



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: April 8, 2016

RFP #16-003-54 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. Will the successful bidder also be responsible for administering the random program/selecting the names of the employees for random UDS?
YES. However, we provide employee S#,s, not names.

If so, and successful bidder has their own Third Party Administrator group, would we be allowed to utilize that group for the random program administration or would this be considered "subcontracting"? *YES. This would be considered "subcontracting".*
2. Does this RFP also include breath alcohol testing as part of the random program? *NO*
3. What is the frequency for these tests over the course of a monthly? Weekly, every other week? *We test one (1) time per month.*
4. Will the successful bidder need to provide collectors as outlined below for each collection date? *YES*
5. Shelby C. Jail – Poplar (2 collectors or more) *2 Collectors are needed.*
6. Shelby C. Court House – Memphis (2 collectors or more) *2 Collectors are needed.*
7. Shelby C. Jail – Haley Rd. (2 collectors or more) *2 Collectors are needed*

8. Does the County desire one all-inclusive price per test?
NO. 1) Actual Test; 2) Medical Review.
9. What is the estimated lead time given to the successful bidder prior to the monthly testing? ***3 Weeks to a Month.***
10. Does the County desire all three locations be tested at the same time during the month (requiring a minimum of 6 collectors per event)? ***YES***
11. Is there a specific locally-owned small business percentage requirement attached to this RFP? ***No, there is no locally-owned small business (LOSB) utilization goal requirement for this contract; however, Shelby County Government has a 20% LOSB goal for all of its procurements.***
12. What drug size panel is needed? (Typically 5 or 10 panel) ***5-Panel***
13. Would an instant drug screen (on-site result) followed with a laboratory confirmation of a non-negative better assist in the current drug-free workplace protocol? ***NO***
14. What hours would best suit the department's needs? ***4 AM – 4 PM***
15. Are there plans for random drug screening on weekends and or holidays? ***NO***
16. Would an on-site fee be more appropriate and less paperwork intensive in lieu of mileage and travel expenses? ***NO. This is best controlled by invoice.***