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**ADDENDUM 5**

To: All Interested Bidders  
From: Oscar Avila, Procurement Data Analyst  
Date: June 11, 2018  
Subject: Bid #18-020 Drug Testing Services for the County of El Paso Community  
Supervision and Corrections Department (CSCD)

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**This addendum has been issued to notify vendors of the following modification to the specifications and questions received.**

- ❖ During the term of this agreement the County may extend to other County departments. Any department added shall be offered the same bid prices, terms and conditions as in the original bid. Purchase Order issued against this solicitation award shall be the sole responsibility of the department placing the order. If vendor is not willing to extend its prices to other County entities they must state so in the bid response.
  - ❖ The opening date has been extended to **Thursday, June 21, 2018 at 2:00 p.m.**
  - ❖ Deadline to questions has not been extended.
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1. What is the total number of tests to be run annually?

**RESPONSE: Approximately 18,000.**

2. What is the total number of tests to be run annually by test category?

**RESPONSE: The department currently uses a 6 panel drug quick screen and collected approximately 18,000 specimens last year. The quick screen does not allow for differentiating the various tests. Each urine sample that is tested gives a reading for all six drugs.**

3. Will the County order by Panel (i.e. several tests combined into one collection) or simply individual tests ordered separately?

**RESPONSE: The department would prefer by Panel.**

4. Will the County supply volumes for the services it is requesting?

**RESPONSE: As stated in question one, our department collects approximately 18,000 urine samples a year.**

5. May the County provide its current contract for this RFP? Is the current contract available to view? What is the Bid # of the current contract?

**RESPONSE: The department does not currently have a contract.**

6. Who is the current vendor for these services?

**RESPONSE: Currently the urine sample kits are purchased from Redwood.**

7. What is the current annual volume of specimen collections? What is the current volume of each test requested? What is the approximate annual specimen volume?

**RESPONSE: The department currently uses a 6 panel drug quick screen and collected approximately 18,000 specimens last year. The quick screen does not allow for differentiating the various tests. Each urine sample that is tested gives a reading for all six drugs.**

8. What is the current pricing schedule? What are the prices currently being paid for these services?

**RESPONSE: The department does not currently have a vendor that collects and tests urine specimens. Our staff currently collect the sample and test it on site.**

9. Scope of Work question 4 indicates CSCD is looking for a vendor to implement an offender-pay program and in Section II – Compensation and Method of Payment Item B indicates invoices should be submitted to the county for payment. Is this an offender pay or county pay program?

**RESPONSE: The department wants it to be offender pay, however, it will budget a small amount for indigent cases.**

10. Question 12 states at least 1 location is required to be available for 24/day testing and Question 20 indicates only regular office hours of 8am-6pm Monday through Friday with availability for collections after hours, weekends and holidays. Which is the correct requirement?

**RESPONSE: Regular office hours of 8am-6pm Monday through Friday with availability for collections after hours, weekends and holidays.**

11. Is it permissible to have "on-call" collectors for after-hour collections?

**RESPONSE: Yes.**

12. How many collection sites are there currently? What are the addresses of the current collection sites? What are the current collection sites?

**RESPONSE: The office locations are irrelevant as it is a requirement that the collection of urine specimens be done at the vendor site. Vendor must have multiple locations for the collection and testing of samples.**

13. Will collectors be required to read the results from instant cups or does the County prefer laboratory screening and confirmation?

**RESPONSE: The department will accept either instant cups or laboratory screening as long as the test results are accurate and will stand up under court testimony.**

14. Will the County please clarify what is meant by "immunoassay" upon request? Isn't immunoassay part of the standard services being requested?

**RESPONSE: That is correct it is part of the standard services being requested.**

15. Will the County accept a vendor who can provide negative results within 24 hours of sample receipt rather than the stated 24 hours of administering the test?

**RESPONSE: The department will accept this.**

16. May the County please clarify the specifications and need for bond insurance?

**RESPONSE: There is no need for bond insurance as it is self-pay.**

17. May the County please clarify if the MRO is to verify all tests or just positives?

**RESPONSE: MRO is to verify only positive results.**

18. May the County please clarify if the Column on the price sheet marked "Cost per Specimen w/lab" is the cost of adding the individual drug to a multi-drug panel?

**RESPONSE: It is the collection of specimen with a multi drug panel and confirmation cost.**

19. Is the County asking for multi-panel drug pricing? If so, what is the make-up of the panel(s)?

**RESPONSE: Yes it is. The drugs are listed in the solicitation pgs. 11-12.**

20. Is the "6 Panel Oral Swab" an instant test or lab screen/confirmation test?

**RESPONSE: It is an instant test.**

21. E. Scope of Work # 5. States "the vendor shall be required to analyze all drug and alcohol screens on-site to ensure accurate and timely test results" Does this mean at the collection site(s) in El Paso County or can it be at a SAMHSA & CAP-FUDT certified laboratory outside of El Paso County? Please clarify whether the selected vendor will be required to provide laboratory confirmation at the specimen collection site.

**RESPONSE: The department would prefer that negative results be done at the collections site, however other options will be entertained.**

22. E. Scope of Work # 7. "Vendor will email results to respective Community Supervision Officer within a 24 hour turnaround", however, E. Scope of Work # 13. "Vendor shall provide a certified MRO to verify all test results". The MRO process can take up to five days to review, investigate and make a determination of results?

**RESPONSE: The notification of the results of test to the Community Supervision Officer is to be within a 24 hour turnaround. An MRO does not need to be provided. All positive test results must be defended by vendor at a court hearing.**

23. E. Scope of Work # 6. Requires all confirmations via LCMSMS. Can some of the drugs that have low LODs be confirmed via GCMS and those that require specifically a LCMSMS like Spice/K2, Bath Salts, ETG/TES use an LCMSMS?

**RESPONSE: Yes they may.**

24. How many collection sites are required, with one in El Paso County being 24/7?

**RESPONSE: There is no specific number of collections sites required.**

25. Are the collection sites required to be open from 8:00AM until 6:00PM Monday-Friday?

**RESPONSE: Yes they are.**

26. Since both male and female collectors are required does this mean the collections are observed?

**RESPONSE: It is a requirement that the collections be observed.**

27. What is the approximate positivity rate of the specimens?

**RESPONSE: The department currently use the quick screen drug test which is a 6 panel test. Due to this the CSCD only has the number of positive tests for the previous year, which was 1,291. Data by drug type is unavailable.**

28. Must a lab be accredited under CAP to apply? Or is a COLA accreditation also qualifying for this bid?

**RESPONSE: COLA accreditation is acceptable.**

29. If there is no need for automobile/construction services, should vendors still provide automobile/construction insurances?

**RESPONSE: No, this documentation is not required.**

30. Please clarify for items on pages;  
a. Pg. 7, Paragraph 1., E., 7.  
b. Pg. 9, Paragraph 1., F., 8, 15, & 16.

Is the 24-hour time limit applicable only to on-site (field) negative test results, not laboratory confirmed?

**RESPONSE: The 24 hour notification is applicable when the result of the test is determined.**

31. Does the 24-hour time limit begin with collection of the specimen from the donor or receipt of the specimen at the laboratory?

**RESPONSE: The 24 hour time limit begins at the time of the results of the test.**

32. Would the County consider obtaining test results by accessing the laboratory's online, password-protected, information management system in lieu of receiving email notification?

**RESPONSE: This will not be considered.**

33. Please provide the number of times each of the following was required to provide testimony in calendar year 2017, 2016, and per year on average;  
a. Specimen collectors.  
b. Laboratory testing personnel.

**RESPONSE: None for both years.**

34. Page 8, Paragraph I., F., 5 states "All results must be reported to the lowest level of detection (LOD) and include creatinine levels for every specimen tested". Please clarify whether the Vendor may conduct an initial on-site (field test) screen prior to laboratory confirmation or whether all tests must be conducted by a laboratory.

**RESPONSE: The vendor may conduct an initial on-site (field test) screen prior to laboratory confirmation.**

35. Would the County please consider reducing the days and hours of operation from 24/7/365 to a schedule more common to offender testing programs (Example: ten (10) hours per weekday and five (5) hours on Saturday) that decreases operating expenses and enhances affordability?

**RESPONSE: The department requires the following:  
Hours of operation: Monday-Friday 8:00 a.m. - 6:00 p.m. and  
Saturdays 8:00 a.m.-1:00 p.m.  
(With availability after hours, holidays, and weekends)**

36. Page 9, Paragraph I., F., 13 states "Vendor shall provide a Medical Review Officer (MRO) to verify all tests". Would the County please consider eliminating that requirement, which is uncommon to offender testing and forces an increase in Vendor pricing?

**RESPONSE: An MRO does not need to be provided. All positive test results must be defended by vendor at a court hearing.**

37. Regarding the bond insurance, what is the amount and is there any other information necessary for bidders to comply?

**RESPONSE: There is no bond insurance requirement as this will be a self-pay program.**

38. Will potential bidders be permitted to make site visits to the County's facilities to ascertain all site conditions prior to bid opening?

**RESPONSE: There will be no need for site visits as no collections will be done at our satellite offices.**

39. Is the following format acceptable when submitting a bid?

Section 1: Required Forms

Incorporating all forms required by the bid packet

Section 2: Purpose / Administration / Status of Attorney

Including a point-by-point response to each specification contained in Section I (Pages 7 through 10) of the bid packet

Section 3: Compensation and Method of Payment

Including a point-by-point response to each specification contained in Section II (Page 10) of the bid packet

Section 4: Price Sheet

Provided on Pages 11 and 12 of the bid packet

Section 5: General Provisions

Including a point-by-point response to each specification contained in Pages 13 through 23 of the bid packet

**RESPONSE: Format is at the discretion of the submitting vendor, so long as all necessary forms (Ethics Form, Conflict of Interest Questionnaire Form, etc.) from the bid packet are signed and dated and no alterations have been made to the original bid packet.**

41. What is the County's historic average number of urine specimens collected and/or tested per year? Per month?

**RESPONSE: Approximately 18,000 a year. Averaging about 1,500 per month.**

42. What is the estimated number of urine specimens that will be collected and tested under the contract resulting from this bid?

**RESPONSE: In fiscal year 2017 we collected and tested approximately 18,000, however it will vary depending on the court ordered frequency.**

43. How is the random selection process conducted currently?

**RESPONSE: There is no set process. Some courts will order the frequency and the officer will determine when to call the client in to administer the test.**

44. How are clients notified of the need to test currently?

**RESPONSE: See response to question #43.**

45. What data systems does the County currently utilize?

**RESPONSE: There is no current database where information is collected. The department has Excel Spreadsheets where we keep track by satellite office.**

46. Does the current vendor employ a dedicated collection staff? If so, what is the cost?

**RESPONSE: No, the CSCD does not.**

47. Please describe the County's current method of specimen collection, either by County staff or the vendor providing collection services?

**RESPONSE: The CSCD orders quick screen urine cups and the Community Supervision Officer's will collect the specimen and utilize the quick screen test at the various satellite offices. Please note that all collections must be observed.**

48. How many locations does the County intend to ship samples from?

**RESPONSE: The CSCD does not plan to ship samples as this solicitation is to have the vendor collect, test, and confirm.**

49. Does the County send all presumptive positives for confirmation?

**RESPONSE: The CSCD will send presumptive positives for confirmation only when the client contests/denies use.**

50. What is the cost per confirmation that the County currently pays?

**RESPONSE: The CSCD pays \$2.25 per quick screen urine cup.**

51. How is the County testing for alcohol? What is the cost per test?

**RESPONSE: The CSCD currently utilizes breathalyzers to test for alcohol. There are certain drug courts that test for alcohol and they may be using the cheek swab for this. The department wants to begin randomly testing clients from all courts.**

52. Texas Code requires forensic laboratories to be accredited by the Texas Forensic Commission

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=37&pt=15&ch=651&rl=4](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=37&pt=15&ch=651&rl=4)).

Does the County also require Texas Forensic Commission accreditation, or is the County exempt from this requirement?

**RESPONSE: The CSCD does not have a lab, the department cannot speak to the requirements for the labs.**

53. Does the County plan to conduct vendor interviews after bids are submitted, prior to award notification?

**RESPONSE: The County will not conduct interviews, however vendors may be contacted if further clarification on submitted bid information is needed.**

54. Will the County accept testimony provided remotely, via live web-conference (e.g. skype) or telephone?

**RESPONSE: It will depend on the court, the department has no problem unless the court prohibits same.**

55. If the bidder intends to use a sub-contractor, should the sub-contractor fill out: Certificate of Interested Parties, Code of Ethics Training Affidavit, Conflict of Interest Questionnaire, in addition to the primary bidder?

**RESPONSE: Yes.**

56. Page 10, section II.A: Can the County please clarify what they mean by "cost per specimen with lab confirmation not per drug?" Almost all laboratories price confirmations on a per-drug basis. Would this price also include the collection fee?

**RESPONSE: The department is seeking a price for each urine sample to be tested for multiple drugs. The confirmations as well.**

57. Can the County please also clarify whether the initial screen should be performed via a laboratory test or by using a point of care device, such as a panel-dip or integrated test cup?

**RESPONSE: A care device is acceptable with the understanding that the results if challenged will hold up in court.**

58. Regarding licensure, would the CSCD accept a CLIA-licensed laboratory that participates in CAP proficiency testing instead of CAP-FDT licensing?

**RESPONSE: Yes, this is acceptable.**

59. Could the CSCD please explain why they require an MRO (page 9)? Would the CSCD allow for an available certified toxicologist to answer questions about test results instead?

**RESPONSE: Yes.**



60. Would the CSCD consider making multiple awards, such as to a laboratory to perform all of the requested testing and to another vendor for the collections, MRO, etc.?

**RESPONSE: Only if the lab contracts with the other vendor.**

61. Would the CSCD consider collecting the fees itself instead of having the vendor implement an offender pay program?

**RESPONSE: This will not be considered.**

62. Will the CSCD allow for a slightly longer turn-around time for the emailing of results? While screen results often are available within a 24-hour period, confirmations and specialty drug testing typically takes up to 72 hours *after receipt of the specimen at the laboratory.*

**RESPONSE: Not for initial results. 72 hours after receipt of the specimen for confirmation will be allowed.**

63. Would the CSCD elaborate more on what the bi-annual program training should entail?

**RESPONSE: Basically a training and refresher on how the lab processes urine specimens etc.**

64. Page 7, #5 states that the "Vendor will be required to analyze all drug and alcohol screens on site." Does the CSCD intend to have all specimens screened using rapid test/point of collection devices such as an iCup or panel-dip? The rest of the solicitation makes it seem like the CSCD is interested in laboratory testing, not in rapid test devices. Please clarify.

**RESPONSE: The department will accept rapid test/point of collection devices if the test results are reliable and will stand up in court. If a urine sample is negative the department does not require a confirmation.**

65. If the CSCD is interested in lab testing, would the CSCD allow vendors to send urine specimens to an offsite laboratory instead of "on-site?"

**RESPONSE: The department is willing to accept this as long as the lab contracts with the outside vendor. The lab must meet the timeline for notifying the department of results.**

66. Page 10, #22, approximately how many times should vendors expect to attend meetings with the CSCD management?

**RESPONSE: Only when and if issues arise.**

67. Page 19, section 25B: Is a performance bond required for this bid?

**RESPONSE: No, it is not required as it will be self-pay.**

68. Regarding page 7, section I.E.3, can the County please describe what their collection services needs are so vendors can understand better how they should tailor them?

**RESPONSE: Individual on supervision to be called randomly and as frequently as the court orders the collection of the urine specimen. Immediate notification to the Community Supervision Officer of results.**

69. Regarding page 7, section I.E.9, can the County please clarify what they mean by "Trend Analysis" and "Specific Client Re-Reporting?"

**RESPONSE:**

- **Trend Analysis- Trends in drugs in which clients are testing positive as well as trends in positive and negative results.**
- **Specific Client Re-reporting- A report on a client that has had several specimens done on different occasions.**

70. Regarding page 9, section I.E.14, how does the County wish to receive information about medications/drug exposure?

**RESPONSE: Via email.**

71. Regarding page 9, section I.E.20, how often does the County require after-hour, weekend, and holiday testing? If this is why the CSCD needs a 24-hour collection site, would the CSCD consider working out weekend/evening/holiday hours with the collection site in advance instead of requiring 24-hour collections?

**RESPONSE: The department requires the following:  
Hours of operation: Monday-Friday 8:00 a.m. - 6:00 p.m. and  
Saturdays 8:00 a.m.-1:00 p.m.  
(With availability after hours, holidays, and weekends)**

72. Page 23, #35, due to our strict compliance with HIPAA governing regulations, we aren't able to provide the CSCD with "unfettered rights to monitor and audit {our} work in every respect." Will the CSCD agree to modify these terms to come to a more mutually agreeable, safe, and information-respecting term?

**RESPONSE: This will not be modified.**