

RFP File 21-23 Questions and Answers

Who is the current provider? **See tab sheet**

Why are you evaluating new providers? **Contract Expired**

Are there any specific improvements you are seeking of your previous contract? **No**

What is the current pricing? **See tab sheet**

What are the current collection sites? **They come onsite for random testing. The current provider operates their own labs.**

Has there been any issues with them? **No**

"In submitting this bid, you are certifying that you are aware of the requirements imposed by T.C.A. §49-5-413(d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees..."
At who's expense? **Awarded vendor**

"Vendor's Hamilton County Business License Number" Do we need a license directly from the County? If so, can it be obtained upon award? Likewise, may registration with the state be upon award of contract if needed? **Follow the laws of the county, city, and State of Tennessee.**

"Six (6) supervisory training sessions, with unlimited participants, shall be conducted per year. Six (6) employee training sessions, with unlimited participants, shall be conducted per year." We need to know the number of participants as they are each furnished workbooks which have a cost. **Approximately 400**

"The collection site shall submit 'blind' samples to the lab on a regular basis as a quality assurance measure." This federal regulation was discontinued. Does Hamilton County Department of Education still require it under their own policy? **Yes**

"The bidder shall provide a listing of the office hours of proposed collection facilities and the telephone number utilized during non-scheduled hours by each facility." By "non-scheduled hours", do you mean an "emergency number" for "after-hours collection" or simply a number for walk-ins without an appointment to call? **Yes, an emergency number**

#13 "Confirmed positive results shall be reported to a Medical Review Officer and the Hamilton County Department of Education within twenty-four (24) hours." & "Confirmed positive results are to be specifically reported to the Human Resources Director for Classified Personnel within the stated forty-eight (48) hours." Is it 24 hours or 48 hours? **24-48 hours**

Transmittal Letter. "A statement certifying that the fees proposed by the bidder have been arrived at independently, without consultation, communication, or agreement as to any matter relating to such fees with any other bidder responding to this Request for Proposal (Non-Collusion Affidavit)." Can you clarify if you want a statement in the Transmittal saying such, or if you want the Non-Collusion Affidavit on pages 14-15 attached to the Transmittal Letter here? **Non-Collusion Affidavit can be attached to the Transmittal Letter.**

Transmittal Letter. "A statement certifying that the bidder will comply with all provisions of Tennessee Law." Can you clarify if you want a statement in the Transmittal saying such, or if you want the CERTIFICATE OF COMPLIANCE on page 12 and CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT on page 16 attached to the Transmittal Letter here? **Attach both to Transmittal Letter here.**

Technical Proposal. Would you like the cover (INVITATION TO BID), page 17 (PROPOSAL FORM), page 37 (ADDENDUM TO AGREEMENT), page 38 (Vendor Information Form) and page 39 (W-9) included here? **Yes** In any particular order? **No**

Cost Proposal. Please confirm that you want Page 19 here as well as any other additional services/cost options we provide? **Please fill out proposal as written and add additional pages of services or test that can be provided. Extra services is not a requirement of this bid.**

Who is your current TPA/provider(s) managing your drug testing program & SAMHSA LAB conducting the urine testing? **See tab sheet**

What local walk-in clinic(s) do you use for collections, and what are their addresses and hours? **The current vendor operates their own clinic. For hours please contact the award company.**

Are there any "after hours" testing needs, and if so, are these typically scheduled events performed onsite by a mobile collector, or unscheduled/emergency needs (ie. Post accident or reasonable suspicion)? If scheduled, how many employees are typically present for these collections? **No, they are not scheduled. One HCDE employee**

When will answers to these questions be provided and how will they be communicated to interested vendors? **As soon as they are available. Posted on our portal in vendor registry**

What are your current prices for the following services requested on the Proposal Form? **See tab sheet from prior bid**

DOT 5 panel Testing:

Breath Analysis Testing:

Non-DOT 10 panel testing "expanded opiate":

Supervisor Training Sessions:

Employee Training Sessions:

Is the County Dept of Ed. currently using the ELECTRONIC Chain of Custody technology? If not, is this something you would be interested in utilizing for this opportunity, to avoid the need for having to continually order paper forms and deal with all the issues that come with collector mistakes on paper? **Please fill out proposal as written and add additional pages of services or test that can be provided**

Why is this bid being solicited? Has all renewal option expired, or has there been an interruption with the service? **Contract expired**

Can you please specify what "10 drugs" you require in your Non-DOT drug test panel? **No. The test is expanded opiate test.**

Due to current CDC Guidelines for social distancing, can our firm present pricing for the Supervisor & Employee training sessions as "online" training courses that meet the criteria you are looking for? **Yes this is acceptable but when conditions improve in person training will be required.**

Due to stringent privacy requirements, our laptops have encryption requirements, making the use of USB drives much more difficult these days. Would you allow for a PDF version of the proposal be burned to a CD in lieu of a USB? **Yes this is acceptable as long as we have the ability to remove the documents from the cd.**

Where should our firm indicate any additional pricing not requested, that is associated with drug testing (if/when it ever occurs)? Example: #8 under Laboratory Services on page 23 – there is a fee for the toxicologist's time in case of a deposition. **Additional items can be put in Cost Proposal form. Please fill out proposal as written and add additional pages of services or test that can be provided**

Regarding #9 under Technical Specifications on page 21 of the bid, per your request in #1 to follow 49 CFR Part 40 collection protocols, there will be NO blind specimens submitted to the lab. This regulation has been REMOVED from the regulations several years back. **Any deviations from the requirements in the RFP will be noted in evaluations.**

Regarding #13 on page 24 around reporting confirmed Positives, if the County Dept of Ed. Requests for all procedures to comply to 49 CFR Part 40 (which is DEFENDABLE to the Supreme Court), then there is the potential of positives being reported AFTER the 48 hour window, due to non-contact from the donor to the MRO. I just want to make sure the County understands this, and thus makes the vendor NOT LIABLE for any missed work time if this occurs. This cannot be circumvented, as this is part of the MRO review process in the DOT regulations. **HCDE review this**