

Thurston County Superior Court

Request for Proposals (RFP)

For

Drug Testing Services

November 5, 2019

Section 1: Overview

1.1 – Brief Summary of Expected Results

The Thurston County Superior Court (SUPERIOR COURT) will select a qualified Bidder to provide toxicology services for the Thurston County DUI/Drug Court program located at 2400 Bristol Court in Olympia Washington.

1.2 – Timeline of Proposal Selection Milestones

Proposal Selection Milestones	Dates
Request for Proposals (RFP) Release Date	November 5, 2019
Proposal Clarification Period	November 8, 2019-November 15, 2019
Proposals Due	November 22, 2019
Proposal Review & Evaluation Period	November 22, 2019 - December 6, 2019
Bidder Interview (if necessary)	December 9 and 11, 2019 (if necessary)
Award Notification	December 16, 2019

1.3 – Bidder Qualification

This solicitation is open to those providers that meet the minimum qualifications:

1. Currently certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. At least five (5) continuous years of experience providing forensic drug testing services to therapeutic court programs.
3. Familiar with providing detailed toxicology reports and technical support to the courts and the criminal justice community.

Bidders who do not meet the minimum qualifications, as attested to in **Exhibit A: Letter of Submittal**, will be deemed unqualified and will not receive further consideration under Section 5. A Bidder's Letter of Submittal should also address the Bidder's ability to meet the Scope of Work set forth in Section 2 of this RFP. The Letter of Submittal should be no more than 5 pages in length and be consistent with the format set forth in Section 4.3 of this RFP.

1.4 – Proposal Materials

To obtain a copy of the RFP, please contact the RFP Contact listed in **Section 3.1** or download from:

<https://www.thurstoncountywa.gov/tchome/Pages/rfprfq.aspx>

Section 2: Scope of Work

2.1 – Description of Services

The successful Bidder will provide, forensic urinalysis drug testing services to the SUPERIOR COURT. The SUPERIOR COURT neither represents nor guarantees any minimum purchase. All Bidders will submit their proposed pricing in **Exhibit B: Pricing/Budget**. In addition, all Bidders will provide information about how they propose to render the services defined in this RFP in their responses to the questions in **Exhibit C: Questionnaire**

2.2 – Substances Tested

The successful Bidder will provide a menu of drug test panels that are able to be ordered on an as needed basis. These tests that will detect the presence and quantity of at least the following substances (analytes) at the cut-off concentration levels specified:

Analyte	Screening Cut-Off (ng/mL)	Confirmation Cut-Off (ng/mL)
Alcohol Ethanol (EtOH) Ethylglucuronide (EtG) Ethylsulfate (EtS)	20 (mg/dL) 500 (ng/mL) 100	20 (mg/dL) 250 (ng/mL) 100
Amphetamines Amphetamines Methamphetamines MDA MDMA	1,000	500
Barbiturates Butalbital Amobarbital Pentobarbital Secobarbital Phenobarbital	200	200
Benzodiazepines 7-Aminoclonazepam 7-Aminoflunitrazepam Alpha-OH-Alprazolam Alpha-OH-Midazolam Alpha-OH-Triazolam	200	100

Desalkylflurazepam Lorazepam Nordiazepam Oxazepam Temazepam		
Buprenorphine Buprenorphine Norbuprenorphine	5	5
Cathinones Butylone Cathinone Ethylone MDPV Mephedrone Methcathinone Methylone	25	25
Cocaine Benzoylecgonine	300	150
Ecstasy MDMA MDA	500	250
Marijuana THC Marijuana Metabolite	20	6
Marijuana, Synthetic AM-2201 JWH-018 JWH-019 JWH-073 JWH-073 (should this be 250 instead?)	1	1
Methadone Methadone Methadone Metabolite	300	100
Opiates Codeine Morphine Hydrocodone Hydromorphone Oxycodone	300	300
Oxycodone Oxycodone Oxymorphone	100	100
Phencyclidine Phencyclidine	25	25
Propoxyphene		

Norpropoxyphene	300	300
Tramadol (Ultram®) Tramadol (Ultram®)	300	300

In addition, the following adulterants will be available for testing: creatinine, pH, nitrite levels, and specific gravity.

2.3 – Drug Test Panels

The successful Bidder will provide the following drug panel screening tests. Confirmation will automatically follow positive screen results for all relevant substances.

Screen	Drugs Tested
6-Drug Panel with ETG and Adulterants	Amphetamine/Methamphetamine, Ethanol, ETG, Opiates, Oxy, THC20
7-Drug Panel with Adulterants	Alcohol, Amphetamine/Methamphetamine, Benzodiazepines, Cocaine, Marijuana, Opiates, Oxycodone
8-Drug Panel with Adulterants	Alcohol, Amphetamine/Methamphetamine, Benzodiazepines, Cocaine, Marijuana, Opiates, Oxycodone, Ethylglucuronide (EtG)
Alcohol	Ethanol (EtOH)
Alcohol Metabolites	Ethylglucuronide (EtG) and Ethylsulfate (EtS)
Amphetamines	Amphetamines, Methamphetamines, MDA, and MDMA
Bath Salts	Synthetic Cathinones
Benzodiazepines	7-Aminoclonazepam, 7-Aminoflunitrazepam, Alpha-OH-Alprazolam, Alpha-OH-Midazolam, Alpha-OH-Triazolam, Desalkylflurazepam, Lorazepam, Nordiazepam, Oxazepam, and Temazepam
Buprenorphine	Buprenorphine and Norbuprenorphine
Cocaine	Benzoyllecgonine
Ectasy	MDMA and MDA
Kratom	Mitragynine
Marijuana	THC and Marijuana Metabolite
Marijuana, Synthetic (Spice)	AM-2201, JWH-018, JWH-019, JWH-073, and JWH-250
Methadone	Methadone and Methadone Metabolite
Opiates	Codeine, Morphine, Hydrocodone, Hydromorphone, Oxycodone
Oxycodone	Oxycodone and Oxymorphone
Tramadol (Ultram®)	Tramadol

The successful Bidder will enable the SUPERIOR COURT to add additional substances or adulterants from **Section 2.2** to any of these screening panels. In addition, the

successful Bidder will provide “confirmation only” tests for any of the substances in **Section 2.2.**

2.4 – Testing Methods

The successful Bidder will conduct an initial enzyme immunoassay (EIA) screen on all collected urine specimens. All specimens screened positive will automatically be confirmed using either: (1) a second EIA; or (2) gas chromatography (GC), gas chromatography-mass spectrometry (GC-MS) and/or liquid chromatography-mass spectrometry/mass spectrometry (LC-MS/MS) to produce quantitative results. All forensic drug testing methods will adhere to standards at least as stringent as established by SAMHSA.

2.5 – Testing Materials

All testing materials and supplies, including test order forms, specimen containers and shipping materials, will be provided at no additional cost to the SUPERIOR COURT. This includes those materials necessary for processing/mailing onsite tests.

The successful Bidder will provide all necessary supplies for sample collection and transportation, which are unique to the service provided. This will include, but not be limited to: 60-mL wide mouth, re-sealable and urine leak proof bottles with temperature strips, tamper resistant sealing tapes, and a specimen tamperproof bag with absorbent pad; female urine collectors (or “hats”); transportation bags/containers; and labels.

Supplies, including order forms, will be provided within one week after purchaser request. After the SUPERIOR COURT has established a regular usage pattern for supplies, contractor will monitor usage and automatically ship adequate supplies to purchaser’s location in advance of the requests.

At no additional cost, the successful Bidder will customize electronic order forms format to meet The SUPERIOR COURT’s specific requirements.

2.6 – Specimen Pick-Up & Transportation

The successful Bidder will provide daily courier service (at no additional cost to the SUPERIOR COURT). Scheduled pickup times will be established by mutual agreement between the SUPERIOR COURT and the successful Bidder.

Specimens will be picked up Monday through Friday and will occur during normal working hours. The successful Bidder will arrange transportation so that all specimens

will be in transit to the test site within 24 hours of collection Monday through Friday but not more than 48 hours of collection Saturday, Sunday and holidays. All specimen transportation will be at no additional cost to SUPERIOR COURT.

2.7 – Client Reporting, Randomization and Test Results

The successful Bidder will provide the SUPERIOR COURT with access to a cloud - based, secured, paperless system that is HIPAA compliant, for all toxicology reporting. The system will provide the SUPERIOR COURT the following benefits:

- Individual randomization for all participants (eliminates color or numbered lines)
- Participant call log with real time reporting
- 24 hour access to screening and confirmation reports (results for most screens provided within 24 hours of specimen receipt, confirmation reports within 48 hours or 2 business days after initial screen results)
- Printable test results
- Ability to organize participants into categories or groups
- Compliance scores and report

2.8 – Specimen Retention

Urine specimens which have been confirmed positive will be frozen and retained by the successful Bidder for a period of not less than six months after results have been reported to SUPERIOR COURT. At SUPERIOR COURT's written request, individual samples will be kept frozen and stored until final disposition of any court action.

2.9 – Management Reports

The successful Bidder will provide management reports to SUPERIOR COURT as requested. These reports must be specific, easy to read, and provided in both electronic and hard copy forms.

Management reports may contain at least the following information:

1. Total number of tests performed
2. Positive results that include total numbers, rates and percentage by site
3. Time analysis of all test results trends
4. Specimen collection compliance with related College of American Pathologist or related standards

5. Testing compliance with SAMSHA or related standards

The successful Bidder will ensure flexibility and timeliness in providing report formats and content consistent with SUPERIOR COURT's requirements, which may vary over time.

The successful Bidder will also communicate and assure that current trends, state of the art processes and relevant issues are brought to the attention of SUPERIOR COURT in a timely manner to guarantee that SUPERIOR COURT is receiving the most current research-based information and technology available.

2.10 – Billing

The successful Bidder will bill the SUPERIOR COURT monthly based on the month in which the tests were conducted. The bills will be batched by month and order authorizer, and will contain at least the following information:

1. Contract number
2. Superior Court/ Program name
3. Specimen Identification Number
4. Date of Specimen Collection and Testing
5. Date of Specimen Testing
6. Clients Unique ID number (linked to client's name)
7. Panel or Drug(s) Tested
8. Cost of Panel or Drug(s) Tested

Monthly billing summaries will be sent to SUPERIOR COURT for review. The successful Bidder will provide both the monthly bills and the billing summaries in electronic and hard copy forms.

2.11 – Customer Service & Technical Assistance

The successful Bidder will have staff available by phone or email for questions related to, but not limited to:

1. Ordering Tests
2. Specimen collection
3. Testing methods

4. Interpreting test results
5. Billing

The successful Bidder will ensure SUPERIOR COURT has access to a toxicologist by telephone, Skype or email, to address problems or concerns regarding test results or interpretation of results as well as procedures used in determining results.

2.12 - Training

The successful Bidder will provide training to SUPERIOR COURT staff (at no additional cost to SUPERIOR COURT) to include at a minimum the following topics:

1. Forms
2. Collection process
3. Collection safe guards
4. Specimen transportation
5. Confirmation testing
6. Re-testing
7. Test result notification
8. Reports
9. Test result consultation
10. Regional authorization process
11. Bill/payment process

Scheduled training dates, length and format will be mutually agreed upon by the successful Bidder and SUPERIOR COURT.

SECTION 3: Proposal Clarification

3.1 – RFP Contract

During the proposal clarification period from November 8-November 15, send any questions or requests for clarification regarding this RFP in writing, via email, to Sabrina Craig (sabrina.craig@co.thurston.wa.us). No calls, please.

The email subject line must read: **On-site Drug Testing RFP Clarification**. The email shall include the Bidder's question, include the Bidder's contact name, phone number, and email address.

3.2 – Question & Answer Deadlines

The deadline for submitting questions or requests for clarification regarding this RFP is November 15. Questions will be answered within twenty-four (24) hours of receipt during normal business hours. The Toxicology RFP question and answer page, located at <https://www.thurstoncountywa.gov/tchome/Pages/rfprfq.aspx> will be updated each day a new question and answer are recorded, so all Bidders will have access to view all questions and answers.

3.3 – Amendments and Addenda

Any amendments or addenda to this RFP, if required, will be issued no later than November 18th, and will be posted to the following web page:
<https://www.thurstoncountywa.gov/tchome/Pages/rfprfq.aspx>

Section 4: Proposal Submission

4.1 – Proposal Deadline

On or before November 22, by no later than 5:00 PM (Pacific Daylight Time), the Bidder's proposal will be submitted to:

Thurston County DUI/Drug Court
Attn: Sabrina Craig
2000 Lakeridge Dr SW
Olympia, WA 98502

Submitted proposals will be date/time-stamped by Thurston County Superior Court staff when they receive them. Any proposals received after the deadline will be disqualified and will not be considered.

4.2 – Proposal Content

Proposals must contain the following, in this order:

1. Cover Sheet
2. Table of Contents

3. Exhibit A: Letter of Submittal
4. Exhibit B: Budget
5. Exhibit C: Questionnaire

Responses on the Exhibits must be provided directly on the forms provided as part of this RFP. Supporting documents are attached separately.

The proposal will be submitted in the form of:

1. One (1) original hard copy paper file and on a portable media or electronic readable media labeled with the Bidder's name and the title: **Thurston County Superior Court On-site Drug Testing Services RFP.**

Incomplete proposals, or proposals submitted in an incorrect form, will be disqualified and will not be considered.

4.3 – Proposal Format

Proposals must be clear and concise. Sections have page limitations. The proposal format and content should adhere to the following guidelines:

1. White, 8 ½ by 11 paper;
2. A minimum of 11 pt. font;
3. Single spaced, with a minimum of .75inch margins; and,
4. Each page numbered on the table of contents.

Bidders are encouraged to print on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

Section 5: Proposal Review & Evaluation

5.1 – Determining Bidder Responsibility

During the evaluation process, the Superior Court reserves the right to make reasonable inquiry to determine the responsibility of any Bidder. Requests may include, but are not limited to: references, record of past performance, financial statements, credit ratings, clarification of Bidder's offer. Failure to respond to said request(s) may result in the proposal being disqualified due to non-response.

5.2 – Qualifications & Compliance Review

Upon submission, the SUPERIOR COURT administration will review each Bidder’s proposal to determine whether it qualifies and is compliant with the requirements defined in **Exhibit A: Letter of Submittal** (Section 1.3), and in **Section 4** of this RFP. SUPERIOR COURT reserves the right to determine at its sole discretion whether a proposal is considered sufficient for consideration.

Proposals meeting qualification and compliance will be evaluated and scored based on the criteria contained in **Sections 5.3 through 5.5**. If no proposals are eligible, then SUPERIOR COURT will cancel the RFP and reject all bids.

5.3 – Budget Evaluation

SUPERIOR COURT administration will evaluate and score each proposal’s budget, as found in **Exhibit B: Budget**. The proposal’s budget with the lowest total cost will receive 20 points. Each successive proposal will receive points proportionate to the lowest bid. (For example: if the second lowest bid is 10% higher than the lowest bid, then that proposal will receive only 90% of the available points for its Budget – which is 18 points.)

5.4 – Questionnaire Evaluation

A small group of evaluators from Superior Court will score the questions contained in **Exhibit C: Questionnaire**. The following areas of the questionnaire have the point values shown below:

Questionnaire Category	Points Possible
Experience and Qualifications	20
Pricing	20
Reporting, Randomization and Test Results (Cloud Based)	20
Methods of Analysis	10
Transition Plan and Training	10
Customer Service	20
Total	100

5.5 – Determining Highest Score

Superior Court staff will add each proposal’s Budget and Questionnaire scores together to determine the total score. The successful Bidder will have the highest-scoring proposal.

If there is more than (1) qualified Bidder and total scores are within 50 points of each other, then SUPERIOR COURT will interview the qualified Bidders to make a final selection.

5.6 – Procedure When Only One Proposal is Received

In the event only a single proposal is received, SUPERIOR COURT reserves the right to conduct additional analysis of all evaluation criteria submitted in such proposal, including an interview. The sole Bidder shall provide such information, data and other documentation as deemed necessary for such analysis. The Court reserves the right to reject a single proposal.

Section 6: Bidder Interviews

6.1 – Scheduling Interviews

If deemed necessary by **Section 5.5**, SUPERIOR COURT will conduct a round of in-person interviews with an additional scoring tool to determine final awards. The qualified Bidders will be invited to participate in the interviews.

Section 7: Award Notification

7.1 – Notification of Apparently Successful Bid

SUPERIOR COURT estimates that the successful Bidder will be notified in writing by **December 16, 2019**. The apparently successful Bidder will begin contract negotiations with SUPERIOR COURT, as described in **Section 8.1**.

7.2 – Notification of Apparently Unsuccessful Bid(s)

SUPERIOR COURT estimates that unsuccessful Bidder(s) will be notified in writing by **December 20, 2019**.

7.3 – Award Review

The public may view proposal documents after contract execution. However, any proprietary information so designated by the Bidder as a ‘trade secret’ will not be disclosed unless the Thurston County Prosecuting Attorney determines the disclosure is required. At this time, Bidders that are not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods used during the evaluation process.

7.4 – Non-Endorsement & Publicity

In selecting a Bidder to supply the products or services specified in this RFP, SUPERIOR COURT is not endorsing the Bidder's products or services, nor suggesting that they are the best or only solution to their needs.

Section 8: Contract Negotiation

8.1 – Negotiation Process

SUPERIOR COURT estimates that it will engage in contract (including budget) negotiations with the apparently successful Bidder by **December 20, 2019**. Information contained in the apparently successful Bidder's proposal may become a part of the final contract.

If SUPERIOR COURT does not reach a favorable contract agreement with the apparently successful Bidder, SUPERIOR COURT will terminate negotiations with that Bidder and commence negotiations with the next qualified Bidder and so on until a favorable contract agreement is reached. SUPERIOR COURT will not award any contract if none of the proposals are considered sufficiently responsive.

Section 9: Contract Signing

9.1 – Finalizing the Contract

SUPERIOR COURT estimates that the apparently successful Bidder will sign the contract by **January 1, 2020** for the products or services they are awarded. After the Bidder has signed the contract, SUPERIOR COURT will sign the contract and provide copies to the Bidder. At that point, the Bidder will be referred to as the CONTRACTOR.

The apparently successful Bidders will be expected to sign a contract with SUPERIOR COURT for the delivery of the products or services they are awarded.

Section 10: Contract Execution

10.1 – Estimated Contract Execution Date

SUPERIOR COURT estimates that the contract start date is **January 1, 2020** but final date will be determined upon contract negotiations and the Bidder's readiness to begin delivering services.

10.2 – Terms of the Contract

The contract term date will be for one calendar year. SUPERIOR COURT estimates that the contract will begin on **January 1, 2020**, and continue through **December 31, 2020**. SUPERIOR COURT reserves the right to extend the contract on year to year basis with combined length of no more than five years.

10.3 Vendor Information Form

The Bidder will submit a Vendor Information Form, provided by SUPERIOR Court, shortly after the execution of the contract.

10.4 – Pre-Execution Costs

Costs or charges under the proposed contract incurred before the contract is fully executed will be the sole responsibility of the Bidder.

Section 11: Non-discrimination

Thurston County is committed to ensuring that all individuals are afforded full opportunity to participate in its services, programs and activities and will not discriminate on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400. Individuals with disabilities who need accommodation with the submission process should contact the ADA Coordinator, Human Resources, at (360) 786-5498 or through Washington Relay: 711 or 800-833-6388.