

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5204 phone
301-644-5213 fax



Leslie Pellegrino, CPA,
Acting Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing
Manager
Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Agent
Shane Ryberg, Purchasing Agent

July 28, 2021

ADDENDUM 2
RFP 22T1, Occupational Physicals and Drug/Alcohol Testing Services

DUE DATE: August 12, 2021 at 2:00 P.M.

As a result of the pre-proposal meeting held July 27, 2021, and questions received before the deadline, please be advised of the following additional information and clarifications:

1. Who is your current TPA/provider(s) managing your drug/alcohol testing program & SAMHSA LAB conducting the urine testing?

Our current TPA/Provider is Frederick Employer Health Solutions. For additional documentation please visit www.fcps.org and scroll to the bottom of the page to find solicitations and awards under "Do Business with FCPS". You can utilize the interactive table to find past awarded solicitations and supporting documents.

2. Who is your current onsite mobile collection provider for after hours or emergency testing needs? How many times did you have mobile collections performed, whether during or after hours? Where these mobile events scheduled (if so, how often), or was onsite services used solely for accidents & suspicion situations?

We do not currently utilize a mobile collection service for testing needs. FEHS does provide after hour services at our location as well as on-site random drug/alcohol testing that we schedule five times per year. After hours is conducted 2-5 times per year, depending on needs (i.e. time of accident).

3. What current walk-in clinics do you use, and what are their hours?

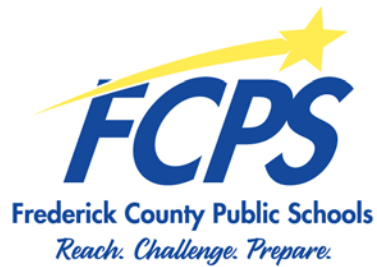
We utilize two locations for EBT and UBS Collection and DOT Physicals with hours of 7am-5pm, Monday through Friday. An additional two locations can be utilized for DOT Physicals from 10am to 8pm and Saturday from 8am to 6pm.

4. Where can we indicate any additional fees on the Price proposal form (i.e. Mobile/onsite after-hours fees, litigation support, etc.)?

FCPS has requested the needed services in the Cost Proposal. Should the needs of FCPS change, we will work with the awarded vendor to add additional services.

5. What are your current prices for:

- Non-DOT Drug Test (initial price & confirmation price, if not included):
- DOT Drug Test (initial price & confirmation price, if not included):
- Random Drug test (initial price & confirmation price, if not included):
- MRO Services:



- Breath Alcohol Test:
- Any additional After hours / Mobile/Onsite fees in addition to the drug/BAT prices above if collections were done outside a local clinic:
- Any Set up fees or annual/maintenance fees:
- Any Expert Witness / Testimony / Litigation Package Prep Fees:
- Any Annual Report Fees:

Please visit www.fcps.org and scroll to the bottom of the page to find solicitations and awards under “Do Business with FCPS”. You can utilize the interactive table to find past awarded solicitations and supporting documents.

6. Why is this bid being solicited? Has all renewal option expired, or has there been an interruption with the service?

The current Request for Proposal does not include any additional renewal options.

7. If given the ability, what would FCPS change moving forward with the next Contract, to raise the service level even higher than it is now? In other words, do you have a “wish list”?

FCPS is satisfied with our current service.

8. Would the FCPS be interested in utilizing the ELECTRONIC CCF, to avoid any delay/interruptions caused by the expiration of current DOT paper chains on 8/30/21?

Please see the Section II of the Request for Proposal for specifications and Contractors Responsibilities.

9. Can you clarify what is evaluated in your company-specific Functional Capacity Exam?

The exam evaluates the capacity to perform work activities related to an individual’s employment. Physical abilities are aligned with what is required for the individual to do in their position.

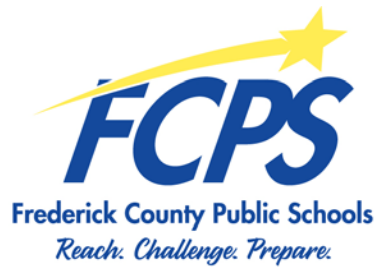
IF this is referencing the FMCSA Medical Examination for Commercial Driver Medical Certification, then those specifics of the test are outlined on Form MCSA-5875.

10. Under Section II, Part F – Medical Review Officer, #1 states the MRO must be a licensed physician in the State of MD. Although the physicians performing the DOT physicals will be licensed & certified to do so, for DOT test, certified MRO’s by a National organization are thus certified to do MRO work in any of the 50 states. The MRO does not have to reside in the State of MD to review Maryland-based drug testing. I want to make sure this makes sense and its acceptable for our firm to bid, if our MRO is domiciled in a different State?

As long as the MRO is licensed per FMCSA guidelines to review Maryland-based drug testing, this should not be an issue.

11. Who is the current provider?

Please visit www.fcps.org and scroll to the bottom of the page to find solicitations and awards under “Do Business with FCPS”. You can utilize the interactive table to find past awarded solicitations and supporting



documents.

12. What are the current collection sites? Has there been any issues with them?

We utilize two locations for EBT and UBS Collection and DOT Physicals with hours of 7am-5pm, Monday through Friday. An additional two locations can be utilized for DOT Physicals from 10am to 8pm and Saturday from 8am to 6pm. There have not been any reported issues to cause concern with the contract vendor.

13. What is your estimated budget for this project?

Historically, FCPS does not exceed \$60,000 in annual spend for these services.

14. Can we bid solely on the drug and alcohol portion, not the occupational physicals or is that grounds for disqualification?

FCPS is looking for a vendor to provide all requested services. A majority of the procurement covers required examinations for school bus drivers and other commercial driver license holders under the Maryland Department of Transportation regulations, and reasonable-suspicion and random drug and alcohol testing.

15. Page 32, i. "i. Additional Insured. The Owner, Board of Education of Frederick County, the Frederick County Government, and other entities stipulated by the Owner, shall be named as additional insured on all vendor's policies" Besides carrying insurance in the amounts dictated, do subcontractors also need to name additional insured?

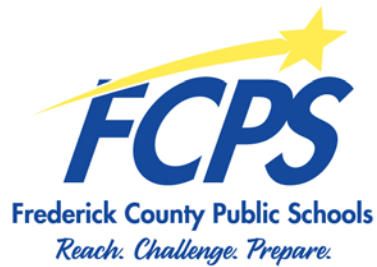
FCPS is not requesting for subcontractors to name additional insured. Sub-contractors, if utilized, must be declared in the Technical Proposal, along with what portion of work they will do. Also, the vendor who submits the overall proposal, is responsible at all times for the sub-contractor's performance. Regarding insurance requirements for the bidder and subcontractor(s), specifically reference page 31.

16. Page 36, 11 A3. "thorough knowledge in collecting urine and blood samples to insure samples remain unadulterated." Is blood collection mandatory? Historically, how often is blood collected?

Blood collection is mandatory. While it is rarely used, in the event of an accident and a driver is unconscious and/or incapacitated, blood would need to be drawn in lieu of a urine collection for drug/alcohol testing.

17. Page 36, 11 A3. "Collection facility must have trained Breath Alcohol Technician(s)" May we utilize different collection sites for urine collections and alcohol testing or do all collection sites need to be capable of both services?

All collection sites do not to be capable of both services.



18. Page 38, F1 "Licensed physician in the state of Maryland with at least three years of alcohol/drug testing review experience." Please confirm that only MROs who are licensed in Maryland are acceptable.

MRO's should be licensed per FMCSA guidelines to review Maryland-based drug and alcohol testing.

19. Page 53, Cost Proposal, IA. "FLAT FEE FOR BRINGING A MOBILE COLLECTION UNIT ON SITE FOR RANDOM SELECTION TESTING PER OCCURRENCE." Can you clarify if a mobile collector that comes to location is acceptable or if you're looking for a mobile unit vehicle with restroom attached?

A mobile collector that comes to the location is acceptable. Currently, we receive after hour services at our location as well as on-site random drug/alcohol testing that we schedule 5 times per year. After hours is conducted 2-5 times per year, depending on needs (i.e. time of accident).

20. Page 53, Cost Proposal, V. The Quantity for Clearinghouse reporting is listed as "1". We charge by the employee. If you're looking for a flat fee package, we need to know the total number of employees this would cover.

Our current services provide reporting for 151+ employees/drivers.

21. Page 57, 7. Please confirm that neither we nor our contractors would be put in "circumstances where they have direct, unsupervised, and uncontrolled access to children" and, therefore, wouldn't need background checks and fingerprinting.

The services being requested will not put contractors in a position to have uncontrolled access to children.

Sincerely,

Shane Ryberg

Shane Ryberg, Purchasing Agent
shane.ryberg@fcps.org

Attachment: Pre-Proposal Roster

SR/kl

cc: Fred Punturiero, Director of Transportation
Bid File

**Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER**

RFP 22T1, OCCUPATIONAL PHYSICALS AND DRUG/ALCOHOL TESTING SERVICES

MEETING DATE/TIME: JULY 27, 2021 at 11:00 AM

NAME (PLEASE PRINT)		E-MAIL ADDRESS	FIRM REPRESENTED (PLEASE PRINT)			
Gregg	Hartz	greg***@***.com	Comprehensive Drug Testing	13 min	10:58 AM	11:11 AM
Fred Springer (Norton)	Medical	nort*****@***.com	Norton Medical	7 min	11:04 AM	11:10 AM
Shane	Ryberg	shane.ryberg@fcps.org	FCPS	15 min	10:55 AM	11:11 AM
Sean	Shea	sean*****@***.com	Fastest Labs of Frederick	14 min	10:56 AM	11:10 AM
Nicole	St.Louis	nicole.stlouis@fcps.org	FCPS	9 min	11:01 AM	11:10 AM
Jennifer Morita and Linda Orey			FCPS	12 min	10:58 AM	11:10 AM