

## ADDENDUM # 1



**Reference:** D.O.T Physicals & Drug Screenings for Districts 1-7

**RFP Number:** 2018/2019-10

**This Addendum #1 is intended to address questions or clarify District requirements on the above referenced project. This and all Amendments (Addenda) should be acknowledged on page 2 of the Request for Proposals (RFP) or by the return of this form along with bid or proposal.**

**Question #1: Can we apply/respond to the Drug Screening portion of this bid only, and be exempt from physicals?**

Answer: No. We prefer to award to a company who provides both.

**Question #2: Can you tell us how many D.O.T. exams and how many Drug Screens/Breath Alcohol Test were done last year?**

Answer: We do not currently have record of the number of D.O.T. Physicals done last year but, a number of drivers for each district was provided to allow vendors to determine a fair and reasonable charge per test. Drug screens for District 7 were approximately 88. Alcohol test were approximately 21.

**Question #3: Can we bid just on the D.O.T. Exams and not the random onsite testing?**

Answer: No, cost should be provided for both exams and random onsite testing.

**Question #4: Who is your current vendor(s)/TPA delivering your drug test results & the SAMHSA LAB conducting the actual testing?**

Answer: Carolina Analysis/Quest Diagnostics

**Question #5: Page 13 under Minimum Service requirements, #1 states offerer must be located in Spartanburg County. But then on page 17 under “Minority Participation” it asks if subcontractor is a Minority business.... can you confirm whether or not subcontracting can be done, and if not, can you provide the reason why the School District does not allow subcontracting? Our firm utilizes a network of local clinics located in your County, who perform the actual physicals & other collection services, as well as directly interact with the employee from start to finish, who then forward documents to our corporate TPA office for the “Management” of this data. Turnaround time is not affected by this, as our clients receive the same turnaround whether corp office is in a different state or across the street. Our corp office is not in the state of SC, but in the same time zone, along with the MRO as well.**

Answer: The preference of the school districts is to have a central location for our drivers to be tested.

**Question #6: What walk in clinics do you currently use, and what are their hours, address & phone #? Are there walk in clinics open 24/7 that you use for after hours needs, or are after hours needs handled by a mobile collector who comes out onsite to SD location?**

Answer: Carolina Analysis and their hours are 8:00 AM until 5:00 PM. They are “on call” and respond to all after hour needs. Drivers are taken to the facility. In the event of a post-accident, drivers are carried to the facility and are met with an on call technician.

**Question #7: In lieu of a flash drive, could our firm submit a CD-rom? Due to increased security, I would have to encrypt a flash drive per our company protocol, and then have you contact me for passcode once received, whereas I do not have to do this with a CD-rom.**

Answer: Either a flash drive or CD Rom will be acceptable.

**Question #8: Regarding line item #5 on the bid/proposal sheet, is this training for supervisors the required “Reasonable Suspicion” training, or is it training on how the selected vendor’s processes, online reporting, random lists, etc is going to work? If for “Reasonable Suspicion”, would the School District be open to “online training” that meet the same DOT criteria as sitting in a classroom for 2 hours, but give the end user the ability to take this training around their own schedules, and give them a total of 90 days to complete in the event they needed to save/continue during their busy schedules? If for classroom training, how many class trainings would occur per year, and how many supervisors would be in attendance to these classes?**

Answer: The training is for “Reasonable Suspicion”. Online training will be acceptable as an option.

**Question #9: Regarding “Other Optional Services” on bid/proposal sheet, how many TB & Hep B vaccines were ordered in 2018, or 2019 YTD? Is a vendor required to bid on these, or are they an “optional” price to provide if offered?**

Answer: As stated, this in an optional service the vendor will need to provide a cost for. We do not order these but, the cost if offered to our employees at a discounted rate because they are required to pay for this test when hired. The same option is for the Hep B vaccines but our office does not schedule these.

**Question #10: What are your current prices for the following services requested?**

Answers:

DOT Drug Test (Office price vs onsite price): \$40.00 office \$40.00 on-site

DOT Breath Alcohol Test - Initial Test (office price vs onsite price): \$15.00 office \$15.00 on-site

DOT Breath Alcohol Test - Confirmation Test (office price vs onsite price): \$15.00 office \$15.00 on-site

DOT Physical (office price): \$50.00

Cost to administer DOT training for Supervisors: Currently N/A

Random Selection Generation services: Currently included in cost

Medical Review Officer Services for positives (if not included in the Drug screen)- Currently included for first screening. If additional testing is needed, employee pays

TB Tests & Hep B Vaccine test fees: \$20.00

Any On-site “per visit” fees in addition to drug & alcohol test fees: No extra fees

Any “after hours” fees in addition to drug & alcohol test fees? No extra fees

Split Specimen (Bottle B) Retest fee at alternate SAMHSA lab? No extra fees

**Question #11: Why is this RFP being solicited? Has the base contract with all possible renewal periods elapsed, or has there been an interruption in service, in which the School District has opted to bid out?**

Answer: The contract is expiring

**Question #12: How often has post accidents “after hours” occurred in years past? Will there be any “scheduled” after hours events (ie. Quarterly random selections)? I would assume each District is its own location, so I am curious how the quarterly randoms have been scheduled in the past? Out of the names chosen, do all these employees report to 1 location, or would the onsite collector have to go to each district site, based on who was selected for that quarter? If multiple sites, what are the addresses of these additional sites?**

Answer: 10 or less per year for Spartanburg 7. Assuming the same for the other 6 districts. No random testing is done after hours. Each of the other six Districts will have a specific location which will be designated by them.

**Question #13: Is the School District current utilizing the ELECTRONIC Chain of Custody or Long Form technology at any of their clinics, or would this be of interest, getting to use the eCCF, and have the doctor fill out long form electronically, rather than dealing with paper chains, and receiving illegible handwritten long forms back from clinics?**

Answer: This will be acceptable with Spartanburg 7 but the other six districts should have an option.

**Question #14: On page 3 of the RFP, it states No Costing or Pricing information on the copies, however, later on the same page it states Sealed proposal packages must include completed copies of 1, 2, 16 and 17 which has columns to insert the pricing. Shall I include page 16 in the five copies?**

Answer: Pricing should be included on the original copy only.

All other requirements and provisions of the RFP remain unchanged.