



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 10, 2020

TO: ALL OFFERORS

FROM: Ninna Vaughn
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO Request for Proposal – Professional Services
CONTRACT NO. GSS20715-DRUGTESTING
Drug & Alcohol Testing (various) and Related Materials**

ADDENDUM #1

The purpose of this Addendum is to answer vendor questions and adjust the bid submission requirements as a result of the current State of Emergency.

Information regarding the past contract is available online at:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2763

QUESTIONS & ANSWERS

- Q1. Is the Non-Regulated drug panel a DOT look-alike panel? If not, please provide what drugs are being tested for in the Non-Regulated drug screen.**
- A1.** Yes.
- Q2. Does contracting with collection sites/clinics in the state of Delaware meet the requirements of Employing Delawareans or must the contract provide proof of its intent to hire bona fide Delawareans?**
- A2.** The form says, “excluding subcontractors”, so contracting with a collection sites and counting those employees would not meet the criteria.



GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
Phone: (302) 857-4550 – Fax: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

- Q3. What lab is currently being used?
Who is the current provider of these services?
Who is the current vendor for this contract and what is the current pricing for each service?
Who is your current vendor for these services?
Who is the current incumbent/vendor who provides these services?**
- A3.** Information regarding the past contract is available online at:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2763
- Q4. Is the current contract set to expire, or is this out to bid for alternative reasons?**
- A4.** This contract has expired. Information regarding the past contract is available online at:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2763
- Q5. What is the 2019 order volume for each of the services listed?
What was FY2019 volume/usage for each service?
What is the previous 2 years volume for the DOT and non-DOT tests listed in the RFP?
Can you please provide the total number of tests from last year for both Regulated and Unregulated?**
- A5.** To review usage/volume, information can be found at the past contract link listed above and/or at <https://data.delaware.gov/>.
- Q6. We also note that there is reference to seeking a price for "Quest" as a collection site. Are only Quest Diagnostics Patient Service Centers to be utilized for specimen collection under this testing category?
On Appendix D under tab Non-Regulated Tests, 5 panel drug screen and 10 panel drug screen last line reads "test performed at Quest site". Can you please clarify that line request?
May vendors provide pricing that reflects other network partners outside of Quest (i.e. LabCorp)?**
- A6.** Other collection sites are allowed but must be accessible in all three counties (New Castle, Kent, and Sussex). If offering a different collection site for lines 10 & 16 on tab "Non-Regulated Tests" exception must be outlined on Attachment 3.
- Q7. Do you anticipate extending the bid due date?**
- A7.** No.
- Q8. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?**
- A8.** All information regarding how the winning bid will be identified can be found in Section B.18. State's Right to Award Multiple Source Contracting and Section C.2. Proposal Selection Criteria.
- Q9. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?**
- A9.** The State of Delaware posts all bids centrally on bids.delaware.gov. Any advertising found on other mediums is completed by a third party, not at the request of the State.

- Q10. What is the current cost per line item on Appendix D??**
- A10.** Information regarding the past contract is available online at:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2763
- Q11. What is the expected volume for the DOT and non-DOT tests listed in the RFP moving forward?
Appendix D Non-Regulated Tests: Can the State please provide volume for each of the services listed in column A?
Appendix D DOT-Regulated Tests: Can the State please provide volume for each of the services listed in column A?**
- A11.** There is no exact budget, but all State Agencies, School Districts, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity are allowed to use this contract. Usage reports and other information about contract no. GSS15715 can be found at the following link: http://contracts.delaware.gov/contract_archive_detail.asp?i=2763 or at <https://data.delaware.gov/>. Request for service are on an as needed basis.
- Q12. Can the State please confirm which agencies will be participating in this program and their respective physical locations?**
- A12.** All State Agencies, School Districts, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity are allowed to use this contract.
- Q13. Are there specific criteria associated with an employee that would identify them as a subject requiring on-site as opposed to off-site testing?**
- A13.** Testing is conducted on-site for all employees that work inside a secured correctional facility. Off-site testing is used for DOC's Probation and Parole Offices and Central Administration Building.
- Q14. Can the State please clarify if use of a third-party software package is only required if the vendor does not already own and utilize their own proprietary, in-house tracking and monitoring solution?**
- A14.** The State is willing to consider other tracking and monitor software as long as the proposing software is similar to what is listed in the RFP. Also, it is very important the proposing software must allow agencies to obtain testing results in a timely manner.

ELECTRONIC BID SUBMISSION & BID OPENING

Pursuant to the provisions of the declared State of Emergency, bids in response to the subject solicitation shall be submitted electronically with a hard copy to follow by mail.

Electronic bid submissions must be emailed to gss-bid-submit@delaware.gov

The email subject line **MUST** include the solicitation number and vendor name.

Be advised, the email transmitted, including all required information and attached files may not exceed 25Mb.

Only those submissions received at gss-bid-submit@delaware.gov by the bid submission deadline will be considered. It is the responsibility of the offeror to ensure their bid is received by the deadline

The hard copy of the bid must exactly match the electronic bid and shall be received no later than seven (7) calendar days from the bid closing date. The hard copy must be sent in a sealed envelope clearly displaying the contract number and vendor name to:

State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

Bids must be received **no later than 3:00pm Thursday, June 18, 2020**. The bid opening will be held through electronic means, **3:30pm Thursday, June 18, 2020**, to comply with the declared State of Emergency. To attend the bid opening via remote access, the public may participate by joining the meeting through Webex.com as follows:

Meeting Link:

<https://stateofdelaware.webex.com/stateofdelaware/j.php?MTID=m7f6cd3510a14c57c806932a3cb95bdb6>

Meeting number (Access code): 717 695 457

A listing of proposals received will be posted online and available for review at:

http://bids.delaware.gov/closed_bids.asp, under the contract specific page.

All other terms and conditions remain the same.