



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 08-NOV-19
 BID NUMBER: 7599842
 TITLE: Background Check and Drug Testing for WP
 Students - CCRI
 BID CLOSING DATE AND TIME: 20-JAN-2020 10:00:00

BUYER: Nadeau, Jonathan
 PHONE #: 401-574-8133

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 CCRI CONTROLLER'S OFFICE
 ACCOUNTS PAYABLE
 400 EAST AVENUE
 WARWICK, RI 02886
 US

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 CCRI KNIGHT CAMPUS
 400 EAST AVE
 WARWICK, RI 02886-1807
 US

Requisition Number: 1628511

Note to Bidders: Questions concerning this solicitation may be e-mailed to the Division of Purchases at jonathan.nadeau@purchasing.ri.gov no later than January 6th, 2020 at 5pm. Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation (www.ridop.ri.gov). It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>All Potential Bidders are required to submit a Bidder Certification Form with updated contact info with their proposal. *****</p> <p>Potential Bidders should also register in Ocean State Procures (OSP) at www.ridop.ri.gov in order to be awarded a purchase order.</p> <p>Estimates are for approximately 100 students. Final number will be based on actual student participation. Unit Price to equal Price per Student. *****</p> <p>Standard Package for New Students to Include: Background Checks - Medical Document Manager & Review</p>	100.00	Each		
2	Drug Testing Package	100.00	Each		
3	Re-Check Package for Existing Students	100.00	Each		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

COMMUNITY COLLEGE OF RHODE ISLAND DRUG AND BACKGROUND CHECKS FOR WP
STUDENTS

Purchase Agreement would be for one year with four (4) one-year renewal options.

Scope of Work:

LINE 1:

Background check for Workforce Partnership students to include:

- a. National Criminal search for all counties and states
- b. Sex offender search. SST, Alias search.

Medical Document Manager & Review of the Following Vaccines:

- * Influenza
- * Varicella (Chicken Pox)
- * Measles, Mumps & Rubella (MMR)
- * Tetanus, Diphtheria & Pertussis (Tdap)
- * Hepatitis B
- * Purified Protein Derivative (PPD)
- *List of vaccines/tests must be customizable

Medical Document Manager & Review of the Following Clinical Requirement
Documentation:

- * Health Insurance
- * Professional License
- * HIPAA Certification
- * CPR Certification
- *List of clinical documentation requirements must be customizable

LINE 2:

Oral Fluid Drug Test for Workforce Partnership students to consist of testing for Marijuana, Cocaine, Amphetamines, Opiates, Barbiturates and Nicotine. Analysis must be signed off by a Medical review Officer (MRO). Testing location(s) to accommodate students in RI, CT, and MA.

DRUG TESTING PACKAGE INCLUDES PROVIDING SITE LOCATIONS AND ACTUAL LABORATORY
TEST COST (VENDOR REIMBURSES LAB COSTS):

Vendor Must:

- * Offer 5, 7, 9, or 10 Panel Urinalysis Drug Screen
- * Provide a network of certified lab collection sites nationwide (at least 10,000 collection sites)
- * Provide these lab locations to users at the time of order and provide instructions on the process
- * Post confidential drug test results to a secure website for review by administrators
- * Have a certified licensed medical professional review results and offer consultations with students.
- * Offer electronic chain of custody forms

LINE 3:

RE-CHECK PACKAGE FOR EXISTING STUDENTS INCLUDES:

- * Rhode Island Statewide Criminal Records Residency History National Record Indicator with Sex Offender Registry

Vendors are reminded of Addendum A to the General Conditions of Purchasing regarding insurance requirements, a copy of which can be found at <https://www.ridop.ri.gov/rules-regulations/>

Potential Bidders must be able to provide:

1. Login System with username and password to process application by sending the vendor an email with his/her name, date of birth, social security number, and address.
Applicant electronic sign off on background pursuant to FCRA laws.
2. Screening reporting system to track applicants' drug tests.
3. Results to be returned no later than 24-48 hours.
4. Vendor is responsible for maintaining the files for the duration of the purchase agreement.
5. CCRI college administrators should have the ability to see status of students for both background checks and drug tests.

6. Vendor should be able to provide requirements for time of implementation.
 7. Administrative Access for multiple Administrators with unique IDs and Passwords:
 - * View Student Records Individually
 - * View and Print Reports (Compliant, Non-Compliant, Incomplete, Rejected, Overdue, Approaching Next Action Date, Renewal Pending)
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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.