**B-16-06 – Human Resources Employee Drug Screening Services**

**QUESTIONS AND ANSWERS**

1.    Who is your current provider/TPA delivering your drug test results & LAB conducting the testing?

 American Medical Group

2.    What clinic(s) do you currently use for walk in drug/alcohol collections, and what are their hours & contact info?  Are there any facilities that can provide 24/7 services on a walk in basis that you currently use?

 American Medical and Industrial Health ; No.

3. On page 34, the RFP lists the drug testing panel requested.  Although this is fully possible for Non-DOT, is the County aware this is NOT the panel required for DOT?  I have attached the ONLY approved panel for DOT, for the County’s use.

 No, the county was not aware.

4.  On Appendix C, Cost Response Form, the County is asking for a TOTAL PROPOSED COST.  This may be difficult to provide, based on any additional “mobile” or “after hours” charges in cases like POST ACCIDENT / REASONABLE SUSPICION.  Or does the County expect a lump yearly sum, excluding such events, and based on the volume numbers provided on page 34?

 We understand that there are many variables to consider. If we exceed the amount approved on a yearly basis we will have to ask for additional monies.

5.  Are “onsite” Mobile collections being done at County sites, or at clinic sites but “after hours”?

 No, we have an after hour number to call and let you know that we are bringing someone in or meet us at the hospital. The safety officer coordinates this with the on call person.

6.  Will there be a need for any formal training of supervisors on recognizing the signs/symptoms of being under the influence?  Our firm offers this training as an ONLINE course that the supervisors can take around their own schedules, and not have to be in a classroom, pulled out of their busy day.  The value of this will help support any accusations against employees who challenge the County in court on whether the supervisor was properly trained to make the call to have the employee tested in the first place.  Just asking, in case you would like a price on this?

 N/A

7.  What are your current prices for the following services requested?

* DOT Drug Screen (inclusive of lab, MRO, and collection fees):

$55.00

* Non-DOT Drug Screen (inclusive of lab, MRO, and collection fees):

$45.00

* DOT Breath Alcohol Test:

$31.00

* Non-DOT Breath Alcohol Test:

$31.00

* On-Site Collections (any additional prices per visit, per hour, mileage, etc):

Included in Price

* Any On-Site AFTER HOURS additional fees:

$55.04 (Industrial Health)

* Any Administrative Fees / Annual Fees / Record Retention / Management Fees?

Included in Price

* Any fees to pull RANDOM SELECTIONS quarterly or monthly…or “per person” fee to be in a random pool?

Included in Price

* Split Specimen RETEST of a CONFIRMED POSITIVE specimen at alternate lab fee:

Included in Price

* Expert / Witness Testimony / In Court appearance fees:

The county has never had to require this service

Please base the yearly fee off of the approximate volumes listed in bullet point #5 listed on page 34.

8.  What is the preferred method of RESULT DELIVERY: fax, email attachment, or available 24/7 online with email notification when posted?  What is your current method?  What is your current turnaround time for negative results?

 Email and originals sent in the mail; email results and originals in the mail; 3 to 4 days

9.  Why is this RFP being solicited?  I recall this opportunity being available just a year ago, but with options to extend the current contract if the County desires.  Has there been an interruptions/failures in service?

 We did not select the only one that submitted last time.

10. What is the most ideal / “preferred” start date of this contract?

 End of April/beginning of May

11. I am assuming you are ok with references emailing you directly the questionnaires with feedback on our company & individual managing the account, separate from the formal proposals (for obvious reasons)?

 Yes. However, we will not contact the bidders letting them know we received the references. You are welcome to contact the procurement manager through email and ask how many and who have sent in references.

12. Page 17 says that quarterly drug screens will be 10% but it must be 12.5 drug and 2.5 alcohol each quarter to meet the regulation for DOT. I will be submitting a bid however I will be using the regulation requirement. I did notice that on page 34 there is a paragraph that says the same thing but then the paragraph right under says the correct amount of the annual total required and it is correct. Will this have a bearing on my proposal if I use the amounts above 10% per quarter to meet the regulation requirement? I know that if others only quote the 10% there will only be a slight cost difference but since that is 30% of the appraisal and I quote higher I’m afraid that may cause me to lose the bid.

 The County does DOT testing on the Road department only which consists of about 68 employees give or take, the rest of the county employees that get tested (we currently do not test admin) do not get DOT tested. This could be where the confusion is.

13. Page 18, the last 2 paragraphs quote that we must have a way to accept Workers Compensation.  If we will only do drug testing (since workers comp doesn't pay for the drug test) and do not provide any medical services do we just need to quote that in the statement of concurrence?  Also we do not have medical staffing since we are only a drug testing facility so do we need to just state that in the statement of concurrence?

 For clarification, accepting of Workers Compensation is a county policy only and does not necessarily apply to the bidders.

14. Page 20 asks for proof of financial stability.  Will a profit/loss report be ok for us to submit?  If not, what is required?

 Yes, a profit/loss report will be ok.

15. On page 34 the last 2 paragraphs outline approximately how many drug test are conducted per year.  If I use this data for an annual quote I may not be competing fairly with others because there is a price difference between DOT and NON tests.  Without splitting these up there is no way to give an accurate quote.  Also for the on-site testing there is no information as to how many techs will be needed to cover the locations on the same day and time and there is no information about mileage if a tech has to go to the Artesia Road barn.  This could effect how everyone bids causing a person who bids with all these equations to bid higher and lose out since cost is 30% of the proposal.  Is there a possibility that this could be broke out so the bidding is more fair?  If not, may we also submit a price sheet is included with page 36 as an additional sheet that will be considered?

 Again, the road department is the only department that we do DOT regulation testing on and the rest of the county employees who get tested do not get DOT regulation tested. Yes, please feel free to break out your costs but we will still need a yearly lump sum based on bullet point #5 listed on page 34.

16. On page 34, the requested drug panel has “alcohol” listed as a line item, and then a NOTE at the bottom that alcohol testing may be required upon request.  For the need of alcohol testing, is the County looking for pricing for alcohol testing SEPARATE from the drug panel (for example, via a breathalyzer), similar to how alcohol testing is required for DOT?   Or does the County (For its NON-DOT testing only) want to test for ethanol alcohol in the urine drug panel sample?   If in the sample, vendors will need to know how many of these tests you will do, versus drug tests that do not have the alcohol in it…. The alcohol test should be separate.

 The County is looking for a price for alcohol testing separate from the drug panal.