



HUMAN RESOURCES DEPARTMENT

DATE: August 19, 2020

TO: Dr. Damien Pattenaude, Superintendent

FROM: Debi L. Christensen, Assistant Superintendent of Human Resources

FOR BOARD DATE: August 26, 2020

AGENDA ITEM:

The District's current Drug and Alcohol Testing provider has been providing support to the District for 12 plus years. The District decided to undergo a formal solicitation process to fully consider all options, which could include replacing the current long-standing contract.

The Request for Proposal (RFP) process allowed the District to seek qualified firms, whereby allowing outside companies the opportunity to provide information on their services and systems in support of our departments. Testing services are used for pre-employment decisions and for scheduled and random testing for the Department of Transportation. RFP LP1920-02 was formally advertised and published June 18 and 22, 2020. Evaluators scored four responsible and responsive proposals and three firms were selected for interviews. Alliance 2020, Inc. was found to be the best suited Drug and Alcohol Testing provider to provide such services. The evaluators were impressed by Alliance 2020, Inc. services, references, enthusiasm, staffing, and collection site options.

DISTRICT PRIORITIES: Removing barriers & supporting students.

BUDGET IMPLICATION: Included in current budget, no additional budget capacity required.

RECOMMENDATION: Award Alliance 2020, Inc. to provide Drug and Alcohol Testing services.

ATTACHMENTS: Summary of evaluation process

I have reviewed and recommend approval of this request:

Assistant Superintendent of Human Resources

Date

**REQUEST FOR PROPOSAL
Drug and Alcohol Testing
RFP LP1920-02
SUMMARY OF EVALUATION PROCESS**

Response and Responsive Check List Formally Advertised June 18 and June 22, 2020 Participating Vendors →	Alliance2020 Inc. (Average Scores - 82.4)	DATCO Services Corp. (Average Score - 81)	Drug Free Business (Average Score - 89.2)	Integrated Testing and Solutions LLC (Average Score - 51.6)
Intent Letter received on-time	Yes	Yes	Yes	Yes
Submittal: Original received on-time	Yes	Yes	Yes	Yes, but pricing sheet stapled out of order, not put together well.
Submittal: 4 copies and 1 flash drive	Yes	Yes	Yes	Yes, but only except one copy only of exhibits
Bid Form - Pricing and Pricing Questionnaire	Yes	Yes	Yes	Yes
Bid Form -Experience Questionnaire	Yes	Yes	Yes	Yes
Bid Form - References	Yes	Yes	Yes	Yes, but 2 out of 4 are RSD employees
Bid Form - Signature Page	Yes (Addendum not acknowledged)	Yes	Yes	Yes (Addendum not acknowledged)
Business Entity Info (W9, licensing, certifications)	W9, MRO Certification for Shannon Grubb M.D.	W9, Just registered 7.7.20 State of WA Bus. Lic.,	W9 (need update), Bus. Lic. For City of Bothell	ate Dept. Health cert and DOT Urine Specimen
Evidence of Insurance by Certificate of Insurance	Yes, good	Yes, Need some edits	Yes, Need some edits	Yes, Need some edits
Standard Firm Agreement	Yes, Employee Screening Service Agreement *Master Agreement for Service-sub. Abuse *Client Cert. for use of Employ. Screening Reports *Office of Foreign Asses Control File Indicator and Access Security Services End-user Data Breach Obligations Consumer Info Disposal Requirements, and more... *Third Party Admin. Agreement	Not submitted	Not submitted	General Service Agreement
PRICING:				
1 Set-up; Implementation Cost	\$98.00	\$500.00	\$0.00	\$0.00
Not to exceed cap	\$98.00	n/a	\$0.00	\$0.00
2 DOT testing costs: Urine / drug	\$56.50	\$54.50	\$51.00	\$70.00
DOT testing costs: Observed collection fee	\$20.00	incl	\$25.00	\$70.00
DOT testing costs: Breath alcohol	\$37.00	\$37.00	\$45.00	\$40.00
3 Non-DOT / SAP testing costs: Urine / drug	\$49.50	\$54.50	\$47.00	\$60.00
Non-DOT / SAP testing costs: Observed collection fee	\$20	incl	\$25.00	\$60.00
Non-DOT / SAP testing costs: Breath alcohol	\$37	\$37	\$45.00	\$40.00
4 Custody and control forms (CCF) each	\$0.00	incl.	\$0.25	\$0.00
PRICING QUESTIONS				
1 Apart from one-time set-up implementation, any extra fees?	On-site wait time fee \$12 every 10 min. On-site Scheduling fee \$50 if min. not met.	SAP services per occur-\$695 Consult/expert witness fee by MRO BAT SAP or lab \$350 for officials per person; DATCO staff \$125 per hr.; Training Reasonable suspicion video DVD Inc., but web-based on-online \$2.50; virtual/live \$135 hr.	E-screen platform collection sites, no fee. BAT confirmation from Concentra no charge. Observed collection from Concentra no charge. Valley Occupational \$25 fee for Observed collection and \$30 for BAT. Emergency after-hour testing 24/7 is available for \$150 call-out fee.	No
2 Laboratories used for testing SAMHSA certified?	Yes, labs are certified	Yes, see page 24 for more	All labs contracted with DFB are SAMHSA certified. (Lab Corp, Quest, Legacy labs, Abbott, and CRL) Electronic COC platforms with E-screen, FormFox, Lab Corp, and Quest's own proprietary electronic platform.	Yes

3	List requirements for mobile/on-site testing	Include a minimum of 5 coll., and a scheduling notice of 14 days. Can make some short notice accommodations because the firm is so close to the district.	\$100 on site fee + mileage After hrs. fee additional \$100 + mileage Wait time \$50 hr.	Mobile collections are provided by 25/7. For pre-scheduled visits, like random selections, or pre-hire, a minimum of 4 collections is required. A mileage fee of .575 per mile and wait fee (for shy bladder) may be applicable at \$35/hr. Emergency after hour testing, reasonable cause/post accident, available from 25/7, with \$150 call-out fee. Collection fee for mobile are \$53, BAT \$45 (incl. confirmation)	5 collection minimum fee 24 hour notice required
4	Option for electronic Custody and Control Forms (eCCF)?	Yes. The goal is for all forms to be eCCF	For non-DOT, but not DOT	Yes. But, depending on needs. Use electronic platforms mentioned on question 1, to order a test in advance, on-line, email instructions to the donor. Electronically advise district HR department when completed. Mobile collections are an exception.	No
5	List Medical Review Officers/and years of service	AMCARE-Dr. Shannon Grubb M.D. - 8 yrs.	MROCC - Dr. Jason Steindler - pages 21-23	Dr. Dee McGonigle (over 30 years) Dr. Dale Fine (over 30 years combined) Robi Bolton Dir. Of MRO services Erin Marvin - MRO assist. Dave Michael - MRO assist. All C-SAPA certified with over 15 yr. exp.	AAMRO - Steven Paschall, M.D.
6	Collection sites available, 5 mile radius of 98057	Four (4) sites: Alliance2020 Inc.- Renton; Concentra Medical Center-Tukwila; AFC Urgent Care - Southcenter; Priority Testing Solutions - Kent	ARCPoint Labs of Renton - Renton	Six (6) sites: Alliance2020 Inc.- Renton; Concentra Medical Center-Kent and Tukwila; AFC Urgent Care - Southcenter/Kent; Priority Testing Solutions - Kent; Valley Occupational/UW Med - Renton;	212 Wells Ave S. #103 Renton WA 98057 (site not mentioned)
7	Testing records maintained on the District's behalf	All DOT test results and MIS reports for 5 yrs.	DATCO collects all eCCF's as well as breach alcohol forms and other docs; letters, memos, compliance docs, employer verif., policy, procedures.	All required records and can be requested at any time for a DOT audit. Including COC forms, BAT test results and calibration records, copies of all test results, bi-annual and annual statistical reports, random selections and rosters. Most forms stored electronically in cloud-based platform, backed up by their own servers.	Drug and Alcohol testing records for Transportation Dept.
8	How firm ensures that all agents utilizes latest DOT reg's.	A single service agent is placed in charge and maintains a close watch over DOT reg's. Communicates to staff and clients.	Firm sits on committee and always updated on reg's and passes the info to clients. SHRM, NDASA, and SAPAA	Firm maintains relationships with service agents, adhering to the same level of excellence. DFB requires their staff to subscribe to the DOT list-serve. They must follow latest DOT 49.40 reg's., Urine and BAT collection guidelines (2018), etc. And, guidance for COVID-19. The MRO dept. reviews all COC and BAT forms.	Employees follow DOT reg's. Firm is in contact with trainers who update them with any changes.
9	Staff available to answer questions to district staff. Any fee for this?	Yes, multiple staff and no fee	Yes, always around to talk with, no charge	No fee mentioned. DFB has full-time expert/accredited staff available, guides employers on best practices. Helps navigate fed. And state and ADA reg's. as related to pre-hire, random, return-to-duty, follow-up, reasonable cause, post-accident, etc.	Yes. No additional fee
EVALUATORS-Step 1		Points out of 100	Points out of 100	Points out of 100	Points out of 100
Greg Dutton, Assist. Dir. Of Transportation		96	93	95	74
Kathy Silvermale, Transportation Driver Trainer & Safety Manager		70	68	95	22
Debi Christensen, Assist. Superintendent of HR		85	89	88	53
Emily Ganyo, Dir. of HR		71	70	83	54
Jason Franklin, Exec. Dir. Business Services		90	85	85	55
Integrated Not Interviewed					
EVALUATORS-Step 2 - Subsequent to Interviews		Points out of 5	Points out of 5	Points out of 5	
Greg Dutton, Assist. Dir. Of Transportation		4	2	3	
Kathy Silvermale, Transportation Driver Trainer & Safety Manager		4	3	4	
Debi Christensen, Assist. Superintendent of HR		4	2	3	
Emily Ganyo, Dir. of HR		4	2	3	
Jason Franklin, Exec. Dir. Business Services		4	2	3	
AWARD RECOMMENDATION (SCORE AVERAGE)		4	2.2	3.2	
Award Recommendation		Alliance2020			