



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

TO: ALL OFFERORS

FROM: KIM JONES  
STATE CONTRACT PROCUREMENT OFFICER

DATE: DECEMBER 12, 2014

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO.GSS15715-DRUGTESTING  
Drug & Alcohol Testing (Various) and Related Materials

**ADDENDUM # 3 – Additional Questions and Answers**

1. **We currently hold the contract for DHSS for pre-employment Drug testing and DOC onsite and offsite random Drug testing. Would this RFP referenced above be replacing these contracts?**

Yes, the above referenced contracts will be replaced by the contract that results from this solicitation. Upon expiration of all existing contracts with individual covered agencies, the contract that results from this solicitation must be utilized.

2. **In order to propose accurate pricing, the following information is critical. Without some sort of estimates, vendors will be unable to calculate shipping costs and other aspects that impact fees.**
- **An estimate of the number of specimens the State expects to send in for testing each month;**
  - **An estimate of the number of different locations from which specimens will be shipped.**

**It is also in the State's best interest to gather such data – without it, the State risks over-testing or under-testing and potentially exceeding its budget for the program.**

**Is there any way the State could provide estimates regarding these two figures?**

The contract that results from this solicitation will be the first central contract for this breadth of services. All state agencies, school districts and municipalities may utilize the resulting contract, however, an estimation of usage is not available.

3. **Was an extension given for questions from interested parties in light of the new RFP due date?**

Time line changes were made to this solicitation to accommodate the standard practice of outreach to the general marketplace.

- 4. Is there a reason the contact deadline has been extended? Have there been any changes to the scope of service?**

Time line changes were made to this solicitation to accommodate the standard practice of outreach to the general marketplace. No changes were made to the scope of service.

- 5. Can you please share why the deadline for receipt of proposals was extended to January 6, 2015?**

Time line changes were made to this solicitation to accommodate the standard practice of outreach to the general marketplace.

- 6. Is it fair to ask why the timeline has been pushed back about one month?**

Time line changes were made to this solicitation to accommodate the standard practice of outreach to the general marketplace.

- 7. Do you expect that the RFP requirements will change before the January 6, 2015 due date?**

No changes to the RFP requirements are expected at this time or before the proposal due date of January 6, 2015.

- 8. Were there any RFP addendums issued or Q/A?**

Please review all documents associated with RFP GSS15715-DRUGTESTING, Drug Testing (Various) and Related Materials at <http://bids.delaware.gov>. Addendums and initial Questions and Answers are posted.

- 9. DOT/NON DOT Cost Sheets Totals: without estimated number per year testing it will be difficult to complete total test cost. Please advise what is to be included in total test cost?**

Total test cost should include all expenses involved in performing a test.

- 10. If a vendor currently has security clearance will it need to be renewed?**

Security clearance issues must be addressed with the Department of Correction.

- 11. Are both 24 hour on and off-site collections currently being provided to any Delaware agencies?**

The current contract for [CDL Drug and Alcohol Third Party Administrative Services](#) offers on and off-site collections.

- 12. Is the successful bidder to provide collection-site audit training to agency designated contacts or vendor complete audit?**

It is anticipated that the vendor is to provide training to agency designated contacts.

**13. As there will be over fifty collector/BAT certifications to collect for proposal may the successful bidder provide them upon award of contract?**

Proposals should include the resumes and certifications of Medical Review Officers (MRO). Proposals shall also include facility certifications. Collection technicians may be identified by name and certification number or date.

**14. What constitutes an "Incident" triggered test and does this automatically include both Drug and Alcohol testing and is this to be performed onsite or at a collection site?**

Incident triggered testing means any incident involving death or serious physical injury to an employee, loss or significant damage to State property, or any other action an agency would deem necessary to test an individual. Drug and alcohol testing is required. The requesting agency will identify where sample collection is to occur.

**15. In instances of Return to Duty or Follow Up testing are these to follow DOT guideline of "Observed" Collection?**

If an employee is covered under DOT regulations, then DOT guidelines will apply. If the employee is not covered under DOT regulations, DOT guidelines do not apply.

**16. Please describe what is referred to as:**

**"Where required, individual using agency must initiate a Business Case with the Department of Technology and Information (DTI)?"**

A Business Case is a procurement evaluation tool used by the Department of Technology (DTI) to evaluate those procurements having a substantial technology component. In such instances the DTI evaluation must be completed prior to the using agency issuing a purchase order.

**17. What is the average number of applicant/employee self-pay tests that were performed previously in 2013 and 2014?**

Cumulative totals are not available. The contract that results from this solicitation will be the first central contract for this breadth of services.

**18. Under what circumstances are NON DOT alcohol testing required?**

Ordering Agencies will identify required testing for an employee.

**19. Will a non-Breath Alcohol test be acceptable such as Saliva Alcohol?**

Breath, blood, urine and hair sampling (with prior agency approval) are the only acceptable specimens for Alcohol testing for this solicitation.

**20. Under the State of Delaware what constitutes a NON DOT positive alcohol test?**

Delaware's BAC maximum legal limit is .08. A positive alcohol test would be greater than this limit.

**21. I understand the State's need for the above requirements with regard to the Excel pricing format in Appendix B. However, in two or three instances there is need for a comment or note on our price so that there is no confusion with your evaluation of our bid. Can you suggest how or where we would add a clarifying comment or text?**

Should clarifying comments be required for pricing, please submit a word document along with the pricing sheet for explanations. Should, in the opinion of the State, such clarification materially alter the content of Appendix B, the proposal may be deemed non-responsive or non-responsible.

**22. According to Appendix B, Non –Regulated Test, what drugs and cut off levels are you specifically looking for with the 10 panel?**

The most common 10-panel tests and cut off levels are listed below:

<u>Drug</u>	<u>ng/ml</u>
COCAINE	150
MARIJUANA	50
PHENCYCLIDINE (PCP)	25
AMPHETAMINES	500
OPIATES	2000
BENZODIAZEPINES	50
METHADONE	150
PROXYPHENE	300
METHAQUALONE	250



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