



STATE OF DELAWARE
 DEPARTMENT OF CORRECTION
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TO: ALL OFFERORS

FROM: ERIKA MARTINE-DUQUETTE
 PURCHASING SERVICES ADMINISTRATOR

SUBJECT: Addendum to RFP Contract No. DOC1213-URINALYSIS, Employee Urinalysis Screening Tests

ADDENDUM #1

**CONSOLIDATED QUESTIONS AND ANSWERS
 NOVEMBER 8, 2012**

Please find the following questions pertaining to RFP Contract DOC 1213-Employee Urinalysis Screening.

1. Is this a new contract or has it been previously held by another vendor? **Previously held by another vendor.**
2. How long has the previous vendor held the contract for? **Since January 1, 2009.**
3. Is there a specific reason the contract is up for rebid? **The three optional extension years available under the original RFP have been exhausted.**
4. As referenced on page 3 II. Scope of Services references "Contractor must have facilities available in all three counties" please clarify which counties in Delaware you are referencing? **Sussex, Kent and New Castle Counties (all three counties in the State of Delaware).**
5. As references on Page 3 II. Scope of Services "Contractor shall test Category "A" employees on the work site" please clarify what are the work site locations to be tested?

ON SITE TESTING	OFF SITE TESTING
Location 01 Sussex Correctional Institution Route 113 Georgetown, DE 19947 Location 02, 08, 15, 16, 19 James T. Vaughn Correctional Center 1181 Paddock Road Smyrna, DE 19977 Location 03 Baylor Women's Correctional Institution 660 Baylor Boulevard New Castle, DE 19720	Location 04 Probation and Parole Wilmington 314 Cherry Lane New Castle, DE 19720 Location 05 Administration Building 245 McKee Road Dover, DE 19904 Location 07 Probation and Parole Dover 511 Maple Parkway Dover, DE 19901

<p>Location 06 Plummer Community Corrections Center 38 Todd's Lane Wilmington, DE 19801</p> <p>Location 10 Morris Community Corrections Center 300 Water Street Dover, DE 19901</p> <p>Location 11 Webb Community Corrections Center 200 Greenbank Road Wilmington, DE 19801</p> <p>Location 12 Howard R. Young Correctional Institution 1301 E. 12th Street Wilmington, DE 19801</p> <p>Location 20 Sussex Work Release Center Route 113 Georgetown, DE 19947</p> <p>Location 22 Sussex Boot Camp Route 113 Georgetown, DE 19947</p> <p>Location 25 Sussex Violation of Parole Center Route 113 Georgetown, DE 19947</p> <p>Location 26 Central Violation of Parole Center Smyrna Landing Road Smyrna, DE 19977</p> <p>Location 27 Hazel D. Plant Women's Treatment Facility 620 Baylor Boulevard New Castle, DE 19720</p>	<p>Location 09 Probation and Parole Georgetown Georgetown State Service Center, Route 113 Georgetown, DE 19947</p> <p>Location 18 Employee Development Center 245 McKee Road Dover, DE 19904</p> <p>Location 23 Probation & Parole Hares Comer 26 Parkway Circle New Castle, DE 19720</p> <p>Location 24 House Arrest at Probation and Parole Dover 511 Maple Parkway Dover, DE 19901</p>
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6. If an employee from Category "A" is not available at the time a technician is dispatched on site for random testing what is the requested protocol? Will an "Alternate list be used or will the technician be requested to come back on site to make up for the missed test? **There will always be an alternate list of employees available that the technician access if an employee is not available.**

7. How often will the Category "A" employee eligibility list be provided to vendor for purposes of weekly random selection? **Monthly.**
8. In what format will Category "A" employee pool list be provided to vendor for purposes of random selection? **Excel.**
9. Will there be a need for an alternate list should the primary participant not be available for testing? **Yes.**
10. Will alcohol testing be required at anytime during contract? **No.**
11. Is there a pre bid meeting required for a vendor to bid on contract? **No.**
12. Would there be cause for observed collections while performing on site or offsite testing of Category "A" and "B" employees? **No and no.**
13. Is testing to be split specimen? **Yes.**
14. If a previous vendor held this contract were there areas that you were not satisfied with services provided and if so what were they? **On-site testing was inconsistent for several months.**
15. On page 12 item 12B referring to Sub Contactor would the testing lab be considered the "Sub Contractor"? **Yes.**
16. In regards to federally certified vendor as noted on Page 2 is the state referring to a federally certified lab please explain what is meant by this terminology? **Yes.**
17. On page 6 item 3. References the vendor having a Delaware Board of Health license is the state referring to the laboratory that will perform urinalysis? **Yes and the Medical Review Officer.**
If not, please clarify what is meant by holding Delaware Board of Health license?
A license from the Delaware State Board of Health or, if an out-of-State company, the resident State's Board of Health licensing agency or Federal Clinical Laboratories Improvement Act Interstate license.
18. With regard to Category "A" employee testing are there multiple shifts that will be required to be tested while onsite? **Yes.**
19. What is the protocol to be followed should an employee have a bashful bladder scenario? **The employee cannot leave until they comply. If they do not comply, it is considered a positive result.**
20. Who is the current vendor? **First Hospital Laboratories, Inc. (FirstLab).**
21. Which laboratory is currently performing the drug screens and confirmations? **Quest Diagnostics.**
22. What is the current pricing for the urinalysis per unit Price? **Pricing cannot be released without submitting a formal FOIA request.**
23. How many drug screens were performed in 2011? **900.**
24. How many collection sites are required for Category "B" employees at an offsite laboratory? **At least two in each county, with the exception of Kent County which requires a minimum of one site.**
25. What are the addresses of the current collection sites? **Current vendor uses Quest Labs throughout the State for off-site collections.**
26. Are MRO services required for negative, positive, tests or both? **Positives.**
27. Is confirmation testing to be done by GC/MS? **Yes.**
28. What is the expected number of positive tests? **Cannot be determined but historically have been less than 10 a year.**
29. How many positive tests were there in 2011? **2.**
30. What lab certification is required CLIA, SAMHSA (the gold standard in drug testing)? **SAMHSA.**
31. Are expert witnesses required to appear in court? **Yes, if required.**
32. If yes to number **31**, how many cases are expected? **Cannot be determined but have not had any in the last 10 years.**
33. Will DOC provide the contractor with a list of Category "A" employees? **Yes.**
34. Will DOC provide the contractor with a list of Category "B" employees? **Yes.**
35. Are after hours testing required? **Yes.**
36. If yes to number **35**, how many after hours tests were performed in 2011? **Unknown.**
37. How many specimens are there daily for Category "A" employees for work site per location? **Too variable to determine.**
38. How many specimens are there daily for Category "B" employees for an offsite laboratory? **Too variable to determine.**
39. Are pick-ups required on weekends? **At times, yes.**
40. Are you guys looking for instant on-site device for Category "A" employees? **No.**
41. On page 4. Scope of Services F. Forms/Reports b. Monthly Detailed Invoice 2) The date will be listed, sorted and subtotaled by each test location that has submitted specimens for testing. Net totals for the

monthly cost and number of tests completed will be listed. The department will identify which columns/fields are to be sorted; this will be coordinated with the Contractor. Sorted and subtotaled by each test location. Does this include on site testing? Will testing locations always be the same location? Can the total number of tests completed be on a supplemental report or must it be on the actual invoice?

Yes, it includes on-site. Locations are always the same. Total number of tests can be on a supplemental report. DOC DOES NOT WANT names of tested employees on the invoice for confidentiality reasons.

42. On Page 5 number 5. A summation must be included on the monthly invoice of the number of samples taken, the number of tests actually completed and reasons certain samples could not be tested. Can this summation accompany the Invoice in an excel format? Reasons certain samples could not be tested: is that from the lab aspect or a collection aspect or both and does this include alternates? **Yes, to the excel format. Reasons certain samples could not be tested should come from the lab aspect. Yes, this includes alternates.**
43. How many locations would require onsite testing versus sending offsite? **See answer to question #5 above.**
44. How many reasonable/post incidents tests were completed during the current contract for drug testing services? **Approximately four per year.**
45. In light of the office closings due to Hurricane Sandy will there be an adjustment to dates questions are due by, responses post date and date RFP will be due? **There will be no adjustment to the RFP dates.**
46. Can you please advise the organization that now has the contract with the Department of Corrections. **See question # 20.**
47. Section II, Paragraph A, Page 3: Is 24 hours on and/or off-site testing required in all three counties of Delaware? **Yes.**
48. Please advise numbers of Category "A" employees by County. **NCC 1141, KC 24, SC 433.**
49. Please advise numbers of Category "B" employees by County. **NCC 194, KC 39, SC 63.**
50. Please advise how many locations there are per County where specimens are collected. Please break out by County. **All locations are listed under question # 5. Sussex County: 5; Kent County: 5; New Castle County: 9.**
51. Please advise how many post-incident and reasonable suspicion tests there are per year based upon prior years. **See answers to questions 28 & 29. Fewer than five of each per year.**
52. Section II, Paragraph H, Page 5: There is a table below the text of the passage that requests a price per unit so are you looking for a price per unit that includes all services rolled into the unit price as opposed to a break out of services/functions i.e. randomization, MRO, on-site 24 hour collections, etc. **Yes.**
53. Section II, Paragraph A, Page 3: Please advise number of training sessions required per year. **A minimum of three. One per each county per year.**
54. Section II, Paragraph C(a) Page 4: Please be advised the testing cutoffs have changed since 2008. **We will use the industries revised cutoff numbers. (We are aware that they may differ from the cutoff numbers in some of our Union contracts.) See Addendum #2.**
55. Section II, Paragraph F(a) Page 4: The last word of the paragraph is "pre-employment". There is no other reference to pre-employment testing than this one spot in the RFP. Can you clarify if pre-employment testing is required, the extent of pre-employment testing and how it inter-relates with the random and reasonable cause testing on a practical, logistical level for the vendor. **We require pre-employment drug testing for all employees who will supervise inmates or as designated by the Commissioner. Roughly 250 per year.**
56. Section III, Paragraph A(3) Page 6: If we are an in-state company do we provide only the evidence of a Delaware Board of Health License? **Yes.**