



**CITY OF MEMPHIS**

**REQUEST FOR PROPOSAL**

**#39200**

**Drug & Alcohol Random Testing Program**

**Addendum #1**

## Drug & Alcohol Random Testing Program

### Addendum #1

#### Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	2.1	What is the current procedure for After-Hours Post Accident drug screens?
1	A		The current process for After-Hours drug collections is as follows: After-Hours collections are Monday – Sunday from the hours of 5pm – 8am, including Holidays. The vendor is contacted on the after-hours phone line, and advised to report to their collection site at a specified time or requested to report to a City of Memphis work area for a collection.
2	Q	2.1	What types of testing predominately make up the “Other” tests listed in the annual statistics?
2	A		“Other “consists of any test outside of Random, Reasonable Suspicion/cause, Post-Accident, Return-to-Duty, and Follow-Up testing. Some examples of an “other” test would include but not limited to Post-Shootings and Mandatory testing.
3	Q	2.1	Are there any on-site testing requirements?
3	A		Yes, there are on-site testing requirements; all On-Site testing requirements are set forth by The Department of Transportation Regulations 49 CFR part 40.
4	Q		Who is your current provider for this RFP?
4	A		The current providers for the RFP are: Quest Diagnostics, Mag Tech, Midsouth Drug Testing, Concentra, and Baptist Minor Medical, Career Pro.
5	Q	3.4G	What is your current cost breakdown for each service listed in this section?

5	A		The cost varies by vendor, however the cost range varies from \$25.00 - \$33.00 per collection for both drug and alcohol. Also some services have been added for the purpose of the RFP. It's the bidders' responsibility to list the cost for each of these services listed in section 3.4G. In addition, the goal is to have the TPA that can deliver one itemized invoice with all services performed.
6	Q	2.1	Does the City of Memphis currently manage the Random Program?
6	A		Yes, the Drug Testing Coordinator currently manages the Random Testing Program; however the TPA will be responsible for managing the software that generates the City of Memphis monthly testing pools.
7	Q	1	Is this RFP limited to certified Small Business Enterprise providers only?
7	A		Our commitment to City of Memphis SBE will have precedence for a set period of time for reviewing and responding to the RFP. Afterwards this RFP is set for general bidding which includes all proposers.
8	Q	3.4	The word FormFox is mentioned. Is FormFox mandatory or are other forms of electronic CCF's acceptable?
8	A		No, FormFox is not mandatory. FormFox was a previous Drug Testing software vendor.
9	Q	3.4g	Based on the price page I do not see need for On Site testing. Is this correct?
9	A		No. Based on the City of Memphis Scope of Business an one site may be required.
10	Q	3.4	The reference to DER training is made in 3.4. There is no area for DER Training price in 3.4G.
10	A		The proposer shall train the Drug Testing Coordinator and OSHA Coordinators at no additional compensation, in providing training for Drug Testing Software and training materials.

11	Q	2.1	Does this RFP encompass other reasons for testing or just randoms?
11	A		No, this RFP will consist of the following reason for testing (F) on Chain of Custody Form: Random, Reasonable Suspicion/cause, Post-Accident, Return-to-Duty, and Follow-Up testing, and other.
12	Q	3.4	What info is included in the monthly matrix?
12	A		Information that is needed in the monthly matrix shall include, but not limited to: Data Trends (type of drug(s) to City of Memphis employees primarily test positive for). Performance Metrics shall include, but not limited to: statistical breakdown per divisions.
13	Q	3.4	What is Metric training?
13	A		Metric training includes how to generate detailed report for Data Trends and Performance measures. Performance measures are based on statistical breakdown per divisions.
14	Q	3.4D	Result reporting – Does the 24 hours start when the lab receives the specimen?
14	A		Yes, the 24 hour mark begins when the specimen is received at the lab.
15	Q	3.4f	What info will need to be accessible? Just results?
15	A		All information will need to be accessible including but not limited to all Drug and Alcohol Results, Notifications, and CCF.
16	Q	3.4F	What do you mean by exam results?
16	A		Exam results consist of Drug and Alcohol Results.
17	Q	3.5H	Are electronic versions of the notifications acceptable?
17	A		Yes, however electronic versions of the notifications must be printable.

18	Q		What is the name of the current TPA?
18	A		The current TPA's are: Quest Diagnostics, Mag Tech, Midsouth Drug Testing, Concentra, and Baptist Minor Medical, Career Pro.
19	Q		Which clinics/facilities do you presently utilize for your visits?
19	A		Our employees currently utilize Mag Tech, Midsouth Drug Testing, Concentra Medical Center, and Baptist Minor Medical, Career Pro.
20	Q		Are there ever any onsite screenings needed? If so, do you have a preferred collector?
20	A		Yes, there is a need for onsite screening. No, we do not have a preferred collector. However, onsite screening collections are based on the vendor that can meet the needs of our employees. We currently have several mobile drug testing vendors who conduct our onsite collections.
21	Q		Are there are after-hours screenings needed? If so, how many occurred in 2018? Was the screening conducted onsite or at a clinic? Which clinic if any?
21	A		Yes, there any after-hours screenings and based on the nature of the business the occurrence is ongoing. Collections where administered onsite and at City of Memphis approved testing locations: Mag Tech, Midsouth Drug Testing, Concentra Medical Center, Baptist Minor Medical, and Career Pro, or any hospitals that the after-hours vendor has been dispatched to.
22	Q		What type of training is 'Metric Training'? Who provides the 'Metric Training' at the present time and how often?
22	A		The type of Metric Training will consist of Data Trends, Performance Measures. No vendor is currently providing this training, i.e. service however this training / service will be required by the TPA (Company managing the City of Memphis Drug & Alcohol Testing Program).
23	Q		What are you currently paying for all services?

23	A		Currently we are paying approximately \$140,000.00 for multiple vendors.
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