



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: April 17, 2014

HSS-14-008
Urine Drug Testing Services
FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: May 8, 2014
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID. Adjusted Time Table and Pre
Bid Questions & Answers.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291

Cesar McClain
(302) 255-9417



DELAWARE HEALTH
AND SOCIAL SERVICES

Division of Management Services
1901 N. DuPont Highway
New Castle, DE 19720

Department of Health and Social Services
Division of Substance Abuse and Mental Health
1901 N DuPont Highway
New Castle, DE 19720

April 17, 2014

TO: ALL OFFERORS

FROM: CEASAR McCLAIN
CONTRACTS MANAGER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM #1
NO. HSS-14-008 Urine Drug Testing services **Revised Timeline and Q&A**

The proposed timetable has been adjusted as follows:

<u>Activity</u>	<u>Date</u>
Answers to Questions	04/17/2014
Bid Opening	05/08/2014
Selection Process Begins	05/09/2014
Vendor Selection (tentative)	05/22/2014
Contract Begins	06/15/2014

URINE DRUG TESTING SERVICES
HSS-14-008
Questions & Answers

1. Who currently holds the contract for Urine Drug testing services as it pertains to this RFP?

Redwood Toxicology Laboratory currently holds the contract for Urine Drug Testing Services.

2. What is the reason for this RFP is it because the current contract is due to expire?

In accordance with the last RFP, this service was to be RFP'd after five consecutive contract renewals.

3. Are you pleased with the current vendor providing these services?

The contract is due for a RFP and the current vendor's performance is not pertinent to the RFP.

4. Are there areas you would like to see improved upon based on previous contract holder?

The scope of services in the RFP outlines what DSAMH will require of the successful applicant.

5. Are ink signatures required or are electronic signatures (images) acceptable on the paper copies of the proposal?

Ink signatures (PDF or original) are to be submitted with the proposal

6. On Page 27 in the first paragraph, it states "Proposals must contain sufficient information to be evaluated and a contract written without reference to proprietary information." Just to clarify, DHSS is asking for a drafted contract in the similitude of the one it will receive upon winning the bid?

No, the proposal submitted by the vendor must contain sufficient information so that DSAMH can evaluate the proposal and generate a contract with the successful applicant. Section T. Confidentiality and Debriefing, p.27 states *"If a Vendor feels that it cannot submit its proposal without including proprietary information, it must adhere to the following procedure or their proposal may be deemed non-responsive and will not be recommended for selection. Vendor(s) must submit any required proprietary information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each*

document is not “public record” as defined by 29 Del. C. § 10002(g), and briefly stating the reasons that each document meets the said definitions. The opinions of Vendor’s legal counsel shall not be binding upon DHSS.

7. TASC is referenced with regard to random testing – what are the previous numbers of random tests performed?

This number cannot be determined at TASC; the decision to schedule or randomly obtain a urine screen is a clinical decision that can change day by day.

8. Where does random testing take place onsite or offsite?

Collections take place onsite at each office location. There are occasional oral swabs at Court.

9. The 52,000 samples projected in the bid: is that over the course of 5 years or is that per year?

The samples estimated in the RFP are over the course of one year.

10. Referring again to the 52,000 samples what does DHSS estimate would be the volume of lab based urine testing, oral testing, instant testing?

The 52,000 samples referenced are lab based urine tests.

11. Can you provide an estimate of the average number of specimens collected at each of the sites per month?

The current annual test volume is 52,000 which is comprised of the three (3) state operated TASC offices and multiple community contracted programs. It is anticipated going forward, DSAMH will pay only for the tests ordered by the three (3) state offices and the community contracted programs will be responsible for the payment for tests submitted for their clients.

If the per test cost is contingent upon a set amount of tests annually, this needs to be clearly indicated in the RFP response.

12. How many collection sites do you require?

TASC has three offices statewide (Wilmington, Dover, and Georgetown) and multiple community contracted programs. A list of the collection sites will be provided to the successful applicant.

13. Will TASC personnel handle the collection of all specimens?

Yes, The TASC case manager will handle the collection of all specimens.

14. What are the hours of operation for collecting specimens as it pertains to this RFP or previously held contract?

The hours of operation for collecting specimens are 8:00 am-4:30 pm.

15. Do you require split specimen for collections performed?

To date split specimens were not previously required.

16. Will you require an expert testimony, if yes, how many annually?

Expert testimonies have not been requested in the past.

17. Will you require an MRO, if yes, who will be responsible for providing the MRO, the vendor or the DE Dept. of Health and Social Services?

The successful applicant will be responsible for providing MRO services.

18. How does the current laboratory report confirmations?

Just--Confirmed Positive Screen

OR

For Opiates, Amphetamines, Benzodiazepines and Barbiturates drug classes, the actual drug in class?

Confirmations can be reported by general drug classes. Specimens can be retested for specific drugs.

19. For Opiates, Amphetamines, Benzodiazepines and Barbiturates, can routine TLC confirmation be replaced with GC/MS?

See question 21 for the answer

20. Will TASC allow for confirmation of positive results using LC/MS/MS or GC/MS instead of TLC?

See question 21 for the answer

21. The bid requirements state that presumptive positive results should be confirmed using TLC (thin Layer Chromatography). Will you accept any alternative methods listed below:
- (a) ELISA (enzyme-linked immunosorbent assay), HPLC (High Performance Liquid Chromatography), EMIT (Enzyme Multiplied Immunoassay Technique) or GC (Gas Chromatography)

GC/MS and LC/MS can be proposed. All testing must meet forensic and evidentiary standards. The bidder will be expected to provide scientific and forensic justification for all methods they propose.

22. Upon client's request, laboratories will be required to perform additional testing to re-confirm any positive result. What does re confirm testing mean and who would pay for that (page 12)?

Additional testing of a viable sample to confirm any positive result will be paid for by DSAMH.

23. Are on-line results acceptable?

Yes, results online are acceptable.

24. Is the 48 hour response counted after the initial screening for non-negative results?

Yes, the 48 hour response is counted after the initial screening for non-negative results.

25. What are the drugs to be detected in the Oral fluid screen?

The substances that are to be detected are alcohol, methamphetamines, opiates, methadone and THC.

26. Successful Vendor is to be able to provide "specialized testing when required. What does "specialized testing" mean on page 12?

Specialized testing is testing for specific substances not picked up in the standard panel.

27. Do you require a SAMHSA certification?

The RFP specifies the requirements for the vendor. Section VII. Technical Proposal Requirements, p.20 states. "The proposer must provide documentation/certification of current *compliance with CLIA requirements*. If currently operating or providing services in Delaware, the provider must document current business license and laboratory certification valid for the conducting of business in Delaware. [DHSS/DSAMH requires that the laboratory provide current business license and laboratory certification valid for conducting business in the State of Delaware prior to the inception of any contract]."

28. Regarding the bound bid response, does the State require one (1) original and six (6) copies, or six copies total? Please clarify.

Six (6) printed and bound copies that clearly indicate that they are in response to RFP HSS-14-008

29. Does the state of DE (TASC) offer any small business, disabled vet., women owned, etc. set-a-sides?

No, applicant eligibility is addressed in section I. Introduction, B. Applicant Organization Eligibility, p.10 states, “Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

Applications for this RFP will be accepted from any non-profit, for profit or Faith based organizations whose hiring and operational practices comply with all federal and State of Delaware laws and regulations. The organization will be required to provide evidence that both the applicant organization and the lead management staff proposed for the program have the knowledge and experience to provide the required services.”

30. Attachment 1 Monthly usage report: Our company supplies a monthly usage report but not in this specific format. Can it be formatted differently as long as the criteria are met?

Monthly reporting requirements referenced in Attachment 1 p.54 must be utilized.

31. The bid references financial information in a few places; however, it is not clearly mentioned in the Scope of Services. Does the State prefer that vendors include financial information with their bid response?

Applicants are to submit a business proposal in accordance with the Sections VIII and Appendix A of the RFP.

32. Under support services, will DHSS be responsible for travel and lodging for the speaker providing in-services? Will you accept online training such as SKYPE or Pre-recorded videos?

Applicants business proposal should include all cost for required services listed in this RFP.

33. What are the prices TASC pays for these services under the current contract?

It is the responsibility of the applicant to propose a budget that includes a pricing schedule for identified panels and any costs associated with confirmation testing to include supplies and specimen pick up costs.

The Applicant must also indicate if the quotes prices are based on a maximum/minimum number of tests. If so, all details must be clearly outlined.