



Request for Quote

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

CREATION DATE : 16-JAN-20
 BID NUMBER: 7599842,2
 TITLE: Background Check and Drug Testing for WP
 Students - CCRI
 BID CLOSING DATE AND TIME: 28-JAN-2020 11:00:00

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

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

Amendment Description: Line Adjusting to Reflect Addendum.

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 - Oral Fluid Drug Test	100.00	Each		
3	Drug Testing Package - 5 Panel Urinalysis Drug Screen	100.00	Each		
4	Drug Testing Package - 7 Panel Urinalysis Drug Screen	100.00	Each		
5	Drug Testing Package - 9 Panel Urinalysis Drug Screen	100.00	Each		
6	Drug Testing Package - 10 Panel Urinalysis Drug Screen	100.00	Each		
7	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



State of Rhode Island
Department of Administration / Division of Purchases
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Tel: (401) 574-8100 Fax: (401) 574-8387 www.ridop.ri.gov

ADDENDUM # 2

DATE: 01/15/2020

Solicitation 7599842

Title: Background Check and Drug Testing for WP Students - CCRI

Submission Deadline: 01/28/2020 at 11:00 am

Per the issuance of ADDENDUM #2 the following are noted:

Line 2 'Drug Testing Package' has been amended to become lines 2 – 6 to allow for more accurate pricing of the package.

Questions Received & Answers:

1. How long will the WP students need to have their compliance/medical document account active? (ex: 1 semester, 1 calendar year, 2 calendar years, etc.)
 - a. Minimum 1 year though we anticipate that this number will increase as we develop more programming and relationships with employers.

2. Is the 100-student estimate per year or semester? If semester, which semesters.
 - a. Per semester (or 6 months: January – June or July – December)

3. Will the students or the school be paying for the services?
 - a. CCRI

4. Please elaborate on the meaning of “customizable” for the section of the RFP that states “List of vaccines/tests must be customizable” and “List of clinical documentation requirements must be customizable.”
 - a. We offer several programs, working with different employers, that would have different requirements. For example, not all employers or programs would require drug screening.

5. How often will students be drug tested and background checked (ex: annually)?
 - a. Varies per program. For example, the students could have their background check every 4 months while in our CNA Program.

6. Will there be a main contact person within the program (such as a program director or clinical coordinator) that we will be able to:
 - Initially establish the document criteria/requirements with ESS before implementation
 - Communicate with ESS on a regular basis after implementation
 - Approve exceptions to the standard document requirements for students
 - a. Yes, but this could vary per program.

7. For background checks, do you want alias (“AKA”) searches managed by ESS? This means that we would remove any searches that are deemed “frivolous”. OR would you like ALL AKA names that generate to be ran?
 - a. Managed by vendor

8. For background checks, do you want us to additionally run the Rhode Island statewide criminal search? The base package will include the national multijurisdictional search (nationwide criminal database) and we will verify any counties that populate a record from this search.
 - a. Yes

9. For background checks, do you want us to additionally run a national sex offender registry search? The base package will include the national

multijurisdictional search that does include sex offender offenses, but may not report as frequently as the national sex offender registry.

a. Yes

10. For the oral fluid drug screen, is this required to be performed at a lab (where the student will go to a lab to test), OR is this something that will be completed on-campus as part of a group onsite drug screen?

a. To be performed at a lab.

11. How many years of criminal history are you wanting searched? 7 or 10?

a. 10

12. Does the response need to be provided to State of Rhode Island and Providence Plantations via email or mail?

a. Email

13. Who is your current vendor?

a. CCRI's Division of Workforce Partnerships does not currently contract with a vendor to provide these services.

14. Do you have current pain points?

a. That we check and track health records manually; we require students to get and pay for background checks; and/or we have to partner with other entities who provide student screening for some of our workforce programs.

15. How are bids evaluated?

a. Vendor that is deemed lowest, responsive, responsible bidder will be awarded the purchase order.

16. Is the contract with the State of RI or with the Community College of RI?

a. Community College of RI

17. What drug panels are requested for each of the urinalysis tests?

a. Please itemize. Requirements could vary per program. The breakdown of screenings is unknown at this time.

18. Will you consider suggested services (i.e. state/county vs nationwide)?

- a. Yes, but please provide information pertinent to both.
19. For “SST, Alias search” - is there a maximum number of alias names to be included in the National Criminal Search/Sex Offender Search?
- a. No
20. Should the unit price include all additional fees (i.e. alias, court, etc.)?
- a. Yes, unit price should include all fees.
21. What does “vendor reimburses lab costs” mean?
- a. CCRI would not pay the lab providing any drug testing.
22. Are we to provide one unit price for the drug testing package despite there being 5, 7, 9, or 10 panel urinalysis drug screening and an oral fluid test? If so, can you please provide how the screenings will likely be divided – i.e. the 10 panel is expected to be 10% of total tests taken.
- a. Please itemize. Requirements could vary per program. The breakdown of screenings is unknown at this time. Line 2 has been amended to Lines 2-6.
23. Without commas shown in the bid, please clarify what services exactly are requested for the re-check aside from the RI statewide. Is the residency history an SSN trace, the national record indicator a nationwide search, and S.O. the sex offender search, all being 3 separate services?
- a. Yes, separate services.
24. What information is needed for the “delivery” and “terms of payment” fields on the cost sheet?
- a. Delivery will be at the discretion of the agency. Terms of payment for the State of Rhode Island are Net 30.
25. How long do you want the medical document manager and review of vaccines to be tracked?
- a. Minimum 1 year with the ability to export any data.
26. Will you be verifying immunization documents, or requesting the vendor to verify?
- a. Currently, the plan is for CCRI to verify immunization documents as we do now.

27. Do you want the cost if you're verifying compared to if the vendor verifies?
 - a. Just the cost of CCRI verifying.
28. How many screenings does the college currently run?
 - a. None
29. What is the projected # of screenings per month (or annually) expected to be run?
 - a. 200 annually; however, we anticipate that this number will increase as we develop more programming and relationships with employers.
30. Who is your current provider for background check and drug testing services for Workforce Partnership students? Please provide their current pricing, if possible.
 - a. CCRI's Division of Workforce Partnerships does not currently contract with a vendor to provide these services.
31. Are there any pain points with your current provider?
 - a. CCRI's Division of Workforce Partnerships does not currently contract with a vendor to provide these services.
32. Why are you evaluating new providers for background check and drug testing services for Workforce Partnership students?
 - a. CCRI's Division of Workforce Partnerships is seeking a to contract with a vendor to provide these services.
33. What is your estimated budget for this project?
 - a. A budget has not been developed.
34. What is your anticipated start date?
 - a. As soon as possible.
35. Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA, formerly NAPBS)?
 - a. No

36. Per our standard drug testing procedure, we only ship non-negative results to a medical review officer (MRO) for signoff. Is this acceptable?
- a. Yes

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Jonathan Nadeau
Buyer I