



**Request for Proposal
for
County of La Crosse, Wisconsin**

Friday, September 1, 2017

**HUMAN SERVICES DEPARTMENT
Justice Support Services**

Drug Testing Services

Proposals must be received no later than
3:00 p.m., October 2, 2017

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and six (6) copies of all materials**
Label the lower left corner of your sealed submittal envelope as follows:
Proposer's name and address:
Proposal Title: Drug Testing Services RFP
- 3. Vendor Conference/Tour of Lab will be held on:
Tuesday, September 12th, 2017 from 9 a.m. to 10 a.m.
in Room 2003:**
La Crosse County Health and Human Services Building
300 4th Street North – 2nd Floor
La Crosse, WI 54601
Please send questions in advance by Thursday, September 7th
- 4. Deliver on or before October 2nd, 2017, by 3:00 p.m. to**
La Crosse County Human Services - Contract Unit
Attn: Chris Sander
300 4th Street North
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by November 10, 2017, with an estimated
contract start date of January 1, 2018.**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to allow them to prepare and submit a proposal to provide urinalysis drug testing for substance abuse for the La Crosse County Human Services Department, Justice Support Services Section. Our previous practice was to request equipment and supplies for the facilitation of on-site testing through our County Health Department Lab. However, for this funding cycle we are also considering off-site testing as an option, in which samples would be sent to a vendor's own lab for the actual testing of the samples.

We are accepting proposals for both – on-site and off-site testing. Please be very clear in your proposal which type of testing you are proposing, on-site or off-site.

1.1.2 Service Description

Justice Support Services (JSS) currently utilizes drug testing equipment and supplies for on-site urinalysis substance abuse testing. In 2016, 14,279 samples were collected from clients, and 55,198 tests were run on these samples. Each sample was tested for an average of 4 different drugs. We are currently testing for the following drugs and/or their metabolites: Alcohol EtG, Amphetamines, Barbiturates, Benzodiazepines, Buprenorphine, Cocaine, Creatinine Tamper, Methadone, Opiates, Oxycodone, Suboxin, THC, Tramadol.

We would like to be able to test for Methamphetamine specifically – currently we can only test for Amphetamine and must incur an additional expense using a confirmation lab to test further for methamphetamines. Please explain your ability to test specifically for Methamphetamine. Include this in your proposal if you have this capability.

We are currently testing for K2, but all tests are coming back negative. We are aware that this drug exists in many forms and that it may be difficult or impossible for testing companies to keep up with it. Do you test for K2, and how do you make sure your test is current with the variations being used? Include this in your proposal if you have this capability.

We would like the option of expanding testing to include any substances that become prevalent during the life of the contract. We also reserve the right to discontinue testing any of the above substances if usage declines to the point that testing is no longer deemed necessary.

The equipment you use for testing must have documentation of its validity. How has this been documented? Has the validity of your testing ever been challenged, if so by whom? Has the validity of your testing ever had to be held up in court? If so, please explain.

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The drug testing system must use methods and output results that conform to state and federal guidelines and/or laws and industry practices.

A. Equipment Specifications

Equipment specifications for **on-site testing only**:

The proposal must include an explanation of all of the features of the analyzer, such as the following: reagent system; sample system; sample predilution; pipetting system; reaction disk; washing unit; light source; optics and wavelength range; photometric range; analytical modes; ambient temperature; measurement capabilities; quality control; dimension. (these are examples, please explain if your machine works differently, explaining how and why.)

The equipment should be placed at the La Crosse County specified location, currently La Crosse County Health Department (tour immediately following Vendor Conference).

The vendor will provide on or off site training, at the vendor's expense, for La Crosse County staff. The training will include proper operation of laboratory equipment and software provided for data management. Onsite equipment vendor needs to be onsite at the County, at vendor's expense, for at least the first 2 business days of launch of new equipment.

The vendor will provide replacement kits for any problem identified by either party and technical support that causes loss of or use of reagents due to a technical problem. Waste of reagents due to technical problems and for troubleshooting purposes will be replaced at no extra cost to County.

The vendor will have 24 hour technical assistance. All service equipment will be provided by the vendor.

The Data Management System (DMS) must be installed in the laboratory within five feet of the analyzer. The DMS must be fully customizable to meet the needs of the laboratory. The DMS must be very robust to any platform.

B. Warranty

Warranty for **on-site testing only**:

The vendor is required to provide a warranty for the equipment and data management throughout the term of the contract.

Warranty and Limitation of Liability – Vendor warrants the equipment and consumables are free from defects in material workmanship and conform to the labeling claims which accompany them.

The drug testing system must be restored to normal operations, via repair or exchange within two business days after the initial call for service is placed.

Warranty for **off-site testing only**:

The vendor is required to provide a warranty for the data management throughout the term of the contract.

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- C. Other Requirements:
All titles for the equipment will remain with the vendor.
All products must be in good working order. Any product previously used must have been refurbished and this must be revealed at time of proposal.
The vendor will pay all yearly fees associated with the service contracts for the analyzer and/or software.
Installation and shipping expenses of the equipment and supplies should be included in the cost per kit and/or test.
- D. Shipment Requirements for **off-site testing only**:
The cost of overnight shipping of samples will be included in the cost of testing, and will not be a separate expense for which the County would be responsible.
Please explain in detail how the shipping process would work, including frequency of pick-up and how soon results would be available. All shipping materials and supplies must be included in the cost.
- E. Data Management System (DMS):
This is required for either **on-site or off-site** testing

The proposal must contain the following information regarding the DMS:

1. Report Delivery:
The Data Management Software must provide automatic reporting of results to La Crosse County on-site and off-site through various methods.
 - *Local and network printers
 - *Remote workstation viewing and printing
 - *Auto batch faxing
 - *Email reporting
 - *Internet reporting
 - *Dial-up access to reports
2. Rapid Order Entry
3. Client Information Screen
4. Calculated tests
5. Reflex conditions
6. Import/Export capabilities
7. Query report writer
8. Quantitative and qualitative results
9. Bar-coding capability
10. Chain of custody
11. Allows off-line test entry
12. Unique accession number tracks specimen record
13. Auto rerun of positives

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JSS operates 7 days a week, 365 days per year from 7am to 8:30pm. We require the availability of technical assistance if needed 7 days a week during these hours. Updates and maintenance of DMS must be included in the cost per test/kit.

DMS vendor needs to be onsite at the County, at vendor's expense, for at least the first 2 business days of launch.

The drug testing software and any supporting software must be able to print individual reports, email reports and fax them directly from the computer system.

1.1.3 Program Goals

To provide reliable drug testing equipment and supplies for urinalysis substance abuse testing.

1.2 Purchasing and Contracting Division/Department

This Request For Proposal (RFP) process is administered by La Crosse County, Human Services Department and the person responsible for managing the procurement process is Chris Sander.

The contract resulting from this RFP will be administered by La Crosse County, Human Services Department. The person coordinating that contract will be Chris Sander.

1.3 Definitions

The following definitions are used throughout the RFP:

DMS – Date Management System

JSS – Justice Support Services

1.4 Clarifications and/or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be received in writing by mail, fax, or e-mail on or before **September 7, 2017**. Send inquiries to:

Chris Sander, Contract Unit Supervisor
La Crosse County Human Services
300 4th Street N
La Crosse, Wisconsin 54601
Voice: (608) 785-5511 Fax: (608) 793-6567
E-Mail: sander.chris@co.la-crosse.wi.us

Providers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the process. If a provider discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the provider should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

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In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided via the La Crosse County Website and via email to all known interested parties.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.5 Vendor Conference/Tour

A vendor conference will be held on **Tuesday, September 12th, 2017 at 9:00 a.m.** at La Crosse County Health and Human Services Building at 300 4th Street North, 2nd Floor, Room 2003 - to respond to written questions and to provide additional instruction and information to providers on the submission of proposals. ***Following the Vendor Conference, there will be a tour of the current Health Department lab for interested vendors.***

1.6 Reasonable Accommodations

La Crosse County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Chris Sander at (608)785-5511 or sander.chris@co.la-crosse.wi.us.

1.7 Calendar of Events

DATE	EVENT
September 1, 2017	Date of issue of RFP
September 7, 2017	Deadline for submission of questions by Vendors for Vendor Conference
September 12, 2017	Vendor Conference/Tour – Rm 2003, La Crosse County Health and Human Services Building, 2 nd floor, 9:00 a.m.
October 2, 2017	Proposals due from vendors – 3:00 p.m.
October 18, 2017	Vendor interviews – please hold open the following date/times – October 18th, 2017 at 9:30 a.m., 10:30 a.m., 11:30 a.m. and 1:30 p.m.
November 10, 2017	Anticipated notification of intent to award sent to vendors
January 1, 2018	Estimated contract start date
January 2, 2018	Estimated launch date

1.8 Contract Terms and Rate Increases

The contract shall be effective from **January 1, 2018** until **December 31, 2020**.

Annual rate adjustments will be made automatically following the July Consumer Price Index for Urban Regions (CPI-U).

1. The rate will be determined from tables from the U.S. Department of Labor-Bureau of Labor Statistics for the Midwest Urban region for areas of 50,000 or more.

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2. Should the CPI-U ever be less than 0%, the Provider rates will stay the same as the current year. Should the CPI-U ever be more than 3%, Provider rates will go up 3%.
3. Automatic Rate Adjustments exclude services that are purchased at retail price, Medical Assistance (MA) Rates, and reimbursement rates set by the State (i.e. children's group homes/residential care centers, autism, etc.). Also excluded are contracted rates that include a total dollar amount not to exceed during the contract period.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a provider and the contract will be based on the information submitted in the provider's proposal and any required vendor presentation/interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Public View of Proposals

To the extent permitted by law, it is the intention of La Crosse County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of La Crosse County. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

2.3 Incurring Costs

La Crosse County is not liable for any cost incurred by proposers in replying to this RFP.

2.4 Submitting the Proposal

Proposers must submit an original and six (6) copies of all materials required for acceptance of their proposal by **3:00 p.m., October 2nd, 2017** to:

Chris Sander
La Crosse County Human Services
Contract Unit
300 4th Street North
La Crosse, Wisconsin 54601

Proposals must be received in the above office by the specified time stated above. Proposals must be available electronically if requested by La Crosse County.

All proposals must be packaged, sealed, and show the following information on the outside of the package:

- Proposer's name and address.
- RFP title: Drug Testing Services RFP

2.5 Proposal Organization and Format

Proposals should be typed and submitted on 8.5 x 11 inch paper bound securely. The "original" should be marked as such on the title page. Proposals should include a Table of Contents and be organized and presented in the order assigned below. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are as follows:

- Evaluation Criteria (See Section 3.5 of this RFP)
 - Service Methodology
 - Organizational Capabilities / Staff Qualifications
 - Funding/Price Proposal
- Required Forms
 - Attachment A Signature Affidavit
 - Attachment B Vendor Data Sheet
 - Attachment C Purchase of Service Contract (return only if any requested revisions)

2.6 Multiple Proposals

Multiple proposals from a provider will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

2.7 Vendor Presentation/Interview

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in presentations/interviews to support and clarify their proposals. **These will be scheduled for October 18, 2017, following an internal meeting on October 11th. Please keep this date open for a possible presentation/interview. Generally, it is appropriate to bring staff familiar with the program and financial aspects of the proposal such that questions can be answered during the interview time.**

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Opening of Bid

Proposals will be opened after 3:00 p.m. on October 2, 2017.

3.2 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met and if additional mandatory requirements are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all providers do not meet one or more of the mandatory requirements, La Crosse County reserves

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the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.3 Right to Reject Proposals and Negotiate Contract Terms

La Crosse County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, La Crosse County may negotiate a contract with the next highest scoring proposer.

In addition, La Crosse County reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more providers.

3.4 Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee will review all proposals and will request vendor presentation/interviews and use the results of those meetings in scoring the proposals.

3.5 Evaluation Criteria

<u>Description</u>	<u>Points</u>
<u>Service Methodology</u>	40
Vendors shall minimally meet the requirements in Section 1.1.2. Please indicate in your proposal whether you are proposing on-site testing or off-site testing. Please explain all of the features of the equipment and/or services; outline what drugs the equipment can test for and explain the validity of the testing equipment, how that is proven and if it has held up in court. Discuss how equipment issues and failures are handled. Also include your ability to test specifically for Methamphetamine and K2. Describe the Data Management System and how it meets the requirements outlined. Outline the minimum IT requirements necessary for the County to use your software. Describe the warranties. For off-site, please describe what the process would look like at the County, shipping methods and what happens when the specimens reach your lab, discussing timeliness and reliable results. Please include how the shipping process would work, including frequency of pick-up and how soon results would be available.	
<u>Organizational Capabilities / Staff Qualifications</u>	10
Describe experience and capabilities in providing the equipment/service in accordance with State and Federal Laws. Provide any staff qualifications and certifications applicable. Please provide us with the name and contact information from 3 agencies that you are currently providing services for.	

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Funding/Price Proposal	25
For on-site testing, please provide us with a cost per kit, along with a cost per test. Explain how many individual tests are performed from each kit. Outline how you would propose to bill us (i.e. cost per kit, cost per test). OR For off-site testing, please provide us with a cost per test. The price per test for off-site testing should include overnight shipping, shipping materials and supplies. All other costs associated with this service will be built in to that cost per kit/test. Please indicate if prices are for first year or entire term of contract.	
Vendor Interviews/Presentations/Reference Checks	75
TOTAL	150

3.6 Required Forms

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

- | | |
|--------------|---|
| Attachment A | Signature Affidavit |
| Attachment B | Vendor Data Sheet |
| Attachment C | Purchase of Service Contract (only if you have requested revisions) |

3.7 Final Offers

The decision of the final provider is estimated to be made by the Internal Purchasing Approvers by **November 10, 2017**.

3.8 Notification of Intent to Award will be Shortly Following Final Approval

As a courtesy, La Crosse County may send a notification of award memo to responding providers at the time of award.

4.0 SPECIAL CONTRACT TERMS AND CONDITIONS

La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

La Crosse County reserves the right to re-issue any solicitations.

Upon the selection of a finalist provider, La Crosse County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this provider. If La Crosse County, for any reason, is unable to reach a final agreement with this provider; La Crosse County reserves the right to reject such provider and negotiate a final agreement with the provider who has the next most viable proposal or bid. La Crosse County may also elect to reject all proposals and re-issue a RFP.

Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a provider’s proposal or obtain additional information.

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La Crosse County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of La Crosse County.

La Crosse County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of La Crosse County.

La Crosse County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the provider.

Indemnification

The Provider agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Provider, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

5.0 PURCHASE OF SERVICE CONTRACT

The Purchase of Service Contract “Agreement,” attached hereto on Attachment C, shall be defined by written agreement between the parties and shall be binding when fully executed by the parties. **Supplier responses to the RFP will be incorporated by reference in each written agreement** and will become an integrated part of each final contract.

The proposer should submit as part of the RFP response any comments to the Purchase of Service Contract. It is requested that proposers not re-type or scan the document. Please provide feedback in the form of redline where required. La Crosse County will assume agreement of all contract language unless noted by provider.

6.0 START-UP COSTS

6.1 Start-up Costs (if Applicable)

Start-up costs are allowable for new or expanded services only. This total cost should be reflected under Section BB. Miscellaneous, with detailed proposed expenses attached to the budget packet. Costs incurred should be recovered in the unit price of the product or service. If a vendor feels that they need to bill start-up costs in advance of services being provided, this would need to be justified in the proposal and negotiated prior to contracting. Start-up costs may not be billed prior to services being provided for certain programs

7.0 EXPENSES RELATED TO CONTRACTING

7.1 Insurance Requirements

Provider will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

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- Workers' Compensation: minimum amount statutory
- Comprehensive general liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Auto Liability (if applicable): \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Professional Liability (if applicable): minimum amount \$500,000
- Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability coverages.

Plan and budget accordingly for all of these expenses related to contracting with La Crosse County.