

April 10, 2019

ADDENDUM NO.3
For
Offsite Drug Testing Services
Request for Proposal

Please see the following questions and answers:

Section 2.3 states: The successful bidder will provide at least the following drug panel screening tests.

Q. Will the Sherriff's Department be specifying which screen each sample is to be tested for?

A. Typically, a standard drug panel is selected as the norm for all samples with additional tests offered for staff to select should they have reason to do so.

RFP Document

Q. Due to low positivity, we have dropped the following analytes from our benzodiazepine confirmation assay: 7-Aminoflunitrazepam, Alpha-OH-Midazolam, Alpha-OH-Triazolam, and Desalkylflurazepam. Will the Sheriff's Office consider revising their requirements to remove these analytes?

A. We do not wish to revise any requirements of the RFP. Bidders may add information in their responses for consideration of an exception to the requirements.

Q. Regarding the proposal submittal process, we have noted that the Sheriff's Office requires the original file to be submitted on electronic media, and there are labeling requirements for the media. We have branded thumb drives with the company name on it, but there is very limited labeling area available on the thumb drive. Would the Sheriff's Office accept our branded thumb drive if it is submitted in an envelope that is labeled with the applicable RFP information?

A. This is acceptable

Q. In reviewing the forms provided with the RFP, we saw forms for Exhibit B: Budget and Exhibit C: Questionnaire. However, there was no form provided for Exhibit A. Can you confirm that Exhibit A (Letter of Submittal) should be submitted in the Bidder's standard letter format? **Yes**. Are the statements about the minimum

qualifications mentioned in 1.3 of the RFP the only requirements for the letter content? **Yes.** Is there any additional information the Sheriff's Office would want included in the submittal letter? **No additional requirements.** Finally, is the submittal letter included in, or separate from the 30 page limit? **It may be excluded from the limit.**

A. See **highlighted** portions in the question above.

Q. Our legal department has reviewed the sample contract and has suggested changes. Should these suggestions be included with our response? If so, should this be included as a separate attachment, and would it be included in the page limit?

A. No. This will be addressed in the contract negotiation stage of this process with the successful bidder.

Q. Does the Sheriff's Office want insurance program information to be included with our response? If so, should this be included as a separate attachment, and would it be included in the page limit?

A. Insurance information will be addressed in the negotiated contract.

Regarding 2.11, Billing

Q. #8 asks for the testing method. Is this in reference to the laboratory test method, such as EIA/IA/CEDIA/LCMSMS/GCMS? That information is available on every report, but typically not included on the invoice. Would it be acceptable to include that information in a pricing document but not in every invoice? If not, please provide more information on what is desired for the Test Method.

A. Yes for the first question regarding test method. For your question on what is acceptable, I must refer you back to the RFP language expressing our preference.

Q. Our invoices provide fields for test ID and/or test description. Is this enough detail for the test method requirement?

A. I can not fairly respond to this question. To do so I would also have to allow the other bidders to provide an invoice for me to compare with the requirement.

Q. Regarding the following requirement: **The successful Bidder will bill the SHERIFF'S OFFICE by the month in which the tests were conducted. The bills will be batched by month and order authorizer...** With our billing system, accessions are billed once the result is reported, so there will be specimens that are collected near the end of the month that won't get invoiced until the following month when the final report is released. Will the County continue to accept this?

A. Yes, those end of the month cases billed in the following month are acceptable.

Q. Can you please provide more information on the requirement to batch invoices by “order authorizer?” What exactly is the order authorizer? Would this be the Sheriff’s Department’s case worker?

A. Order authorizer is a number generated by the Sheriff’s Office Staff.

Q. What is the difference between the Case Number and the Client's Unique ID number, or would this be the same? Can you confirm the Case Number will come from the County’s Court System? Where would the Client's Unique ID number come from? We typically capture one ID for the participants.

A. A case number and/or clients unique ID number are generated by the Sheriff’s Office Staff.

Q. As the incumbent vendor, we don’t currently provide all the information that is requested in 2.11 on our invoices. Will the current invoice format be acceptable?

A. In fairness, it would not be appropriate to agree to this since other vendors/bidders are not familiar with current practice or forms used.

Budget Exhibit B

Q. Will the Sheriff’s Office be providing the “estimated number annually” information for each of the line items included on Budget Exhibit B?

A.

	Total
*Alcohol Biomarkers	1
*Buprenorphine	3
*Amphetamines	223
*Barbiturates	1
*Alcohol Biomarkers	44
*Alcohol(s)	13
*Opiates	137
*Oxycodone	32
*Cannabinoids, Natural	616
*Cannabinoids, Synthetic	1
*Methylenedioxyamphetamine	1
*Buprenorphine	7
Immuetg Auto Confirm w/Adult	2
5 Drug Oral Panel	7
5 Drug Panel	3723
6 Drug Panel	1698

Questionnaire

Q. Item 3 -2, Training Materials. We have a vast amount of training available for the Sheriff's Office. We anticipate providing you with a list of the various types of training we can perform and providing a few examples of the actual training materials. Will the Sheriff's Office exclude these attachments from the 30 page limit?

A. Our preference is to maintain the 30 page limit.

Q. Will the Sheriff's Office update the questionnaire so we can provide information about our IT solution, including randomization software, an automated call-in system that is integrated with the randomization system, email alerts for noncompliance and a variety of reporting features?

A. We will not update the questionnaire.

Q. Many of the questions listed in the questionnaire require detailed responses, and if we respond thoroughly, we anticipate needing more than 30 pages. Will the Sheriff's office consider applying the 30 page limit to only the questionnaire, but exclude any attachments/appendices from the limit?

A. Again, our preference is to maintain the 30 page limit.

Q. Will a third party administrator be able to submit a bid are only a SAMHSA certified laboratory? (if no, then the remainder of the questions do not apply to this bid).

A. There is no specific exclusion to a third party administrator's eligibility to submit a bid (see Section 1.3 Bidder Eligibility) Bidders must meet these minimum requirements.

Q. What is the current volume of tests that have been completed in 2018 and current year?

A.

	Total
*Alcohol Biomarkers	1
*Buprenorphine	3
*Amphetamines	223
*Barbiturates	1
*Alcohol Biomarkers	44
*Alcohol(s)	13
*Opiates	137

*Oxycodone	32
*Cannabinoids, Natural	616
*Cannabinoids, Synthetic	1
*Methylenedioxyamphetamine	1
*Buprenorphine	7
Immuetg Auto Confirm w/Adult	2
5 Drug Oral Panel	7
5 Drug Panel	3723
6 Drug Panel	1698

Q. What laboratory are you currently using?

A. We decline to answer this question during an RFP bid process.

Q. What test types will be conducted?

A. I believe this is outlined in Section 2: Scope of Work.

Q. Will a random program be in effect? If so, what are the random percentages and frequency?

A. Participants in our programs do not have set days to provide samples. All UA's are random but all must provide within a set number of days specified by the Corrections Bureau. In addition, there are some non-scheduled/event driven UA's taken. We do not have specific statistics for these.

Q. Who is your current provider?

A. We decline to answer this question during an RFP bid process.