



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: March 13, 2013

RFP #13-002-47

Random Drug Screenings (Shelby County Sheriff's Office)

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors. The answers are listed in **red** below:

1. Page 12 #8 – You require collectors at each site for every shift - What are the time frames for shift work schedules?
As early as 4:30 a.m. in the Downtown Location, 5:00 a.m. for Jail East and 8:00 a.m. for the Courts. The Afternoon hours Testing begins at 2:15 p.m. for the Downtown and Jail East Location with an ending time approximately about 4:30 p.m.
2. Are all collections observed and are they only performed at the sites listed on Page 12 #9 (Poplar Ave., Adams Ave., and Haley Road)?
Refer to question # 21 and only performed at sites at the Downtown Jail, Jail East and Courts locations.
3. Is the vendor to provide access to a network of collection facilities? If yes, please provide zip codes in areas where collections would take place.
No
4. What are the components of the drug screen panel? Please include screening and confirmation cut-off levels.
The test consists of a five (5) Panel Substances Test that includes the drugs of Amphetamines, Marijuana, Phencyclidine, Cocaine, and Opiates.

5. Page 12 #5 – You state that 5% of the Reserve Deputy Sheriff’s may be increased / decreased at the discretion of the Sheriff’s Office. Is this an additional 5% of the 2000 employee population mentioned or is the 5% from a different total?
It is an additional 5% but can be as high as 51 for a year’s total.
6. Who is your current vendor?
Mobile Health Screenings, Inc.
7. Who is your current laboratory?
AEL
8. Do you want the vendor to generate the monthly random selections?
Yes, the numbers are submitted to the vendor and the numbers are randomly selected.
9. Page 11, A.1 - The Provider must operate the random drug screening process within the parameters as established within the Sheriff’s Office Drug Free Workplace Policy. If this document is to be provided only to the successful provider, how does a potential vendor know that they can meet all of the parameters in the policy?
The parameters are based on the RFP.
10. Is the vendor required to provide MRO services?
Yes, the Vendor is required to utilize an MRO in the instance of any positive results.
11. How many tests are required monthly?
One (1) test selection monthly with 10 – 12% of the employee’s tested.
12. What is the budget for this testing service?
The County does not provide its budget information.
13. What are the testing hours required for the RFP?
Refer to question #1.
14. Are weekend/ holidays required for testing?
No
15. Who is the current vendor?
Refer to question #6.
16. Who is the current vendor performing the laboratory drug screenings for Shelby County?
Refer to question #7.
17. How many random drug screenings were performed in 2012?
12 (Monthly Test)

18. How many of those Random drug screens were positive?
Zero (0)
19. How many Reserve Deputy Sheriff's do you have that will be in the random testing pool?
5% of Reserves were tested for the year 2012 which totaled to 51.
20. You have listed the three collection sites, so I assume you want the vendor to be on-site at those 3 locations to perform the collections of samples?
Yes, one (1) Male and one (1) Female Technician at each site location.
21. Or is County personnel going to be collecting the samples of the Sheriff's?
No, however, the Sheriff's Office Personnel will be assigned to each site.
22. Is Shelby County requiring confirmation testing to be done by GC/MS?
Not familiar with the initials GC/MS
23. What are the drugs to be tested, and their cut-off levels?
Refer to question #4.
24. What lab certification is required CLIA, SAMHSA (the gold standard in drug testing)?
Not familiar with CLIA, SAMHSA (the gold standard for drug testing).
25. Are expert witnesses required to appear in court?
Yes, if needed, the Vendor will represent the department in Civil Service Hearings and/or litigation resulting from positive drug screening.
26. If yes, how many have you had expert witness testimony in the past 3 years?
Past three (3) years - None
27. Are after-hours required for collections?
NO
28. Are weekends required to collection specimen samples?
No
29. Is there any other type of testing that will be performed for the Shelby County Sheriff's besides Random?
No
30. Will our collectors have Internet access to submit information to laboratory at these 3 collection sites there in Shelby County, TN?
Yes, there are Internet capabilities within the facility.

31. Will the collectors have an area to set up?
Yes
32. Do the collectors have a designated Men's/Women's Restroom to perform the Services?
Yes
33. I assume this Random Drug Testing for the Sheriff's are Non-Observed Collections?
Correct, however, employees are stationed at the restroom doors.
34. We are interested in submitting a bid for this RFP, but we are wondering if this bid is exclusively pertaining to vendors in the Shelby are or can companies based out of state also participate?
Anyone can submit a proposal and participate in our RFP process as long as the vendor meets the requirements in the RFP document.

