

Thurston County Sheriff's Office



Request for Proposals

For

Offsite Drug Testing Services

April 3, 2019

Section 1: Overview

1.1 – Brief Summary of Expected Results

The Thurston County Sheriff's Office (SHERIFF'S OFFICE) will select a qualified Bidder to provide offsite drug testing services.

1.2 – Timeline of Proposal Selection Milestones

Proposal Selection Milestones	Dates
Request for Proposals (RFP) Release Date	April 3, 2019
Proposal Clarification Period	April 3, 2019 — April 9, 2019
Proposals Due	April 23, 2019 at 5:00 PM (Pacific Daylight Time)
Proposal Review & Evaluation Period	April 23, 2019 — May 7, 2019 (estimated)
Bidder Interviews (if necessary)	May 8, 2019 (estimated)
Award Notification	May 10, 2019 (estimated)
Contract Negotiation	May 10, 2019 — May 21, 2019 (estimated)
Contract Signing	May 22, 2019 (estimated)
Contract Execution	May 22, 2019 (estimated)

1.3 – Bidder Eligibility

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

1. Currently certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. Have had at least five (5) continuous years of experience providing forensic drug testing services to organizations in the criminal justice community.

Bidders who do not meet these minimum qualifications, as attested to in **Exhibit A: Letter of Submittal**, will be deemed non-responsive and will not receive further consideration.

1.4 – Proposal Materials

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

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

Section 2: Scope of Work

2.1 – Description of Services

The successful Bidder will provide offsite, forensic urinalysis drug testing to the SHERIFF'S OFFICE. Tests will be ordered only on an as needed basis. The SHERIFF'S OFFICE neither represents nor guarantees any minimum purchase. All Bidders will submit their proposed budget in **Exhibit B: 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 orderable 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)	20 (mg/dL)	20 (mg/dL)
Ethylglucuronide (EtG)	500 (ng/mL)	250 (ng/mL)
Ethylsulfate (EtS)	100	100
Amphetamines		
Amphetamines		
Methamphetamines	1,000	500
MDA		
MDMA		
Barbiturates		
Butalbital		
Amobarbital	200	200
Pentobarbital		
Secobarbital		
Phenobarbital		
Benzodiazepines		
7-Aminoclonazepam		
7-Aminoflunitrazepam		
Alpha-OH-Alprazolam		
Alpha-OH-Midazolam		
Alpha-OH-Triazolam	200	100
Desalkylflurazepam		
Lorazepam		
Nordiazepam		
Oxazepam		
Temazepam		
Buprenorphine		
Buprenorphine	20	5
Norbuprenorphine		

Analyte	Screening Cut-Off (ng/mL)	Confirmation Cut-Off (ng/mL)
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	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 at least 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
5-Drug Panel with Adulterants	Alcohol, Amphetamine/Methamphetamine, Cocaine, Marijuana, and Opiates
7-Drug Panel with Adulterants	Alcohol, Amphetamine/Methamphetamine, Benzodiazepines, Cocaine, Marijuana, Opiates, Oxycodone
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	Benzoylcegonine
Ecstasy	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 SHERIFF’S OFFICE to add additional substances or adulterants from **Section 2.2** to any of these screen 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 be automatically confirmed using either: (1) a second EIA; or (2) gas chromatography (GC), gas chromatography-mass spectrometry (GC-MS) and/or 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 SHERIFF'S OFFICE. This includes those materials necessary for processing/mailling 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 urine leak proof bottles with re-sealable and temperature strips, tamper resistant sealing tapes, and a specimen tamperproof bag with absorbent pad; female urine collectors (or "hats"); transportation containers; and labels.

Supplies, including orders forms, will be provided within one week after purchaser request. After a location 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 or hard copy order forms/formats to meet the SHERIFF'S OFFICE's specific requirements.

2.6 – Specimen Collection

All collections must be observed. Specimen collections must meet all of the related College of American Pathologist standards or similar standards approved by the SHERIFF'S OFFICE.

The SHERIFF'S OFFICE will perform urine specimen collection following the instructions provided by the successful Bidder. The successful Bidder will instruct all collection site staff and subcontractors involved with the urine specimen in procedures to maintain a legally defensible chain of custody of the specimen. If the SHERIFF'S OFFICE fails to adhere to the collection instructions, then the specimen may be rejected from testing.

The SHERIFF'S OFFICE will collect the clients' demographic data and will document the donor ID on all lab forms.

2.7 – Specimen Pick-Up & Transportation

The successful Bidder will provide courier service (at no additional cost to the SHERIFF'S OFFICE). Schedules for pickup will be established by mutual agreement between the SHERIFF'S OFFICE and the successful Bidder.

Specimens will be picked up Monday through Friday and will occur during normal agency working hours. All samples not picked up by courier service will be submitted to the test site via prepaid mailers. The successful Bidder will arrange transportation so that the specimen will be in transit to the test site no more than 48 hours from the time of collection. All specimen transportation will be at no additional cost to the SHERIFF'S OFFICE.

2.8 – Reporting Test Results

Written reports on test results will contain at least the following information for each submitted specimen:

1. Sheriff's Office name
2. Order authorizer
3. Client's Unique ID number
(linked to the Client's name)
4. Case number
5. Tests performed
6. Test date(s)
7. Test results and interpretation
(in layman's terms)

The successful Bidder will provide these reports to the SHERIFF'S OFFICE within the following timeframes, after receiving the specimen:

1. Negative Screens: not more than 24 hours
2. Confirmed Positives: not more than 48-72 hours for confirmed positives
3. "Confirmations Only": not more than 48 hours

How results are to be reported by contractor will be at the SHERIFF'S OFFICES' option and will be electronically downloadable, sent via secure email, faxed, delivered, or mailed. The method(s) of test result notifications may be updated if an alternate method is deemed to be more cost-efficient and in the best interest of the SHERIFF'S OFFICE. The successful Bidder's data management and reporting will follow all applicable Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) Act rules.

2.9 – 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 the SHERIFF'S OFFICE. At the SHERIFF'S OFFICE' written request, individual samples will be kept frozen and stored until final disposition of any court action.

2.10 – Management Reports

The successful Bidder will provide management reports to the SHERIFF'S OFFICE monthly, quarterly, and/or annually. These reports must be specific, easy to read, and provided in both electronic and hard copy forms.

Management reports will 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 result trends
4. Specimen collection compliance with related College of American Pathologist or related standards
5. Testing compliance with SAMHSA or related standards

The successful Bidder will ensure flexibility and timeliness in providing report formats and content consistent with SHERIFF'S OFFICE's requirements, which might 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 the SHERIFF'S OFFICE in a timely manner to guarantee that the SHERIFF'S OFFICE is receiving the most current research-based information and technology available.

2.11 – Billing

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, and will contain at least the following information:

- | | |
|---|-----------------------------------|
| 1. Contract number | 6. Specimen identification number |
| 2. Sheriff's Office name | 7. Drug panel(s) tested |
| 3. Order authorizer | 8. Test method(s) |
| 4. Client's Unique ID number
(linked to the Client's name) | 9. Date of test(s) |
| 5. Case number | 10. Test Cost |

Monthly billing summaries will be sent to the SHERIFF'S OFFICE for review. The successful Bidder will send both the monthly bills and the billing summaries in both electronic and hard copy forms.

2.12 – 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 | 4. Interpreting test results |
| 2. Specimen collection | 5. Billing |
| 3. Testing methods | |

The successful Bidder will provide the services of a toxicologist by telephone, email, or fax to address problems or concerns regarding test results or procedures used.

2.13 – Training

The successful Bidder will provide training (at no additional cost to the SHERIFF’S OFFICE) on the collection process and testing to the SHERIFF’S OFFICE collection site personnel, and as needed.

The successful Bidder will provide whatever training is necessary to assure that the people taking urine collections know the College of American Pathologist standards or standards agreed upon by SHERIFF’S OFFICE, for specimen collections and how to process them.

The successful Bidder will also train the SHERIFF’S OFFICE’s staff on how to use the contract. The training will 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 the SHERIFF’S OFFICE.

Section 3: Proposal Clarification

3.1 – RFP Contact

During the proposal clarification period from April 3, 2019 through April 9, 2019, please send any questions or requests for clarification regarding this RFP in writing, via email, to Lt. Chris Dhuyvetter (dhuyvec@co.thurston.wa.us). No calls, please.

The email subject line must read: **Offsite Drug Testing RFP Question**. In the email with the Bidder’s question, include the Bidder’s contact’s name, phone number, and email address.

3.2 – Question & Answer Deadlines

The deadline for submitting questions or requests for clarification regarding this RFP is April 9, 2019. Questions will be answered within twenty-four (24) hours during normal business hours. The Question and Answer page, located at <https://www.thurstoncountywa.gov/tchome/pages/rfprfq.aspx>

and 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 & Addenda

Any amendments or addenda to this RFP, if required, will be issued no later than April 10, 2019 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 April 23, 2019, by no later than 5:00 PM (Pacific Daylight Time), the Bidder's proposal will be submitted to:

Thurston County Sheriff's Office
Attn: Chief Heidi Thomsen
2000 Lakeridge Dr. SW, Olympia, WA 98502

Submitted proposals will be date/time-stamped by Thurston County Sheriff's Office 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 file on a portable media or electronic readable media labeled with the Bidder's name and the title: **Thurston County Sheriff's Office Offsite Drug Testing Services RFP**.
2. Five (5) complete hard copies in three-ring binders with a cover labeled with the Bidder's Name and RFP title of **Thurston County Sheriff's Office Offsite 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 an 11 pt. font;
3. Single spaced, with a minimum of .75 inch 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 SHERIFF’S OFFICE 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, and on-site inspection of Bidder's or Bidder's subcontractor's facilities. Failure to respond to said request(s) may result in the proposal being disqualified due to non-response.

5.2 – Eligibility & Compliance Review

The Sheriff’s Office staff will review each Bidder’s proposal to determine on a pass/fail basis whether it is eligible and compliant with the requirements defined in **Exhibit A: Letter of Submittal** (Section 1.3), and in **Section 4** of this RFP. The SHERIFF’S OFFICE reserves the right to determine at its sole discretion whether a proposal is sufficient to pass.

Proposals that pass the eligibility and compliance review will be evaluated and scored based on the criteria contained in **Sections 5.3 through 5.5**. If no proposals pass, then the SHERIFF’S OFFICE will cancel the RFP and reject all bids.

5.3 – Budget Evaluation

Sheriff’s Office staff 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 500 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 450 points.)

5.4 – Questionnaire Evaluation

A small group of evaluators from the Sheriff’s Office 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	70
Customer Service	100
Transition Plan and Training	35
Methods of Analysis	105
Chain of Custody and Tampering	50
Test Results and Reporting Requirements	140
TOTAL	500

5.5 – Determining Highest Score

Sheriff’s Office staff will add each proposal’s Budget and Questionnaire scores together to determine the total score. A proposal must have a final total score of 800 points or more to qualify for an award. The apparently successful Bidder will have the highest- scoring proposal at or above 800 points.

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

Section 6: Bidder Interviews

6.1 – Scheduling Interviews

If deemed necessary by **Section 5.5**, the SHERIFF’S OFFICE 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

The SHERIFF’S OFFICE estimates that the successful Bidder will be notified in writing by May 10, 2019. The apparently successful Bidder will begin contract negotiations with the SHERIFF’S OFFICE, as described in **Section 8.1**.

7.2 – Notification of Apparently Unsuccessful Bid(s)

The SHERIFF'S OFFICE estimates that unsuccessful Bidder(s) will be notified in writing by May 15, 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 that 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, the SHERIFF'S OFFICE 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

The SHERIFF'S OFFICE estimates that it will engage in contract (including budget) negotiations with the apparently successful Bidder by May 10, 2019. Information contained in the apparently successful Bidder's proposal may become a part of the final contract.

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

Section 9: Contract Signing

9.1 – Finalizing the Contract

The SHERIFF'S OFFICE estimates that the apparently successful Bidder will sign the contract by May 22, 2019 for the products or services they are awarded. After the Bidder has signed the contract, the SHERIFF'S OFFICE 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 the SHERIFF'S OFFICE for the delivery of the products or services they are awarded. The contract will follow a form similar to that contained in **Attachment 1: Professional Services Contract Template**.

Section 10: Contract Execution

10.1 – Estimated Contract Execution Date

The SHERIFF'S OFFICE estimates that the contract start date is May 22, 2019, but final date will be determined upon contract negotiations and the Bidder's readiness to begin delivering services.

10.2 – Term of the Contract

The contract term date will be for one calendar year. The SHERIFF'S OFFICE estimates that the contract will begin on May 22, 2019 and continue through May 21, 2020. The SHERIFF'S OFFICE reserves the right to extend the contract on a year to year basis with a combined length of no more than five years.

10.3 – Vendor Information Form

The Bidder will submit a Vendor Information Form, provided by the SHERIFF'S OFFICE, 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.