

Drug Testing Services for MDOC Job Applicants and Employees, RFP 15-033
Questions and Answers

Only one company attended the Pre-Proposal Vendor Conference.

In the Pre-Proposal Vendor Conference it was mentioned that although only one company attended the Pre-Proposal Conference there may be other companies interested in submitting a proposal and they will not be penalized for not submitting an Intent to Bid Form or for not attending the conference.

No.	Question	Answer
1.	<p>Exhibit F - Annual Employee Random Drug Testing and Cost Matrix. There is a total of 2864 employees in Exhibit F that are to be tested randomly at 42% - 43%. This gives us 1207 total random tests for the year.</p> <p>In the past all randoms have been scheduled for either the On-Site Regular Hours (MSP, CMCF, SMCI & Central Office) or Off-Site Regular Hours (Community Correction officers that are tested at sites across the state).</p> <ul style="list-style-type: none"> • Do you want us to assume that these 1207 employees will be tested as they have in the past? • If not, could you please provide the breakdown of each division, so we can provide an accurate estimation of cost. (i.e. MSP has 1060 Total employees and (42%) 445 employees to be tested randomly - how many will be tested in On-site Regular Hours, On-site Extended Hours, Off-Site Regular Hours and Off-Site Extended Hours...) 	<p>NO.</p> <p>Exhibit F has changed with an updated number of employees and revision to the percentage. Also, DOT percentage is included.</p> <p>Random drug testing may be conducted monthly or quarterly; however, MDOC is not mandated to do so.</p>
2.	<p>Section 6.1.1 Minimum Information - Could you verify that if this minimum information is provided the proposal will not be rejected.</p>	<p>If minimum information is provided, the proposal will be evaluated. There are other reasons why a proposal may be rejected and the MDOC has several options in the following sections of the RFP:</p> <ul style="list-style-type: none"> • Section 4.10 • Section 4.13.3

		<ul style="list-style-type: none"> • Section 4.14.2 • Section 4.15.2 • Section 4.16 • Section 5.1.2 • Section 5.1.4 • Section 6.1.2 Item 3 • Section 6.1.6 • Last two paragraphs in Section 6
3.	Exhibit E - Please define Extended Hours as compared to 5.3.1.4	<p>In Section 5.3.1 #3 – the definition of - Business Hours are Monday through Friday 6 a.m. – 6 p.m.</p> <p>Section 5.3.1 #4 - the definition of – Extended Hours are all day Saturday and Sunday as well as Monday through Friday between 6:01 p.m. to 5:59 a.m.</p>
4.	Section 6.1.2.3 A - Will as statement that says offeror "will comply" for sections 5.1 through 5.8 suffice or would you prefer the actual sections re-written in the transmittal letter?	<p>There is no space in the Transmittal Letter to copy everything in Section 5. Please review the requirements of 6.1.2.3. The subsections are:</p> <ul style="list-style-type: none"> 5.1 Location of MDOC Facilities 5.2 Minimum Vendor Requirements 5.3 Scope of Services 5.4 Fee for Services 5.5 Responsibilities of Proposed Vendor 5.6 Responsibilities of MDOC 5.7 Security 5.8 Administrative Remedy Procedure
5.	Subcontractors – how detailed must we get in listing subcontractors? postal/shipping, laboratory, mro...	<p>Given that this is a state-wide contract, timing and shipping of samples can be quite significant. Please indicate in your proposal narrative how the vendor proposes to handle shipping of samples collected by staff and/or contractors.</p> <p>For subcontractors, please provide a listing of any subcontractors for which vendor actually has an agreement and/or contract</p>

		for which the vendor has to pay the agreed price of the subcontractor.
6.	<p>Section 5.3.11</p> <p>Invoice Format - Would you like an itemized or summary invoice</p>	<p>Human Resource Personnel need to approve invoices for job applicant and employee drug testing. Therefore, a monthly report indicating the name and location of the person(s) tested during the previous month is required by the MDOC HR Division. The detailed report may be attached to the monthly invoice. For example:</p> <p>Page 1: Vendor Summary Invoice for the Month of June 2015</p> <p>Page 2-__: Vendor Itemized Report on job applicants and employees tested.</p>
7.	<p>Section 6.1.2</p> <p>4-G Responsibilities of the Vendor : What exactly would you like in this section of the proposal. We have read Section 5.5. Do you want Section 5.5 and pasted back into this section?</p> <p>4-H Security: What exactly would you like in this section of the proposal. We have read Section 5.7. Do you want this Section 5.7 and pasted back into this section?</p> <p>4-I Administrative Remedies: What exactly would you like in this section of the proposal. We have read Section 5.8. Do you want Section 5.8 copied and pasted back into this section?</p>	<p>Section 5 is the Scope of Services. Section 6 indicates the order of the narrative and the content of the full proposal. The Proposal narrative should have a Plan and each part of Section 5 should be addressed by the vendor in the Plan. It would be sufficient to copy a requirement from Section 5, then address how the vendor will respond to the requirement. Some parts will require more of a response than others.</p> <p>The vendor should use Section 6 like a checklist to make sure the proposal is presented in the order indicated in Section 6. For example, Section 6.3 provides more detail on what MDOC is seeking in reference to Organizational Capability. Section 6.4 provides more detail on what MDOC is seeking in reference to the Proposed Plan.</p> <p>Because MDOC is requiring vendor personnel and/or subcontractors to enter a “prison” environment, security is a major issue. Please indicate in the proposed plan how the vendor will handle “security” with employees and subcontractors. (Restate the requirement and respond to the requirement in the narrative.) Simply indicating that you will comply is not good enough in the plan. You should have a plan to actually implement the requirement and</p>

		<p>we want to know your plan. If you have a security plan document or an emergency plan document already, you may mention those plans in the narrative, give the attachment number/letter and then attach those documents to the proposal. Remember to mention the attachment in the Table of Contents.</p> <p>The narrative should mention your understanding concerning administrative remedies. For example, if HR says you are not doing something in reference to the contract, you would work with MDOC's HR to determine the issue(s) and rectify the issues. Contact person(s) can be mentioned in case MDOC HR has an invoice issue, a collection issue, a schedule issue, etc.</p> <p>Keep in mind, the Proposal Narrative should follow 6.1.2.4 exactly. Once that is completed and the proposal is in order, it will be easy to put page numbers to your table of contents. Also, it is very helpful if all pages of the proposal are numbered.</p> <p>For attachments, saving the whole proposal document (including Exhibit E and Exhibit F) into a PDF would allow the software to put page numbers on each page. Vendor would make sure page numbers are correct in the Table of Contents.</p>
8.	<p>I had one other quick question. I am unfamiliar with the Restitution employees that will be tested. Where are these employees located and how would they be tested. Would they be tested while we were onsite at one of the facilities or would they go off-site to have their specimen collected?</p>	<p>Refer to Amendment #1 to the RFP. Restitutions Centers have been incorporated as a listing under Community Corrections.</p>

