant further consideration. Proposals, not receiving the minimum score, will be dropped from further consideration and will not have the accompanying cost proposal opened or reviewed.

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, to award in whole or in part, and to act in its best interest.

Proposals, found to be technically or substantially non-responsive at any point in the evaluation process, will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, who will make the final selection for this requirement.

ADDITIONAL NOTES:

- The response times currently reflected in the RFP (i.e., twenty-four hours and forty-eight hours) reflect response from the date of receipt at the NIDA-certified laboratory. The collection facility shall be required to deliver samples to the laboratory within twenty-four hours of collection.

- Specific test reviews should be reflected as separate costs under “MRO fees”.

- The “800” line is intended to be used for scheduling, incident response, and questions by supervisors (as necessary) and is intended to be provided with 24-hour coverage.

- The “alcohol test cost” is intended to reflect the fully absorbed incidence of second testing. The State will pay on a per-referral basis (only).

COST PROPOSAL SUMMARY / Year 1

Offeror:_____

Specimen Collection & Drug Testing and related fees

The offeror must provide a "per test" fee and, as a State option, an "annual cost" in providing all tests, reporting and other related services as required by either Federal or State regulations (whichever is most stringent).

ACTION	UNIT COST	ANNUAL COST
• Drug Test (per test)	$_____	$_____
• Alcohol Test (per test)	$_____	$_____
• Collection Services (Including after hours testing and collection sites)	$_____	$_____
• Quality Control Tests	$_____	$_____
• Medical Review Officer (Including testing and other related responsibilities)	$_____	$_____
• Urinalysis Kits	$_____	$_____
• Breathalyzers	$_____	$_____
• Shipping & Postage	$_____	$_____
RANDOM DATABASE		
• Random database maintenance fee	$_____	$_____
• Periodic random selection fee	$_____	$_____
• Shipping & Postage	$_____	$_____
• Record Keeping & Reporting (Annual Fee)	**NA**	$_____
CONSULTATION FEES		
• Vendor (per hour)	$_____	$_____
• Medical Review Officer (per hour)	$_____	$_____
• Miscellaneous charges (Must be identified)	$_____	$_____
TOTAL BID PRICE	$_____	$_____

BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COST PROPOSAL SUMMARY / Year 2

Offeror: _____

Specimen Collection & Drug Testing and related fees

The offeror must provide a "per test" fee and, as a State option, an "annual cost" in providing all tests, reporting and other related services as required by either Federal or State regulations (whichever is most stringent).

ACTION	UNIT COST	ANNUAL COST
• Drug Test (per test)	$_____	$_____
• Alcohol Test (per test)	$_____	$_____
• Collection Services (Including after hours testing and collection sites)	$_____	$_____
• Quality Control Tests	$_____	$_____
• Medical Review Officer (Including testing and other related responsibilities)	$_____	$_____
• Urinalysis Kits	$_____	$_____
• Breathalyzers	$_____	$_____
• Shipping & Postage	$_____	$_____
RANDOM DATABASE		
• Random database maintenance fee	$_____	$_____
• Periodic random selection fee	$_____	$_____
• Shipping & Postage	$_____	$_____
• Record Keeping & Reporting (Annual Fee)	**NA**	$_____
CONSULTATION FEES		
• Vendor (per hour)	$_____	$_____
• Medical Review Officer (per hour)	$_____	$_____
• Miscellaneous charges (Must be identified)	$_____	$_____
TOTAL BID PRICE	$_____	$_____

BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COST PROPOSAL SUMMARY / Year 3

Offeror: _____

Specimen Collection & Drug Testing and related fees

The offeror must provide a "per test" fee and, as a State option, an "annual cost" in providing all tests, reporting and other related services as required by either Federal or State regulations (whichever is most stringent).

ACTION	UNIT COST	ANNUAL COST
• Drug Test (per test)	$_____	$_____
• Alcohol Test (per test)	$_____	$_____
• Collection Services (Including after hours testing and collection sites)	$_____	$_____
• Quality Control Tests	$_____	$_____
• Medical Review Officer (Including testing and other related responsibilities)	$_____	$_____
• Urinalysis Kits	$_____	$_____
• Breathalyzers	$_____	$_____
• Shipping & Postage	$_____	$_____
RANDOM DATABASE		
• Random database maintenance fee	$_____	$_____
• Periodic random selection fee	$_____	$_____
• Shipping & Postage	$_____	$_____
• Record Keeping & Reporting (Annual Fee)	**NA**	$_____
CONSULTATION FEES		
• Vendor (per hour)	$_____	$_____
• Medical Review Officer (per hour)	$_____	$_____
• Miscellaneous charges (Must be identified)	$_____	$_____
TOTAL BID PRICE	$_____	$_____

BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COST PROPOSAL SUMMARY / Year 4

Offeror: _____

Specimen Collection & Drug Testing and related fees

The offeror must provide a "per test" fee and, as a State option, an "annual cost" in providing all tests, reporting and other related services as required by either Federal or State regulations (whichever is most stringent).

ACTION	UNIT COST	ANNUAL COST
• Drug Test (per test)	$_____	$_____
• Alcohol Test (per test)	$_____	$_____
• Collection Services (Including after hours testing and collection sites)	$_____	$_____
• Quality Control Tests	$_____	$_____
• Medical Review Officer (Including testing and other related responsibilities)	$_____	$_____
• Urinalysis Kits	$_____	$_____
• Breathalyzers	$_____	$_____
• Shipping & Postage	$_____	$_____
RANDOM DATABASE		
• Random database maintenance fee	$_____	$_____
• Periodic random selection fee	$_____	$_____
• Shipping & Postage	$_____	$_____
• Record Keeping & Reporting (Annual Fee)	**NA**	$_____
CONSULTATION FEES		
• Vendor (per hour)	$_____	$_____
• Medical Review Officer (per hour)	$_____	$_____
• Miscellaneous charges (Must be identified)	$_____	$_____
TOTAL BID PRICE	$_____	$_____

BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____