



Washington State Migrant Council

Request for Proposal: RFP #2010-003

TITLE: Drug and Alcohol Testing and Related Services

RELEASE DATE: Wednesday, February 24, 2010

PURPOSE:

Washington State Migrant Council (WSMC) is soliciting competitive sealed proposals to provide Drug and Alcohol Testing on an as required basis during the contract term. WSMC estimates approximately 1500+ lab tests for drug & alcohol will be required. WSMC is a Federal and State funded non-profit organization providing child care and other human services to farm workers and rural families throughout the State of Washington.

Enclosed please find the following:

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|-------------|---------------------------------------|
| Section I | General Proposal Requirements |
| Section II | Scope of Services |
| Section III | Response Instructions (format) |
| Appendix A | WSMC Facility/Office Location Listing |

CONTACT PERSON:

Peggy Glossen, Purchasing Inventory Manager
Washington State Migrant Council
105 B South 6th Street
Sunnyside, WA 98944
Telephone: (509) 837-2225 ext 30820
Fax: (509) 839-5220
procurement@wsmonline.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, preferably via email.

BID DUE DATE AND TIME:

Bids must be received by the Purchasing Manager (Peggy Glossen) **no later than 4:00 PM PST ON TUESDAY, MARCH 23, 2010.** Proposals received after this deadline **will not be accepted.**

GENERAL INFORMATION:

This procurement will be conducted in accordance with the Washington State Migrant Council's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

AWARD NOTIFICATION:

Award notification will be made within thirty (30) days following the bid deadline. The contract will commence after final approval and implementation. **Services are to begin upon commencement of contract.**



RFP: 2010-003

Washington State Migrant Council

RFP # 2010-003 Substance Abuse Testing and Related Services

Section I

General Proposal Requirements



Washington State Migrant Council

General Proposal Requirements

This procurement will be conducted in accordance with the Washington State Migrant Council's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations.

1. Interpretation of Proposal Documents

Contractors contemplating submitting a proposal who are in doubt as to the true meaning of any part of the request for proposal (RFP) documents, or finds discrepancies in or omissions from this RFP document shall submit to WSMC a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of proposals. Any interpretation or correction of the RFP documents will be made in writing by addendum duly issued to all. WSMC will not be responsible for any other explanation or interpretation of the RFP documents.

2. Incurring Cost

Any cost incurred by the contractor in preparation, transmittal or presentation of any proposal or material submitted in response to this solicitation shall be sole expense of the contractor.

3. Contractor's Rights to Withdraw Proposal

Contractors will be allowed to withdraw their proposal at any time prior to the deadline for receipt of proposals. The contractor must submit a written withdrawal request signed by an authorized representative addressed to the Purchasing Manager.

4. Proposed Offer Firm

Responses to this Request for Proposal, including contract prices, will be considered firm for thirty (30) days after the proposed due date.

5. Disclosure of Proposal Contents

Proposals will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

6. Termination

This Request for Proposal may be canceled at any time and any and all bids may be rejected in whole or in part when WSMC determines such action to be in its own best interest.



Washington State Migrant Council

General Proposal Requirements (cont.)

7. Basis for Proposals

Only information supplied by the Agency in writing through the Purchasing Manager or in this Request for Proposal should be used as the basis for the preparation of the contractor's proposal.

8. Rejection of Proposal

WSMC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Washington State Migrant Council, does not meet the special requirements specified in this RFP Package. WSMC, at its sole discretion, reserves the right to reject any or all proposal at any time prior to the execution of a contract at no penalty.

9. Proposal Preparation, Presentation and Content Requirements

The Request for Proposal text contains the information to be provided for competing contractors and is the sole basis for contractor's bids.

10. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities.

11. Right to Publish

Throughout the duration of this procurement process, potential contractors must secure, from WSMC, written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement. Failure to adhere to this requirement may result in disqualification of the contractor's proposal.

12. Ownership of Proposal

All proposals and accompanying documentation become the property of WSMC and will not be returned.

13. Electronic Mail Address Required

A part of the communication regarding this procurement may be conducted by electronic mail (e-mail). Contractors must have a valid e-mail address to receive this correspondence.

14. Consideration of Small, Minority and/or Women owned Business Enterprises

In the evaluation of the proposals provided in response to this RFP, special consideration may be given to the businesses that contribute to the agency's goals in one of two ways:

- a) The business submitting the proposal is owned and operated by minorities or women, or
- b) The business submitting the proposal can certify that a percent of the contract price is paid to a minority owned business or women owned business, respectively, for services those businesses perform under this procurement.



Washington State Migrant Council

General Proposal Requirements (cont.)

Businesses may be given preference if they:

- a) State that they are a minority or women-owned business and provide a current certification to that effect, or
- b) Submit the name and the estimated amount to be paid to each minority owned or women owned business for services they will perform under this contract. These minority-owned or women-owned businesses must be certified as specified in the above paragraph.

15. Contract Award

Professional services will be evaluated and selected based on experience, qualifications, knowledge, ability, cost and references.

Preference (not priority) is given to the following types of vendors, providing this involves no sacrifice in quality, service, or price; Vendors historically underutilized (small, minority, and/or women owned business); Vendors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Vendors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.



RFP: 2010-003

Washington State Migrant Council

RFP # 2010-003 Substance Abuse Testing and Related Services

Section II

Scope of Work



Washington State Migrant Council

Agency Overview

Washington State Migrant Council (WSMC) is soliciting competitive sealed proposals to provide Drug and Alcohol Testing on an as required basis during the contract term. WSMC estimates approximately 1500+ lab tests for drug & alcohol will be required. Additionally, there is no guarantee as to the amount of testing either under or over the estimated volume. The awarded contractor will only invoice for actual services performed.

Scope of Services

Awarded contractor shall perform a drug/alcohol test and positive confirmation screen in exact accordance with the current specifications from the US Department of Transportation Drug/Alcohol Testing Regulations. The testing laboratory shall be certified by the Substance Abuse and Mental Health Administration (S.A.M.H.S.A./N.I.D.A) and the Department of Health and Human Services and performed by qualified licensed technicians in the State of Washington. Contractor must furnish collection sites strategically located throughout the state in close proximity to WSMC facilities, see Attachment A for WSMC Facility/Office Locations. Location and hours of operation must be stated. Contractor must provide a certified bilingual Medical Review Officer (MRO). Screenings and services are to include:

SCREENINGS:

- Pre-Employment Screenings
- Random Drug Screen and Breath Alcohol Testing via Collection Site and/or Mobile, if available
- WSDOT Mandated Screening for Bus Drivers
- Cause/Reasonable Suspicion
- Post Accident
- Return to duty and Follow up

SERVICES:

- Random Selection Services
- Employee Notification (English and Spanish)
- Medical Review Officer Result Verification
- Substance Abuse Professional Referral and Follow-Up
- Statistical Reporting Services
- Expert Testimony

TRAININGS:

Contractor shall provide training in substance and alcohol abuse, as well as methods of drug and alcohol testing to be conducted by contractor. All training methods must be described in detail and hourly rate provided for supervisor training and employee education training. Contractor will identify individuals conducting said training and provide all certifications held by trainer with proposal submission.



Washington State Migrant Council

QUALIFICATIONS OF LABORATORY

The successful laboratory shall have at a minimum the following qualifications:

1. License to do business in the State of Washington.
2. Certification by the U.S. Department of Health & Human Services under the National Laboratory Certification Program (NLCP).
3. DOT approval as meeting HHS laboratory certification standards for all testing required under 49 CFR Part 40.
4. At least three (3) years experience performing the types of drug testing services specified.
5. Demonstrated ability to meet the response time specified.
6. Demonstrated ongoing implementation of HHS and DOT prescribed procedures and controls on accuracy and confidentiality of testing, reporting, record keeping and specimen handling.

TYPE AND TERM OF CONTRACT

The contract resulting from this request for proposals shall be for a three (3) year period with an option for two (2) one-year extensions. WSMC reserves the right to cancel the contract at anytime upon providing a thirty (30) day written notice.



Washington State Migrant Council

RFP # 2010-003 Substance Abuse Testing and Related Services

Section III

Response Instructions (format)



Washington State Migrant Council

Contractor Response Instructions

Letter of Transmittal - Please complete and attach this page to the proposal.

Contractor or Contracting Agency: _____

Address: _____

Phone: _____

Fax: _____

Primary contact - this person must be authorized by the proposing contractor or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the proposal response.

Contact: _____

Title: _____

Email Address: _____

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: _____

Date: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities

If applicable, provide certification of minority-owned or women-owned business: reference Section I, General Proposal Requirements-#14.



Washington State Migrant Council

Contractor Response Instructions (cont.)

Proposal must include:

1. Statement of Qualifications
 - a. Company Experience
 - b. Staff Experience
2. Statement of Work, to include
 - a. Detailed Technical Approach
 - b. Collection Site Listing
3. Cost Schedule
4. Client References for Similar Projects (minimum of three references)
 - a. Reference information to be provided:
 1. Company/Client Name, Address and Phone Number
 2. Contact Person and Title
 3. Brief description of services provided

Mailing Instructions:

- a. All proposals must be placed in a sealed envelope marked "Proposal #2010-003" on the front of the envelope and submitted to: Washington State Migrant Council, Purchasing Department, 105B South 6th Street, Sunnyside, WA 98944.
- b. Prospective contractors shall provide one (1) original and four (4) identical copies of proposal and supporting documentation.