



**GREATER HARTFORD TRANSIT DISTRICT
REQUEST FOR PROPOSALS
GHTD RFP # 10-018
DRUG AND ALCOHOL TESTING THIRD PARTY ADMINISTRATION**

The Greater Hartford Transit District (The District), Hartford, Connecticut is seeking a firm to provide drug and alcohol testing third party administrator for the Statewide Drug and Alcohol Testing Program (Consortium) including Medical Review Officer (MRO) services . Proposal documents may be obtained by calling the District at 860.247.5329 Ext. 3090, faxing 860.549.3879 or emailing to: ldrake@ghtd.org. A pre-proposal conference will be held on **Wednesday, February 7th, 2018 at 10:00 A.M.** at the District, One Union Place, Hartford, CT to outline requirements as well as to provide the opportunity for questions and explanations.

Proposals shall be submitted to LaShaunda Drake, Greater Hartford Transit District, One Union Place, Hartford, CT. 06103, on or before **2:30 p.m. EST on Monday, February 26, 2018**. Proposals received after the deadline will not be considered and will be returned to the Proposer unopened. Any changes, or any requests for changes in the specifications, will not be recognized after sealed proposals are submitted to the District.

Any contract resulting from this request for proposals submitted is subject to a financial assistance contract between the District and the Connecticut Department of Transportation. All Proposers will be required to certify that they are not on the Comptroller General's list of ineligible contractors. Further, the contractor will be required to comply with all applicable equal employment opportunity laws and regulations.

The District hereby notifies all Proposers that in regard to any contract entered into pursuant to this Request for Proposals, advertisement or solicitation, small and/or minority business enterprises will be afforded full opportunity to submit proposals in response, and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award.

The District reserves the right to reject any and all proposals as submitted by this Request for Proposals, and to waive informalities and irregularities, as it deems in its best interest.

REQUEST FOR PROPOSALS

GHTD RFP #10-018

**DRUG AND ALCOHOL TESTING THIRD PARTY
ADMINISTRATOR
HARTFORD, CONNECTICUT**

**GREATER HARTFORD TRANSIT DISTRICT
ONE UNION PLACE
HARTFORD, CONNECTICUT 06103
(860) 247-5329**

January 19, 2018

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SECTION I – GENERAL INFORMATION

1. INTRODUCTION

The Greater Hartford Transit District (the “District”) is a quasi-municipal corporation operating under the authority of Chapter 103a of the Connecticut General Statutes. There are currently sixteen member towns represented by appointees who collectively form the Board of Directors, the policy making body of the District. The District has broad powers to acquire, operate, finance, plan, develop, maintain and otherwise provide all forms of land transportation and related services including the development or renewal of transportation centers and parking facilities.

The District is eligible and authorized under state and local law to request, receive, and manage Federal Transit Administration (FTA) funds and to execute and administer FTA-funded projects. The District provides a variety of services in support of public transportation in the Capitol Region of Connecticut.

The District is also the owner and operator of Hartford’s Union Station Transportation Center Complex, an intermodal hub of transportation that currently serves Amtrak rail, intercity and intra city bus service, taxi services, and public parking. The Complex includes the Spruce Street Parking Lot.

The District, under contract to the Connecticut Department of Transportation (ConnDOT), provides the complementary paratransit service required by the Americans with Disabilities Act of 1990 (ADA) in the Greater Hartford/Capitol Region area. The District contracts with First Transit Inc., a private operator for the provision of its paratransit service. Approximately 157 lift equipped vehicles are assigned to the service program. District-wide programs employ more than (200) employees with ridership exceeding 425,000 passenger trips per year.

The District also serves as Administrator of a Statewide Drug and Alcohol Testing Consortium and a Statewide Transit District Insurance Consortium.

The District is soliciting proposals through this Request for Proposals (“RFP”) from a firm to provide Third Party Administration (TPA) and Medical Review Officer (MRO) services for the Statewide Drug and Alcohol Testing Program. The firm will be responsible for administering the drug and alcohol tests in conformance with the US Department of Transportation/Federal Transit Administration 49 CFR Parts 40 and 655. The specifics of the services, and other documents relevant to this RFP, are set forth in the Scope of Services and in the Exhibits attached hereto and made a part hereof.

2. SUBMISSION OF PROPOSALS

Contractors shall submit six (6) copies (with one identified as the original) and one (1) electronic copy of the Proposal on or before **2:30 p.m. EST on Monday, February 26, 2018** to:

LaShaunda Drake
Procurement and Contract Coordinator
Greater Hartford Transit District

One Union Place
Hartford, Connecticut 06103-1409
FAX (860) 549-3879

Proposals shall be enclosed in a sealed envelope and clearly marked "**PROPOSALS FOR THIRD PARTY ADMINISTRATION AND MEDICAL REVIEW OFFICER SERVICES**" on the front thereon. The Proposer's complete return address must be included on the outer envelope.

Late submissions will not be accepted. It is the responsibility of the Proposer to ensure that its Proposal is delivered to the District by the date and time referred to hereinabove. Delivery by facsimile or any other electronic means will not be accepted.

All costs associated with the preparation and delivery of a Proposal are the sole responsibility of the applicable Proposer. Proposers shall not include any such expenses as part of the price proposed in response to the RFP.

3. PROPOSAL INQUIRIES

Communication by any Proposer with any agent or employee of the District on the subject of this RFP, or the pending process may result in the Proposer being deemed ineligible with regard to this RFP. All questions and requests for clarification regarding this RFP or this process must be submitted in writing to LaShaunda Drake **on or before noon, February 14, 2018**. Any correction or changes to this RFP will be made by written addendum only and will be distributed to all known recipients of the RFP document.

4. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held by the District on **Wednesday, February 7th, 2018 at 10:00 A.M.**, to outline the requirements and service standards that the District will expect of the Contractor, as well as to provide the opportunity for questions and explanations. Such Conference will be held in the District's Offices at One Union Place, Hartford, Connecticut. The Proposer may submit any written requests for clarification as well as any questions regarding this solicitation package prior to the pre-proposal conference. Attendance at the Pre-Proposal Conference is not mandatory, and is not a condition for final award.

The District reserves the right to issue addenda to this RFP as a result of inquiries received, or to make adjustments to its project schedule if it is deemed in the District's best interest to do so. The District further reserves the right to reject any and all Proposals resulting from this RFP if the District deems that it is in the best interest of the District to do so. The District may elect to make an award of the subject contract as direct result of Proposals received or elect to negotiate with Proposers.

5. COMMENCEMENT OF SERVICES

It is the intent of the District to execute an agreement with the successful proposer, to commence July 1, 2018.

6. QUALIFICATION OF PROPOSERS

Prospective Proposers must meet the following minimum qualifications to be considered for selection. All Proposers to this RFP shall have demonstrated experience in supplying such services and shall meet all criteria and requirements identified in the RFP. The District is the sole judge in determining compliance with qualifications standards:

- Firms submitting proposals must be qualified to perform Third Party Administrator services and Medical Review Officer Services in accordance with 49 CFR Part 40 and 49 CFR Part 655.
- The TPA and MRO must have collection sites located throughout the state and capable of handling all required test as stated in this Request for Proposals.

7. STATE GRANT REQUIREMENTS

Exhibit - A, attached hereto and made a part hereof sets forth state requirements placed upon vendors who are participating in a project funded in whole or in part with state grants. Its provisions are hereby included herein as an integral part of this RFP.

8. PROCUREMENT AND APPEALS PROCESS

The District's procurement procedures and appeals process are contained in Exhibit B attached hereto and made a part hereof.

9. DISADVANTAGED BUSINESS ENTERPRISE

It is the policy of the District that disadvantaged business enterprises ("DBE's"), Small Proposer and Small Proposer Minority Business Enterprises ("SBE and MBE") be afforded the maximum opportunity to participate in the performance of all contracts let by the District in accordance with Section 4a-60g of the Connecticut General Statutes as revised and in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. This participation may be in the form of prime contracts, and/or sub-contracts, and/or direct or general overhead items procured from DBEs allocated to the Services. The term "disadvantaged business enterprise" means a business enterprise that is at least 51% owned and controlled by one or more socially disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background, or other similar cause. Such persons would include but not be limited to citizens of the United States who are: African Americans (not of Hispanic origin); Hispanic Americans; Native Americans; Asian-Pacific Americans; and, women regardless of race and ethnicity.

Proposers will submit a statement indicating its own DBE status and what subcontracts and/or overhead purchases with amounts thereof under this project it will let to comply with the District's DBE goal of 5.6%.

If the Contractor is unable to achieve the specified contract goals, the Contractor must submit written documentation to the District indicating his/her good faith efforts to satisfy goal requirements.

The District is a part of the State of Connecticut Department of Transportation Unified Certification Program ("UCP") and any contractor and/or sub-contractor and/or vendor utilized to meet the DBE Participation requirements must be certified through that UCP.

A list of Conn DOT Certified DBE vendors can be found at: www.biznet.ct.gov/dot_dbe/dbesearch.aspx. Upon request, the District will provide information related to the state certification process.

10. FUNDING

Any contract resulting from this request for proposals is subject to a financial assistance contract between the District and the Connecticut Department of Transportation. All firms will be required to certify that they are not on the U.S. Department of Transportation's list of ineligible contractors. Further, the contractor will be required to comply with all applicable equal employment opportunity laws and regulations.

No proposal will be accepted from, or a Contract awarded to any person, firm, or corporation that is in arrears or is in default to the State of Connecticut upon any debt or contract or that is in default as a surety or in any other manner is in default of any obligation to the State. Additionally, no Contract shall be awarded to any person, firm, or corporation that has failed to perform on any prior or previous contract, agreement, or license with the State. Nor will any Contract be awarded to any firm that is not registered with the Secretary of State's Office to conduct business in the State of Connecticut.

11. SPECIAL PROVISION

It is the policy of the District that Small Contractor and Small Contractor Minority Business Enterprises ("SBE and MBE") be afforded the maximum opportunity to participate in the performance of all contracts let by the District in accordance with Section 4a-60g of the Connecticut General Statutes as revised. This participation may be in the form of prime contracts, and/or sub-contracts, and/or direct or general overhead items procured from SBE and/or MBEs allocated to the Services.

For the purpose of this "Special Provision", the SBE/MBE named to satisfy this requirement must be certified by the Department of Administrative Services of the State of Connecticut s (www.das.state.ct.us) as an SBE/MBE as defined by Section 4a-60g of the Connecticut General Statutes as revised.

Proposers will submit a statement indicating its own SBE/MBE status and what subcontracts and/or overhead purchases with amounts thereof under this project it will let to comply with the District's SBE/MBE overall goal of 8%.

If the Contractor is unable to achieve the specified contract goals for the Special Provision, the Contractor must submit written documentation to the District indicating his/her good faith efforts to satisfy goal requirements.

12. VALIDITY OF PROPOSALS

Proposers agree that their proposals remain valid for a period of ninety (90) days after the above cited due date for submission of proposals and may be extended beyond that time by mutual agreement.

Proposers agree that the technical portion of their proposals (not including proprietary or pricing information) may be released to other bidders upon announcement of award, if requested by such other bidders

By responding to this RFP, the proposer implicitly states that the proposal is not made in connection with any competing firm submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. It is further implied that the proposer did not participate in the District's RFP development process, had no knowledge of the specific contents of this RFP prior to its issuance, and that no employee of the District participated directly or indirectly in the firm's proposal preparation.

13. ADDENDA AND PROPOSAL REJECTION

The District reserves the right to issue addenda to this RFP as a result of inquiries received, or to make adjustments to its project schedule if it is deemed in the District's best interest to do so. It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the designated contact person prior to entering a proposal that all addenda have been received. Proposer are required to acknowledge the number of addenda received as part of their proposal.

The District reserves the right to reject any and all Proposals resulting from this RFP if the District deems that it is in the best interest of the District to do so. The District may elect to make an award of the subject contract as direct result of Proposals received or elect to negotiate with Proposers.

14. PROPOSAL WITHDRAWAL

The Proposer's authorized representative may, prior to the date and time set as the deadline for receipt of proposals, modify or withdraw a proposal in person, or by written or facsimile notice to the official listed in this document. If proposal are modified or withdrawn in person, the authorized representative shall make his or her identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received at the District's offices, One Union Place, Hartford, CT 06103 no later than the date scheduled as the proposal receipt deadline. After the proposal receipt deadline, proposal may not be withdrawn for one hundred and twenty (120) calendar days.

15. EXCEPTIONS TO RFP

All exceptions taken by Proposer must be specific. Proposer must clearly indicate what alternative is being offered to allow the District a meaningful opportunity to evaluate the Proposal. Submitting an alternative proposal does not relieve the Proposer from submitting the Minimum Requirements as stated in the RFP. The District is under no obligation to accept any proposed exceptions or alternatives.

16. INSURANCE REQUIREMENTS

The Contractor will be required to carry, for the term of the Contract and any amendment thereto, for the services performed under the terms of the Contract and those performed for the Contractor by its subcontractors, with the District being named as an additional insured party, the following minimum insurance coverage's. Copies of all insurance

certificates, with the District et al. named as additional insured shall be supplied to the District prior to the commencement of service. This insurance will protect the Contractor and the District from claims that may arise from the successful Contractor acts or omissions.

Commercial General Liability

The Contractor shall carry Commercial General Liability Insurance, including premises/operations; contractual liability; personal injury; products/completed operations; property damage, providing for a per occurrence limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in anyone accident or occurrence, and for all damages arising out of injury to or destruction of property in anyone accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

Workers' Compensation Insurance

With respect to all services the Contractor performs and all those performed for the Contractor by its subcontractors, the Contractor and subcontractor(s) shall carry Workers' Compensation Insurance and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States, respectively.

Business Automobile Insurance

The Contractor shall carry Business automobile Liability Insurance, to cover the use of all owned, hired, and non-owned vehicles, providing for the following minimum liability limits: One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in anyone accident or occurrence, and for all damages arising out of injury to or destruction of property in anyone accident or occurrence.

Errors and Omissions

The contractor shall carry Errors and Omissions Insurance Policy in an amount not less than Five Million Dollars (\$5,000,000).

Certificate of Insurance

In conjunction with the above, the Contractor agrees to furnish to the District a Certificate of Insurance fully executed by an insurance company or companies satisfactory to the District/State for the insurance policy or policies required hereinabove which policy or policies shall be in accordance with terms of said Certificate of Insurance. For the Workers' Compensation Insurance and, as applicable, U.S. Longshore and Harbor Workers' Compensation Act coverage, the policy number(s) and term of the policy (ies) shall be indicated on the certificate. Each insurance policy shall state that the insurance company agrees to investigate and defend the insured against all claims for damages, even if groundless.

All such insurance coverage shall name the District as an additional insured except for Workers' Compensation Insurance coverage, provide a waiver of subrogation and such insurance shall be primary and non-contributory. Prior to the termination

n or lapse of any such insurance coverage, the Contractor shall submit a similar additional certificate of insurance to the District.

Self-Insurance

If the Contractor elects to be self-insured rather than acquiring coverage from an insurance company, the Contractor shall ensure to the District and/or the State that it is adequately protected. The Contractor shall submit a notarized statement from an authorized representative providing the following information:

- (1) That the Contractor is Self-insured,
- (2) That the Contractor has established a reserve fund that satisfies the minimum requirements set forth in the agreement for the payment of claims,
- (3) That the Contractor shall indemnify and hold the State harmless, and
- (4) The name, title, and address of the person to be notified in the event of a claim.

The Contractor further agrees to require all subcontractors providing any services relating to the Statewide Drug and Alcohol Testing Program on their behalf, and with respect to this RFP, to carry the following insurance coverage with the following amounts:

- Workers' Compensation: statutory amount,
- Employer's Liability: One Million Dollars (\$1,000,000) minimum,
- Errors and Omissions Insurance: Five Million Dollars (\$5,000,000) minimum,
- Commercial General Liability: One Million Dollars (\$1,000,000) bodily injury for each occurrence and an aggregate of Two Million Dollars (\$2,000,000), and
- Automobile (truck Liability: One Million Dollars (\$1,000,000) combined single limit.

Contractor's failure to procure or maintain required insurance will constitute a material breach of the Contract.

17. RESERVATION OF DISTRICT'S RIGHTS

The District reserves all rights regarding the RFP, including, without limitation, the right to:

- a) Amend, delay or cancel the RFP without liability if District finds it is in the best interest of the District to do so;
- b) Reject any or all Proposals received upon finding that it is in the best interest of the District to do so;
- c) Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any Proposal, if required;
- d) Reject any Proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- e) Negotiate a Statement of Work based on the Scope of Work described in this RFP and to negotiate separately in any manner necessary to serve the best interest of the public;
- f) Amend any Contracts that are a result of the RFP.

Although price is a consideration in determining the apparent successful Proposer, the intent of the RFP is to identify a Proposal from a Proposer that has a level of specialized

skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the technical nature of some of these tasks, the Proposer with the lowest Price Proposal may not necessarily be awarded a Contract. The District reserves the sole right to determine the best Proposal

18. ATTACHED EXHIBITS

The following exhibits are included in this RFP package:

A. State of Connecticut Grant Requirements

B. District Procurement Procedures and Appeals Process

C. General information Form

D. Required Certifications:

- Certificate of Eligibility
- Certificate of Non-Collusion
- Certificate of Restrictions on Lobbying
- Certificate of SBE Participation
- Certificate of Eligible Contractors
- Gift Certification
- Agency Certification
- Consulting Agreement Affidavit

E. Consortium Member Information

F. Cost Proposal Form

SECTION II – SPECIFICATIONS

1.BACKGROUND

The Greater Hartford Transit District is the designated agency to perform administration services for a Statewide Drug and Alcohol Testing Program, (the "Consortium"), on behalf of the State of Connecticut Department of Transportation (ConnDOT). The District serves as the liaison between ConnDOT, all consortium member locations and the firm selected to provide Third Party Administrator (TPA) and Medical Review Officer (MRO) services as specified in this RFP. The District is responsible for monitoring the provider of TPA and MRO services and approves collection sites, laboratories, program training and the selection of educational resources.

The Connecticut Statewide Drug and Alcohol Testing Consortium is comprised of 26 transit operators throughout the State of Connecticut. The District is soliciting proposals through this Request for Proposals from qualified TPA and MRO firms to provide services for approximately 2,300 safety sensitive Consortium member employees.

2. CONTRACT TERM

It is the intent of the District to execute an agreement with the successful proposer, herein after referred to as ("the Contractor"). The agreement between the District and the Contractor shall be for a one (1) year period commencing July 1, 2018 through June 30, 2019 with the option of renewing said agreement with the Contractor (in one year increments for up to four additional years) on an annual basis each successive year with a maximum term of five (5) years, subject to the mutual agreement of both parties.

The District reserves the right to terminate such Agreement in the event of any default with respect to the terms thereof by Contractor, upon giving fifteen (15) days prior written notice to do so, at the end of which time period, such Agreement shall terminate.

The terms, conditions and financial benefits of an Agreement between the District and the Contractor will be negotiated, after selection of the Contractor, by the District and the Contractor, subjected, however, to the terms hereof.

The Agreement with the Contractor may be amended to fulfill the requirements of any new or amended Federal Law or Regulation. The maximum agreement payment will be amended to conform to any such amendment.

3. SCOPE OF WORK

The District is soliciting written proposals from interested firms to act as its exclusive agent for carrying out all aspects of the U. S. Department of Transportation ("U.S. DOT") Federal Transit Administration ("FTA") drug and alcohol testing requirements as described in 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs and 49 CFR Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

Please note that the requirements contained herein should be construed as a minimum only. Innovative modifications that may be in the District's best interest will be considered during the evaluation process.

Services shall include, but not be limited to, the following outlined items:

A. Specimen Collection and Drug Testing

1. Establish collection sites

- Establish multiple collection sites throughout the State capable of handling all required tests. At a minimum, collection sites should be located within close proximity (a half hour drive or less) to the central office site for each of the transit providers identified in Exhibit B, and each member location shall be provided with no less than two collection sites which fall into this criterion.
- Collection services must be available during all hours that each respective transit provider has on-duty safety-sensitive employees. Collection sites must be mutually agreed upon by the District and the Contractor before the collection site can become a permanent collection site for the contract period.
- Provide *On-Site* and *Off-Hour* testing services to accommodate Random, Post-Accident, and Reasonable Suspicion tests as well as emergency needs.
- Collection staff must be available to supply written statements/documents for, or testify, at grievances/arbitration, unemployment compensation and/or other hearings related to drug and/or alcohol test issues as deemed necessary.
- Provide a copy of executed contract with each established collection site upon requested by the District.

2. Collection Processes

- Implement collection processes that conform to all applicable Federal requirements for urinalysis drug testing and breath alcohol testing as specified in 49 CFR Parts 40 and 655.
- Provide training resources, guidance and corrective action plans to collection sites to ensure compliance with 49 CFR Part 40 requirements.
- Monitor collection site performance and remove non-compliant collection sites from those approved to be used by consortium member locations. Collect collection site certification statements annually confirming compliance with collection processes requirements. The District reserves the right to dismiss collection sites based on substandard performance.
- Particular attention must be paid to Post-Accident testing time parameter requirements. Alcohol tests should be conducted

within two hours of the accident; if not completed within eight hours following the accident, testing attempts shall cease. Drug tests should be conducted within eight hours of the accident; if not completed within thirty two hours of the accident, testing attempts shall cease.

- Take measures to prevent test cancellations. Transport specimens from collection sites to the appropriate lab(s) within 24 hours of the time of collection.

B. Testing Laboratory Services

- Establish testing by a laboratory or laboratories which has been certified by the Department of Health and Human Services ("DHHS") using proper chain-of-custody procedures, and in compliance with 49 CFR Part 40.
- Such laboratory (or laboratories) must remain certified throughout the term of this contract.
- Negative test results should be reported within forty-eight (48) hours of receipt. Positive test results should be reported within seventy-two (72) hours of receipt by the laboratory. The specific time frames are from the time of delivery to the testing laboratory to time of notification.
- Provide the services of a second DHHS-certified laboratory for the testing of split specimens. The second laboratory must meet the same requirements as those specified for the primary lab.
- Provide a copy of executed contract with each established laboratory upon requested by the District.

C. Volume / Types of Tests

- Retain capability to conduct an average of one hundred (150) tests monthly from the following categories:
 - a. Pre-employment
 - b. Random
 - c. Reasonable Suspicion
 - d. Return to Duty
 - e. Post-Accident
 - f. Follow-up testing

The Contractor shall understand and agree that the District does not guarantee a minimum or maximum number of drug and alcohol screening analyses that the vendor shall perform.

- Conduct urinalysis drug tests for the following:

- a. Marijuana metabolites
- b. Cocaine metabolites
- c. Amphetamines
- d. Opioids (i.g., hydrocodone, oxycodone, hydromorphone, oxymorphone)
- e. Phencyclidine (PCP)

D. Chain of Custody Forms

- Provide consortium member locations with customized Chain of Custody Forms indicating MRO name and address for result reporting.
- Implement procedures to minimize canceled tests including chain of custody errors.

E. Breath Alcohol Testing

- Provide breath testing services in compliance with 40 CFR Part 40.
- Specifically address such issues as time requirements. Confirmation test must be performed after fifteen (15) minutes of the initial test but no later than thirty (30) minutes after the initial test.
- Provide Evidential Breath Testing ("EBTs") devices in sufficient quantities and within close proximity to member locations to provide complete service area coverage within the specified time requirements. Make provisions for back-up EBTs as necessary.
- Provide certified Breath Alcohol Technicians ("BATs") trained to proficiency in the operation of the Evidential Breath Testing ("EBT") device. These must be strategically placed throughout the State allowing the BATs to reach any collection site in less than two (2) hours and are available during all times the transit employees are on duty. Make provisions for back-up BATs as necessary.
- Monitor Breath Alcohol Technician performance and remove non-compliant BATs from the list of those approved to be used by consortium member locations. Collect BAT certification statements annually confirming compliance with collection processes requirements.
- Provide for all necessary maintenance and calibration of EBTs. Perform an external calibration check after every confirmed positive test result. This may be performed either by the Contractor or individual service provider locations; however the

Contractor will have ultimate oversight responsibility as to compliance in this area.

F. Random Database Maintenance and Test Selections

- Maintain a current updated alphabetical database of all safety-sensitive employees by employer. The database should include at least the following information on each employee: Name; social security number; employer; and safety-sensitive position.
- Maintain a current updated alphabetical database of all Designated Employer Representatives (DERs) and Alternate DERs by Consortium member location.
- Database information shall be retained in multiple pools as directed by the Consortium Coordinator.
- Have capability to produce complete alphabetical listing by employer of all their safety-sensitive employees. Also provide complete alphabetical listing of all safety-sensitive employees in the Consortium.
- Create quarterly Random Test Selection listings originated from a computer based number generation system and methodology compliant with federal regulations. Random test selections will be made on a quarterly basis and must be provided to member locations before the beginning of the quarter. At the discretion of the member location, random selections shall be made available monthly, although selected quarterly.
- Select Random Drug Tests at an annual minimum goal of 25% or higher as directed by the Consortium Coordinator.
- Select Random Alcohol Tests at an annual minimum goal of 10% or higher as directed by the Consortium Coordinator.
- Include a suggested target testing date for all random selections that will ensure “date” spread of random tests Consortium wide.
- Create “Holiday Draw” Random Test Selections listing to cover the winter holiday period as directed by the Consortium Coordinator (approximately mid-December to early January).
- Random numbers should be generated in sufficient numbers to cover for unanticipated absences by employees selected for testing, incomplete tests, and canceled tests.

G. Medical Review Officer Services

- Provide the services of a Medical Review Officer ("MRO")

knowledgeable in substance abuse disorders, with the appropriate medical training to interpret and evaluate a positive test result together with the medical history and any other relevant biomedical information of the donor. Provide at least one backup in case the primary MRO is unavailable.

- All MROs assisting this contract are responsible for the procedures established in 49 CFR Part 40, including notifying labs of employee split specimen test requests; notifying employer and employee of split sample test results; and verifying opioids positives. These MROs must also understand and fulfill the requirements pertaining to the role of the MRO in 49 CFR Part 655. Such MROs cannot have ownership or financial interest in any laboratory used by the transit providers for its substance abuse testing.
- Develop a procedure for the timely communication of positive breath alcohol tests between the BAT and the MRO and between the MRO and Consortium member DER.

H. Training

1. **Drug and Alcohol Program Manager Training** – Twice a year, at the discretion of the District, provide a two (2) hour session of education and training on Drug and Alcohol Program Management procedures. The training content shall include, but is not limited to:
 - a. Program Management
 - b. Record Retention
 - c. Testing Procedures
 - d. Reporting Requirements
 - e. Reasonable Suspicion
 - f. Post Accident
 - g. Consortium Resources
 - h. Best Practices
2. **Reasonable Suspicion Training** - Twice a year, at the discretion of the District, provide a two (2) hour session of education and training on Reasonable Suspicion testing covering at a minimum the following topics:
 - a. Impact of drug abuse and alcohol misuse on society and industry;
 - b. Drugs of abuse and alcohol misuse and their effects;
 - c. Policy and procedural review;
 - d. Review of drug and alcohol testing procedures;
 - e. Profile of the at-risk employee;
 - f. Identifying the at-risk employee;

- g. Confronting and referring an employee; and
 - h. Referral to employee assistance program and rehabilitation process.
3. **Supervisor Refresher Training** – Provide training, at the discretion of the Consortium Coordinator, to include, at a minimum, the following course content:
- a. Review of Reasonable Suspicion testing requirements
 - b. Review of Post-Accident testing requirements
 - c. Review of Random Test notification procedures
 - d. Provision of training resources pertaining to above
4. **New Employee Training Packets** – Develop an Employee Training Packet that includes literature related to the effects of drug abuse and alcohol misuse, testing procedures under the FTA program, and benefits of the Employee Assistance Program (EAP).
5. **Other Training** – On an as needed basis, provide various forms of training as requested by the Consortium Coordinator.

The Contractor is required to provide booklets of training materials.

I. **Recordkeeping and Certification**

- Maintain records concerning all positive test results and EBT calibration documentation for at least five (5) years. Maintain all records related to the collection process for two years. These records include collection log books, if used; documents relating to the random selection process; MRO verifications for medical explanation for insufficient volume; and documentation of negative test results for one year.
- Assure that all positive urine specimens are retained by the drug testing laboratory for a minimum of one year. Specimens shall be retained longer if litigation or a grievance is pending. Split specimens shall be maintained in long-term frozen storage for at least sixty (60) days if the primary specimen is positive.
- Assure all test results are forwarded directly to the MRO for verification, employee contact as appropriate and disposition to appropriate Consortium employer consistent with the requirements set forth in 49 CFR Part 40.
- Provide necessary documentation to employer in the case of a

positive test result where litigation is involved (e.g., arbitration, unemployment, workers' compensation, court hearing, EEOC charge, etc.)

- Provide copies of records upon request to the District within two (2) working days of the request.
- The Contractor shall ensure that strict confidentiality of test results is maintained. All tests acquired by the Contractor shall become property of the respective employer. Any test results or material prepared shall not be released without prior written consent of the employee (other than to the District as requested).

J. Daily / Weekly / Monthly Reporting

Provide District with the following:

- Notification to Consortium Coordinator of each positive test result including member location, employee name, test type, test date, and test result.
- A list of current updated DERs and Alternate DERs to Consortium Coordinator.
- Provide Consortium Coordinator weekly with a list of all open Random Test Selections.
- A weekly list of all Pre-Employment tests conducted within the prior week including member location, name of donor, test result, collection site, and result of two-year look back verification: date of prior positive test, type of test, type of drug discovered, and level of positive alcohol test.
- A monthly report of all tests conducted including type of test; test result; type of drug discovered; and level of positive alcohol test.
- A monthly summary of total tests conducted and billed by test type and test results.
- Monthly and year-to-date summaries of positive test results by test type (drug and alcohol) for largest member location, other member locations, and all member locations.
- A monthly list of all cancelled tests, fatal flaws and non-fatal flaws as well as a description of resolution efforts.
- A monthly summary of all on-site off-hours tests conducted and billed including the number of tests and total cost plus a detailed list of such test: date of test, employee name, test time, quantity, unit cost, and total cost.

- A monthly summary of on-site wait times including date of test, member location/division, employee name, schedule of test time, collection time(s), quantity, unit cost, amount charged for each wait time, and total amount for all wait times. A copy of each Wait Time report will be provided along with the summary.
- A monthly summary of on-site cancelled tests including employee name, member location/division, schedule of test time, date and time of cancelled notification, date of time of mobile unit arrival, amount charge for each cancellation, and total charge. A copy of each cancelled test form will be provided along with the summary.
- Provide a Customer Service report that tracks all written and email correspondence with Consortium members, evidencing the issue resolved in each instance.
- A monthly invoice including total number of tests by test type conducted by network clinic, non-network clinic, on-site regular hours, on-site off-hours, and cost for each line item; wait times charge; cancelled test fees; training costs; administrative fee; etc. and total invoice amount.

K. Quarterly Reporting

- Provide Consortium Coordinator and Consortium member locations with quarterly Random Selection – Selected Participants Listing inclusive of employee name, social security number, safety sensitive position, and suggested test date and Certification of Enrollment in Random Selection.
- Provide Consortium member locations with laboratory urinalysis testing results and proficiency testing reports.
- Provide Consortium member locations with Random Test Selection Notifications.

L. Annual Reporting

- Prepare annual draft Management Information System Data Collection Form ("MIS") reports for each Consortium member locations and submit final MIS reports to Consortium Coordinator for remittance to FTA.
- Prepare annual Statement of Compliance for each member location inclusive of random testing pool identification, total number of employees in pool, total number of random tests completed, and random testing rate achieved.
- Provide Consortium Coordinator with a list of approved collection

sites and certification statements indicating compliance with Part 40 requirements.

- Provide Consortium Coordinator with certification statements for all Breath Alcohol Technicians utilized on behalf of the Consortium indicating compliance with Part 40 requirements.

M. Customer Service Expectations

The Consortium has extremely high expectations related to customer service and contractor performance. The Contractor should expect frequent interface with the Consortium Coordinator and Consortium member DERs. The Contractor is expected to be proactive in providing information, resolving issues, streamlining standard operating procedures, developing creative resource materials, and altering training content. On a regular basis, the Consortium Coordinator will meet with key principals to discuss program policy, activity, data and trends. Program Review meetings will be held at least on a quarterly basis.

The Contractor must provide contact information for twenty-four hour emergency staff able to provide program management guidance in Post Accident and Reasonable Suspicion situations.

The Contractor must track changes in regulatory requirements and develop policy addenda documents accordingly as needed.

The Contractor should maintain an interactive website able to accommodate program management activities such as review of random database information, random selections and test results in addition to the ability to change random database information.

The Contractor will be expected to respond to other services as requested by the District.

N. Program Management

The Contractor will provide guidance and support to all Consortium members, including standardized forms and notices related to, but not limited to, the following:

- a. Acknowledgement of Policy Receipt Form
- b. Previous Employer Violation Inquiry
- c. Test Tracking Form (Notification date and time, test type, result, etc.)
- d. Test Notification Form (Type, DOT Mode, MRO contact information, etc.)
- e. Reasonable Suspicion Situation Checklist
- f. Post Accident Checklist
- g. Documentation of Failure to Conduct any type of test
- h. Employee Request for Test Result Form
- i. Employee Request for Split Specimen Form

The District welcomes the submittal of alternative program management support resources that will augment existing administration tools.

Contractor staff must be available to supply written statements/documents for, or testify, at grievances/arbitration, unemployment compensation and/or other hearings related to drug and/or alcohol test issues as deemed necessary.

The Contractor must monitor open random test selections and follow up with member locations to identify reason for open tests.

The Contractor must be available to represent the Consortium and/or any of its individual members during audits conducted by state or federal officials.

O. FTA Compliant Policy

The Contractor must be able to provide a consortium-wide policy document compliant with 49 CFR Parts 40 and 655. All consortium members will be required to adopt this policy, however will be able to make employer's choice regarding the following two items:

- a. Employer's Disciplinary Consequences – The employer may choose one of the following two options related to a non-negative test result:
 - 1. First Termination Policy (Immediate termination and referral to SAP)
 - 2. Second Chance Policy (Referral to SAP, Return-to-Duty and Follow-Up)

- b. Financial Responsibilities – The employer may choose amongst the following options:
 - 1. Shy Bladder – Employer or employee to pay for medical evaluation. If no medical reason found, employee will reimburse employer.
 - 2. Shy Lung – Employer or employee to pay for medical evaluation. If no medical reason found, employee will reimburse employer.
 - 3. Split Specimen – Employer or employee to pay for split specimen test. If the split specimen result is different from the original, employer will pay. If it is confirmatory, employee will pay.

P. Agreement Amendment

The agreement with the Contractor may be amended to fulfill the requirements of any new or amended Federal Law or Regulation. The maximum agreement payment will be amended to conform to any such amendment.

4. OTHER SERVICES

The Contractor should expect frequent interface with the Consortium Coordinator and is expected to be proactive in providing information, resolving issues, streamlining standard operating procedures, developing creative resource materials, and altering training content. On a regular basis, the Consortium Coordinator will meet with key principals to discuss program policy, activity, data and trends.

The Contractor must provide contact information for twenty-four hour emergency staff able to provide program management guidance in Post Accident and Reasonable Suspicion situations.

The Contractor must track changes in regulatory requirements and develop policy addenda documents accordingly as needed.

The Contractor should maintain an interactive website able to accommodate program management activities such as review of random database information and test results in addition to the ability to change random database information.

The Contractor will be expected to respond to other services as requested by the District.

SECTION III – SUBMISSIONS

1. SUBMISSION REQUIREMENTS

All information shall be provided according to the following instructions in order to be considered a responsive Proposal.

Six (6) identical hard copies (with one marked as the original) and one (1) electronic copy of the proposal. The proposal must include a cover letter, the General Information Form, Statement of Qualifications, Quality of Service, Implementation Plan and Schedule, and Affirmative Action Plan.

Each Proposal shall be typed and should be concise but comprehensive and not include any unnecessary elaborate or promotional materials. Appendices should provide information relevant to the proposal and not consist of Proposer's general marketing materials. The Proposal is limited to 20 - 8 ½ X 11 sheets or 40 pages of double sided prints. Font size 12 points. Required certifications are not considered part of the page limit.

Proposal Forms must be completed and signed. All required certifications must be completed, signed and submitted with each Proposal.

Cost Proposal information shall be based on the type of service to be provided and the associated requirements as specified in this RFP. The price to be quoted in any proposal shall include all items of labor, materials, and other costs necessary to fully provide the services. Any items omitted from this specification which are clearly necessary for the completion of the project shall be considered a portion of the project although not directly named in these specifications.

Proposals shall be enclosed in a sealed envelope and clearly marked "**PROPOSALS FOR THIRD PARTY ADMINISTRATION AND MEDICAL REVIEW OFFICER SERVICES**" on the front thereon. The Proposer's complete return address must be included on the outer envelope

2. GENERAL INFORMATION FORM

The Proposer must provide a completed and signed General Information Form as shown in **Exhibit C**.

3. COVER LETTER

Each Proposer shall submit a maximum two-page letter including the name and address of the organization submitting the proposal; a brief description of the Proposer's organization including whether the organization is an individual, partnership, corporation or joint venture.

4. TECHNICAL PROPOSAL

A. STATEMENT OF QUALIFICATIONS

The Proposal must include a statement regarding the experience and performance of the Proposer in providing Third Party Administrator (TPA) and MRO services. This statement should, at a minimum include a discussion of the availability of the resources necessary to perform the scope of work requirements either within the Proposer's firm or through the use of subcontractors.

The Proposer must have a minimum of five years of experience in the provision of TPA and MRO services and demonstrate it has the ability to fulfill the obligations of this contract.

B. REFERENCES

The proposal must also include a list of references to whom the Proposer has provided professional services similar in scope and complexity to that concerned with this RFP. The most recent reference should be listed first, then others in reverse chronological order. Include the name of the reference, contact person, title of contact person, telephone number, period of performance of service, total number of safety sensitive positions, and the total number of test by type conducted.

The District reserves the right to seek references beyond those supplied by the Proposer, which may be used as part of the evaluation process.

C. FINANCIAL STATEMENTS

Financial statements, including the most recent three (3) years of audited financial reports (if publicly held corporation) or information similar to that contained in an annual report (if privately held corporation) that documents the financial stability of the firm must be submitted as part of the Proposal.

D. RESUMES

The Proposer must provide, for each of the company principals involved with the contract, a detailed resume, indicating, at a minimum, the individual's name, which position the individual would be assigned to, years of relevant experience, and specific relevant experience.

E. LICENSE TO PRACTICE IN CONNECTICUT

An affirmative statement should be included indicating that the firm and all assigned key professional staff are licensed and qualified to practice in Connecticut.

5. QUALITY OF SERVICE

The Proposer shall provide detailed information on the firm's methodology in meeting the requirements identified in the Scope of Work Section of this RFP and Attachments. The Proposer must describe the firm's overall approach to include any special considerations that may be envisioned.

The Proposer shall describe in detail how it would accomplish and comply with all of the program requirements. **This section must include a response to each section in the Scope of Services (Section II).** The Proposer will identify the response/approach to

each section in the order the section appears in the specifications. The Proposer must identify how the section requirements will be met and how the Proposer intends to achieve full compliance.

6. IMPLEMENTATION PLAN

For the Implementation Plan, the Proposer must provide a comprehensive, detailed plan to assume the TPA and MRO services as stated in the Scope of Work section. This plan shall provide for the orderly transition of all functions as it is the intent of the District to continue the present testing levels with no breaks during the procurement process. A detailed schedule must be supplied along with any appropriate information including major tasks and key milestone dates for the transition, based on weeks after notice to proceed; logical dependencies to indicate what tasks must be completed before other tasks can begin. Highlight the tasks that require the District's involvement as well as that of the current contractor and explain to what degree the District must be involved.

7. AFFIRMATIVE ACTION PLAN

The Proposer shall include a copy of the firm's Affirmative Action Plan and a brief description of how that plan is implemented.

8. REQUIRED CERTIFICATIONS

The Proposal must include the completed and signed certifications shown in Exhibit D.

9. COST PROPOSAL FORM

The Cost Proposal must specify the proposed cost to provide the TPA and MRO services as stated in this RFP. The cost proposal form shown in Exhibit F shall be completed. A Cost Proposal Form must be completed for each service year. The cost proposal shall include all of the costs and expenses associated with the Proposal. The Cost Proposal must be submitted in a separate sealed and labeled package. **PLEASE NOTE:** Cost information must appear only in the Cost Proposal; cost information must not be discussed in the technical proposal.

10. MISCELLANEOUS INFORMATION

The Proposer is encouraged to submit other information which may be pertinent to the evaluation of the Proposal including forms to be used, training materials, client portal information, brochures, etc. The additional material does not count towards the page limit of the technical proposal.

SECTION IV – PROPOSAL EVALUTAION

1. EVALUATION PROCEDURES

An award will be made to the most responsible and responsive firm in accordance with the evaluation criteria set forth in this RFP. All proposals received will be evaluated and scored by an Evaluation Review Committee. Proposal evaluation is an assessment of both the Proposal and the Proposer's ability to successfully accomplish the required services.

The Evaluation Review Committee shall review each Proposal submitted and may invite some or all of the Proposers to submit additional material to support or clarify their proposals. The Evaluation Review Committee will take all information provided into consideration in making its recommendation to award a contract to the successful proposer in the best interests of the District. The District shall select the highest rated Proposal subject to negotiation of fair and reasonable compensation.

If determined necessary, the Evaluation Review Committee may invite top Proposers found to be within the competitive range, or may be reasonably made to be within the competitive range for an interview. If interviews are conducted, the Evaluation Review Committee will be provided the opportunity to revise their original evaluation and score to accurately reflect any additional information that may have been obtained through the interview process.

The final score for each proposal will be obtained by summing the results from each section (Technical Proposal and Cost Proposal), with a perfect final score being 100 points. The Evaluation Committee will take the total score for each Technical Proposal and add to it the respective Cost Proposal evaluation score to rank the proposal and to determine the overall preferred proposals.

In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations or understanding to any Contract requirements, said conditions, exceptions, reservations or understandings may be discussed during the interview or negotiation meetings. However, the District shall have the right to reject any and all conditions and/or exceptions, and instruct the Proposer to amend its Proposal and remove said conditions and/or exceptions; and any Proposer failing to do so may cause the District to determine such Proposal to be outside the competitive range.

The Proposer with the highest ranking Proposal may be contacted regarding any potential areas to be negotiated. If negotiations are determined not necessary, a contract will be awarded to that firm. If negotiations are conducted and not successful with the highest ranking Proposer then negotiations may be conducted with the next highest ranking Proposer and so on down the line until negotiations are successful.

The District reserves the right to contact Proposer(s) regarding an interview, areas of concern, areas to be negotiated and/or request to amend its proposal and to make its Best and Final Offer (BAFO). The District reserves the right to award on the basis of initial Proposal submitted without negotiations or discussions if such action is deemed to be in the best interest of the District.

2. TECHNICAL PROPOSAL

Proposer's ability to perform the service as stated in the RFP. All Proposals will be evaluated by the Evaluation Review Committee to determine if the requirements outlined in this RFP are met. The rating shall be based on the quality of the following items:

A. Experience of firm and staff (25%)

Elements thereof include the experience and capability of the firm to undertake this contract with the District; years of experience in providing service; extent of previous service; expertise in drug and alcohol testing services with US Department of Transportation Federal Transit Administration mandated tests, number of drug and alcohol testing services managed and location thereof. Experience providing services for a project of similar size and scope including references; proposer's history and financial stability will be considered including availability of staff and their responsibilities in the provision of these services; adequacy of personnel assigned to the drug and alcohol testing services will be measured by experience and education.

B. Quality of Service (25%)

Demonstrated understanding of the required work and services as stated in the RFP Scope of Work. Proposer's compliance with and responsiveness to RFP instructions, specifications, requirements and scope of work as shown through response/approach submitted to address and ensure compliance with each section in the Scope of Work.

This aspect concerns the availability of collection sites; certification of testing laboratories; ability to conduct monthly testing; sampling methodology; database maintenance; ability to perform on site collections; level of customer service; qualifications of MRO; and content of written training materials. This section will also review record keeping and reporting capabilities.

C. Implementation Plan and Schedule (15%).

The Proposers ability to demonstrate a feasible implementation plan and schedule setting forth the specific tasks necessary to begin services; timeline for completing the transition by June 30, 2018; and any additional resources that will be applied through the transition period will also be reviewed

D. Utilization of SBEs (10%)

Compliance with the District's SBE goals as set forth in the RFP will be evaluated.

3. COST PROPOSAL

A. Proposed Price (25%)

This aspect relates to the Contractor's overall budget, and the completeness and reasonableness of specific budget assumptions and projected level estimates. The Proposal asserting the lowest cost will receive 25 points. All other proposals will receive between 1 to 24 points based on the numerical relation of their cost to the amount asserted in the Proposal having the lowest cost amount. The formula is as follows:

- a) Divide lowest proposed cost by cost of relevant proposal.
- b) Multiply result from step a) times 25 points to determined points to be awarded.

EXHIBIT A
STATE REQUIREMENTS

CONNECTICUT REQUIREMENTS

EXECUTIVE ORDERS

This Agreement is subject to the provisions of Executive Order No 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 promulgated April 17, 2006, concerning the utilization of environmentally and health-friendly cleaning and/or sanitizing products when practicable. Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, and Executive Order No. Sixteen of Governor John G Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to: http://www.das.state.ct.us/Purchase/Info/Executive_Orders.pdf

Small Business Enterprises. In connection with the performance of this Agreement, the Consultant shall cooperate with the District in meeting its commitments and goals with regard to the maximum utilization of small business enterprises ("SBEs"), as defined in Section 4a-60 of the Connecticut General Statutes, and will use its best efforts to insure that SBEs shall have the maximum practicable opportunity to compete for any sub-contract work under this Agreement.

The District has agreed with the Connecticut Department of Transportation to include in the Agreement the Special Provisions Requirements of Section 46a-68j-30(9) of the Contract Compliance Regulations.

The Contractor agrees to ensure that small business enterprises as defined in Section 4a-60 of the Connecticut General Statutes have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with State funds provided under this agreement. In this regard all recipients or contractors shall take necessary and reasonable steps in accordance with Section 4a-60 of the Connecticut General Statutes to ensure that small business enterprises have the maximum opportunity to compete and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award of federal assisted contracts.

Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient (the District) deems appropriate.

Non-Discrimination in Employment and Affirmative Action. In connection with the carrying out of the Project the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during their pre-employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeship. The provisions of Executive Order No. 11246 of September 21,

1965, as amended, and all rules, regulations and orders of the Federal government issued pursuant thereto are incorporated herein by reference and made a part hereof. The Consultant agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d-4) and all requirements imposed by Title 49 C.F.R. part 21 and other pertinent directives of the federal government to the end that no person shall on the grounds of race, color, sex or national origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under the Project.

The District has agreed with the Connecticut Department of Transportation ("CTDOT") to include in this Agreement the following Sections from the Agreement between the District and CTDOT:

Section 32 Civil Rights. (b)(1) The Second Party (the "District and its Operator") agrees and warrants that in the performance of the contract such Second Party will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless shown by such Second Party that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Second Party further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless shown by such Second Party that such disability prevents performance of the work involved; (2) the Second Party agrees, in all solicitations or advertisements for employees placed by or on behalf of the Second Party, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission (on Human Rights and Opportunities of the State of Connecticut); (3) the Second Party agrees to provide each labor union or representative of workers with which such Second Party has a collective bargaining agreement or other contract or understanding and each vendor with which such Second Party has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Second Party's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Second Party agrees to comply with each provision of this section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, and 46a-68f; (5) the Second Party agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Second Party as they relate to the provisions of this section and § 46a-56.

Section 33. Nondiscrimination (Sexual Orientation). (a) Pursuant to § 4a.60 of the Connecticut General Statutes, (1) the Second Party agrees and warrants that in the performance of the contract such Second Party will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of

the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Second Party agrees to provide each labor union or representative of workers with which such Second Party has a collective bargaining agreement or other contract or understanding and each vendor with which such Second Party has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Second Party's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Second Party agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to § 46a-56 of the general statutes; (4) the Second Party agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Second Party as they relate to the provisions of this section and § 46a-56.

Non-Discrimination on the Basis of Disability. The Consultant shall insure that all fixed facility construction or alteration and all new equipment purchased to provide the Services comply with applicable regulations regarding Non-Discrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance, set forth at Title 49, Code of Federal Regulations, Part 27, and any amendments thereto.

The Agreement shall be deemed to include the CONNECTICUT REQUIRED CONTRACT/AGREEMENT PROVISIONS including but not limited to Equal Employment Opportunity Responsibilities, Policy on SBEs, and Code of Ethics, incorporated herein by reference, and all requirements upon consultants and contractors of the "Second Party" (the "District") set forth in said PROVISIONS shall be deemed requirements upon the Consultant hereunder. In any event, the Consultant shall do nothing which would cause the District to be in violation of the requirements upon it, as the "Second Party" under said PROVISIONS.

STATE REQUIRED CERTIFICATIONS

All contract certifications required by the State of Connecticut must be included with the proposal. The instructions and affidavits forms are available at the State of Connecticut, Office of Policy and Management Internet site at:

<http://www.opm.state.ct.us>

- Gift Certification – Form 1
- Consulting Agreement Affidavit – Form 5

Check this site immediately before you submit your proposal in case of any recent changes to the State's contractual requirements for State contracts for goods and services with a value of \$50,000 or more. It is the responsibility of the proposer to ensure that any and all up-to-date contract certification forms are properly filled out and submitted with your proposal.

EXHIBIT B
DISTRICT PROCUREMENT AND APPEALS PROCESS

GHTD Procedures and Appeals Process

These appeal procedures cover pre-award, award, and post award phases of the procurement as described below.

The District reserves the right to postpone bid opening for its own convenience and to reject any or all bids and to waive any irregularities.

The District will establish a formal, complete record of the dispute resolution process. The Board of Directors of the District is the final decision maker for the District.

Any changes to specifications or scope of services will be made by written addendum.

1. Pre-Award

Proposers may make appointments with the Executive Director to discuss the scope of services. This, however, does not relieve proposers from written, documented requests for changes or clarifications as described below.

Requests for clarification of or changes in the Scope of Services, and protest of any part of the Scope of Services must be received by the District in writing not less than 18 full days before the date of Response Date. Any request for a change in the Scope of Services must be fully supported with pertinent information.

The District's replies to requests under the above paragraph will be postmarked at least 10 full days before the Response Date. The District in its reply will respond specifically to each material issue raised in the protest.

2. Award

Each proposer will be notified by first class mail of the decision of the District as to the selection of a security firm under this procurement. Included in that notification will be a proposed effective date of engagement which will be no less than 15 days following the date of notification of award.

Any proposer may protest the proposed award of contract in writing submitted to the Executive Director of the District no later than 5 days prior to the proposed effective date of engagement. Any such award protest must be fully supported with pertinent information as evidence that the accepted technical proposal does not meet the RFP requirements or Scope of Services, or that the District violated its procurement procedures. Upon advice of counsel and the FTA, the District is not obligated to transmit any proprietary or pricing information transmitted to the District in confidence under the provisions of this RFP. The Executive Director will attempt to resolve the issues raised by protesters prior to the effective date of engagement. If resolution is reached, the Executive Director will issue a decision in the matter and the procurement process will continue. If resolution is not reached, then the issue will be referred to the Board of Directors of the District for a determination and the award of engagement will be delayed until a decision is rendered by the Board. The Board's decision is the final District determination and will take effect not less than five working days therefrom to permit a protester to appeal the decision to the FTA. Should such appeal be taken, no award will be made until FTA has issued its ruling.

It is the policy of the District not to proceed with the award phase of any procurement if there is a pending protest.

3. Post-Award

Due to the extensive opportunity offered proposers to protest the pre-award and award phases of the procurement process, post-award protests will only be accepted concerning the alleged failure of a successful bidder or proposer to deliver the procured services pursuant to the Scope of Services.

The District will respond to any such concerns in writing to any such protester. If the District cannot resolve any legitimate issue with its successful proposer, then legal recourse would be pursued. Should the engagement be terminated as a result of such legal action, a re-bid of the procurement would take place.

4. Appeals to FTA

A protest may be filed at any time during the procurement process with FTA as set forth below. FTA, under the provisions of its Circular 4220.1B, will only review protests regarding the alleged failure of the District to have written protest procedures or alleged failure to follow such procedures. Any such appeal to FTA must be in writing and received by FTA not later than five government working days following a final decision rendered by the District or after the District has failed to render a final decision on the protest. Such protest shall be filed with FTA's Region I Office at 55 Broadway, Cambridge, MA 02142 with a copy to the District and must include: the name and address of the protestor; cite the District as the grantee, the number of the RFP; a statement of the grounds for protest and any supporting documentation; and include a copy of the local protest filed with the District and a copy of the District's decision, if any. In any protested bid, the District shall not award any contract until it verifies with FTA (after 5 days) that no bid protest has been received by FTA. The District will furnish FTA copies of all relevant documents pertaining to the bid.

Upon receipt of a notice that an appeal has been submitted to FTA, the District will immediately contact the appropriate FTA official to determine if the Response Date should be postponed. If the Response Date is postponed, the District will telegraph all proposers or firms who have been furnished a copy of the RFP that an appeal has been filed and that the Response Date is postponed until FTA has issued its decision. Appropriate addenda will be issued rescheduling the Response Date.

Any appeal to FTA may be withdrawn at any time before FTA has issued its decision.

FTA's decision on any appeal will be final. No further appeals will be considered by FTA

EXHIBIT C
GENERAL INFORMATION FORM

GENERAL INFORMATION FORM

Name of Organization: _____

Organization's Address: _____

Telephone Number: _____

Years in Business: _____

Years in business Providing Drug and Alcohol Testing Services: _____

Organization is (check one):

- Corporation Partnership Association
 Joint Venture Sole Proprietorship Public Agency
 Quasi-Public Agency Other: (Explain): _____

If the organization is a corporation indicate the following:

Date of Incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice-President's Name: _____

Secretary's Name: _____

If the organization is an individual or a partnership indicate the following:

Date of Organization: _____

Name and address of all partners: _____

Name and Title of the Organization's Authorized Representatives:

Contact for Questions about Proposal: _____

Officer responsible for Contract Performance: _____

Acknowledgment of received Addenda No(s): _____

The undersigned, being cognizant of the pages, documents and attachments concerned herewith agrees to provide the District with the services described in the Request for Proposal dated January 19, 2018. The stated Proposal shall be firm for 90 days from the due date for this Proposal.

The Contractor hereby affirms that this Proposal is genuine, not a sham or collusive, and is not made in the interest of any person not therein named.

Authorized Signature

Date

**EXHIBIT D
REQUIRED CERTIFICATIONS**

Certification of Eligibility

_____ hereby certifies that neither
(Name of Proposer)
it nor its "principals" is included on the U.S. Comptroller General's Debarred Bidders List.

Signature: _____

Firm: _____

The Proposer certifies to the best of its knowledge and belief that it and its principals

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.

Have not, within a three-year period preceding the date of this Proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph B of this Certification.

Have not, within a three-year period preceding the date of this Proposal, had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall include an explanation in such regard with its Proposal.

(Check One)

_____ I DO CERTIFY

_____ I DO NOT CERTIFY

SIGNATURE: _____

TITLE: _____

DATE: ____ / ____ / ____

Certification of Non-Collusion

The Undersigned certifies, under penalties of perjury:

That this Proposal has been made by the Proposer independently, and has been submitted without collusion, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment , or services described in this procurement document, designed to limit independent bidding or competition;

That the contents of the proposal have not been communicated by the Proposer or it's employees or agents to any person not an employee or agent of the Proposer or it's surety or any bond furnished with the proposal, and will not be communicated to any such person prior to the official awarding of this procurement.

That I have fully informed myself regarding the accuracy of the statement made in the certificate.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

Certification of Restrictions of Lobbying

I, _____, of _____,
Name & Title Name of Firm

hereby certify that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form, "Disclosure Form to Report Lobbying," in accordance with its instruction as amended.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

The undersigned acknowledges that this certification is a material representation of fact, upon which reliance is placed at the time that the transaction concerned herewith was made or entered into, and that submission of this certification is a prerequisite for making or entering into such transaction imposed by Section 1352, Title 31, U.S. Code as amended. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 US Code A3801, et seq., apply to this certification and disclosure, if any.

Executed this _____ day of _____, 20_____.

By: _____
Signature & Title of Authorized Official

Certification For Small Business Enterprise

It is the policy of the Greater Hartford Transit District that small business enterprises as defined in Section 4a-60 of the Connecticut General Statutes and U.S. Small Business Administration shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with State and/or Federal funds under this agreement.

The supplier or Contractor agrees to ensure that small business enterprises as defined above have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with State and/or Federal funds provided under this agreement. In this regard all recipients or contractors shall take necessary and reasonable steps in accordance with Section 4a-60 of the Connecticut General Statutes to ensure that small business enterprises have the maximum opportunity to compete and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award of federal assisted contracts.

The Contractor hereby agrees to subcontract a minimum of _____% of the contract to small business enterprises.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

Please attach the names and addresses of any and all SBE eligible subcontractors who will perform work on this project, and the approximate dollar amounts to be paid to them. If there is no participation then this must be indicated in the form.

CERTIFICATION FOR DISADVANTAGED BUSINESS ENTERPRISE

It is the policy of the Greater Hartford Transit District that disadvantaged business enterprises as defined in 49 C.F.R. Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 C.F.R. Part 26 apply to this agreement.

The supplier or Proposer agrees to ensure that disadvantaged business enterprises as defined in 49 C.F.R. Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard all recipients or Proposers shall take necessary and reasonable steps in accordance with 49 C.F.R. Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete and perform contracts. Recipients and their Proposers shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award of federal assisted contracts.

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

Name of bidder/offeror's firm: _____

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: _____

Please attach the names and addresses of any and all DBE eligible sub-Proposers who will perform work on this project, and the approximate dollar amounts to be paid to them using the form on the following page. One form per DBE eligible sub proposer must be provided.

Eligible Contractors Certificate

I, _____, of _____,
Name & Title Name of Firm

hereby certify that it **IS / IS NOT** (circle one) included on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

CONNECTICUT REQUIRED CERTIFICATIONS

All contract certifications required by the State of Connecticut must be included with the proposal. The instructions and affidavits forms are available at the State of Connecticut, Office of Policy and Management Internet site at:

<http://www.opm.state.ct.us>

- Gift Certification – Form 1
- Agency Certification – Form 3
- Consulting Agreement Affidavit – Form 5

Check this site immediately before you submit your proposal in case of any recent changes to the State's contractual requirements for State contracts with a value of \$50,000 or more. It is the responsibility of the proposer to ensure that any and all up-to-date contract certification forms are properly filled out and submitted with your proposal.

EXHIBIT E
CONSTORTIUM MEMBER INFORMATION

CONSORTIUM MEMBERS' INFORMATION

This Exhibit provides Consortium member information needed by the Contractor to implement the drug and alcohol testing program. While an attempt to list an accurate number of employees to be tested at all locations has been made, it is likely that the exact number will change through normal attrition and expansion.

<u>Participant</u>	<u>Number of Employees</u>
Arrowline Acquisitions	23
Collins Bus Service	22
Connecticut Transit	1,016
Cooperative Educational Services	16
Dattco, Inc.	57
Eastern CT Transportation	12
Estuary Transit District	20
First Transit	235
Greater Bridgeport Transit Authority	126
Greater New Haven Transit District	131
Housatonic Area Regional Transit	84
Mal's Auto & Truck Repair	13
Middletown Transit District	42
Milford Transit District	24
Nason Partners LLC	11
New Britain Transportation Company	36
North East Transportation Company	132
Northeastern CT Transit District	14
Northwestern CT Transit District	27
Norwalk Transit District	120
Southeast Area Transit District	55
Transdev - CT FTA	33
Transportation Association of Greenwich	11
Valley Transit District	20
Waveny LifeCare Network	8
Windham Regional Transit District	28
Total	2,316

**EXHIBIT F
COST PROPOSAL FORM**

COST PROPOSAL FORM

COMPANY NAME: _____

CONTRACT YEAR: JULY 1, 2019 TO JUNE 30, 2023 _____

Contractor shall base cost estimates on approximately 1,800 tests for each fiscal year. The Contractor shall understand that these numbers are only estimates and that the District does not guarantee a minimum or maximum number of drug and alcohol screening analyses that the vendor shall perform. All amounts must be annualized. .

COST PROPOSAL FORM

Fiscal Year 2019: July 1, 2018 - June 30, 2019

EXPENSE DESCRIPTION	COST PER TEST	ESTIMATED TOTAL TESTS	COST PER HOUR	ESTIMATED TOTAL HOURS	TOTAL COST
Random Drug Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Random Alcohol Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Pre-Employment Tests (Drug)					
Collection site (network)		250			
Collection site (non-network)		250			
Subtotal		500			
Post Accident Tests (Drug/Alcohol)					
Collection site (network)		20			
Collection site (non-network)		20			
Onsite (mobile)		40			
Subtotal		80			
Other Tests: Reasonable Suspicion, Return-to-Duty, and Follow-Up		60			
Off-Hour Tests (Drug/Alcohol)					
Onsite (mobile) after hours scheduled		150			
Onsite (mobile) after hours emergency		10			
Subtotal		160			
Program Management					
Collection Site Audit ¹		3			
Random Database Maintenance Fee					
Consortium Member Training ²					
Cancelled Tests					
Wait Times				100	
TOTAL		1,803		100	

¹ Per Audit

² Semi-Annual Training: Designated Employer Representative (DER), Reasonable Suspicion, Post Accident, Onsite Supervisor Refresher. (2 hours for each session.)

COST PROPOSAL FORM

Fiscal Year 2020: July 1, 2019 - June 30, 2020

EXPENSE DESCRIPTION	COST PER TEST	ESTIMATED TOTAL TESTS	COST PER HOUR	ESTIMATED TOTAL HOURS	TOTAL COST
Random Drug Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Random Alcohol Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Pre-Employment Tests (Drug)					
Collection site (network)		250			
Collection site (non-network)		250			
Subtotal		500			
Post Accident Tests (Drug/Alcohol)					
Collection site (network)		20			
Collection site (non-network)		20			
Onsite (mobile)		40			
Subtotal		80			
Other Tests: Reasonable Suspicion, Return-to-Duty, and Follow-Up		60			
Off-Hour Tests (Drug/Alcohol)					
Onsite (mobile) after hours scheduled		150			
Onsite (mobile) after hours emergency		10			
Subtotal		160			
Program Management					
Collection Site Audit ¹		3			
Random Database Maintenance Fee					
Consortium Member Training ²					
Cancelled Tests					
Wait Times				100	
TOTAL		1,803		100	

¹ Per Audit

² Semi-Annual Training: Designated Employer Representative (DER), Reasonable Suspicion, Post Accident, Onsite Supervisor Refresher. (2 hours for each session.)

COST PROPOSAL FORM

Fiscal Year 2021: July 1, 2020 - June 30, 2021

EXPENSE DESCRIPTION	COST PER TEST	ESTIMATED TOTAL TESTS	COST PER HOUR	ESTIMATED TOTAL HOURS	TOTAL COST
Random Drug Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Random Alcohol Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Pre-Employment Tests (Drug)					
Collection site (network)		250			
Collection site (non-network)		250			
Subtotal		500			
Post Accident Tests (Drug/Alcohol)					
Collection site (network)		20			
Collection site (non-network)		20			
Onsite (mobile)		40			
Subtotal		80			
Other Tests: Reasonable Suspicion, Return-to-Duty, and Follow-Up		60			
Off-Hour Tests (Drug/Alcohol)					
Onsite (mobile) after hours scheduled		150			
Onsite (mobile) after hours emergency		10			
Subtotal		160			
Program Management					
Collection Site Audit ¹		3			
Random Database Maintenance Fee					
Consortium Member Training ²					
Cancelled Tests					
Wait Times				100	
TOTAL		1,803		100	

¹ Per Audit

² Semi-Annual Training: Designated Employer Representative (DER), Reasonable Suspicion, Post Accident, Onsite Supervisor Refresher. (2 hours for each session.)

COST PROPOSAL FORM

Fiscal Year 2022: July 1, 2021 - June 30, 2022

EXPENSE DESCRIPTION	COST PER TEST	ESTIMATED TOTAL TESTS	COST PER HOUR	ESTIMATED TOTAL HOURS	TOTAL COST
Random Drug Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Random Alcohol Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Pre-Employment Tests (Drug)					
Collection site (network)		250			
Collection site (non-network)		250			
Subtotal		500			
Post Accident Tests (Drug/Alcohol)					
Collection site (network)		20			
Collection site (non-network)		20			
Onsite (mobile)		40			
Subtotal		80			
Other Tests: Reasonable Suspicion, Return-to-Duty, and Follow-Up		60			
Off-Hour Tests (Drug/Alcohol)					
Onsite (mobile) after hours scheduled		150			
Onsite (mobile) after hours emergency		10			
Subtotal		160			
Program Management					
Collection Site Audit ¹		3			
Random Database Maintenance Fee					
Consortium Member Training ²					
Cancelled Tests					
Wait Times				100	
TOTAL		1,803		100	

¹ Per Audit

² Semi-Annual Training: Designated Employer Representative (DER), Reasonable Suspicion, Post Accident, Onsite Supervisor Refresher. (2 hours for each session.)

COST PROPOSAL FORM

Fiscal Year 2023: July 1, 2022 - June 30, 2023

EXPENSE DESCRIPTION	COST PER TEST	ESTIMATED TOTAL TESTS	COST PER HOUR	ESTIMATED TOTAL HOURS	TOTAL COST
Random Drug Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Random Alcohol Tests					
Collection site (network)		85			
Collection site (non-network)		85			
Onsite (mobile) business hours scheduled		330			
Subtotal		500			
Pre-Employment Tests (Drug)					
Collection site (network)		250			
Collection site (non-network)		250			
Subtotal		500			
Post Accident Tests (Drug/Alcohol)					
Collection site (network)		20			
Collection site (non-network)		20			
Onsite (mobile)		40			
Subtotal		80			
Other Tests: Reasonable Suspicion, Return-to-Duty, and Follow-Up		60			
Off-Hour Tests (Drug/Alcohol)					
Onsite (mobile) after hours scheduled		150			
Onsite (mobile) after hours emergency		10			
Subtotal		160			
Program Management					
Collection Site Audit ¹		3			
Random Database Maintenance Fee					
Consortium Member Training ²					
Cancelled Tests					
Wait Times				100	
TOTAL		1,803		100	

¹ Per Audit

² Semi-Annual Training: Designated Employer Representative (DER), Reasonable Suspicion, Post Accident, Onsite Supervisor Refresher. (2 hours for each session.)