

Lewis County Drug Court & Family Recovery Court Programs
REQUEST FOR PROPOSAL
Drug Testing Services

I. PURPOSE OF REQUEST.

Lewis County Drug Court and Family Recovery Court Programs are requesting proposals for Drug Testing Services under the supervision of Superior Court. The Drug Court and Family Recovery Court needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

The Drug Court Manager will utilize the following timetable, which should result in selection of a vendor by November 2, 2020. This timetable is subject to change as to all dates except the deadline for submittal. If any dates are changed, an announcement will appear on the Lewis County Superior Court's website.

Issue RFP	August 17, 2020
Deadline for Submittal of RFP's (4 p.m.)	September 22, 2020
Preliminary Vendor Selection	October 15, 2020
Notify Vendor Chosen	November 2, 2020

III. INSTRUCTIONS TO PROPOSERS.

1. All proposals should be sent to:

Lewis County Drug Court Program
Attn: Stephanie Miller
345 West Main Street, 2nd Floor
Chehalis, WA 98532

All questions should be directed to:

Stephanie Miller at stephanie.miller@lewiscountywa.gov

All proposals must be in an inner sealed envelope and clearly marked: "RFP – Drug Testing Services." The inner sealed envelope must be placed in a mailing envelope, also clearly marked in the lower left hand corner: "RFP – Drug Testing Services." All proposals must be received before 4:00pm on September 22, 2020, at which time they will be opened by the Lewis County Drug Court. Two (2) copies of the proposal must be presented. No faxed, emailed, or telephone proposals will be accepted.

Proposals may be mailed, sent by courier or delivery service, or hand delivered.

2. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request as outlined in this RFP. Promotional materials may be included, but should be used only to supplement the proposal. Special bindings, colored displays, etc. are not desired. Emphasis should be on completeness and clarity of content.
3. There will be a proposal clarification period from August 31, 2020 through September 4, 2020. Questions need to be sent in writing to Stephanie Miller stephanie.miller@lewiscountywa.gov with the subject reading "Drug Testing RFP Clarification" During that time questions and answers will be posted on the following website: <https://lewiscountywa.gov/offices/superior-court> within 2 business days of receiving the question.
4. The Drug Court Program Manager or designated representative will notify the vendor selected on or about November 2, 2020.
5. All proposals must include the following information:
 - A) The name, address, and contact information of the vendor; the identification and contact information of individuals from the vendor who will be assigned to this project; and their areas of responsibility. The person submitting the proposal must represent that he or she has authority to submit it on behalf of the vendor.
 - B) A narrative background of proposer's ability and experience in Drug Testing Services.
 - C) A proposed cost based on the requirements presented below. **See attached Exhibit A-Budget.**
 - D) A minimum of three references indicating recent/current contracts; references to include company name, contact person and telephone number.
 - E) A copy of a proposed sales and service contract.
 - F) **Exhibit B-Questionnaire, see attached.**

IV. BIDDER QUALIFICATION

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

1. Currently certified by the Substance Abuse Mental Health Services Administration (SAMHSA).
2. Have had at least five (5) years of experience in providing drug-testing services to therapeutic court programs and are familiar with providing detailed toxicology reports and technical support to the courts and criminal justice community.

Bidders who do not meet the minimum qualifications, will be deemed unqualified and will not receive further consideration.

V. SELECTION CRITERIA.

The ultimate objective of this RFP is to enter into contract with a vendor that can provide drug testing services and supplies for two therapeutic justice programs. Accordingly, Lewis County Superior Court Drug Court and Family Recovery Court Judges will select the successful vendor after evaluation of the following RFP elements:

1.	<u>Price of Product</u> Competitiveness of pricing for products and testing services of the same or superior quality as those offered by competing proposers.	25%
2.	<u>Quality and Characteristics of Product and Service</u> Quality and features of the available supplies, testing and reporting; the support offered; and any necessary employee training capabilities.	50%
3.	<u>Experience/References</u> Past experience/performance on similar contracts with other public or private entities.	25%
Total Criteria Weight		100%

Each proposal will be independently evaluated on factors 1-3.

VI. TERMS AND CONDITIONS.

1. The county reserves the right to reject any and all proposals, and to waive minor

irregularities in any proposal.

2. The County reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The County reserves the right to award any contract to the next most qualified vendor, if the successful vendor does not execute a contract within thirty (30) days after the award of the proposal.
4. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the County the product described in the attached specifications, or until one or more of the proposals have been approved by the County and a finalized contract entered, whichever occurs first.
5. The sale and service contract resulting from acceptance of an RFP by Lewis County Drug Court and Family Recovery Court shall be in a form supplied by the vendor, as modified and approved by the Court programs, and shall reflect the specifications in this RFP. Lewis County Superior Court reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Lewis County Prosecuting Attorney's office.
6. The Drug Court and Family Recovery Court Programs shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
7. Failure to submit all required items in response to this RFP shall result in rejection of any proposal not so complying.

VII. DESCRIPTION OF SERVICES

The successful Bidder will provide drug-testing services to the Drug Court and Family Recovery Court Programs. The Drug Court and Family Recovery 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**

1. 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 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 Desalkylflurazepam Lorazepam Nordiazepam Oxazepam Temazepam	200	100
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

2. Adulterants

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

3. Drug Test Panels

- A) The successful Bidder will provide the following drug panel screening tests. Confirmation will automatically follow positive screen results for all relevant substances.
- B) The successful Bidder will enable the Drug Court and Family Recovery Court programs to add additional substances or adulterants to any of these screening panels. In addition, the successful Bidder will provide “confirmation only” tests for any of the substances listed.

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

4. Testing Materials

- A) All testing materials and supplies, including test order forms, specimen containers and shipping materials, will be provided at no additional cost to the Drug Court and Family Recovery Court programs. This includes those materials necessary for processing/mailing onsite tests.
- B) 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.
- C) Supplies, including order forms, will be provided within one week after purchaser request. After the Drug Court and Family Recovery Court programs have 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.
- D) At no additional cost, the successful Bidder will customize electronic order forms with a format to meet Drug Court and Family Recovery Court programs specific requirements.

5. Specimen Pick-Up & Transportation

- A) The successful Bidder will provide daily courier service (at no additional cost to Drug Court and Family Recovery Court). Scheduled pickup times will be established by mutual agreement between the Drug Court/Family Recovery Court and the successful Bidder.
- B) 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 24hrs 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 Drug Court/Family Recovery Court.

6. Client Reporting, Randomization and Test Results

- A) The successful Bidder will provide the Drug Court/ Family Recovery Court Office with access to a cloud-based, secured, paperless system that is HIPAA compliant, for all toxicology reporting. The system will provide the Drug Court/Family Recovery Court office 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 24hrs of specimen receipt, confirmation reports within 48hrs or 2 business days after initial screen results)
 - Printable test results
 - Ability to organize participants into categories or groups
 - Compliance scores and report

7. Specimen Retention

- A) Urine specimens which have been confirmed positive will be retained by the successful Bidder for a period of not less than six months after results have been reported to the Drug Court/ Family Recovery Court.

8. Management Reports

- A) The successful Bidder will provide management reports to the Drug Court Program Manager as requested. These reports must be specific, easy to read, and provided in both electronic and hard copy forms.
- B) Management reports must contain at least the following information:
- Total number of tests performed
 - Positive results that include total numbers, rates and percentage by site
 - Time analysis of all test results trends
 - Specimen collection compliance with related College of American Pathologist or related standards
 - Testing compliance with SAMSHA or related standards
- C) The successful Bidder will ensure flexibility and timeliness in providing report formats and content consistent with Drug Court/Family Recovery Court requirements, which may vary over time.
- D) 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 Drug Court Manager in a timely manner to guarantee that Lewis County Drug Court and Family Recovery Court are receiving the most current research-based information and technology available.

9. Billing

- A) The successful Bidder will bill the Drug Court office 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:
- Contract number
 - Therapeutic Court/ Program name
 - Specimen Identification Number
 - Date of Specimen Collection and Testing
 - Clients Unique ID number (linked to client's name)

- Panel or Drug(s) Tested
 - Cost of Panel or Drug(s) Tested
- B) Monthly billing summaries will be sent to the Drug Court Manager for review. The successful Bidder will send both the monthly bills and the billing summaries in both electronic and hard copy forms.

10. Customer Service & Technical Assistance

- A) The successful Bidder will have staff available by phone or email for questions related to, but not limited to:
- Ordering Tests
 - Specimen collection
 - Testing methods
 - Interpreting test results
 - Billing
- B) The successful Bidder will ensure the Drug Court Manager or program designee 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.

11. Training

- A) The successful Bidder will provide training (at no additional cost to Drug Court/Family Recovery Court) to include at a minimum the following topics:
- Forms
 - Collection process
 - Collection safe guards
 - Specimen transportation
 - Confirmation testing

- Re-testing
- Test result notification
- Reports
- Test result consultation
- Regional authorization process
- Bill/payment process

12. Testimony

- A) On an as-needed basis, and at no additional cost to the Drug Court and Family Recovery Court programs, the successful Bidder will provide written statements under penalty of perjury from a staff member qualified to testify as to the following based on firsthand knowledge:
- the staff member's qualifications or experience;
 - the Bidder's testing practices generally; and
 - the results of a specific test.
- B) On an as-needed (rare) basis, and at the cost only of fees due to witnesses under RCW 2.40.010, the successful Bidder shall supply a staff member, qualified to testify as to the topics in 12.A based on firsthand knowledge, for in-person testimony on that subject.