



Notice of Blanket Purchase Agreement

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

OCCUPATIONAL DRUG TESTING LLC
 340 HARVEY RD
 MANCHESTER, NH 03103
 United States

DRUG AND ALCOHOL TESTING (CDL) MPA #220

Award Number
3305499

Effective Period:
01-JAN-13 - 31-DEC-17

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	Date: 17-DEC-12 Buyer: G Walsh Shipping: Paid Terms: NET 30 Vendor # 39733	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

Department		Type of Requisition	Bid Number	Requisition Number
Line	Item	Item Description	Unit	Unit Price

		1/1/13 - 12/31/17 MASTER PRICE AGREEMENT #220 DRUG AND ALCOHOL TESTING (CDL) IN ACCORDANCE WITH THE PROVISIONS OF RFP #7449702 AND 6/4/12 PROPOSAL SUBMITTED BY OCCUPATIONAL DRUG TESTING LLC WHICH, IN CONFLICT, ARE SUBSERVIENT TO THE STATE'S GENERAL CONDITIONS OF PURCHASE.		
1		MPA-220 - 1/1/13-12/31/17 - DRUG TEST	Each	120
2		MPA-220 - 1/1/13-12/31/17 - ALCOHOL TEST	Each	44
3		MPA-220 - 1/1/13-12/31/17 - MEDICAL REVIEW OFFICER AGENCY CONTACT: DEBORAH McQUESTEN - (401) 222-2572 x 4516 SUPPLIER CONTACT: RYAN QUINTAL, PRESIDENT (OFFICE) 1-800-211-4469, EXT. 114 (CELL) 617-293-5937 (FAX) 603-218-6571 EMERGENCY TESTING: 800-967-3135	Hour	250

STATE PURCHASING AGENT

Lorraine A. Hynes

Lorraine A. Hynes

State of Rhode Island Response to
RFP #7449702 Drug & Alcohol
Testing (CDL) MPA #220



340 Harvey Road Manchester, NH 03103 1.800.211.4469
WWW.OCCUPATIONALDRUGTESTING.COM

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Executive Summary

Occupational Drug Testing has determined that the State of Rhode Island is seeking a vendor who can help implement a drug and alcohol testing program to provide all employees with a safe and healthy workplace. The program must ensure that all drivers within the State Employment System are able to carry out their job functions without endangering the public. The State has recognized that the use of clinics has caused unproductive time, wasted resources, and potential federal compliance issues.

Hiring a reliable drug and alcohol testing vendor with mobile collection capability will deter the unauthorized use of controlled substances, ensure compliance with Department of Transportation regulations, and save the State time and money. Other government agencies who have implemented mobile on-site drug and alcohol testing have seen significant reductions in drug and alcohol abuse among employees.

ODT will work closely with the State of Rhode Island to implement a customized drug and alcohol testing program that ensures DOT compliance and a safe work environment. We will accomplish that in four ways:

- First, ODT will use its fleet of 12 mobile testing units to provide the State with 24 hour specimen collection services.
- Second, ODT laboratory services will ensure compliance and accuracy, while meeting the State's need for prompt results.
- Third, ODT has two in house MRO's who will verify the accuracy of all test results, and notify the State of any safety concerns.
- Last, ODT will endorse and comply fully with all DOT record keeping and data collection standards, which will eliminate concerns about federal compliance.

We look forward to continuing our relationship with the State of Rhode Island. Our experienced personnel, along with our capability to provide mobile on-site services are two factors that set us apart from other providers. By adding these distinctive capabilities with Occupational Drug Testing, the State will achieve its goal of maintaining a safe and compliant workplace.

Statement of Qualifications

Contact Information

Occupational Drug Testing, LLC
340 Harvey Road Manchester, NH 03103

Phone: (603) 429-6000

Fax: (603) 429-6006

E-Mail: j.allen@occupationaldrugtesting.com

Contact Person: Ryan Quintal

Local Office:
11 South Angell Street, Unit 390
Providence, Rhode Island 02906

Phone: 401.427.0361

Fax: 401.429.6006

Project Team

Ryan Quintal, President

- Mr. Quintal joined the Occupational Drug Testing team in early 2011 as President. With over six years of experience in the laboratory testing industry, Ryan oversees all business operations and development. Prior to joining ODT, he was the Director of Occupational Drug Testing's sister company, Boston Paternity.

Jason Allen, General Manager

- Mr. Allen has been in the industry since 1996, beginning his career as an on-site service associate. He has now been with Occupational Drug Testing for over a decade. As the General Manager, Jason oversees day-to-day company operations, and is in charge of collector scheduling, account relationships, and client satisfaction.

Megan France, Scheduling Manager

- Mrs. France joined Occupational Drug Testing in 2007 as an on-site service associate. She is now the ODT Scheduling Manager. She schedules all mobile collections and supervises all of the on-site service associates. Her professional experience and knowledge of the collection process helps to ensure top-quality services.

Brianne Therrien, Program Administrator

- Ms. Therrien has been part of the Occupational Drug Testing team for over five years. She started as an on-site service associate, worked in scheduling, and also served as a Certified Medical Review Officer Assistant. As the Program Administrator, Brianne manages a range of DOT testing, client services and support. Her extensive experience makes her invaluable to all clients she works with. Ms. Therrien is highly regarded for her knowledge of DOT regulations.

Dr. Patrick Leong, MRO

- Dr. Leong has been Occupational Drug Testing's trusted Medical Review Officer for over twelve years. He is responsible for receiving and reviewing all of the State's laboratory results. Dr. Leong carefully evaluates medical explanations for certain drug tests. Please see Appendix B for his full résumé.

Kelly Farris, Medical Review Officer Assistant

- Mrs. Farris has been Occupational Drug Testing's Certified Medical Review Officer Assistant for the past year, and has become adept at ensuring rapid results reporting. Ms. Farris works very closely with ODT MRO's. Her attention to detail and problem solving abilities allow her to make sure her clients receive test results quickly and without issue.

Kassandra Melendez, Accounting Manager

- Mrs. Melendez joined the Occupational Drug Testing team over six years ago as the Accounting Manager. She oversees all company business involving accounts receivable.

Relevant Clients

Occupational Drug Testing is proud to have developed and implemented excellent drug-testing programs for the following clients:

- State of Vermont
 - Provided Services: On-Site Mobile Collections at over seventy (70) locations throughout Vermont, 24-Hour Post Accident Testing, Follow-Up Program Administration and FTA Policy Review
- Boston Fire Department
 - Provided Services: 24/7 Mobile On-Site Collections, Random Selection, Post-Accident, Reasonable Suspicion Testing and DOT Program Management
- First Student Boston
 - Provided Services: On-Site Mobile Collections at five locations throughout Boston, Substance Abuse Professional Evaluations, Post Accident Testing and Follow-Up Administration
- The Trust: Rhode Island
 - Provided Services: 100% Mobile On-Site Collections, DOT Program Management, Random Selection, Follow-Up Testing and Reasonable Suspicion Training

References

The Trust

- Brian Ahern: 401.438.6511 x516

Vermont DOT (VTRAN)

- Robert Gentle: 802.828.2585

Coca Cola Bottling Company of NNE

- Heather Hayden: 603.627.6135

Paul Revere Transportation

- Patricia Cargill: 617.884.8309

First Student Boston

- Nick Geannaris: 617.532.2500

General Information

Occupational Drug Testing:

- Is a Limited Liability Company
- Has been in business since 1994.
 - Originally PST, Incorporated, DBA Compliance Network of New England
- Please see local office information above.

Occupational Drug Testing, LLC does not have any outstanding litigation to report, and will therefore be able to efficiently provide services promoting workplace health and safety, with no interference.

Third Party Administration

As a local Third party Administrator (TPA), Occupational Drug Testing will save your staff members time and energy by managing your pools of eligible participants, overseeing pre-employment and random selections, follow-up programs, return to duty testing, post-accident testing, and providing a comprehensive list of reports. We understand that drug testing can be an overwhelming responsibility for an employer. ODT is an expert TPA, and allows you to focus your resources on other aspects of your business.

Performing random selections and ensuring that your agency's testing goals are met each year are two vital areas of drug testing programs. Trained staff equipped with state of the art software enables us to randomly select participants each quarter according to federal regulations. The 2012 required testing percentages are fifty percent (50%) for controlled substances and ten percent (10%) for alcohol, for all FMCSA employers. Occupational Drug Testing monitors these numbers throughout the calendar year and notifies the State if any changes need to be made.

The State will be provided with comprehensive packets after each random pull to certify testing numbers are in compliance, provide eligible participant lists and list all selected participants. Our Program Administrators will work diligently with The State and participating parties to ensure that testing is completed and percentages are met each quarter, as well as annually.

Occupational Drug Testing takes great pride in our ability to manage all aspects of testing programs, because the collectors, the MRO, and the TPA are managed in house. For this reason, we can offer the most efficient and customized services to our clients. From audits to arbitrations, we are available to assist the State of Rhode Island whenever and wherever needed.

Third Party Administration Notifications

We strongly believe that effective communication between the State and its drug testing vendor is critical to the success of the drug and alcohol testing program. After choosing ODT as its vendor, the State will be provided a dedicated program manager whose responsibilities are focused on maintaining a compliant testing program. Below is a list of standardized notifications that are used to ensure efficient and accurate communication between ODT and the State.

- Eligible Participant List
- Selected Participant List
- Certification Letter
- Notification Letter
- Incomplete Tests
- Follow-Up Testing

Please see Appendix A to view the full notifications regarding Third Party Administration.

Specimen Collection Services

Occupational Drug Testing will perform on-site mobile drug and/or alcohol collections for the State's regulated testing events. Occupational Drug Testing staff performs all collections according to 49 CFR Part 40 requirements.

Mobile On-site Services will include:

- Random
- Post-Accident / Incident
- Reasonable Suspicion
- Follow-up Testing
- Pre-Employment Screening

In most cases, the collector is the first contact that employees will have with the drug testing process. It is imperative that the collection be done with the utmost care, assuring the privacy and dignity of the employee while providing the proper sample collection.

Occupational Drug Testing assures a proper collection process through several steps, beginning with knowledge of applicable Federal and State drug testing rules and regulations and continued training on collection protocols. ODT Urine and BAT / Collectors have all been certified meeting the requirements found at www.dot.gov.

ODT continues to differentiate from other collection sites by teaching service associates the skills required to communicate effectively and de-escalate challenging situations.

Each Service Associate will arrive at the designated on-site testing location at least 10 minutes prior to the actual scheduled testing time. All collectors carry valid driver's licenses and company identification. The collector will have collection kits, regulated "chain of custody" forms (CCF) and Alcohol Testing Forms (ATF) at each on-site testing event (scheduled or emergency).

For alcohol testing, if a breathalyzer result is positive, indicating an alcohol level of .02 or greater, our staff will perform the required fifteen minute waiting period before performing a confirmation test.

Occupational Drug Testing has an established method for handling "chain of custody" procedures. All samples are securely packaged and shipped overnight to our contracted federally approved laboratory.

Emergency On-Site Testing

Emergency collections for "post-accident" and "for cause" testing can be the most difficult aspect of an employer's drug testing program. Often, the employer is faced with a high number of cancelled, rejected, or troubled specimens. Occupational Drug Testing has the most effective emergency response system in Rhode Island. Since 1994, procedures have been in place to handle 24-hour emergency calls throughout New England. The State will be provided with our staffed emergency 800 number for 24 hour assistance. Occupational Drug Testing will dispatch a certified collector to the State location within 15 minutes of receiving the call.

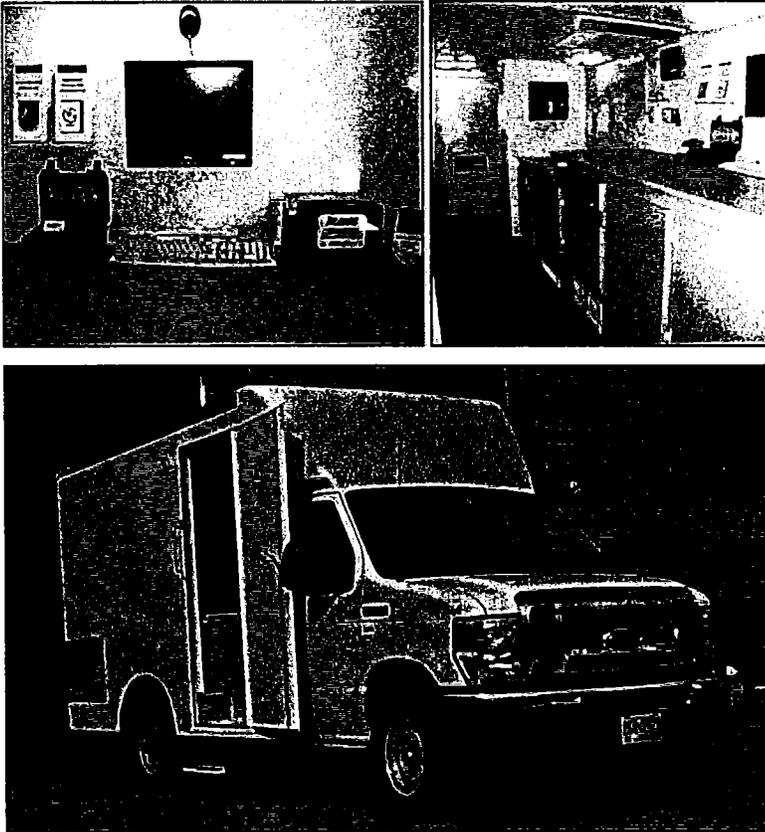
According to DOT guidelines, Post-accident tests must be performed as soon as possible. Controlled substances tests must be performed within 32 hours following the accident. Alcohol tests must be performed within 8 hours of the accident. **Occupational Drug Testing has the capability to respond on-site within one hour of a requested for an emergency test.** We guarantee our response for emergency testing will comply with all federal regulations.

Occupational Drug Testing's proven 24-hour service means no more waiting until the next day for a clinic to open. Your employees can be tested immediately following an accident.

Mobile Testing Units (MTU)

Fully equipped Mobile Testing Units will allow ODT collectors to meet the State employees, no matter the time or place. This can include parking lot, garage, hospital, highway or any designated area.

Below, the specifications of the ODT Mobile Testing Units are described. All MTU's meet or exceed all criteria of the State's RFP.



Mobile Testing Vehicle Specifications

Power Source: AC/DC, and Generator

HVAC: Electric Heat (Not Propane)
Roof top electric air conditioning unit

Restroom: Solid ceiling, locked storage cabinet, water in toilet (bluing ready), no sink in restroom area, Floor space equal or greater than 35"X50", and no windows.

Testing Area: Clean, medical like room, No windows in testing area, two (2) Breath alcohol testers, file box for CCF's and ATF's and seating for donors to sit (not in cab).

Outside Lettering and Decals:
All twelve (12) of our MTV's are completely unmarked.

Scheduled On-Site Testing

Occupational Drug Testing's office hours are Monday through Friday 8:30am to 5:00pm. All pre-scheduled testing events should be made during these hours. Occupational Drug Testing has setup an e-mail address (RIDOT@occupationaldrugtesting.com) for the State representatives to utilize when scheduling on-site testing events. State representatives may also contact the ODT Scheduling Manager during business hours to coordinate testing events.

Occupational Drug Testing will work with the on-site contacts to schedule testing just before, during, or just after a driver's performance of safety-sensitive duties. Collectors use mobile testing vehicles to locate donors at a job site anytime, anywhere in the State.

Clinic Collections

Occupational Drug Testing has an active account set-up at Armistice Urgent Care in Pawtucket, RI.

This site has highly trained collectors and breath alcohol technicians who are proficient and certified in the DOT regulations, breath alcohol testing and urine collections.

Services offered by Armistice Urgent Care include:

Pre-employment testing

Random testing

Post-accident testing

Reasonable Suspicion

Return to duty

Follow-up (SAP required)

ODT helps to monitor the collections by performing audits and quality control checks on all collections performed at Armistice Urgent Care. ODT will supply Armistice Urgent Care with proper custody and control forms for the RIDOT contract. These forms are preprinted and barcoded to conduct urinalysis drug tests for the following:

- Marijuana (THC metabolite)
- Cocaine
- Amphetamines, methamphetamine, MDMA, MDA and MDEA
- Opiates (heroin, 6AM and morphine)
- Phencyclidine (PCP)

Other collection sites in Rhode Island are available. Please contact ODT for information on additional or alternate collection sites.

Laboratory Services

Lab Services

Occupational Drug Testing will provide the services of MEDTOX, which is fully certified by SAMHSA, NIDA and the U.S. Department of Health and Human Services. As part of the certification renewal process, MEDTOX is routinely inspected by many certifying organizations. MEDTOX has been enrolled in the DHHS National Laboratory Certification Program since 1988, without interruption. MEDTOX is capable of providing Occupational Drug Testing's MRO with negative results within twenty-four (24) to forty-eight (48) hours, and positive results within forty-eight (48) to seventy-two (72) hours.

About MEDTOX

MEDTOX Scientific, Inc. is comprised of 2 divisions: MEDTOX Laboratories, Inc. (located in St Paul, MN) and MEDTOX Diagnostics, Inc. (located in Burlington, NC).

MEDTOX, the manufacturer of its own product lines of drug testing kits, is a fully certified forensic drug-testing laboratory that has been in business since 1984. MEDTOX was one of the first 10 laboratories in the nation to be certified by NIDA (now SAMHSA) in 1988. Currently, MEDTOX holds certifications from SAMHSA, College of American Pathologists, CLIA and the DEA. MEDTOX has never lost a legal challenge of our drug test results, and have grown to become one of the nation's largest single-site laboratory companies.

MEDTOX spends over \$2 million annually on Research & Development and an equivalent amount on laboratory system enhancements. MEDTOX provides bar codes for all specimens, courier bags, and specimen aliquots. All requisition forms are scanned into our data management system.

The components of the MEDTOX program are as follows:

- Three on-site inspections per year by members of the Research Triangle Institute's SAMHSA inspection teams. MEDTOX is classified in the "Large Laboratory" division of laboratories, which results in a higher level of scrutiny than most other DHHS-certified laboratories..
- Four proficiency testing regimens annually. This ongoing proficiency-testing program determines the analytical quality of the laboratory. MEDTOX has performed extremely well in all of these proficiency-testing challenges.

In addition, MEDTOX is a College of American Pathologist (CAP)-certified laboratory. The CAP certification program consists of the following:

- An on-site inspection every two years by a group of three CAP-appointed inspectors.
- CAP FUDC proficiency specimens every four months.

Finally, State inspectors visit MEDTOX as well:

- New York State Department of Health
- State of Florida, Agency for Health Care Administration

Listed below are the other States and federal certifications held by MEDTOX Laboratories:

California Methadone Drug Analysis Laboratory License
CAP, Forensic Urine Drug Testing #30392-02
CAP, Laboratory Accreditation Program #30392-01
CMS CLIA ID # 24D0665278

Commonwealth of Pennsylvania, Department of Health
Medicare Provider # 690000036
Minnesota Board of Pharmacy License
National Laboratory Certification Program (DHHS)
New York State, Department of Health
Ohio Department of Health, Blood Lead
Oklahoma, Department of Health
OSHA Blood Lead
Quality Management System ISO 13485
State of California, Department of Health Services, Cholinesterase Testing for Occupational Health Surveillance
State of California, Department of Health Services, Clinical Laboratory License
State of Florida, Agency for Health Care Administration, Clinical and Forensic Toxicology
State of Hawaii, Department of Health
State of Maine, Department of Health and Human Services
State of Maryland, Department of Health and Mental Hygiene
State of New Jersey, Department of Health & Senior Services, Clinical Laboratory License, Toxicology (Blood Lead)
State of Rhode Island and Providence Plantations Department of Health; Clinical; License Number LCO00387
State of Rhode Island and Providence Plantations Department of Health; Environmental Health; License Number LAO00315
State of Vermont, Department of Health
The American Industrial Hygiene Association, Environmental Lead
U.S. Drug Enforcement Administration License

MEDTOX Laboratories Staff

Dr. Jennifer A. Collins, PH.D., PHCERT-CC, HCLD

- Laboratory Director; Director, Forensic Laboratory
- Education: Doctorate (Physiology), Northwestern University in Chicago; B.S. (Zoology), University of Michigan; Certificate in Public Health, University of Minnesota
- Experience: Research and Laboratory Management at Children's Memorial Hospital, Bio-Analytical Technologies and MEDTOX Bio Analytical in Chicago
- MEDTOX History: Dr. Collins joined MEDTOX in 1991. She is the Laboratory Director and the Director of Forensic Toxicology as well as the designated Responsible Person under the National Laboratory Certification Program. Dr. Collins coordinates laboratory research and development efforts, oversees the workplace drug testing laboratory and provides technical oversight for the clinical and occupational toxicology laboratories.

Dr. Mark G. Catlin, M.D.

- Medical Director
- Education: Doctorate (Medicine), University of Minnesota; BA (Biology), Gustavus Adolphus
- Experience: Medical Director for Three Rivers Pathology in Minnesota. Board Certified in 1986, Anatomic and Clinical Pathology; in 1999, Cytopathology

- MEDTOX History: Dr. Catlin began working as a consultant for our clinical diagnostics laboratory in 2002. Dr. Catlin joined MEDTOX full-time as the Medical Director in August 2007. As Medical Director, Dr. Catlin oversees the daily operations of the clinical diagnostics and regional clinical laboratory.

Dr. Karla J. Walker, PHARM.D, DABCC, FACB

- Clinical Director
- Education: Doctorate (Pharmacy), University of Minnesota; BS (Pharmacy), University of Minnesota; BS (Medical Technology), Mankato State University
- Experience: Diplomat of the American Board of Clinical Chemistry, 1998; and a fellow of the National Academy of Clinical Biochemistry, 2000
- MEDTOX History: Dr. Walker began working at MEDTOX in 1985 as a Medical Technologist. She rejoined the MEDTOX staff in 1993 after completing a doctorate in pharmacy and 2-year research fellowship in pharmacokinetics at the University of Minnesota. Dr. Walker is active in the MEDTOX research mission and functions as a certifying scientist in the review, release, and interpretation of laboratory results.

Barbara S. Mayer, MT (ASCP)

- Director of Forensic Laboratory Operations
- Education: B.S with Honors in Medical Technology
- MEDTOX History: Barbara S. Mayer joined MEDTOX in 1987. She is the Director of Forensic Laboratory Operations responsible for the day to day operations of the forensic laboratory.

Mitchell Lebard, BS, MT

- Associate Director, Forensic Toxicology
- Education: BS Medical Technology, Biology/ Chemistry
- MEDTOX History: Mitchell LeBard joined MEDTOX in 1996. He is the Alternate Responsible Person under the MEDTOX DHHS forensic drug testing laboratory certification and has over 20 years of laboratory experience.

MEDTOX Quality Control

The Quality Management System is structured to ensure that MEDTOX Laboratories is in compliance with all applicable regulatory requirements and to facilitate the work of both internal and external auditors, regardless of the regulatory standard. The Quality Management System is structured to meet and address the requirements of the various laboratory regulatory agencies including:

- CLIA Laboratory Requirements: 42 CFR Part 493, Final Rule, January 24, 2003; Appendix C, Survey Procedures and Interpretive Guidelines
- College of American Pathologists Laboratory Accreditation Program, LAP & FUDT • SAMHSA Mandatory Guidelines for Federal Workplace Drug Testing Programs
- FDA Good Laboratory Practice Regulations: 21 CFR Part 58
- American Industrial Hygiene Association (AIHA) Environmental Lead Laboratory Accreditation Program (ELLAP)

- ISO/IEC 17025:2005, General requirements for the competence of testing and calibration laboratories
- Other applicable federal, state, and local laboratory requirements

MEDTOX Laboratories maintains a Quality System which satisfies the requirements for ensuring the accuracy, reliability and timeliness of the tests performed, and the effectiveness of MEDTOX Laboratories' ability to meet the customer needs according to applicable regulations and standards.

At MEDTOX Laboratories, management's philosophy of quality is based on quality as defined by the customer. MEDTOX uses data and a scientific approach to decision-making and involve employee teams to continuously improve quality. A planned and systematic approach to pursue opportunities to improve our laboratory services has moved us beyond Quality Assurance and is the basis of MEDTOX Laboratories' Quality Improvement Program. Quality Assessment is an integral aspect of the program involving corrective actions, review of their effectiveness, revision of policies and procedures as necessary to prevent recurrences, communication and documentation. The principles and tools of Lean Thinking, Value Stream Mapping and Six Sigma are applied routinely at MEDTOX Laboratories to identify improvement opportunities and to effectively implement those improvements. MEDTOX Laboratories considers Quality Improvement and Quality Assessment to be an ongoing process that encompasses all facets of the laboratory's testing and support functions. This includes general laboratory systems, pre-analytical, analytical and post-analytical processes and also extends to MEDTOX's interactions with customers.

MEDTOX Test Results

The results of each test performed by the laboratory are reported accurately, clearly, unambiguously and objectively, and in accordance with reporting requirements specific to the type of the testing performed and purpose of the test. The test report includes all pertinent information required to be reported with the test result and is certified and signed by an authorized certifying scientist, if applicable.

Analytical work is reviewed and verified prior to being certified for report to the State.

All data and associated QC/QA records are maintained for a minimum of 5 years after testing is completed.

The most recent results and data are stored on-site. Access to this data is restricted to directors, supervisors and record custodians. Off-site data storage is also maintained in a locked, limited-access area within a secondary MEDTOX facility.

MRO Services

ODT's Medical Review Officer

Dr. Patrick Leong, JD, DO, MROCC has been Occupational Drug Testing's trusted Medical Review Officer for twelve years. He is responsible for receiving and reviewing all laboratory results generated by ODT's drug testing program, and he carefully evaluates medical explanations for certain tests.

MRO Qualifications

Please see Dr. Leong's CV in Appendix B for his professional history and complete certifications list.

Reporting Procedures

Once a result has been received from the lab, a copy of the Chain of Custody is examined for any correctable flaws. The Chain of Custody is compared to the lab report to ensure it is a match. For all negative results, the paperwork is signed, dated and sent to the State. The State determines the result delivery method.

Result Delivery Methods:

- Secure Email via Zixcorp
 - Please reference Appendix C for information on the secure email service, ZixCorp.
- Secure Fax via eFax Corporate
 - All faxes are sent and received through a secure electronic faxing system.
- Secure Phone
 - Verbal results are available only after a pre-determined password is verified over the phone.

For all non-negative results, a worksheet is created and the result is sent directly to the MRO. The MRO contacts the participant directly to conduct an interview. Please see Appendix B for a sample worksheet. Per DOT regulations, three attempts will be made and documented by the MRO in a 24-hour period to reach the participant. The purpose of the verification process is to determine if there is a legitimate medical explanation for the substance to be present in the specimen. To confirm the medical explanation, documentation is required to be sent to the MRO. Once received, the MRO will review the document and determine the final result of the test. When the review is finalized, the worksheet is completed with all notes throughout the review process, and is kept with the result and all supporting documents. Verified positive results are reported to the State immediately via secure phone call, and also through the State's preferred delivery method. Verified negative results are reported via the State's preferred delivery method as well. In addition, the State will also be notified with any safety concerns brought up during the interview process.

If contact cannot be made with the participant, the Medical Review Officer will follow all DOT regulations to complete the verification process.

Physical Examinations

In the case that a sufficient sample cannot be provided during the collection process, the employer, after consulting with the MRO, will direct the participant and instruct them to be seen by a licensed physician, acceptable to the MRO, to be evaluated. Once the evaluation has been received, the MRO will finalize the result and send the recommendations to the State.

Documentation & Record Keeping

Computer Programs

Occupational Drug Testing is willing to provide any information on computer programs used, including source code(s) used to maintain the RIDOT program.

Record-Keeping Procedures

All documents including confidential records pertaining to controlled substance and alcohol testing programs will be maintained in a secure location with controlled access. ODT abides by the following record retention guidelines:

- A. Five -Year Retention Requirement: records of any employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of any employee verified positive controlled substance test results; documentation of refusals to take required alcohol or controlled substance tests; alcohol test equipment calibration documentation; and documentation of employee evaluations and referrals.
- B. Two-Year Retention Requirement: all records related to collection processes and training.
- C. One-Year Retention Requirement: records of negative alcohol test results; records of negative and canceled controlled substance test results.

Blind Specimens

Occupational Drug Testing sends an equivalent of one percent (up to a maximum of 50 per quarter) of drug test samples as blind specimens to the laboratory in accordance with 49 CFR Part 40.103. Approximately seventy-five percent are certified as “blank” specimens that contain no drugs and are not adulterated or substituted. Approximately fifteen percent are positive for one or more of the five drugs on a DOT panel at concentrations between one and a half and two times the initial drug test cutoff concentration. Approximately ten percent are adulterated with a substance cited in HHS guidance or substituted (40.93(b)).

We ensure that these samples are indistinguishable to the laboratory from normal specimens. Each blind specimen is sent to the laboratory via a collection site and is accompanied by a Chain of Custody Form with a fictional Social Security Number and initials on the specimen bottle labels/seals. Each Copy 2 of the CCF is marked as a blind specimen and all blind specimens include split specimens.

Conclusion

ODT understands the requirements of the State, and we are prepared to exceed all expectations. Our proven drug and alcohol testing expertise, along with our unique mobile testing units, will allow us to provide the State with outstanding services. We look forward to being your trusted provider for a healthy and safe workplace environment.

COST PROPOSAL SUMMARY / Year 1

Offeror: Occupational Drug Testing, LLC

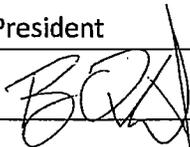
Specimen Collection & Drug Testing and related fees

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).

<u>ACTION</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
• Drug Test (per test)	\$ <u>120</u>	\$ <u>18,000 *</u>
• Alcohol Test (per test)	\$ <u>44</u>	\$ <u>1,320 **</u>
• Collection Services (Including after hours testing and collection sites)	\$ <u>0</u>	\$ <u>0</u>
• Quality Control Tests	\$ <u>0</u>	\$ <u>0</u>
• Medical Review Officer (Including testing and other related responsibilities)	\$ <u>0</u>	\$ <u>0</u>
• Urinalysis Kits	\$ <u>0</u>	\$ <u>0</u>
• Breathalyzers	\$ <u>0</u>	\$ <u>0</u>
• Shipping & Postage	\$ <u>0</u>	\$ <u>0</u>
RANDOM DATABASE		
• Random database maintenance fee	\$ <u>0</u>	\$ <u>0</u>
• Periodic random selection fee	\$ <u>0</u>	\$ <u>0</u>
• Shipping & Postage	\$ <u>0</u>	\$ <u>0</u>
• Record Keeping & Reporting (Annual Fee)	<u>NA</u>	\$ <u>0</u>
CONSULTATION FEES		
• Vendor (per hour)	\$ <u>0</u>	\$ <u>0</u>
• Medical Review Officer (per hour)	\$ <u>250</u>	\$ <u>1,250 †</u>
• Miscellaneous charges (Must be identified)	\$ <u>25: Training</u>	\$ <u>250 ††</u>
<u>TOTAL BID PRICE</u>	\$ <u>n/a</u>	\$ <u>n/a</u>

BY: Ryan Quintal

TITLE: President

SIGNATURE: 

DATE: May 31, 2012

* Based on 150 tests
 ** Based on 30 tests
 † Based on 5 hours
 †† Based on 10 training licenses

COST PROPOSAL SUMMARY / Year 2

Offeror: Occupational Drug Testing, LLC

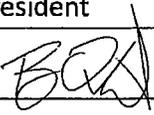
Specimen Collection & Drug Testing and related fees

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).

<u>ACTION</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
• Drug Test (per test)	\$ 120	\$ 18,000 *
• Alcohol Test (per test)	\$ 44	\$ 1,320 **
• Collection Services (Including after hours testing and collection sites)	\$ 0	\$ 0
• Quality Control Tests	\$ 0	\$ 0
• Medical Review Officer (Including testing and other related responsibilities)	\$ 0	\$ 0
• Urinalysis Kits	\$ 0	\$ 0
• Breathalyzers	\$ 0	\$ 0
• Shipping & Postage	\$ 0	\$ 0
RANDOM DATABASE		
• Random database maintenance fee	\$ 0	\$ 0
• Periodic random selection fee	\$ 0	\$ 0
• Shipping & Postage	\$ 0	\$ 0
• Record Keeping & Reporting (Annual Fee)	<u>NA</u>	\$ 0
CONSULTATION FEES		
• Vendor (per hour)	\$ 0	\$ 0
• Medical Review Officer (per hour)	\$ 250	\$ 1,250 †
• Miscellaneous charges (Must be identified)	\$ 25: Training	\$ 250 ††
<u>TOTAL BID PRICE</u>	\$ n/a	\$ n/a

BY: Ryan Quintal

TITLE: President

SIGNATURE: 

DATE: May 31, 2012

* Based on 150 tests

** Based on 30 tests

† Based on 5 hours

†† Based on 10 training licenses

COST PROPOSAL SUMMARY / Year 3

Offeror: Occupational Drug Testing, LLC

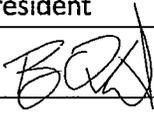
Specimen Collection & Drug Testing and related fees

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).

<u>ACTION</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
• Drug Test (per test)	\$ 120	\$ 18,000 *
• Alcohol Test (per test)	\$ 44	\$ 1,320 **
• Collection Services (Including after hours testing and collection sites)	\$ 0	\$ 0
• Quality Control Tests	\$ 0	\$ 0
• Medical Review Officer (Including testing and other related responsibilities)	\$ 0	\$ 0
• Urinalysis Kits	\$ 0	\$ 0
• Breathalyzers	\$ 0	\$ 0
• Shipping & Postage	\$ 0	\$ 0
RANDOM DATABASE		
• Random database maintenance fee	\$ 0	\$ 0
• Periodic random selection fee	\$ 0	\$ 0
• Shipping & Postage	\$ 0	\$ 0
• Record Keeping & Reporting (Annual Fee)	<u>NA</u>	\$ 0
CONSULTATION FEES		
• Vendor (per hour)	\$ 0	\$ 0
• Medical Review Officer (per hour)	\$ 250	\$ 1,250 †
• Miscellaneous charges (Must be identified)	\$ 25: Training	\$ 250 ††
<u>TOTAL BID PRICE</u>	\$ n/a	\$ n/a

BY: Ryan Quintal

TITLE: President

SIGNATURE: 

DATE: May 31, 2012

* Based on 150 tests

** Based on 30 tests

† Based on 5 hours

†† Based on 10 training licenses

COST PROPOSAL SUMMARY / Year 4

Offeror: Occupational Drug Testing, LLC

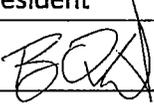
Specimen Collection & Drug Testing and related fees

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).

<u>ACTION</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
• Drug Test (per test)	\$ <u>120</u>	\$ <u>18,000 *</u>
• Alcohol Test (per test)	\$ <u>44</u>	\$ <u>1,320 **</u>
• Collection Services (Including after hours testing and collection sites)	\$ <u>0</u>	\$ <u>0</u>
• Quality Control Tests	\$ <u>0</u>	\$ <u>0</u>
• Medical Review Officer (Including testing and other related responsibilities)	\$ <u>0</u>	\$ <u>0</u>
• Urinalysis Kits	\$ <u>0</u>	\$ <u>0</u>
• Breathalyzers	\$ <u>0</u>	\$ <u>0</u>
• Shipping & Postage	\$ <u>0</u>	\$ <u>0</u>
RANDOM DATABASE		
• Random database maintenance fee	\$ <u>0</u>	\$ <u>0</u>
• Periodic random selection fee	\$ <u>0</u>	\$ <u>0</u>
• Shipping & Postage	\$ <u>0</u>	\$ <u>0</u>
• Record Keeping & Reporting (Annual Fee)	<u>NA</u>	\$ <u>0</u>
CONSULTATION FEES		
• Vendor (per hour)	\$ <u>0</u>	\$ <u>0</u>
• Medical Review Officer (per hour)	\$ <u>250</u>	\$ <u>1,250 †</u>
• Miscellaneous charges (Must be identified)	\$ <u>25: Training</u>	\$ <u>250 ††</u>
<u>TOTAL BID PRICE</u>	\$ <u>n/a</u>	\$ <u>n/a</u>

BY: Ryan Quintal

TITLE: President

SIGNATURE: 

DATE: May 31, 2012

* Based on 150 tests
 ** Based on 30 tests
 † Based on 5 hours
 †† Based on 10 training licenses