



DISTRICT COURT

SERVING JUSTICE THROUGH SERVING PEOPLE

Request for Information Urinalysis Collection Services

1. INTRODUCTION

Thurston County District Court operates Mental Health Court and Veterans Court, which monitor, support and hold accountable justice-involved individuals with mental illness and assists them in accessing treatment and improving their quality of life. Goals of the program are to:

- Improve public safety;
- Reduce recidivism;
- Increase communication between the criminal justice and mental health systems;
- Increase access to treatment and to community resources; and
- Reduce criminal justice cost to the community by decreasing the number of jail bed days of the mentally ill offender population.

Mental Health Court and Veterans Court participants are required to engage in sobriety monitoring, including regular forensic-quality urinalysis testing. This request for information (RFI) is intended to solicit information regarding routine collection of urine samples from Court participants in proximity to the Thurston County Courthouse and transfer of those samples to the Washington Department of Enterprise Services offsite drug testing contractor for lab analysis.

This RFI is issued solely for information, planning, and/or budget purposes. It does not commit Thurston County District Court to contract for any service or to issue a subsequent Request for Proposals (RFP). At this time, the Court will not accept unsolicited proposals. Responders are advised that the Court will not pay for any information or administrative costs incurred in response to the RFI, all costs associated with responding to this RFI will be solely at the responder's expense. RFI responses will not be returned. Failure to respond to this RFI does not preclude participation in any future RFP or bid, if issued.

2. OVERVIEW AND CONCEPT

Thurston County District Court is seeking information regarding management of routine collection of urine samples and transfer for lab analysis.

Key Elements

Key elements needed from urinalysis collection services are:

- Provide a location within 2 miles of the Thurston County Courthouse (2000 Lakeridge Dr SW, Olympia, WA);
- Provide a location served directly by an Intercity Transit Bus Stop;
- Offer supervised urinalysis collection services between the hours of 6am and 1pm, Monday through Saturday;
- Make available at least 1 male and 1 female observer to supervise urinalysis sample provision during all hours identified above. Staff will be trained in the observation of forensic urinalysis collection;
- Manage collection, observation and transfer of approximately 3,000 urine samples per year (approximately 65% male and 35% female);
- Ensure adherence to industry standards for direct-observation and chain of custody protocols;
- Coordinate with the Washington State Department of Enterprise Services Offsite Drug Testing contractor for daily scheduling of urinalysis testing.
- Coordinate with the Washington State Department of Enterprise Services Offsite Drug Testing contractor for appropriate chain of custody paperwork.
- Coordinate with the Washington State Department of Enterprise Services Offsite Drug Testing contractor for transfer of urine samples for lab analysis.
- Collect payment from approximately 40% of participants who are identified by District Court as being required to self-pay for urinalysis testing; maintain a system to track these payments and pass them through to District Court on a monthly basis;
- Randomization, notification, scheduling and reporting of the testing will be conducted utilizing the Washington State Department of Enterprise Services Offsite Drug Testing contractor’s web based case management system.

Estimated Costs

The RFI should include estimates for the following:

- *Facility and operational costs:* Establishment and operation of a location within ½ mile of the Thurston County Courthouse for regular collection of urine samples as detailed above. Includes costs of space, computers, telecommunications costs, etc. Please separate start-up costs, if any, from ongoing operational costs.
- *Staff costs:* Staff required to meet expectations above, including male and female observers for hours outlined above and any staff required for collection and tracking of payments and coordination with District Court and the Washington State Department of Enterprise Services contractor.
- *Additional costs:* Any additional costs required to meet the expectations detailed above.

3. RESPONSE SUBMITTAL INSTRUCTIONS

District Court is seeking information to gauge the feasibility of creating and staffing a location for collection of urine samples from its Mental Health Court and Veterans Court participants. The Court asks for assistance in answering the following questions:

1. How would the potential contractor meet the expectations outlined under “key elements” above?
2. What would be the costs of establishing and operating a facility and service as outlined above?
3. If District Court were to select and contract with your organization, what would be the timeframe from award date to the beginning of operations?
4. What challenges or barriers might be encountered, and how might the Court mitigate these barriers?

Respondents should submit:

- Cover letter to include respondent’s qualifications in providing the services required.

- Attachment A: Narrative- This should include a general response to the elements identified in Section 2 as well as specific responses to the questions identified in Section 3.
- Attachment B – Estimated budget addressing the total costs of establishing and operating the facility and providing the services outlined above. Please separate start-up costs, if any, from ongoing costs of operation.

All submissions for this RFI solicitation must be sent to Staci Coleman, Thurston County Mental Health and Veterans Court Program Manager at Colemas@co.thurston.wa.us.

Due date for submission is **December 1, 2017**.

Important Note: This RFI is for informational purposes only. Respondents to this solicitation shall be eligible to respond to any future RFP's for this project.



Sign language and communication material
in alternate formats can be arranged
given sufficient notice by calling:
360-867-2034 or TTY: 711 (Relay service)

