

## **Attachment A, Scope of Work**

### **Services to be Provided:**

The vendor shall furnish any necessary equipment, hardware, software, materials, shipping and testing supplies needed in order to complete services as outlined in the RFP and Scope of Work.

This includes but is not limited to:

### **Materials and Supplies:**

- Sterile, sealed plastic specimen bottles. The bottles are to be clear so the specimen volume and color can be easily seen. Bottles are to have an affixed temperature strip and raised volume or capacity lines. Each bottle shall have a tamper-proof security tape to ensure sterilization and secure the lid. The tamper-proof tape will easily tear or become destroyed if the bottles are tampered, altered or attempts to remove the lid prior to specimen deposit.
- Self-sealing divided plastic bags that are of sufficient strength and durability to contain any liquid that may leak from a broken, cracked or leaking bottle. Each bag must have a specific area for the specimen container and a separate area for all necessary paperwork.
- Drug testing requisition forms. Each requisition form should be data entered information, automatically printed, includes the specific information as finalized by DISC Village upon contract execution, and chain of custody documentation for test collection and outline all testing requirements.
- Upon request, lockable boxes with keys in sufficient size (and quantity) to meet operational needs to deliver required tests to the Vendor.
- Any hardware and/or software that will be required or needed in order to complete forms, reports, testing results or other required information and services. All costs, retrofitting or interfacing for hardware and/or software with DISC Village will be at Vendor's expense.

### **Data Management System**

- Vendor will provide a Data Management System ("DMS") that is interfaced with lab analyzers for the assignment of Specimen IDs, reporting of drug test results, and capable of providing statistical data necessary for the evaluation and monitoring of on-site drug testing services. Information gathered by Vendor will be utilized for the preparation of monthly reports of services, reports for administrative meetings with DISC Village officials, and semi-annual and annual reports for the analysis of services provided.
- DMS must provide access via secure website. A mobile app will be beneficial but not required.
- DMS software must be Software as a Service (SaaS) system or cloud-based technology. Software should be compatible with standard browsers including, but not limited to, Internet Explorer, Google and Google Chrome, Firefox and Safari.
- DMS must be secure, and may only be accessed by designated users. An unlimited number of users should be allowed, and DISC Village must be capable of adding or deleting designated users as necessary. Vendor should include in its proposal the security components of its DMS and its ability to allow for the multiple designated users.
- DMS will be available at all times. Vendor should coordinate with DISC Village at least two (2) days in advance to schedule downtime due to routine maintenance.
- DMS must be capable of assigning unique Specimen IDs for each test performed that meet the following criteria:
  1. The Specimen ID must be traceable to the particular Donor (as well as his/her demographic details) that can later be reported to designated DISC Village employee(s). The identity and demographic details of the Donor will be provided by DISC Village via the DMS.

2. Specimen IDs must be encoded such that the specimen can be verified by the Donor and DISC employee collecting the specimen at the time of collection and can be tracked throughout the drug testing process, but while allowing the Donor to remain anonymous to all others.
  3. The Specimen ID should be a barcode format or other traceable encoded format comprised of at least nine (9) characters.
- Vendor must be able to generate, or provide a tool to generate, testing requisition forms that include donor labels and include identifying information to be used for verification purposes as the sample is collected along with a matching peel-off adhesive label to be placed on the specimen cup to uniquely identify that specimen and donor.
  - DMS must be capable of randomizing individuals to be tested.
  - DMS must allow designated DISC Village employee(s) to enter additional individuals to be tested.
  - DMS must be capable of tracking each specimen throughout the process and producing an electronic document image (PDF) of Chain of Custody document(s) at each step of the testing and confirmation phases. The image of the Chain of Custody document(s) should be downloadable by DISC Village from the DMS at any time. As changes are made to the Chain of Custody, updates must be available on the DMS and/or reported to DISC Village electronically.
  - DMS must be capable of producing Test Results in an electronic document image (PDF) within 48 hours of receipt of the specimen. The image of the Test Results document(s) should be downloadable at all times. DISC Village may request for faster turnaround times as needed.
  - DMS must be able to create aggregate statistical reporting on testing results and tested population demographics including, but not limited to, number of total tests taken, positive tests reported, and number of positive tests confirmed, false positives and false negatives. Vendor should provide in its proposals any additional statistical reporting that its DMS system is capable of providing.

### Reporting

At a minimum, the Vendor will report to designated DISC Village employee(s) Preliminary Test Results, Confirmation Test Results, and Chain of Custody forms through the DMS that will be able to stand up to legal challenges and courts of law in the State of Florida. These documents should include the following:

1. **Preliminary Test Results** will include: Specimen ID, collection date, date tested, name of Donor, Donor ID, drug test result (positive, negative, or rejected or invalid with reason for invalid or rejected, or designated as unavailable), drug(s) and/or metabolite(s) tested, and name of DISC Village staff who performed the test. Preliminary test results will be available within 48 hours of receipt of specimen.
2. **Confirmation Test Results** will include: Specimen ID, collection date, date tested, name of Donor, Donor ID, drug test result (positive, negative, or rejected or invalid with reason for invalid or rejected), drug and/or metabolite tested, a quantitative value, and a certification by and operator ID number of Vendor's employee who performed the test. Confirmation test results will be available within 48 hours of request and receipt of specimen.
3. **A daily report of results** should be sent via electronic mail to designated DISC Village staff by close of business each day containing all of the following items: Donor name, test date, test results, and whether it is a preliminary or confirmation test.
4. **Statistical reports** should be made available or/and sent to DISC Village Contract Manager on a monthly basis.
5. **Other reports** as requested by DISC Village.

### Administrative

- Vendor will provide professional management to support drug testing for DISC Village.

- Vendor will design and recommend any new policies, procedures, and protocols for drug testing.
- Vendor will be responsible for ensuring that their staff reports any problems or unusual situations with the laboratories, problems with shipping/handling or reporting to DISC Village Program Supervisor or designee.
- A representative of Vendor will be available to DISC Village from 7am to 7pm Monday through Friday (excluding holidays or office closures) and if requested, available in person at a DISC Village location for the fulfillment of contractual requirements.
- Vendor will develop a mechanism to provide review of cost containment procedures. Results will be reported to DISC Village, including, but not limited to, providing information on the pricing and capabilities of Vendor to test new or trending drugs.
- Vendor will provide legal support for all challenges relating to the services provided by Vendor pursuant to this RFP.

### **Testing and Testing Methodologies**

- Testing sensitivity for all drugs must be equal to or surpass College of American Pathologists (CAP) standards. Upon request, Vendor must be able to furnish proof of the control and calibration of system and ability of system to identify a proven low level of false positives and false negatives and steps for positive testing results. Vendor will furnish such requests to DISC Village within three (3) working days of a request being made.
- Vendor must be capable of providing testing for all substances listed in **Attachment B**. Vendor may provide confirmation testing on other substances, as they become available and/or subject to abuse and request by DISC Village. Drug Court and exceptional testing shall be subject to the same provisions as other testing. Vendor should provide in its proposal any additional substances it is capable of both testing for and confirming test results.
- DISC Village will require certain tests be conducted onsite at a DISC Village facility. Should on-site testing require DISC Village to obtain or utilize specific equipment or software in order to complete on-site testing, it will be the Vendors responsibility to provide all equipment including, but not limited to, all hardware and software necessary for the operation and maintenance of testing services. Vendor should include in its proposal the estimated time it will take to install and make fully operational the equipment in all sites.
- Vendor must have ability to conduct confirmation testing on all specimens as requested by DISC Village.
- Confirmation testing should be Gas Chromatography/Mass Spectrometry (GC/MS). Gas Chromatography/Flame Ionization Detection (GC/FID) may be utilized for confirmation of Ethanol. Vendor may propose alternative testing methods in its proposal, provided that Vendor also provides verification from an outside or independent source that the alternative method is as reliable, meets national standards, and has been held to be reliable in courts of law for the State of Florida.
- Cut off levels must be in compliance with nationally recognized standards and followed unless technology changes or upon the advice of the certifying laboratory with written notification and approval of DISC Village.
- Vendor will implement protocols or procedures to ensure proper chain of custody once the specimen arrives at the Vendor site and throughout the testing, shipping, and confirmation process.
- Vendor will provide confirmation results within four (4) business days from the time sample is received at the Vendor lab.
- Vendor will ensure all confirmation testing is properly authorized, documented and accurate.
- At the request of DISC Village, the Vendor shall perform urine drug screenings for the drugs listed below. If screening is positive, the Vendor shall perform confirmation testing utilizing the most recent and up to date methods that will be upheld in a court of law in the State of Florida. This may include a Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry/Mass Spectrometry (LC/MS/MS) confirmation test using the

original urine specimen for the quantitative detection of Alcohol (Ethanol), Amphetamines/Methamphetamines (includes MDEA, MDMA, and MDA), Barbiturates, Benzodiazepines, Cocaine, Methadone, Opiates (includes Codeine, Morphine, Hydrocodone, Hydromorphone, Oxycodone), Phencyclidine (PCP), Propoxyphene, Marijuana Metabolite (9-THC-COOH).

- Upon request, other drugs may also be requested for confirmation as listed below; however this list is not to be limited or all inclusive. This list may change at any time.
  - ABBCMOPPT Profile ( Amphetamine, Barbiturate, Benzodiazepines, Cocaine, Methadone, Opiates, Phencyclidine, Propoxyphene, Tetrahydrocannabinols);
  - ABBCMO Profile (Amphetamine, Barbiturate, Benzodiazepines, Cocaine, Methadone, Opiates);
  - ACOT Profile ( Alcohol, Cocaine Opiates, Tetrahydrocannabinols);
  - CMO Profile Cocaine, Methadone, Opiates;
  - THC (QUANT) Profile (Tetrahydrocannabinols- positive quantitative value);
  - Alcohol (Qualitative Alcohol);
  - COT Profile (Cocaine, opiates, Tetrahydrocannabinols);
  - AMPH (Amphetamines);
  - BARB (Barbiturates);
  - BENZ (Benzodiazepines);
  - COC (Cocaine);
  - METHA (Methaqualone);
  - METHD (Methadone);
  - OPIA ( Opiates);
  - PCP (Phencyclidine);
  - PROP (Propoxyphene);
  - Buprenorphine (BUP);
  - Ecstasy (MDMA) Test;
  - Oxycodone;
  - Heroin (6-MAM) Test;
  - Multi Steroid Testing;
  - Ketamine;
  - LSD;
  - GHB;
  - Ethyl Glucuronide/Ethyl Sulfate (EtG/EtS);
  - Synthetic Marijuana & Psilocybin Mushrooms;
  - Designer Stimulants (Bath Salts) – Expanded Panel;
  - Designer Stimulants (Bath Salts) – MDPV, Mephedrone, and Methylone;
  - Fentanyl;
  - Adulteration Panel (Creatinine, pH, and Specific Gravity);
  - Creatinine - Adulterant Check;
  - pH – Adulterant Check;
  - Specific Gravity – Adulterant Check;
  - Nitrites - Adulterant Check;
  - Dextromethorphan (DXM);
  - Tramadol, Soma;
  - Tricyclic Antidepressants (TCA);
  - Comprehensive Prescription Panel; and
  - Synthetic Cannabinoids.
- In addition, the total level of a positive result, the specific drug(s) showing positive result(s), and the specific delta-9-tetrahydrocannabinol (THC) will be included in the final testing report at all times.
- Alcohol screening shall be done by using either the Fluorescent Polarization Immunoassay (FPIA) (TDX) method or Gas Chromatographic (GC) method, when requested.
- Cannabinoid/Marijuana testing will include specific delta-9-tetrahydrocannabinol (THC) testing at all times, with the results included in the final test report to the site of origin.

- New/emergent drugs, the vendor must have the ability to test for new, synthetic, or emergent drugs as they come into use. DISC Village will contact the vendor when a new/emergent drug becomes known to local law enforcement and has become an abused drug by the Consumer population.
- Methylenedioxy methamphetamine (MDMA/Ecstasy) testing shall be completed when requested.
- Opiate Testing; the awarded vendor must have the ability to be specific and differentiate between the varied positive opiate results such as, Codeine, Heroin, Hydrocodone, Oxycontin, Oxycodone, Percocet, Vicodine, etc.
- Upon request, provide nicotine testing.
- Upon request, the Vendor must be able to provide oral swab or fluid tests to be completed by DISC Village or by the Vendor. For oral and fluid testing, all supplies, materials, shipping, testing methodologies and forms must meet the same requirements as urine testing.

**Collection - Frequency and Sites:**

- The Vendor shall provide arrangements with a courier service authorized to pick up specimens from all specified statewide collection locations and transport to the testing laboratory within twenty-four (24) hours of pick-up, except for State holidays and emergency closings. All pick-up locations will be in the boundaries of Florida. The Vendor shall also be responsible for all costs associated with the transportation of samples.

**Miscellaneous:**

- Vendor will be required to ensure through written documentation the confirmation of results accuracy in a percentile format.
- Vendor must provide a phone number, contact person, and if applicable, the name(s) of vendor personnel who will be accessible for DISC Village employees to contact for supply re-order, test result verification, and resolution of any other problems.
- Vendor must be available for any Court verifications upon request.

**Invoice:**

The Vendor shall provide DISC Village Contract Manager a detailed invoice on a monthly basis that must include an invoice number, date, number of specimens tested, and any other information as required by DISC Village accounting department.

Invoices will be submitted no later than the 10<sup>th</sup> of each month. Due to reporting and processing times, DISC Village will initiate all payments upon receipt and in sufficient time so that the payment will arrive to the vendor within 60 days of invoice receipt. DISC Village will not pay for any penalties, interest or other fees outside of actual testing services. DISC Village is a non-profit corporation, therefore is exempt for any and all taxes.

**Confirmations:**

At the time a specimen is submitted for analysis, there will be no request for a confirmation. If, after a specimen has been analyzed and is found to be analytically positive, and an officer desires a confirmation, only an authorized test site "designated representative" may request a confirmation. These requests for confirmation will be made in writing or by a telephone call followed up in writing from the test sites "designated representative" to the vendor's designated representative. If the requesting official does not request a confirmation, then the official must specify which substance will be confirmed. Vendor must provide confirmation service within 72 hours of a request, unless otherwise noted by Vendor.

**Representatives:**

The vendor will provide the name and phone number of its designated representative with whom daily contact may be made by test site representatives pertaining to obtaining supplies, requesting confirmations, and discussing operational situations. This person must ensure that he/she is only discussing these matters with the designated and authorized Department representative. If a question arises about the validity of the caller, then the designated representative will contact the primary/alternate test site representative(s) for resolution to the situation.

**Implementation Plan:**

If required and necessary, the vendor must demonstrate the ability to transition from the current service delivery system. The transition plan will address an orderly and efficient start-up. Emphasize past experience in implementing state contracts and successes in this area. The Vendor must include a general approach to managing the project and ensuring accuracy and implementation in a reasonable timeframe as designated by DISC Village and Vendor.